**Guideline for KU GSIS Exchange/Dual Program**

**Tuition Waiver**

* During the exchange period, exchange students should enroll at the home university **by paying the tuition fee at the home university.**
* As an exchange student, you don’t have to pay the tuition fee at the host university. However, in some case, Host University requires exchange students to pay some administrative fee such as IT service fee, health fee, etc.

**Int’l Students Insurance**

: Each university and country requires specific insurance for international students.

* University Insurance: Some University requires students to buy the university insurance for the fulfillment of the specific conditions. In case students are covered by private international insurance, students have to prove to the host university that their own insurance meet the requirements set by the University for the Waiver.
* Private Int’l Students Insurance: If there is no mandatory insurance required by the host university, you are strongly advised to buy your own private international insurance, such as AIG insurance, in order to cover any illnesses occurred abroad.

**Registering courses**

Register courses at the host university according to the guideline provided by the coordinator of the host university. Of course, you don’t have to register courses at home university(KU GSIS). Once you completed the exchange period, you should come back to KU by registering the last semester in KU with a course registration, ‘THESIS Research I’, if you are in thesis track.

**Credit Transfer**

You can get the credit transfer for the subjects you took at host university. Please read the instruction below carefully, fill out the form below and submit all the required documents to the coordinator at KU.

After completing exchange program and coming back to the home university, follow the below steps for the credit transfer from host institution to home university(KU GSIS).

**Scholarship**

Grades earned at a host university cannot be evaluated in terms of the condition of KU Scholarship, which means students cannot get KU scholarship based on grades earned during the exchange period.

**KU GSIS Credit Transfer Guideline**

**1. Documents to submit**

1. **Application Form for the Credit Transfer:** submit 1 page per semester
2. **Original Official Transcript:** if you are only able to submit the copied one due to the special reason, you should get the official signature of the coordinator of the host university.
3. **Syllabus or Course description:** for the clarification of the course character(major/elective/core), please submit the syllabus/course description and fill out the course description below.

**2. Procedure**

1. Fill out the application form(below)
2. With the above supporting documents, consult with the coordinator at KU GSIS Administration Office first before asking the approval of the Associate Dean.
3. Submit the application form signed by Associate Dean and the official transcript to KU GSIS office.

\* it will take over at least a week to be reflected to KU info system.

**3. Guideline**

1. Input student’s information
2. “Host University Earned Course” section (Students fill out): it should be the same as the one on the transcript.

- Course Title: should be the same as indicated in the transcript (in English)

- Grade: should be the same as indicated in the transcript

- Credit: should be the same as indicated in the transcript

1. “Home University” section (Associate Dean fills out): Please leave the blank since this section will be decided through the consultation with KU GSIS Associate Dean.

- DIVISION of courses: Major electives/area / electives studies

- Subject code: The courses having similar nature with the course in GSIS will be given a subject code of GSIS

- Subject title: The courses having similar nature with the course in GSIS will be given a subject title of GSIS

- Grade: in comparison with the system of host institution and home university, Associate Dean will decide

- Credit: in comparison with the system of host institution and home university, Associate Dean will decide

- Associate Dean’s Signature: Associate Dean’s Signature or the stamp

\* Only the courses having similar nature with the courses at GSIS will be given the GSIS subject title, and the rest keeps its own title and code, and will be classified into the appropriate DIVISION.

\* Students should take Core courses at KU only.

\* Please note that maximum of 15 credits can be transferred from home university to KU for the total exchange/dual degree program period.

**Credit Transfer Application**

1. Student Information

|  |  |
| --- | --- |
| Name |  |
| Student ID |  | Major |  |
| Mobile Numer |  | E-mail |  |
| Program | Exchange / Dual Degree | Host University |  |
| Exchange Period | (     )year (  )semester - (     )year (  )semester  | Credit Transfer Semester | (      )year (   )semester |

2. Credit Transfer Information

|  |  |  |
| --- | --- | --- |
| Host University Earned Course | Home University (KU GSIS)(\* leave below blank: Associate Dean will fill out) | Associate Dean’s Signature |
| Course Title | Grade | Credit | Division of courses | Course Title(Only in case the course having similar nature with the course in GSIS will be given a subject title of GSIS) | Grade | Credit |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

I hereby apply for the credit transfer.

Year month day

Name (Signature)

**Course Description**

|  |  |  |
| --- | --- | --- |
| Course code: | Course Title: | Unit: |
| Course Description(Total   week   hour class) : |
| Course code: | Course Title: | Unit: |
| Course Description(Total   week   hour class) : |
| Course code: | Course Title: | Unit: |
| Course Description(Total   week   hour class) : |
| Course code: | Course Title: | Unit: |
| Course Description(Total   week   hour class) : |
| Course code: | Course Title: | Unit: |
| Course Description(Total   week   hour class) : |

Credit Transfer Semester: (      )year (   )semester