

July 17, 2019

Warmest greetings from Seoul National University!

We are more than delighted to announce that we are opening a call for nomination for Spring 2020 Student Exchange Program. For more information, please find attached the fact sheet, **Spring 2020 Guide for the SNU Student Exchange Program**.

We have **an important policy change with Department of Computer Science and Engineering, College of Engineering**, where they will strictly control the number of **undergraduate** exchange students accepted, and please see the below and our fact sheet for more details.

### 1. How to Nominate?

If you have any nominee(s) for Spring 2020, please provide us with information of your nominee student(s) via the link below no later than **September 10, 2019**.

[https://docs.google.com/forms/d/e/1FAIpQLScadSjJtxE-iEjPixvUhUTYD4wFda-NARvuaxnP7bzoKzGRtw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLScadSjJtxE-iEjPixvUhUTYD4wFda-NARvuaxnP7bzoKzGRtw/viewform?usp=sf_link)

\*Please make sure your candidate(s) meet(s) the entry requirement (**both semester condition and department restrictions**) stated in the attached fact sheet. Especially, please note that we cannot accept graduate students who didn't complete at least one semester at their "graduate" program. Graduate students must be able to prove that they have completed at least one semester of the graduate program at the application stage.

### 2. After Nomination?

Nominated student(s) will receive an application guideline, along with instructions regarding the online application process, from the coordinators at SNU Office of International Affairs (central international office), SNU.

### 3. How to Apply?

The application deadline is **September 20, 2019**. **Only the online application** will be required for the application. Please make sure that your students carefully read through the attached guideline and prepare for the application process in advance.

#### IMPORTANT NOTICE ON SUBMISSION OF RECOMMENDATION LETTER

As the application process is conducted online only, candidate(s) will be required to upload the digital copies of the required documents. As the recommendation letter, however, should be confidential, **we will guide candidate(s) to submit the sealed letter to the exchange program coordinator so that the coordinator can open the letter and send us its scanned copy**. Please send the copies to the following persons at the Office of International Affairs, SNU:

**Ms. Jaeyeon SHIN** (Europe) – [colormysoul@snu.ac.kr](mailto:colormysoul@snu.ac.kr)

**Ms. Joo Hyun Park** (Asia, America, Oceania) – [jd4ever@snu.ac.kr](mailto:jd4ever@snu.ac.kr)

#### 4. More Information on Course Catalog?

Students can find information on the courses that were provided in the previous semesters through our course registration website <http://sugang.snu.ac.kr> . Attached you can find the course search instruction.

#### **\*IMPORTANT NOTES FOR AY2019/20:**

- Please make sure that applicant(s) have completed at least one semester on the current program at their application stage. This means that if the study abroad semester is applicant(s)' first semester of Master's program, they are not eligible for our program.
- Please ensure that all your nominees read the eligibility and restrictions stated on the fact sheet thoroughly before they apply. Some departments have specific restrictions including:
  - **Starting from Spring 2020's admission, Dept. of Computer Science and Engineering (CSE)** has decided to control the number of accepted exchange students on the **undergraduate**-level, due to lack of course capacity and placement. **Undergraduate applicants for CSE must have earned at least 15 credits in CSE-related courses (one credit corresponds to 15 lecture hours or 30 lab hours)**. This must be explicitly shown on the official transcript; if not, additional proof must be prepared by the student.
  - Considering the current lack of course capacity for exchange students, **College of Business Administration (CBA)** has decided that **from Fall 2019's admission, they will strictly control the number of accepted exchange students to CBA** and we would like to inform you that **it is more likely than the past that students who apply for CBA might get rejected during the screening procedure.** (Applying to SNU's university-wide partners only)
  - Priority for course registration for some of the undergraduate Business Administration courses (See attachment, "College of Business Administration\_Requisite Subject for Major") will be given to degree-seeking domestic students, since these courses are requisite towards their graduation. Exchange students can take these courses only when there are extra spots available. Please advise your nominee(s) of this issue and make sure that they have a Plan B.
  - **Dept. of Korean History/Psychology/Statistics/Pharmacy requires applicants to provide a proof of Korean language proficiency.**
  - College of Law is NOT open to undergraduate students from Spring 2018, as the undergraduate level does not exist any longer. **Instead, School of Law, a specialized law school for graduate level students, will be open to undergraduate level students.** Please note that **these undergraduate students will be enrolled as graduate (Master's) students in SNU law school during their study. These students must be advised that the credits they take at SNU should be transferred under their current undergraduate program, not their prospective graduate program.**
  - When there are applicant(s) for Medicine/Pharmacy/Dentistry/Nursing/Music/Global MBA, please let us know before you make nomination as these are relatively more restricted than the others. We will check the availability and capacity of the department in advance.

Should you have further inquiries regarding our student exchange program, please do not hesitate to contact us.

Thank you for your continuous support and cooperation.