



MYONGJI UNIVERSITY, SEOUL

Guideline for 2015 Summer English Village Program (EVP)

How to Apply to Myongji University

1. Application Deadline: 29 (Friday) May, 2015

2. Send Applications To:

Ms. Tenny Kim

Inbound & Summer School 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 4

Program Description

Myongji University's special English Village Program (EVP) offers students opportunity to learn English from native instructors, who are also students from Myongji University's partner universities. Instructors are qualified students with either TESOL training or studying in MA or Ph.D. in learning English. They are also those recommended by their home universities due to their passion in teaching English language to non-native speakers.

There is also a special group activity every Friday where you can make your own class with your instructor and the classmates. Each class is free to design events, field trips or activities that is helpful to increase each students' English proficiency and interact with each other with classmates and the instructor.

Objective

The English Village Program (EVP) at Myongji University is designed to improve English language skills of non-native students through intensive English speaking and writing courses.

During the program, international students will be able to :

- Enhance their English proficiency
- Receive 3 credits
- Experience Korean culture and befriend Korean students
- Learn from native-speaking instructors
- Participate in special group activities and other events with the classmates

After the study at MJU, official academic transcripts will be sent to the home universities

Eligibility & Qualifications

- Graduates or students of partner institutions
- Will to learn English
- Participating students are not calculated as exchange students

Program Fees

- Program fee: 300,000 KRW
- Application fee: 30,000 KRW (waived for exchange students and students participating in IKLCP)
- Airport pick-up fee: 50,000 KRW (waived for exchange students and students participating in IKLCP)
- Seoul Campus Dormitory fee:

	Quadruple Room	Double Room
Those who only take EVP	208,000 KRW	281,000 KRW
Those who take EVP & IKLCP	328,000 KRW	451,000 KRW
Bed sheet & pillow rental fee (optional)		10,000 KRW

* You may choose to live out of the dormitory if you are only participating in EVP.

* Those who take both EVP & IKLCP must reside in the dormitory.

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_2015" file for list of requirements

* Deadline: May 29, 2015



MJU emails welcoming letter and information to students and home institutions for students to ready themselves before arriving.



Students must confirm their participation in IKLCP by email to Myongji University.



Students must frequently check their emails and reply accordingly.

Students may be asked to take Korean placement test.



Students MUST ARRIVE in Korea on AUG 2, 2015 & ATTEND the orientation on AUG 3, 2015

Program Timeline

Application Deadline	Dormitory Check-in	Placement Test	Orientation & 1 st Class Date	Closing Ceremony	Dormitory Check-out
May 29, 2015	July 6, 2015	July 7, 2015	July 9, 2015	July 30, 2015	July 31, 2015
for both EVP & IKLCP	Orientation & 1 st Class Date of IKLCP		Closing Ceremony of IKLCP		Dormitory Check-out
	August 3, 2015		August 14, 2015		August 15, 2015

Students or the home institution MUST REPLY & CONFIRM their participation to the EVP.

All students must check-in on July 6, 2015 to participate in the placement test.

Please submit the required forms and materials

- scanned (soft copy) version via email (File name: Home Institution name_Student Name_Summer_IKLCP_2015)

► 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

International Officers of international universities are kindly asked to collect the application documents of their students and review them before sending the scanned version in a ZIP file via email (File name: Home Institution name_Student Name_Summer_IKLCP_2015) and the original copy via post mail with a cover letter signed by the officers themselves (the cover letter should list the names of the students).

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.**
 - ** 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 2015.
- 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
- 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
 - ▶ Specify in the application form
 - ** 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) English proficiency test/exam result.
 - ▶ Please submit any English proficiency test result if you have one. This is to help our placement and does not relate to your acceptance to the program.

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

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

VISA

- Normally, you do not need a separate student or working visa. However, please double check with your local Korean Embassy/Consulate in advance regarding the timeline of visa issue.
- It may take over a month in certain countries to get a visa issued.
- Students are responsible for 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.

Insurance

International students are required to purchase overseas travel health insurance before their arrival in South Korea. Be sure to check the insurance policies carefully for its coverage in South 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 South Korea to the moment of stepping back on the soil of your home country after the end of the study. 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 July 6, 2015**. Therefore, please make sure that your insurance period starts from July 6, 2015 (or earlier depending on your departure date from home country) and ends on either July 31 or August 15 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 damage 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 South Korea to the moment you actually pay for insurance after arrival 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
 1F~17F, Seoul Central Bldg. #110, Seomchong-dong, Jongsu-gu, Seoul 150-720, Korea
 Tel: +82-2-2260-6800 Fax: +82-2-2011-6605

CERTIFICATE

To whom it may concern
 Policy Number : T237025B00
 Name of Insured : Uung 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 1-800-355-2759 (toll free) Other Countries +82-2-3142-1788 (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.
 100-190 DONGBU BLDG. 21-F, CHEONG-CHANG-GU, SEOUL, KOREA
 Tel: 82-2-1988-0100 Fax: 82-2-2229-7114

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 HAND/CAP	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.
 Author Ized Signature

THE DATE OF ISSUE : 2010.07.22
 Author Ized Signature가 필요하면 우송합니다.

On-campus Dormitory – Basic Information / Regulations & Facilities

Basic Information

Students who choose to live in the university dormitory must arrive at the airport **between 09:00 am ~ 16:00 pm on the official arrival date designated by the OIA**, to be picked up at the airport. Students will be picked up at Incheon International Airport by MJU students and 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 South Korea, they may choose to arrive in the country before the official arrival date and leave the country after the official departure date designated by the OIA. Students will be informed regarding further details (eg. the official arrival [airport pickup, dorm check-in] date etc.) later via e-mail. Students may choose to live in their relatives' place as well.

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 breakfast. 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-24:00.
- ▶ Cooking is NOT allowed in the rooms.
 - ※ 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



Contact Information

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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 May 29, 2015.