



Ajou Exchange Program Fact Sheet

(Updated on Sep. 30, 2016)

Ajou University			
Name of institution	Ajou University 亚洲大学		
Location	Suwon (水源), South Korea		
Office involved with exchange	Office of International Affairs (OIA)		
Mailing Address (for courier deliveries)	Office of International Affairs (Yulgok Hall 312) Ajou University 206 Worldcup-ro, Yeongtong-gu, Suwon 16499, KOREA		
Institution's website	www.ajou.ac.kr/en		
Contact information	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <p>Vice President for Int'l Affairs Mr. Byung-Chun So bcso@ajou.ac.kr</p> <p>Deputy Director Mr. Ricky Yoon Int'l Cooperation & Enrollment jyoon@ajou.ac.kr Tel: +82-31-219-2921</p> <p>Program Manager Mrs. Alice Lee Exchange Program Management (Maternity leave until the end of 2016)</p> <p>Incoming Program Coordinator Ms. Sera Lee Incoming student program incoming@ajou.ac.kr / iss@ajou.ac.kr Tel: +82-31-219-2923</p> <p>Outgoing Program Coordinator Mr. Joon-Hee Lee Outgoing student program exch@ajou.ac.kr Tel: +82-31-219-2926</p> <p>Program Coordinator Ms. Jina Lee International Summer School iss@ajou.ac.kr / incoming@ajou.ac.kr Tel: +82-31-219-2922</p> </td> <td style="vertical-align: top; width: 50%;"> <p>Program Manager Mr. Sanghyun Lee International Student Admission admission@ajou.ac.kr Tel: +82-31-219-2925</p> <p>Coordinator Mr. Andrew Doyeon Kim Cooperation with Chinese Institutions admission@ajou.ac.kr Tel: +82-31-219-3598</p> <p>Coordinator Ms. Jiyul Mun Ajou Foundation Program admission@ajou.ac.kr Tel: +82-31-219-3599</p> <p>Coordinator Mrs. JeongHee Moon Ajou Foundation Program afp@ajou.ac.kr Tel: +82-31-219-3616</p> </td> </tr> </table>	<p>Vice President for Int'l Affairs Mr. Byung-Chun So bcso@ajou.ac.kr</p> <p>Deputy Director Mr. Ricky Yoon Int'l Cooperation & Enrollment jyoon@ajou.ac.kr Tel: +82-31-219-2921</p> <p>Program Manager Mrs. Alice Lee Exchange Program Management (Maternity leave until the end of 2016)</p> <p>Incoming Program Coordinator Ms. Sera Lee Incoming student program incoming@ajou.ac.kr / iss@ajou.ac.kr Tel: +82-31-219-2923</p> <p>Outgoing Program Coordinator Mr. Joon-Hee Lee Outgoing student program exch@ajou.ac.kr Tel: +82-31-219-2926</p> <p>Program Coordinator Ms. Jina Lee International Summer School iss@ajou.ac.kr / incoming@ajou.ac.kr Tel: +82-31-219-2922</p>	<p>Program Manager Mr. Sanghyun Lee International Student Admission admission@ajou.ac.kr Tel: +82-31-219-2925</p> <p>Coordinator Mr. Andrew Doyeon Kim Cooperation with Chinese Institutions admission@ajou.ac.kr Tel: +82-31-219-3598</p> <p>Coordinator Ms. Jiyul Mun Ajou Foundation Program admission@ajou.ac.kr Tel: +82-31-219-3599</p> <p>Coordinator Mrs. JeongHee Moon Ajou Foundation Program afp@ajou.ac.kr Tel: +82-31-219-3616</p>
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Academic Information																																																								
Academic calendar	<ul style="list-style-type: none"> • Spring Semester: March to Mid-June (16 weeks) (2017 Spring: 1st week of March to 3rd week of June) • Fall Semester: Late August to Mid-December (16 weeks) (2017 Fall: 1st week of September to 3rd week of December) • International Summer School: July to Mid-August(6-weeks) (2017 AISS: June 28th to August 5th) • http://www.ajou.ac.kr/en/international/inter20_01.jsp 																																																							
Full-time workload	<p>Exchange students usually take 3 to 6 courses per semester based on 3 credits per course. 3 credits course is consist of 48-hour workload.</p> <p>No minimum workload is required. Maximum workload allowed per semester is 19 credits (usually 6~7 courses) for undergraduates 12 credits for postgraduates</p>																																																							
Information on courses open to exchange students	<p>Consistent with its emphasis on global education, Ajou University offers a variety of courses taught in English. Currently, more than 300 students from various countries study at Ajou thorough our student exchange programs.</p> <p>Undergraduates can only choose undergraduate courses. In case students have enough knowledge to take postgraduate courses, they can take up to 6 credits from the postgraduate courses, but should go through prior approval of each professor.</p> <p>Postgraduates can choose both undergraduate and postgraduate courses up to 12 credits, but can take a maximum of 6 credits from undergraduate courses. Postgraduates applying for undergraduate courses need to check with the home university whether the credits can be transferred or not.</p> <p>* Exchange students enrolled in Master degree's program at their home university but not yet to obtain any Bachelor's degree should apply at an undergraduate student.</p>																																																							
Course list & descriptions	<p>The updated list of courses is confirmed two months before each semester. Please refer to the existing course list respectively as a reference to the courses to be offered in the same semester.</p> <p>http://www.ajou.ac.kr/en/international/inter21.jsp</p>																																																							
Grading System	<p>[Undergraduate]</p> <table border="1" data-bbox="528 1621 930 2011"> <thead> <tr> <th>Letter</th> <th>Grade</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>A+</td><td>4.5</td><td>95 ~ 100</td></tr> <tr><td>Ao</td><td>4.0</td><td>90 ~ 94</td></tr> <tr><td>B+</td><td>3.5</td><td>85 ~ 89</td></tr> <tr><td>Bo</td><td>3.0</td><td>80 ~ 84</td></tr> <tr><td>C+</td><td>2.5</td><td>75 ~ 79</td></tr> <tr><td>Co</td><td>2.0</td><td>70 ~ 74</td></tr> <tr><td>D+</td><td>1.5</td><td>65 ~ 69</td></tr> <tr><td>Do</td><td>1.0</td><td>60 ~ 64</td></tr> <tr><td>F</td><td>0.0</td><td>0 ~ 59</td></tr> </tbody> </table>	Letter	Grade	Grade	A+	4.5	95 ~ 100	Ao	4.0	90 ~ 94	B+	3.5	85 ~ 89	Bo	3.0	80 ~ 84	C+	2.5	75 ~ 79	Co	2.0	70 ~ 74	D+	1.5	65 ~ 69	Do	1.0	60 ~ 64	F	0.0	0 ~ 59	<p>[Postgraduate]</p> <table border="1" data-bbox="1011 1621 1414 1935"> <thead> <tr> <th>Letter</th> <th>Grade</th> <th>Grade</th> </tr> </thead> <tbody> <tr><td>A+</td><td>4.5</td><td>95 ~ 100</td></tr> <tr><td>Ao</td><td>4.0</td><td>90 ~ 94</td></tr> <tr><td>B+</td><td>3.5</td><td>85 ~ 89</td></tr> <tr><td>Bo</td><td>3.0</td><td>80 ~ 84</td></tr> <tr><td>C+</td><td>2.5</td><td>75 ~ 79</td></tr> <tr><td>Co</td><td>2.0</td><td>70 ~ 74</td></tr> <tr><td>F</td><td>0</td><td>0 ~ 69</td></tr> </tbody> </table>	Letter	Grade	Grade	A+	4.5	95 ~ 100	Ao	4.0	90 ~ 94	B+	3.5	85 ~ 89	Bo	3.0	80 ~ 84	C+	2.5	75 ~ 79	Co	2.0	70 ~ 74	F	0	0 ~ 69
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Academic Transcript	An Original academic transcript will be mailed to the home university within 2 months after the semester ends. If students need to have an extra academic transcript, they should directly contact Ajou Service Center.
Ajou International programs	
Website for exchange students	<ul style="list-style-type: none"> • Spring/ Fall Semester http://www.ajou.ac.kr/en/international/inter17.jsp • International Summer School http://www.ajou.ac.kr/en/international/inter24.jsp
Programs open to international students	<ul style="list-style-type: none"> • Regular semester program (Spring and Fall semester) • International Summer School
Type of status	<ul style="list-style-type: none"> • Exchange student from partner university or ISEP member university <ul style="list-style-type: none"> - counted as 1 spot of exchange for regular semester - counted as 0.5 spot of exchange for international summer school - 100% tuition waiver • Non-exchange student from partner university <ul style="list-style-type: none"> - not counted as exchange spot - 50% tuition waiver • Visiting student from non-partner university <ul style="list-style-type: none"> - full tuition pay
Study Period	<ul style="list-style-type: none"> • One or Two semester(s)
Student withdrawal policy	<ul style="list-style-type: none"> • before arrival at Ajou Students should inform to their home university and the home university coordinator informs student's withdrawal to Ajou. It will not be counted towards 1 spot of exchange. • after arrival at Ajou In case student informs the withdrawal after arrival Ajou, it will be counted towards 1 spot of exchange.
Application procedure	
Information on application procedure	<ul style="list-style-type: none"> • Spring/ Fall Semester http://www.ajou.ac.kr/en/international/inter18.jsp • Ajou International Summer School(AISS) http://www.ajou.ac.kr/en/international/inter29.jsp
Nomination deadline	<p>Partner universities need to discuss the number of students before the nomination and should email the nominated students' information to Ajou. The nomination form will be emailed to partner universities in February and August.</p> <ul style="list-style-type: none"> • Spring Semester - November 1 • Fall Semester - May 1 • International Summer School - March 31

Application deadline	<p>Nominated students should submit an online application within in the deadline.</p> <ul style="list-style-type: none"> • Exchange for Spring Semester - October 1 to November 15 • Exchange for Fall Semester - April 1 to May 15 • International Summer School - February 1 to April 15
How to apply	<ul style="list-style-type: none"> • Online Application http://haksa.ajou.ac.kr/inteWeb.html • Application guideline http://www.ajou.ac.kr/en/international/inter19.jsp
Eligibility	<ul style="list-style-type: none"> • Exchange students must be nominated by the Ajou's exchange partner university or through ISEP(International Student Exchange Program). • Exchange students must be a full-time student in one of Ajou's exchange partner universities and have completed at least 1 semester of study at home university. • Students from a non-partner university should have completed at least 1 semester of study at home university and meet the requirement of above 3.0/4.5 on GPA and the language proficiency.
Language requirement	<ul style="list-style-type: none"> • English: TOEFL IBT 71, CET level 6, IELTS level 6 or equivalent • If students do not have an official English score, the recommendation letter by a faculty will be needed to prove the student's English proficiency enough to cope with the curriculum conducted in English. • In case exchange students will take the courses in Korea at Ajou, they should have above level 3 on TOPIK or equivalent.
Application documents	<ul style="list-style-type: none"> • Online application <ul style="list-style-type: none"> - Latest Official transcript in English (upload) - Self-Introduction Essay (upload) - Passport Copy (upload) - Face photo file in JPEG format (size should be less than 200kb) - Health & Medical Clearance Form : Fill out the form and upload - Bachelor's degree certificate (for postgraduates only) • Students applying as a postgraduate should submit the proof of the Bachelor degree at the point of application. • Individual applicants from a non-partner university should pay the application fee. <p><u>NO MAILING of original documents is required.</u></p>
Admission package delivery date to home university	<ul style="list-style-type: none"> • Fall semester students : In the mid of July • Spring semester students : In the mid of January

Information on program

Services offered to exchange students

- Airport pick-up
- Orientation, welcome party, farewell ceremony
- Cultural field trips, visit to global companies in Korea
- Buddy program
- Traditional university festival

Information on Accommodation

All incoming exchange student can apply for the on-campus housing, but it shall not be guaranteed. In the past, almost 100% of exchange students stayed on-campus.

- Types of on-campus housing at Ajou for exchange students.
 - International Dormitory (opening in Spring 2015): 2-person bedroom
 - * shared kitchen and bathroom

- Housing Fee (for 2016 academic year)

Dormitory Type	Bedroom Type	Spring/Fall semester		Vacation (Summer/Winter)	
		KRW	USD (Approx.)	KRW	USD (Approx.)
Int'l Dormitory	2-person	1,135,000	1,130	690,000	690

* The above costs are based on the 2016 academic calendar and are subject to change

- Information on housing
http://www.ajou.ac.kr/en/international/inter07_01.jsp

Tuition

Exchange students pay tuition to their home institutions and tuition is waived at Ajou University. However, non-exchange students from partner universities, visiting students and students who apply independently (non-sister university / non-ISEP students) should pay tuition fee directly to Ajou University.

Item	Fee (USD) / Semester (Approx.)
Tuition	\$3,600 ~ \$4,400

Estimated costs for one semester stay

The Estimated Budget for one semester (16 weeks) at the Ajou University is :

Items	Fee (USD) / Semester (Approx.)
On-campus Housing	\$1,130 (2 bed room)
Living Expenses (Meals etc.)	\$400 * 4months = \$1,600
Student Insurance	\$60
Student support (book, etc.)	\$300
Total	\$3,090

※ The above costs are a general guideline for estimation only and are subject to change. Please refer the website at
<http://www.ajou.ac.kr/en/international/inter23.jsp>

Visa requirements

Students need to obtain the **D-2 Visa** with the admission and invitation letter which will be issued by Ajou.

Alien Registration

All students who stay in Korea for more than 90 days must apply for the alien registration card within 90 days of entry. It usually takes 3-4 weeks for the card to be issued.

	On-campus immigration service will be provided for one day in the beginning of the semester for all new foreign students.
Insurance requirements	We request Health Insurance for exchanges students during staying in Korea. Students can purchase health insurance from their home countries, or they can purchase it through the Office of International Affairs (OIA) at Ajou. Student should submit a copy of their insurance before or upon arrival.
Health Check-up	All students have been requested to submit the health and medical clearance form with their online applications as part of the required documents. According to government regulation, students from certain designated countries will need to get re-tested for tuberculosis at the district public health center in Korea upon arrival. The designated countries are: <i>China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, East Timor, Kyrgyzstan and Malaysia,</i>
Orientation	All international students are required to attend the orientation. During the orientation, important information such as academic schedule, alien registration, health insurance and tips for living in Korea will be introduced to prepare students for life in Korea. A campus tour and welcoming reception will follow the orientation. <ul style="list-style-type: none"> • (Tentative) Orientation schedule <ul style="list-style-type: none"> - Spring 2017 semester : February 27 and 28, 2017 - Fall 2017 semester : August 28 and 29, 2017
Meals and Food	Students can buy various types of meals on and off-campus, and also cook some instant snacks in the shared kitchen of the dormitory. Students usually use the kitchen to cook noodles, toast, and small snacks or to keep their own food in the communal refrigerator. Normal meal prices range from 3,500 won to 5,000 won (approx. US\$ 3~5) per meal.
Opening a bank account	It's optional. If students would like to open a bank account in Korea, they will need to bring a home country ID card such as residential identification or driver's license and/or a passport and Ajou student ID card. ISEP students should open a bank account in Korea to receive the stipend.
Other important information	Every fall semester, there is Ajou International Day festival where students present their culture and food, and introduce their school to Ajou. It's a good idea for students to bring traditional displays and costumes to wear to the festival.

Academic Calendar for Exchange students

(Tentative) 2017 Academic Year

(Tentative) Spring 2017 Semester

• Course registration	Feb 13-14
• Dormitory Opening	Feb 25
• Orientation (Mandatory)	Feb 27, 28
• Classes Begin	Mar 2
• Course Change	Mar 2-3
• Course Drop	Mar 21-22
• Mid-term Exam	Apr 17-23
• Final Exam	Jun 14-20
• End of Spring Semester	Jun 20
• Dormitory Move-out	Jun 21

(Tentative) Fall 2017 Semester

• Course registration	Aug 16-17
• Dormitory Opening	Aug 26
• Orientation (Mandatory)	Aug 29-30
• Classes Begin	Sep 1
• Course Change	Sep 1-2
• Course Drop	Sep 22-23
• Mid-term Exam	Oct 18-24
• Final Exam	Dec 13-19
• End of the Fall Semester	Dec 19
• Dormitory Moving-out	Dec 20

Korean National Holidays in 2017

Jan 1	Solar New Year's Day	Aug 15	Liberation Day
Jan 27~30	Lunar New Year's Day	Oct 3	National Foundation
March 1	Independence Movement Day	Oct 4~6	Day Chuseok(Thanksgiving Day)
May 3	Buddha's Birthday	Oct 9	Hangul Proclamation Day
May 5	Children's Day	Dec 25	Christmas
June 6	Memorial's Day		

* The academic calendar for 2017 will be noticed on November at Ajou website.