

Exchange and Dual Degree Program Guidelines

This document provides comprehensive information on the guidelines, eligibility criteria, application process, and academic regulations for the Exchange and Dual Degree Programs based on the official guidelines "대학생활 _ 국제교류 _ 교환학생프로그램(국문).pdf".

1. Eligibility and Application Process

Eligibility Criteria

- **Enrolled Status:** Must be a currently enrolled student who has completed at least 3 semesters and no more than 5 semesters.
- **Academic Performance:** Must maintain a cumulative GPA of 2.7 out of 4.5 or higher.
- **Language Proficiency:** Must be capable of taking lectures in the language of the host country.
 - **English-speaking regions:** TOEFL iBT score of 61 or higher is required.
 - **Chinese-speaking regions:** An HSK Level 4 or higher is strongly recommended.
 - **Other language regions:** Must pass the respective language proficiency examination of the host country.
- **Disciplinary Record:** Must have no record of disciplinary action under university regulations.
- **Travel Restrictions:** Must have no grounds for disqualification regarding overseas travel.

Required Documents

- Application Form (with a photo attached)
- One official academic transcript covering all completed semesters (must display the percentage grade)
- Recommendation letter from the Department Chair (using the prescribed form)
- One Statement of Faith
- A copy of an official language proficiency test score report (must be verified against the original):
 - TOEFL score report is mandatory for English-speaking regions.
 - HSK score report is mandatory for China.
 - For other language regions, submission is optional (only applicable to certificate holders).
- **Application Fees:** 30,000 KRW per person (covers administrative processing and EMS express mail fees). Application fees are non-refundable.

Important Notes for Applicants

- Applicants must check the list of partner universities and relevant majors through the study abroad website before applying.

- Official language score reports must be originals. Students must bring the original copy when applying (verification over the phone is not permitted).
- Students must be thoroughly aware of the selection period and eligibility criteria to secure an eligible language score in advance. If a selected student cancels their dispatch due to personal reasons after selection is finalized, their eligibility for future international exchange programs organized by the external cooperation office will be revoked.

2. Selection and Dispatch

Selection Procedure

The selection process flows through the following stages: **Application Score Evaluation** → **Interview Examination** → **Announcement of Successful Internal Applicants** → **University Allocation** → **Host University Approval & Filling/Submission of the Host University Admission Application** → **Receiving the Letter of Admission & Visa Acquisition** → **Dispatch to the Host University**.

Selection Criteria

Evaluations are weighted as follows:

- **GPA / Academic Credits:** 35%
- **Language Proficiency Score:** 35%
- **Interview and Document Review:** 30%

Scholarship Benefits

Country	University Name	Agreement Content & Scholarship Details
USA	Abilene Christian University	Full tuition scholarship at the host university for 1 year.
	Oklahoma Christian University	Dormitory expenses at the host university must be borne by the student for 1 year.
China	Yanbian University of Science & Technology	Full tuition scholarship at the host university for 1 year. Dormitory expenses at the host university must be borne by the student for 1 year.
	Shandong University of Technology	Full tuition scholarship at the host university for 1 year.

Country	University Name	Agreement Content & Scholarship Details
	Jilin Normal University	Partial tuition scholarship at the host university for 1 year. Dormitory expenses at the host university must be borne by the student.
	Nanjing Normal University	Tuition fees at the host university must be borne by the student for 1 year. Dormitory expenses at the host university must be borne by the student.
Japan	Ibaraki Christian University	Full tuition scholarship at the host university for 1 year. Dormitory expenses at the host university must be borne by the student.

Important Notes on University Allocation

- University allocation is finalized considering the requirements of the host university, the student's comprehensive performance score, and the student's preferred universities.
- If a student is assigned to a university they did not prefer during the allocation process based on overall scores, the student will be contacted in advance. In this case, if the student does not wish to proceed, they may cancel the dispatch without penalty (they remain eligible to reapply for future exchange student programs).
- Once university allocation is finalized, changing the assigned university or canceling the dispatch is strictly prohibited.
- Depending on circumstances, the host university may deny admission.

3. Pre-Departure and Post-Arrival Regulations

Pre-Departure Guidelines

- **Student Visa Acquisition:** Acquiring a student visa for certain countries like the USA can take a significant amount of time. Therefore, upon receiving visa documents, students must schedule an interview in advance to align with their departure date. If a student visa is denied or if the student fails to depart by the start date of the host university's semester, the dispatch may be canceled. Complete diligence must be applied when applying for a visa.
- **Status Change:** If a student is on a leave of absence during the semester immediately

preceding dispatch, they must complete the application for returning to school at the time of dispatch.

- **Insurance:** Students must purchase international student health insurance and submit a copy of the insurance policy to the Academic Affairs Office via fax or email.
- **Orientation:** Students must attend the pre-departure orientation to familiarize themselves with details regarding credit transfers.
- **Local Contact:** Dispatched exchange students must provide their local contact information to the study abroad coordinator in the Academic Affairs Office upon arrival. If contact information changes during the exchange period, it must be reported immediately to both the External Cooperation Office and the Academic Affairs Office.

Educational Expenses

- **Tuition:** Exchange students are exempt from paying tuition fees at the host university during the dispatch period (unless specified otherwise by certain universities).
- **Dormitory/Accommodation:** Students will be assigned to dormitories or homestays designated by the host university, and expenses must be borne individually. Students may choose to live off-campus, with costs borne by the individual. Certain universities may support a part or all of the accommodation fees.
- **Living Expenses:** All costs including meals, transportation, and supplementary course fees are the individual's responsibility. Some universities may provide financial support for a portion or all living expenses.
- **Other Factors:** Students must account for the host country's standard of living, prices, and exchange rates. Round-trip airfare and initial settlement costs (purchasing daily necessities, bedding, cooking utensils, etc.) must also be budgeted.

Completion of Study

- **Transcripts:** Transcripts from the host university will be mailed directly from their relevant office to the External Cooperation Office after the completion of the study period. (As some universities require students to apply online individually, students must visit the relevant office of the host university before returning home to check transcript issuance procedures).
- **Return Report:** After completing studies, dispatched exchange students must upload a return report to the Academic Affairs Office to share information with future prospective exchange students.
- **Presentation:** Students must produce a return report and a 3-minute video summary to present at the debriefing session to facilitate information sharing.

4. Credit and Grade Recognition

Course Recognition

- **Classifications:** Credits can be recognized as major, elective, or free choice. Major courses require prior approval from the Department Chair. (Students must bring the host

university's transcript, grade and GPA criteria data, and a course description for evaluation to be recognized as a similar course at our university).

- **General Electives:** General elective credits are recognized by the Academic Affairs Office based on our university's criteria.
- **Mandatory Designated Courses:** Designated courses such as teacher training, mandatory majors, mandatory electives, undergraduate foundational courses, and core designated subjects must be completed at our university. Host university electives will only be recognized as general electives.
- **Credit Limits:** Credits are recognized within the limit of 1/2 of the total graduation credit requirements. Credits earned per semester are recognized up to 17 credits (maximum of 34 credits per year).
- **Identical Courses:** Recognized credits for courses identical to our university's courses will be recorded under the English course title. Distinct courses will be recognized through a credit recognition review process.

Grade Conversion

- **3-Tier Grading Systems:** Converted and applied according to our university's grade evaluation standards.
- **Other Systems/Scores:** Converted according to our university's grading scale based on the numeric score or grade criteria.
- **Pass/Fail Courses:** Recognized as PF (Letter grades cannot be processed).
- **Precedence:** The grade conversion scale of the host university takes priority. If no such standard exists, our university's standards apply (if specific department criteria exist, department-specific rules apply).
- **Prior Consultation:** Students wishing to receive major credit recognition must consult with their Department Chair before going abroad. (For students graduating in the first half of the year, grade conversion must be finalized by early January; for those graduating in the second half, by early July).

5. Mandatory Checklists (Must-Read)

Departure Stage

- **Passport/Visa:** Passports must be issued individually in advance, independent of visa processing. The passport number may be required when filling out the host university's application form. The English spelling of the name and date of birth must match identically across the passport, certificates, and flight tickets.
- **Visa Application:** Once documents required for student visa issuance (such as the US I-20/DS-2019, China JW202) arrive from the host university, students must apply for a student visa at the relevant embassy in Korea.
- **Flight Booking:** Air tickets should be purchased in accordance with the host university's academic calendar, orientation dates, and dormitory moving-in schedules before departure.
- **Medical Insurance:** Students must hold international medical insurance (either the host

country's medical insurance or international student insurance) to safeguard health and safety during the dispatch period.

- **Document Submission:** Required admission documents vary by university; prepare and submit the specific documents requested by each host university to the Academic Affairs Office. (The Academic Affairs Office keeps copies of all documents, but it is highly recommended that students retain personal copies for emergencies).

Course Enrollment & Finances

- **Major Course Registration:** If you wish to receive major credit recognition, you must consult with your Department Chair regarding the courses you plan to take during your dispatch.
- **Tuition Payment:** Students must formally register and pay tuition at our university even during the exchange period. (Leaving for the program after taking a leave of absence will result in expulsion due to non-registration).
- **Pre-Departure Preparation:** Gather sufficient information regarding academics and housing from past participants and the host university coordinator. Once entry/departure dates are set, report your departure and leave contact information with the Academic Affairs Office coordinator. Familiarize yourself with credit transfer rules beforehand; any disadvantages resulting from personal negligence are the student's responsibility.
- **Upon Arrival:** Contact your parents and the External Cooperation Office immediately upon reaching your destination. Report any changes in address, phone number, or email during the exchange period to the External Cooperation Office.
- **Disadvantages:** Penalties in future selections organized by the External Cooperation Office will apply if a student requests to cancel after being allocated to a host university, or if submitted documents are found to be fraudulent or problematic.

After Returning Home

- **Transfer/Admission Restrictions:** Under no circumstances is transferring or formally enrolling into the host university permitted.
- **Transcript Requests:** Before returning, visit the host university's relevant office to request that your official transcript be sent directly to our Academic Affairs Office.
- **Syllabus Retention:** Bring back course syllabi and lecture schedules, as they may be required during the credit recognition process.
- **Report Upload:** Selected students must write a return report, upload it to the Study Abroad Report section on the university website, and submit a hard copy to the Academic Affairs Office. Credits will not be recognized if the report is missing.
- **Application Form:** Visit the Academic Affairs Office to fill out the Exchange Student Credit Recognition Application Form.
- **Graduating Students:** Students scheduled to graduate who are participating in exchange programs, dual degree programs, or language training must return and have their credits recognized in time to reflect on the graduation review committee to ensure there are no hindrances to graduation. (Graduation in the first half requires grades by early January; the second half requires grades by early July).
- **Enrollment Maintenance:** Selected students must register at our university every semester to maintain their status as an enrolled student.
- **Regulations:** Selected students must strictly abide by the rules and regulations of the

host university.

- **Personal Expenses:** Any expenses not explicitly stated in the agreement, along with general administrative expenses for preparing study abroad documents, must be borne by the student.