

# Application Guidelines for Exchange Students

## Study at PNU as an Exchange Student

<b>Who can apply?</b>
Enrolled students from PNU partner universities who are officially nominated by their home university for the PNU Exchange Program.
<b>How do I get nominated?</b>
Each partner university has its own selection procedure. Please contact the office of international affairs at your home university.
<b>How to apply for PNU Exchange Program?</b>
After you are nominated from your home university, you should complete PNU's online application and upload all the required documents before the deadline. You do not need to send hard copies of application documents.

## Online Application

<b>Application URL</b> : <a href="https://e-onestop.pusan.ac.kr/menu/inbound/exchange/login">https://e-onestop.pusan.ac.kr/menu/inbound/exchange/login</a>	
<p>** Please note:</p> <ul style="list-style-type: none"> <li>• Applications should be completed in English All required documents also should be completed in English</li> <li>• If you find errors in your nominated information that is shown on the page automatically when you log in, please contact your coordinator of your home institution. Only the coordinators have the authority to change the data of the nominated students.</li> <li>• Upload the required documents:               <ul style="list-style-type: none"> <li>· File type has to be .jpg, jpeg or PDF</li> <li>· File name should be written in English</li> <li>· File size must be smaller than 1 MB</li> </ul> </li> </ul>	
<b>Log-in Page</b>	
Login ID	Your email address that the coordinator of your home institution provided for nomination is your login ID.
Password	Initial password for student login is set 8-digit number of your birthday(yyyymmdd).
<b>List of the Required Documents to Upload</b>	
<ul style="list-style-type: none"> <li>• Passport-sized photo (3.5 cm x 4.5 cm) : JPG or JPEG format</li> </ul>	

<ul style="list-style-type: none"> <li>• Copy of the information page of your passport : JPEG or PDF format</li> <li>• Copy of academic transcript (in English) : JPEG or PDF format</li> <li>• Study plan (in English) : MS Word or PDF format</li> <li>• Official Bank Statement : PDF Format <ul style="list-style-type: none"> <li>– For one semester : at least USD 3,000</li> <li>– For two semesters : at least USD 6,000</li> </ul> </li> </ul> <p>※ Clearly <u>scanned documents</u> should be uploaded for application</p>	
<p><b>○ Personal Information</b></p>	
<p>The information has to be exactly the same as it appears on your valid passport. Otherwise, your student exchange application may not be accepted by PNU. More importantly, your visa application also could be rejected due to inconsistent information.</p>	
Photo	File must be less than 500KB (.jpg)
Mailing Address	Write your home address including zip code, street, city and country.
Emergency Contact Information	Full Name: write family name and given name in the appropriate boxes
Passport information	Write your passport no. and date of expiration
Copy of passport	Upload a copy of your valid passport information page
<p><b>○ Educational Background (Home University)</b></p>	
Current Academic Year	Select the year of study at your home university at the time of application submission
Copy of Transcript(s)	Upload the transcripts for all degrees you have completed including the degree you are currently pursuing
<p><b>○ Study at PNU</b></p>	
<p><b>○ Language Proficiency</b></p>	
Language Proficiency	Select your language proficiency. You do not need to submit any additional documents to verify it.
<p><b>○ Study Plan</b></p>	
1. Study Plan	<p>The purpose of the study plan is to determine your acceptance to your study at PNU. It should include motivation, subjects you have studied at your home university, and the goals you want to achieve as an exchange student(You do not need to describe the detailed subjects you wish to enroll in at PNU). A study plan is to confirm your learning goals and help to evaluate outcomes through the exchange program. Please write a clear and detailed description of your study plan at PNU.</p> <p>★Form is attached below.</p>

**Financial Capacity**

All exchange students must prove their financial capacity by submitting official Bank Statement issued by a local bank. Students need to prove they have at least USD 3,000 for one semester and USD 6,000 for two semesters(The amount you input needs to be in US dollars). If you are not able to issue it English, you could simply handwrite the amount in US dollar on the original paper. Copy of your bank book is not allowed.

**Terms of Agreement**

After submitting the online application, you will be required to read the declaration and agree to the terms. PNU will screen the document once you have agreed to the terms.

**Evaluation and Announcement**

PNU International will evaluate your application materials and notify the office of international affairs at your home university of the result.

**Other Information**

- 1) Submitted documents shall not be returned.
- 2) All notifications during the application period (including the announcement of successful candidates) shall be made via email.
- 3) Applicants will be held accountable, with penalties assessed (to include cancellation of admission), for the following infractions: failure to submit the required documents, errors or omissions in the documents, failure to fulfill the requirements indicated in the guidelines, indistinct addresses, correspondence failures, failure of successful candidates to notify PNU International of attendance, failure to execute procedures necessary to enter the country, and failure to fulfill other requirements.
- 4) Any applicant who gains admission through fraud, such as forgery or alteration of the documents or translation errors of the documents, and such information is discovered while at school or after graduation, his/her admission shall be cancelled and/or all academic records shall be erased even if the applicant has already graduated.
- 5) Foreign students must secure medical insurance against injuries or sickness and the insurance compensation limits must be a minimum of USD 100,000.
- 6) Any issues not stipulated in the guidelines shall comply with the admissions procedures and regulations of the university. For more information, visit the PNU International website (<http://international.pusan.ac.kr>) or contact the PNU International Office at [global@pusan.ac.kr](mailto:global@pusan.ac.kr)

[Attachment 1]

## Study Plan

Name: \_\_\_\_\_

Home University: \_\_\_\_\_

Please type in a clear and detailed description of your study objectives and give your reasons for wanting to pursue them at Pusan National University. And, please explain how your study plan and experiences of this visiting program can fit with your life goals.

[Attachment 2]

### Affidavit of Support

※A sponsor should be the applicant's family in principle.

Applicant's Name		
Sponsor	Name/Institution	
	Relationship	
	Occupation	
	Address	
	Telephone/Mobile	

I guarantee that I will be responsible for the above-named applicant's tuition, fees and living expenses for the duration of the whole program.

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Signature

Date

# Pusan National University Info-Sheet

<b>Important Dates</b>	<p><b>Fall semester</b>  Nomination deadline: 20 April of the year of study  Application deadline: 30 April of the year of study  Dormitory check-in: 31 August (TBD)  Orientation: first Monday of September (TBD)  Semester starts: first Monday of September  Semester ends: late December (the last day of exam week)</p> <p><b>Spring semester</b>  Nomination deadline: 20 October of the previous year  Application deadline: 31 October of the previous year  Dormitory check-in: 28 or 29 February (TBD)  Orientation: 2 March (TBD)  Semester starts: 2 March  Semester ends: late June (the last day of exam week)</p>
<b>Prerequisite</b>	<ul style="list-style-type: none"> <li>· Need to be nominated by a partner university.</li> <li>· completed at least two semesters(or one semester in the case of graduate students) at home university.</li> </ul>
<b>Language and GAP Requirement</b>	<ul style="list-style-type: none"> <li>· There is <b>no minimum GPA requirement</b>. But your academic performance will be taken into consideration in the screening process</li> <li>· There is <b>no language test result requirement</b>. But you need to be fluent either in English or Korean to understand the courses.</li> </ul>
<b>List of Documents uploaded on online application</b>	<p>※ <i>Every documents should be written in English.</i>  ※ <i>Exchange students. do not need to submit original copies. File upload is enough.</i>  ※ <i>JPG, JPEG, or PDF is only acceptable, volume should be smaller than 1Mb.</i></p> <ol style="list-style-type: none"> <li>1. <u>Passport-sized photo</u>: 3.5cm×4.5cm (JPG or JPEG only)</li> <li>2. <u>Copy of passport information page</u></li> <li>3. <u>Academic transcript</u> in English</li> <li>4. <u>Study Plan</u> in English(★Form attached below)</li> <li>5. <u>Official bank statement</u> in English <ul style="list-style-type: none"> <li>: balance amount equivalent of USD 3,000(for those applying for one semester) or USD 6,000(for those applying for two semesters)</li> <li>: can be substituted with Scholarship Certificate</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>· <u>Affidavit of Support</u>: Applicable only when the official bank statement is not under the applicant's name</li> </ul>
<b>Admission</b>	<p><b>Certificate of Admission(Visa Document)</b>  Once you are admitted, PNU International Office will send an original copy of the Certificate of Admission to the international office to your</p>

	<p>home university by post.</p> <p><b>Pre-Arrival Guide</b>  PNU International Student Center (ISC) will send a Pre-arrival Guide to each student via email.</p>
<b>Visa</b>	<p>All students are responsible for applying for a exchange student visa (D-2-6) using the Certificate of Admission to the Korean consulate in their home country.</p>
<b>Insurance</b>	<p>All exchange students must purchase overseas travelers insurance before arriving in Korea. Exchange and Visiting students are ineligible to purchase PNU's group medical insurance.</p> <ul style="list-style-type: none"> <li>· Minimum insurance coverage should be over USD 100,000 to cover any medical expenses incurred while you are abroad.</li> <li>· Those who do not submit the copy of insurance by deadline will be limited to register courses and to enter on-campus dormitory.</li> </ul> <p><b>* Please note that Korean Government is now considering to include foreigners for National Health Insurance policy. Once it is set, you should register National Health Insurance rather than travelers's insurance. We will keep you posted upon revision.</b></p>
<b>O n - C a m p u s housing</b>	<p><b>General Information</b></p> <ul style="list-style-type: none"> <li>· Website: <a href="http://dormapply.pusan.ac.kr/f_index.html">http://dormapply.pusan.ac.kr/f_index.html</a></li> <li>· Room Type: Double occupancy (no exceptions)</li> <li>· Facilities: Furnished with two beds, desks, chairs, desk lamps, closets, and one telephone</li> <li>· Shower booth and toilet in each room (Woongbi, Jayu Hall)</li> <li>· Separated laundry room</li> <li>· Dorm Fee (including meals): Approx. KRW 1,478,520 (≈USD 1,316) (twin room with private bathroom) or KRW 1,322,720 (≈USD 1,176) (twin room with shared bathroom) per semester (for 16 weeks)</li> <li>· Kitchen facilities are not available.</li> </ul> <p><b>Online Application</b></p> <ul style="list-style-type: none"> <li>· The detailed schedule and procedures of the dormitory application will be included in the Pre-Arrival Guide.</li> </ul> <p><b>Application Period</b></p> <ul style="list-style-type: none"> <li>· Spring semester: early January</li> <li>· Fall semester: late June - early July</li> </ul>
<b>Sangnam International House</b>	<p><b>PNU guesthouse available in case you arrive earlier than the dormitory check-in date.</b></p> <ul style="list-style-type: none"> <li>· Room rate: 47,000 KRW/night (PNU student rate) (Rates may change)</li> <li>· Reservation: 051-510-7000, <a href="mailto:sangnam@pusan.ac.kr">sangnam@pusan.ac.kr</a></li> <li>· Homepage: <a href="http://www.sangnam.co.kr">www.sangnam.co.kr</a></li> </ul>

<b>Off - Campus housing</b>	<p><b>General Information</b></p> <p>It is a student's responsibility to search for privately rented places and make a contract with its owner. There are a lot of privately-rented studio near the campus. The size, location and the rent rate are varied. Following information is about most commonly found ones.</p> <ul style="list-style-type: none"> <li>· Type: One room/kitchen, one bathroom</li> <li>· Security deposit: 5,000,000 KRW</li> <li>· Monthly rate: 300,000 KRW</li> </ul>
<b>Other</b>	<p><b>PNU Summer School</b></p> <ul style="list-style-type: none"> <li>· PNU Summer School provides international students with an enriching cultural and educational experience for from three to five weeks. The Summer School consists of courses covering diverse subjects, cultural activities, and field trips.</li> <li>· Website: <a href="http://international.pusan.ac.kr/summer/">international.pusan.ac.kr/summer/</a></li> </ul> <p><b>PNU Buddy Program</b></p> <ul style="list-style-type: none"> <li>· For whom: Newly-accepted incoming exchange students</li> <li>· Goal: To help international students get acclimated to campus life at PNU.</li> <li>· Assistance provided: Class registration, airport pick-up, campus orientation attendance, on- and off-campus assistance.</li> <li>· How to contact PNU Buddies: PNU Buddies will contact each international student via email about one month before the semester begins.</li> </ul> <p><i>※ Detailed information will be included in the Pre-Arrival Guide.</i></p>



□ Academic Information

<p><b>Academic Calender</b></p>	<p><b>Spring Semester (1st semester)</b>          · Early March~Late June</p> <p><b>Fall Semester (2nd semester)</b>          · Early September~Late December</p>
<p><b>Language of Instruction</b></p>	<p><b>Korean</b></p> <p><b>English</b> (about 350~360 courses taught in English are offered each semester )  <i>※ Course List taught in English from the past two semesters is separately provided in Excel file for your reference.</i></p>
<p><b>Workload per Semester</b></p>	<p><b>Undergraduate</b>          · Min. 12 credits          · Max. 19 credits: Most departments          · Max. 21 credits: College of Engineering, College of Education, College of Nanoscience and Nanotechnology          · Undergraduate students can take 3 credits(usually one course) of graduate course per semester.</p> <p><b>Graduate</b>          · General Graduate School: min. 3 credits / max. 10 credits, or 12 credits when mixed with undergraduate courses          · Graduate School of International Studies: min. 3 credits / max. 15 credits  <i>※ Graduate students can register up to 6 credits per semester from undergraduate courses and/or from other graduate schools.</i></p>
<p><b>Courses and Special Programs</b></p>	<p><b>Course Search &amp; Syllabus</b>          · Visit, <a href="https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02004">https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02004</a>          · Students are allowed to take courses across the faculties.          · The exact course list will be unloaded about one month before the semester begins.          · Course List taught in English from the past two semesters is separately provided in Excel file for your reference.</p> <p><b>Department of Global Studies(Undergraduate Program)</b>          · The Department of Global Studies (DGS) offers a challenging, interdisciplinary curriculum <u>taught entirely in English</u> and almost exclusively by native English speakers. Included in the curriculum are courses in law, international relations, history, economics, political science, human rights, culture, business, art, regional studies, and religion.          · Website: <a href="http://dgs.pusan.ac.kr">dgs.pusan.ac.kr</a></p>

	<p><b>Korean and East Asian Studies Program (KEASP)</b></p> <ul style="list-style-type: none"> <li>· KEASP is a unique Korean and regional program offered by Department of Global Studies (DGS). Established in 2014, KEASP is an undergraduate program that provides international students with a diverse education in the cultural, social, political, economic, trade, business and security issues shaping the Asia-Pacific region.</li> <li>· For details:  <a href="http://his.pusan.ac.kr/sites/international_eng/download/dgs_keasp_brochure_new.pdf">http://his.pusan.ac.kr/sites/international_eng/download/dgs_keasp_brochure_new.pdf</a></li> </ul>
<p><b>Korean Language Courses</b></p>	<p>Undergraduate/ Graduate students are allowed to take Korean Language courses.</p> <ul style="list-style-type: none"> <li>· Beginners' Korean (I and II)</li> <li>· Intermediate Korean</li> <li>· Advanced Korean</li> <li>· Learning Korean in Drama</li> <li>· Learning Korean in Songs</li> </ul> <p>※ No replacement test is needed to register. You should check the syllabus to estimate it's level.</p>
<p><b>Grading System</b></p>	<p><b>Hours-per-Week:</b> 50-minute class per week for one semester equals one credit hour. (100 minutes or more of laboratory work per week for one semester equals one credit hour.)</p> <p><b>Grading System:</b>  A+=4.5(100~95), A0=4.0(94~90), B+=3.5(89~85), B0=3.0(84~80), C+=2.5(79~75), C0=2.0(74~70), D+=1.5(69~65), D0=1.0(64~60), P=Pass, F0=Fail, N=Non Pass, S=Satisfactory, U=Unsatisfactory  The lowest passing grade is D0(60)</p>
<p><b>Colleges and Departments</b></p>	<p>※ <i>Some of the departments may not have enough number of courses taught in English. Please refer to the course list for the courses taught in English in the past two semesters.</i></p> <p>※ <i>Faculty/Department not open to Exchange/Visiting Student : Dentistry, Medicine, Korean Medicine, Nursing, Law</i></p> <p><b>College of Humanities</b></p> <ul style="list-style-type: none"> <li>Department of Korean Language and Literature</li> <li>Department of Chinese Language and Literature</li> <li>Department of Japanese Language and Literature</li> <li>Department of English Language and Literature</li> <li>Department of French Language and Literature</li> <li>Department of German Language and Literature</li> <li>Department of Russian Language and Literature</li> <li>Department of Korean Literature in Chinese Characters</li> <li>Department of Language and Information</li> <li>Department of History</li> <li>Department of Philosophy</li> </ul>

Department of Archaeology  
Department of Korean language education as a foreign language

**College of Social Sciences**

Department of Public Administration  
Department of Political Science and Diplomacy  
Department of Social Welfare  
Department of Sociology  
Department of Psychology  
Department of Library  
Archive and Information Studies  
Department of Communication

**College of Natural Sciences**

Department of Mathematics  
Department of Statistics  
Department of Physics  
Department of Chemistry  
Department of Biological Sciences  
Department of Microbiology  
Department of Molecular Biology  
Department of Geological Sciences  
Department of Atmospheric Environmental Sciences  
Department of Oceanography

**College of Engineering**

School of Mechanical Engineering  
Department of Polymer Science and Engineering  
Department of Organic Material Science and Engineering  
School of Chemical Biomolecular Engineering & Environmental Engineering  
: Chemical and Biomolecular Engineering Major, Environmental Engineering Major  
Division of Materials Science and Engineering  
Department of Electronics  
School of Electrical and Computer Engineering  
: Electrical Engineering Major  
School of Urban, Architecture and Civil Engineering  
: Architectural Engineering Major, Architecture Major, Urban Engineering Major, Civil Engineering Major  
Department of Aerospace Engineering  
Department of Industrial Engineering  
Department of Naval Architecture and Ocean Engineering

**College of Information and BioMedical Engineering**

School of BioMedical Convergence Engineering  
School of Computer Science and Engineering

	<p><b>College of Business Administration</b> Department of Business Administration</p> <p><b>College of Economics &amp; International Business</b> Department of Trade Division of Economics Department of Tourism and Conventions Department of Global Studies Department of Public Policy &amp; Management</p> <p><b>College of Human Ecology</b> Department of Child Development and Family Studies Department of Clothing and Textiles Department of Food Science and Nutrition Department of Housing and Interior Design</p> <p><b>College of Nano Science and Technology</b> Department of Nano Energy Engineering Department of Nanomechatronics Engineering Department of Optics and Mechatronics Engineering</p> <p><b>College of Arts</b> Department of Music : Vocal Music, Piano, Composition, Orchestra Music &amp; Percussion Department of Fine Arts : Carving &amp; Modeling, Korean Painting, Western Painting Department of Plastic Arts : Wooden Furniture Painting, Ceramics, Textiles &amp; Metal Department of Korean Music : String-Vocal, Wind-Percussion, Theory-Composition Department of Dance : Korean Dance, Ballet, Modern Dance Department of Design : Visual Design, Animation, Image Information Department of Art Culture and Image</p> <p><b>College of Sports Science</b> Division of Sports Science</p>
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**Living Cost in Busan**

	Approximate Cost(won)	Notes
<b>School</b>		
Room and Board		

Books and Supplies	1,479,520 200,000	Dormitory fee with 3 meals a day, Fall 2019 Different depending on the department
<b>Transportation</b>		
Subway		
Bus	1,400~1,600	
Taxi	1,300~2,200 3,300 ex1) 18,700	Basic fare: up to 2km ex1) PNU to Haeundae beach: 18.3km
<b>Food</b>		
Campus Cafeteria		
Restaurants	4,000	Included in the Dorm fee if you live in a dormitory Bibimbap(Korean rice with mixed vegetables): 6,000~8,000 Fried chicken: 16,000(for two) Pasta: 10,000~13,000 Pizza: 10,000~25,000(for two) Chinese fried pork: 12,000~17,000 Indian Tandoori chicken: 10,000~20,000 Japanese noodle: about 7,000~10,000 Fried rice with seafood: 7,000~8,000 Coffee to go: 1,000~3,000
<b>Communication</b>		
WiFi		
Smartphone Service	Free on campus ex1) 13,200/month	
High Speed Internet	ex2) 38,390/month ex) 33,000/month	ex1) Thrifty phone, data 500MB, call 100mins ex2) Major Communication Company service, data 1GB, call limitless

## ☐ Contact Information

<b>Mailing Address</b> <b>Pusan National University</b> <b>PNU International</b> 1F, Main Administrative Bldg., 2, 63beon-gil Busandaehak-ro, Geumjeong-gu, Busan, 46241 Republic of Korea	<b>Websites</b>  · University: <a href="http://english.pusan.ac.kr">english.pusan.ac.kr</a> · PNU International: <a href="http://international.pusan.ac.kr">international.pusan.ac.kr</a> · Course offerings: <a href="http://onestop.pusan.ac.kr/English">onestop.pusan.ac.kr/English</a>	
<b>Incoming exchange student's admission</b> <b>-Singapore, Japan, The USA, Oceania-</b> Ms. Gayoung KIM <a href="mailto:global@pusan.ac.kr">global@pusan.ac.kr</a>	<b>International Student Support</b> <b>-Course Registration, Buddy program</b> Ms. Jongkyung KIM <a href="mailto:foreign@pusan.ac.kr">foreign@pusan.ac.kr</a>  <b>-Visa</b> Ms. Hyejung YANG	<b>-Europe-</b> Mr. Soo ho KIM <a href="mailto:abroad@pusan.ac.kr">abroad@pusan.ac.kr</a>

	<a href="mailto:visa@pusan.ac.kr">visa@pusan.ac.kr</a>  <b>-Dormitory</b> Ms. Jiyeon KIM <a href="mailto:idorm@pusan.ac.kr">idorm@pusan.ac.kr</a>  <b>-Insurance</b> Ms. Dahee NAM <a href="mailto:insurance@pusan.ac.kr">insurance@pusan.ac.kr</a>	
<b>-China, Hongkong, Taiwan, Africa-</b> Ms. Xiaolong ZHAI <a href="mailto:exchange@pusan.ac.kr">exchange@pusan.ac.kr</a>	<b>-Asia(except Japan, Singapore)-</b> Ms. Jinkyong KWON <a href="mailto:pnuasia@pusan.ac.kr">pnuasia@pusan.ac.kr</a>	<b>PNU Summer School</b> Ms. Jinkyong KWON <a href="mailto:summer@pusan.ac.kr">summer@pusan.ac.kr</a>

**Transportation: How to get to PNU**

<p><b>From Busan/Gimhae International Airport</b></p> <p><b>Taxi</b>  If you take a taxi from Gimhae International Airport to PNU Busan campus, it will take about 45 minutes(20.4km) and cost about 21,000 won.</p> <p><b>Subway</b>  Take the Gimhae Light Rail towards Gangseo-Gu Office and get off at Daejeo station. Transfer to subway line #3 towards Suyeong and get off at Yeonsan station. Transfer to subway line #1 (towards Nopo) and get off at the Pusan Nat'l Univ. station. It takes about an hour, and the subway fare is about 2,100 won.</p>	<p><b>From Busan Train Station</b></p> <p><b>Subway</b>  If you arrive in Busan using the railway, walk towards Busan Station Square and take subway line #1 towards Nopo. Get off at the Pusan Nat'l Univ. station. The subway ride takes about half an hour, and will add about a 10- to 15-minute walk up to the front gate. Subway fare is 1,600 won.</p> <p><b>Taxi</b>  Taking taxi to PNU will take about 49 minutes(16.5km) and cost you about 18,000 won.</p>
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- Amended on July 29, 2020