
Application Guide for Visiting Student Program

Fall 2017 - Pusan National University

1. Eligibility Requirements

Undergraduate students who are currently enrolled in overseas universities.

2. Selection Schedule

Process	Timeline
Online Application	3 (Mon) ~ 28 April (Fri), 2017
Announcement of Successful Candidates	15 May (Mon), 2017
Issuance of Acceptance Letter and Guidelines	June 2017
Tuition Fee Payment	August 2017
Class Registration	August 2017
Arrival at PNU	30 (Wed) ~ 31(Thur) August, 2017
Start of Fall Semester	1 September(Fri), 2017

3. How to Apply

- Applicants need to complete online application and send necessary documents by post by 28 April (Fri)
- Please refer to [Attachment 1] 'Guidelines for Online Application and the List of Necessary Documents' at the end of this document for details

4. Admissions Quotas: A limited number of students will be accepted.

5. Units of Selection

Colleges	Units of Selection
College of Humanities	Department of Korean Language and Literature Department of Chinese Language and Literature Department of Japanese Language and Literature Department of English Language and Literature Department of French Language and Literature Department of German Language and Literature Department of Russian Language and Literature Department of Korean Literature in Chinese Characters Department of Language and Information Department of History Department of Philosophy Department of Archaeology
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, Computer Science and 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 Business Administration	Department of Business Administration
College of Economics & International Business	Department of Trade Division of Economics Department of Tourism and Conventions Department of Global Studies Department of Public Policy & Management
College of Human Ecology	Department of Child Development and Family Studies Department of Clothing and Textiles Department of Food Science and Nutrition, Department of Housing and Interior Design

Miryang Campus	College of Nano Science and Technology	Department of Nano Energy Engineering Department of Nanomechatronics Engineering Department of Optics and Mechatronics Engineering
	College of Natural Resources & Life Sciences	Department of Plant Bioscience Department of Horticultural Bioscience Department of Animal Science Department of Food Science & Technology Department of Life Science & Environmental Biochemistry Department of Biomaterial Science Department of Bio-Industrial Machinery Engineering Department of Applied IT & Engineering Department of Bioenvironmental Energy Department of Landscape Architecture Department of Food and Resource Economics
	College of Arts	Department of Music (Vocal Music, Piano, Composition, Orchestra Music & Percussion) Department of Fine Arts (Carving & Modeling, Korean Painting, Western Painting) Department of Plastic Arts (Wooden Furniture Painting, Ceramics, Textiles & 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
	Division of Sports Science	Division of Sports Science

6. Tuition Fees

1) Refer to the following table for the Tuition fee of Spring 2017. The amount is subject to change for the fall semester. Students will be notified of the exact amount during the tuition fee payment period.

	Department	Fee (KRW)
College of Humanities		1,680,000
College of Social Sciences	Department of Public Administration, Department of Political Science and Diplomacy, Department of Sociology	1,680,000
	Department of Social Welfare, Department of Psychology, Department of Library, Archive and Information Studies, Department of Communication	1,780,000
College of Natural Sciences		2,182,000
College of Engineering		2,364,000
College of Business Administration		1,680,000
College of Economics & International Business		1,680,000
College of Human Ecology		2,182,000
College of Nano Science and Technology		2,364,000
College of Natural Resources & Life Sciences	Plant Bioscience, Horticultural Bioscience, Animal Science, Food Science & Technology, Life Science & Environmental Biochemistry, Biomaterials Science	2,182,000
	Department of Food and Resource Economics	1,680,000
College of Arts	Bio-Industrial Machinery Engineering, Applied IT & Engineering, Bioenvironmental Energy, Landscape Architecture	2,364,000
	Department of Music, Department of Korean Music	2,573,000
Division of Sports Science	Department of Fine Arts, Department of Design, Department of Dance, Department of Formative Arts, Department of Art, Culture and Image	2,313,000
		2,182,000

7. On-campus Housing (Dormitories)

How to Apply	Online Application *The detailed schedule and procedures for the dormitory application will be posted in the Pre-Arrival Guide (notice by e-mail) and Dormitory Guide (notice posted on PNU International homepage).
When to Apply	-Spring semester: early January -Fall semester: late June - early July
Dormitory Information	-Dormitory website: http://dorm.pusan.ac.kr -Room Type: Double occupancy (no exceptions) -Facilities: Furnished with two beds, desks, chairs, desk lamps, closets, and one telephone -Shower booth and toilet in each room (Woongbi Hall) -Public laundry available -Dorm Fee (including meals): Approx. KRW 1,440,000 (≒USD 1,230) (twin room with private bathroom) or KRW 1,280,000 (≒USD 1,090) (twin room with shared bathroom) per semester (for 16 weeks) -No kitchen facilities are available

8. Selection Method: 100% Document Screening

9. Application Fees: Free of Charge

10. 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 on the PNU International website. (<http://international.pusan.ac.kr>)
- 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 +82-51-510-1873

10. Contact

Person in Charge: Yeongbin JANG (Ms)

Department: PNU International, Pusan National University

Address: PNU International office, 6F Main administration bldg., Pusan National University, 2 Busandaehak-ro, 63beon-gil Geumjeong-gu, Busan Republic of Korea (Zip Code: 46241)

Tel: +82-51-510-1873

E-mail: global@pusan.ac.kr

[Attachment 1]

Guidelines for Online Application and the List of Necessary Documents

Application URL : <https://e-onestop.pusan.ac.kr/menu/inbound/exchange/login>

**** Please note:**

- Applications should be completed in English

All required documents should be **both uploaded(scanned copy) and sent by post(original)**

- Original documents to be sent to

Yeongbin JANG (Ms)

Address: PNU International office, 6F Main administration bldg., Pusan National University, 2 Busandaehak-ro, 63beon-gil Geumjeong-gu, Busan

Republic of Korea (Zip Code: 46241)

Tel: +82-51-510-1873

- Upload the required documents:

- File type has to be **.jpg, jpeg** or **PDF**
- File name should be written in **English**
- File size must be **smaller than 1 MB**

Log-in Page

Login ID	Make sure to use a valid email address as your ID . An invalid email account will stop students from receiving important updates from PNU.
Password	Do not forget your email address (ID) and password. You will be required to enter the information when you access the PNU website again.

List of the Required Documents to Upload(Scanned copy) and Send by Post(Original)

- **Passport-sized photo (3.5 cm x 4.5 cm) : JPG or JPEG format (Upload only, Original not needed)**
- **Copy of the information page of your passport : JPEG or PDF format**
- **Copy of academic transcript (in English) : JPEG or PDF format**
- **Study plan (in English) : JPEG or PDF format**
- **Certificate of Enrolment : JPEG or PDF format**
- **An Academic Recommendation Letter from a Home University Professor : JPEG or PDF format**
- **Official Bank Statement : PDF Format**
 - For one semester : at least **USD7,000**
 - For two semesters : at least **USD14,000**
- **Affidavit of Support : Applicable only when the official bank statement is not under the applicant's name(Original only)**
- **Portfolio : CD or hard copy(post only, upload not necessary): Required only for applying to the department of Design**

* Clearly scanned documents should be uploaded for application
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<input type="radio"/> Personal Information
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<p>The information has to be exactly the same as it appears on your valid passport. Otherwise, your application may not be accepted by PNU. More importantly, your visa application also could be rejected due to inconsistent information.</p>

1. Password	It should be identical to the password you created on the log-in page
2. Photo	File must be less than 500KB (.jpg)
3. Full Name	Family name and given name in the appropriate boxes
4. Nationality	
5. Gender	
6. Date of Birth	You should write month/day/year in that order
7. Mailing Address	Write your home address including zip code, street, city and country.
8. Emergency Contact Information	Write full name, relationship with you, address, telephone number, mobile number and email address of your emergency contact
9. Passport Information	Write your passport no., date of expiration, and date of issuance
10. Copy of passport	Upload a copy of your valid passport information page

<input type="radio"/> Educational Background (Home University)
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1. Country	Select the country where your home university is located
2. Name of University	Select your home university
3. Current Degree Level	Select the level of study (undergraduate, graduate) that reflects your current status at your home university
4. Department at Home University	Write your primary major at your home university
5. Current Academic Year	Select the year of study at your home university at the time of application submission
6. Copy of Transcript(s)	Upload the transcripts for all degrees you have completed including the degree you are currently pursuing
7. Certificate of Enrolment	Upload your certificate of enrolment
8. Recommendation Letter	Upload an academic recommendation letter from a home university professor

9. International Office at Home University	<p>Please be sure to write the correct contact information of the person who is in charge of the study abroad program at your home university</p> <ul style="list-style-type: none"> - Name of Contact Person: full name (family name/given name) of the study abroad coordinator at your home university - Office: office title where your study abroad coordinator is working at your home university - Title: position of the study abroad coordinator at your home university (ex. coordinator or director) - Tel: office phone no. of the study abroad coordinator at your home university including country and area code - Email Address: email address of the study abroad coordinator
<input type="radio"/> Study at PNU	
1. Student Type	Select 'Visiting Student'
2. Period of Study	Select 'one semester' or 'two semesters'
3. Degree Level	This is automatically designated by your degree level at your home university
College/Department/ Major	<p>All visiting students have to select a college and a department you wish to enroll in at PNU. They should be relevant to your field of study at your home university. This does not mean you are restricted to your major or that your course selection is limited. Visiting students can take PNU courses not only from departments relevant to their field of study at their home university but also from other departments (provided they are either taught in English or students are sufficiently proficient in Korean). In case you are not admitted to the desired department for various reasons, you might be assigned to the Department of Global Studies(DGS).</p> <p>※The Department of Global Studies (DGS) offers courses taught entirely in English in the areas of law, international relations, history, economics, business and trade, political science, human rights and religion</p>
<input type="radio"/> Language Proficiency	
Language Proficiency	Select your language proficiency. You do not need to submit any additional documents to verify it.
<input type="radio"/> Study Plan	
1. Study Plan	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

	<p>university, and the goals you want to achieve as a visiting 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 visiting students program. Please write a clear and detailed description of your study plan at PNU.</p>
<input type="radio"/> Financial Capacity	<p>All visiting students must prove their financial capacity by submitting official Bank Statement issued by a local bank. Students need to prove they have at least USD7,000 for <u>one semester</u> and USD14,000 for <u>two semesters</u>(The amount you input needs to be in US dollars).</p>
<input type="radio"/> Accommodations	<p>Visiting students can apply for PNU dormitory, and will be contacted later by PNU's International Student Center to complete an online dormitory application.</p>
<input type="radio"/> Overseas Traveler's Insurance	<p>All visiting students must have overseas traveler's insurance with minimum medical coverage of USD100,000 prior to entering Korea. More specifics on the coverage standards will be provided in the guidelines for incoming students. Visiting students are ineligible to purchase PNU's group medical insurance. Please note that those who do not have insurance will have their course registration cancelled and will not be allowed to stay in the PNU dormitories.</p>
<input type="radio"/> Terms of Agreement	<p>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.</p>
<input type="radio"/> Evaluation and Announcement	<p>PNU International will evaluate your application materials and notify the selection results on the PNU International website(international.pusan.ac.kr) and via applicant's email.</p>

[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.

Signature

Date

[Attachment 3]

Study Plan

Name: -----

Home University: -----

Please write 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 4]

Check List

- Have you completed your online application?
- Study Plan (Form: Attachment 3)
- A Transcript of Academic Records (*Original*)
- A Certificate of Enrolment (*Original*)
- An Academic Recommendation Letter from a Home University Professor (*Original*)
- Official Bank Statement (*Original*), and Affidavit of Support (Form: Attachment 2) in case the bank statement is not of your account(e.g. your parent's, etc.)
- A Copy of Passport

To successfully apply for PNU's Visiting Students Program, you need to send the above mentioned documents (2)~(6) along with this check list page(check and tick every box) after completing the online application.

Documents to be sent to:

Name: Yeongbin JANG

Address: PNU International office, 6F Main administration bldg., Pusan National University, 2 Busandaehak-ro, 63beon-gil Geumjeong-gu, Busan, Republic of Korea (Zip Code: 46241)

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