INDUK UNIVERSITY

Information for Induk University International exchange students

Dear Colleagues and Partners,

Those who would like to study at Induk University as an international exchange student are requested to apply through the international office of their home university. If you have students who are interested in studying in Korea, please submit his/her application form and other documents **by December. 7, 2018.**

■ Academic calendar (Tentative)

2018.12.07. Exchange student application deadline

2018.12.14. Issue of admission letter

2019.01.31. Submission of E-tickets by e-mail(hellojinho@induk.ac.kr) or fax(+82-2-950-7044)

2019.02.19.~21 Arrival at Incheon Airport (Pick up service 10am to 3pm, **KRW 10,000 for cash**)

2019.02.22. Exchange student orientation **(attendance mandatory)**

2019.02.25.~28 Class enrollment

2019.03.04. Beginning of spring semester exchange student program

2019.04.22.~30 Midterm tests

2019.06.17.~24 Final tests

2019.06.28. Spring semester exchange student program closing ceremony

2019.06.29. Departure

■ Accommodation

International exchange students can live in our dormitory. Each room is equipped with a bed, closet, desk, chair and an air-conditioner. The housing fee is 150,000 Korean won per month (including utilities). Laundry facilities are also available for free in the dormitory. The dormitory does not have a restaurant, so students are asked to go to the student cafeteria or restaurants near the dormitory.

*After arriving at school, students are expected to pay a dormitory fee of KRW 500,000 or $480 USD in cash.

- The term of validity: 2019.02.19.~2019.06.30.
- 4 students / room (randomly allocated)
- Shared shower room and bathroom on each floor
- Free Wifi and washing machines





■ Classes

1. **Regular courses For students who have TOPIK level 2-5 or equivalent Korean language skill. (Tuition fee not required)**

- 45 hours for 3 credits, 30 hours for 2 credits.
- 3 hours/week for 3 credits and 2 hours/week for 2 credits. There are no 1 hour 1 credit classes.
- Each semester consists of 15 weeks of classes.

The following departments can accept international students:

Department	Language
Dept of Tourism & Service Management*	Korean and Japanese
Dept of Business English	Korean and English
Dept of Business Japanese	Korean and Japanese
Dept of Chinese (Business Chinese Major)	Korean and Chinese
Dept of Chinese (CS- Chinese Service Major) *	Korean and Chinese
Dept of Broadcasting & Entertainment	Korean
*Other departments pending	Korean

* Flight ,Tourism, CS Service related departments are:

(1) Dept of Tourism & Service Management

2018 Main Curriculum subject	Credit	language proficiency
Human Relations of Hotel Service Industry	2	For students who have TOPIK **level 3** or equivalent Korean language skill.
Service Manner & Etiquette	2	
Service Image Making	2	
Prestige Marketing	2	
Practice of VIP Marketing	3	
Airline Passenger Reservations Practice	3	For students who have TOPIK **level 5** or equivalent Korean language skill.
Airline English and Job Interview skill Training	3	

(2) Dept of Chinese (CS- Chinese Service Major) *

2018 Main Curriculum subject	Credit	language proficiency
Service communication skill for customer satisfaction	3	For students who have TOPIK **level 3** or equivalent Korean language skill.
Practical Chinese in hotel & airline service	4	
Understanding Air Service	3	
Chinese interpretation and translation	3	
Chinese customer service management in practice	3	
Service job and duty inquiry	3	
Customer satisfaction and service manner	3	

** Curriculum and availability are subject to operational change.

2. **Korean language class for exchange students who have TOPIK level 2 or equivalent Korean language skill. (Tuition fee not required)**

- 30 hours for 2 credits.
- 2 hours/week <Korean Culture and language>
- 2 hours/day (7pm to 9pm), once a day, 15 weeks

3. **Optional Korean language courses for students with no Korean language skills. (Tuition fee required)**

- 200 hours for 9 credits.
- 20 hours/week <Korean language listening>, <Korean language speaking>, <Korean language reading> 3 subjects, 3 credits each.
- 4 hours/day (9 am to 1 pm), 5 days, 10 weeks (2019.03.04.~2019.05.10.)
- 5 classes (Levels 1-5 with placement tests)
- 20% discount for students from partner universities.

*If a student applies for a Korean language course, transcripts will be issued in one document.

■ Expenses

1. Cost of Dormitory

Regular cost	Discount cost for students from partner universities
150,000 won / month	**500,000 won or 480 USD** / 4 months

2. Cost of applying for foreign registration

Registration due within 90 days of entry	Fee
Applies to all foreigners intending to stay for more than 90 days in Korea after entry	**30,000 won**

3. Cost of optional Korean language course **(For students with insufficient Korean proficiency.)**

	Regular cost	Discount cost for students from partner universities
Application fee	50,000won	not charged
Tuition (20% discount)	1,300,000 won / semester (10 weeks)	1,040,000 won / semester (10 weeks)
Total	1,350,000 won	**1,040,000 won**

* Include Cultural experience activity charge.
* We do not accept credit cards.
* Each student is responsible for their own personal expenses such as meals, transportation and living costs.

*** Books (KRW 60,000~100,000), Daily lunches (KRW 5,000~8,000), Blankets (KRW 35,000), and other living expenses are not included.**

■ Documents required:

1. Document checklist
2. Application (In the student's own handwriting)
3. Self-introductory letter (written in English or Korean)
4. 3 copies of a 4 cm x 3 cm passport photograph taken within three months.
5. 1 copy of the student's passport
6. Recommendation letter (issued by your university)
7. Certificate of financial guarantor-ship (issued by your university)
8. Official transcripts (issued by your university)
9. Proof of enrollment (issued by your university)
10. Certificate of Health (Including a medical check-up with TB test)

* Certificate of insurance for study abroad required upon arrival.
  -Certificate of insurance from your home country is accepted (For the period of the exchange program)
  -If you do not have insurance, you have to apply for insurance in Korea.(Extra charge about KRW 80,000 For the period of the exchange program)

Please send all of the documents listed above to the international Office **by Dec. 7th 2018.** Applications will be evaluated by the Induk University Faculty Board of Directors. Please note that if the applicants cannot obtain a student visa by the date in which they are supposed to arrive in Korea, Induk University has no responsibility for any delays.

■ Attached are :

1. Document checklist form
2. Application form
3. Certificate of Financial Guarantor-ship (sample)

If you have any questions, please contact the following:

International Office,
Induk University
E-mail: hellojinho@induk.ac.kr
Phone: +82-2-950-7042
Fax: +81-2-950-7044
Mailing address: (01878) Induk University, 12 Choansan-ro, Nowon-gu, Seoul, Korea