

# Korea University Business School

## Fact Sheet for Student Exchange Program



Contact	
<b>Mailing Address</b>	<b>International Office</b> <b>Korea University Business School</b> A304, Korea University Business School Main Building 145 Anam-ro, Seongbuk-gu, Seoul, Korea 02841
<b>Telephone &amp; Fax</b>	Tel: +82-2-3290-5362    Fax: +82-2-3290-5368

Websites	
<b>Korea University</b>	<a href="http://korea.ac.kr">korea.ac.kr</a>
<b>Korea University Business School</b>	<a href="http://biz.korea.ac.kr/en">biz.korea.ac.kr/en</a>

KUBS International Office		
Inbound Student Exchange Program	Ms. Lee, Hanna	E-mail: <a href="mailto:hanna08@korea.ac.kr">hanna08@korea.ac.kr</a> Tel : +82-2-3290-1387
Outbound Student Exchange Program	Ms. Lim, In-Hyang	E-mail: <a href="mailto:lim0522@korea.ac.kr">lim0522@korea.ac.kr</a> Tel : +82-2-3290-1389
Int'l Partnership, Accreditation, Case Competitions	Ms. Kim, Yoon Young	E-mail: <a href="mailto:yykim@korea.ac.kr">yykim@korea.ac.kr</a> Tel : +82-2-3290-5363
Global Internship, Int'l Faculty Support, Protocol	Ms. Yang, YeJin	E-mail: <a href="mailto:yejina@korea.ac.kr">yejina@korea.ac.kr</a> Tel : +82-2-3290-1364

Students General Inquiries	
<b>Inbound &amp; Outbound Exchange Students</b>	E-mail: <a href="mailto:kubsintl@korea.ac.kr">kubsintl@korea.ac.kr</a>



**Global Initiative Korea University Business School**

<b>KUBS History</b>	<b>1905</b>	First Commerce Department in Korea
	<b>1953</b>	First MS/Ph.D. program in Korea
	<b>1963</b>	First Evening MBA (Korea MBA) in Korea
	<b>1994</b>	First Global Internship Program in Korea
	<b>2003</b>	First Executive MBA program in Korea
	<b>2006</b>	First Full-Time MBA Programs (Global MBA, Finance MBA) in Korea
	<b>2007</b>	Accreditations from AACSB (2005) and EQUIS (2007)
	<b>2008</b>	Tri-University Collaboration Program (S <sup>3</sup> Asia MBA: Fudan-NUS-KU)
	<b>2010</b>	Re-accreditations from AACSB and EQUIS
	<b>2011</b>	First Business School in Korea to be ranked in the UTD Top 100 Business School Rankings
	<b>2015</b>	2 <sup>nd</sup> re-accreditation from AACSB and EQUIS
		Academic member of CEMS alliance in Korea
	<b>2016</b>	Founding of KUBS Worldwide University Business Research Rankings
		Opening of KUBS Startup Institute
	<b>2017</b>	Asia Tri-lateral Seminar (KUBS-Hitotsubashi-PHBS)
<b>2018</b>	The largest number of KUBS alumni among current CEOs at Korea's 100 most influential companies.	
<b>2019</b>	Ranked 1 <sup>st</sup> in producing the most successful CPA candidates for 4 consecutive years (109 in 2019).	
<b>2020</b>	First Asian Business School hosting CEMS Annual Event	
<b>KUBS Achievements</b>	<ul style="list-style-type: none"> <li style="text-align: center;">◆ Dual International Accreditations First education in Korea accredited by both AACSB and EQUIS</li> <li style="text-align: center;">◆ Faculty Size 82 full-time faculty members (largest in Korea at the college level)</li> <li>◆ Ranked 27<sup>th</sup> in Financial Times Top 100 Executive MBA Rankings 2019 (1<sup>st</sup> in Korea)</li> <li>◆ Ranked 50<sup>th</sup> in Business &amp; Management, 45<sup>th</sup> in Accounting &amp; finance in 2019 QS World University Rankings by subject</li> <li>◆ Ranked 109<sup>th</sup> in 2019 Best Global Universities Rankings: Economics and Business Area (U.S. News &amp; World Report)</li> <li>◆ Ranked 79<sup>th</sup> in THE World University Rankings 2018 by Subject (1<sup>st</sup> in Korea)</li> <li>◆ Ranked 163<sup>th</sup> in the UTD Top 100 Business School Research Rankings</li> <li>◆ No. 1 MBA in Korea for 7 consecutive years (2013-2019, Hankyung Business Assessment by HR Managers from the Top 200 Domestic Companies)</li> <li>◆ Ranked No. 1 Business School in Korea for 12 consecutive years (2008-2019, Hankyung Business Survey of HR managers from the Top 200 companies)</li> <li>◆ Ranked No.1 among Korean private universities in producing the largest number of CEOs in Top 500 companies (2018, CEO score)</li> <li>◆ KUBS, Top-Ranked Business School in The 2019 University Rankings By Korea JoongAng Daily</li> </ul>	

### KUBS Student Body

Programs		Target Segments		Total No. of Students	No. of International Students
Undergraduate Degree (BBA)		Top-level high school graduates		2127	496
Academic Graduate Degree Programs		MS	4 Year college graduates	153	44
		Ph.D.	Master graduates	105	8
		MS & Ph.D. Integrated	Unified course of the master's and the doctor's	26	1
Professional Graduate Degree Programs	Full-time	S <sup>3</sup> Asia MBA	Mid-level managers in Korea, China, and Singapore	54	36
		GMBA & CEMS	Mid-Level managers	62	21
		Finance MBA	Prospective finance industry experts	56	0
	Part-time	Korea MBA	Part-time (Evening) MBA	366	3
		Executive MBA	Senior managers	93	0

### KUBS Academic Programs for Exchange Students

Program	Term	Details
BBA (Undergraduate)	Semester	<ul style="list-style-type: none"> <li>63% of courses conducted in English</li> </ul>
MS (Graduate)	Semester	<ul style="list-style-type: none"> <li>50% of courses conducted in English</li> <li>Research oriented, theory-based courses</li> <li>Eligibility: Students studying at the MS (or graduate) level who acquired a Bachelor's degree.</li> </ul>
GMBA	Module	<ul style="list-style-type: none"> <li>Approximately 90% of courses conducted in English</li> <li>Practice oriented courses</li> <li>Eligibility: students who acquired a Bachelor's degree (or equivalent, Master's/Doctor's degree if applicable) work experience recommended</li> <li>MS students are able to apply GMBA Program</li> </ul>

(As of 2020 Spring semester)

### Academic Schedule & Deadlines

Academic Schedule			Nomination Deadline	Application Deadline
Month	Semester (BBA&MS)	Module (GMBA)		
September ~ mid-December	Fall Semester (1 <sup>st</sup> semester)	Module 1	22 May	12 June
		Module 2		
March ~ mid-June	Spring Semester (2 <sup>nd</sup> semester)	Module 4	31 October	30 November
		Module 5		

### Nomination & Application

<p><b>Entry Requirements</b></p>	<ul style="list-style-type: none"> <li>• Must have good academic standing</li> <li>• Must be currently enrolled at home institution</li> <li>• Must be officially nominated by home institution</li> <li>• Must be fluent in either Korean or English (recommended English Proficiency Test scores: TOEFL IBT 89, TOEIC 800, or IELTS 6.5. English level acknowledgement letter from the home institution can also be used)</li> <li>• <b>Students who are in their final year of study and/or have required courses that must be taken for graduation are not recommended to participate in our exchange program</b>, as there is a high demand for several of our courses and it is highly possible that students will be unable to take the courses that they need.</li> </ul>
<p><b>Required Documents for Application</b></p> <p>* All supporting documents MUST be written in English or have English translations and submitted through online application link.</p>	<ol style="list-style-type: none"> <li>1) <b>Online application form</b></li> <li>2) <b>One photograph</b> (ID picture)</li> <li>3) <b>Official academic transcript</b></li> <li>4) <b>Letter of academic reference</b> <ul style="list-style-type: none"> <li>- MUST be completed by a student's professor or an academic advisor who is familiar with the student's college-level work and is able to attest to his or her character, maturity and self-sufficiency.</li> <li>- MUST include the recommender's name, title, and the school's logo</li> </ul> </li> <li>5) <b>Certificate of Health</b> – official form available at the KUBS online application link</li> <li>6) <b>Statement of purpose and goals</b> – describes the purpose and goals of his or her exchange semester in 1 or 2 pages (A4 size)</li> <li>7) <b>Copy of Passport Identification Page</b> (which shows a student's photo, name, and passport number, etc.) – passport MUST be valid for six months beyond the period of the student's intended stay in Korea</li> <li>8) <b>Letter of confirmation for private insurance (for non-Korean passport holders only)</b> <ul style="list-style-type: none"> <li>- MUST state the <i>dates of coverage</i> and <i>benefits</i> in ENGLISH</li> <li>- Insurance MUST be valid throughout the entire study abroad period</li> <li>- Insurance can be submitted after the student is admitted to KUBS.</li> </ul> </li> <li>9) <b>Pledge</b> – Attached on the KUBS online application link. Personal information should be filled out and signature needed.</li> </ol>
<p><b>Nomination and Application Procedure for Student Exchange Program</b></p>	<ol style="list-style-type: none"> <li>1. Before the official nomination, program managers at partner universities MUST jointly agree on the number of exchange students for each academic year with the KUBS exchange program manager.</li> <li>2. Once the number of nominees are confirmed, the KUBS Nomination Sheet will be distributed at the end of March (for fall semester) and end of September (for spring semester).</li> <li>3. A link to KUBS's online application will be given to the nominees at the end of April (for fall) and October (for spring), and they MUST complete the online application by the deadline indicated.</li> <li>4. After final review of the students' application, a 'Letter of Admission' will be sent to the students who are successfully admitted through e-mail first. By the end of June (for fall) and December (for spring), the 'Admission Package' including 1) original copy of Letter of Admission, 2) Certificate of Admission, and 3) Business License of Korea University will be sent to the home institution.</li> <li>5. All the exchange students MUST have worldwide insurance coverage for a study abroad program during the whole duration of their stay at KUBS. Those who do not submit the letter of confirmation for private insurance will NOT be allowed to enroll at KUBS even if they have received the Letter of Admission.</li> <li>6. The letter of confirmation for private insurance can be submitted either at the time of online application or via e-mail within 2 weeks of receiving the Letter of Admission.</li> </ol>

### Course Information

<b>Majors</b>	Accounting / Finance / International Business / Logistics, Service & Operations Management (LSOM) / Management / Marketing / Management Information System (MIS)												
<b>Course List</b>	Refer <Academic offerings> from page 6												
<b>Class Size</b>	<ul style="list-style-type: none"> <li>• BBA: 15~100 (35 students per class on average)</li> <li>• MS: 5~15 (less than 20 students per class on average)</li> <li>• GMBA: Different each semester</li> </ul>												
<b>Tests</b>	Midterm exam, Final exam, Presentations, Group work, etc. (varies by class)												
<b>Workload per Credit Hour</b>	<ul style="list-style-type: none"> <li>• 3 credits= 3 hrs/wk, 16 wks/semester</li> <li>• 2 credits= 4 hrs/wk, (GMBA) 8 wks/module</li> </ul>												
<b>Credit Hour Limit</b>	<table border="1"> <thead> <tr> <th>Program</th> <th>Maximum Limit</th> <th>Regular (non-exchange)</th> </tr> </thead> <tbody> <tr> <td>BBA</td> <td>19 credits per semester</td> <td>Normally take 4-6 classes (12 - 18credits)</td> </tr> <tr> <td>MS</td> <td>12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)</td> <td>Normally take 3-4 classes (9 - 12credits)</td> </tr> <tr> <td>GMBA</td> <td>Two modules cannot exceed 19 credits</td> <td>Normally take 2-4 classes each module</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Students must take at least 1 course per semester/module.</li> </ul>	Program	Maximum Limit	Regular (non-exchange)	BBA	19 credits per semester	Normally take 4-6 classes (12 - 18credits)	MS	12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)	Normally take 3-4 classes (9 - 12credits)	GMBA	Two modules cannot exceed 19 credits	Normally take 2-4 classes each module
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### Grading System

Professors have full authority for evaluating students. Each student's academic performance is graded according to the following criteria: exams and assignment results, attendance, and class participation, etc. A minimum of 70% attendance is required in order for a student to earn a passing grade.

Letter Grade	Grade Point	Percentage
A+	4.5	95 – 100
A	4.0	90 – 94
B+	3.5	85 – 89
B	3.0	80 – 84
C+	2.5	75 – 79
C	2.0	70 – 74
D+	1.5	65 – 69
D	1.0	60 – 64
F	Fail	59

### Academic Offerings

<b>BBA Courses (Undergraduate)</b>	<p><a href="http://sugang.korea.ac.kr">http://sugang.korea.ac.kr</a> &gt; Major Subject &gt; Korea University Business School</p> <ul style="list-style-type: none"> <li>• Students may refer to the course list from the previous corresponding semester. (e.g. 2018 Spring semester for 2019 Spring Semester) The course list are to be used as reference not all courses may be offered.</li> <li>• Students are responsible for checking the latest course list in July for the fall semester and in January for the spring semester. The lists offered in Fall and Spring may differ, so please check carefully.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Courses conducted in English are indicated as “(English)”.</li> <li>• All KUBS undergraduate courses taught in English are open to the exchange students. (Exception: “BUS163 Introduction to Business” and “BUS402 Management Strategy”)</li> <li>• Click on the Course No. link to see the syllabus. If no information is available, please click the ‘Upload File’ link at the bottom of the page for the syllabus.</li> <li>• Exchange students can take non-business courses if pre-requisites are met and they have successfully registered online. (<b>Non-available subjects:</b> Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus, which is indicated as S in the Campus category)</li> <li>• BBA students CANNOT take MS/MBA courses.</li> </ul>
<p>MS Courses (Graduate)</p>	<p><a href="http://sugang.korea.ac.kr/">http://sugang.korea.ac.kr/</a> &gt; Graduate School Courses &gt; Graduate School &gt; select ‘Department of Business Administration’ or ‘International Business’</p> <ul style="list-style-type: none"> <li>• Students may refer to the course list from the previous corresponding semester. (e.g. 2017 Fall semester for 2018 Fall Semester) However not all courses are guaranteed to be open, and only a selected number of classes will be available among the courses which will be announced after application.</li> <li>• Courses offered in English are indicated as “(English)”.</li> <li>• Click on the Course No. link to see the syllabus of each course. If none is available, please click the ‘upload file’ link at the bottom of the page.</li> <li>• <b>The final list of business courses available to exchange students will be distributed via email to individual students in August for the fall semester and in February for the spring semester.</b></li> <li>• <b><u>Students MUST be aware that <i>not all business graduate courses are available</i>. By participating in KUBS exchange program, they will be coming at their own risk of taking limited courses. Students are recommended to come at the spring semester, as course availability is more limited in the fall semester.</u></b></li> <li>• Students can take graduate courses provided by other departments regardless of major, as long as they meet the requirements (prerequisites) and have the professor’s permission. (Only subjects under the category of “Graduate School” are available. GMBA courses or Graduate School of International Studies are not available. <b>Non-available subjects:</b> Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus, which is indicated as S in the Campus category)</li> <li>• <b>MS students are allowed to take BBA courses but GMBA courses are not available (students are responsible for checking with the program manager at their home institution regarding the compatibility of KUBS courses in terms of credit transfer).</b></li> </ul>
<p>MBA Courses</p>	<p><a href="http://sugang.korea.ac.kr/">http://sugang.korea.ac.kr</a> &gt; Graduate School Courses &gt; Graduate School of Business Administration* &gt; Global MBA</p> <p>* There are 2 Graduate School of Business Administration tabs please select the 2<sup>nd</sup> one</p> <ul style="list-style-type: none"> <li>• Change the setting for <i>Year</i> and <i>Term</i> to the previous corresponding module. (e.g. 2018 module 4 for 2019 module 4)</li> <li>• Click on the Course No. link to see the syllabus. If no information is available, please click the ‘Upload File’ link at the bottom of the page for the syllabus.</li> <li>• <b>The final list of courses available to exchange students will be distributed via email in August for module 1, September for module 2, February for modules 4 and March for module 5.</b></li> <li>• <b>As core courses are offered in the fall (modules 1&amp;2) and electives are offered in spring (modules 4&amp;5), it is recommended for exchange students at the MBA level to come in spring in terms of course selection since most students will have already taken their core courses at their home institution.</b></li> <li>• <b>MBA students CANNOT take BBA/MS courses, or courses other than GMBA</b></li> </ul>

<b>Korean Language Courses</b>	<ul style="list-style-type: none"> <li>• Korean language courses for BBA/MS students are offered during regular semesters. There are 6 different levels from Beginner to Advanced.</li> <li>• Korean courses for exchange students can be found at <a href="http://sugang.korea.ac.kr">http://sugang.korea.ac.kr</a> &gt; General Subject &gt; General Studies &gt; Electives &gt; IFLS108 – 113 / IFLS240 – 247.</li> <li>• Non-credit Korean language classes for 4 weeks are offered during the summer/winter vacation to exchange students who completed a regular semester at KU, regardless of academic level. For further information please refer to <a href="https://klc.korea.ac.kr/index.do">https://klc.korea.ac.kr/index.do</a></li> </ul>
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### Course Registration

Schedule	Fall Semester			Spring Semester		
	BBA	MS	MBA	BBA	MS	MBA
<b>Preparatory Preferred Course Listing</b>	Early August	N/A	N/A	Early February	N/A	N/A
<b>Course Registration</b>	Mid-August	End of August	Mid-August	Mid-February	End of February	Mid-February
<b>Add/Drop Period</b>	Early September	Early September	First week of first module	Early March	Early March	First week of first module

• Preparatory Preferred Course Listing for BBA students allows students to expedite course registration before the official registration period begins.

• Detailed information with specific dates and complete instruction will be sent to students prior to the course registration period in July/August for the fall semester and January/February for the spring semester, and students are responsible for reading and following the guideline very carefully.

### Accommodation

<b>On-campus Accommodation</b>	All on-campus accommodations are located within about 20 minutes of walking distance from the main campus.				
Residence Hall	Type	Fall Semester (4 months)	Summer A / Winter A	Summer B / Winter B	Spring Semester (4 months)
CJ International House (w/ Bath)	Single	KRW 2,000,000	KRW 500,000	KRW 1,000,000	KRW 2,000,000
	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,580,000
Anam Global House (w/ Bath)	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,580,000
	Triple	KRW 940,000	KRW 235,000	KRW 470,000	KRW 940,000

<b>Applying for On-campus Accommodation</b>	<p><b>Online Application Period</b></p> <ul style="list-style-type: none"> <li>• Fall Semester: Early June ~ Early July</li> <li>• Spring Semester: Early December ~ Early January</li> </ul> <p><b>Residence Office</b></p> <p>Web: <a href="http://reslife.korea.ac.kr">http://reslife.korea.ac.kr</a>            E-mail: <a href="mailto:reslife@korea.ac.kr">reslife@korea.ac.kr</a>            Phone: +82-2-3290-1554            Fax: +82-2-929-3184</p> <p>However, please note that <b>IT IS VERY DIFFICULT FOR KUBS EXCHANGE STUDENTS TO GET A ROOM IN ONE OF THE ON-CAMPUS DORMITORIES</b> due to its assignment priority and limited spaces. Therefore, it is highly recommended for students to find and prepare to stay in off-campus accommodation in case on-campus housing is not provided (which is very likely).</p>
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<p><b>Off-campus Accommodation</b></p>	<p>There are numerous private student accommodations called <i>Goshitel</i> near campus, in 5-10 minutes walking distance. These accommodations vary widely in terms of room size and rate. Prices range from approximately KRW 500,000 to KRW 700,000 per month, and the average price is about KRW 550,000.</p> <p>General information on housings in Seoul is also available at the <i>Seoul Global Center</i> website, <a href="http://global.seoul.go.kr">http://global.seoul.go.kr</a></p> <p><i>Homestay Korea</i> (<a href="http://homestaykorea.com">http://homestaykorea.com</a>) can arrange students with families willing to host a homestay student, and reservations are available in English.</p>
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### Insurance

<p><b>Private Health/Travel Insurance</b> (for non-Korean passport holders only)</p>	<p>All KUBS incoming exchange students except for those with Korean citizenship <b>MUST</b> have worldwide insurance coverage, and the benefits should provide for all injuries and illnesses that may occur during the entire duration of their stay in Korea.</p>
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### Visa

<p><b>For foreigners of non-Korean descent</b></p>	<p>KUBS exchange students of non-Korean descent <b>MUST</b> have a D-2-6 student visa prior to their arrival in Korea. They can apply for a visa at the nearest Korean Embassy or Korean consulate in their home country by submitting the documents in the admission packet : Certificate of Admission , Letter of Admission , and Business License of Korea University (students with <b>Chinese nationality MUST apply in the country where their home institution is located</b>).</p> <p>Those who are going to travel and apply for the student visa in other countries than their home country <b>MUST</b> make sure to check if they can process the visa application there.</p> <p><b>Important notice : When the student comes to Korea with a single-entry visa and the student leaves Korea before making an Alien Registration Card (ARC), their visa will be cancelled. Please remember this before making travel plans after arriving Korea.</b></p>
<p><b>For foreigners of Korean descent / individual holding Korean and other (dual) citizenship</b></p>	<p>Requirements for obtaining a visa may vary for foreigners of Korean descent and/or individuals holding Korean and other (dual) citizenship. Thus, they <b>MUST</b> check with the Korean Embassy or Korean consulate in their place of residence before applying to our exchange program.</p>
<p><b>For Korean passport holders / F-4 visa holders</b></p>	<p>Students holding a Korean passport or F-4 visa do not have to apply for any other specific visa to study at KUBS.</p>

### Arrival Guide

<p><b>Orientation for Exchange Students</b></p>	<p>Orientation is <b>MANDATORY</b> for all incoming exchange students.</p> <ul style="list-style-type: none"> <li>• Fall Semester: a week before the semester starts in August</li> <li>• Spring Semester: a week before the semester starts in February</li> </ul> <p>* Specific dates to be announced.</p>
<p><b>Airport Pick-up Service</b></p>	<p>Before the first day of the orientation in August (for fall) and in February (for spring), airport pick-up service is provided for students who are staying at either the KU on-campus accommodation or the off-campus housing options around the campus.</p> <p>Those who would like to apply for this service <b>MUST</b> submit the online request form at <a href="http://oia.korea.ac.kr">http://oia.korea.ac.kr</a> &gt; Exchange/Visiting &gt; Requests &gt; Airport Pickup.</p> <p>* Specific dates to be announced. (Usually around the weekend before orientation)</p>



<b>Recommended Arrival Date</b>	<p><b>On-campus Accommodation Move-in Date</b></p> <ul style="list-style-type: none"> <li>• Fall Semester: the same date as the airport pick-up service in August</li> <li>• Spring Semester: the same date as the airport pick-up service in February</li> </ul> <p><b>On-campus Accommodation Move-out Date</b></p> <ul style="list-style-type: none"> <li>• Fall Semester: Sunday right after the finals week</li> <li>• Spring Semester: Sunday right after the finals week</li> </ul> <p>However, unlike the on-campus dormitory, there are no official check-in/out dates for off-campus housing, as the rental fee is calculated according to the date the student moves in.</p>
<b>How to Get to KUBS</b>	<p>Those who are not able to use the KU airport pick-up service on the official dates or are coming to visit KUBS for non-academic purposes will need to arrange their own means of transportation.</p> <ul style="list-style-type: none"> <li>• <b>Airport Help Center:</b> <a href="http://www.airhelp.co.kr">http://www.airhelp.co.kr</a></li> <li>• <b>By public transportation:</b> <a href="http://oia.korea.ac.kr">http://oia.korea.ac.kr</a> &gt; Introduction &gt; Visit KU &gt; Transportation</li> </ul>

<b>Estimated Living Expenses in Seoul</b>	
<b>Tuition Fee</b>	Waived at the host institution; paid only to the student's home institution
<b>On-campus Accommodation</b>	KRW 880,000 ~ KRW 2,000,000 (4 months)
<b>Off-campus Accommodation</b>	KRW 450,000 ~ 650,000 per month
<b>Food/Meals</b>	Approx. KRW 400,000 per month
<b>Local Transportation</b>	Approx. KRW 80,000 per month
<b>Academic Expenses</b>	Approx. KRW 200,000 per semester (mainly textbooks)
<b>Personal Expenses</b>	Approx. KRW 200,000 per month but may vary

<b>Student Services</b>	
<b>Korea University Buddy Assistants (KUBA)</b>	KUBA is a buddy matching program that connects incoming exchange students with KU domestic students. International students will have the opportunity to experience and participate in KU's events and learn about Korean culture while building strong friendships with their buddies. All exchange students will be assigned to a KUBA buddy by default.
<b>KUBS Buddy Program (undergraduate only)</b>	KUBS Buddy is a KUBS student organization specifically designed to help KUBS exchange undergraduate students adjust to KUBS life and give advice in course selections. KUBS undergraduate exchange students will join the KUBS Buddy program without an application.
<b>Campus Facilities</b>	Library, Computer Lab, Fitness Club, Bookstore, Print Shop, Post Office, Stationery, Bank, ATMs, Cafeteria, Restaurant, Mobile Shop, Hair Salon, Convenience Store

<b>Activities &amp; Events</b>			
<b>Seoul City Tour</b>	August	February	A sightseeing tour to famous places in Seoul
<b>Beginning-of-Semester Party</b>	September	March	A welcoming event for international students
<b>Annual Korea University – Yonsei University Sporting Event</b>	October		A sporting event between Korea University and Yonsei University

<b>University Festival (<i>Ipselenti</i>)</b>	May	KU's annual school festival
<b>International Students Festival</b>	November	A great opportunity for international students to introduce their culture to KU students

### Academic Transcript

KUBS sends out students' initial copies of academic transcripts to their home institutions in January (for fall) and in July (for spring) free of charge when they complete their semester(s) at KUBS.

- Fall Semester: at the end of January
- Spring Semester: at the end of July

\* Should students need more copies, they can make an online request and pay extra fees at <http://oia.korea.ac.kr> > Exchange/Visiting > Requests > Transcript Request.