



Exchange Student Handbook 2010

Welcome to Hankuk University of Foreign Studies and congratulations on your selection as an exchange student. HUFS is one of Korea's top universities and recognized as the best institution for foreign language education and internationalization in Korea. As an exchange student, you will be enjoying a variety of quality courses we proudly offer while broadening your understanding of Korean culture and society.

This hand book will provide you with helpful information and guidance on your study abroad plan at HUFS. We really look forward to meeting you and working with you within a few months and hope your stay at HUFS will be a profitable one for your educational development.

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Office of International Affairs



The Office of International Affairs (OIA) forges partnerships with premier institutions around the world to develop international engagements, which benefit our students, staff and faculty members. To meet the growing needs of the international students, the OIA has established the Center for International Students (CIS) to provide programs which foster interactions between international students and Korean domestic students, to facilitate international students'

integration into HUFs campus life, and to sponsor programs and activities centered around the internationally diverse faculty and students which lead to enhanced multicultural awareness among them.

Along with the pre-arrival information packet and welcoming orientation for all international students, CIS is providing them with a variety of services and administrative support.

- CIS Information Desk, staffed with multilingual HUFs students functions as a "HELP DESK", providing immediate answers to international students' questions regarding immigration tasks, class registration procedures, and daily life in Korea.
- CIS regularly organizes events and cultural activities where Korean students and international students can meet, socialize and learn about each others' cultures.
- Academic advice and guidance by HUFs faculty members, designated as counselors to international students, are always available upon request on a range of issues such as course selection, assessment, or financial problems

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Useful Websites

<http://international.hufs.ac.kr>
<http://summer.hufs.ac.kr>
<http://www.hufs.ac.kr>
<http://www.hufs.ac.kr/globedorm>
<http://www.hufs.ac.kr/hufskorean>

Exchange Program/CIS
International Summer Session
Hankuk University of Foreign Studies
GlobeeDorm (Campus Dorm)
Intensive Korean Language Program

Student Visas



All international students residing outside Korea and who have been accepted to study at Hankuk University of Foreign Studies will need to apply for a student visa at the closest embassy or consulate of the Republic of Korea.

Since it may take anywhere from a few weeks up to several months to obtain a valid student visa, it is very important to inquire as early as possible with the closest embassy or consulate of the Republic of Korea for information regarding visa application requirements and processing times.

※ Required Documents for Obtaining an Overseas Study Visa (D-2)

(Documents may be added or exempted, depending on circumstances)

- Photocopy of passport
- Application for Visa Issuance or Application for Recognition of Visa Issuance
- 2 color photos (3.5cm x 4.5cm)
- Certificate of admission and invitation letter from HUFs
- Copy of official university transcript (most recent available)
- Certificate of bank balance of person financially responsible for your Korean stay

If you are Chinese, you need to obtain either a certificate of recognition of visa issuance or a certification number of visa issuance from the Office of International Affairs (HUFs) before visiting the embassy or consulate of the Republic of Korea to apply for a visa with the required documents. The list of documents can be found on our website (<http://international.hufs.ac.kr>)

For more information on D-2 Visa and Embassies of South Korea, please visit the following websites:

<http://www.mofat.go.kr/english/regions/asia/index.jsp>

Asia-Pacific

<http://www.mofat.go.kr/english/regions/namerica/index.jsp>

North America

<http://www.mofat.go.kr/english/regions/latinamerica/index.jsp>

Latin America and Caribbean

<http://www.mofat.go.kr/english/regions/europe/index.jsp>

Europe

<http://www.mofat.go.kr/english/regions/meafrica/index.jsp>

Middle East and Africa

Arrival



Once you received your visa from the Korean Embassy and your flight schedule has been finally confirmed, inform the Center for International Students (CIS) by Phone: 82-2-2173-2065, or by Fax: 82-2-2173-3357, or by email: steve@hufs.ac.kr regarding your flight arrival information with airline name and flight number at Incheon International Airport.

Once you arrive at the Incheon International Airport, go through the Immigration and Customs control. Present your passport and other documents (if required) to the immigration officers. After the inspection, go to the luggage pick up area to collect your luggage.

You should plan on arriving in Seoul **on February 22-24 for the spring semester 2010** and **on August 24 ,25 or 26 for the fall semester 2010** if you have applied for on-campus housing. If you arrive before this date, you are responsible for finding temporary accommodation by yourself to stay until our dormitory opens.

PICK UP Service

○ Airport Pickup

Airport pickup service at your expense is available for all international exchange students. You can make an online reservation here:

<http://www.airhelp.co.kr/english/online.html>



Drop-off Location for HUFS Dorm

- Select "other areas", then "Dongdaemun-Gu"
- Type "Hankuk University of Foreign Studies" for the address
- Identify yourself as an international exchange student on the Special Note section. A greeter carrying a sign with your name on it will be waiting for you at the Exit from the baggage area after immigration control

Fare : KRW 75,000 as of Jan. 2010 (in a VAN limited to 4 people / subject to change)

Pay when you get on board

○ HUFS ISO Pickup

For international exchange students who have requested HUFS ISO pick-up service on the day of their arrival in Korea, they should take city bus **no. 6002** from Incheon International Airport to **Cheongnyangni Station**. **The boarding points for bus 6002 are in front of airport exit doors 5B or 12A.**

Students should purchase their ticket at the ticket booth or from the bus staff before they board the bus. The price is 9,000 Won and the trip will take about 90 min.

Please make sure to get off at the correct stop: CHEONGNYANGNI [pronounced **cheong-nyang-ni**]. When students get off the bus at Cheongnyangni, there will be one or two

International Student Organization (ISO) student services team members waiting to escort them to the HUFS dorm. Look for a student carrying a sign saying "HUFS - ISO".

Remember: You must notify us in advance of your arrival date and time so that ISO students can be dispatched to Cheongnyangni Station to meet you.

We recommend that students change the equivalent of at least U.S.\$100 at the airport to cover such expenses as the airport bus fare into the city, food, and miscellaneous expenses during their first few days in Korea. There is a bank on campus that handles foreign exchange, but banks close at 4:00 p.m. and are not open on the weekends in Korea, so please make sure to be prepared for this.

Incheon International Airport | Airport bus route information
CLOSE

Cheongnyangni(6002)

Direction	Airport - Shinseo I-Dong Station
Route	Cheongnyangni (6002)

Bus type	Limousine (Standard)	
Interval	12~15	
Travelling Time	95 min	
First Bus	to Airport	04:30
	to Shinseo I-Dong Station	05:30
Last Bus	to Airport	21:00
	to Shinseo I-Dong Station	23:30
Fees	KRW 9,000	
Vendor Name	Airport Limousine	
Contact	02-2664-9898	

The map shows the bus route starting at Incheon Intl Airport, passing through Hapjeong Station, Hotel Seokyo, Sinchon Station, Ahyeon Station, Gwanghwamun, Jongno 3(sam)-ga, and Jongno 4(sa)-ga, then heading north through Chungjeongno Station, Ewha Womans Univ. Station, Jongno 2(i)-ga, and Jongno 1(il)-ga, finally reaching Cheongnyangni Station. Other nearby locations like Dongdaemun Market, Dongdaemun Station, Sinseol-dong Station, Seoul municipal Univ., Jeonong Sageori, Sindab Station, and Dongdaemun-gu Office are also marked.

Airport Bus Route Information (6002) for ISO Pickup

How to request HUFS ISO Pick-up Service

1. Select the type of pickup service you'd like to use on the Dorm application form (Dorm applicants only) and send the arrival information to our coordinator by e-mail (steve@hufs.ac.kr) when your travel arrangements have been confirmed.
2. Please note that we need to receive notification from you **at least one week before** your arrival in Korea.

Housing and Accommodations



If you have applied for on-campus housing, you should move in on the following dates:

- February 22-24, 2010 for the Spring Semester 2010
- August 24-26, 2010 for the Fall Semester 2010

When you arrive at our dorm, you need to visit the Dorm management office on the first floor during the working hours (9am – 5pm) to pick up your room card and complete the dorm resident's form. If the office is closed when you arrive outside of these hours, you can pick up your room card at the security office which is located just in front of the elevator for male students' floors. You are required to fill in the dorm resident's form for new students within two days after the date of check-in.

Rooms at the "Globeedorm" are air-conditioned and come equipped with free Internet access. Rooms for either two students (doubles) or three students (triples) are available. Double rooms will be assigned for exchange students. However, exchange students can stay in triple rooms upon request and availability.

No cooking facilities are available in the on-campus dormitory. Lunch is served on campus every day in the student cafeteria. This cafeteria is open to all HUFS students



You should pay your entire dormitory fee for each semester or term (for Korean language course) within the first week of your course. If you fail to make timely payments, your contract may be terminated.

Housing Fees (as of Spring semester 2010)

Double Room : KRW 1,040,000 (including a 40,000 Won security deposit) / Semester
Triple Room : KRW 840,000 (including a 40,000 Won security deposit) / Semester
Flexible Entry (Early Arrival or Extra Days) : KRW 10,000 per Day

If you want to know more about other facilities or Globeedorm rules, please visit the following websites:

<http://www.hufs.ac.kr/globeedorm>

<http://international.hufs.ac.kr> >> Student Life >> Housing

HUFS Globeedorm

Dorm regulation download

※ HUFS cannot assist students in finding accommodations off-campus.

Orientation and Academics

All international exchange students are strongly encouraged to attend the HUFS New Exchange Students Orientation Program. The New Exchange Students Orientation Program is scheduled to take place on the Friday before classes start. This program will provide exchange students with an opportunity to meet our exchange program coordinator and other students from our partner universities.

○ *Exchange Student Orientation for Spring 2010*

Friday, February 26 / 03:00 pm

Location : To be announced

○ *Exchange Student Orientation for Fall 2010*

Friday, August 27 / 03:00 pm

Location : To be announced



As an exchange student, you will be registered at Hankuk University of Foreign Studies as a full-time non degree student. You will be able to register for a variety of courses at all colleges if you meet the language requirement.

Language Requirements

For courses taught in Korean : Above Level 4 of TOPIK

For courses taught in English : Over 173 of TOEFL CBT

It is strongly recommended to follow the link below to find information about departments, course offerings and course descriptions. You may select courses from the semesters 2009 since most of them will be available for 2010.

http://builder.hufs.ac.kr/user/international/menu03_09.html

○ *Class Registration & HUFS ID*

Registration for courses takes place in early March for Spring and early September for Fall. Adding or Dropping courses will also be available during the first two weeks of each semester. During the orientation, you will get information on how to register for courses and meet with our exchange program coordinator to aid in your course scheduling.

There are two ways offered for you to register for courses at HUFS.

1) Use the online registration system. Your HUFS ID and Password for this system will be given during the orientation. Since exchange students register for courses after regular HUFS students, you may find some courses unavailable or already full. And there are also some courses restricted and not available for online registration. Moreover, this system is currently available only in Korean, so you may have difficulty in using this system.

2) If you are unable to register for classes using our online registration system, you can use the class registration approval form, which will be posted on our web-based bulletin board. You should fill out the form, attend classes you would like to enroll in, see the professor for approval to register for that course during the first week of the semester and return it to our exchange program coordinator as soon as possible.

※Be prepared to be flexible with the course selection as the OIA/CIS cannot guarantee enrollment in any specific course. The maximum number of credits you can earn per semester is 20 and the usual course load is around 15 credits.

Campus Facilities

You will receive a student ID card which will allow you access to various on-campus facilities. When you arrive on campus, you need to visit our Center for International Students (CIS) to pick up your ID card. There is no fee for the card.

○ COMPUTER & INTERNET ACCESS

Wireless connections are available at a number of locations around campus. The library and the Media Center will be among the most useful to international students because there are computers equipped with keyboards in many languages, e.g. Russian, Chinese, Japanese, Arabic, French, German, Spanish, etc. Students can use their own laptops to connect to the Internet on the 1st, 2nd and 3rd floors of the main library and in the on-campus dorm rooms.



Desktop computers with high-speed broadband internet access are available at the main library on floors 3 and 4 and in the computer labs

○ VIEWING DVD, CD & VIDEO MATERIALS

Audio-visual Education/Media Center (ID card needed)	
1st floor Media Center	7 days/week 9:00-23:00
3rd floor DVD/Video check-out center	M-F 9:00-23:00 Sat 9:00-13:00 Sun Closed

NOTE: There is no drop-off point for videos, DVDs or books. You must personally return the borrowed materials during desk opening hours.



○ MAIN UNIVERSITY LIBRARY

At the main library, International students and faculty have access to books in a number of languages as well as current and past issues of newspapers and academic journals. Books, newspapers and journals can be consulted in the library Monday-Friday, 9:00-17:00. Electronic access to the library system and to many journals using your HUFs ID is available 24 hours. Both Korean and English versions of the library homepage are available.



Access hours to library study rooms:

Basement		06:00-24:00
4th floor	1 reading room (air-conditioned)	Open 24 hours
	2 reading rooms (air-conditioned)	06:00-23:00
5th & 6th floors	(air-conditioned)	06:00-23:00

All students must reserve a seat in the library and the system applies every day. Insert ID card into the bar code reader--the monitor will display the numbered seats. Students can select an available number to reserve a seat. The reservation is valid for 4 hours and can be renewed an hour before it expires (renewal allowed 3 times a day)

NOTE: There are no DROP BOXES at the library. Borrowed materials must be returned on the 2nd floor personally during opening hours.

○ **ON-CAMPUS CAFETERIAS**

There are several on-campus dining options for you while you are studying at our university. A meal plan is not available but you can purchase a pack of meal coupons at reasonable prices.

Student cafeteria (1st floor, Humanities Building)
 Monday through Friday 08:00-18:40
 Saturday 10:00-14:00
 Price Range KRW 1,800-2,500

Dormitory cafeteria (1st floor, Dormitory Building)
 7 days 08:00-19:00
 Price Range KRW 2,200 - 2,500

Faculty cafeteria (2nd floor, Faculty Office Building II)
 Monday through Friday 11:00-14:00
 Price KRW 4,500

○ **FITNESS CENTER**

The GLOBEE Fitness Center is open to all HUFs students free of charge. You should bring your ID card to use this facility. If you want to rent a locker, a monthly fee of KRW 5,000 will be charged. This fitness center is open from 7:30 am to 9:00 pm Monday through Friday and from 11:00 am to 3:00 pm on Saturdays.

○ **CAMPUS MAP**



Health & Insurance

Exchange students are responsible for the cost of treatment during their stay here in Korea should any medical emergencies arise. You must therefore have medical insurance coverage as a requirement and verify that the insurance policy you carry covers hospitalization and medical care occurring during international travel and sojourns, as well as repatriation to your home country in case of medical emergency.

If you arrive here without having any medical insurance, you will be enrolled in HUFS International Student Medical Insurance plan and billed for the fee.

Questions about enrolling in HUFS International Student Medical Insurance plan may be directed to our Center for International Students located on the 1st floor at Faculty Office Building II, Mr. Lee Youngjae, 82-2-2173-2066 or lyj0801@hufs.ac.kr.

We provide international students with quality medical service through our on-campus Health Care Center located on the 2nd floor of Dormitory building. This center is open from 9:00 am to 5:00 pm Monday through Friday.

Life in Seoul

COST of LIVING



As a guide, you will need between KRW 10,000,000 and KRW 12,000,000 per year (12 months) to pay for accommodation, food, transport, books, clothing, health services, entertainment, etc, but this can vary according to individual circumstances.

A room in a shared house/accommodation, not including food, can cost between KRW 350,000 and KRW 450,000 per month.

TRANSPORTATION



We advise you to get a **public transportation card**. The transportation card saves 100 Won on each ride and it can also be used to transfer between the subway and a bus. The basic fare is 900 Won, and if you make a transfer from the bus to the subway or vice versa within an hour, you don't have to pay twice for the use of different modes of transportation. The fare adds up according to the distance covered. You

will probably need a minimum of about 50,000 Won per month for transportation costs, depending on how often you leave the campus.

CELL PHONE

If you want to use a cell phone in Korea, you should plan on spending at least 50,000 Won (about US\$45) for that. Having a cell-phone is useful for safety reasons, but it is also extremely convenient when you want to coordinate with your roommates or friends. Here in Korea, nearly everyone over the age of 10 or 11 (sometimes younger) has a cell-phone to stay in constant communication with their family and friends and it has become part of the Korean lifestyle.

INTERNET ACCESS



If you already own a laptop, you will probably find it convenient to bring it, but if not, you can use one of the computer labs on campus. There are many available on campus and of course, they are free and all are equipped with high-speed broadband service. As an exchange student you will get a HUFS ID card which will give you access to all the computer facilities on campus.

USEFUL WEBSITES

Seoul Global Center

<http://global.seoul.go.kr/>

Hi, Seoul, Soul of Asia

<http://english.seoul.go.kr/>

Korea Net, Gateway to Korea

<http://korea.net/>

Korea Sparkling, Korea Tourism Organization

<http://english.visitkorea.or.kr/>

Pre-departure Checklist

- Obtain a valid student visa for Korea: for non-Koreans only
 - Verify with my home university which courses taken at HUFS will receive transfer credit
 - Inform HUFS CIS of my arrival information via email (steve@hufs.ac.kr)
 - Organize my accommodation
 - Book a temporary accommodation prior to HUFS dorm opens (if required)
 - Purchase adequate insurance
 - Make copies of important documents such as my passport
 - Arranged for cash withdrawal on money transfers from home during your stay in Korea
 - Pack medicines if needed
 - Have the contact number for the Airport Help or HUFS ISO pickup service
 - Airport Help (Pick up service team): 82-32-743-7911
 - HUFS ISO: Ask for the student's number via email (steve@hufs.ac.kr)
- ※ Important HUFS Contact Information
- Exchange Program : Mr. Kwon Yunki / 82-2-2173-2065 / steve@hufs.ac.kr
 - Medical Insurance / Immigration : Mr. Lee Youngjae / 82-2-2173-2066 / lyj0801@hufs.ac.kr