The exchange program with Korea University is offered by International Academic Programs (IAP) at the University of Wisconsin-Madison in conjunction with the Korea University (KU). This IAP Program Handbook supplements handbook(s) or materials you receive from KU as well as the IAP Study Abroad Handbook and provides you with the most up-to-date information and advice available at the time of printing. Changes may occur before your departure or while you are abroad.

Questions about your program abroad (housing options, facilities abroad, etc.) as well as questions relating to your relationship with your host university or academics (e.g. course credit and equivalents, registration deadlines, etc.) should be directed to International Academic Programs at UW-Madison.

This program handbook contains the following information:

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**Contact Information**

**On-Site Program Information**
Albert W. Choi
Exchange Program Manager (USA, Canada)
International Education Section
DongWon Global Leadership Hall 3 F
Korea University
Anam Dong, Seongbuk-Gu
Seoul 136-701, Korea
Tel: 82-2-3290-2962
Fax: 82-2-922-5820
Email: won7301@korea.ac.kr

**UW-Madison Information**
International Academic Programs (IAP)
University of Wisconsin-Madison
250 Bascom Hall, 500 Lincoln Drive
Emergency Contact Information
In case of an emergency, call the main IAP number (608) 265-6329 between 8:00 a.m.-4:30 p.m. Monday-Friday; after-hours or on weekends call the IAP staff on call at (608) 516-9440.

Embassy Registration
All program participants who are U.S. citizens must register at the U.S. Embassy before departure as this will help in case of a lost passport or other mishap. You can register on-line at https://travelregistration.state.gov. If you are not a U.S. citizen, register at your home country’s embassy or consulate.

United States Embassy in Seoul, South Korea
32 Sejong-ro, Jungno-gu
Seoul 110-710
Korea
+82 (0)2 700 2510
+82 (0)2 397 4101 fax
seoul_acs@state.gov
http://usembassy.state.gov/seoul

Preparation Before Leaving

Immigration Documents
Passport: A passport is needed to travel to South Korea and to obtain your visa. Apply immediately for a passport if you do not already have one. Passport information and application forms can be found on the U.S. State Department website http://travel.state.gov/passport/. If you already have your passport, make sure it will be valid for at least 6 months beyond the length of your stay abroad.

Visa: A valid student visa (D-2) visa is required for all international students. To apply for a visa, you will need a letter of acceptance from KU, which will be mailed to IAP after you complete and submit the KU application. Once IAP has received your KU letter of acceptance letter, you will need to submit the following items to the South Korean Consulate:

- Visa application form
• Valid passport
• Passport-size photograph
• Admissions letter from Korea University
• Application fee ($45 for U.S. citizens)

Processing time is normally 2 to 3 business days. If you are requesting a visa by mail, be sure to enclose a self-addressed stamped envelope marked with the proper postage to receive your visa. For the secure arrival of your visa, express mailing services, such as the U.S. Postal Service Express Mail, Federal Express, UPS, DHL, or Air Borne, are recommended.


**Alien Registration Permit:** To reside in Korea, you must have the Alien Registration Permit by law within 90 days of your arrival in Korea. This permit is required regardless of your visa status and it is to your advantage to make it as soon as possible. The following documents are required for the permit:

• Application form
• Valid passport
• Three passport-size photos
• Official certificate of enrollment (will be distributed at KU Orientation Session)
• Fee of W10,000

You need to visit the Seoul Immigration Office in person with the documents.

**Handling Money Abroad**

The official currency of South Korea is the Won (KRW). As of 03/08/10, the exchange rate was $1 USD to KRW1135.85.

**Banks:** You can convert dollars to Won at the airport or any tourist hotel or foreign exchange bank. You can open an account in any bank in Korea, however, the ones you will have easy access to are Hana Bank (located on campus) and the Kookmin Bank (on the Science campus). You will be given a bankbook to record all your account activities and a cash card to withdraw money from ATM machines. If you decide to open an account with either bank, you will need your passport, your alien registration card and certificate of enrollment at KU.

Money transfer from overseas can be made freely up to $20,000 per day. For the exceeding amount, the bank has to report the activity to the government. Also, you will need to consult your home bank first if you intend to use their cash (debit) card in Korea. Be sure to bring your passport each time you go to the bank, as many services cannot be performed for foreigners without it.

**Traveler’s checks:** Students are advised to carry traveler's checks, which are cashable all over Korea. Traveler’s checks can be purchased at most banks in Korea with Korean won, American
dollars, or with a U.S. personal check. Be advised that personal checks usually take about 20 days to process and are difficult to cash ($2,000 limit), as they are not used amongst Koreans.

**ATM/Debit cards:** To avoid fees, you will want to withdraw money from your bank. A service fee will be charged if you use an ATM of a bank different from the one you have a debit card, and if you use an ATM outside of bank business hours (usually around W 1,500).

**Credit Cards:** Students may use credit cards in Korea, but they are not as prevalent as in the United States (for example, many smaller restaurants only take cash). Cash machines (e.g. Han-Net or Sam-Sung) are available for use with credit cards with the Visa, Master Card or Cirrus logos in order to withdraw funds in Won.

Note: Be sure to set aside W 10,000 for the airport departure tax when leaving Korea.

**PACKING**

Korea is a well-developed country and many of the same or similar everyday items you have back home can easily be purchased here. However, you may wish to bring a supply of personal toiletries, as the brands may differ than those found in the United States.

Korea has four distinct seasons and depending on your length of stay, you will need to pack accordingly. Koreans tend to dress very fashionable, more conservatively than most western cultures, and will wear the same, nice, outfit often. Therefore, don’t bring too much when it comes to clothing. When considering shoes to bring, keep in mind that you will repeatedly take them on and off when entering Korean homes, restaurants, temples, and other public places. Therefore, bring shoes that are easy to take on and off.

**Travel and Arrival Information**

You are responsible for arranging your transportation to Seoul. The major airport in Seoul is Incheon International Airport (ICN) [www.airport.or.kr](http://www.airport.or.kr).

Students can choose to participate in a meet-and-greet service upon arrival at the ICN airport. If you wish to be met at the airport and taken to your residence hall, you must complete the Airport Pick-Up Service form that you will receive with your acceptance packet and send it back to KU by the deadline.

**The Academic Program**

**Korea University**

KU was founded in 1905 by the Treasurer of the Royal Household, Young-Ik Yi, who believed that educating the young generation was the only way to secure Korea’s independence. KU is the country’s first institution of higher learning funded and administered solely by Koreans. As such, KU has played a significant role in shaping Korea socially, culturally and academically.
One of the country’s oldest, largest and top-ranked universities, KU is nationally recognized for its commitment to teaching and academic excellence. The university’s academic scope is extensive with its 18 colleges and divisions, and 18 graduate schools. Furthermore, three new colleges, the Division of Journalism and Mass Communications, the College of Information and Communication and the Division of International Studies, have been added in an effort to meet the increasing needs of society in 2002. KU is also renowned for its professional schools of Law, Medicine, and Business Administration. In the world of research, KU is an internationally recognized leader with over 100 research centers including the Asiatic Research Center and the Institute of Korean Culture. Unlike many universities in Korea, KU prides itself not only in being a progressive and globally conscious institution, but also one that plays a role in preserving and developing Korea’s unique culture.

Located in the heart of Seoul, KU also provides a safe yet exciting and cosmopolitan environment to study. The main campus is conveniently located in the east midtown section of Anam-dong. Just ten minutes away, there are places which offer any array of cultural programs, recreational activities, dining and entertainment options. Subway and buses transport anyone to all kinds of places throughout the city as well as to the Incheon International Airport.

Course Information
KU offers many courses in English in various disciplines at the undergraduate and postgraduate levels, and the number is increasing every year.

Please note that it is not guaranteed that the same list of courses is offered to students every semester. It is important that you make sure that your intended courses will be offered in your registered semester.

The list of courses offered in English will be updated and available for you to check online from mid December for the Spring semester and mid June for the Autumn semester on http://www.korea.edu -> Academics -> Courses

Please refer to the course list of the previous year and the same semester, since many of the same courses are offered annually.

Korean Language
Korean language courses for credit are offered during the regular semesters: 6 different levels from beginners to advanced. For those who wish to take Korean language class, no prior knowledge of the Korean language is required but placement test is mandatory for all and it will be held during the International Students’ Orientation.

1) One Semester of (Beginning level) Korean:
   e.g., A UW exchange student is currently taking a Beginning Korean for Fall or Spring Semester --> 160~200 hours = EA105 Elementary Korean I (80 hours: 4 credits) + EA106 Elementary Korean II (80 hours: 4 credits)

2) One academic year or two semesters of (Beginning/Intermediate level) Korean:
   e.g., A UW exchange student has been taking Beginning Korean for an academic year (or two
semesters -- 380~400 hours = EA105 Elementary Korean I (80 hours: 4 credits) + EA106 Elementary Korean II (80 hours: 4 credits) + EA345 Third Semester Korean (80 hours: 4 credits) + EA346 Fourth Semester Korean (80 hours: 4 credits)

Registration
Exchange students are required to pre-register for courses prior to the start of the program. The Office of International Affairs will provide pre-registration information prior to departure.

Course Equivalent Requests and My Study Abroad
Each course you take abroad must be assigned a UW-Madison “equivalent” course in order for your grades and credits to be recorded on your UW-Madison transcript. In order to establish UW-Madison course equivalents for your study abroad courses, you will submit a Course Equivalent Requests through your My Study Abroad account. Detailed information on the UW course equivalent process that you will use through your My Study Abroad account is available in the IAP Study Abroad Handbook.

Credits Conversions
One course is usually three credits with three classroom hours per week. Credits will be converted on a one-to-one basis. For example, a 3-credit course at KU will receive 3 credits at UW-Madison.

Limits and Load
UW-Madison students are required to take a minimum of 12 UW-Madison equivalent credits each semester. A recommended credit load is 12 to 18 credits per semester.

Pass/Fail/Drop/Audit
Please refer to the IAP Study Abroad Handbook for academic policies.

Grades and Grade Conversions
Grades will be converted according to the following scale:

<table>
<thead>
<tr>
<th>KU</th>
<th>UW-Madison</th>
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</thead>
<tbody>
<tr>
<td>A+ (4.5)</td>
<td>A</td>
</tr>
<tr>
<td>A (4.0)</td>
<td>A</td>
</tr>
<tr>
<td>B+ (3.5)</td>
<td>AB</td>
</tr>
<tr>
<td>B (3.0)</td>
<td>B</td>
</tr>
<tr>
<td>C+ (2.5)</td>
<td>BC</td>
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<tr>
<td>C (2.0)</td>
<td>C</td>
</tr>
<tr>
<td>D+ (1.5)</td>
<td>D</td>
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<td>D (1.0)</td>
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<td>F (0.0)</td>
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Living Abroad

KOREA
Sandwiched between Japan and China, South Korea has been a bridge for both peaceful and militant cultural movements between these two countries. Nonetheless, Korea has preserved its unique character and cultural identity throughout these times. Korea is rich in art, culture and history that dates back some 5000 years, having been influenced by Confucianism, Buddhism, Christianity and Shamanism. Excellence in architecture and sculpture of the Shilla Dynasty (57 B.C.-935 A.D.) was unrivalled. The later Koryo Dynasty (918-1392 A.D.) excelled in ceramics and handicrafts that are even today highly recognized and sought for their exalting beauty. Ancient cities sparsely spread throughout the southern part of the peninsula fortunately still retain their treasures. Contemporary Korea is yet another very exciting chapter in understanding Korea. After the Korean War in the early 1950s, the peninsula was divided into North Korea and South Korea. While North Korea still remains mostly closed, South Korea underwent rapid economic industrialization in the 1960s that has made it one of the fastest growing nations in the world.

SEOUL
Located just below the 38th parallel sits Seoul, the capital of the Republic of Korea (ROK). With a population of approximately 11 million people, Seoul continues to expand outward. As the nation’s cultural, educational, and political center, all eyes seem to be fixed on its latest happenings and developments. As one author wrote, “No matter where you are in the country, you always go up to Seoul.” A particularly distinguishing factor about Seoul is the fine blend between past and present. Amongst tall modern buildings sit ancient palaces, temples, and shrines. Walking down the same street one can find a businessman talking on his cell phone next to an older woman wearing more traditional clothing and selling vegetables. Over 600 years old, today’s Seoul is congested and more crowded than ever. Traffic jams and lines are a common sight. However, an advanced subway system and other modes of public transportation continue to help. From the crowded markets, to the peaceful Han River that runs through the center, Seoul is amongst the best and has some of the most striking settings of any large city in Asia.

Housing
KU has two international dormitories, Anam Hall 2 and CJ International House. These facilities are for limited numbers of international students. They are given priority on a first-come, first-serve basis.

Anam Hall 2: Anam Hall 2 is an air-conditioned, coed home for 84 students. Anam Hall 2 offers triples (rooms for three students) in a traditional corridor style with shared bathrooms. Bathrooms are equipped with several shower stalls, toilets and sinks that are cleaned Monday through Friday by custodial staff.

Residents may purchase a meal-plan for breakfast and dinner. The meal plan is purchased on a per semester basis at about KRW 400,000 and is valid at the Anam Residence Student Dining Hall located between Anam Hall 1 and Anam Hall 2. For more information, contact the Accommodations office at reslife@korea.ac.kr.
**CJ International House**: CJ International House is an air-conditioned, suite style facility for 258 students and faculty. CJ International House offers double and single rooms with semi-private baths. Bathroom facilities are connected to the suite and are shared by the flatmates. Custodial staff clean and inspect bathrooms on a weekly basis.

Residents may purchase a meal coupon, which is valid for breakfast at the CJ International House Cafeteria (KRW 45,000/10 coupons). Coupons can be purchased as the cafeteria on the 1st floor of the CJ International House during the opening hours (7:30am – 9:30am Monday through Saturday).

**Off-campus housing**: Students can also choose to live off-campus. Staying in a private student accommodation offers room and board, and in some cases cleaning and laundry services. Prices vary depending on the sizes, facilities, and distance to the university. They range from approximately KRW 350,000 to 700,000. The average price is about KRW 400,000.

**Student Life**

**The Ko-Yon Games**: A sporting event that has inspired the nation is held every year between KU and Yonsei University, longstanding rivals and the nation’s two leading universities. Each fall the Ko-Yon Games build friendship between the universities and serve to develop Korean university culture and competitive excellence one step further. A total of five games are played: football (soccer), baseball, basketball, ice hockey, and rugby. Restoring the tradition of anti-Japanese determination during the colonial rule, the Ko-Yon Games is sublimed as a national ceremony. Recently, in addition to these main sporting events, internet games, board games, and interchange in culture and arts have been included as a way of promoting a positive university culture and passion for achievement.

**The Great Granite Tower (Suktap Daedong) Festival**: Named for majestic tall buildings of KU, every year in May students turn up in mass numbers to celebrate the spring and to passionately present activities, clubs and social causes. The first Festival was held on May 5, 1672, and today the Suktap Daedong Festival fills the campus with intellectual passion for KU. In this ceremony, a fusion of modern creativity and tradition, students and other members of KU enjoy beautiful university vitality.

**Student Clubs**: There are numerous student clubs that you can participate on, including theater, KU choice, Classic Guitar Club, KU Literature Association, Amateur sports teams, Amateur Radio Association, and the KU Folk Music Band.

**Transportation**

**Subway**: The subway is the easiest and quickest way to get to your destination in Seoul as the lines run throughout the city. There are 8 subway lines in Seoul with more lines currently under construction. You can either buy a one-way ticket, which is KRW700 or a pass (jung-ae-k-kwon), which is sold in KRW10,000 denominations. A pre-paid card is also useful and convenient if you use the subway often. All signs and most announcements are in Korean and English. In addition, you can distinguish lines by their colors and the stops are numbered as well.
You can look up relevant information at the official website of the Seoul Metropolitan Subway Corporation at [www.seoulsubway.co.kr](http://www.seoulsubway.co.kr). In addition, if you get lost or need information related to the subway system, you can contact 735-5678 for help in English.

**Bus:** There are two types of buses in Korea: “regular city bus” and “seat bus”. The differences, in principle, between the two buses are that on “seat buses,” you are guaranteed seats and a faster arrival to your destination with fewer stops, while seats are not guaranteed on “regular city buses.” The fare for “regular city buses” is 700 won while the “seat buses” cost 1,300 won for one-way. For your convenience, it is possible to use a bus card to pay the fare instead of paying by cash. Since bus lines are very complicated even for Seoul residents, we recommend you to use the subway unless you are certain about bus number and the stop. If you want to go on a bus trip to other provinces, you can take an express bus at Express Bus Terminal in Banpo-Dong. Take subway line number 3 or line number 7 and get off at the Express Bus Terminal Stop.

**Train:** If you want to take a railway trip to other provinces more distant from Seoul, you have to take a train from Seoul Train Station or Chung-ryang-ri Train Station. You can look up relevant travel information at the website of the Korea National Railroad [www.korail.go.kr](http://www.korail.go.kr).

**Taxi:** Taxis can be very expensive if you are traveling a long distance. The basic fare is KRW1,600 for a regular taxi, and the black luxury taxis (called “deluxe taxis”) will cost more starting at the basic fare of KRW4,000. Taxi fares increase 20% after midnight.

**SAFETY**
Upon arriving at KU, each student will receive an emergency contact card that lists the phone numbers of the Office of International Affairs staff. In case an emergency arises there is a contact protocol that is clearly explained on the card.

**Emergency Numbers**
- Police 112
- Fire and Ambulance 119
- Local Directory Assistance 114

**HEALTH**
If you become ill and need medical attention while at KU, you can be treated at one of the KU Medical Center student preliminary medical examination offices, located on the 2nd floor of the Medical Center. You must bring your student ID and insurance cards with you.

During orientation when you first arrive in South Korea, KU Office of International Affairs staff will go over health and safety information in more detail.
COMMUNICATION

Telephone: When making calls, keep in mind time zone differences www.timeanddate.com/worldclock. To make an international call to the United States, dial the access code for the country from which you are calling plus the United States country code (always “1”) followed by the appropriate U.S. area code and local number. To call internationally from the United States, dial “011”, the country code, city access code (if necessary) and the phone number. Country and city codes can be found online www.timeanddate.com/worldclock/dialing.html. Some of above steps can vary if you are using a calling card.

Mail: Korean postal services generally take a week for shipments made out of country and a few days within Korea. Be sure that you check in advance about any goods that are un-shippable by law. For more information about Korean postal services available visit www.koreapost.go.kr. DHL service is also available on campus in the lobby of the student union building.

It will be the easiest to use the university post office in the Communication Building on Main Campus. Fast mail services such as EMS and DHL, as well as money transfers, are also available. The opening hours are from 9am to 6pm. Postage stamps can also be bought at any stationary shop.

Email: KU has many computer labs that are available for your needs. In Korea, IBM is more commonly used than Macintosh. Students can use computer facilities in most of the buildings on campus. Students have access to the Internet and word processing programs including Microsoft Word.

Skype: Skype is a free, downloadable software application that allows users to make live video and voice calls over the internet. Skype users can also add money to their account and can then use the service to call land lines and cell phones internationally at very low rates. Additionally, Skype also provides an instant messaging function as well as file sharing.

To create a Skype account, users must download the application from www.skype.com and create a user name and password. Once the application is installed onto their computer, they can search for friends either by first and last name or using their friends’ Skype usernames. Once a friend is added to a users contact list, they will be able to see whether that person is available to chat. If two users both have web-enabled video cameras for their computers, they will be able to chat face to face. For users without a web cam, a microphone is all that’s required for calls to another computer.

ADDITIONAL RELEVANT INFORMATION/WEBSITES OF INTEREST

Korea University
http://www.korea.edu/

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/
UW-Madison International Academic Programs
http://www.studyabroad.wisc.edu

U.S. State Department:
http://travel.state.gov

U.S. State Department Students Abroad site:
http://www.studentsabroad.state.gov/

Center for Disease Control
http://www.cdc.gov/travel/

Current exchange rates
http://www.oanda.com

Lonely Planet
http://www.lonelyplanet.com