UNIVERSITY OF MICHIGAN EXCHANGE PROGRAMS

Congratulations on your selection as an exchange student to Yonsei University. A very exciting and rewarding experience awaits you – one that surely will be among the most formative and memorable of your life. This handbook, to be read carefully before you leave and to be taken with you to Korea for future reference, will help prepare you for that experience. You are also responsible for the information provided in the CGIS General Handbook in addition to the Yonsei materials.

As an exchange student, you will be one of a very small group of U-M students (perhaps the only one) spending a term or year at your host university and your program will be a fairly independent one. This manual is designed to provide you with general information about the host universities as well as specific details as regards support services and other local contacts.

General Features of Exchange Programs

Exchange programs are different in design from most global study programs. Most importantly, they are reciprocal programs, designed to permit students to switch places for a semester or a year, with the incoming student taking the “spot” the outgoing student has vacated. As a general rule, academic fees, including tuition, are paid to the home university by the outgoing student on behalf of the incoming student; the host university in turn waives all fees for the “guest” student. Students are responsible for additional expenses at the host university, such as for housing and meals, which are not included in tuition.

Exchange programs are small in size, and operate without the presence of a faculty director from the home school. Instead, local support services such as orientation, academic advising, and assistance in locating housing are provided by staff at the host school. At Yonsei, offices have been set up whose principal function is to assist incoming exchange and other visiting students. You should rely on them as much as possible for any assistance you need on-site. Patience, persistence and recognition of yet another area of cultural difference will be important in your dealings with international exchange staff at your host institution.

If a problem persists after you have exhausted local resources or if would like clarification, contact your CGIS advisor. We will do our best in such cases to assist you in resolving the situation. Please keep in mind that, since we do not have an actual official presence on campus, we may not be immediately aware of problems. We depend on you to inform us if you are experience difficulties.

The independence which characterizes an exchange program mirrors that which is a general characteristic of most foreign universities. In comparison to American universities, universities abroad require a greater degree of self-reliance on the part of students. Most teaching takes place in large lectures, and final grades are likely to be based on a single exam or final paper. Students may not necessarily receive a syllabus or lectures outlines and required readings on a week-by-week basis. The English-language taught courses at Yonsei are very international in nature, so you may find them similar to courses at home, but your relationship with the local faculty will likely differ from what you’d expect back at U-M.

To a far greater extent than at U-M, you will find that your academic success (or failure) is your responsibility. Professors do not take attendance in lecture classes, or monitor progress from week to week. If you are having problems with a class, or do not understand its requirements, it is up to you to seek assistance—either from the professor, or from the office for visiting/exchange students. (Also ask for help from your fellow students—they can be good resources and are likely to be very helpful.) Do this as soon as you realize the need for guidance—don’t wait until late in the term. In some instances, you may find that it is possible to arrange for extra tutoring in a class or classes.

On arrival, there will be an orientation program, and/or intensive language classes, for all international students, but they will not be specially designed for U-M students, nor will you be evaluated on a different basis from your classmates.
Yonsei offers a wide range of courses taught in English and specifically designed for visiting exchange students in most liberal arts areas as well as business, law, and journalism (see the on-line course lists and descriptions that will be provided by Yonsei). They of course also provide classes in Korean language, taught at beginning-to-advanced levels.

U-M students will take courses along with students from the host country and other visiting international students. During the semester or academic year, the courses you take are likely to be in English, unless you are fluent in Korean. If you don’t yet have the language ability to take regular courses taught in Korean, we encourage you to continue taking Korean language classes, and to try to audit a regular course (with local students) in Korean. More advanced students during the semester or academic year can take regular courses taught in Korean with local students.

At Yonsei you will be in the Study Abroad at Yonsei or “SAY” student exchange group. U-M students will take courses offered through the Yonsei Underwood International College. This is the international college within Yonsei, with a full four-year degree program, and offering coursework completely in English (the Underwood family, formerly of Underwood typewriter fame, were missionaries in Korea in the late 1800s). U-M students will be able to take courses in several fields, including Comparative Literature & Culture, Economics, International Studies, Korean Studies, Life Science, Political Science and International Relations. Korean language is also taught at many levels.

Please be mindful of the fact that in different countries the concepts of time and appropriate response time can vary. Please do be patient, but do not hesitate to ask questions to your advisor as well as your coordinator at Yonsei when you need assistance.

REGISTRATION

As a U-M student participating in a CGIS program, you will be enrolled at U-M at the same time that you are taking classes in Korea. You will need to register on Wolverine Access for 15 credits of STDABRD for each semester of your program:

For the Yonsei program your will need to register for: **STDABRD 374**

Academic Year students will also need to register for the Winter semester while you are abroad once registration opens. This is the only course you will be registered for while you are away, and it serves as a “place holder,” maintaining your status as a fully-enrolled student at U-M. Do not forget to register again in the Winter!

It is important to note that while Yonsei may have a 9 credit full time minimum, UM requires 12 credits per term minimum to be considered full time. If a student takes less than 12 credits in a semester, they will be considered part-time by UM and may face repercussions with regard to their financial aid and scholarships upon completion of their program, including potentially having to pay back some or all of their award.

Registration at Yonsei

Please see the Course Registration Guide from the most recent semester to familiarize yourself with the process before you come to this point in your study planning process.
https://oia.yonsei.ac.kr/campus/crs_registration.pdf

The course list for each term is not finalized until 2 months before each term begins so please refer to past course lists for reference. Business courses are restricted to business majors only and students can take a maximum of three business courses under the School of Business and Office of International Affairs.
The course registration is operated on a “bidding system”, walking through what the process is like (using the guide above) prior to registering is highly recommended to have a better chance at getting into your desired classes.

CREDITS AND GRADES

U-M students select classes upon arrival and are expected to carry a full load, four-to-six classes, each term. Yonsei credits equate directly with U-M semester credits, such that a load of 12 credits at either campus will be recorded eventually as 12 credits on the student’s U-M transcript.

Once you have completed your semester or year at Yonsei, they will provide CGIS with a transcript of your work there and CGIS in turn will update your U-M academic record. The actual courses, credits, and grades will be part of your U-M record, with exact course credits replacing the “place-holder” credits you registered for before going abroad.

LSA Students: You will earn in-residence credit for your work on the program, and the grades you earn on the program will be calculated in to your cumulative GPA.

Non-LSA Students: Please check with your school to determine what type of credit you will receive (in-residence versus transfer credit), and whether the grades you earn on the program will be calculated in to your cumulative GPA.

Please find a list of the grading policies and rules for Yonsei on their website:
http://oia.yonsei.ac.kr/intstd/exRule.asp

PASS/FAIL OPTION

Students may elect to take courses Pass/Fail, according to LSA guidelines. Please refer to the CGIS General Handbook for details. You must submit the pass/fail from via e-mail to your CGIS advisor by the deadline which is exactly three weeks after the first day of classes at Yonsei. The Pass/Fail form can be found in the “Documents” section of your MCompass portal.

CONTINUING WITH KOREAN LANGUAGE UPON RETURN TO UNIVERSITY OF MICHIGAN

Students who plan to continue their study of Korean language at U-M will be required to take a placement test, administered by the Department of Asian Languages and Cultures, upon return.


YONSEI ACADEMIC CALENDAR

The Yonsei academic calendar can be found on their website. Note: this may not be updated until after the cohort acceptance letters have gone out for the upcoming semester.

Orientation programs for visiting international students are conducted at Yonsei prior to the start of classes; these are intended to introduce new students to the university, the town, and Korea itself. It is important to attend these. Specific information about arrival dates and the orientation program will be sent to admitted students; you will also receive “survival” handbooks during the orientation period.

Fall semester classes start at the beginning of September (dorms usually open in mid-August, immediately before the required orientation and the last exams are given around late December, with the dorms closing for non-continuing students immediately afterward. Winter semester classes start up again in early March, with the
dorms reopening in mid-February, after the long lunar new year break; final examinations are held mid-June, with the dorms closing soon thereafter.

**Exchange students are expected to be present at the University for the entire duration of their study abroad program. Individual requests to make arrangements for late arrival, early departures, early exams, or otherwise shortening the official academic term will not be permitted.**

**HOUSING ARRANGEMENTS**

Housing is available to all exchange students studying in Korea who apply for it in advance. An international student dormitory is located on each campus and offers Western-style bathrooms and showers, and comfortable, double occupancy rooms equipped with bed, wardrobe, closet, desk, lighting, and phone. Maid service is provided, along with a set of sheets, blankets, and pillows. Coin-operated washing machines and dryers are available, as well as a TV, VCR, refrigerator, water dispensers, books, and computers in communal rooms. Students on either program, however, are free to live off-campus if they prefer. Meals are commonly taken at campus cafeterias or at inexpensive student-oriented restaurants just outside the main gates of either university.

The housing registration process will happen quite close to the beginning of your semester abroad and moves very quickly. It is important that you pay attention to the procedures and time and date that the registration opens because housing does fill up fast. Some students may not be admitted into dorm housing if it fills, in that case, off-campus housing is not difficult to find and Yonsei can direct you to information that can assist you with that process.

**Yonsei University Dorm Check-In**

Students must submit a medical examination form + chest x-ray when checking in to the dorms; Yonsei does not have a specific form for this – an appointment with a U.S. doctor and doctor’s note is fine.

**HOST UNIVERSITY FEES**

While studying in Korea, you will continue to pay U-M in- or out-of-state tuition as normal, and you are entitled to use scholarships and financial aid to offset the costs of the program. As exchange students, you will not be required to pay tuition to Yonsei, but you will be responsible for the costs of housing, food, local transportation, books, and all personal expenses while you are abroad. Please read carefully through the materials supplied by your host university as well as the cost sheet provided by CGIS to calculate what expenses to expect and how best to handle your money.

**BEFORE YOU GO: GENERAL TIPS FOR TRAVEL, MONEY, AND VISAS**

**YONSEI UNIVERSITY**

The Yonsei University website: [https://oia.yonsei.ac.kr/campus/quicklinks.asp](https://oia.yonsei.ac.kr/campus/quicklinks.asp) provides lots of detailed information for incoming exchange students including: packing, money, budgeting, climate, visa information, airport pickup, student organizations, language and buddy programs, etc. Please refer to this website for assistance with pre-departure preparation.

**TRAVEL**

CGIS does not arrange travel for students participating in programs in Korea. Plan your travel such that you arrive at your host university in time to join any scheduled orientation events (refer to information provided by Yonsei for exact dates). The international student dormitories on each campus will be open for move-in at least
one day before orientation programming begins. If you do not plan to stay in a campus dormitory and will need to locate housing once you arrive, please allow for enough time to do so before classes begin.

Make your travel plans as soon as you have received official information about the academic calendar at your host university. Try to arrive in the host country at least 2-3 days before your orientation program is set to begin, to take care in advance of all practical matters and get over jet lag, but note that you will probably not be able to use university facilities as accommodation for that period.

**MONEY**

Seoul offers a number of ATMs that allows you to draw cash with major cards, and bank or debit cards showing Visa, MasterCard, or Cirrus logos make it possible to pull money directly from your home bank account—often the most convenient way to obtain funds. You are also advised to carry some traveler’s checks in Korea; you will have no difficulty in cashing them. Personal checks are rarely accepted but traveler’s checks are easily replaced if lost or stolen. Larger stores will accept credit cards such as American Express, Visa, MasterCard, and Diner’s Club, though use of debit cards is not prevalent in Korea.

It is wise to have some Won on arrival in Korea; take the equivalent of $100-$150 to be able to handle a taxi, train ride, or meal. You can easily change money at the airport, where rates are the same as banks. Get it in smaller denominations if possible, since changing larger bills can be difficult.

**COMMUNICATION**

**Internet and Wi-fi**

Most university buildings are equipped with computer labs open to all students. University Wireless internet Access is available at most areas on campus. Log-in instructions will be given at your on-site orientation.

**Mobile**

There are generally two options for mobile plans: prepaid plans and monthly plans.

Incoming exchange and visiting students staying less than one year are recommended to find a prepaid plan, which start around KRW 30,000. Long term residents may consider buying a contract plan (usually 1-3 years). Contract plans may require proof of a long-term visa.

Students can also elect to bring their own mobile phone and get a Korean SIM card once they arrive. Do make sure that you know how to unlock your phone for this option. Another option is to simply bring your own phone and only use the smart phone functionality when wi-fi is available; some students do this along with purchasing a local pay-as-you-go phone to use for local calls and texting. Finally, students may want to purchase international service coverage from their own U.S. carrier, but often for long-term visits, this is not as cost effective.

**VISAS**

Student visa and alien registration card are required for U.S. citizens.

If you are planning to study or work in Korea, you must apply for a relevant visa at an overseas Korean embassy or consulate. In order to obtain a visa you must submit the required documents to the embassy. The application procedure may vary depending on the embassy or consulate, so it is advised that you check with your local Korean embassy or consulate beforehand. The length of the visa is determined by the Korean consular officer, and the expiration date on your visa may not match the end date of your degree program or
employment contract. If your visa expires before you complete your tasks, you will need to apply for a visa extension at the Korean Immigration Office.

*It is important to do your research and make sure that you are following the appropriate procedures for your own specific circumstances when it comes to visa and immigration matters.*

For information on the visa application process: [www.dynamic-korea.com/consulate_service/visa.php](http://www.dynamic-korea.com/consulate_service/visa.php)


Non U.S. Citizens, please use the Embassy of Korea website in your home country to research whether a student visa is required

ARRIVAL INFORMATION

YONSEI UNIVERSITY

Students are responsible for getting themselves to the campus upon arrival. Find transportation and address details on the Yonsei website: [https://oia.yonsei.ac.kr/campus/trans.asp](https://oia.yonsei.ac.kr/campus/trans.asp)

Students needing assistance can arrange for airport pick-up with one of the following:

PRIVATE COMPANY AIRPORT PICK-UP

Yonsei has contracted a private airport pick-up service through AIRHELP CENTER INT’L for students needing assistance. The company uses an online reservation system.

- **Phone**: 82-2-723-7873, **Fax**: 82-32-723-8353
- **E-mail**: service@airhelp.co.kr or kang7016@hanmail.net
- **Fare**: 85,000 Won (USD80) (Fare is subject to change without prior notice)

YONSEI INTERNATIONAL YONSEI COMMUNITY AIRPORT PICK-UP

International Yonsei Community(IYC), a student organization that seeks to foster and promote relations between Yonsei students and international students, provides an airport pick-up service for students and visitors to the Yonsei campus.

* Services IYC provide

- Pick up by two or three members of IYC at the airport
- Accompanying to SK Global House by small van or airport limousine bus
- Explanations about Yonsei University
- Assistance with check-in of the SK Global house

If anyone, come through the Exchange program, needs this a pick-up service please contact us via email. Also, you need to send us following information.

★Full Name:
★Home University:
★Airline:
★Flight Number:
★Place of departure:
★Airport of arrival:
★Arrival date:
★Arrival time:
★Destination: (ex. SK Global House)
★A recent picture of you (please attach a photo of you)

The total cost, including the transportation fee, will be $50 USD in cash on sight. Thank you.

Contact: mailto:iycian@gmail.com

HEALTH INSURANCE

All University of Michigan students are required to be covered by GeoBlue-HTH Worldwide health insurance while abroad and are automatically enrolled by CGIS. Details of your plan can be found in the CGIS General Handbook, the UHS website: http://www.uhs.umich.edu/tai, and on the GeoBlue-HTH Worldwide website: www.hthstudents.com.
CONTACT AND EMERGENCY INFORMATION

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Seoul 120-749 Korea
Phone: 82-2-2123-4704
Fax: 82-2-2123-8690
Website: http://oia.yonsei.ac.kr

Ms. Bang-Wool Yim, Regional Coordinator, Incoming & Outgoing Exchange Program
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Email: ysoia@yonsei.ac.kr

EMERGENCIES

Contact your local program/on-site staff immediately if you are the victim of crime or need emergency assistance. Please also contact the University of Michigan to let us know of the situation as soon as you are able. The University of Michigan Department of Public Safety has a 24 hour number which is (734) 763-1131. They will then contact the necessary on-campus offices, including CGIS, to respond to your situation. You may provide this same 24 hour number to your parents should they experience an emergency and need to get a hold of you while you are abroad and are unable to contact you directly.

To contact HTH Worldwide in the event of an emergency, call 1-800-257-4823 or globalhealth@hthworldwide.com.

Helpful Numbers
119 In case of fire, call the fire department’s emergency hotline.
112 If you are in danger, want to report crime, or need police assistance, call 112.