Korea University
2026 Exchange Program

If you are applying as a visiting student (fee-paying student),
please refer to the factsheet for the Visiting Program.

▶Contacts for Office of International Affairs

General Inquiries for Exchange Students (from your university to KU)
Global Services Center, Korea University
Room 201, Dongwon Global Leadership Hall
145 Anam-ro, Seongbuk-gu, Seoul
02841 REP OF KOREA
Tel: +82-(0)2-3290-5118, 5119
E-mail: studyabroad@korea.ac.kr

Inbound Exchange Program Coordinators (from your university to KU)
- Ms. Ju Yeon Ha (the Americas): elijerose@korea.ac.kr
- Ms. Gawoon Yoon (Europe): ineurope@korea.ac.kr
- Ms. Yena Lee (Asia and Oceania): inasia.oceania@korea.ac.kr
- Ms. Sulim Cha (China): kuchinaincoming@naver.com

* Contacts for Outbound and Short-Term (ISC/IWC) programs can be found on page 6.

▶Applying to KU

Academic Term	Online Nomination/Application Period
2026 Spring (Semester 1) *** March - June**	**October 1 - 31, 2025**
2026 Fall (Semester 2) * September - December	April 1 - 30, 2026

* KU only accepts nominations/applications submitted online, without exception.

Steps to NOMINATE students for the Exchange Program
- For *Coordinators* of Exchange Programs Sending Students to KU

Step 1. Discuss the exchange quota with the Outbound Exchange & Balance Coordinator.
- All exchange program coordinators are required to consult with KU Outbound Team regarding the exchange quota in advance. A survey will be distributed by the KU Outbound Exchange & Balance Coordinator during a specified period.

* Information for Outbound (from KU to your university) can be found on page 6.

Step 2. Check the student entry requirements.

> **<Entry Requirements>**
> ▪ Must be a currently enrolled student
> ▪ Minimum GPA of 2.5 on a 4.0 scale (U.S. Standard)
> ▪ Undergraduates: At least 2 full semesters completed before nomination/application period
>   - Transcripts including the second semester issued during or after the nomination/application period will not be accepted.
>   - Graduates/Transfer Undergraduates: 1 semester
> ▪ Fluency in Korean or English (No Certificate Required)

Step 3. Nominate the student(s) via the online nomination system.
- An automated email with application instructions will be sent only to partner universities that have confirmed their exchange quota in advance.
- Enter the student's Gmail address, ***@gmail.com (or ***@163.com for Chinese students). Our system works best with Gmail and other addresses may cause automated emails to be blocked or marked as spam.
- Do not reply to the auto-generated nomination email, as responses will not be forwarded to the Global Services Center. For any inquiries regarding nominations, contact the KU coordinators directly.

Step 4. Inform the nominated student(s) to check their inbox including the spam folder and complete the online application by the deadline.
- Once the coordinator completes the online nomination, an email including the application link will be sent to the nominated students.
- Remind the students to check both their inbox and spam folder and complete the online application by the deadline.

Step 5. Communicate with the Global Services Center coordinators.
- Coordinators at the Global Services Center will contact partner universities if they have any inquiries regarding the nomination.

Step 6. Check the acceptance package (files) received by email.
- If the nominated students are accepted, the Global Services Center will send the acceptance package to the coordinator via email. Forward the package to the students.

Global Services Center (GSC) | http://oia.korea.ac.kr | studyabroad@korea.ac.kr

Steps to APPLY for the Exchange Program
- For *Nominated Students* to KU

Step 1. Students must be nominated by their home university to apply.

<Entry Requirements>
- Must be a currently enrolled student
- Minimum GPA of 2.5 on a 4.0 scale (U.S. Standard)
- Undergraduates: At least 2 full semesters completed before nomination/application period
  - Transcripts including the second semester issued during or after the nomination/application period will not be accepted.
  - Graduates/Transfer Undergraduates: 1 semester
- Fluency in Korean or English (No Certificate Required)

Step 2. Students will receive the application link by email.

- After nomination, students get an automatic email with the application link. Enter the student's Gmail address, ***@gmail.com (or ***@163.com for Chinese students). Our system works best with Gmail and other addresses may cause automated emails to be blocked or marked as spam. Do not reply to the auto-generated nomination email, as responses will not be forwarded to the Global Services Center. For any inquiries or concerns, send an email to studyabroad@korea.ac.kr.

Step 3. Students will complete the online application by the deadline.

<Required Documents>
- **Transcript**
  - A current transcript in English demonstrating a minimum GPA of 2.5 on the U.S. 4.0 scale and including grades for at least 2 full semesters. Transcripts including the second semester issued during or after the application period will not be accepted.
  - Graduates/Transfer Undergraduates: 1 semester
- **GPA Conversion Certificate**
  - The form is available for download on the online application page.
  - The GPA Conversion Certificate must be signed by the home university.
  - If the grades cannot be converted based on numeric values, submit a certification letter issued by the coordinator at the home university verifying the student's academic performance, in lieu of the GPA Conversion Certificate.
- **Admissions Essay**
  - Students should explain why they chose KU as their study abroad destination and what they hope to achieve during their time at KU, within one page.
- **Copy of Passport**
  - A copy of the passport information page is required for visa documentation and other related processes.
  - If the student needs to apply for a new passport, advance notice is required.
- **Health Certificate**
  - The form is available for download on the online application page.
  - Only examinations taken *between August and October for the **Spring** semester* and *between February and April for the **Fall** semester* are acceptable.
- **Student Oath**
  - The form is available for download on the online application page.
- **One Passport-sized Photo**
  - The photo for the KU student ID card must be in JPG format.
- **Application Fee: USD 50**
  - PLEASE NOTE THAT THE APPLICATION FEE IS NON-REFUNDABLE UNDER ANY CIRCUMSTANCES.
  - Use the 10-digit Registration No. (excluding 'GSC') as the sender's name, *not the applicant's name*.
  - **For International Wire Transfers:** Send USD 50 to KEB Hana Bank (SWIFT Code: KOEXKRSE) 391-910030-74204.
  - **For Domestic Wire Transfers:** Send KRW 50,000 to KEB Hana Bank 391-910030-74204, instead of USD 50.
- **Travel Insurance Certificate**
  - Travel Insurance Certificate must meet the following requirements: it must clearly state the student's full name, cover Korea as the destination and include health coverage. The coverage period must span the entire semester (or both semesters, if applicable) and be clearly indicated. The certificate must be written in English.
  - Please note: Students will be automatically enrolled in Korea's National Health Insurance (NHI) upon registering at the immigration office after arrival. However, all international students are still required to have travel insurance, including health coverage, for the duration of their studies. This is because NHI may not cover all medical expenses, especially for serious illness or injury, which could lead to significant financial hardship.
  - Korean students should submit a Health Insurance Qualification Certificate issued by NHIS or Government 24.
  - Final Submission Deadline: July 31 (for Fall) / January 31 (for Spring)
- **Accommodation Letter** (if applicable)
  - Students needing disability support at KU must submit an accommodation letter from their home university.

Global Services Center (GSC) | http://oia.korea.ac.kr | studyabroad@korea.ac.kr

Continued: Required Documents

※ All supporting documents must be submitted online in English or with an English translation.
※ If the students are unable to upload the required document by the deadline, please upload a blank PDF stating the following message: "I will prepare and email the document to studyabroad@korea.ac.kr by DD-MM-YYYY."
  Please note that this may cause delays in subsequent procedures including the preparation of visa-related documents and may result in rejection in the worst case.
※ **Additional documents required for NON-OECD country nationals:** NON-OECD country nationals must submit an official Certificate of Enrollment of the current home university with APOSTILLE (recommended) or consular confirmation from the Korean embassy or consulate in the country where the university is located to the Global Services Center by POST before May 15 (for Fall) and November 15 (for Spring) to complete the application.
※ **Additional documents required for students from a university in China:** Submit an official Certificate of Enrollment (English) of the current home university issued from CHSI (学信网) by post before May 15 (for Fall) and November 15 (for Spring) to complete the application.

Postal Address: Exchange Program Coordinator

Global Services Center, Korea University
Room 201, Dongwon Global Leadership Hall
145 Anam-ro, Seongbuk-gu, Seoul
02841 REP OF KOREA

Step 4. Prepare a bank statement only after receiving an acceptance email from KU.
- The application review process may take up to 4 weeks from the application deadline.
- Students will be requested to submit a bank statement via email once the Global Services Center has completed the application review. Upon receiving a valid bank statement, the Global Services Center will proceed with preparing the admission package as the final step. It may take an additional 1-2 weeks.

※ NON-OECD country nationals are required to send the original bank statement to the Global Services Center by POST only. Details will be sent by email.

Step 5. Receive the admission package from home university.
- The Global Services Center will send the admission package - including the Letter of Admission (LOA), Certificate of Admission (COA) and Business Registration Certificate (BRC) - to the home university coordinators, who will then forward it to the students. The package will be sent in December-January (for Fall) and June-July (for Spring).
- Students are responsible for applying for their own visas.

►Academics

- **Course Information**
  - **Undergraduate Course List** http://sugang.korea.ac.kr → English → Search Course (more+)
    *Refer to Major and General Studies courses.
    *Courses listed under the X) column are open to exchange students.
  - **Graduate Course List** http://sugang.korea.ac.kr/graduate → English → Graduate Course
  - All courses taught in English are indicated in brackets.   e.g. Marketing Management (English)
  - The Course List for the upcoming semester is released in mid-July (for Fall) and mid-January (for Spring).
  - Students may refer to the previous year's course list for the same semester, as it is usually similar.
    However, course offerings are subject to change, so students are advised to prepare a backup plan.

- **Grade Requirements**

Undergraduate	Graduate
Max. 19 credits per semester *Undergraduates are NOT ALLOWED to take graduate courses.	**Max. 12 credits** per semester *Graduates can take undergraduate courses.

- **Academic Workload**

Major	Elective	Workload
2-3 credits	**1-3 credits**	**1 credit = 1 teaching hour** *Each semester is 16 weeks long.

▪ Course Restrictions

Course Restrictions (Undergraduate)

Medicine, Nursing, Pharmacy, Law, Teacher Education, Cyber Defense, Art & Design, Smart Mobility, Communications Engineering and all courses at Sejong Campus are **_NOT AVAILABLE_** to exchange students.

Course Restrictions (Graduate)

Only the departments under the <Graduate School> category and courses under the <International Studies> are available to exchange students **_except for_** Medicine, Nursing, Pharmacy, Law, Teacher Education, School of Cybersecurity (Department of Cyber Defense), Art & Design, Independent Study, Thesis Research, Tutorial Research After Completion of Course Work and also graduate level Business courses (graduate courses that start with INT) and all courses at Sejong Campus.

- The courses in Business, Media & Communications, International Studies and Psychology (courses with BUSS, JMCO, DISS, PSYC) are not restricted but are in high demand.
- It is highly recommended to confirm graduation requirements at the home university, as KU's course registration operates on a first-come, first-served basis and is not guaranteed.
- KU does not guarantee any courses for exchange students. Stay flexible and have a backup plan.
- Some lab/practice courses may have TAs who teach in Korean. Contact the professor of the course in advance to confirm details.

▪ Course Registration

- Students will be notified via email about the instructions for course registration in mid-July (for Fall) and mid-January (for Spring). Students should follow these steps after receiving the email.

Step 1. Read the course registration instructions very carefully.
Step 2. Make a preferred course listing during the 'Preferred Course Listing' period.
Step 3. Check the results.
Step 4. Apply for courses during the 'Course Registration' period.
Step 5. Try to add courses during the 'Course Add/Drop' period.
Step 6. Drop the courses during the 'Course Withdrawal' period.

*No changes can be made after the Course Withdrawal Period.
*'Preferred Course Listing (Step 2&3)' and 'Course Withdrawal (Step 6)' are not available to graduate level courses.

- At KU, all courses have limited seats not only for exchange/visiting students but also for degree-seeking KU students. The number of available spots for degree-seeking students varies depending on their year of study (e.g. freshman, sophomore, etc.), while exchange/visiting students are counted separately under the "Exchange Student" category.
- If the number of exchange/visiting students who have selected a specific course (e.g. WORLD ECONOMY AND BUSINESS) during the 'Preferred Course Listing' period is equal to or below the number of quota available to exchange/visiting students, the course will be automatically registered (The quota for exchange/visiting students is usually 25% of total enrollment in each class).
- Students may refer to the course list from the corresponding semester of the previous year as it will remain similar. However, courses are subject to change every semester and we cannot guarantee their availability. Students are responsible for making a backup plan for their course plan.
- KU cannot recommend or find a course for individual students in principle of fairness. It is student's responsibility to make a backup plan when they make their course plan.

▪ Grading and Transcripts

- KU uses a 4.5 GPA scale. The grading scale and credit hour value can be found here.
- For credit transfer or recognition, students must contact their home university directly.
- Grades will be finalized in early January (Fall) and early July (Spring). If students have any questions or concerns about their grades, they are responsible for contacting the professor of the course directly only by the Grade Revision Period.
- Official transcripts will be sent only in English to the home university between January 15-31 (Fall) and July 15-31 (Spring).

▪ **Support for Students with Disabilities**
- KU may provide accommodation including extended test time (1.5x), separate testing locations and extended assignment deadlines. Please upload the accommodation letter to the online application.
- Early course registration and on-campus housing are not guaranteed.

▪ **Korean Language Courses**
- Students can take credit-bearing Korean language courses. Search using the keyword "Korean" via the Undergraduate Course List http://sugang.korea.ac.kr.
- Students can also take non-credit Korean language courses, which require an additional fee beyond tuition. Refer to the Korean Language Center website for more information http://klc.korea.ac.kr.

▶VISA

▪ **VISA Requirements**
- A D-2-6 visa (exchange student visa) must be obtained prior to arriving in Korea. The Certificate of Admission (COA) issued by KU is required when applying for the visa. COAs are issued starting in June (Fall) and December (Spring). If applying for a new passport, inform KU in advance, as the passport number on the COA must match the passport used to enter Korea. More information about the students' visa is available here.
- Students of Korean heritage must check dual citizenship status before or during the application process. If Korean nationality is valid, application must be made using a Korean passport.
- Entry to Korea with K-ETA (without a D-2-6 visa) for studying at KU is not allowed. Entering Korea with K-ETA while the student visa is being processed is also prohibited. The visa process must be completed and the D-2-6 visa obtained before entry.
- After arrival, apply for an Alien Registration Card within 90 days. Leaving Korea before the card is issued will result in automatic cancellation of the D-2-6 visa and re-entry will require obtaining a new student visa from the Korean embassy.
- Students must leave Korea by the end of January (Fall) or July (Spring).

▶Accommodations

▪ **On-Campus Housing**
- On-campus housing is not guaranteed for exchange/visiting students. If it is a top priority, careful consideration is advised before applying.
- Exchange students may apply for on-campus housing (Frontier, CJ/Anam International House) via http://dorm.korea.ac.kr. Applications are processed online on a first-come, first-served basis, subject to availability.
- Application periods are June-July (for Fall) and December-January (for Spring). Late applications will not be accepted. Dormitory acceptance may be canceled if fees are not paid by the deadline. Additional offers may be made if cancellations occur.
- Accepted students must take a tuberculosis test (X-ray, blood or skin test) after July 1 (for Fall) or January 1 (for Spring). The test certificate, in Korean or English, must be submitted directly to the dormitory at check-in.

▪ **Off-Campus Housing**
- Those who were not accepted for on-campus housing may refer to the GSC website or contact studyabroad@korea.ac.kr for information on additional options.

▶Contacts for Office of International Affairs

Outbound Exchange Program Coordinators (from your university to KU) & Balances
▪ Ms. Suyeon Park (the Americas): outamericas@korea.ac.kr
▪ Ms. Hyunjoo Cho (Europe): outeurope@korea.ac.kr
▪ Ms. Heejin Hong (Asia & Oceania): outasia.oceania@korea.ac.kr
▪ Ms. Myung-Hua Jeon 田明花 (China): mhjeon77@korea.ac.kr

KOREA UNIVERSITY

International Summer Campus (ISC) & International Winter Campus (IWC)
▪ Ms. JJ Park (ISC/IWC Senior Manager): jypark1219@korea.ac.kr
▪ Ms. Minnjoo Kim & Ms. Yujin Kim (ISC Manager): isc@korea.ac.kr (http://summer.korea.ac.kr)
▪ Ms. Minnjoo Kim & Ms. Yujin Kim (IWC Manager): kuwinter@korea.ac.kr (http://winter2.korea.ac.kr)

►Academic Calendar

▪ 2026 Spring Academic Calendar

February	**Week 1**	[UNDERGRADUATE] Preferred Course Registration (Pre-registration)
	Week 2	[UNDERGRADUATE/GRADUATE] Course Registration
	16-18	Korean New Year's Day (National Holiday)
	26	Orientation for Exchange/Visiting Students
March	**1**	Independence Movement Day (National Holiday)
	2	Substitute Holiday *for Independence Movement Day*
	3	First Day of Classes
	Week 1	[UNDERGRADUATE/GRADUATE] Course Add/Drop & Course Registration Confirmation
	Week 4	[UNDERGRADUATE] Course Withdrawal
April	**Week 4-5**	**Midterm Exam**
May	**1**	Labor Day (Statutory Holiday)
	5	KU Foundation Day / Children's Day (National Holiday)
	24	Buddha's Birthday (National Holiday)
	25	Substitute Holiday *for Buddha's Birthday*
June	**3**	Election Day (Statutory Holiday)
	6	Memorial Day (National Holiday)
	Week 3-4	**Final Exam**
	22	Last Day of Classes
July	**Week 2**	Grade Confirmation
	15-31	Transcript Delivery
	31	Last Day to Depart Korea *for D-2 VISA Holders*

- KU follows a semester system, with each semester lasting 16 weeks
: **Spring** March-June, **Fall** September-December.
- The Academic Calendar may change, check email regularly for updates.
- Final grades are confirmed in early January (Fall) and early July (Spring). Accordingly, the official transcripts will be sent to partner universities in January 15-31 (Fall) and July 15-31 (Spring).
- D-2 VISA holders must leave Korea by January 31 (Fall) and July 31 (Spring) depending on their study period.