
MYONGJI UNIVERSITY, SEOUL

Guideline for 2016 Summer Program Summer Away at Myongji (SAM)



How to Apply to Myongji University

1. **Application Deadline:** 3 (Friday) June, 2016

2. **Send Applications To:**

Ms. Tenny Kim

Inbound Program, Summer Program, Government Project,

Program Officer, Office of International Affairs

tenny@mju.ac.kr & tennymju@gmail.com

① Address: Rm. 5402, 4fl of Administration Building, Myongji University
34 Geobukgol-ro, Seodaemun-gu, Seoul, Korea (Zip Code: 120-728)

② Contact: ☎ (+82) 2 300 1514 (Fax. +82 2 300 1516)

※Please **EMAIL your applications and required materials** to the above email address!

Send both scanned copy of the application with picture and editable word file!

4. **Required Documents:** **Refer to page 5

Class Schedule

- Classes are held five days a week (Monday ~ Friday)
- Each class is three hours long
- Korean language classes are conducted in two levels: beginner and intermediate
- English language classes are conducted in three levels: beginner, intermediate and advance

Orientation

During the orientation, below factors will be covered

- Overall program introduction
- Guideline to textbooks, course syllabus and teaching methods
- Campus guide
- Introduction to cultural excursions
- Education in accepting different cultures
- Class attendance check regulations
- Other relevant information regarding the program
- Insurance guidelines (if you are to register for one in Korea)
- Introduction to Club Activities
- Self-introduction of all students
- Welcoming Luncheon

Closing Ceremony

During the closing ceremony, below factors will be covered

- Future process after students return to their home countries
- Students' presentation on their home country and university
- Participating students' K-POP and Taekwondo performance and Korean calligraphy/artwork exhibition
- Farewell Party

VISA

- Normally, you do not need a separate student or working visa since the program is less than a month. However, please double check with your local Korean Embassy/Consulate in advance regarding whether you need a visa. It may be required for certain countries, and it might take long time to be issued.
- Students are responsible for issuance of the visa if needed and any delays in the issue of visa.
- Myongji University is not responsible in issuing the visa since that is the sole responsibility of the Korean Immigrations office, and application fee will not be reimbursed due to visa denials.

Pick-up Service – Airport pick-up

Airport pick-up

Once you purchase your flight ticket, students must inform Ms. Tenny Kim at least by July 15, 2016 to arrange the airport pick-up service. Airport pick-up service is free of charge only for students who pay tuition. Students from the same school are recommended to travel together.

Application Procedure & Dates

Students can either register individually or register as a group through their home institution's international office. Information will be provided to all partner universities and individuals who contact Myongji University (MJU) personally.



Student submits the required application materials to the international office of his/her home university OR individually to MJU. - ONLY SCANNED copy to email, tenny@mju.ac.kr.
* Refer to "Program Checklist_2016" file for list of requirements * Deadline: June 3, 2016



MJU emails welcoming letter and information to students and home institutions for students to ready themselves before arriving. Students pay the program tuition, application fee and dormitory fee through wire transfer to Myongji University by June 17, 2016



No fees will be reimbursed after July 4, 2016



Students must frequently check their email and reply accordingly.
Students may be asked to take Korean placement test.



Students MUST ARRIVE in Korea on AUG 3, 2016 & ATTEND the orientation on AUG 4, 2016

Program Timeline

Application Deadline	Dormitory Check-in	Orientation & 1 st Class Date	Closing Ceremony	Dormitory Check-out
June 3, 2016	August 3, 2016	August 4, 2016	August 19, 2016	August 20, 2016

※ Early check-in & late check-out are not allowed due to other programs held at Myongji University.

Students or the home institution MUST REPLY & CONFIRM their participation to the SAM by July 1.

Please submit the required forms and materials

- scanned (soft copy) version via email (File name: Home Institution name_Student Name_Summer_SAM_2016)

- ▶ **Ms. Tenny Kim** (tenny@mju.ac.kr & tennymju@gmail.com)
Office of International Affairs
Room #5403, 4F Administration Building, Myongji University
34, Geobukgol-ro, Seodaemun-gu, Seoul, Korea
Zip code: 120-728
Phone: (+82) 2 300 1514

[For International Officer in charge of Outgoing Program in Partner Institutions]

Please kindly collect the application documents of the students and review them before sending the scanned version in a ZIP file via email (File name: Home Institution name_Student Name_Summer_SAM_2016) with a cover letter signed by the officers themselves (the cover letter should list the names of the students). Original copies do not need to be sent via post mail.

Required Documents

- Application Form
 - ▶ Use provided template
 - ** Be sure to check your email frequently to not miss any important notifications. Students are in charge of any disadvantages from not checking the emails.**
 - ** MUST TYPE! DO NOT HANDWRITE! Double check for typos!**
 - ▶ Read all the instructions carefully and fill-in the blank or check accordingly
- Health Report Form
 - ▶ Use provided template (no sections should be left blank)
 - ▶ Provide relevant test results and documents
 - ▶ Needs to be filled out by a Medical Doctor at least 1 month prior to the student's entry to Korea
 - ** Negative test results in Tuberculosis and Hepatitis are required in entering on-campus housing**
- Official Certificate of Enrollment and/or Graduation Certificate
 - ▶ Must be original version (scanned)
 - ▶ The latest version of your official certificate of enrollment issued by the home university, which proves the student's current enrollment at the home university.
 - ▶ Graduation Certificate of Bachelor degree is necessary if you are a MA or Ph.D student or have graduated BA in 2016.
- Copy of Passport
 - ▶ A copy of the first page of the passport - the page which contains personal information
 - ▶ Need to have at least one year remaining until the expiration date
 - ** Need to have at least eight months remaining until the expiry date**
- Copy of Certificate of Health/Travel Insurance (valid for the duration of the program)
 - ▶ You can choose to purchase a health insurance in Korea when submitting the application and pay later
There is a 5,000 KRW service charge if you decide to purchase one in Korea through Myongji University
 - ▶ Specify in the application form if you want to purchase the insurance in Korea
 - ** All exchange students must have travel health insurance that covers diseases and injuries**
- Head-shot photo on the application form & a JPG file of your mug-shot
 - ▶ The background color of the picture needs to be WHITE
- (Selective) TOPIK or Korean proficiency test/exam result (if any)
 - ▶ Please submit any Korean proficiency test result if you have one. This is to help our placement and does not relate to your acceptance to the program.
 - ▶ If you have taken Korean classes before, please submit the transcript or specify in the application form

All document needs to be scanned and sent via EMAIL to Myongji University.

Submitted documents will not be returned to you for any cause.

Program & Dormitory Fees

- Program fee: 900,000 KRW (1,100,000 KRW for non-partner universities)
- Application fee: 100,000 KRW (non-refundable, waived for semester/year-long exchange students)
- Seoul Campus Dormitory fee:

	Quadruple Room	Double Room
Dormitory fee	204,000 KRW	289,000 KRW
Bed sheet, blanket & pillow rental fee (optional)	10,000 KRW	

- ※ Students can choose to bring their own bed sheet, pillow and blanket.
- ※ Students must specify the room type in the application file. The room choice cannot be changed afterwards.
- ※ Students will be asked to pay the dormitory in cash upon arrival.

2016 Schedule – Program Details

			8/3 (WED)	8/4 (THUR)	8/5 (FRI)	8/6 (SAT)
			<p>Arrive in Korea & Dormitory Check-in</p> <p>Pick-up Service Provided (for those who pay tuition)</p>	<p>9:15 Orientation</p> <p>10:30~12:30 Class ①</p> <p>12:30 Welcoming Luncheon</p> <p>14:00 Campus Tour</p>	<p>9:00~12:00 Summer Class ②</p> <p>13:30~16:00 Club Activity ① K-POP ② Taekwondo ③ Korean traditional drawing</p>	<p>Separate Orientation for late arrivals (such as Fuji students)</p>
8/7 (SUN)	8/8 (MON)	8/9 (TUES)	8/10 (WED)	8/11 (THUR)	8/12 (FRI)	8/13 (SAT)
<p>Personal Free Time</p>	<p>9:00~12:00 Summer Class ③</p> <p>13:30~15:30 Making a traditional Korean fan</p> <p>17:00 Bibap Music & Dance Performance</p>	<p>9:00~12:00 Summer Class ④</p> <p>13:30~16:00 Club Activity ① K-POP ② Taekwondo ③ Korean traditional drawing</p>	<p>9:00~12:00 Summer Class ⑤</p> <p>12:30 Visiting Korean Traditional Market (Toing-in), Kyongbok Palace, National Museum & Kwanghwa Gate</p>	<p>9:00~12:00 Summer Class ⑥</p> <p>13:30 Club Activity ① K-POP ② Taekwondo ③ Korean traditional drawing</p>	<p>1 night & 2 days trip</p> <p>7:00~ depart</p> <p>9:30 Visit historical sites</p> <p>12:30 Lunch</p> <p>14:30 Check-in</p> <p>16:30 Making Korean Item</p> <p>18:30 Dinner</p>	<p>8:00 Breakfast</p> <p>9:30 Making Korean Rice Cake + Watching Korean traditional wedding</p> <p>12:30 Lunch</p> <p>14:30 Depart</p>
8/14 (SUN)	8/15 (MON)	8/16 (TUES)	8/17 (WED)	8/18 (THUR)	8/19 (FRI)	8/20 (SAT)
<p>Personal Free Time</p>	<p>9:00~12:00 Summer Class ⑦</p> <p>13:30 Club Activity ① K-POP ② Taekwondo ③ Korean traditional drawing</p>	<p>9:00~12:00 Summer Class ⑧</p> <p>13:30~15:30 Painting a traditional Korean mask</p>	<p>9:00~12:00 Summer Class ⑨</p> <p>13:00 Cooking Korean food & Visiting Korean traditional street, Insadong</p>	<p>9:00~12:00 Summer Class ⑩</p> <p>13:30 Club Activity ① K-POP ② Taekwondo ③ Korean traditional drawing</p>	<p>9:00~12:00 Summer Class ⑪</p> <p>13:30 Show Rehearsal</p> <p>17:00 Closing Ceremony & Club Activity Performance & Farewell Party</p>	<p>Depart from Korea & Dormitory Check-out</p>

※ There may be changes or adjustments without prior notice due to circumstances.

※ All participating students must take part in all activities and cannot be excused due to personal schedules except sicknesses or injuries.

Club Activities

Below Korean cultural activities are taught by Myongji students enhancing cultural exchange and interaction among students from different countries.

At the Closing ceremony, all students will be presenting or exhibiting what they have learned on stage.



1. Taekwondo

It is a Korean martial art. It combines combat and self-defense techniques with sport and exercise. Gyeorugi (pronounced [kʲʌrugi]), a type of sparring, has been an Olympic event since 2000. Taekwondo was developed by a variety of Korean masters during the 1940s as combination of Okinawan karate, Chinese martial arts, and the ancient Korean traditions taekkyeon and gwonbeop.

2. Korean Pop Dance

K-POP is a musical genre originated in South Korea that is characterized by a wide variety of audiovisual elements. Although it comprises all genres of "popular music" within South Korea, the term is more often used in a narrower sense to describe a modern form of South Korean pop music covering: dance-pop, pop ballad, electronic, rock, metal, hip-hop music and R&B.



3. Korean Traditional Painting & Calligraphy

Students will paint four traditional plants with muc, a black charcoal for painting. In this traditional painting technique, the different usage of color black is used to portray each objects' brightness, distance, and importance. Light and Shade is a very important factor. The shades of black is portrayed by the amount of water mixed in the black charcoal. Painters need to grind the charcoal in rock & water to paint and use traditional brush to paint.

- ※ The club activities may change without prior notice due to circumstances.
- ※ All students must participate in one activity.
- ※ There are number limits to each class, and it is first-come, first-placed.
- ※ You will present what you have learned at the Closing Ceremony.

On-campus Dormitory – Basic Information / Regulations & Facilities / Pictures

Basic Information

Students must arrive at the airport **between 09:00 am ~ 16:00 pm on the official arrival date designated by the OIA**, unless there are flight schedule matters that cannot be controlled by individuals, to be picked up at the airport. Students will be picked up only from the Incheon International Airport by MJU's contractor company and be led to the dormitory for check-in.

The official arrival (airport pick-up) date designated by the OIA is the dorm check-in date set by the dorm (early check-in and late check-out is strictly prohibited and not allowed).

Of course, if students have friends or relatives living in the Republic of Korea, they may choose to arrive before the official arrival date. However, all students must attend the orientation, if not informed other wise from their home university. Students will be informed regarding further details (eg. orientation schedule) later via e-mail. Students may choose to live in their relatives' place instead of the dormitory.

Nonetheless, students are recommended to stay in the dormitory since Korean students will reside with the international students and share their Korean young life.

Regulations & Facilities

The Dormitory Building in Seoul Campus was built in 2006. It is a 9-Story building with a capacity of 864 students with 309 bed rooms. Each room is equipped with beds, closets, desks, shelves, a telephone, LAN system and refrigerators, along with separate bathrooms and shower rooms. Also TV, microwaves and electric kettles are equipped in the lounge for simple snacks and cooking. Various subsidiary facilities are also available including a laundry room, a seminar room and a convenience store.

Please keep in mind the following facts.

- ▶ Male students and female students live in separate sections in the dormitory and other genders are strictly prohibited in entering another gender's sections.
- ▶ Smoking and Drinking is strictly prohibited in the dormitory.
- ▶ Dormitory Hours: Main gate opening time-05:00 / Main gate closing time-24:30.
- ▶ Cooking is NOT allowed in the rooms. Cooking is allowed only in the public kitchen,
 - ※ Most of the food served at the on-campus restaurants and cafeterias are Korean Food, which usually contains MEAT (BEEF and/or PORK). Please keep this in mind when applying, and personally arrange alternative methods for any meal restrictions due to religious or personal reasons.
- ▶ You may not be placed with roommates who you prefer.

Facility Pictures



Insurance

International students are required to purchase overseas travel health insurance before their arrival in the Republic of Korea. Be sure to check the insurance policies carefully for its coverage in Korea. Make sure that the insurance policies cover the entire period of your stay at MJU – from the moment of stepping on the plane leaving for Korea to the moment of stepping back on the soil of your home country after the end of your stay. Some insurances only cover medical attention from selective hospitals so check the details and always keep a hotline phone number in your wallet and your passport.

Your arrival date **MUST BE August 3, 2016**. Therefore, please make sure that your insurance period starts from August 3, 2016 (or earlier depending on your departure date from home country) and ends on August 20 or later depending on your departure date from Korea. In any cases, please make sure that your insurance period is long enough to cover your personal leisure stay as well, and there are no missing (uninsured) days. Your insurance needs to cover accidents, injuries, sicknesses, diseases, and any personal damages such as robbery.

If extraordinary circumstances prevent students from buying overseas insurance before leaving their home country, you can purchase insurance after arriving at MJU. Students MUST inform OIA of MJU prior to their arrival that they wish to sign up for Korean insurance. There will be a service charge of 5,000 KRW for signing up a Korean insurance through OIA. Guidance will be provided during the orientation. But this is highly unrecommended, as you will be uninsured from the moment you step on the plane leaving for the Republic of Korea to the moment you actually pay for insurance after arriving at MJU.

During the short uninsured period, anything can happen. Should you receive medical treatment at a hospital during this period, there will be no reimbursement for the money you paid for the treatment even if you buy insurance afterwards. And all accidents, injuries, diseases, sickness, losses and damages are students' sole responsibility.

Of course, even if the students have purchased overseas insurance before leaving their home country, they may purchase additional insurance after their arrival at MJU according to their needs. Guidance will be provided during the orientation. Below is a sample for reference.

CHARTIS

AMERICAN HOME ASSURANCE COMPANY KOREA
 15th-18th Fl., Seoul Central Bldg., #136, Seorin-dong, Jongno-gu, Seoul 110-729, Korea
 Tel: +82-2-2260-6800 Fax: +82-2-2011-4605

CERTIFICATE

To whom it may concern

Policy Number : T237025B00
 Name of Insured : Ung Ji-Hoon(Rain)
 Date of Birth : 1988/02/01
 Effective Period : 2010/08/24 06:00-2011/08/24 06:00
 Endorsement Date :

This is to certify that the above stated person is an insured of AMERICAN HOME ASSURANCE COMPANY KOREA. Listed below is the coverage and limits provided.

ACCIDENT DEATH & DISABILITY : US \$ 20,000
 ACCIDENT MEDICAL EXPENSES : US \$ 20,000 Per accident
 SICKNESS MEDICAL EXPENSES : US \$ 20,000 Per sickness (DEDUCTIBLE)
 SICKNESS DEATH :
 PERSONAL LIABILITY :
 EVACUATION AND REPATRIATION : US \$ 20,000

Notes)
 1. Medical expense coverage amount is for each occurrence and there is no limit set for the aggregate amount per occurrence.
 2. The rating of American Home Assurance Company Korea by Standard & Poor's is A+

24 Hours Assistance: USA/Canada 1-800-358-2759 (toll free) Other Countries +82-2-3140-1788 (collect)

American Home Assurance Company Korea
 General Manager Brad Bennett

American Home Assurance Company Korea
 American Home Assurance Company is a Chartis Company

2009 금융감독원 「소비자보호 우수금융회사」 선정

DONGBU INSURANCE CO., LTD.
 100-796 DONGBU BLDG. 21-9, CHONG-DONG, CHONG-GU, SEOUL, KOREA Tel: 82-2-198-1100 Fax: 82-2-198-1114

CERTIFICATE OF INSURANCE

1 KIND OF INSURANCE OVERSEAS STUDENT'S INSURANCE
 2 PURPOSE OF INSURANCE STUDYING ABROAD
 3 POLICY NUMBER 603100002284000
 4 POLICY PERIOD FROM 25 JUL 2010, TO 25 JUL 2011
 5 NAME OF INSURED

6 COVERAGE

- LOSS OF LIFE OR PERMANENT HANDICAP	USD	30,000
- ACCIDENT HOSPITALIZATION (in KOREA)	USD	24,547
- ACCIDENT OUT PATIENT (in KOREA)	USD	204
- ACCIDENT PRESCRIPTION MEDICATION (in KOREA)	USD	40
- ACCIDENT MEDICAL EXPENSES (outside KOREA)	USD	30,000
- SICKNESS DEATH	USD	10,000
- SICKNESS HOSPITALIZATION (in KOREA)	USD	24,547
- SICKNESS OUT PATIENT (in KOREA)	USD	204
- SICKNESS PRESCRIPTION MEDICATION (in KOREA)	USD	40
- SICKNESS MEDICAL EXPENSES (outside KOREA)	USD	30,000
- SARS & AVIAN INFLUENZA INFECTION ENDORSEMENT	USD	5,000
- EVACUATION/REPATRIATION	USD	10,000

DONGBU INSURANCE CO., LTD. latest financial ratings are as follows:
 A. M. BEST'S : A(Excellent)
 STANDARD & POOR'S : BBB+

DONGBU INSURANCE CO., LTD.
 Jeongnam Kim
 Authorized Signature

THE DATE OF ISSUE : 2010.07.22
 Authorized Signature가 없으면 무효합니다.

2014 SAM Pictures



Myongji University Buddies – International Outreach Student Club (OULAMI)



The Myongji International Outreach Student Club BUDDY students are selected elite students who represent Myongji University to the international student body. They will help you get settled in and guide you through convenient facilities in Myongji and accompany you in all official cultural excursions. Through these experiences, international students will have the chance to really explore the youth life in Korea and interact with other Korean students at Myongji University.

They will be residing in the dormitory with all the international students of SAM. They can also help international students' homework for Korean language courses.

OULAMI students will also be teaching the club activities for international students of SAM. They are highly expert, trained students to conduct different Korean cultural activities. International students will be able to experience making various Korean cultural items.

You can easily find the pictures of OULAMI's exciting adventures and activities at the official FACEBOOK page by searching for Myongji University International Student Outreach Club in facebook. International students may ask questions in the page and/or freely upload fun videos and pictures.

At Seoul Campus, the OULAMI room is located right next to the Office of International Affairs, which is located at the 4th floor of the Administration Building.

CONTACT INFO

Presidents: Andrew Choi 82-10-6341-9260 & Jun min Lee 82-10-2811-5225

※ For English Assistance: Jihyun Lee 82-10-3489-1060

※ For Japanese Assistance: Sung Wan Hong 82-10-3901-6099

※ For Chinese Assistance: Yejin Um 82-10-8230-4575

※ OULAMI Email: oulami2005@gmail.com

Contact Information

Ms. Tenny Kim

Inbound Program, Summer Program, Government Project

Program Officer, Office of International Affairs

Myongji University

Rm. 5403, 4F Administration Building

34 Geobukgol-ro, Seodaemun-gu, Seoul 120-728, Korea

Phone. (+82) 2 300 1514 / E-mail. tenny@mju.ac.kr or tennymju@gmail.com

*Please refer to separately attached application form files.

*Students MUST TYPE all the contents.

*All soft copy applications must reach MJU before June 3, 2016.