

Korea University Business School

Fact Sheet for Student Exchange Program



Contact	
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Websites	
Korea University	korea.ac.kr
Korea University Business School	biz.korea.ac.kr/en

KUBS International Office		
Total Student Exchange Program, Int'l Partnership, Exchange Slot Management, Accreditation, Case Competitions	Will be updated soon	E-mail: - Tel : +82-2-3290-5363
Inbound Student Exchange Program	Ms. Shin, Aryoung	E-mail: kubs_exchange@korea.ac.kr say8080@korea.ac.kr Tel : +82-2-3290-1387
Outbound Student Exchange Program Credit Transfer (Exchange Semester) Global Internship, Int'l Faculty Support	Ms. An, Harang	E-mail: kubs_exchange@korea.ac.kr ahr0000@korea.ac.kr Tel : +82-2-3290-1389

Students General Inquiries	
General Inquiries	In vacancy E-mail : kubs_exchange@korea.ac.kr (Sub) E-mail: kubsintl@korea.ac.kr



Global Initiative Korea University Business School

KUBS History	1905	First Commerce Department in Korea
	1953	First MS/Ph.D. program in Korea
	1963	First Evening MBA (Korea MBA) in Korea
	1994	First Global Internship Program in Korea
	2003	First Executive MBA program in Korea
	2006	First Full-Time MBA Programs (Global MBA, Finance MBA) in Korea
	2007	Accreditations from AACSB (2005) and EQUIS (2007)
	2008	Tri-University Collaboration Program (S ³ Asia MBA: Fudan-NUS-KU)
	2010	Re-accreditations from AACSB and EQUIS
	2011	First Business School in Korea to be ranked in the UTD Top 100 Business School Rankings
	2015	2 nd re-accreditation from AACSB and EQUIS
		Academic member of CEMS alliance in Korea
	2016	Founding of KUBS Worldwide University Business Research Rankings
		Opening of KUBS Startup Institute
	2017	Asia Tri-lateral Seminar (KUBS-Hitotsubashi-PHBS)
KUBS Achievements	2018	The largest number of KUBS alumni among current CEOs at Korea's 100 most influential companies.
	2019	Ranked 1 st in producing the most successful CPA candidates for 4 consecutive years (109 in 2019).
	2020	49th place in Business & Management studies in 2020 QS World University Rankings, ranks 1st among private Korean universities
		<ul style="list-style-type: none"> ◆ Dual International Accreditations: First Institution in Korea accredited by both AACSB (2005) and EQUIS (2007) ◆ Faculty Size: 82 full-time faculty members (largest in Korea at the college level) ◆ Ranked 19th in Financial Times Top 100 Executive MBA Rankings 2020 (1st in Korea) ◆ Ranked 48th in Business & Management, 57th in Accounting & finance in 2021 QS World University Rankings by subject ◆ Ranked 148th (1st in Korea) in 2021 Best Global Universities Rankings: Economics and Business Area (U.S. News & World Report) ◆ Ranked 117th in THE World University Rankings 2021 by Subject (Business & Management) ◆ Ranked No. 1 Business School in Korea for 13 consecutive years (2008-2020, Hankyung Business Survey of HR managers from the Top 300 companies) ◆ Highest pass rate on CPA exam for five consecutive years (127 students qualified in 2020) ◆ No. 1 Producer of CEOs of Korea's top 100 companies as a single university department – Han Kyung Business



KUBS Student Body					
Programs		Target Segments		Total No. of Students	No. of International Students
Undergraduate Degree (BBA)		Top-level high school graduates		2115	397
Academic Graduate Degree Programs		MS	4 Year college graduates	153	48
		Ph.D.	Master graduates	84	6
		MS & Ph.D. Integrated	Unified course of the master’s and the doctor’s	19	1
Professional Graduate Degree Programs	Full-time	S ³ Asia MBA	Mid-level managers in Korea, China, and Singapore	26	16
		Global MBA	Mid-Level managers	49	16
		GMIM (CEMS)	4 Year college graduates	6	5
	Part-time	Korea MBA	Part-time (Evening) MBA	379	2
		Executive MBA	Senior managers	100	0
		Finance MBA	Prospective finance industry experts	58	0

KUBS Academic Programs for Exchange Students		
Program	Term	Details
BBA (Undergraduate)	Semester	<ul style="list-style-type: none"> 63% of courses conducted in English
MS (Graduate)	Semester	<ul style="list-style-type: none"> 50% of courses conducted in English Research oriented, theory-based courses Eligibility: Students studying at the MS (or graduate) level who acquired a Bachelor's degree.
Global MBA (GMBA)	Module	<ul style="list-style-type: none"> Approximately 90% of courses conducted in English Practice oriented courses Eligibility: students who acquired a Bachelor's degree (or equivalent, Master's/Doctor's degree if applicable) work experience recommended MS students are able to apply for the GMBA Program

(As of 2021 Fall semester)

Academic Schedule & Deadlines				
Academic Schedule			Nomination Deadline	Application Deadline
Month	Semester (BBA&MS)	Module (GMBA)		
September 1 ~ December 21	Fall Semester (1 st semester)	Module 1	April 15	May 8
		Module 2		
March 2~ June 21 (tentative)	Spring Semester (2 nd semester)	Module 4	October 8	October 29
		Module 5		



Nomination & Application	
Entry Requirements	<ul style="list-style-type: none"> • Must have good academic standing • Must be currently enrolled at home institution • Must be officially nominated by home institution • Must be fluent in either Korean or English (recommended English Proficiency Test scores: TOEFL IBT 89, TOEIC 800, or IELTS 6.5. English level acknowledgement letter from the home institution can also be used) • Students who are in their final year of study and/or have required courses that must be taken for graduation are not recommended to participate in our exchange program, as there is a high demand for several of our business major courses and it is highly possible that students will be unable to take the courses that they need.
Required Documents for Application * All supporting documents MUST be written in English or have English translations.	<ol style="list-style-type: none"> 1) Online application form 2) One photograph (ID picture) <ul style="list-style-type: none"> - Will be used in the KU ID card. 3) Official academic transcript 4) Letter of academic reference <ul style="list-style-type: none"> - MUST be completed by a student's professor or an academic advisor who is familiar with the student's college-level work and is able to attest to his or her character, maturity and self-sufficiency - MUST include the recommender's name, title, and the school's logo 5) Certificates of Health <p>All exchange/visiting students are required to complete this form and submit it within the application period. Those who do not submit the form will not be accepted to Korea University Business School. This form must be completed by a physician/doctor only.</p> <p>* Only the examination taken in August to October (for spring semester) and February to May (for fall semester) is acceptable. (examination date must be within 2 months from the start of the application period)</p> 6) Statement of purpose and goals – describes the purpose and goals of his or her exchange semester in 1 or 2 pages (A4 size) 7) Copy of Passport Identification Page (which shows a student's photo, name, and passport number, etc.) <ul style="list-style-type: none"> – MUST be valid for 6 months beyond the period of student's intended stay in Korea 8) Letter of confirmation for private insurance (for non-Korean passport holders only) <ul style="list-style-type: none"> - MUST state the dates of coverage and benefits in ENGLISH - Insurance MUST be valid throughout the entire study abroad period - Insurance can be submitted by July 31, 2022 (Fall) / January 31, 2022 (Spring) to program manager. <p>*All incoming international students are required to enroll in the mandatory Korean National Health Insurance plan from March 2021 due to Korean government's policy change. The fee is approximately KRW 56,030 per month (students must pay during their stay in Korea). No action is required from students, as they are automatically subscribed to health insurance by the NHIS after creating their Alien Registration Card. It is required for the students to have both private insurance and Korean National Health Insurance.</p> 9) Pledge – Available at KUBS online application link 10) Bank Statement (for non-Korean passport holders only) <ul style="list-style-type: none"> – Must submit a bank statement opened under your name showing a minimum balance of US\$ 5,000 (1 semester), US\$ 10,000 (2 semesters) or the same amount of the applicant's country's currency issued between October to December (for Spring semester) / between April to June (for Fall semester) to program manager by Jan 1st for Spring semester, July 1st for Fall semester. –If you cannot provide your bank statement, you can submit your mother's or father's bank statement along with a copy of your 'family relation certificate' or any other official document that can replace the family relation certificate. The certificate must be in English. If not, please attach the English translated version. (Notarization is not required) If you are a scholarship recipient, please submit an official certificate or letter that proves your scholar status and the amount of scholarship benefits such as monthly allowances and so on for the entire study period. <p>Your Certificate of Admission and Letter of Admission will be issued upon receiving the bank statement.</p>



Nomination and Application Procedure for Student Exchange Program	<ol style="list-style-type: none"> 1. Before the official nomination, program managers at partner universities MUST jointly agree on the number of slots for each academic year with the KUBS exchange program manager. 2. Once the number of nominees are confirmed, the KUBS Nomination Sheet will be distributed at the beginning of April (for fall semester) and end of September (for spring semester). 3. A link to KUBS's online application will be given to the nominees within one week after the nomination, and they MUST complete the online application by the deadline indicated. 4. By early June (for fall semester) and December (for spring semester), the 'Admission Package' including 1) original copy of Letter of Admission, 2) Certificate of Admission, and 3) Business License of Korea University will be sent to the students to their e-mail. 5. All the exchange students MUST have worldwide insurance coverage for a study abroad program during the whole duration of their stay at KUBS. Those who do not submit the letter of confirmation for private insurance will NOT be allowed to enroll at KUBS even if they have received the Letter of Admission. 6. The letter of confirmation for private insurance can be submitted either at the time of online application or via e-mail by end of July (for fall semester) and January (for spring semester).
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Course Information															
Majors	Accounting / Finance / International Business / Logistics, Service & Operations Management (LSOM) / Management / Marketing / Management Information System (MIS)														
Course List	Refer to <Academic Offerings> from page 6														
Class Size	<ul style="list-style-type: none">• BBA: 15~100 (35 students per class on average)• MS: 5~15 (less than 20 students per class on average)• GMBA: Different each semester														
Tests	Midterm exam, Final exam, Presentations, Group work, etc. (varies by class)														
Workload per Credit Hour	<ul style="list-style-type: none">• 3 credits= 3 hrs/wk, 16 wks/semester• 2 credits= 4 hrs/wk, (GMBA) 8 wks/module														
Credit Hour Limit	<ul style="list-style-type: none">•<table><tr><th>Program</th><th>Maximum Limit</th><th>Regular (non-exchange)</th></tr><tr><td>BBA</td><td>19 credits per semester</td><td>Normally take 4-6 classes (12 - 18credits)</td></tr><tr><td>MS</td><td>12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)</td><td>Normally take 3-4 classes (9 - 12credits)</td></tr><tr><td>GMBA</td><td>Two modules cannot exceed 19 credits</td><td>Normally take 2-4 classes each module</td></tr></table> <p>Students must take at least 1 course per semester/module.</p>			Program	Maximum Limit	Regular (non-exchange)	BBA	19 credits per semester	Normally take 4-6 classes (12 - 18credits)	MS	12 graduate credits per semester (If student takes undergraduate courses, max 19 credits)	Normally take 3-4 classes (9 - 12credits)	GMBA	Two modules cannot exceed 19 credits	Normally take 2-4 classes each module
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Grading System		
Professors have full authority for evaluating students. Each student's academic performance is graded according to the following criteria: exams and assignment results, attendance, and class participation, etc. A minimum of 70% attendance is required in order for a student to earn a passing grade.		
Letter Grade	Grade Point	Percentage
A+	4.5	95 – 100
A	4.0	90 – 94
B+	3.5	85 – 89
B	3.0	80 – 84

C+	2.5	75 – 79
C	2.0	70 – 74
D+	1.5	65 – 69
D	1.0	60 – 64
F	Fail	59

Academic Offerings	
BBA Courses (Undergraduate)	<p>http://sugang.korea.ac.kr > Major Subject > Korea University Business School</p> <ul style="list-style-type: none"> Students may refer to the course list from the previous corresponding semester. (e.g. 2022 Spring Semester students should refer to 2021 Spring semester) The course list is to be used as a reference only as not all courses may be offered. Students are responsible for checking the latest course list in July for the fall semester and in January for the spring semester. The lists offered in Fall and Spring may differ, so please check carefully. Courses conducted in English are indicated as “(English)”. All KUBS undergraduate courses taught in English are open to the exchange students. (Exception: “BUSS163 Introduction to Business” and “BUSS402 Management Strategy”) Click on the Course No. link to see the syllabus. If no information is available, please click the ‘Upload File’ link at the bottom of the page for the syllabus. Exchange students can take non-business courses if pre-requisites are met and they have successfully registered online. (Non-available subjects: Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus, which is indicated as S in the Campus category) BBA students CANNOT take MS/MBA courses.
MS Courses (Graduate)	<p>http://sugang.korea.ac.kr/graduate > Search course: Graduate Course > Select Graduate School > Department of Business Administration</p> <ul style="list-style-type: none"> Students may refer to the course list from the previous corresponding semester. (e.g. 2022 Fall Semester students should refer to 2021 Fall semester) However not all courses are guaranteed to be open, and only a selected number of classes will be available among the courses which will be announced after application. Courses offered in English are indicated as “(English)”. Click on the Course No. link to see the syllabus of each course. If none is available, please click the ‘syllabus document’ link at the bottom of the page. The final list of business courses available to exchange students will be distributed via email to individual students in August for the fall semester and in February for the spring semester. Students MUST be aware that not all business graduate courses are available. By participating in KUBS exchange program, they will be coming at their own risk of taking limited courses. Students can take graduate courses provided by other departments regardless of major, as long as they meet the requirements (prerequisites) and have the professor’s permission. (Only subjects under the category of “Graduate School” are available. MBA courses or Graduate School of International Studies are not available. Non-available subjects: Medicine, Nursing, Law, Information Security, and all the courses provided by the departments at <i>Sejong</i> campus) MS students are allowed to take BBA courses but GMBA courses are not available (<u>students are responsible for checking with the program manager at their home institution regarding the compatibility of undergraduate courses in terms of credit transfer</u>).
MBA Courses	<p>http://sugang.korea.ac.kr/graduate > Search course: Graduate Course > Choose semester (Fall incoming: Module 1 & 2/ Spring incoming: Module 4 & 5) > Business Administration > Global MBA</p> <p>* The semester should be set as Module #, not fall or spring</p>



	<ul style="list-style-type: none"> • Change the setting for <i>Year</i> and <i>Term</i> to the previous corresponding module. (e.g. 2021 module 4 for 2022 module 4) • Click on the Course No. link to see the syllabus. If no information is available, please click the 'syllabus document' link at the bottom of the page for the syllabus. • The final list of courses available to exchange students will be distributed via email in August for module 1, September for module 2, February for module 4 and March for module 5. • As core courses are offered in the fall (modules 1&2) and electives are offered in spring (modules 4&5), it is recommended for exchange students at the MBA level to come in spring in terms of course selection since most students will have already taken their core courses at their home institution. • MBA students CANNOT take BBA/MS courses, or courses other than GMBA
Korean Language Courses	<ul style="list-style-type: none"> • Korean language courses for BBA/MS students are offered during regular semesters. There are 6 different levels from Beginner to Advanced. • Korean courses for exchange students can be found at http://sugang.korea.ac.kr > General Subject > General Studies > Electives > IFLS108 – 113 / IFLS240 – 247. • Non-credit Korean language classes are offered for 4 weeks during the summer/winter vacation to exchange students who completed a regular semester at KU, regardless of academic level. For further information please refer to https://klc.korea.ac.kr/index.do

Course Registration						
Schedule	Fall Semester			Spring Semester		
	BBA	MS	MBA	BBA	MS	MBA
Preparatory Preferred Course Listing	Early August	N/A	N/A	Early February	N/A	N/A
Course Registration	Mid-August	End of August	Mid-August	Mid-February	End of February	Mid-February
Add/Drop Period	Early September	Early September	First week of first module	Early March	Early March	First week of first module
<ul style="list-style-type: none"> • Preparatory Preferred Course Listing for BBA students allows students to expedite course registration before the official registration period begins. • Detailed information with specific dates and complete instruction will be sent to students prior to the course registration period in July/August for the fall semester and January/February for the spring semester, and students are responsible for reading and following the guideline very carefully. 						

Accommodation					
On-campus Accommodation		All on-campus accommodations are located within about 20 minutes of walking distance from the main campus. (Prices may vary; visit, https://gsc.korea.ac.kr > Student Services > Accommodation)			
Residence Hall	Type	Fall Semester (4 months)	Summer A / Winter A	Summer B / Winter B	Spring Semester (4 months)
CJ International House (w/ Bath)	Single	KRW 2,000,000	KRW 500,000	KRW 1,000,000	KRW 2,074,000
	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,671,400
Anam Global House (w/ Bath)	Double	KRW 1,580,000	KRW 395,000	KRW 790,000	KRW 1,671,400
	Triple	KRW 940,000	KRW 235,000	KRW 470,000	KRW 940,000
Applying for On-campus Accommodation		Online Application Period <ul style="list-style-type: none"> • Fall Semester: Early June ~ Early July • Spring Semester: Early December ~ Early January - A brand new website for on-campus accommodation will open in April. You can also find more details and information at http://gsc.korea.ac.kr > Exchange/Visiting Student > Board once it is			



	<p>ready.</p> <p>-Residence Office Web: http://reslife.korea.ac.kr E-mail: reslife@korea.ac.kr Phone: +82-2-3290-1554 Fax: +82-2-929-3184</p> <p>However, please note that IT IS VERY DIFFICULT FOR KUBS EXCHANGE STUDENTS TO GET A ROOM IN ONE OF THE ON-CAMPUS DORMITORIES due to its assignment priority and limited spaces. Therefore, it is highly recommended for students to find and prepare to stay in off-campus accommodation in case on-campus housing is not provided (which is very likely).</p>
Off-campus Accommodation	<p>There are numerous private student accommodations called <i>Goshitel</i> near campus, in 5-10 minutes walking distance. These accommodations vary widely in terms of room size and rate. Prices range from approximately KRW 500,000 to KRW 700,000 per month, and the average price is about KRW 550,000.</p> <p>General information on housings in Seoul is also available at the <i>Seoul Global Center</i> website, http://global.seoul.go.kr</p> <p><i>Homestay Korea</i> (http://homestaykorea.com) can arrange students with families willing to host a homestay student, and reservations are available in English.</p> <p>-Off-housing recommendation list will be sent within admission package for students to refer to. -Off-campus accommodation information can be also found at http://gsc.korea.ac.kr > Student Services > Accommodation.</p>

Insurance

Private Health/Travel Insurance (for non-Korean passport holders only)	<p>All KUBS incoming exchange students except for those with Korean citizenship MUST have worldwide insurance coverage, and the benefits should provide for all injuries and illnesses that may occur during the entire duration of their stay in Korea.</p> <p>** All incoming international students are required to enroll in the mandatory Korean National Health Insurance plan from March 2021 due to Korean government's policy change. The fee is approximately KRW 56,030 per month (students must pay during their stay in Korea). No action is required from students, as they are automatically subscribed to health insurance by the NHIS after creating their Alien Registration Card. It is required for the students to have both private insurance and Korean National Health Insurance.</p>
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Visa

For foreigners of non-Korean descent	<p>KUBS exchange students of non-Korean descent MUST have a D-2-6 visa (exchange student visa) to study at KUBS. They can apply for a visa at the nearest Korean Embassy or Korean consulate in their home country by submitting the documents in the admission packet: Certificate of Admission, Letter of Admission, and Business License of Korea University (students with Chinese nationality MUST apply in the country where their home institution is located).</p> <p>Those who are going to travel and apply for the student visa in countries other than their home country MUST make sure to check if they can process the visa application there.</p> <p>Important notice: When the student comes to Korea with a single-entry visa and the student leaves Korea before making an Alien Registration Card (ARC), their visa will be cancelled. Please remember this before making travel plans after arriving in Korea.</p>
For foreigners of Korean descent / individual holding Korean and other (dual) citizenship	<p>Requirements for obtaining a visa may vary for foreigners of Korean descent and/or individuals holding Korean and other (dual) citizenship. Thus, they MUST check with the Korean Embassy or Korean consulate in their place of residence before applying to our exchange program.</p>
For Korean passport holders /	<p>Students holding a Korean passport or F-4 visa do not have to apply for any other specific visa to</p>



F-4 visa holders	study at KUBS.
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Arrival Guide	
Orientation for Exchange Students (Orientation is currently conducted online due to COVID-19)	Orientation is MANDATORY for all incoming exchange students. <ul style="list-style-type: none"> • Fall Semester: a week before the semester starts in August • Spring Semester: a week before the semester starts in February * Specific dates to be announced.
Airport Pick-up Service (Currently Not Available due to COVID-19)	Before the first day of the orientation in August (for fall) and in February (for spring), airport pick-up service is provided for students who are staying at either the KU on-campus accommodation or the off-campus housing options around campus. Those who would like to apply for this service MUST submit the online request form at http://oia.korea.ac.kr > Exchange/Visiting > Requests > Airport Pickup. * Specific dates to be announced. (Usually around the weekend before orientation)
Recommended Arrival Date	On-campus Accommodation Move-in Date <ul style="list-style-type: none"> • Fall Semester: Mid-August (14 days prior to the semester start date) • Spring Semester: Mid-February (14 days prior to the semester start date) On-campus Accommodation Move-out Date <ul style="list-style-type: none"> • Fall Semester: Sunday right after the finals week • Spring Semester: Sunday right after the finals week However, unlike the on-campus dormitory, there are no official check-in/out dates for off-campus housing, as the rental fee is calculated according to the date the student moves in.
COVID-19 (7 days quarantine required for non-vaccinated foreigners or not registered their vaccine records)	As of October 2021, the Korean government is asking all passengers entering Korea to follow 7-days of self-quarantine (For non-vaccinated foreigners). In accordance with self-quarantine, students MUST arrive in Korea 7 days prior to the fall semester start date if non-vaccinated. If the policy changes, KUBS will update again. For more information, please refer to below. https://gsc.korea.ac.kr/ > Exchange/Visiting Student > Board > No.54_Quarantine Exemption for the Vaccinated
How to Get to KUBS	Those who are not able to use the KU airport pick-up service on the official dates or are coming to visit KUBS for non-academic purposes will need to arrange their own means of transportation. <ul style="list-style-type: none"> • Airport Shuttle Bus: https://www.airport.kr/ap/ko/index.do > To & From > Airport Shuttle Bus • By public transportation: http://oia.korea.ac.kr > Introduction > Visit KU > Transportation

Estimated Living Expenses in Seoul	
Tuition Fee	Waived at the host institution; paid only to the student's home institution
Korean National Health Insurance Fee	Approx. KRW 56,030 per month
On-campus Accommodation	Approx. KRW 880,000 ~ KRW 2,000,000 (4 months)
Off-campus Accommodation	Approx. KRW 450,000 ~ 650,000 per month
Food/Meals	Approx. KRW 400,000 per month
Local Transportation	Approx. KRW 80,000 per month
Academic Expenses	Approx. KRW 200,000 per semester (mainly textbooks)
Personal Expenses	Approx. KRW 200,000 per month but may vary



Student Services	
Korea University Buddy Assistants (KUBA)	KUBA is a buddy matching program that connects incoming exchange students with KU domestic students. International students will have the opportunity to experience and participate in KU's events and learn about Korean culture while building strong friendships with their buddies. All exchange students will be assigned to a KUBA buddy by default.
KUBS Buddy Program (undergraduate only)	KUBS Buddy is a KUBS student organization specifically designed to help KUBS undergraduate exchange students (not available to MS and GMBA students) adjust to KUBS life and give advice in course selections. KUBS undergraduate exchange students will join the KUBS Buddy program without an application.
Campus Facilities	Library, Computer Lab, Fitness Club, Bookstore, Print Shop, Post Office, Stationery, Bank, ATMs, Cafeteria, Restaurant, Mobile Shop, Hair Salon, Convenience Store

**** Please visit KU GLOBAL SERVICE CENTER website to find more information < <https://gsc.korea.ac.kr/> >**

Activities & Events			
Seoul City Tour	August	February	A sightseeing tour to famous places in Seoul
Annual Korea University – Yonsei University Sporting Event	October		A sporting event between Korea University and Yonsei University
University Festival (<i>Ipseleti</i>)	May		KU's annual school festival

Academic Transcript	
KUBS sends out students' initial copies of academic transcripts to their home institutions in January (for fall semester) and in July (for spring semester) free of charge when they complete their semester(s) at KUBS.	
<ul style="list-style-type: none"> • Fall Semester: at the end of January – beginning of February • Spring Semester: at the end of July– beginning of August <ul style="list-style-type: none"> - For students who will be studying at our KUBS for a full year, we will send out their academic transcript after they have finished all 2 semesters. (1 year) - If full year students need the first semester's transcript, they can issue it by themselves by visiting One Stop Service Center, located in Central Square in KU. 	
* Should students need more copies, they can make an online request and pay extra fees at https://gsc.korea.ac.kr/ > Exchange/Visiting Student > Requests > Transcript Request.	