

International Programs
Participant Guide 2008-2009

Korea



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OFFICE OF INTERNATIONAL PROGRAMS

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This *Participant Guide* is designed to assist you with your preparation for your year abroad. We encourage you to share this information with your family and friends so that they can share in your experience. The *Guide* is revised annually and we welcome your suggestions.

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Section II:

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Introduction

The *Participant Guide*

Congratulations on your acceptance to the California State University International Program in Korea. It will be an exciting and challenging year. We are pleased that you will be joining a unique group of CSU students and wish you the best for your time abroad.

This *Participant Guide* is designed to help you deal with the various requirements for participation in IP. Carefully read the detailed information that follows in the various sections. They contain a lot of information about planning and paperwork you will need to do. You should also take this with you when you go abroad. We know that there are a lot of facts to absorb and a lot of things you have to do. Bear in mind, however, that you are going to be spending an academic year at a different university in a different region of the world—assuredly, a very complex undertaking. We will try to make it as easy as possible, but it will still require considerable effort on your part.

Undoubtedly, you have a lot of questions and as you go through the process of preparation you will have more. In addition to this booklet there will be a Regional Orientation that we strongly urge you to attend. There will also be another mailing in early June.

Although this *Guide* is revised and up-dated each year, it is based on the advice, insight and experience of thousands of students who have studied abroad on IP. Your own experience will be a personal and independent one. Studying and learning in an unfamiliar educational system, exploring the neighborhoods, learning your way around, finding your own place to meet and socialize – these will be part of your discovery of Korea, and we wish you all the best. One of the most common pieces of advice from returning students is to keep an open mind. Be flexible and use diplomacy and humor to gain a better understanding of your new surroundings.

The CSU International Programs: An Overview

The International Programs (IP) was established by the CSU Board of Trustees in 1963 as the systemwide study abroad unit of The California State University. Under the direction of the Office of International Programs (OIP), students are offered an opportunity to enroll simultaneously in one of the CSU campuses—where they earn academic credit and maintain campus residency—and in a host university or a special study program center abroad for a full academic year of study.

IP's primary objective is to enable participants to gain first-hand knowledge and understanding of other areas of the world through a year of academic study. Students have the opportunity to increase their communication skills through participation in the language and culture of other countries.

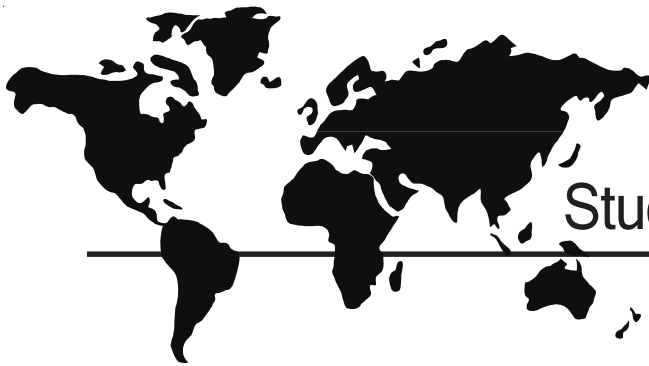
Some overseas study centers have a Resident Director charged with the academic, administrative and advisory aspects of the program. Resident Directors are faculty members in the CSU. Other centers have either a Resident Coordinator who performs the functions of a resident director but is not a CSU faculty member, still others are administered by a responsible officer of the host institution.

Eligibility is limited to students who have achieved an overall grade-point average (GPA) in all college work of 2.75 at the time of their application to the program (except for Australia, Chile, Japan, New Zealand, Taiwan, the United Kingdom and specified programs where the minimum GPA is 3.0); who will have upper division or graduate standing during their year of study abroad (except for special learn language programs which are open to sophomores); who show ability to adapt to a new environment; who are, where required, sufficiently competent in the language of instruction at the foreign university; and who meet course preparation requirements where applicable. Selection is made by a faculty committee on the student's home campus and by a statewide faculty committee. Since more students apply than can be selected, selection is on a competitive basis.

Students assume costs for predeparture processing, insurance, transportation, housing and meals. The campus registration fee (the State University Fee), tuition on the home campus for nonresident students, and personal incidental expenses or vacation travel costs while abroad are also paid by the student. OIP collects and administers funds for those items that must be arranged or can be negotiated more effectively by a central office, e.g., the State University Fee (and nonresident tuition, where applicable), processing costs, insurance, and even housing in some centers. Students accepted by IP may apply for most types of financial aid available at their home campuses.

IP is supported by State funds to the same extent that such funds would have been expended had the students remained at their home campuses in California rather than going overseas.

IP has a faculty advisory body called the Academic Council on International Programs. It is composed of a faculty representative from each CSU campus. Representatives are appointed by their local Academic Senates and are eligible to serve two terms of three years. Three former IP students are appointed annually to full membership on the Academic Council.



Student Policies and Procedures

Your Acceptance to International Programs (IP)

The first thing we will need to know is whether you still plan to participate in IP. If you do, please sign and return the Agreement form by **May 15**. A copy for your records is included in the "Agreement" section of this *Guide*. If you do not plan to participate, please inform us in writing as soon as possible, so that an alternate participant may have the opportunity to take your place.

Alternate participants are selected for some programs when the number of qualified students exceeds the places available overseas. Alternates take the place of regular participants who withdraw before departure. If you were selected as an alternate, you must complete all requirements and make all payments just as if you were a regular participant. Based on previous experience, alternates have a good chance of ultimately becoming regular participants. You will be informed immediately when your status changes to that of regular participant.

Being an IP Participant

Being part of an established program, such as IP, involves commitments on the part of the participants as well as on the part of the program. At times, you will be expected to behave as a member of a group, such as at the on-site orientation and in other program activities. There are rules and regulations that you will be required to comply with as a program member that students who go abroad independently may not have to consider. While IP students generally have a great deal of independence while overseas, it is the case that your actions may affect your group or future groups of IP students. Thus, it is important to develop a sense of responsibility toward the program as well as your fellow IP participants.

The Systemwide Office of International Programs

Now that you have been selected for IP, you have become part of a statewide program. The details of your year overseas will be handled by the systemwide Office of International Programs (OIP) rather than by your individual CSU campus. **From now on, all questions about your participation in the program should be addressed to OIP.**

When making inquiries, we ask that you and not your parents contact us. Having supportive parents contributes to your success overseas; however, when it comes to the details of your participation, you must handle your affairs firsthand.

We are located in downtown Long Beach at the CSU Office of the Chancellor, not on the CSU, Long Beach campus as many assume. Our address is:

CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Our telephone number is: (562) 951-4790. Please note that we are unable to accept collect calls from students.

OIP Staff:

Mr. Leo Van Cleve, Director
Ms. Jolene Colman, Department Secretary
Ms. Jan Terborg, Campus Relations Administrator
Ms. Sharon Okashima, Assistant Director, Finance
Ms. Joyce Cury, Student Funds/Scholarship Coordinator
Ms. Dana Rosón, Assistant Director, Student Services
Ms. Jeanine Beu, Student Services Assistant
Ms. Danielle Pattee, Student Affairs Assistant
Ms. Renata Bouwmeester, Assistant Director, Academic Services
Ms. Laura McCrary, Academic Services Assistant

Since IP participants come from all over the state, we will be communicating with you mostly in writing or by telephone. When calling or writing OIP, please make sure you indicate your CSU campus and overseas center so that we can identify you easily. Please feel free to contact us if you have questions about any aspect of your preparation for studying overseas.

While you are overseas, financial, academic, or other issues at your home campus may arise. In most cases, it is

not in your best interest to contact your campus directly. It is often much simpler for us to solve such problems as we are aware of your special status as an IP student. You should write to OIP through your Resident Director, Resident Coordinator, or host university contact. As those individuals are in close communication with OIP, we can contact the campus on your behalf.

Information for Participants

All participants receive the following:

The Participant Guide - Outlines requirements, policies and procedures regarding various aspects of your upcoming year, and gives advice on personal preparation.

- **The IP Bulletin (included in this Guide)** - Describes the academic program and lists course offerings, or provides Internet links containing course descriptions. You will need this information in order to complete Academic Advisement form with a faculty advisor.
- **Student Experience Report (included in this Guide)** Input from the current year participants at your center provides helpful information about the year overseas from the student perspective.

Online Packet #1 - Includes the forms necessary for your participation in IP. Before completing the forms, be sure to look over the relevant sections of this *Guide*.

Deadlines

- To make sure that all processing is completed in time, there are deadlines that have to be met. To help you identify these due dates, a pointing hand symbol ☞ appears each time a due date is mentioned. You should mail all items to arrive by the dates indicated.
- In the front of this *Guide* there is a list of the due dates; failure to do so may jeopardize your participation in IP.
- If you have a problem completing a requirement, making a payment, or submitting any form on time, please call us for advice before the deadline. **It is not necessary to send materials and payments to OIP by overnight mail.**

Change of Address

**Address • Telephone number
Cell phone number • Email address**

It is your responsibility to notify us if your contact information changes.

It is very important that we always have up-to-date contact information on file for you. **It is your responsibility to let us know if this information changes.** Check the envelope this mailing came in to see that we have accurately recorded your name and current mailing address. Anytime there is a change in your address, telephone number, cell phone number, or email address between now

and departure, please send us a Change of Address/Contact Information form. This form is included in Packet #1 online.

Registration

Do not register for classes at your home CSU campus while you are studying abroad. OIP arranges for you to be concurrently enrolled at your overseas study center and at your home campus.

Home campus registration for the term you return is once again your responsibility. Check your CSU campus' website for information on registration for that term. You may need to contact the campus to make sure that they have you as a continuing student as well as a current address.

Nonresident Students

IP is designed to provide CSU students the opportunity for an in-depth intercultural experience within a structured academic program. Participants are selected without regard to national origin, citizenship, or residence status. In a competitive situation, however, priority is normally given to those applicants who have not had extensive intercultural experience.

Resident aliens are advised to check with the US immigration officials on the possible effects of residence outside the US. Visa students must check with both their home country consular offices and the consular officers of their IP country to determine if any restrictions exist that might preclude participation. Students who are, or have been, citizens of their IP country may have additional restrictions or requirements placed on their admission by the host government and/or university. As an example, German universities require German citizens to possess the *Abitur* to qualify for admission. In all these cases, OIP needs to be informed.

Nonresident US citizens who are otherwise eligible to participate may apply to IP. Such students are subject to nonresident tuition charges.

Transfer Students

If you are a transfer student (entering a CSU campus for the term you are going abroad), you must provide OIP with two items: **a copy of your letter of admission** to the CSU campus, and **an updated transcript** from your former college/university. These items must be sent to OIP no later than ☞ **July 1**.

Payment of CSU Fees

Do not pay fees to your home CSU campus during the year you are participating in IP. Instead, you will make program payments to OIP. Nonresident students are required to pay the nonresident tuition charges to OIP as well.

Extracurricular Activities

Opportunities to participate in extracurricular activities are normally available at the overseas centers. Weekend trips, field trips or tours may be sponsored by student organizations or by the host university. Opportunities for individual or team sports may be available. Some of these activities are arranged under the auspices of the host university, and others may be available in the community. Cultural norms tend to determine the type and variety of athletic facilities, and few foreign campuses offer the athletic facilities and opportunities to be found on the typical CSU campus.

To some, international education is synonymous with travel. IP students are encouraged to avail themselves of the many opportunities they will encounter for recreational and educational travel abroad during and after their year of study. IP does not, however, give academic credit for travel, and such travel must not interfere with academic responsibilities. Recreational travel must be carried out during vacation and holiday time and not during class time. Students have the opportunity for extended travel at the end of the academic year. Costs for such travel are not included in the prepaid fees or cost estimates.

Hitchhiking is a dangerous practice and all IP students are strongly encouraged to avoid it.

Students are expected to maintain regular attendance in classes and to remain at the study center during the academic terms. During any absence from the study center, students should provide the Resident Director or host institution staff with details of their itineraries so that, if emergencies arise, the student can be contacted.

Housing & Meals

When housing and/or meal arrangements are made on a group basis by OIP, these must be used by participants. Request for exceptions to this requirement must be submitted in writing by **May 15**, and are reviewed by OIP on an individual basis. Married students and students with accompanying dependents may be required to make their own housing and meal arrangements even in cases where the program provides housing for single students. At study centers where students make individual housing decisions, they are individually responsible for fulfilling the financial and legal aspects of occupying their residences.

Changing Housing

If students begin the year in program-arranged housing, they may move out on an approved basis only if the following conditions are met:

- The host university dormitory authorities or other owner-managers concur and the student has met the terms of the lease or agreement.
- The move will not jeopardize the availability of housing for the following year.
- The Resident Director or Resident Coordinator, where applicable, approves.

- Any applicable penalty or quittance fees are paid.

Any refund to the student for prepaid housing fees will be made only to the extent that the housing authorities are willing to release IP from commitments made on behalf of the student.

In centers where IP places students in family-stay housing (e.g., Denmark, Japan, Mexico), termination of the arrangement before the end of the academic year may be accompanied by an assessment of two months' rent. The Director of International Programs will make the final decision as to whether this early termination charge will be levied; if so, it will be paid in full to the family affected.

If a student moves out of program-arranged housing for personal convenience, or is ejected from program-arranged housing as a result of misconduct, IP will not stand responsible for securing replacement housing for the student.

The terms of lawful leases, signed by students who occupy accommodations at IP study centers, and as interpreted by local officials under the terms of host country law, take precedence over IP's housing regulations. Students are subject to the full range of civil penalties for abuse of property or evasion of contractual obligations abroad in the same way they are subject to such provisions at home. Where legitimate debts arise from accepting accommodations owned or managed by the host universities, or other public entities associated with these universities, such debts may become debts owed to the Board of Trustees of The California State University and to the State of California.

Withdrawals

Prior to Departure

Students who decide not to participate in IP must complete the Predeparture Withdrawal Notification form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate. Refer to the next section for information on possible refunds. These students retain their status as continuing students at their home CSU campuses. It is their responsibility to contact their home campus regarding registration for the upcoming term.

After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or Coordinator or host university representative, and complete the Program Withdrawal form.

Students who discontinue their academic programs without notifying the overseas staff or OIP may receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from IP, but also from the student's home CSU campus for the remainder of the current term.

Students who are receiving financial aid should consult their home campus Financial Aid Office regarding any return or repayment of grant or loan assistance received.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

No refunds will be made for the IP student Abroad fee after departure.

No refunds will be made for health insurance cancellations after departure.

No refunds will be made for nonparticipation in IP group activities.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in IP.

For those students who fully participate in the program, a separate accounting is made to each participant of all funds collected and expended on their behalf by OIP. As OIP makes liberal estimates of costs to cover all likely contingencies, there is usually a small amount of money left in each student account. These funds are normally returned to the students as a post-program year refund. Refunds to students are made at the sole discretion of the Board of Trustees. The Director of the International Programs, as agent for the Trustees, may make exceptions to this policy

at any time without advance notice, and may make individual determinations. In particular, the Director may withhold refunds in those cases where students have not appropriately discharged their legitimate debts and claims to host institutions overseas. Refunds are processed at the end of the academic year, when a full accounting can be made. Completing this final accounting may take up to three months or more after the end of the academic year, depending on billing practices in the host country.

Renewal Students

IP is designed as a one-year academic experience; however, some students will want to spend a second year overseas. Renewal applications will be considered taking into account the following factors:

- The renewal applicant does not take the place of an eligible first-time participant.
- Graduate students are not eligible to renew.
- The overseas center and host university can accommodate the student and assume the additional academic and administrative responsibilities.
- The renewal applicant has the support of the overseas Resident Director or Coordinator or host university representative, home campus administrators, and the academic advisor.
- The renewal application is received in OIP by March 1.

Students with Dependents

If you indicated on your application that you will be accompanied overseas by your spouse and/or children, you must complete a copy of *Information for Students with Accompanying Dependents* which you will find in Packet #1 online. It discusses some topics such as housing and child schooling, and the attendant extra expenses. Also included are *Instructions for Students with Dependents* listing the items that OIP needs from you and a worksheet for you to calculate the extra expenses for your dependent(s). The *Application for IP Group Health and Accident Insurance for Accompanying Dependents* (also in Packet #1) should be sent to OIP by **May 15**.

If you are planning on having your dependents with you overseas and have not received this information, please contact OIP immediately. Note: OIP can provide assistance to **legal** dependents only, i.e., spouses and children.

Student Conduct

General

During their stay overseas, IP participants are not only responsible for their own personal conduct, but how their actions reflect on IP, the CSU, the State of California, and the US. Abuse of the hospitality of a host university or community on the part of a few can result in the loss of opportunities for many. It is important, therefore, that participants pay particular attention to the acceptable norms of conduct

in their respective host countries and abide by those standards. Under most circumstances simple honesty, courtesy, restraint and respect for the law are usually sufficient guides for proper conduct anywhere.

Standards of student conduct for IP students are established both in domestic and host country law, policy, and practice. The standards of conduct also form part of the agreement signed between the student and the CSU Board of Trustees. In some cases, host countries and institutions apply standards that differ substantially from those normally applied within the CSU. The CSU has concluded agreements with host institutions abroad that recognize the authority of those institutions to apply their own standards to CSU students. It is incumbent, therefore, on students to be fully aware of their responsibilities to the CSU as well as to the host university and country.

Unacceptable Conduct

IP students are selected for their maturity and seriousness of academic purpose. These qualities are inconsistent with inappropriate or unacceptable conduct and such conduct is exceedingly rare among the members of this group. To be clear, however, the following constitute unacceptable conduct:

- cheating or plagiarism in connection with an academic program;
- forgery, alteration, or misuse of official documents, records, or identification, or knowingly furnishing false information;
- misrepresentation of oneself or of an organization to be an agent of the CSU International Programs;
- obstruction or disruption, on or off International Programs property, of the educational process, administrative process, or other official function;
- physical abuse, on or off International Programs property, of the person or property of any member of the International Programs staff, faculty, or student body, or the threat of such physical abuse;
- theft of, or non-accidental damage to, International Programs property, or property in the possession of, or owned by, a member of the International Programs faculty, staff, or student body;
- unauthorized entry into, unauthorized use of, or misuse of International Programs property;
- the sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis;
- possession, or use of, explosives, dangerous chemicals, or deadly weapons on International Programs property;
- engaging in lewd, indecent, or obscene behavior;

- abusive behavior directed toward, or hazing of, a member of the International Programs community;
- violation of any order of the Director of International Programs, or of the Resident Director;
- violation of International Programs rules and regulations as specified in official International Programs publications and correspondence;
- failure to attend classes to the extent normally required;
- failure to carry out a required portion of the program;
- violation of the laws of the host country or the political subdivisions thereof;
- violation of the rules and regulations of the host university institution;
- violation of the terms of stay or visa restrictions imposed by the host country;
- participation abroad in any event, activity, or conspiracy of a political nature, or the making of any public statement which might tend to embarrass or inconvenience the CSU International Programs or endanger the welfare of participating students;
- conduct which might be harmful to the International Programs or infringe upon the opportunities and benefits available to participating students;
- failure to discharge lawful debts abroad in a responsible and timely manner;
- conduct which represents a danger to the personal safety of the student involved or to other students, faculty, or staff members;
- flagrant disregard of local customs, mores or beliefs which might result in offending or antagonizing host country citizens or officials;
- violating the rights of any other participating student or students, faculty or staff members;
- soliciting or assisting another to do any act described above.

Sanctions

Each International Programs student signs an agreement with the CSU Board of Trustees which recognizes the authority of the Director of International Programs as the agent of the Board of Trustees, and at the sole discretion of the Director, to apply appropriate sanctions for the violation of the above items of unacceptable conduct, or other items of unacceptable conduct which the Director, again at the sole discretion of the Director, shall establish. Such sanctions are rarely applied, but must be brought to the attention of program participants:

- **Reprimands** – Verbal or written notice of unacceptable conduct. Reprimands set forth requirements for improvement of behavior and are intended to assist the student in correcting that behavior as part of the educational process where the conduct is remediable;

- **Probation** – Written notice of unacceptable conduct which sets forth specific terms required to avoid termination of enrollment where such conduct is deemed remediable, but of a serious nature;
- **Disenrollment** – Disenrollment and expulsion of a student from IP is the final sanction available to the Director of International Programs as a means to remove students from the program who have committed serious infractions and whose unacceptable conduct is deemed unremediable. Students being considered for disenrollment are provided a fair and timely opportunity to explain, justify or deny the behavior in question, or to raise matters of mitigation prior to any decision to disenroll. Disenrollment means termination of status as an enrolled student, the probable termination of legal status in the host country, and withdrawal from the academic program at the host institutions abroad with all of the attendant academic and personal consequences thereof. Disenrollment from IP is not necessarily prejudicial to a continuation of enrollment at the student's home CSU campus; depending on the seriousness of your action, students may be subject to additional action.
- **Summary Disenrollment** – On those occasions where serious incidents of unacceptable conduct are combined with any form of imminent danger to the personal safety or health of the student involved, or where any threat to the safety, health or well-being of any other student participant, faculty member or staff member is involved, or where the continued operation of the International Programs is placed in imminent jeopardy by the conduct of the student involved, the Director of International Programs may carry out, at his sole discretion, an immediate disenrollment of the student involved without opportunity of appeal or mitigation.

Grievances

Students who believe that they have been treated unjustly, or have been victims of an error on the part of the staff or the administration of IP, should make every effort to resolve the issue by consulting the Resident Director, if applicable, or the Director of International Programs. Should there be no satisfactory resolution of the problem, it will be the responsibility of the Director of International Programs to advise students with grievances in a timely manner on the availability of additional channels of appeal or assistance as may be appropriate and applicable to the circumstances involved.

CSU International Programs Alcohol Policy

IP does not tolerate alcohol abuse by its participants. Alcohol may be consumed by IP participants of legal drinking age (in the host country). Students must understand that, if they choose to drink alcohol, they remain accountable for their actions and, therefore, must drink responsibly, following all host university and country rules and laws related to alcohol. Prior to departure, students are advised to research their host country's alcohol-related customs and laws.

The intent of this alcohol policy is to help IP achieve the following goals:

- Ensure that alcohol is never the primary focus of an IP event.
- Communicate to IP participants that they are expected to act responsibly regarding their consumption of alcoholic beverages while living abroad.
- Raise student awareness that, when choosing to consume alcohol abroad, students are subject to the local laws related to alcohol consumption.
- Remind IP Resident Directors and staff overseas that they should strive to create an atmosphere that does not encourage students to drink alcohol and that respects those who choose to abstain.
- Warn students that excessive drinking or drunkenness is not condoned and will never serve as an excuse for misconduct.
- Encourage students to be aware of local customs and laws related to alcohol consumption.

CSU International Programs Statement on Sexual Harassment

Sexual Harassment

It is the policy of the CSU to maintain a working and learning environment free from sexual harassment of its students, employees, and applicants. All students and employees should be aware that the CSU is concerned and will take action to eliminate sexual harassment. Sexual harassment is conduct subject to disciplinary action.

As a CSU program, IP is concerned about sexual harassment abroad. This policy statement and the procedures below apply to students and employees of the CSU. Students should be aware that this policy does not apply to faculty, students and staff of host institutions abroad.

IP emphasizes the importance of orientation and open communication in order to promote a preventive approach that addresses and explains issues before they escalate into more serious problems.

Is There an International Definition of Sexual Harassment?

IP participants should understand that a definition of sexual harassment abroad must take into account the legal system and culture of the host country. Legal standards and cultural norms may be different than those in the US and this can make harassment difficult to identify abroad.

During orientations before departure and once abroad students will receive information regarding the host country and culture. In some cultures verbal comments that may be offensive in the US may be acceptable abroad. At the same time some types of dress that are considered appropriate in the US may send different messages abroad.

Reporting Sexual Harassment

All alleged incidents of sexual harassment should be reported to the Resident Director, Resident Coordinator or host university contact person. That person will consult with OIP regarding the issue. OIP will consult with other appropriate staff as necessary. On-site personnel and OIP staff should keep a written record and notes of any conversation surrounding these allegations.

Responding to Sexual Harassment

Staff should respond to complaints in accordance with IP policies and procedures for responding to such allegations.

Intercultural Gender Relations

It is equally important for both men and women traveling abroad to understand issues surrounding intercultural gender relations. Gender relations may be initiated differently in different cultures and all students traveling abroad should educate themselves about their host country's customs and norms before they go. Knowledge increases competent behavior, which can also be important for personal safety.

Before going abroad, students are encouraged to learn about how interpersonal relationships are initiated in their host country. Understanding the meaning behind certain behaviors that are second nature in the US may drastically affect your experiences with host nationals abroad. Such things as clothing styles, make-up, cologne, eye contact, facial expressions, distance between people talking and even hairstyles may send unintended messages in another culture. Students who are unaware of these cultural differences may inadvertently find themselves in uncomfortable or dangerous situations.

Therefore, students are urged to learn as much as possible about the cultural norms of their host country. Your IP Campus Coordinator may be able to point to some valuable reading material on the subject of culture. Another way to learn about your host country's culture is to talk to former IP participants or to international students from that country. Every CSU campus has an international student office that may be able to introduce you to students from the country you will be going to. Again, knowledge increases culturally appropriate behavior.

Privacy of Student Information

Section 7(b) of Federal Public Law 93-579, popularly referred to as the Privacy Act of 1974, became effective January 1, 1975. This section of the statute requires that any federal, state, or local government agency which requests an individual to disclose his Social Security account number shall inform that individual whether that disclosure is mandatory or voluntary, by what statutory or other authority such number is elicited, and what uses will be made of it.

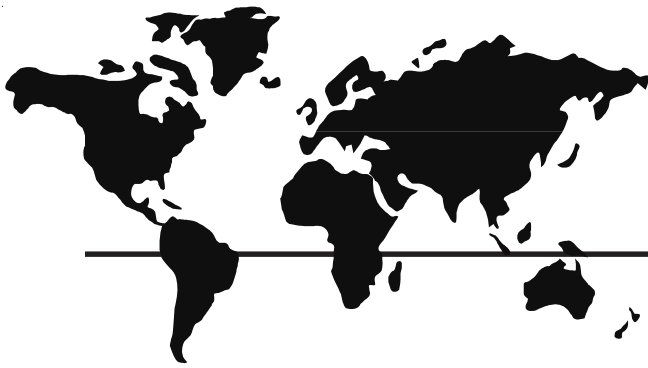
The application for admission to The California State University International Programs requires each applicant to provide his or her Social Security number. Authority for this requirement is found in Section 41201 of Title 5 of the California Code of Regulations, and Section 6109 of the Internal Revenue Code.

The student's Social Security number is used as the individual identifier in all student records which may include application files, registration records and certification documents, academic records, financial aid and transaction records, and transportation and insurance documents. Also, the Internal Revenue Service requires the University to file information returns that include the student's Social Security number and other information such as the amount paid for qualified tuition, related expenses, and interest on educational loans. That information is used to help determine whether a student, or a person claiming a student as a dependent, may take a credit or deduction to reduce federal income taxes.

It is IP policy to protect the personal information of participating students from unnecessary or inappropriate disclosure. Personally identifiable records are not shared or distributed to private individuals or agencies unless such sharing or distribution is authorized by the student or unless otherwise provided for in law. In circumstances where the safety or well-being of participants may be involved, information derived from official files, reports or records relating to participants individually or collectively may be utilized as deemed appropriate by the Director of International Programs for official purposes. Such information may be disclosed pursuant to host country law or regulation whether or not such disclosure is consistent with the laws or regulations of the US or the State of California.

Nondiscrimination Policy

The CSU International Programs welcomes diversity in its student body and seeks to include all who share its values of improved intercultural communication and international understanding. No person shall on the basis of race, color, sex, disability or national origin be excluded from participation in, be denied the benefits of, or be otherwise subjected to unlawful discrimination under the International Programs.



Preparing For Your Year

Passports

You must have a passport to leave from and return to the United States. **Apply now for a passport if you do not have one**, or renew your passport if it has expired. If you already have a passport make sure that it is **valid six months beyond your stay abroad**. Do this as soon as possible, as the process can take several weeks.

If you are applying for a passport for the first time, you must apply in person. You can apply for or renew your passport at over 4,500 passport acceptance facilities nationwide that include many federal, state and probate courts, many post offices, some libraries and a number of county and municipal offices. These designated facilities are very convenient because they are located near your home. We recommend that you start by contacting the largest post office or courthouse in your area. You can find information on the web about how to obtain a US passport at:



Passport Services and Information:

<http://travel.state.gov/passport/index.html>

If you need your passport urgently, you are advised to go to one of the passport agencies listed below in person. Note: you will probably need an appointment, so we advise you to call ahead.

Los Angeles Passport Agency

Federal Building
11000 Wilshire Boulevard, Suite 1000
Los Angeles, California 90024-3615
Telephone: (310) 575-5700

San Francisco Passport Agency

95 Hawthorne Street, 5th Floor
San Francisco, California 94105-3901
Telephone: (415) 538-2700

The following items are needed to obtain a US passport:

1. Proof of citizenship: A previous US passport, naturalization papers, or if you were born in the US, a CERTIFIED copy of your birth certificate bearing the seal of the city, county, or state custodian of records. Hospital birth

records are not acceptable. Make sure that you have the proper documents to avoid delays in getting your passport. Bear in mind that obtaining out-of-state birth records can take as long as six weeks.

2. Proof of Identity (previous passport, current and valid Driver's License, government ID, military ID, student ID).
3. Two recent identical passport photos.
4. Be prepared to pay a fee (\$100 as of 2/1/08) by cash, check or money order. Not all passport agencies accept credit cards.
5. Complete application form DSP-11 (Do not sign it until the Passport Acceptance Agent tells you to do so.) These are available from passport agencies, acceptance facilities, and on the Internet from the US State Department.
6. Know your Social Security number. You do not need your card, but you do need to provide your Social Security number.

After you receive your passport, sign it and keep it in a safe place until your departure. Send a photocopy of the pages of your passport with your photograph and personal information to OIP by **May 15**. It is also a good idea to make yourself a photocopy of the pages with your photograph and personal information. Keep this copy separate from your passport.

Visas

You are required to have a student visa before traveling to Korea.

Citizens of countries other than Korea must have a student visa (D-2 visa) to enter Korea and study at Yonsei University. It will be your responsibility to obtain your student visa. You will need the "Certificate of Admission," which you will receive shortly from Yonsei University in order to apply for your student visa at one of the Korean Consulates.

In order to apply for the student visa (D-2), you will need to present the following items to the Korean Consulate (either by mail or in person):

1. The Certificate of Admission to Yonsei University.
2. A valid passport.
3. A completed visa application with a recent 2" x 2" color photo attached. <<http://www.koreanconsulatela.org>>.
4. Payment of \$45 (We advise you to pay by cash or money order. Not all Consulates accept credit cards.)
5. We recommend that you apply in person, but if you apply by mail, be sure to send everything by certified mail and provide a self-addressed, certified return envelope for the Consulate to use to return your passport and visa to you.

Korean Consulate

3243 Wilshire Boulevard
Los Angeles, CA 90010

Tel: (213) 385-9300 ext. 45 (visa department)
<<http://www.koreanconsulatela.org>>

Korean Consulate

3500 Clay Street
San Francisco, CA 94118

Tel: (415) 921-2251

The Visa Application Process: Your Responsibility

A visa or a residence permit (as it is called in some countries) provides permission for you to remain in a country for a period of time. It is an acknowledgement by a foreign government that they trust you. The government official who issues you a visa or residence permit is giving permission to enter his or her country for the purpose indicated on your visa/residence permit application and with the understanding that you intend to leave on the date stated on your application. You should value the receipt of visa approval and honor their decision by showing respect to the country where you have been given permission to live for the academic year.

In recent years applying for and obtaining a visa has become increasingly complex. The United States and many other countries around the world have strengthened their requirements, increased the scrutiny they give all applications, and as a consequence lengthened the processing time. If a visa is required for your country, you must go through the process. It may be frustrating and it may at times seem arbitrary, but you will need to remain patient and calm, getting upset or losing your temper will not help.

Each year, the Office of International Programs (OIP) gathers information from the foreign governments to request information about the student visa application procedures. These are the instruction included in this Participant Guide and other mailings. It is possible that regulations will change and if we are made aware of any changes, we will notify you.

OIP does not set the rules or control the visa or residence permit application process. This is a request from you to a foreign government. OIP and the California State University cannot act on your behalf or intervene with the foreign government and will not be able to speed up processing or alter the rules.

In nearly all cases, CSU students participating in the International Programs are issued visas/residence permits in time to participate in their study abroad programs. In some cases there may be delays, and in very rare cases, students have been denied visas. The visa/residence permit application process is entirely your responsibility. Please follow instructions exactly and carefully.

NOTE: You may feel that you have followed all of the instructions, submitted your visa application and all of your documentation beautifully, early and in duplicate. However, **no one has the right to be issued a visa and you will have to respond to whatever additional requests the Consulate may make.**

Non-US Citizen

If you are not a citizen of the United States, special travel restrictions and/or requirements may affect you.

1. Inform OIP of your citizenship status not later than **May 15**. If you are a permanent resident, you must send OIP a copy of your alien registration card (green card).
2. Contact the consulate of your host country to find out about special visa fees or requirements.
3. Before you can apply for a visa or residence permit, you need a passport (or travel document) that is **valid six months beyond your stay abroad**.
4. If you are a permanent resident of the US or visiting the US on a student visa, you must consult the US Citizenship and Immigration Service (USCIS) about the documents you require for reentry to the US

Keep OIP informed of your progress in dealing with these issues. It is your responsibility to determine and comply with all USCIS and host country requirements necessary to study overseas.

Transportation

You will make your own arrangements to travel to Seoul, Korea, and you must plan to arrive on the date indicated.

Contact your own travel agent and shop around to get the best fare. You will need a ticket that is valid for one year. You will deal directly with the travel agent to make your reservations and payments.

Please complete the Flight Information form and return it to OIP by **July 15**.

Although you are traveling independently, you are agreeing to the following conditions:

1. You will not depart before visa approvals (where required) have been obtained.
2. You will make scheduled payment before departure.
3. You will notify OIP in writing if your plans change.
4. You will report to your overseas center on the day and time specified. Reporting instructions will be provided by OIP. You should plan on arriving on or before the arrival date.

In the event that there is a change to the starting date of the program, it is your responsibility to make modifications to your Flight Information form to accommodate such changes. OIP is not responsible for any nonrecoverable transportation charges you may incur.

5. You will not be met at the airport. Accommodations and program services will not be available to you until the starting date of the program.
6. You release OIP of any responsibility for your transportation to the overseas center.

Air travel involves risks and could result in damage to property, injury to persons, and death. Please be informed that the California State University assumes no liability for damage, injury, and death which may occur during air travel required by the California State University-affiliated programs. Your participation in the program is voluntary, and you participate at your own risk.

Prior to departure you must sign an agreement, which includes a release from liability (see Agreement section of this book).

Travel Agencies Specializing in Student Travel:



Travel CUTS

<http://www.travelcuts.com>
1-800-467-4595

STA Travel

<http://www.statravel.com>
1-800-781-4040

Photographs

Seven (7) identical official passport photos are required.

- Send **2** photos to OIP for official use (place in mini photo envelope sent with this Guide - **do not** seal envelope)
- **4** photos for the Yonsei university application
- **1** photos will be needed for your visa application (**keep** these, **do not** send to OIP)
- Additional photos may be required by Yonsei.

The photos MUST meet these requirements:

- 2" X 2" high-resolution color or black and white photos.
- Full face view and have only your head and shoulders at the center of the photo

- Taken on a white background and printed on photo paper.
- Photocopies, scanned or digitally altered photographs **will NOT be accepted.**
- The most convenient way to get acceptable photos which will not cause any delays is to obtain them at a passport photo service.

International Student Identity Card (ISIC)

OIP recommends that you purchase the ISIC, a card internationally recognized as proof of student status. The card provides cardholders with discounts and travel benefits around the world.

The ISIC also provides basic health and accident insurance while you are traveling abroad, which will supplement the mandatory IP health insurance. Cardholders also have access to a toll-free Traveler's Assistance Hotline for assistance in medical, legal, and financial emergencies.

If you are interested in obtaining the ISIC, you must purchase it on your own. OIP does not provide students with the ISIC. You may purchase the ISIC online <www.myISIC.com>.

The website also provides a list of available discounts in each country.

Packing

Refer to the *Student Experience Report* for suggestions on clothing and other personal items to take with you. In general, you will find that what students wear in California is acceptable overseas, taking into account the local climate, particularly the fact that winter is usually harsher than at home. It is important to take clothes that demand little care, since you may not have easy access to washers, dryers, and ironing boards.

Many students wonder about taking musical instruments, bicycles, skis, or surfboards. When making this decision, consider that airlines may charge extra for these items and remember that you must be able to carry them in addition to your other luggage. Also consider the possibility of damage enroute, the problem of storage, and how much you will actually use the item. If you will only use your skis for a two-week winter vacation, it might be simpler to rent a pair. Similarly, it might make more sense to buy a secondhand bike overseas and sell it before you come home instead of risking damage to the one you own.

Whatever you decide to take, try not to take too much. There are several reasons for this advice: it is likely you will have limited storage space overseas, you will have to carry it all in your luggage (or have it shipped), and you will have to ship or bring it all home at the end of the year—along with everything you have bought while overseas.

Lightweight, easy-to-carry luggage is recommended. Check for sturdy construction; a broken zipper can be very frustrating on a trip. Consider also that you will use at least part of

your luggage on vacations during the year. If you take a backpack, consider an internal frame pack or one with no frame at all; these are useful for vacation travel and can be carried comfortably for two or three miles. Packs with external frames are easily damaged on overseas flights and are unwieldy on trains and buses; take one only if you plan extensive backpacking trips while overseas.

Airlines require that you have a name tag on each piece of luggage.

Based on past experience, it is a good idea to pack your carry-on bag to include everything you might need for a couple of days. If the rest of your luggage is delayed, you will at least have your necessities. Anything of great monetary or sentimental value should travel in your carry-on, or be left at home. No matter what the maximum baggage allowance is for your flight, keep in mind that you must be able to carry all of your own luggage on the trip overseas. Being able to pick up all of your bags at one time is not enough; **try carrying them outside and around the block.**

Shipping

In order to keep your luggage within the necessary limits, you may need to send some of your belongings overseas rather than carry them with you. The least expensive and most convenient method is to use surface mail through the US Postal Service. Airmail and express service also possible, but more expensive.

Check with the post office for size and weight limits on packages and packing regulations. Line packages with plastic bags to protect against moisture.

Send only used personal belongings to avoid paying duty overseas. Be sure to list contents of packages as "Used Personal Belongings." Parcels can and will be opened for inspection by customs agents overseas.

Address the package to yourself c/o the overseas mailing address provided in the next section. Put your name and address on the inside as well.

Mail your packages so that they will arrive overseas after you do; the center may not be open during the summer months to accept mail or packages. Packages can take up to three months, depending on the destination. In some locations you may have to pay charges at the other end,

such as a fee for storage until you can claim your package or a charge to deliver the package to you. There may be additional formalities and changes due to French customs requirements.

An alternative to mailing packages in advance is to wait until you are overseas to decide which extra items you really need. Then ask someone at home to send them to you.

Shipping a trunk is not recommended because of the expense and inconvenience. You must pick it up at the dock, which could be a long way from where you live, and then reverse the process to ship it home at the end of the year. Air freight is not normally recommended for the same reasons: you would need to retrieve your package at the airport and/or pay a sizeable fee for customs, handling, and delivery.

Electrical Appliances

The United States operates on 110 volts AC (alternating current) at 60 cycles. Most of the rest of the world operates on 220 volts AC (although Japan operates on 100 volts at 50 cycles). This means that, when you plug an American appliance into a foreign 220 volt outlet, the result is a damaged appliance. In order to use your electrical appliances in most foreign countries, you will need to use converters and adapters.

Converters, which plug into the wall outlet, convert 220 volts foreign current into 110 volts American current by cutting in half the number of volts flowing to your appliance. There are two-types of converters: lightweight (up to 50 watts) for low wattage equipment like radios, calculators and electric razors; and heavy duty (from 50 to 1600 watts) for high wattage appliances such as hair dryers and irons. This explains why the converter outlet in your foreign hotel room is marked "for electric shavers only."

Adapters, on the other hand, are simply a means of changing the shape of the prongs which go into the wall outlet. They do **not** convert voltage. There may be three prongs instead of two (the third is a ground) and the prongs may take a number of different shapes, sometimes even within the same country. If you are going to travel in a number of countries, you will want to have a number of different adapters.

World Electric Guide:
<http://www.kropla.com/electric2.htm>





The Korea Program

The CSU International Program in Korea is arranged through the Division of International Education Exchange (DIEE) of Yonsei University. Yonsei is the oldest university in Korea, dating to the founding of a hospital to teach and practice Western medicine. The hospital combined with Chosun Christian University in 1957 to form Yonsei University. Today, Yonsei is a large, modern university with 35,000 students offering degrees through the doctorate. Information on the DIEE can be found on the web at: <<http://www.yonsei.ac.kr/~ysid/>>.

During the year, you will be a part of a group of about ten CSU students attending courses offered by the DIEE. Approximately one hundred visiting international students participate in the program each year where courses are taught in English. You will have a wide variety of different subjects to choose from. Previous study of the Korean language is not required, however, all CSU students are required to take Korean language throughout the year.

There is no CSU representative, but rather you will be assisted by the DIEE staff. The DIEE staff will be available to help get you settled, to provide academic guidance, and to assist you with problems during your stay. Additional specific information will be provided to you in a future mailing.

The Yonsei University Application

Please complete the Division of International Education and Exchange Application, which you will find at <<http://ysid.yonsei.ac.kr>> and submit by **May 15**.

Arrival

You are responsible for making your own travel arrangements to Seoul. The dormitories at Yonsei University open on **August 25, 2008**, and we advise you to arrive and check in on that day. If you arrive earlier than this date, you will be responsible for arranging and paying for your own housing until the dormitories open.

You will probably arrive at Incheon International Airport. Incheon International Airport (IIA) lies 52 kilometers west of the heart of Seoul. It began full operation on March 29, 2001, and is now the main international airport serving

Seoul. For information about the Incheon International Airport please visit the following website: <<http://jforge.com/tk/guide/trans/>>.

The International Yonsei Community (IYC) is a central student club for international students and its members provide an airport pickup service. For 30,000 KRW (US\$25), you will be met at the airport and taken to Yonsei University by airport limousine bus. For more information e-mail: IYCIAN@hotmail.com. Provide them with your name, the name of the airport you will depart from and your arrival date and time.

The DIEE has also contracted with a company to provide airport pick-up service. Airhelp Center International provides airport pick up for 56,000 KRW (US\$55). The online reservation system can be found at: <<http://www.airhelp.co.kr>>.

Tel: 82-2-723-7873

Fax: 82-2-723-8353

E-mail: sevice@airhelp.co.kr

A taxi ride is another convenient option, however it will cost close to US\$60.00. For additional information about transportation from the airport: <<http://english.metro.seoul.kr/visitors/trans/airport/iia/trans.cfm>>.

Orientation

Orientation is mandatory. The staff of the DIEE will provide you with all of the practical information you will need to know as you get settled in your new environment.

During orientation, you will also make your course selections for the fall semester. In addition, the staff will announce when the Korean Language Placement Exam will be given. All IP students must take this test so that proper placement will be made for the fall Korean language classes.

Registering for Classes

WARNING: It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from registering for classes. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

Actual course offerings and complete course descriptions (syllabi) are available on the Yonsei University website <www.yonsei.ac.kr/~ysid/> and will also be distributed at the orientation program at Yonsei when you register for classes. Students who are proficient enough in the Korean language may, with permission, take any course among the more than one thousand regular courses offered at Yonsei.

Housing

You are responsible for reserving your own housing prior to departure. Most students choose to live in the International House, a dormitory that can house up to 240 students in double rooms.



Application and Instructions for Reserving Dorm Room:

www.yonsei.ac.kr/~ysid/

The dormitory is comfortable, as it has been recently remodeled, and the staff is friendly. Both Korean and foreign students live in the dormitory to create an international atmosphere; however the primary language spoken in the dormitory is English. There is no cooking allowed in the dorms. Students purchase their meals on campus at one of the cafeterias, or at one of the many local restaurants. There is shared-refrigerator space for storing milk, bread, or other perishables. Nearby bakeries have coffee and rolls for breakfast, and both pizza and Chinese food can be delivered to the dorms. Many meals cost as little as the equivalent of US\$3. Most students can eat adequately with a food budget of US\$400 per month.

The dormitory also has a lounge, a weight room, a computer room, and a laundry room (washers and dryers). Laundry facilities are not coin operated; rather, all dorm residents pay a fee each term for unlimited laundry use. The dormitory also has central heating and air conditioning. Dorm rooms are small, but western-style with twin beds. In addition, to a bed, each person is provided a closet, a desk, and a small bookcase, one set of sheets and a pillow. Quilts are provided in the winter. Students should bring their own towels and slippers.

Dorm housing is reserved on a first-come, first-served basis. You can find the application and instructions for reserving a dorm room online.

Another option is to live in a *hasuk-chip*. These are boarding houses where local Korean students live as well. They cost a little more, but they offer a meal plan. If you are focusing on learning the language, this might be a better option. Another benefit is that you get your own room, but one disadvantage is that there are no clothes dryers.

Students who are interested in meeting Korean families are encouraged to join the Host Family Program. Cultural exchanges and friendships result as students spend time with their host families. Activities can include trips, eating dinner, visiting certain areas of Seoul and others. If you wish to take part in the Host Family Program, please contact the International House Coordinator, Mr. Seok-Min Choi (dorm@yonsei.ac.kr).

Special Events/Planned Activities

Yonsei University has organized the International Buddy Program for the purpose of promoting interaction between the international students and regular Yonsei students. Its aim is to help international students adjust to the new environment, as well as minimize feelings of loneliness or isolation that you might feel when you first arrive. This program enables you to learn and experience the real "Korean way" firsthand from your Yonsei "buddy". Likewise, you can reciprocate by introducing your own culture and lifestyle, thereby broadening your buddy's worldview as well. Yonsei University accepts applications from both international students and Yonsei students, and tries to match students based on their similar interests. The DIEE will organize a few activities for you and your "buddy", but you are free to organize your own meetings and activities. All international students are encouraged to participate in the Buddy Program. If you would like to participate, just check "Yes" on your Yonsei application form.

You may also want to join the International Yonsei Club (IYC), a group of Yonsei students who are interested in building stronger ties between Korea and the world. IYC is an excellent place to make new friends and arranges retreats, activities, language exchanges, and forums. All are welcome. See their web page: <<http://suny.yonsei.ac.kr/~iyc1/>>

Computer/Internet Access

You will have access to the computer facilities at Yonsei University. In addition, every room in the dormitory is equipped with LAN connections for Internet use. Although Yonsei has computer facilities, we recommend that, if you have a laptop computer, bring it with you, as it will prove to be very convenient during your stay.

Telephones

Telephone service in the dorms is somewhat limited. Each room has one telephone connected with a central switchboard that only accommodates incoming calls. To make outgoing calls, you have to leave your dorm room. The dorm does have several pay phones for your use. In addition, outgoing collect or credit card calls may be placed on the "Home Country Direct" phones in the lobby or courtyard

area. Outgoing local calls or international “cash card” calls may also be placed at the phones in the lobby.

For ease, most students get cellular phones. You can usually purchase a used cell phone for US\$45 or less. You can purchase a cell phone in the cellular stores. Monthly costs depend on how much you use your phone, of course, but students have gotten by on as little as \$20 a month.

To call the US, you might want to purchase prepaid phone cards, which the DIEE sells at a good price. You can purchase prepaid cards almost anywhere in Korea, including convenience stores and phone stores. The staff can tell you more about this during orientation in Seoul. To make calls home to the States, dial 007 + 001 (area code + the number). For the lowest rates, try making your calls after midnight and on the weekends.

Money Matters & Banking

Before you go, you should have enough money in a bank account/ATM to cover your first two months worth of expenses.

Some students open an account at the Hanvit Bank, which has two branches on campus. It is very convenient and most of the students use this bank. Many of the staff speak some English. They use a customer numbering system, where you pick a ticket and wait for them to call your number.

Most ATM machines in Korea do not accept foreign bankcards, but some do, for example those in the subways. Depending on your home bank, you may incur a \$3.00 service charge every time you use an international ATM machine. You should also note that ATM's usually stop working after 11:00 PM in Seoul.

If you are a financial aid recipient, we recommend that you keep your US bank account open and instruct OIP to deposit your financial aid checks into your US account. Then, to access the money in your US bank account, you can use the international ATM machines.

It is very difficult to cash personal checks made out in US dollars in Korea. Even if they are accepted for deposit, it can take up to two months for such checks to clear! Therefore, we recommend that you bring traveler's checks to deposit into your Hanvit bank account upon arrival. Later, if a family member wants to send you money, it would be best for them to deposit it into your US bank account. Telegraphic transfers can be made to your account in Seoul; however, such transfers incur service fees. If you keep your US bank account open we strongly recommend that it be a joint account with someone who will be here in the States while you are in Korea. This way, this person will be able to assist you with any banking matters if necessary.

Some stores accept credit cards, but often there is a 4% surcharge for their use. Credit card cash advances for living expenses can be obtained at the campus bank, but the process can be difficult. Credit card authorization clearance may take from one hour to one day. One or two cash machines downtown are linked to worldwide cash networks

such as Plus or Cirrus, but no such ATMs are on campus. The Korean banking system will take awhile to get used to, and may be very frustrating in the process.

Currency Exchange Rates:
<http://www.oanda.com/converter/classic>



Climate

Korea has four distinct seasons that range from pleasant to severe. From early June to mid-September it is hot and humid. Summer temperatures usually exceed 80 F (27C). Light cotton clothing is suggested.

The winter, by contrast is dry, sunny, cold, and windy. Some snowfall does occur as well. Long underwear, sweaters, hats, gloves and a heavy coat are necessary. The average temperature in winter is about 23F (-5C).

Vacation Travel

To make the most of your vacation time overseas, you may want to do some planning in advance. Before you go, for example, you may want to read the Korea National Tourism Organization's web page <<http://www.knto.or.kr/>> to get some ideas about places you might like to visit.

The long break between semesters, will give you an opportunity to do some traveling. OIP recommends that you use this time to travel around Korea to get to know other parts of the country. Once you are there, you will be able to visit the travel agencies in Seoul that might be able to offer you good student rates for travel.

2008-2009 Calendar

Dates are subject to change.

Arrival Date (Dorm opens)	August 25, 2008
Fall Classes Begin	September 01
Spring Classes Begin	Not available at time of printing

Mailing Address in Korea

You may receive mail at the following address until you obtain your permanent address for the year:

Division of International Education and Exchange
Yonsei University
134 Shinchon-Dong Seodaemoon-Gu
Seoul 120-749, Korea

Dormitory Mailing Address

(Student Name)
Room Number International House
100 Daeshin-dong, Seodaemoon-ku
Seoul 120-160, Korea

Health Care Facilities

International students are advised to go to the Yonsei University Severance Hospital for medical care. Severance Hospital maintains an International Health Care Center where international doctors see foreign patients on an out-patient basis. You will have to pay up front for all services, and then apply for reimbursement from your insurance company. In case of an emergency, OIP can loan you the money while you wait for reimbursement from your health insurance. By all means, if you are feeling ill, seek medical assistance.

No immunizations are required for travel to Korea from developed countries. On the other hand, immunization against typhoid is strongly urged before traveling to Korea. Your tetanus and polio immunizations should be up to date. Some doctors also advise a hepatitis B vaccine. (If necessary, the series can be completed in Korea.) The best thing to do is to check with your doctor and read the latest information provided by the Centers for Disease Control at: <<http://www.cdc.gov/travel/>>.

Most prescription drugs are readily and inexpensively available in Korea. Excellent dental and orthodontic care is available in Seoul. Read your insurance brochure carefully for coverage information.

Europ Assistance USA - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you **MUST** contact Europ Assistance USA and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

Work

Working in Korea while there on a student visa is illegal and may result in heavy fines.

Registering at the US Embassy

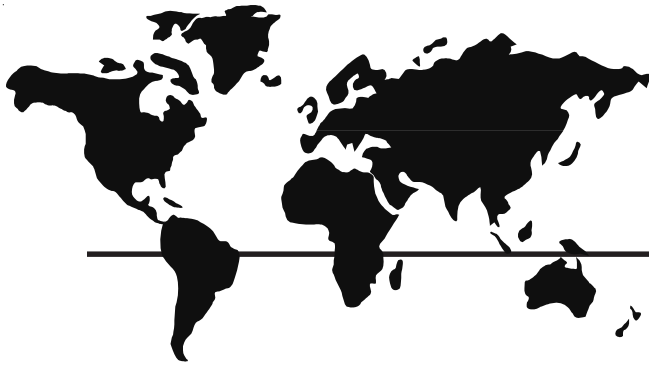
Americans residing outside of the United States for a period of six months or more are always advised to register with the US Embassy. Registration forms are available online at: <<http://www.asktheconsul.org/>>. We advise you to register with the US Embassy in Seoul after you have settled into your permanent housing and are able to provide them with your personal address and telephone number.

Registering assists the US Embassy in the event of serious emergency situations that require the Embassy's support. Examples of such situations include disasters, civil disturbances requiring evacuation, accidents, arrests and serious injury.

The American Embassy
Consular Section
82 Sejong-ro
Chongro-ku
Seoul 110-710

Tel: 02-397-4114 (from within Korea)

Fax: 82-2-397-4101 (from outside of Korea, the country code is 82, and the city code for Seoul is 2. From within Korea, use only the area code 02.)



Academic Arrangements

Your Academic Status as an IP Student

As an IP participant you are concurrently enrolled at your home campus in California as well as at the host university overseas. All coursework completed receives resident credit and becomes part of your CSU transcript. However, it is the prerogative of your home campus to determine how specific courses apply toward graduation requirements. Take special care in completing the Academic Advisement form discussed below.

The Academic Advisement Form

Having gone through the IP application process, you should be familiar with the academic offerings at your overseas center. The Office of International Programs (OIP) requires that you formally plan out the courses you will take by completing, with the help of your major department academic advisor, the Academic Advisement form. Completion of this form provides you with guidance from your major department as to what courses you should take overseas and gives you a clear idea of how these courses will be applied to your degree requirements. If you will be studying overseas in a field other than your major, you should consider declaring a second major or a minor in that field, where available. You should complete the Academic Advisement form with an advisor for the program related to your overseas study.

Before planning to meet with your advisor:

1. Carefully study the Academic Arrangements section of the Guide, the IP Bulletin section that follows, and any other academic information from your host university.
2. Be aware of university breaks, holidays and exam periods since during these times, it may be difficult to meet with advisors.
3. Go over the form itself and complete Parts I and II. Part II is especially useful if you are considering the possibility of graduating at the end of your year abroad.
4. Assemble the necessary materials: this Guide and other academic information where needed, your academic records, your home campus catalog, and the Academic Advisement form with its instructions.

The Academic Advisement form must be submitted to the OIP by **May 15**.

Availability of Courses Overseas

Student access to academic opportunities increases as their academic preparation for the particular host institution environment improves. The major limitations are language fluency and literacy (in non-English speaking countries) and specific preparation in the major. It is important that IP participants develop an accurate view of what they can actually accomplish in their year overseas and set realistic goals. For students studying in non-English speaking countries, students should not overestimate their facility in the host country language and realize that some limits on choice of coursework are to be expected.

The IP Bulletin is the International Programs “catalog” and provides a listing of the kinds of courses offered at our program sites overseas. The courses listed are based on the latest information available at the time of publication so students are advised to visit the host university website on a periodic basis to access the most current list of course offerings. Just as is the case with any CSU catalog, not all of the courses are offered every semester so students should not enter the overseas academic experience with rigid and narrowly defined course requirements.

Please note that courses related to US history and institutions and California State and local governments, as well as science courses with labs may not exist or may not be open to visiting international students. If you have yet to complete required courses such as these, please understand that experience shows that you will probably not be able to take them overseas.

Graduating seniors: Students whose graduation depends on specific courses should note that course availability is not guaranteed. Therefore, graduating seniors must be open to the idea of returning to their home campus for additional terms following their participation in IP. The rewards gained by studying abroad tremendously outweigh the disadvantages of a delayed graduation. Future employers will not evaluate negatively for needing an extra one or two terms to graduate if it means that you will have successfully added an international experience to your resume, learned another language and proven your ability to adapt to another

culture. To the contrary, these accomplishments will be admired. You should not miss out on the opportunity of a lifetime, even if it means that you might have to delay your graduation by a term or two.

Before You Go

You should keep in mind that you might experience a great deal of difficulty in trying to take care of academic formalities at your home campus once you are overseas. You should handle certain matters before you go. Examples are:

- taking—and passing—all English and mathematics proficiency exams required by your campus
- arranging an independent study project
- changing or adding a major or minor
- filing a petition for course substitutions or waivers
- clearing up any incomplete coursework.

If you plan to graduate during or at the conclusion of your year abroad, your graduation may depend on the planning you do before you depart! Critical items to consider are:

- having a graduation evaluation done; some campuses require this before applying to graduate
- filing an application to graduate
- applying for graduate admission to your campus if you graduate mid-year
- completing proficiency examinations in math or English that are required for graduation
- knowing that grades will reach your campus four to six months after your year abroad has concluded. Graduating seniors must take this into consideration when submitting their applications to graduate since degrees will not be posted until all courses taken abroad are reported to the students' home campuses.

Academic Policies

CSU Registration

IP participants are fully matriculated CSU students who remain enrolled at their home campuses while studying overseas. The OIP arranges for the registration of all students at their respective home CSU campuses at the beginning of each term. Therefore, students must NOT enroll for any courses at their home campus for the time that they will be abroad through IP.

Students are not permitted to enroll in on-line courses, which are offered at their home campus or another CSU campus, since the purpose of studying abroad is to engage in full time study exclusively at the study center or host university.

During the year abroad, academic counseling is provided by the Resident Director or host university staff who confers with each student to assist in making course selections appropriate to the student's degree program and assists them with the registration process.

Credit

All coursework taken overseas will be accepted by the student's home campus as resident credit. The appropriate authorities at the student's home campus make determination of the applicability of coursework completed overseas to major, minor, general education, and general elective degree requirements. In some cases, this may mean that a minimum number of units or specific coursework to be credited toward the major must be taken at the home campus.

It is the individual student's responsibility to check all major departmental rules prior to departure for overseas and to meet with the appropriate department advisor(s) to determine which courses will count toward the major and which will count toward elective credit. It is also the student's responsibility to collect and provide course information to his/her advisor.

The advisor determines how courses will be credited to the degree. The advisor may also suggest appropriate courses to be taken abroad which might fulfill degree requirements in terms of course content, course level and unit value. Since courses abroad can differ somewhat from the CSU courses required for your degree, advisors can suggest that the student take similar courses to fulfill specific course requirements. In these cases, campuses usually require that students submit a petition (or course substitution request) to have these courses count towards specific course requirements. This process protects the integrity of the degree and the transcript while allowing students the flexibility of taking related courses to meet specific requirements. Students are advised to discuss the process with advisors and appropriate officials at the student's home campus PRIOR to going abroad.

The Academic Advisement form must be completed as accurately as possible and signed by the department advisor(s), where indicated. Without these signatures, there can be no guarantee that students will receive credit toward their degree objectives.

Even with prior approval for course credit, students are advised to keep course syllabi, term papers, examinations, and any other pertinent materials, until the degree is completed. In addition, it is highly recommended that students take their home campus catalog overseas (or at least the section of the catalog which pertains to the requirements for the degree being pursued). Current catalogs are on the web, but students may find it useful to have printed information from the catalog available.

When selecting courses at their host university, students should choose courses which best represents the home campus course requirement they are seeking to fulfill in terms of course content, course level and the unit value. In cases when the unit value of the home campus course requirement is MORE than the host university course, students should consult with their home campus advisor about selecting an addi-

Academic Tip:

If given a choice of courses, select the one which BEST meets the course description of the requirement that you are trying to fulfill.

tional course which would fulfill the unit value of the home campus course requirement.

Most coursework available at the overseas study center is at the upper division level, with the exception of beginning and intermediate language courses (where offered) and first year undergraduate level courses, which are typically considered lower division courses depending on the course. Graduate credit will be granted only in courses that are judged by the host institution and by the OIP to be graduate level. Graduate students must be aware that credit, in any case, will be granted only if prearranged with their respective home campus major departments and graduate deans. As few as six units per year may be directly transferable into their course requirements for the master's degree; nevertheless, all graduate students are required to maintain a full academic load (see Courseload, below). These additional units may be accepted by their major departments to meet other degree requirements.

Graduate Study

Graduate students are eligible for participation at most of the study centers operated by the IP. Applicants just beginning graduate work should be aware, however, that study abroad at this point in their academic career removes them from the home campus department and advisor at a critical juncture in their studies. It is essential that graduate students considering application for the IP obtain from both their graduate department and dean of graduate studies on the home campus advance information on how work accomplished within the IP can be applied to their degree program. At a later point, this also requires that both the department chair and the dean of graduate studies sign the Academic Advisement form. Graduate students may find that only six to nine units will count toward their degree; they must, however, maintain the unit load requirement.

Students pursuing graduate degrees must obtain classified graduate standing before departure for overseas. They should plan to complete before departure any course or courses which are either required as part of the graduate program and unlikely to be available at the foreign university or are prerequisite to other graduate work.

Graduate students must be realistic about what they can accomplish in a year of study overseas, both in terms of what can reasonably be expected in the way of course offerings and of what preparation they have to pursue the available offerings. They should not expect, for example, to work in a narrowly defined area of specialization, particularly one in which they have not had previous preparation. Similarly, their competence in the language of instruction might not be sufficiently advanced to permit them to take courses for which they are otherwise intellectually prepared. Acquisition of the foreign language in itself may be a valid reason for a graduate student to study abroad; however, such study is usually credited on the undergraduate, even lower division, level.

Students pursuing credentials or second baccalaureate degrees are admitted as post-baccalaureates, but academically they are treated as undergraduate students.

Academic Progress

The IP is an official academic program of the CSU, and all students participating in its offerings are subject to all of the academic regulations of their home campuses as well as those of the IP and the host institutions they attend abroad. Home campus rules for academic probation and disqualification apply overseas at the study centers as they do at home.

IP participants are expected to make normal academic progress and to maintain a grade point average of at least a 2.0. Graduate IP participants are expected to maintain a minimum grade point average of 3.0 for all graded work for the degree. Students who fail to meet these requirements are subject to probation or disenrollment from the IP.

Furthermore, any student whose academic performance does not meet standards necessary for successful progression in the program may be in jeopardy of disenrollment.

Courseload

All undergraduate IP students are required to carry a minimum academic courseload of 15 units per term and a total of 30 semester, or 45 quarter units for the overseas academic year. **This requirement applies to all undergraduate students regardless of the number of units they need to graduate or the enrollment requirement of the host university if this differs from the IP requirement.**

Academic Tip: Undergraduate students must take 15 units each semester regardless of the number of units still required for the degree.
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Any units earned during a pre-session, special session, or preparatory language program conducted outside the host institution academic year calendar, are not counted in meeting this courseload requirement.

Students are not normally allowed to enroll in more than 18 units a semester. Students interested in taking more than 18 units must apply to take the additional units through the OIP. Students requesting to take more than 18 units in the second semester of their international study must be in good academic standing and have earned a B average in the first semester of study.

Students pursuing graduate degrees must carry a minimum of 12 units per term on condition that at least six of those units are taken at the graduate level. Otherwise, graduate students must carry a courseload on the same basis as undergraduates as described above. Post-baccalaureate students pursuing credentials or second undergraduate degrees are required to carry the same courseload as undergraduates as described above.

In exceptional cases, students may petition for a reduction in the prescribed courseload although under no circumstances will students be permitted to enroll in less than 12 units. Such petitions are granted only in cases of extreme hardship due to conditions beyond the control of the student. The discovery that coursework is at a greater degree of complexity than was assumed, that academic requirements are demanding, or that the student faces lower grades than expected are not grounds for the approval of a reduced courseload. Students who withdraw from courses

without approval from the OIP will be assigned the administrative grade of WU (Withdrawal Unauthorized), which for purposes of grade point average and progress point computation, is equivalent to an F.

Extended illnesses and emergency situations requiring absence from the study center are generally considered grounds for the submission of a petition for a courseload reduction. Failure to maintain the prescribed academic load without prior approval may result in disenrollment from the International Programs.

Independent Study

In general, the IP is not designed to accommodate students pursuing independent study. The structure of overseas programs offered by the IP is fundamentally one of immersion in host institution instruction and supporting studies – such as language studies. The pursuit of other academic purposes tends to remove the student from the immersion environment and is, therefore, not generally encouraged. However, there may be a few students whose academic needs involve the completion of a paper or project during the period of study abroad, or who have a unique and very specific interest to pursue which is particularly relevant to the study center locale. In such instances, the OIP may approve limited independent studies on a case-by-case basis.

Where and when it is permitted, Independent Study is limited to a maximum of three semester units per term, except where the student's home campus permits only a lesser amount. In order to carry out independent study, a student may need to possess near-native fluency in the language of instruction, in addition to any special academic preparation and research skills required for the proposed study project. The student must have advanced written approval from the major department advisor and department chair, as well as from the OIP. Independent study must result in a paper or project capable of being graded on the student's home campus. Special tutors are not available, and students must be capable of carrying out all aspects of such study in terms of study and research skills, language skills, and access to appropriate resources. Independent study that involves additional instructional cost to the student cannot be given credit by the IP, and additional cost to the IP cannot be authorized. Upon request, independent study proposal forms will be sent to students interested in independent study.

Internships

Internships are unavailable at most study abroad centers, but where internships are available, the following guidelines are used:

- internships are credited at one unit per three internship hours per week over a 15-week semester;
- internships will not exceed six semester units for the year (i.e. three units per semester);
- internships will be appropriately supervised by an academic supervisor from the host university and an internship supervisor from the organization where the internship is being performed;

- internships require a written component to be stipulated by the host institution/supervisor;
- students seeking internship credit in their major or minor must comply with all the policies and procedures on their home campus for internships and have approval of the major department; and
- the OIP has final approval of all internships requests.

Internship applications must be completed and submitted to the OIP within the first four weeks of the semester. Late applications will be not approved.

Grading

Higher education institutions outside the United States typically use grading systems which differ from those in use in the CSU, or they may not provide grades at all. The examination systems vary widely as well. In many universities, students pursue specific degree objectives in which the individual courses taken are not graded separately. Rather, a final comprehensive examination is given at the end of the year or at the end of the course of study, when the student's advisors feel that the student is prepared in all subject areas. Continuous assessment as known on American campuses is uncommon. Where examinations are given, they are usually highly specific, may focus on only a fraction of the subject, and may be oral or written. Grades for an entire term or year's work may be assigned on the basis of a single final examination.

In order to establish an orderly basis of comparison of grades, the OIP makes special arrangements, where required, to ensure that students are examined. Through the experience of many years the OIP has developed a general system for converting foreign grades to CSU equivalents.

OIP converts grades earned abroad to CSU equivalent grades. Extreme care is exercised by the OIP to ensure that students neither benefit from nor are penalized by different evaluation methods prevailing at the various study centers.

A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student's CSU transcript.

All grades as reported to the CSU campus registrars by the OIP are considered permanent and final except "incompletes" which are rarely given. Under ordinary circumstances a grade may not be changed except to correct a clerical or procedural error. No change of a final grade may be made on the basis of re-examination, review of a student's work in the course or by completing additional work for the course.

If a student disputes a grade for a course while still at the study center, the student should contact the Resident Director or the host university staff, who will determine whether

Academic Tip:

Don't hurt your GPA!
Avoid getting a WU by:
1) taking ALL courses for a letter grade unless the course is only offered on a CR/NC basis; 2) completing ALL courses that you are enrolled in before leaving your host university; and 3) not dropping courses without the OIP's authorization.

or not an error was made. If a student disputes a grade for a course after he/she has returned to California, the student should contact the OIP and request a grade review. The OIP will request that the study center staff check for clerical errors on the student's behalf. In both cases, if it is determined that an error was made, the corrected grade will be reported to the OIP. The OIP will then report the corrected grade to the student's home campus.

Credit/No Credit

Subject to home campus restrictions, students may request to have one course during each academic term reported to the home campus for a Credit or No Credit (CR/NC) grade, for a maximum of six units per academic year. Normally this grading option will not be approved for work intended to apply to the student's academic major.

Courses reported as a CR/NC to the home campus will appear on the student's CSU academic record but will have no effect on the grade point average.

Requests to have courses reported under the CR/NC option must be made at least one month prior to the final examination date of the course. Such requests will be granted only if the student regularly attended class sessions, completed all coursework, and took all required examinations so that a grade can be awarded. Should a student apply for the CR/NC option and it is verified that the student did not complete all required coursework and/or did not attend class or take all examinations, the administrative grade of WU (Withdrawal Unauthorized) will be assigned. For purposes of computing grade point average and progress points, the WU grade is equivalent to an F.

The IP does not permit students to apply the CR/NC option to any course in which the primary objective is the imparting of language competency skills. This applies to courses offered during preparatory language programs and to both required and optional instruction in foreign language during the academic year. This policy applies equally to those study centers where the primary language of instruction is English as to those where the primary language of instruction is a language other than English.

TO HAVE A COURSE REPORTED AS CREDIT/NO CREDIT: Students requesting to have a course or courses reported to their home campus under the CR/NC option must complete a CREDIT/NO CREDIT COURSE REQUEST form.

Incomplete Work

Because of the difficulty of completing and grading work after the end of the academic year overseas, no incomplete grades are given. Students who fail to complete all course requirements by the end of the academic year at their host institution will receive a grade of WU, which is equivalent to an F in calculating GPA and units completed. Exceptions to this policy must be pre-approved by the OIP.

Academic Tip:
Complete all assignments and exams by the end of your year abroad.

Auditing

Students may audit courses provided by the host institution under the following circumstances:

- auditing is permitted by the host institution;
- the instructor has given specific permission for the student to audit;
- the audited course(s) are carried as an overload, not as a substitute for required enrolled units; and
- there is no additional cost to the IP.

Students can audit no more than one course per semester. Audited courses do not receive credit, are not included in the minimum academic course load requirement, and are not reported to the CSU home campus.

Examinations

Students are expected to complete all course requirements and take all examinations for the courses that they are enrolled in before leaving their host university. They may not request early exams or special favors in order to leave before the end of the term.

Host universities can have strict test-taking policies, including refusal to permit students to take exams if they arrive late. Students are expected to read and comply with university policies which pertain to their studies at their host university.

Although some host universities permit students to retake a final examination several weeks or months after the original examination period has taken place, IP participants are not permitted to retake exams in the US.

While You Are Abroad

While you are studying at your host university, you will be required to complete and return specific forms in order for the OIP to credit your courses at your home campus.

1. **Student Program Form.** In order to receive CSU credit for the courses that you took at your host university, it is necessary for you to list the courses you have taken while abroad using the *Student Program* form. Guidelines on how to complete the form will be provided. It is important to read the guidelines carefully before completing the form. The form is due BEFORE you leave your HOST university (before your final exams period).
2. **Course Description Form.** The OIP requires that you complete a *Course Description* form for each course that you have taken at your host university. Be as detailed as possible in the description of the course. These forms are due BEFORE you leave your HOST university and should be attached to the *Student Program* form. Remember to keep a copy of course descriptions and other course related information for your records. You may need to submit course information to your advisor when you return to your home campus.
3. **Credit/No Credit Course Request.** Each semester, you may request to have one course (for a maximum of six units per year) reported to your home campus as a CR/NC except for non-English language courses IF the

Academic Tip:
To access necessary academic information and forms while you are abroad, visit the IP website.

language is the official language of the host country. Refer to your home campus catalog for restrictions governing CR/NC. If you are interested in this grading option, complete the *Credit/No Credit Course Request* form **at least one month BEFORE you take your final exam** for the course and return the form to the IP Coordinator at your HOST university who will forward the form to the OIP on your behalf. Requests that have been submitted less than one month before the final exam date for the course or AFTER the final exam has been taken will NOT be approved. (See Credit/No Credit, above, for more information.)

The Student Program form and Course Description form will be emailed to you in the second semester of your year abroad before the final exams period unless advised otherwise. The Credit/No Credit Course Request form can be found online as well as at the end of the Academic Arrangements section of this Guide and it is YOUR RESPONSIBILITY to submit this form to OIP by the deadline date (see above).

Finally, make sure that your **transcript from your host university** will be sent directly to OIP at the end of the year. Once we have received the above forms and your transcript from your host university, an IP "Academic Report" (similar to a transcript) will be prepared by this office and sent to your home campus where it will be posted on your permanent record. See the following sections for more information.

IMPORTANT: Remember to check your emails on a regular basis to receive messages regarding your academic studies.

Academic Reporting

At the conclusion of the student's study abroad experience, the OIP evaluates and translates courses taken abroad, converts units and grades to CSU equivalent unit values and grades, and **reports all courses, units attempted, and grades earned to the student's home campus**, an essential academic function of the OIP. Since courses are posted to the student's CSU transcript and become a permanent part of the student's CSU academic record, courses listed on the Academic Reports must accurately represent the courses taken abroad.

To ensure accurate reporting, OIP will often report courses by using a special course designation number, allowing the student to receive CSU resident credit in the subject area in which the course was taught. This is particularly true for courses taken in certain countries, e.g. Australia, New Zealand, and South Africa. The title of the course taken will also be reported to the CSU campus and posted to the student's CSU academic record. This method of reporting means that students will need to furnish course descriptions, syllabi, and other course materials to their advisors in order to apply for credit towards specific major, minor, or general education requirements. If courses are not needed for specific degree requirements, then it is usually not necessary to complete any other forms at your campus.

Depending on the CSU campus, the host university and the specific course being reported, OIP also reports

courses taken abroad using CSU course numbers but **ONLY** if the courses are exactly equivalent to the CSU home campus course. In cases when CSU campus course numbers are used to report courses, documents are used including the students' transcripts, Academic Advisement form, Student Program form, home campus catalog, and course information from the host university. In order for a course to be considered and reported as an equivalent to one offered at the home campus, it must be equal in course content, course level, and unit value. If the course differs in any of these areas, courses cannot be considered equivalent to a home campus course and it will not be reported as such. In these cases, students are encouraged to submit a request at the home campus to substitute the course taken abroad for the one at the home campus using the appropriate forms and procedures at the home campus.

For more specific information about reporting, see the IP Bulletin (following section).

Graduating seniors: Seniors who plan to graduate in their last semester abroad and who have taken courses abroad to fulfill degree requirements should plan to return to campus to submit petitions (or course substitutions requests) if needed. This is especially true in cases when courses taken abroad differs from what had been agreed upon between the student and the advisor prior to the student's study abroad experience.

At the conclusion of the academic year, the OIP prepares an "Academic Report," similar to a transcript, showing coursework and grades. This is the official—and the only—academic record of the entire year since mid-year reports are not provided. All courses and units attempted are reported, including failed courses. A grade will be reported for EACH course attempted. Grades earned while on IP will be averaged in the cumulative grade point average on the student's CSU transcript.

When to Expect your Academic Report

Since the grade reporting operating procedures of international institutions are different than the CSU campuses, IP students will not receive their grades as quickly as they do at their home campus. It can take a **minimum of four months** (and sometimes longer depending on specific circumstances) for courses taken at their host university to be reported to their CSU campus after they have completed their study abroad.

The OIP sends the Academic Report to the student's permanent home address and the Registrar's/Records Office of the student's home campus. Once the home campus receives the Academic Report, it can take several weeks for the campus to post courses and grades to the student's CSU transcript.

Students also receive a cover letter attached to the Academic Report containing useful information about the Aca-

Academic Tip:
Save course syllabi, exams, papers, and other coursework until you graduate in case you are questioned about any courses taken abroad or you wish to submit a petition or course substitution request at your home campus.

ademic Report. It is important that students READ this letter and keep it with their Academic Report for future reference.

Students who have not received their report or have received an email about their report by the end of the fourth month after they have completed their year abroad and are concerned, may contact OIP at (562) 951-4790 to check on the status of their Academic Report..

Special note for Graduating Seniors: Due to the delays with receiving grades for some countries (e.g. France, Germany, and Ghana), graduating seniors might have to postpone their graduation date depending on when the Academic Report can be sent to their home campus.

Academic reports for graduating seniors are given priority processing but seniors should understand that it still can take a minimum of four months to process reports. For this reason, it is often not possible to graduate in the term following the last semester abroad. Students who plan to apply to graduate schools following their year abroad can still apply for graduate programs as long as they inform the institutions to which they are applying of a possible delay in the posting of their degree.

IMPORTANT: If students have an outstanding account related to their international studies, the Academic Report will NOT be released to their home campus until the debt has been cleared. Notification of outstanding accounts will be sent to the student's permanent home address.

Frequently Asked Questions

Question: Am I required to take the equivalent of 15 units each semester abroad even though I don't need the extra units to graduate? **Answer:** Yes.

Question: I want one course to be reported as a Credit/No Credit to my home campus. Can I take this course on a Pass/Fail basis at my host university? **Answer:** No. You must take the course for a regular grade but if you complete the *Credit/No Credit Course Request* form and your request is approved, the course will be reported to your home campus as a Credit/No Credit.

Question: Someone told me that if I don't take an exam in one course while I am on IP, the course would not show up on my CSU transcript. Is that true? **Answer:** No. The OIP receives a list of **all completed and uncompleted courses from all institutions where our students are attending**. If a student does not complete a course for any reason, the course will be reported as a WU to the home campus. This is equivalent to an F in GPA calculations.

Question: I have been abroad for one semester and I would like a mid-year report of the work that I've done. Will the OIP provide this to me? **Answer:** It is not our policy to issue mid-year Academic Reports. Reports are only provided after ALL grades for the entire year have been submitted to the OIP.

Question: I am going to a university which doesn't have a Resident Director or a person employed by the CSU International Programs. Who can I contact if I have academic questions? **Answer:** If your question relates to IP Academic Policy, reread the Academic Arrangements section of this Participant Guide which is also available online. You can also go to the International Office of your host university. If they are unable to answer your questions, they will contact our office for assistance.



General

The CSU International Program in Korea is arranged through the Division of International Education and Exchange of Yonsei University in Seoul, Korea. Yonsei is the oldest university in Korea, dating to the founding of a hospital to teach and practice Western medicine in 1885. It combined with Chosun Christian University in 1957 to form Yonsei. From its beginnings as a small college, Yonsei University has grown into a dynamic, internationalized, comprehensive university with 19 colleges and 18 graduate schools where over 47,000 students pursue degrees through the doctorate.

Academic Calendar

The academic year at Yonsei consists of two semesters: fall semester runs from the beginning of September to mid to late December; the spring semester starts the beginning of March and ends mid to late June.

The Academic Program

Most students enroll entirely in courses taught in English by the Division of International Education and Exchange. In addition, students are required to study the Korean language throughout the year.

Students who are proficient enough in the Korean language may, with permission, select any course among the more than one thousand regular courses offered at Yonsei.

Course Offerings

Following is a list of courses regularly offered by the Division of International Education and Exchange. They are subject to change as a result of student interest and teacher availability. Course descriptions and syllabi can be found on the web at <http://ysid.yonsei.ac.kr/>. Under *Programs*, click on *Fall/Spring*, then click on *Fall/Spring*, then click on *Course Syllabi* on the left side of the page. Follow the instructions to access course syllabi. Courses in English will be listed under "International Education and Exchange". Students are required to take 15 units each semester. All coursework is upper division with the exception of beginning and intermediate language courses.

Below is an example of the courses, which have been offered in past years.

Art and Literature

- IEE2013 Modern and Contemporary Korean Art (3)
- IEE3106 Survey of Asian Art I (3)
- IEE3162 Korean Aesthetics (3)
- IEE3164 Survey of Asian Art II (3)
- IEE3165 Comparative Study of Far Eastern Drama (3)
- IEE3184 Korean Traditional Furniture (3)
- IEE3187 Comparative Study of Korean *Shijo* Poems and Japanese *Haiku* Poems (3)
- IEE3189 Comparative Study of Far Eastern Cinema Art (3)
- IEE3231 Cultural Tradition of East Asia (3)
- IEE3223 East Asian Literature and Society (3)

Business

- IEE2017 Doing Business in China
- IEE3134 The Economics and Management of Technological Innovation (3)
- IEE3135 Comparative Management (3)
- IEE3140 Organizational Behavior (3)
- IEE3148 International Business Policy (3)
- IEE3177 International Business Environment (3)
- IEE3211 International Trade Practices (3)
- IEE3217 Korean Business Ethics (3)
- IEE3218 Culture and Business Strategy in China (3)
- IEE3224 Introduction to Investment Management (3)
- IEE3230 Financial Management (3)

Communications

- IEE3120 Culture and Communication (3)
- IEE3124 Mass Media in Korea (3)
- IEE3215 Introduction to Mass Communication Theory (3)

East Asian Studies

- IEE3103 Introduction to Korean Studies (3)
- IEE3220 Topics on Korean Language and Culture (3)

Economics

- IEE3137 Korean Economy I (3)
- IEE3138 Korean Economy II (3)
- IEE3139 International Economics (3)
- IEE3203 Comparative Asian Economics (3)
- IEE3225 Korean Culture, Economy and Industry (3)
- IEE3228 East Asian Economic Development (3)

Education

- IEE3109 An Introduction: Intercultural Education (3)
IEE3210 Bilingual Education (3)

History

- IEE3107 Pre-modern Korean History (3)
IEE3108 Modern Korean History (3)
IEE3145 Modern China (3)
IEE3186 The Korean War (3)
IEE3193 East Asian Civilization (3)

Language

- IEE1001 Beginning Korean Language I (6)
IEE1002 Beginning Korean Language II (6)
IEE1003 Beginning Korean Language III (6)
IEE2001 Intermediate Korean Language I (6)
IEE2002 Intermediate Korean Language II (6)
IEE2003 Intermediate Korean Language III (6)
IEE3007 Advanced Korean Language I (6)
IEE3008 Advanced Korean Language II (6)
IEE3034 Chinese Characters I (3)
IEE3035 Chinese Characters II (3)
IEE2004 Korean Grammar for International Learners (6)

Law

- IEE3183 Introduction to Korean Law and Legal System (3)
IEE3204 International Law (3)
IEE3214 International Human Rights Law (3)

Philosophy and Religion

- IEE3116 Introduction to Korean Philosophy (3)
IEE3117 Christianity in Korea (3)
IEE3144 Confucian Ethics in Modern Korean Society (3)
IEE3196 Comparative Eastern and Western Ethics (3)
IEE3207 Religions of Korea (3)

Politics

- IEE3128 International Relations in East Asia (3)
IEE3129 Korean International Relations I (3)
IEE3130 Korean International Relations II (3)

- IEE3147 The Politics of US-Korean Relations (3)
IEE3153 Modern Korean-Japanese Relations (3)
IEE3169 Korean Politics in Transition (3)
IEE3172 Japanese Foreign Policy (3)
IEE3173 US-China Relations: Normalization and Beyond (3)
IEE3175 Contemporary Japanese Politics (3)
IEE3179 Globalization and Theories of International Relations (3)
IEE3180 Globalization and Democratization in East Asia (3)
IEE3181 International Political Economy (3)
IEE3182 East Asian Bureaucracy (3)
IEE3185 International Conflicts and Cooperation (3)
IEE3200 Democratization and Economic Development in Korea (3)
IEE3216 European Union and Regional Integration (3)
IEE3221 The Korean Welfare State: Its Origin and Structure (3)
IEE3222 The United Nations and International Organizations (3)
IEE3226 The Japanese Government in a Changing World (3)
IEE3227 American Government and Politics (3)
IEE3229 Korean Political Economy and Business (3)
IEE3232 States and Markets in Capitalist Economy (3)
IEE3233 Korean Environmental Policy and Administration (3)
IEE3234 The Political Economy of Development (3)
IEE4007 The US and Northeast Asia (3)

Sociology

- IEE3101 Social Change and Stratification in Korea (3)
IEE3121 Traditional Korean Society and Modernization (3)
IEE3122 Korean-Americans: Studies in Cultural Assimilation, Alienation and Identity (3)
IEE3125 Major Social Issues and Problems in Korea (3)
IEE3131 Politics and Society of North Korea (3)
IEE3198 Modern Korean Society and Culture (3)
IEE3242 Understanding Contemporary Korean Popular Culture and Korean Culture Wave

THE CALIFORNIA STATE UNIVERSITY INTERNATIONAL PROGRAMS

CREDIT/NO CREDIT COURSE REQUEST

(3/08)

This form is to be used by CSU International Programs (IP) participants who are requesting to have a course taken abroad reported as a Credit/No Credit (CR/NC) to their home campus in compliance with regulations governing CR/NC, which are explained in the Participant Guide and listed below. Once completed and signed, give the form to the Resident Director or Resident Coordinator. If there is no Resident Director/Coordinator at your host university, give this form to an official from the International Office at your HOST university who will forward the form to the Office of International Programs on your behalf.

I, _____ having read, understood, and agreed to comply with the
PRINT: First name Last name
regulations governing Credit/No Credit (CR/NC) listed below, wish to have the following course(s) reported to my home campus as a CR/NC:

Course number	Course title	Term the course was taken	Final Exam Date (Day/ Month/Year)

I understand that it is my responsibility to ensure that I comply with the regulations governing Credit/No Credit (CR/NC) for the course above with my home campus and that once this form is approved by the Office of International Programs, this decision is final.

My host university is: _____ My home campus is: _____

IP Policy on Credit/No Credit:

1. All courses must be taken for a letter grade at the host university, however, via this form, students may designate one course per semester for a maximum of six semester units for the year to be reported to the home campus as a CR/NC.
2. Approved requests will be reported to the student's home campus as a CR/NC and appear on student's CSU academic record but it has no effect on the grade point average.
3. Language acquisition courses in countries where the national language is not English cannot be taken CR/NC but must be taken for a letter grade.
4. Requests must be consistent with CR/NC regulations set by the student's home campus and major department. Normally, courses fulfilling major requirements must be taken for a letter grade.
5. CR/NC requests must be submitted to the Office of International Programs at least one month prior to the final examination date of the course.
6. In order to receive a CR/NC, all course requirements (attendance, papers, examinations, etc.) must be completed and a grade must be issued by the host university and sent to the Office of International Programs. Failure to complete course requirements (including taking the final exam) will result in the assignment of the grade of WU (Withdrawal Unauthorized), which is equivalent to an F in GPA calculations.
7. CR is awarded for grades A through C- in undergraduate courses, and A through B- in graduate courses. NC is assigned for D+ through F in undergraduate courses, C+ through F in graduate courses, contingent upon compliance with #4, above.
8. Incomplete forms, which omit the course information requested above and/or requested signatures below will not be considered.

Student's signature

Date (Day/Month/Year)

Form was received by:

Resident Director/Coordinator or Host University Official
(Printed name and signature)

Form was received on: (Day/Month/Year)

To Resident Director/Coordinator/Host University Official: Please forward this form to the Office of International Programs. International Programs, CSU Office of the Chancellor, 401 Golden Shore, 6th Floor, Long Beach, CA 90802-4210 USA Fax: (562) 951-4983



Financial Planning

A crucial ingredient of a successful year overseas is a sound financial plan. This point cannot be overemphasized. Without adequate funds, you simply cannot manage to live and study overseas. This section should give you the information you need to plan your finances for the upcoming year overseas.

During the time you were applying to IP, you were carefully considering the costs as described in the *Financing Your Year Overseas* pamphlet. By now you should have a good idea of your resources for the coming year and should have applied for financial aid, if necessary. The amounts shown on the Program Cost sheet (attached to the Agreement) are based on the experience of the current year's students. These **estimates** are useful for planning purposes, but are subject to changes due to currency fluctuation, inflation, and costs out of OIP's control.

You should understand that in paying these costs you have not purchased a "package tour" which guarantees that all your expenses will be paid and all services delivered. Tour companies can do this because they add a healthy profit margin for themselves. If their prediction of costs is too low, they have to take the difference out of their profit. If it is too high, their profit is higher.

IP does not make a profit. The money you pay to us is used solely for your own expenses. If there is anything left over at the end of the year, you will receive it back as a refund. If costs are excessively higher than expected, it might be necessary to ask you to pay the difference, as you agree to do in the Agreement you sign before participating. We do not like to ask our students to pay more money and, understandably, they do not like to do it. This situation is a rare occurrence.

Costs usually vary somewhat from the previous year. Check the figures carefully so that you understand the anticipated costs for this coming year, as each item is explained in this document. In particular, look at the "Estimated Out-of-Pocket Expenses" on your Program Cost sheet, which are the items you will pay for individually while overseas. These amounts are **estimates only**, but should be considered **minimum** amounts. Do not expect to get by on less.

Since you ordinarily cannot work legally overseas, you should not plan on earning any money during the year.

After reading this section and reviewing your Program Cost sheet, if you still have any questions about finances, please feel free to contact OIP about them. It is far better to resolve any questions or problems now, rather than to wait until you are overseas. Before you depart, make sure that you will have sufficient funds for the entire year.

Explanation of Cost Estimates

You have decided to participate in the California State University International Programs. IP does not generate profit for the CSU, but rather provides students with affordable, academically enriching international opportunities. Your decision to be an IP participant means that you are aware that the Office of International Programs (OIP) will be making some arrangements for you and that OIP will therefore have control of some of your program-related costs.

There are many benefits to participating in a study abroad program managed by a central office such as OIP. OIP takes care of numerous things for you that you would otherwise have to manage yourself if you were going abroad independently. For example, OIP assists you with such things as information about how to obtain your student visa, temporary housing arrangements, admission to and registration at a foreign university, health insurance, orientation before departure and upon arrival, and, in some cases, flight arrangements.

You may hear from others that you can get a "better deal" if you make your own arrangements. However, we caution you to remember that, more often than not, making your own arrangements can be extremely time consuming and costly if you have to do them yourself, especially if you do not speak the language of the host country fluently. And sometimes, students who attempt to make their own arrangements to "save money" end up paying for extra things that they forgot to account for at the outset. OIP takes care of the "BIG things" so that you can focus on the little things that will make your trip more memorable for you. By and large, students appreciate the plans made by OIP, especially at the beginning of the year when they are still unfamiliar with their new surroundings.

OIP has been operating study abroad programs since 1963. The staff is very familiar with the intricacies of international travel and living. Our unique insights and our combined years of experience give us an advantage when it comes to making arrangements overseas. We do our best to keep costs as low as possible and to make practical decisions to keep you safe and comfortable. We believe that you will be happy with the arrangements we make for you.

Program Cost Estimates are those costs which are paid by you, the student, and are divided into two categories: "Pre-paid Costs," which you pay in advance to OIP, and "Out-of-Pocket Expenses," which you will pay individually while overseas. Refer to the Program Cost Estimate sheet to see when certain payments are due. The separate costs are further described below:

State University Fee - This fee covers home campus enrollment. Please note, students seeking a second undergraduate degree will be charged the graduate rate.

State University Fee Reserve - A reserve for a potential increase to the State University Fee rate (up to 10%) is included as a prepaid cost.

If the CSU Board of Trustees does not approve a fee increase, the reserve amount will be refunded.

IP Study Abroad Fee - Mandatory fee for all IP participants. Fee covers costs related to overseas operational expenses including administration of group activities, student on-site support and operating costs of the program.

Insurance - A mandatory group health and accident insurance plan ordered by OIP and paid in your Program Cost Estimate.

Departure Processing - Includes orientation and materials sent to students prior to departure.

Housing - Students are housed in a student dormitory for the first term. Different arrangements can be made for spring.

Meals - Students are responsible for purchasing their own meals. There are college cafeterias and local restaurants nearby.

Group Activities - This charge makes it possible to plan for various student social gatherings throughout the year. In addition, field trips help students become familiar with the city and country in which they are studying.

Books - Self explanatory.

Roundtrip Transportation - The cost of transportation to and from the overseas center.

Personal Expenses - Estimates of personal expenses can at best be only a rough guess, but the amounts indicated are based on the average for last year's students. Included are such items as clothing, postage, entertainment, books, etc. Please bear in mind that estimates for personal expenses, as well as for other out-of-pocket expenses, are minimum amounts. Do not expect to get by on less.

WARNING: Vacation expenses are NOT included in the Program Cost sheet. Vacation/travel expenses have not been estimated because the amount students spend on this item varies so greatly. In the past, average expenses have ranged from \$500 to \$2,000 and the individual variation is so great that it is hard to make sound predictions. If you plan to travel before you return to the States, you will need to add even more to your travel budget.

The State of California Keeps Costs Down by Contributing toward the Program Costs

It is useful for you to know that the cost of providing education at any California State University campus is approximately \$12,567 per year per student. The student only has to pay about \$3,864 per year, and the State of California pays about \$8,703 per year toward each student's education.

IP programs are more affordable than most study abroad programs of comparable quality, duration and academic value because the State of California supports study abroad by contributing to the IP program costs. When you study abroad with IP, you are still only required to pay the same university fees that you would pay if you were attending at your home CSU campus (about \$3,049 plus graduate and summer fees where applicable per year).

The State of California wants CSU students to study abroad to broaden their horizons and to acquire international, linguistic and multicultural skills, and therefore contributes toward the cost of study abroad, instead of passing those costs on to students. The costs that are covered by the State of California include such things as the host university tuition, academic and logistical program arrangements, overhead for operating office facilities, and staff salaries in California and overseas.

Changes to Program Cost

The Program Cost sheet shows the estimated standard costs for a single IP student at your host country. This information must be adjusted for students with dependents and those students who arrange their own housing. **Request for changes to your program cost should arrive at OIP by ◀ May 15.** Once an adjustment has been approved which will affect your prepaid costs or payment schedule, OIP will send you an official revised Program Cost Estimate sheet.

Financial Data Form

To be assured that IP students have sufficient funds for the year overseas, OIP requires that each student complete a Financial Data form and return it by ◀ **May 15.** If your financial situation changes before departure, you must inform OIP.

W-9S

Students enrolled in the International Programs may be eligible for the Lifetime Learning credit, which provides for a credit of qualified tuition and fees per tax year. In order for us to file the appropriate reports/claims, we request that you (or the person claiming you as a dependent) complete Part I of the W-9S *Request for Student's or Borrower's Social Security Number and Certification* form and return it to our office by **May 15**. For more information please see: <<http://www.irs.gov/pub/irs-pdf/fw9s.pdf>>.

Payment

The total Prepaid Cost should arrive at OIP by **May 15**.

You may send your check or money order payable to:

CSU INTERNATIONAL PROGRAMS

Mail to:

CSU International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

Make sure your name and host country are clearly indicated on the check. This is particularly important if someone other than you is making the payment. Otherwise we may not be able to credit the proper account. If you wish to pay using your Visa or MasterCard, please complete the required information on the Program Cost Payment form and return to OIP by **May 15**.

No receipts will be given for personal checks; your cancelled check will serve as a receipt. A \$10 fee will be charged for all returned checks.

Deferment of Prepaid Cost

Your entire Prepaid Cost is due by **May 15**. However, if you are unable to pay the full amount you may choose one of the following options:

Financial Aid - Prepay \$500 and defer the remainder until your financial aid is disbursed. If you choose this method of payment, you should indicate so on the Program Cost Payment form and return **with your \$500 deposit**.

By July 1- or before you leave for your study center (which ever comes first) - you will need to provide OIP with an award letter or a letter from your financial aid counselor stating that sufficient aid to cover your remaining payment due will be awarded. The amount due will be deducted from your financial aid.

Parents' Payment Schedule - Prepay \$500 and parents make payments for the balance due. If you choose this method of payment, you should indicate so on the Program Cost Form and return **with your \$500 deposit**. The balance due should be paid in not more than six monthly installments with the final payment arriving in OIP no later than November 30, 2008.

Parents should be aware, any refunds due will be returned to the student.

Note: At the end of your academic year if you have a financial obligation it may result in a financial hold being placed on your academic records. If the obligation continues, your name will be given to the Franchise Tax Board for collection.

Financial Aid - Procedures

Except for Federal Work Study, IP participants continue to be eligible for all student aid programs such as Cal Grant A or B, Pell Grant, SEOG, SUG, Perkins Loan, EOP Grants, Stafford Loans, and scholarships. We expect that, if you require financial aid, you have already filed the Free Application for Federal Student Aid (FAFSA) and that you are complying with your campus financial aid office's requests and deadlines.

US Department of Education FAFSA:

<http://www.fafsa.ed.gov/>



If you have just determined that you will need assistance, we recommend that you contact your campus financial aid office immediately. Most campus financial aid offices have designated a counselor to work specifically with IP students.

1. Visit your financial aid office and complete the application materials as instructed. Inform the counselor that you will be an IP participant. Many campuses will ask you to indicate this on your application and on all documents to make it easier to process your award and to handle your checks properly while you are overseas.
2. Make sure that you have submitted all required paperwork. This is **YOUR** responsibility.
3. Complete and submit the Financial Data form to OIP. The Authorization for Transmittal of Financial Aid (part of the Financial Data form) permits your home campus to send OIP what may be owed on your program cost or send your financial aid to OIP.
4. A few weeks before you depart, contact your financial aid counselor to verify that your file is complete.

IMPORTANT NOTE: Students who will rely on financial aid during periods of study abroad must confirm with the financial aid office that they will be eligible for aid during the period of planned enrollment.

If you are a financial aid recipient you must also confirm with your campus financial aid office that you are currently making satisfactory academic progress and that you will not exceed the maximum time frame for receiving financial aid during the period that you are abroad.

Financial Aid - Disbursement

WARNING: It is your responsibility to remove all CSU home campus "holds" on your records before you go abroad. A "hold" on your records will prevent you from receiving financial aid. This includes Library holds, and all other campus holds including the Records Office, Financial Aid Office, your own academic department and any other campus office that may put a "hold" on your records. Before you leave, be sure to clear all "holds." This is your responsibility and will prevent problems in the future.

In order for you to receive your financial aid efficiently, your home campus may disburse your financial aid directly rather than through OIP. Most campuses are able to do this, but a few are not. If your campus is disbursing your aid, the campus should follow the same disbursement procedure it would use if you were to remain on campus. If you have deferred any portion of your program costs with financial aid, the amount due will be deducted and sent to OIP each quarter/semester with the balance disbursed to you. **It is your responsibility to make sure your home campus has your disbursement instructions on hand prior to your departure. Double check that your mailing address is current at your home campus.**

If your campus cannot disburse financial aid directly to you, they will send it to OIP and you will need to tell OIP where you want it sent. Again, any deferred program costs will be deducted each quarter/semester prior to disbursement. If you have questions about where your financial aid check is being sent, please contact your campus financial aid office and if you have questions about your deferred program costs, please contact OIP prior to departure.

When Can You Expect Your Financial Aid?

Every year, IP students are very anxious about receiving their financial aid overseas. Please read this information carefully so that you will not be financially unprepared (stuck overseas without any money while all the other IP students are out having fun).

The first thing you must understand is that it will take time for you to receive your first financial aid check. **You are hereby advised to have enough money to cover your first two months worth of expenses.** It may take that long for your financial aid to reach you.

Second, you need to know where your financial is being sent.

Third, you need to have a back up plan in case your financial aid is delayed.

IP Emergency Loans

Students may borrow money from OIP as follows:

1. In an emergency, students may borrow up to \$300.00 at a time through March 31; this date is subject to change.
2. Students may borrow funds against late receipt of financial aid **if** OIP can determine status of the financial aid disbursement.
3. Students may borrow money to pay for medical expenses such as extended hospitalization. These loans must be for a covered illness and backed up by insurance claims payable to OIP.

Certification of Enrollment

While OIP can provide certification/verification of concurrent enrollment to scholarship donors, insurance companies, etc., please remember that it is not OIP's responsibility to make sure your campus processes the forms--this is still your responsibility.



Health and Safety Abroad

As you prepare to spend a year abroad, health, safety and security are important issues for you to consider. Each year hundreds of students study abroad and return safely. This does not mean that you should ignore this aspect of your preparation, studying abroad is not “risk free.” In preparing you should first realize that there are a wide range of potentially serious situations that may or may not apply to you. In one country, traffic accidents may pose (statistically) the largest danger to you, while in another country the AIDS virus may be a more serious threat. Perhaps the most important variable is you—your health situation, personal habits, the activities you choose to engage in or the places you choose to go.

No orientation can alert you to every potential difficulty. We will provide you with some background and additional information sources so that you can make informed decisions both as you prepare and while you are abroad. Read this *Guide*, attend the Predeparture Orientation, and learn as much as you can about the country to which you are going. Explore additional sources if you have more questions.

Health & Medical Issues

The Health Examination

In order to prepare physically and emotionally for living and studying overseas for a year, you are required to have a medical checkup before you go. Your medical record will be on file overseas for reference purposes in case of emergency. You and your physician must complete the Health Status Report and return it to OIP by **May 15**.

This report also verifies the physical condition of the applicant for insurance purposes and alerts the OIP and overseas staff of any special physical and psychological factors that may affect your performance, comfort and safety while an IP student. It is vital that this examination be thorough and accurate. It is intended to be a general survey of your health and should be completed by a general practitioner, unless your specific health situation requires reporting by a specialist. Reports completed by chiropractors are not acceptable.

You should make an appointment immediately in order to meet the deadline. Many campus health centers will complete the form for enrolled students if arrangements are made well in advance of the end of the term.

Students with Special Needs

Students with special needs, such as physically disabled students, or students with learning disabilities, will have the opportunity to make their needs known after selection. IP makes every effort to accommodate such students in cooperation with host institutions abroad. Students with special needs are encouraged to identify themselves to make adequate planning possible. In some cases, adequate facilities or services for students with specific types of disabilities may not be available at their chosen overseas study centers.

Preparing for Other Health Issues

You can also prepare for the year ahead by reviewing the following:

Medical/Dental Work - We advise taking care of any existing medical problems and dental work before departure. Routine dental care is not included in IP insurance coverage. Lists of doctors and medical facilities are available from the IP office overseas.

Inoculations - Although specific shots may not be required for all IP countries, depending upon your personal situation, it may be a good idea to be immunized against major communicable diseases. If you are planning to travel to other countries while overseas, check to see if any inoculations are required. **Consult your physician for advice.**

Eye Glasses/Contact Lenses - Take a copy of your prescription, as well as an extra pair of glasses or contact lenses with you. Routine eye examinations are not included in the IP insurance coverage. Consider taking a supply of cleaning solution for contact lenses if your eyes are especially sensitive as overseas products may differ.

Medications - If you can, take along a year's supply of any prescription medications and any nonprescription medicines (e.g., aspirin, allergy medicine) that you use regularly. Local products may differ. In addition you should be aware that adjustments to unfamiliar food and water may create intestinal problems; ask your doctor to recommend an anti-diarrhea treatment.

Students currently taking medication for an ongoing medical condition should consult with their physicians regarding their ongoing care. Ask your doctor if the medications you take are available in the country you are going to and

whether the drug is known by another name. You may be able to continue treatment under a physician's care overseas. If you determine that you will need to have medications shipped to you overseas, you must observe any laws enforced by your host country regarding shipment and receipt of medication. The best resource for information about such regulations would be the host country's embassy in Washington D.C. Contact information is on the Web. For example, "the Embassy of Italy in the United States."

Students should note that the CSU insurance policy does not cover "pre-existing conditions." Therefore, students with chronic medical conditions who know that they will need ongoing care while living abroad would be wise to continue coverage with their current health insurance company. Any questions you have about this should be directed to Somerton Insurance before departure. Telephone: (800) 853-5899 or (916) 314-5500.

Health Conditions Overseas

Do not expect conditions to be the same as in California. Health issues will also be a topic during your on-site orientation. Regardless of your host country, most IP students will probably have a few minor stomach upsets due to adjustments to food and water. During vacation travel to other countries you will probably be faced with unfamiliar health conditions. The following sources have helpful information about staying healthy overseas:

- *Health Information for International Travel*. Centers for Disease Control. Available for a fee from the Superintendent of Documents, US Government Printing Office, Washington, D.C. 20402 or may be obtained from your local and state health departments. This publication should be available at your local library and the section on "Health Hints" includes interesting and important information.
- *Staying Healthy in Asia, Africa and Latin America* by Dirk Schroeder (Volunteers in Asia, Inc., 1988). Paperback guidebook for travelers who visit less-developed countries.



Centers for Disease Control:

<http://wwwn.cdc.gov/travel/default.aspx>

International Association for Medical Assistance to Travellers (IAMAT)

IAMAT is a non-profit organization that was established in 1960. IAMAT's objective is to advise travelers about health risks, the geographical distribution of diseases worldwide, immunization requirements for all countries, and to make competent medical care available to travelers by western-trained doctors who speak English besides their mother tongue.



International Association for Medical Assistance to Travellers (IAMAT)

<http://www.iamat.org/>

Medical Facilities Overseas - Nearly all students overseas experience some difficulty in adjusting to different diets, climates, sanitary facilities and other conditions that may temporarily affect their physical wellbeing. Most of these problems are of short duration. Adequate medical facilities are available at all centers in the event of more serious illnesses and staff overseas can refer you to appropriate doctors and medical facilities.

Health Insurance

CSU policy requires that all study abroad students be insured. Therefore, all IP participants are covered by Accident and Sickness Insurance for CSU Students Studying Abroad, included in your IP program costs.

This insurance is only valid outside the US and is considered an "excess" policy. This means that if you have other insurance coverage with another company outside of IP (e.g. through your parents), then you must file the claim with the other company first, then with the IP insurance carrier. Carefully study the policy exclusions and limitations provided in the brochure in the packet. This policy does not cover pre-existing conditions, nor does it cover all medicines or drugs prescribed for outpatient treatment. You may need to maintain your current insurance policy or purchase a new policy that will provide coverage. The policy includes a major medical provision with a deductible, and an accidental death benefit. We should also mention that many of the host countries require students to purchase local coverage, which provides students with additional coverage.

Please note that the CSU policy requires that you pay for medical services up-front, and subsequently file a claim form for reimbursement. If you have a large medical expense, such as hospitalization, OIP is prepared to lend you the funds to cover your expenses until the insurance carriers reimburse you.

The required insurance goes into effect the day before you are asked to arrive overseas and remains in effect as long as you are enrolled in classes with IP. No insurance premium refund is given once you depart the US for your study center. If you withdraw or are disenrolled from IP prior to the end of the academic year, you forfeit participation in the health and accident insurance plan effective on the date of withdrawal as established by OIP. Although the health insurance coverage has proven adequate for most IP participants, it is not a comprehensive policy. **You should carry your insurance card with you at all times.**

Insurance Brochure & Claim Forms:

<http://www.csuhealthlink.com>

(Select "CSU IP" from the drop down list of Schools, then click on "submit". Once there click on the link to the Brochure or Claim Form.)



Europ Assistance USA - Your CSU student health insurance policy includes emergency travel assistance coverage administered by Europ Assistance USA. This is a supplemental part of your health insurance policy valid around the world and can assist you if you should need

emergency medical care while traveling abroad, 24 hours a day, 365 days a year. To access their benefits, you MUST contact Europ Assistance USA and let them make all arrangements for any services that you need. The kinds of services they provide are listed in the insurance pamphlet that we included in your packet.

Upon request, Europ Assistance USA can also provide pre-trip counseling for any countries you will be traveling to. They can also answer questions you may have about your prescription medications before departure or help you replace a prescription while traveling.

For further information on the services provided by Europ Assistance USA, please see the Wells Fargo Student Health Insurance pamphlet provided in your packet, or contact Europ Assistance USA at: (800) 243-6124 (*Toll-free within the United States*) or (202) 659-7803 (*Collect from outside the U.S.*).

Adjustment & Personal Safety

During your time abroad, you will be required to make adjustments to the people, organizations and culture of your destination. Students going to the United Kingdom often underestimate the number of differences they will encounter. Students going to Asia may tend to underestimate the number of similarities they will encounter. Cultural differences show themselves not only in our relationship to other people but also in the systems people create and the way they operate those systems. Our purpose here is not to open a discussion of intercultural communication, but to point out how these differences may cause miscommunication and affect you, your adjustment and your personal safety.

While you are abroad you will take the opportunity to do and see many things. As you undertake these activities you should always try to be aware that you are in another country. You should also try to make informed and reasonable decisions concerning the safety and advisability of your activities. The list of possible choices is virtually limitless and you will decide what you do and you must accept the consequences. Please read the "Student Conduct" section of this *Guide* for program policies. Three areas seem worth a special mention here.

Alcohol - Attitudes about alcohol and customs surrounding its use can be very different abroad than they are at home. Alcohol abuse can be a danger and it contributes to other dangers as it impairs your judgment.

Illegal Drugs- In addition to the inherent dangers in the use of illegal drugs, drug use abroad can present serious legal problems. Drug laws abroad may be much different than those in the US and penalties can be severe for foreigners. Avoid illegal drugs. US laws and legal procedure do not apply in other countries. While a guest in another country you are subject to their laws. The US Embassy can provide only limited assistance in locating legal help.

Drugs Abroad: You Can be Arrested

http://travel.state.gov/travel/livingabroad_drugs.html



Political Activity - Students in other countries are often more likely to demonstrate for and against a variety of causes. You may sympathize with the students and be tempted to join the demonstration. The dangers in becoming involved, intentionally or unintentionally, are real. Demonstrations can unexpectedly become violent and authorities are not sympathetic to foreign participation. IP students should not get involved in demonstrations abroad.

US State Department Travel Information - A copy of the Consular Information Sheet for the country you will be going to is included at the end of this section. Consular Information Sheets are produced by the US Department of State and provide an overview of the conditions related to traveling to a particular country. Consular Information Sheets generally do not include advice, but rather present information in a factual manner so that the traveler can make his or her own decisions about travel to a particular country. They include such information as minor political disturbances, currency and entry regulations, crime and security information, drug penalties, health conditions, and the location of the US Embassy or Consulate. Travel Warnings are issued when the State Department wishes to warn people about a specific threat or to recommend that Americans avoid travel to a certain country. It is relatively rare for the State Department to advise that a country be completely avoided.

You may access updated US State Department Consular Information Sheets and Travel Warnings on the Internet at the address provided below. We suggest that you read the information provided for any of the countries you might be visiting while you are abroad.

For US State Department Travel Information:

http://travel.state.gov/travel_warnings.html



Final Note

We expect that you will have a productive and challenging year abroad. As we have indicated above no location in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

**U.S. Department of State
Bureau of Consular Affairs
Washington, DC 20520**

**Consular Information Sheet
South Korea**

October 23, 2007

COUNTRY DESCRIPTION: The Republic of Korea (South Korea or ROK) is a highly developed, stable, democratic republic with powers shared between the president and the legislature. It has a modern economy, and tourist facilities are widely available. English is often not spoken outside the main tourist and business centers.

The Korea National Tourism Organization (KNTO) can be reached from American and Canada by calling 1-800-868-7567 and has a useful website in English at <http://www.tour2korea.com>. The KNTO also operates a telephone information service in the Republic of Korea, which traveling or resident Americans in Korea can reach by calling 1330 (02-1330 from cell phones) anywhere in the country. The telephone service has English speakers and is available 24 hours every day throughout the year. The Seoul Help Center (SHC) assists foreigners with an English-speaking help line at (02) 731-6800 or 731-6802. The SHC is located in the Seoul City Hall and is open from 9:30 a.m.-12:30 p.m. and 2:30 -5:30 p.m.

Read the [Department of State Background Notes on South Korea](#) for additional information.

ENTRY/EXIT REQUIREMENTS: A passport is required. U.S. passport holders may enter the Republic of Korea without a visa for a stay of up to 30 days for tourism or transit to another country. When staying for more than 30 days or for any purpose other than tourism or transit, the U.S. passport holder must obtain a visa prior to entry. Generally, individuals staying in Korea for longer than 90 days must apply for an Alien Registration Card. Individuals who plan to stay longer than the period authorized must apply to Korean Immigration for an extension in advance. Individuals who stay in Korea longer than the period authorized by Korean Immigration are subject to fines and may be required to pay the fines before departing the country. Changes of status from one type of visa to another (from tourism to teaching, for example) are normally not granted in the Republic of Korea and must be obtained at a Korean embassy or consulate after departing Korea.

Active-duty U.S. military personnel may enter the Republic of Korea under the Status of Forces Agreement (SOFA) with proper Department of Defense (DOD) identification and travel orders. Every civilian accompanying the force, including DOD civilian employees, invited contractors and family members, must have a valid passport to enter Korea and should obtain an A-3 SOFA visa prior to arrival in Korea. Active duty military personnel should obtain a tourist passport prior to leaving the U.S. to accommodate off-duty travel elsewhere in Asia. DOD travelers should consult the DOD Foreign Clearance Guide before leaving the U.S.

Exit permits are not required to leave Korea. However, if a parent requests through the Korean Immigration Office that a travel restriction be placed on a child, the child is likely to be prevented from departing Korea.

For the most current visa information, visit the Consular Section of the Embassy of the Republic of Korea at 2320 Massachusetts Avenue NW, Washington, DC 20008, telephone (202) 939-5660, or see the Korean Embassy website at <http://www.koreaembassyusa.org/>. Republic of Korea Consulates are also located in Atlanta, Boston, Chicago, Guam, Honolulu, Houston, Los Angeles, New York City, San Francisco, and Seattle. The Korean Ministry of Foreign Affairs and Trade has a web site directory of all Korean diplomatic missions worldwide at <http://www.mofat.go.kr/me/me/index.html>; at the bottom of the page is a pull-down menu of Korean overseas missions.

For additional information on customs and dual nationality and military service in Korea, see also "Special Circumstances" below.

SAFETY AND SECURITY: In recent years, the U.S. Embassy and U.S. military installations throughout the Republic of Korea have taken steps to increase security at all facilities. The participation of Korean troops as part of the coalition in Iraq raises the potential for violent actions against Korean and U.S. Government facilities and personnel in Korea. U.S. citizens in the Republic of Korea should review their own personal security practices, be alert to any unusual activity around their homes or businesses, and report any significant incidents to local police (tel: 112; from a cell phone: 02-112).

Demonstrations occur frequently, with participants protesting either for or against the presence of U.S. military forces in Korea, U.S. military base relocations in Korea, labor accords, discussions regarding the Free Trade Agreement between Korea and the United States, the war in Iraq, and the Republic of Korea's decision to maintain troops in Iraq.

While political, labor, and student demonstrations and marches have on occasion become confrontational and/or violent, the majority of these demonstrations were not violent in nature. Nevertheless, even demonstrations intended to be peaceful can turn confrontational and possibly escalate into violence. American citizens are therefore urged to avoid areas of demonstrations if possible and to exercise caution if within the vicinity of any demonstrations.

American citizens and their families, especially young adults, are advised to exercise prudence and caution when visiting the Hongdae and Sinchon areas of Seoul. These areas, where many night clubs are located, have occasionally been the sites of bar or street fights and harassment involving Westerners.

For the latest security information, Americans traveling abroad should regularly monitor the State Department's Internet web site at <http://travel.state.gov>, where the current Travel Warnings and Travel Alerts, including the Worldwide Caution Travel Alert, can be found.

Up-to-date information on safety and security can also be obtained by calling 1-888-407-4747 toll free in the United States and Canada, or for callers outside the United States and Canada, a regular toll-line at 202-501-4444. These numbers are available from 8:00 a.m. to 8:00 p.m. Eastern Time, Monday through Friday (except U.S. federal holidays).

The Department of State urges American citizens to take responsibility for their own personal security while traveling overseas. For general information about appropriate measures travelers can take to protect themselves in an overseas environment, see the Department of State's pamphlet A Safe Trip Abroad.

CRIME: Although the crime rate in the Republic of Korea is low, there is a higher incidence of pick-pocketing, purse snatching, assault, hotel room and residential burglary, and residential crime in major metropolitan areas, such as Seoul and Busan, than elsewhere in Korea. U.S. citizens are more likely to be targeted in known tourist areas, such as Itaewon (near the U.S. Army Garrison in the Yongsan area) and large market areas downtown. Incidents of rape have been reported in popular nightlife districts in Seoul, as well as in the victims' residences. Travelers should exercise caution when traveling alone at night and should use only legitimate taxis or public transportation. Travelers may reduce the likelihood of encountering incidents of crime by exercising the same type of security precautions they would take when visiting any large city in the United States.

In many countries around the world, counterfeit and pirated goods are widely available. Transactions involving such products may be illegal under local law. In addition, bringing them back to the United States may result in forfeitures and/or fines. More information on this serious problem is available at <http://www.cybercrime.gov/18usc2320.htm> and at http://www.ustr.gov/Document_Library/Reports_Publications/2006/2006_Special_301_Review/Section_Index.html.

INFORMATION FOR VICTIMS OF CRIME: The emergency number to reach the police anywhere in the Republic of Korea is 112 (02-112 from a cell phone). Foreigners who do not speak Korean can be connected to an English-speaking interpreter on a 24-hour, seven-day-a-week basis.

If you are the victim of a crime while overseas, in addition to reporting to local police, please contact the U.S. Embassy for assistance. The Embassy staff can assist you to find appropriate medical care, to contact family members or friends, and to get funds transferred. Although the investigation and prosecution of the crime is solely the responsibility of local authorities, consular officers can help you to understand the local criminal justice process and provide a list of attorneys, if needed.

The loss or theft abroad of a U.S. passport should be reported immediately to the local police and the U.S. Embassy.

See our information on Victims of Crime.

MEDICAL FACILITIES AND HEALTH INFORMATION: Hospitals in Korea are generally well-equipped with state-of-the-art diagnostic and therapeutic equipment. High quality general and specialty dental care is available in Seoul. Western-style medical facilities are available in major urban areas of Seoul, Busan, Daegu, and a few other large cities. However, not all doctors and staff in these major urban areas are proficient in English. Most clinics in rural areas do not have an English-speaking doctor. A list of hospitals and medical specialists who speak English is available at the U.S. Embassy in Seoul or on the Embassy's web site at <http://korea.usembassy.gov/health.html>.

Pharmacies are first-rate and most prescribed medications, except psychotropic medications, can be obtained with a prescription. Travelers taking any psychotropic or controlled medications should bring a sufficient supply as well as a copy of the prescription for Korean customs clearance at the airport.

Korean ambulances do not carry sophisticated medical equipment and the ambulance personnel do not have the same level of emergency medical training as in the United States. However, ambulances operated by the fire department (dial 119) will respond very quickly and take patients to the nearest hospital. For medical evacuation to points outside Korea, SOS International is located in Seoul (tel: 02- 3140-1902, web site: www.internationalsos.com)

Information on vaccinations and other health precautions, such as safe food and water precautions and insect bite protection, may be obtained from the Centers for Disease Control and Prevention's hotline for international travelers at 1-

877-FYI-TRIP (1-877-394-8747) or via the CDC's Internet site at <http://wwwn.cdc.gov/travel/default.aspx>. For information about outbreaks of infectious diseases abroad, consult the World Health Organization's (WHO) web site at <http://www.who.int/en>. Further health information for travelers is available at <http://www.who.int/ith>.

MEDICAL INSURANCE: Korean hospitals generally do not accept foreign medical insurance and expect advance payment for services in the form of cash or credit cards from foreigners. The Department of State strongly urges Americans to consult with their medical insurance company prior to traveling abroad to confirm whether their policy applies overseas and if it will cover emergency expenses such as a medical evacuation. Please see our information on [medical insurance overseas](#).

TRAFFIC SAFETY AND ROAD CONDITIONS: The Republic of Korea's roads are well paved, traffic lights are functional, and most drivers comply with basic traffic laws. However, Korea has a significantly higher traffic fatality rate than does the United States. Causes of accidents include excessive speed, frequent lane changes, running of red lights, aggressive bus drivers, and weaving motorcyclists. Pedestrians should be aware that motorcyclists sometimes drive on the sidewalks and drivers of all types of vehicles do not always yield to pedestrians in marked crosswalks. It is safer to use pedestrian underpasses and overpasses where available.

Traffic laws in the Republic of Korea differ from traffic laws in the United States in some respects. Left-hand turns are generally prohibited except where a green arrow indicates otherwise. Drivers may turn right on a red light after coming to a complete stop. Seat belts are mandatory. Children riding in the front seat of vehicles must wear a seat belt or use an appropriate child car seat. Passengers on motorcycles must wear protective helmets. An international driving permit issued in the U.S. by the American Automobile Association (AAA) or the American Automobile Touring Alliance (AATA) is required of short-term visitors who drive in Korea. Otherwise, drivers must have a Korean driver's license.

In all accidents involving an automobile and a pedestrian or motorcycle, the driver of the automobile, regardless of citizenship, is presumed to be at fault. Police investigations of traffic accidents usually involve long waits at police stations. Police may request to hold the passport of a foreigner involved in a traffic accident if there is any personal injury or a dispute about the cause of the accident. Criminal charges and heavy penalties are common in accidents involving injury, even if negligence is not proven. Persons arrested in accidents involving serious injury or death may be detained until the conclusion of the police investigation and legal process. Driving under the influence of alcohol is a serious offense. Drivers in the Republic of Korea may wish to carry a disposable camera to document any traffic accidents, even minor ones.

For specific information concerning Korean driver's permits, vehicle inspection, road tax, and mandatory insurance, please contact the Korea National Tourism Organization office in Fort Lee, N.J., (telephone 1-800-868-7567) or check <http://www.tour2korea.com>. [Please refer to our Road Safety page for more information.](#)

AVIATION SAFETY OVERSIGHT: The U.S. Federal Aviation Administration (FAA) has assessed the Government of the Republic of Korea's Civil Aviation Authority as being in compliance with International Civil Aviation Organization (ICAO) aviation safety standards for oversight of the Republic of Korea's air carrier operations. For more information, visit the FAA's web site at http://www.faa.gov/safety/programs_initiatives/oversight/iasa.

SPECIAL CIRCUMSTANCES:

DUAL NATIONALITY: The Government of the Republic of Korea does not recognize dual citizenship. An individual is a citizen of the Republic of Korea if his or her name appears on the Korean Family Census Register. The Korean Government requires persons with a claim to dual citizenship to choose or reject Korean nationality by December 31 of the year the individual turns 21 years old.

A person's name is not automatically removed from the Korean Family Census Register simply because he or she is an American citizen. It is the obligation of an American citizen to inform the Korean government of his or her American citizenship for the purposes of removing his or her name from the Korean Family Census Register.

Any male whose name appears on the Korean Family Census Register must fulfill his two-year military obligation unless he has surrendered his Korean nationality before March 30 of the year he turns 18 years old. An American male in this situation must notify Korean authorities of his parents' immigration status, renounce his Korean citizenship, and remove his name from the Korean Family Census Register. If an American male fails to remove his name from the Korean Family Census Register, Korean authorities may require that he serve in the Korean military if he lives in Korea or visits Korea during conscription age (18 to 35 years of age).

Under a law that went into effect on May 26, 2005, men who have dual citizenship may be required to serve in the military before they can give up their Korean citizenship. Women are not required to serve in the military.

The new law affects American men of Korean descent in different ways.

- A Korean male born in Korea who emigrates to the U.S. and becomes a naturalized American citizen loses his Korean citizenship and therefore has no military obligations in Korea.

- A male who was born in the U.S. whose Korean parents were U.S. citizens at the time of his birth does not have Korean military obligations.
- A male who was born in the U.S. whose name is on the Korean Family Census Register and whose parents were not American citizens at the time of his birth but immigrated to and live in the U.S. is not obligated to serve in the Korean military if he renounces his Korean citizenship prior to March 30 of the year he turns 18 years of age.
- A male who was born in the U.S. and is on the Korean Family Census Register, whose Korean citizen parents lived only temporarily outside Korea, may not renounce his Korean citizenship until he completes his service in the Korean military.
- A U.S. citizen male who was born in and lives in Korea and is on the Korean Family Census Register may not renounce his Korean citizenship until he serves in the Korean military.

After fulfilling his military service, a dual national has two years to choose his nationality before he loses his Korean citizenship.

There have been several instances in which young American men of Korean descent – who were born in and lived all of their lives in the United States – arrived in Korea as tourists only to be drafted into the Republic of Korea army. At least two of these cases involved individuals whose names had been recorded on the Korean Family Census Register without their knowledge.

U.S. military members should contact the U.S. Forces Korea (USFK) Legal Office prior to making plans to travel to Korea, whether for official or personal purposes. Direct contact is Mr. Hyun S. Kim, DSN (315) 738-7175, commercial (82-2) 7918-7175, e-mail hyun.s.kim1@korea.army.mil.

For additional information, consult the Embassy of Korea's website under the Consulate Service's "Other Information" at <http://www.koreaembassyusa.org/> and review our [Dual Nationality flyer](#).

CUSTOMS REGULATIONS: Persons traveling to/from Korea or transiting Korea to/from other countries should be aware that the Republic of Korea's customs authorities may enforce strict regulations concerning the temporary importation into or export from Korea of items such as firearms, ammunition, explosives, narcotics and prescription drugs, non-prescription health supplements, radio equipment, and gold, as well as books, other printed material, and videos or audio recordings that might be considered subversive to national security, obscene, or in any way harmful to the public interest and cultural property.

Furthermore, the Republic of Korea has customs laws and regulations to prevent the spread of livestock diseases, such as hoof-and-mouth disease, avian influenza, etc. The following products must be declared to Korean customs officials upon arrival: live animals, such as dogs, cats, pet birds, etc.; animal products, such as antlers, bone, blood meal, etc.; beef, pork, mutton, chicken meat and processed meat products, such as sausages, ham, meat jerky, boiled meat, canned products, boiled eggs, etc.; processed dairy products, such as milk, cheese, butter, etc.; processed egg products, such as egg, egg white, egg powder, etc. For further inquires, please send an email to nvrqs@nvrqs.go.kr. Please see our information on [customs regulations](#).

U.S. Customs and Border Protection lists items whose entry into the United States is prohibited or restricted at http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/prohibited_restricted.xml. For additional information please see the section above on Crime.

PASSPORT SEIZURES, EXIT BANS, AND COMMERCIAL DISPUTES: The Government of the Republic of Korea sometimes seizes the passports and blocks departure from Korea of foreigners involved in commercial disputes. While the U.S. Government may reissue a passport to a U.S. citizen who applies for one in such circumstances, the Korean exit ban remains in effect, thereby preventing departure.

WORKING IN THE REPUBLIC OF KOREA: Americans going to the Republic of Korea to teach, model, or work for a company (part-time or full-time, paid or unpaid) must enter Korea using the appropriate work visa. Changes of status from any other visa status to a work visa are not granted within the country. Any foreigner who begins work without the appropriate visa is subject to arrest, costly fines, and deportation. Persons working without a valid work permit and who have a contractual dispute with their employers have little or no entitlement to legal recourse under Korean law.

TEACHING ENGLISH: The U.S. Embassy in Seoul receives many complaints from U.S. citizens who enter the Republic of Korea to teach English at private language schools ("hagwons"). The most frequent complaints are that the schools and/or employment agencies misrepresent salaries, working conditions, living arrangements and other benefits, including health insurance, even in the written contracts. There have also been some complaints of physical assault, threats of arrest/deportation, and sexual harassment. Some U.S.-based employment agencies have been known to misrepresent contract terms, employment conditions, or the need for an appropriate work visa. Since the Spring of 2005, Korean police have investigated a number of foreign teachers for document fraud. Several Americans have been arrested and charged with possession of fraudulent university diplomas that were used to obtain employment in Korea. Please see our

comprehensive handout entitled *Teaching English in Korea: Opportunities and Pitfalls*; this handout may also be obtained at the U.S. Embassy in Seoul.

DISASTER PREPAREDNESS: Legally, the Democratic People's Republic of Korea (North Korea - the DPRK) and the Republic of Korea remain in a state of war. Peace has been maintained on the Korean peninsula under an armistice for more than 50 years. In the last few years, political, economic, and social contacts between the Democratic People's Republic of Korea and the Republic of Korea have increased significantly. However, the possibility of military hostilities that could necessitate the evacuation of U.S. citizens from the Republic of Korea cannot be excluded. The U.S. Government has developed a Non-combatant Evacuation Operation (NEO) plan for the evacuation of U.S. citizens from Korea in an emergency. A guide for U.S. citizens about the NEO plan is available online at http://korea.usembassy.gov/emergency_evacuation.html, or at the U.S. Embassy in Seoul.

The U.S. Government does not provide protective equipment to private American citizens in the Republic of Korea. As always, U.S. citizens should review their own personal security practices and make their own decisions with regard to those precautions that they might take to avoid danger. Those who may wish to acquire protective equipment for personal use should contact commercial vendors who may be able to provide such equipment. For further information, please refer to the Department of State's [Chemical - Biological Agent Fact Sheet](#).

If the Department of State becomes aware of any specific and credible threat to the safety and security of U.S. citizens, that information will be provided to the American public at large.

During the monsoon season (June-August) and the typhoon (hurricane) season (May-November), there may be heavy rains and flooding in Korea. General information about natural disaster preparedness is available from the U.S. Federal Emergency Management Agency (FEMA) at <http://www.fema.gov>.

CRIMINAL PENALTIES: While in a foreign country, a U.S. citizen is subject to that country's laws and regulations, which sometimes differ significantly from those in the United States and may not afford the protections available to the individual under U.S. law. Penalties for breaking the law can be more severe than in the United States for similar offences. Engaging in sexual conduct with children or using or disseminating child pornography in a foreign country is a crime, prosecutable in the United States. Please see our information on [Criminal Penalties](#).

Persons violating Korean laws, even unknowingly, may be expelled, arrested, or imprisoned. Penalties for possession, use, or trafficking in illegal drugs in the Republic of Korea are severe, and convicted offenders can expect long jail sentences and heavy fines. American citizens in Korea have been arrested for past use of illegal drugs based on urine tests, hair samples, or other tests. Korean authorities frequently arrest Americans on drug charges by scanning suspicious packages sent through the mail system and by using information provided by other persons charged with drug possession or use.

CHILDREN'S ISSUES: For information on international adoption of children and international parental child abduction, see the [Office of Children's Issues](#) web site.

REGISTRATION / EMBASSY LOCATION: Americans living in or visiting the Republic of Korea are encouraged to register through the [State Department's travel registration web site](#) and obtain updated information on travel and security within the Republic of Korea. American citizens may also sign up for warden messages and monthly newsletters by providing their email address at <http://seoul.usembassy.gov/>. The U.S. Embassy street address is 32 Sejong-no, Jongno-gu, Seoul, Republic of Korea, 110-710. The APO address is Unit 15550, APO AP 96205-5550. Telephone (82-2) 397-4114 (from a cell phone in Korea: 02-397-4114); fax (82-2) 397-4101. Please visit the U.S. Embassy Seoul's consular web site at <http://seoul.usembassy.gov/>.

This replaces the Country Specific Information dated March 19, 2007, to update sections on Country Description, Entry/Exit Requirements, Safety and Security, Medical Facilities and Health Information, Travel Safety and Road Conditions, Special Circumstances and Registration/Embassy Location.



Agreement

As a participant in the International Programs, you are a representative of the CSU, the State of California, and the United States. As such you are bound both by the normal requirements of social behavior which apply at home and by additional requirements related to maintaining the reputation and interests of the program overseas. This section features the legal and policy requirements that apply to your year overseas.

As a condition of participation in IP, all students are required to sign a program Agreement, a copy of which follows for your records. A separate copy for your signature is included in Packet #1 online. You should read the Agreement carefully, sign it and return it to OIP by **May 15**. Particular attention is directed to paragraph 9.

This form constitutes the basic agreement between you and the Trustees of the CSU. It is important to understand that this agreement legally binds you to abide by all IP rules and regulations, which are described in this Guide, the IP Bulletin, and elsewhere.

Students are expected to comply with IP requirements before departure and while overseas and to give OIP staff and host university officials their full cooperation. Actions such as disruption of the administrative process or physical or verbal abuse toward any member of the IP community are not acceptable. Regarding the academic process, unacceptable conduct includes cheating or plagiarism, failure to attend class, failure to maintain the prescribed minimum unit load, unauthorized absences from the study center (e.g., leaving early for vacations or not returning on time), or violation of IP academic policies.

Normally, common sense will dictate acceptable personal conduct outside the classroom. Examples of behavior considered unacceptable are: disregard for the laws or customs of the host country, theft, failure to pay debts, trading in, consumption, or use of illegal or dangerous drugs or narcotics, or violation of any local law or ordinance with respect to these substances, involvement in illegal or offensive actions of a political nature as defined and interpreted by the lawful authorities of the host country, or engaging in any act which represents a potential danger or an embarrassment to the program or to others.

Failure to abide by these rules and regulations may result in one of several sanctions, depending upon the seriousness of the problem. In order of severity these include a verbal and/or written reprimand by the Resident Director or host university representatives, a written reprimand from the Director of International Programs, probation, and disenrollment.

We expect that you will have a productive and challenging year abroad. As we have indicated previously no location here in the US or abroad can be considered risk free. By informing yourself and acting responsibly, you can help make your stay abroad a safe one. Nevertheless, changing circumstances that pose risks to students may require OIP to act. In those cases, that action may include evacuation, relocation or suspension of the program. While this is extremely rare, it remains a possibility of which you should be aware.

Nondiscrimination Policy

Gender (Title IX)

The California State University does not discriminate on the basis of gender in the educational programs or activities it conducts. Title IX of the Education Amendments of 1972, as amended, and the administrative regulations adopted thereunder prohibit discrimination (including harassment) on the basis of gender in education programs and activities operated by California State University. Such programs and activities include admission of students and employment. Inquiries concerning the application of Title IX to programs and activities of California State University International Programs may be referred to the Director of the Office of International Programs or to the Regional Director of the Office for Civil Rights, Region IX, 50 UN Plaza, Room 239, San Francisco, California 94102.

Disability

The California State University does not discriminate on the basis of disability (including AIDS) in admission or access to, or treatment or employment in, its programs and activities. Section 504 of the Rehabilitation Act of 1973, as amended, and the regulations adopted thereunder prohibit such discrimination. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

Race, Color, or National Origin

The California State University complies with the requirements of Title VI of the Civil Rights Act of 1964 and the regulations adopted thereunder. No person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program of The California State University.

Age, Ethnicity, Religion, Sexual Preference, Marital Status, Pregnancy, or Vietnam Veteran Status

California State University does not discriminate on the basis of age, ethnicity, religion, sexual preference, marital status, pregnancy, or Vietnam veteran status in any of its programs or activities. California State University International Programs complies with all applicable federal laws, state laws and Trustee policies in this area. These statutes and policies also prohibit sexual harassment. Inquiries concerning compliance may be addressed to the Director of the Office of International Programs.

Federal Drug-Free Schools and Communities Act of 1989

California State University is committed to achieving and maintaining a campus community that fosters personal and institutional excellence and strives to provide conditions under which the work of the University can go forward freely, with the highest standard of quality and integrity. In keeping with this commitment, all faculty, staff and students are urged to ensure that the learning environment is free of the problems of substance abuse and dependency. For information regarding the Federal Drug-Free Schools and Communities Act of 1989, please contact the Director of the Office of International Programs.

Privacy Rights of Students in Education Records

The federal Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 12329) and regulations adopted thereunder (34 C.F.R. 99) set out requirements designed to protect the privacy of students concerning their records maintained by the Office of International Programs. Specifically, the statute and regulations govern access to student records maintained by the campus, and the release of such records. In brief, the law provides that the campus must provide students access to records directly related to the student and an opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading or oth-

erwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the instructor. The law generally requires that written consent of the student be received before releasing personally identifiable data about the student from records to other than a specified list of exceptions.

The Office of International Programs is authorized under the Act to release "directory information" concerning students. "Directory information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The above designated information is subject to release at any time unless the Office of International Programs has received prior written notice from the student specifying information which the student requests not to be released. Written objections should be sent to the Director of the Office of International Programs.

The Office of International Programs is authorized to provide access to student records to campus officials and employees who have legitimate educational interests in such access. These persons are those who have responsibilities in connection with the campus' academic, administrative or service functions and who have reason for using student records connected with their campus or other related academic responsibilities. Disclosure may also be made to other persons or organizations under certain conditions (e.g., as part of accreditation or program evaluation; in response to a court order or subpoena; in connection with financial aid; to other institutions to which the student is transferring).

Important Note: While you are abroad you will be encountering cultures which have values and standards of behavior different from your own. Such differences are reflected in the educational system, in social relationships and the legal system. Attitudes surrounding the use of alcohol and drugs, for example, have social as well as legal implications. You need to know that while United States and California law continue to apply to you and Trustees with regard to your participation in the international education program, you are also subject to the laws and customs of the foreign country where you study, and your relationship with foreign nationals and foreign institutions will be governed by the law of the host country.

THE CALIFORNIA STATE UNIVERSITY
INTERNATIONAL PROGRAMS
AGREEMENT

This agreement is entered into by and between the State of California through the Trustees of The California State University, hereafter called "Trustees," and _____, hereafter called "Student." (enter your full name)

WHEREAS, the Trustees intend to provide an international education program in _____ for selected students of The California State University and (overseas center)

WHEREAS, Student desires to participate in the program under the terms and conditions hereafter set forth,

NOW, THEREFORE, Trustees and Student agree as follows:

1. Student shall qualify for admission as a student for credit in the International Programs of The California State University by satisfying all requirements, including payment of fees.
2. Student shall pay to Trustees' Office of International Programs by the dates specified the amounts set out in the Program Costs sheet which is attached hereto and by this reference made a part of this agreement. Refund of amounts which Student pays to the Office of International Programs and assessment of charges shall be as provided in the Program Costs sheet.
3. Student shall pay to Trustees' Office of International Programs sums in addition to those specified in the Program Costs sheet as may be necessary due to increases in charges by the host university or housing authority, fluctuation in United States dollar exchange rates, or commitments made by Student while overseas that are subsequently discharged by Trustees, and increases in fees or other charges relating to enrollment in the CSU International Programs. Student shall pay to the Office of International Programs any additional sums within 30 days notification by Trustees.
4. Student shall obtain and provide all materials, meet all deadlines, and otherwise comply with all participation requirements established by the Office of International Program.
5. Student agrees to expend his or her best efforts in successfully completing the academic requirements of the courses in which Student enrolls.
6. Student understands and agrees that acts, omissions, occurrences, or events beyond the control of the parties hereto may make necessary or desirable the modification, relocation, or cancellation of the program contemplated by this agreement. Trustees shall be authorized to modify or relocate the program contemplated by the agreement with respect to cost, dates and times, and academic content so long as any such modification or relocation is a reasonable substitute for the originally contemplated program. Student acknowledges that courses may be added, cancelled, or changed by the host institution as well as by the Trustees.

Furthermore, Trustees reserve the right to suspend or relocate a program in a host country if, in their judgement, it is deemed advisable to do so in the event of civil disturbance, hostilities, potential hostilities, or warning from the US State Department. Student acknowledges and agrees to cooperate and follow any instructions from the Trustees in connection with a suspension or relocation of a program.

7. Trustees shall enroll Student in the International Programs of The California State University if Student otherwise qualifies for enrollment and shall provide appropriate academic credit for the courses that Student successfully completes.
8. Trustees shall provide or arrange for the provision of those services and benefits stated in the Program Costs sheet.
9. It is understood that the international implications of this agreement are such that the conduct of Student during the course of the program is of utmost importance. Student, therefore, agrees to conform to standards of conduct consistent with the maintenance of a positive reputation of The California State University and to conform to all applicable rules, regulations and policies of The California State University International Programs. Student understands and agrees that in the event the Director of International Programs, in his or her discretion, shall determine the conduct or academic standards of Student are detrimental to the best interests of the International Programs, the Director may terminate the participation of Student in the International Programs. Such termination shall not diminish or otherwise affect Student's obligation to make to Trustees any payments specified in this agreement. Trustees in no event shall be required to refund to Student any payment made by Student to Trustees, but may make such refunds as are consistent with Trustees' policy.
10. Student understands that there are dangers, hazards, and risks inherent in international travel, living in a foreign country, and the activities included in the international education program including but not limited to air, land and sea travel, dietary differences, diseases less common in the United States, differences in legal expectations and protection, building code and other safety differences, any of which could result in serious or even fatal injuries and property damage. Student agrees to assume all the risks and responsibilities surrounding student's participation in the international education program, and understands and agrees that the Trustees cannot and do not assume responsibility for any such personal injuries or property damage.
11. This agreement is subject to all applicable laws and regulations. If performance of this agreement involves violation of applicable law or regulation thereby making it legally impossible to perform and such illegality is not the fault of Student, Trustees shall refund to Student those payments made pursuant to this agreement which are authorized to be refunded in Section 41802 of Title 5, California Administrative Code. Upon payment of said refund, all rights of Student and Trustees are waived under this agreement.
12. Student agrees that the State of California, the Trustees of The California State University, the International Programs of The California State University, and each and every officer, agent and employee of each of them (hereafter in this paragraph 11 and in paragraph 12 collectively referred to as "the State") shall not be responsible for any injury, damage, or loss to Student or Student's property which occurs from any cause beyond the control of the State, or which does not occur from the sole negligence of the State.

- 13. Student further agrees to hold harmless, defend and indemnify the State from any and all claims, injuries, damages, losses, causes of action, and demands, and all costs and expenses incurred in connection therewith (hereafter in this paragraph 12 collectively referred to as "liability") resulting from or in any manner arising out of, or in connection with any negligence on the part of Student, his or her agents, or employees, in the performance of this agreement, irrespective of whether such liability is also due to any negligence on the part of the State.
- 14. This agreement contains the sole and entire agreement between Trustees and Student and shall supersede any and all other agreements between the parties. Trustees and Student acknowledge and agree that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or her or its dealings with the other.
- 15. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto.
- 16. The laws of the State of California shall govern the interpretation of this agreement. Any action brought to enforce any right or obligation under this agreement or any action which arises out of or in connection with this agreement shall be brought in the courts of the State of California.

By signing below, Trustees and Student manifest their agreement to these terms and conditions.

TRUSTEES OF
THE CALIFORNIA STATE UNIVERSITY

STUDENT

Tom Roberts, Director
Procurement and Support Services Officer

Student's Copy

Student's Signature

Date

Student's Printed Name

Date

Withdrawals

A student who wishes to withdraw from International Programs must complete a *Predeparture Withdrawal Notification* form and submit it to OIP as soon as possible so that alternate students may be offered the opportunity to participate.

Prior to Departure

Students who withdraw from OIP before departure retain their status as continuing students at their home CSU campuses.

After Departure

Because of the extensive commitments made by the State on each student's behalf, withdrawal after departure is a very serious matter. Students who request withdrawal at any time after arrival at the overseas site must consult with the Resident Director or host university representative and must fill out the required withdrawal form.

Students who discontinue their academic programs without completing the required steps for withdrawal will receive failing grades in all courses. Withdrawal after departure constitutes withdrawal not only from OIP, but also from the student's home CSU campus.

Financial aid recipients should work closely with OIP and their home campus financial aid counselor regarding funds that may need to be repaid and/or debts owed to OIP as a result of their withdrawal.

In some instances, a change in visa status as a result of withdrawal from IP, and thus no longer having student status, may mean having to leave the host country immediately.

In all cases of withdrawals and disenrollments, students assume full responsibility for their return to their home, and thereby remove all liabilities and responsibilities from OIP representatives and staff and the Trustees of The California State University.

Refunds

Students are entitled to a full refund of funds paid, less any funds already committed or expended on their behalf, provided that written notice of withdrawal is received by OIP **prior to June 15**.

Students who withdraw or are disenrolled **after June 15**, but before the beginning of instruction, will receive a refund of all monies paid to OIP less \$500 or an amount equal to funds committed or expended on their behalf, whichever is greater.

Students who withdraw or are disenrolled **after the beginning of instruction** will receive a refund of funds not already committed or expended on their behalf.

State University Fee (SUF) refunds will be based on the amount paid to OIP, the effective withdrawal date and whether or not a student will receive course credit for the term at the overseas university.

No refunds will be made for the IP student Abroad fee after departure.

No refunds will be made for health insurance cancellation after departure.

No refunds will be made for nonparticipation in group activities.

Determinations concerning eligibility for refunds and the amount and date of refunds shall be made at the discretion of the Trustees.

If students who receive financial aid withdraw, they may be required to make immediate restitution of monies awarded for participation in OIP.

Overseas Centers

Australia - Griffith University

c/o Ms. Amy Johnson
Study Abroad and Exchange
Griffith University
International Office
Nathan Campus
Queensland 4111
Australia

Australia - Macquarie University

c/o Mr. Toby Driscoll
Macquarie International
Macquarie University
North Ryde, NSW 2109
Australia

Australia - Queensland University of Technology

c/o Ms. Natalie Pye
Study Abroad and Exchange
2 George Street, GPO Box 2434
Brisbane, Queensland 4001
Australia

Australia - The University of Queensland

c/o Ms. Karen Fisher
Student Exchange Program
International Education Directorate
Level 2, J.D. Story Building
The University of Queensland
Brisbane QLD 4072
Australia

Australia - University of Western Sydney

c/o Ms. Wendy Spinks
Exchange and Study Abroad Officer
UWS International
Penrith Building K1.18
Locked Bag 1797
Penrith South DC NSW 1797
Australia

Australia - Victoria University

c/o Ms. Wendy Martinec
International Officer
International Office
P.O. Box 14428
Victoria University
Melbourne City
MC, VIC 8001 Australia

Chile

c/o Programa California State University
Oficina N°5 Programme California State University
Pontificia Universidad Catolica
Campus San Jaoquin
Av. Vicuña Mackena 4860
Macul, Santiago, Chile

China

c/o CSU International Programs
Peking University
Shao Yuan 2-101
Beijing
People's Republic of China, 100871

Denmark

c/o DIS Study Program
Vestergade 7
DK-1456 Copenhagen K
Denmark

France - Aix-en-Provence

c/o The California State University
5, rue du 4 Septembre
13100, Aix-en-Provence, France

France - Paris

c/o MICEFA
Centre Saint-Jacques
26, rue du Faubourg Saint-Jacques
75014 Paris, France

Germany - Tübingen

c/o Dezernat für Internationale Beziehungen
University of Tübingen
Wilhelmstrasse 9
D-72074 Tübingen
Federal Republic of Germany

Ghana

c/o University of California Study Center
University of Ghana
P.O. Box 356
Legon, Ghana
West Africa

Israel

Suspended

Italy

c/o The California State University International Programs
Via G. Leopardi 12
50121 Firenze, Italy

Japan

CSU International Program in Japan
c/o School of International Liberal Studies (SILS)
Waseda University
Nishi-Waseda Bldg.
1-21-1 Nishi-Waseda
Shinjuku-ku, Tokyo 169-0051
Japan

Korea

c/o Division of International Education and Exchange
Yonsei University
134 Shinchon
Seoul 120-749
Korea

México - Queretaro

c/o Programas Internacionales
Tecnologico de Monterrey
Campus Querétaro
Ave. Epigmenio Gonzalez No. 500
Col. San Pablo CP
76130 Querétaro, Qro
Mexico, DF

New Zealand - Lincoln

c/o International Centre
P.O. Box 94
Lincoln University
Canterbury, New Zealand

New Zealand - Massey

c/o International Student's Office
Massey University
Tennant Drive
Private Bag 11-222
Palmerston North, New Zealand

Quebec

c/o The California State University
Office of International Programs
401 Golden Shore, Sixth Floor
Long Beach, California 90802-4210

South Africa - Durban

c/o Student Exchange/Study Abroad Coordinator
Room 409,
Rick Turner Students' Union Building
University of KwaZulu-Natal
Durban 4041
South Africa

South Africa - Port Elizabeth

c/o Office of International Education
Nelson Mandela Metropolitan University
P.O. Box 77000
Port Elizabeth 6031
South Africa

Spain - Granada

c/o The California State University
Cursos de Extranjeros
Placeta del Hospicio Viejo 1
Granada 18071, Spain

Spain - Madrid

c/o The California State University International Programs
Facultad de Geografía e Historia, Edificio B
Ciudad Universitaria
28040, Madrid, Spain

Sweden

c/o Office of International Affairs
Uppsala Universitet
Box 256
S-751 05 Uppsala
Sweden

Taiwan

c/o Dr. Li-ling Tseng
Foreign Languages and Literatures
National Taiwan University
1, Sec 4, Roosevelt Road
Taipei 106
Tawian, Republic of China

United Kingdom - University of Bradford

c/o International Office
University of Bradford
West Yorkshire BD7 1DP
The United Kingdom

United Kingdom - University of Bristol

c/o Study Abroad Office
International Centre
University of Bristol Union
Queen's Road
Bristol BS8 1LN
The United Kingdom

United Kingdom - University of Hull

c/o International Services Division
The University of Hull
Hull HU6 7RX
The United Kingdom

United Kingdom - Kingston University

c/o Visiting Student Programme
Kingston University
Millenium House
21 Eden Street
Kingston Upon Thames
Surry KT1 1BL
The United Kingdom

United Kingdom - University of Sheffield

c/o International Office
The University of Sheffield
8 Palmerston Road
Sheffield S10 2TE
The United Kingdom

United Kingdom - University of Swansea

c/o American Studies Exchange Office
University of Wales, Swansea
Singleton Park
Swansea SA2 8PP
The United Kingdom

Student Experience in Seoul, Korea

As of 1/8/2008
Korea (Won)
1 USD = 939.46 KRW
1 KRW = .00106 USD

Introduction

Yonsei University is located in Seoul, South Korea. Within the proximity of the area there are four universities, including Yonsei. Seoul is an extremely active college town. It is also very crowded; in fact it is densely populated. Within the city there are many cafes, stores, theaters, restaurants and clubs.

Yonsei is one of the elite schools of Korea-the second best university behind Seoul National University. Yonsei has outstanding Business, Medical, Dental and Music programs in the nation.

Each class is held one day a week for three hours at a time. Most classes are held twice a week. Usually a 2 hour lecture class as well as a 1 hour discussion period. There are many special lectures by Korean politicians; an example was the "Reunification of Korea" lecture that was done by a Korean National Assembly member.

Academics

Most classes at Yonsei are usually held twice a week or once a week, depending on the professor. Most professors are Korean natives who conduct their classes in English. Most are really good teachers, but some have a really thick accent. That is the down side because most of the courses for IP students are on the "same professor teaching the same course" basis. Therefore, if there's a required course that you have to take but don't like the professor whose teaching it, you're stuck. You have no other choice but to take that course from the professor who teaches it because there aren't two professors teaching the same course in the IP program at Yonsei. The classes here are quite tough, but if you keep up with the pace, do all the assignments, and attend class regularly, you shouldn't have anything to worry about. As an IP student, unless you are already proficient at Korean, you are required to take a Korean language course. This is a 6-unit course, which is conducted everyday for two hours. Even though it's held every day, most students find it very enjoyable because everything that's learned in class is applicable outside of class. You usually have two professors: one for vocabulary and grammar and the other one is for reading. You are also permitted a certain number of absences. The maximum number of hours you can miss is about 32 hours. However, if you miss too many classes, it can be difficult to make up. The grade also usually consists of just the final and the midterm. The Korean professors also rarely speak much English. However, if you attend class regularly and study hard, it becomes much easier throughout the semester.

The majority of the International Division professors studied and received their postgraduate degrees in the United States. Most of the classes are taught in a somewhat informal matter. They try to meet the needs of international students, but at the same time, they live in a society that has a tradition of teaching by making students memorize and sit in class without asking questions. Some native Korean students take classes and one will notice that they tend to be more respectful to the teacher and will not ask many questions. This should not discourage the student, since the professors are willing to answer all questions. One has to take into account that teachers and professors are highly respected in Korea, and being early is part of showing the professor respect.

Most classes are not difficult, although there will be teachers that have high expectations of students. Some teachers will try to maintain the same style of teaching they use with Korean students. These teachers will expect students to know some important points from books and lectures. Other teachers will assign research, which usually is done through the Internet. If there is any homework assigned most will be in the form of book readings, with some memorization and papers that are 2-3 pages long. I have found that homework varies from professor to professor, as at any university. Papers can be anywhere between 3 - 15 pages long in length. There aren't really any standard curriculums. It tends to vary on a class to class basis. Most classes also have a heavy emphasis on presentations.

Yonsei offers many classes related to East Asian History, Politics, Culture, and Art, which makes it an excellent place for any student who is interested in East Asia. Most classes will have a midterm and a final, but do not be surprised if a professor has higher or lower standards.

Life in School and Night Life

Living on campus at Yonsei gives you many opportunities to meet locals and the convenience of being near a subway. There are many different clubs at Yonsei, which you may join, including the soccer club, the International Yonsei Club, and even the Eons American Football club. The international division staff has several field trips to different places in Korea. The trips are usually cheap and many international students participate. I would recommend attending some of the very early events in order to get to know other international students.

There are many bars and restaurants located around Yonsei, especially on the road that leads to Sinchon subway station. Bars in this area are usually cheaper than those located near Ewha University. There are pubs that serve traditional alcoholic drinks, like Soju and Macholy. A major difference between the United States and Korea is that in most bars food (called ahn-joo) is served, and should be ordered. Most Koreans will recognize that foreigners are not accustomed to Korean conventions, but it is a good way to participate with the rest of society. Bars are open until sunrise and it is common to see people taking the subway or taking a taxi around this time. Yonsei University is a very safe place thus one can walk down the street at 3:00 am without being approached or mugged. Be aware that wherever you are on the subway, it will shut down at midnight. For example, if you live forty minutes away from your current stop, board the train by the very latest, 11:20. Also, cabs start charging a higher rate after midnight. Even so, they are fairly inexpensive. Although you should be warned that sometimes cabs are weary of picking you up if you have a very short distance to go. Sinchon (the district where Yonsei is located near) is very safe but it is still recommended not to walk around by yourself at night as there was a recent incident where two girls were kidnapped, although those incidents are very rare.

When going to a restaurant you will always be treated with utmost respect, and it is not unusual to get "service," which is other things besides what you order. This is done to guarantee a permanent customer. Always show appreciation for this kindness.

Postal Service

The Korean Post Office is cheap and very efficient, thus students can send packages back home at low rates, especially sending by boat. Besides what is the hurry, you will be in Korea for 11 months.

Housing

Yonsei University has an International dorm where IP students stay, however space is limited because of student demand. For students who favor convenience over privacy, I recommend living in the dorm because the library, bookstore, classrooms, gymnasium, cafeteria, and most of the school's facilities are within walking distance. In the dorms, students share a room with another international student. All rooms are the same size. They come with a bed, a desk, a personal closet and a couple of shelves. Every room has LAN, a network system that lets all students have fast Internet access. There are also different electric switches for students that bring a laptop, or a small radio. There is an air-conditioner, and a heater, and both work excellently during the hot summers and cold winters. Although it is very convenient, be warned that the dorm rooms are very small. There is also free laundry at the dorm, but there aren't very many machines so sometimes you have to do your laundry at very odd hours of the night. And it's usually a good idea to keep an eye on your belongings.

The dormitory building has five floors, the first floor is the lobby, and where the computer room is located. The second and third and part of the fourth floors are for women only, and the other half of the fourth and fifth floor are for men. The international division tries to apply the rules it has in other dormitories to the international dormitory, which is not always so successful. Dorm life can be really fun, however it can also be stressful sometimes because with all the other students around, it's hard to find your own space.

There was a curfew, but these days there is no set time as to when students are allowed to return to dormitories. Mainly because there has been a new finger print system in the dormitories that reads the index finger print of those living in the dorms. Every floor is divided into two halls, and each hall has a bathroom. In every bathroom, there are several sinks that are supplied with soap. There are several toilets as well. Showers are located within the bathroom but in their own separate rooms. Each shower has a curtain, and up to five people can be showering.

There is cold and hot water. There is a lounge in every hall that has a television and a refrigerator and a water filtration system that gives hot and cold water.

There is no cooking allowed in the dormitories, but one can usually buy instant foods and make them in the dorms. It is highly recommended to eat them in the television rooms. Living in Korea one realizes that groceries are expensive and that eating in cheap restaurants or the school cafeteria beats any home cooking or instant food.

For students who favor privacy, a "Boarding House" (Hasuk) is another alternative - the monthly fee usually runs around \$400 US. It's quite comfortable living in a boarding house because you get to have your own room, and at most boarding houses, food is provided, which is great if you're looking forward to saving a couple bucks. Usually there is a communal bathroom. The down side to most boarding houses is that they only have washing machines, no dryers. Most Koreans prefer hanging their clothes, they don't really use the drying machine much in this country. Most boarding houses don't provide Internet access, but there's no problem connecting it; the fee is an extra \$20 monthly. The Internet speed in Korea is unbelievable, and from what I've heard, Korea is among the countries with the fastest online connection in the world! So far I haven't used anything that's slower than the DSL that we have back home in the U.S. There are different types of boarding houses and the price ranges are in accordance to the facilities provided. Boarding houses are everywhere around the school's district, but most of the signs are in Korean, so if you don't speak Korean or don't have anyone to help you look for these places, you should come here at least 2 weeks in advance of the orientation date so that the staff can help you arrange something. Make sure your landlady is friendly. It can make your stay far more pleasant if so.

There are two other options as well. You can stay in a "livingtel" which is a tiny room that can either come with or without a bathroom. These rooms are incredibly small though. Usually these are inhabited by local Koreans who live too far to commute. I believe it's about 550,000 won for a room with a bathroom. About 400,000 won without. They usually come equipped with a desk, a closet, a television, and a small refrigerator. If you can, try to get a room in a boarding house (mentioned above) it is way more bang for your buck. Another option is getting an apartment but that requires that you know how to speak Korean well or know someone else who does. Don't be fooled by listings with low rent. Usually that means there is a high deposit. It usually works vice versa too meaning if there is a higher monthly rent, then there is usually a lower deposit.

Climate

Korea has four distinct seasons, which make it convenient for many people. In the fall, hiking trips are the best because the weather is cooler and the leaves begin to change colors making the landscape beautiful. The fall is the shortest season in Korea. In the winter it snows, and many ski resorts open up. The closest one to Seoul is about an hour away. In spring the weather begins to warm up again, which enables you to travel to any place you wish. Late spring is the time when campsites and beaches begin to open. Summer is hot and it rains a lot, thus traveling is somewhat inconvenient but one can always find something to do. The summer is also very humid and the hot weather usually attracts a lot of mosquitos. If you are into eating raw fish, the best time to do so is in the fall, winter or early spring. During the summer, fish is susceptible to contamination.

Telephones

By studying and living in South Korea, you will quickly realize that most people use cellular phones, or "hand phones." They are cheap and there are various services offered. You can buy a used hand phone for 20 dollars, and pay a \$20-30 for monthly service. There are hand phones that you pay for a monthly service charge and those that you add money to, which gives you a certain amount of minutes. Most hand phones receive phone calls at no charge, and some can receive international calls. Public telephones are not common anymore, and it is rare to find coin-operated telephones. If you wish to use public phones, buying a phone card, specifically for public phone use, would come in handy. You should try to make a Korean friend to take with you to get a cell phone otherwise they may try to rip you off. It is usually a better deal to get a contract because adding minutes to your phone is really expensive.

Transportation

Seoul is a very crowded city with not just people, but cars as well. The streets are always stacked with buses, taxis, and cars that drive around looking for parking spaces. Most students walk to school but whenever there's

the need to commute, or travel to any places around town, the subway is most popular. Seoul has a state of the art railway system with eight different tracks running all over the city from 5:30 a.m. to 12:00 a.m. Wherever you are, subways close at midnight. Meaning if you have a forty minute ride to get home, get on the train by the very latest 11:20. Also, cabs start charging a higher rate after midnight. Even so, they are fairly inexpensive. Although you should be warned that sometimes cabs are weary of picking you up if you have a very short distance to go.

Foreigners usually have no problem finding their way around town by using the subway because along every subway station, maps of the subway can be found - all have English translations. The subway fares are fairly cheap comparing to our Bart transportation fee at home in San Francisco. The cost varies depending on the destination; however, the normal fee is only around \$1 US. Usually students don't have much trouble with traveling around town because the Yonsei staff provides them with a lot of traveling information and advise at orientation.

Korea's public transportation systems work incredibly well. The buses are also very simple to use. Your Yonsei ID card also serves as a transportation card. At the subway station you can add money to your ID card in order to use it to pay for the subway and buses. You can either use the machines provided or if you can't figure it out, you can go to the info desk.

Traveling

Traveling throughout South Korea can be cheap or expensive, depending on where you want to go. There are trains and express busses that can take you just about anywhere. It's best to know a little Korean if you travel. By the time you are done with the first semester in Yonsei you will be able to travel by yourself and be able to go anywhere you wish.

There are many places to go sightseeing within Seoul. You can also take short, one-day trips around Seoul and see lots of amazing places. The Han River is 15 minutes away from Sinchon Station. Most of the theme parks are located in Seoul and can be reached through the Subway. Museums and palaces are mostly located in Downtown. The cities outside Seoul make great places to travel: Ilsan, Suwon, and Incheon.

Food and Beverage Expenditures

Food is great here. It's cheap and it's quite tasty; some students here tend to have the urge to eat a little more because of that. Seoul is a globalized city where you can find many Indian, Mexican, Italian, and Chinese restaurants, and there's always McDonald's, of course, along with KFC, TGI Friday's and more... The hamburgers and fries that people have here taste exactly the same as the hamburgers and the fries at home, and the food prices for those kinds of restaurants are comparable to ours.

The biggest expenses a student can expect to incur are for food and drinks, unless you do a lot of extracurricular social drinking and/or traveling already. Yonsei University's campus has two or three student cafeterias on campus. A student can expect to pay on average for a cafeteria meal around 2,000 to 3,000 Won, which is roughly about US \$1.50 to \$3.00 per meal. The quality of the food is what you can expect from a student cafeteria. However, if you decide to venture out into Sinchon where all the restaurants and "HOFs" (small like coffee houses and pubs that offer a limited food menu and drinks) are located, you can expect to pay around 3,500 to 20,00 Won, or about US \$3.00 to \$17.00 per meal. The food is much better but somewhat more expensive depending on where you go for a meal. International cuisine tends to be more expensive, however the quality and authenticity can be questionable.

If your primary concern is adhering to a tight budget, then eating at a HOF is cheaper than most restaurants. Cold beverages such as Coca Cola, Mountain Dew, Chilsun Cider (Sprite), and other various drinks are quite cheap in comparison. A person can expect to pay about 450 to 500 Won for a small can of soda pop or flavored water. There are many beverage vending machines available inside and outside of the classrooms. A cup of coffee inside a HOF will cost you 4,500 Won or US \$3.50, which is quite expensive, but you get free refills. South Korea also offers many fast food chain restaurants. For example, a student can eat chicken at Popeye's or Kentucky Fried Chicken for a modest Won 3,400 to 6,000, or US \$2.60 to \$4.60. There are two popular and familiar cheeseburger fast food restaurants in Korea: McDonalds and Burger King. You can expect to pay roughly the same as you would as the previously mentioned for a combination meal complemented by free refills.

Shopping

You may already know that Seoul is among the most expensive cities in the world to shop in. It's true, especially when it comes to brand name clothes, shoes, accessories or electronic devices, so don't even think about going on a shopping spree when you get here. But thank goodness there are many different kinds of stores around the Yonsei area. Besides the huge department stores where most brand name (expensive) "high quality" stuff gets sold, it's not impossible to find stores around Yonsei that sell things which are more affordable. Watch out for cheap quality goods though. Also, you are able to haggle down most prices as they are usually trying to sell you things at the most expensive price possible.

Discrimination

Korea is a homogenous society that has a history of being colonized. In addition, their society is based on a Confucius ideology. This can sometimes be a cause of discrimination, since one is not part of their society and one is not "one of them." But don't worry, Koreans will usually be respectful and even be helpful if you are in need of help.

Recently (2002) there has been controversy arising from the high number of educated people. Most people in Korea do not want to work in agriculture or in factories. Thus, most companies either hire illegal workers or import-contracted workers from other countries. There are illegal workers in Korea from Pakistan, Afghanistan, Bangladesh and India, and therefore, there is a stereotype that these people are low class. They tend not to look favorably at African people, simply because they are darker. However, this is the general attitude they have with anyone who has dark skin. Recently (in 2002), there has been a string of bank robberies by Peruvian people who have migrated illegally to Korea. Thus, some Koreans might have negative feelings towards people from South America. Since Korea is a homogenous society, people tend to make generalizations of other groups of people. This can be a great opportunity to teach people about the diversity of the world and that not everything one believes to be true is true.

Koreans tend to be very nationalistic because of their recent past, thus they tend not to like the U.S.'s military presence. There have been several instances where US soldiers have murdered, raped and committed crimes against Koreans, thus sometimes people will be very unfriendly towards Americans. This mostly occurs when the U.S. military has committed some crime and it has made it into the news. Usually, Koreans are not hostile towards any foreigner, but one may receive looks. Hostility only arises at bars when people are drunk and one instigates an argument. Sometimes it is just better to be with people you already know.

If you date a Korean some people might frown upon it, or give you looks. Usually, Korean men have bad attitudes about foreigners dating Korean women. Sometimes they will approach and ask questions about how long you have known each other and how long have you been dating. Some Koreans are very conservative when it comes to dating and thus do not like to see Koreans dating others. These types of discrimination are extreme cases, most Koreans will always be surprised to meet a foreigner who speaks Korean, or is interested in their culture. For them, it is an honor to have someone study their culture, so please understand that we are visitors of their country. They respect the elderly and expect all younger people to show respect to those older than themselves.

However some of us haven't noticed any sort of outright discrimination. If anything, most people are friendlier to you if you are a foreigner. Oftentimes, people will strike up conversations with you to practice their English skills. And depending on how small of a town you visit, sometimes they ask to take a picture with you. Seoul is pretty international, so you are not very likely to get harassed. They are used to seeing foreigners. There are tons of students studying abroad and English teachers throughout Korea. Although I would be weary of overfriendly older gentlemen. Play each situation out by ear.

Books

Yonsei University's bookstore is located near the student union. As you can imagine, most books are in Hangul (Korean language). A very small section is reserved for Western English books. A student can find several business-related books on Management, Economics, Marketing, and Statistics for Business. Other books in English are available at a popular bookstore called Kyobo Bookstore. This large and crowded bookstore has one location approximately 20 minutes by subway from Sinchon or Yonsei University. The Kyobo Bookstore offers many more Western English books than Yonsei's bookstore.

The cost of books is quite noticeably cheaper in Korea. It is difficult to estimate what books may cost because they all differ in price. Therefore, the following is not a definitive itemization, but more of an approximation of what a student can expect for book expenditures on a semester basis. The Korean Language classes require about 3 textbooks that cost about 25,000 to 30,000 Won, or US \$19.00 to \$23.00. Business students can expect to pay somewhere around 89,000 Won for 3 or 4 small to big size textbooks, or US \$68.50. This is much cheaper than purchasing books in the USA. Sometimes a professor may ask his or her students to purchase supplementary reading materials that can cost around 5,000 to 10,000 Won, or US \$3.80 to \$7.70.