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| 2018 the 1st International Exchange Program Guide | |
|  |  |

November 2017

Student Affairs Team



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**Ⅰ. Purpose**

* To support the students in becoming better aware of the latest science and technology trends through funding for research exchange including domestics or overseas international academic conferences and seminars

**Ⅱ. Provision Details**

**□ Period : Up to 15 days**

**□ Scholarship(Funding) Items**

- **Choose all items or only items that apply**

**◆ TYPE1. Participation in international conferences held overseas**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Method** | **Details** |
| **1** | **Living Expenses** | Amount calculated by UST and deposited to student account | - Based on UST’s criteria for living expenses  ․(Provision period) Provision period shall be equivalent to two days added to the conference/seminar period  ․(Exchange rate) Funds to be provided in KRW based on USD exchange rate on the date of announcement of evaluation results |
| **2** | **Airfare** | E-ticket purchased by UST shall be sent to student via e-mail | - For direct flights or flights with minimal layovers  ․Departure/arrival to fall on the start/end date of the provision period (Economy class) |
| **3** | **Travel Insurance** | 1. Purchased   by UST   1. Registered by   student and  paid for by UST | - International travel insurance  ․(Provision criteria) Date of departure from Korea to date of arrival in Korea  - Choose one of the methods in the left column |
| **4** | **Conference Registration Fee** | Paid for by student and reimbursed by UST | - To be paid for by student and receipt (with amount specified in KRW) to be attached in the final report  \* May be paid in cash if payment by card is not available  ․(Provision criteria) Amount specified (KRW) in card statement  - Amount to be deposited to student account based on result report |

※ Any item already funded by the campus or other sources shall be excluded.

**◆ TYPE2. Participation in international conferences held in Korea**

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Method** | **Details** |
| **1** | **Living Expenses** | Paid for by student and reimbursed by UST | - Based on UST’s criteria for travel expense  ․Train / Bus / Car: Railway standard fares  (However, express bus fare is applicable where the train does not operate)  ․Flight : Economy class (only for Jeju Island)  ․Daily expense: 20,000 won / day  ․Food expenses: 20,000won / day  (except when sponsoring the organizers)  ․Accommodation  - Seoul : 70,000 won / night  - Gwangju,Daegu,Busan,Ulsan,Incheon,Daejeon  : 60,000 won / night,  - Other: 50,000 won / night  (except when sponsoring the organizers)  \* See [Appendix2] for other details |
| **2** | **Conference Registration Fee** | Paid for by student and reimbursed by UST | - To be paid for by student and receipt (with amount specified in KRW) to be attached in the final report  \* May be paid in cash if payment by card is not available  ․(Provision criteria) Amount specified (KRW) in card statement  - Amount to be deposited to student account based on result report |

※ Any item already funded by the campus or other sources shall be excluded.

**Ⅲ. Application Method**

**TYPE1. Participation in international conferences held overseas**

**□ Eligibility (All of the following must be satisfied)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Eligibility** | **Note** |
| 1 | Ph.D. Students who have completed at least two semesters  or  Integrated program students who have passed the Ph.D. entrance exam | Master’s students shall not be considered |
| 2 | Students capable of fluent communication in English or the primary language of the destination | - |
| 3 | Students presenting at overseas international conferences as the first authors in January to April 2018 | Including Oral/Poster |

**▷ Not be eligible to apply**

a. Those falling under Article 33 of the State Public Officials Act or not qualified to stay overseas

b. Those participating in similar programs during the provision period specified in the application form

c. International students applying to their country of origin

d. Those who have been supported overseas program by UST in this year

e. Those who have been supported overseas program 2times by UST during attending UST

**□ Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notice of Program** | → | **Applicationand submission** | → | **Collection** |
| UST→Student | Student→UST | UST |
| Announced on website and sent via e-mail | Online input of research achievements and submission of documents | 1. Collection of application forms and research records  2. Review of qualifications and research performance |
|  |  |  |  | ↓ |
| **Submission of documents by successful candidates** | ← | **Announcement of results** | ← | **Evaluation and selection** |
| Student→UST | UST→Student | Student Guidance Committee |
| Application of expenses, etc | Announced on website and sent via individual e-mail | Evaluation of academic performance and research achievements |
| ↓ |  |  |  |  |
| **Scholarship** | ⇨ | **Submission of final report** |  |  |
| UST→Student | Student→UST |  |
| Provision of scholarship | Submission of result report |  |

**TYPE2. Participation in international conferences held in Korea**

**□ Eligibility (All of the following must be satisfied)**

|  |  |  |
| --- | --- | --- |
| **No.** | **Eligibility** | **Note** |
| 1 | Ph.D. Students who have completed at least two semesters  or  Integrated program students who have passed the Ph.D. entrance exam | Master’s students shall not be considered |
| 2 | Students capable of fluent communication in English | - |
| 3 | Students presenting in Enlish at international conferences in KOREA as the first authors in January to April 2018 | Including Oral/Poster |

**▷ Not be eligible to apply**

a. Those participating in similar programs during the provision period

specified in the application form

b. Supported by the international conference held in Korea by UST in this year

c. Supported 2 times by UST by the international conference held in Korea

during attending UST

**□ Procedure**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Notice of Program** | → | **Applicationand submission** | → | **Collection** |
| UST→Student | Student→UST | UST |
| Announced on website and sent via e-mail | Online input of research achievements and submission of documents | 1. Collection of application forms and research records  2. Review of qualifications and research performance |
|  |  |  |  | ↓ |
| **Submission of documents by successful candidates** | ← | **Announcement of results** | ← | **Evaluation and selection** |
| Student→UST | UST→Student | Student Guidance Committee |
| Application of expenses, etc | Announced on website and sent via individual e-mail | Evaluation of academic performance and research achievements |
| ↓ |  |  |  |  |
| **Scholarship** | ⇨ | **Submission of final report** |  |  |
| UST→Student | Student→UST |  |
| Provision of scholarship | Submission of result report |  |

**□ Submission of Documents (Type1, Type2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Classification** | **No.** | **Document** | **Details** | **Submission** |
| **Required** | 1 | **Application for International exchange program** | To be filled online | Online  (Total Information System/**Academic Exchange Application**) |
| 2 | **Plans of overseas exchange program [Portal System]** | Complete and upload portal system |
| 3-1 | **Statement of applicants academic grades and research achievements**  **[Portal System]** | Complete and upload portal system |
| 3-2 | **Proof of research achievements** | -Attach supporting documents for research achievements listed in portal system  - UST must be specified as the institute of affiliation in supporting documents | Online  (Total Information System/**Registration of research performances**) |
| 4 | **Letter of Recommendation [form 1]** | [form1] To be approved by advisor and Chief Major Professor.  To be sealed and submitted by advisor. | UST Student Affairs Team  (by e-mai) |
| 5 | **Confirmation of participation by organizing institute** | Upload acceptance letter, etc. | Online  (Total Information System/**Academic Exchange Application**) |
| 6 | **announcement of conference** | Only conference held in Korea |
| 7 | **Abstract of paper accepted in conference** | Upload abstract |
| **Optional** | 8 | Copy of certificate of proficiency in English | Scores must have been obtained within two years of the last date of the application period |

**□ Application Period: 09:00 on Nov.14.(Tue) ~ 18:00 on Dec.1.(Fri)**

**□ Announcement of Results: 18:00 on Dec.15.(Fri)**

**/ via website and individual e-mail**

**Ⅳ. Guidelines and Restrictions**

**TYPE1. Participation in international conferences held overseas**

1. **Guidelines**

**□ During application**

**A. Application**

▷ Scholarship may be withdrawn if inaccurate or false information is provided during application.

▷ **Students are able to be selected up to once a year, and up to two times before graduation.**

(duplicate selected on overseas training program not available)

|  |
| --- |
| \* (ex 1) Those selected for overseas training program in March 2017 shall not be able to be selected again in the same year. However, they may be selected for on overseas exchange program from 2018 up to graduation.  \* (ex 2) Those selected for overseas exchange program in March 2017 shall not be able to be selected again in the same year for overseas training and overseas exchange program. However, they may be selected for on additional program for either overseas training or overseas exchange program from 2018 up to graduation. |

▷ Visits to nearby research institutes or universities are permitted within the destination country, and additional airfare shall not be provided.

|  |
| --- |
| \*(ex) If attending a conference in New York (three days from April 1 to April 3, 2017) and wishing to visit a university in Maryland (two days from April 4 to April 5, 2017), living expenses shall be provided based on the grade assigned to the conference venue for seven days from March 31 to April 6, 2017, and airfare shall be provided only for Korea-New York. |

▷ All documents submitted for consideration shall not be returned.

▷ **International students prohibited from applying to country of origin.**

**B. Provision of basic information**

▷ **Provide commonly used e-mail address and contact number in the application.** All related announcements shall be made to the provided e-mail address or contact number.

▷ English name must match the spelling of the name in the passport.

**C. Research achievements**

▷ **Research achievements and conference presentations are**

**acknowledged only if UST is listed as the institute of affiliation**,

and **shall be rejected if unaccompanied by proof documents.**

▷ Only research achievements dated after the first provision period shall be acknowledged in the case of applicants applying for the second time

**D. Departure**

▷ Check beforehand to prepare for departure

*※Visa issuance, passport expiry date, conference schedule, etc.*

**□ After selection**

**A. Submission of final report and other documents**

▷ **Submit result report within 10 days of arrival in Korea to the UST Student Affairs Team (by e-mail)**

▷ **Payment** of conference registration fees **using personal card** (Funding not available if paid for using cards not in the applicant’s name)

- Conference registration fees and overseas insurance fees (if choose individual registration) shall be provided after students complete the submission of final reports

- Supporting documents must be attached if payments have been made in cash. (Funding to be provided in KRW based on USD exchange rate on the date of payment)

**B. Change of schedule**

▷ **Modification is not permitted for details specified at the time of application** (conference name, conference period)

*※ Changes may be permitted if deemed justifiable through an internal review*

▷ **Commission shall be paid for by students** in the event of cancellation/change in flight schedule

**C. Other**

▷ Selection may be cancelled if grounds for disqualification exist

▷ Full amount of funding must be returned if students fail to observe the date of departure due to personal circumstances(including airfare cancellation fee)

▷ Full amount of living expenses and travel insurance (excluding airfare) shall be returned if funding is withdrawn for justifiable reasons\*

*＊Natural disaster or conference schedule change/cancel*

▷ Funding shall be returned in case of suspension, early return or

temporary return

|  |  |  |
| --- | --- | --- |
| **No.** | **Classification** | **Details** |
| 1 | Suspension | Return living expenses for days remaining after the date of suspension if suspended due to circumstances of the individual or organizer |
| 2 | Early return | Return living expenses for days remaining after the date of arrival in Korea |
| Temporary return | Return living expenses for days spent in Korea during the funding period  (Airfare for re-entry shall be paid individually) |

▷ Results to be stored in the UST database

*※ Utilized as statistics on research status and research achievements*

**TYPE2. Participation in international conferences held in Korea**

1. **Guidelines**

**□ During application**

**A. Application**

▷ Scholarship may be withdrawn if inaccurate or false information is provided during application.

▷ **Students are able to be selected up to once a year, and up to two times before graduation.**

(duplicate selected on overseas training program or international exchange program held overseas available)

|  |
| --- |
| \* (ex 1) Those selected for international exchange program held in Korea in March 2017 shall not be able to be selected again in the same year. However, they may be selected international exchange program held in Korea from 2018 up to graduation.  \* (ex 2) Those selected for international exchange program held in Korea in March 2017 could be able to be selected again in the same year for overseas training and international exchange program held overseas. |

▷ All documents submitted for consideration shall not be returned.

**B. Provision of basic information**

▷ **Provide commonly used e-mail address and contact number in the application.** All related announcements shall be made to the provided e-mail address or contact number.

**C. Research achievements**

▷ **Research achievements and conference presentations are**

**acknowledged only if UST is listed as the institute of affiliation**,

and **shall be rejected if unaccompanied by proof documents.**

▷ Only research achievements dated after the first provision period shall be acknowledged in the case of applicants applying for the second time

**□ After selection**

**A. Submission of final report and other documents**

▷ **Submit result report within 10 days of end of the conference to the UST Student Affairs Team (by e-mail)**

▷ **Payment** of conference registration fees **using personal card** (Funding not available if paid for using cards not in the applicant’s name)

- Conference registration fees and living expenses shall be provided after students complete the submission of final reports

- Supporting documents must be attached if payments have been made in cash. (Funding to be provided in KRW based on USD exchange rate on the date of payment)

**B. Change of schedule**

▷ **Modification is not permitted for details specified at the time of application** (conference name, conference period)

*※ Changes may be permitted if deemed justifiable through an internal review*

**C. Other**

▷ Selection may be cancelled if grounds for disqualification exist

▷ Full amount of funding must be returned if students fail to observe the date of departure due to personal circumstances

▷ Funding shall be not provided in case of early return

▷ Results to be stored in the UST database

*※ Utilized as statistics on research status and research achievements*

1. **Restrictions**

**A. Reasons for full withdrawal of funding and further applications shall be prohibited in case of the following**

▷ If absent from the conference without permission

▷ If execution of funds is inconsistent with the purpose of the funding

▷ If selected for this program with the false fact

▷ Participation in other research projects or programs at the same time as the UST program period by campus or other institutes

▷ If students fail to submit the final report or are found to have committed plagiarism

- Extension of deadline (10 days from date of return) not permitted

- Students may face disadvantages if the deadline is not observed

*※Extension may be permitted in the event of natural disaster or illness, etc.*

**B. Conference registration fees**

▷ Events such as banquets and tours shall not be covered in funding for conference registration

*※Receipt may be requested for confirmation*

**Ⅴ. Post-selection Procedures**

**TYPE1. Participation in international conferences held overseas**

**□ Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Announcement of results | → | Specification of items | → | Confirmation of information |
| UST→Student | Student→UST | UST↔Student |
| Website/e-mail | e-mail | e-mail |
| Announced on website and sent via e-mail | 1. Application for expenses  2. Copy of passport  3. Copy of bank account  4. Flight information | -Check flight information  -Check and confirm travel insurance coverage |
|  |  |  |  | ↓ |
| Attendance in conference/seminar | ← | Payment of living expenses | ← | Airfare and insurance information |
| Student | UST→Student | UST→Student |
| - | - | e-mail |
| Attendance in conference/seminar selected for overseas exchange program | Living expenses deposited to student account before departure | 1.(Airfare) E-ticket information to be sent by e-mail  2.(Insurance) Insurance contract to be sent by e-mail |
| ↓ |  |  |  |  |
| Return | → | Submission of result report |  |  |
| Student | Student→UST |  |
| - | e-mail |  |
| Return to Korea after attending conference/seminar | Submit result report within 10 days of date of return |  |

※ Plan as above will be possible to change.

**□ Pre-departure checklist**

▷ Required documents

|  |  |  |
| --- | --- | --- |
| **No.** | **Required document** | **Note** |
| 1 | Application for expenses | Reter to [Form 2] |
| 2 | Copy of passport | Copy of page containing passport information |
| 3 | Copy of bank account in student’s name | Copy of page containing bank account information (name of bank, bank account number, account holder) |
| 4 | Flight information | Information on flight corresponding to the funding period |

▷ Application method of Scholarship(funding) Items

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Application method** | **Example** |
| 1 | Living expenses | Refer to Appendix and submit Application for expenses [form 4] | (E.g.) If the conference/seminar period is five days from Mar. 2, 2017 to Mar. 6, 2017, the provision period shall be seven days from Mar. 1, 2017 to Mar. 7, 2017, and living expenses shall be provided for seven days |
| 2 | Airfare | Submission of flight schedule and passport copy | (E.g.) If the provision period is seven days from Mar. 1, 2017 to Mar. 7, 2017, airfare shall be provided for flights departing from Korea on Mar. 1, and departing from the destination country on Mar. 7, 2017 |
| 3 | Travel insurance | Choose one registration method and specify in Application for expenses [form 4] | (E.g.) Travel insurance to apply until Mar. 7 if the date of departure from the destination country is Mar. 6 but the date of arrival in Korea falls on Mar. 7. |
| 4 | Conference registration fees | Attach conference receipt and card statement with result report  [form 5] | -Amount must be specified in KRW in card statement  -Attach receipt containing payment date, amount, and signature in the case of cash payments. Funding shall be provided in KRW based on USD exchange rate on the date of payment. |

**□ After-returning checklist**

▷ Submit the required documents as below **within 10 days** of arrival in

Korea to Student Affaris Team (by e-mail)

- Address : (e-mail) overseas@ust.ac.kr

|  |  |  |
| --- | --- | --- |
| **No.** | **Required document** | **Note** |
| 1 | Result report | Reter to [Form 3] |
| 2 | Proof of immigration | Certificate of immigration and copy of passport page containing immigration stamp or copy of airplane tickets etc. |
| 3 | Proof of Conference Registration | Attendee’s name shall be printed on documents. |
| 4 | Conference registration Receipt | Receipt issued by conference and card statement specifying amount paid for by student (amount in KRW) |
| 5 | Other supporting documents | Photos(necessary), business trip report, etc. |

▷ Presentation the result report

- It must be presented by oral at UST conference if request

(Poster presentation can be allowed only when student is graduated)

▷ Submit result report

- Students may face disadvantages if the deadline is not observed

※ Extension may be permitted in the event of natural disaster or illness, etc.

**TYPE2. Participation in international conferences held in Korea**

**□ Procedures**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Announcement of results | → | Specification of items | → | Attendance in conference/seminar |
| UST→Student | Student→UST | Student |
| Website/e-mail | e-mail | - |
| Announced on website and sent via e-mail | 1. Application for expenses  2. Copy of bank account | Attendance in conference |
|  |  |  |  | ↓ |
|  |  | Payment of living expenses | ← | Submission of result report |
|  | UST→Student | Student→UST |
|  | - | e-mail |
|  | Provide living expenses, conference fee to student’s account | Submit result report within 10 days of date of end of conference |
| ※ Plan as above will be possible to change. | | |  |  |

**□ Pre-departure checklist**

▷ Required documents

|  |  |  |
| --- | --- | --- |
| **No.** | **Required document** | **Note** |
| 1 | Application for expenses | Reter to [Form 2] |
| 2 | Copy of bank account in student’s name | Copy of page containing bank account information (name of bank, bank account number, account holder) |

▷ Application method of Scholarship(funding) Items

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Classification** | **Application method** | **Example** |
| 1 | Living Expenses | Refer to Appendix and submit Application | -living expenses is supported by [appendix2]  -Daily/Food/Accommodation expense are supported by the actual attending period during conference  (E.g.) If the conference period is five days from Mar. 2, 2017 to Mar. 6, 2017, the Daily/Food expense shall be 5 days from Mar. 2, 2017 to Mar. 6, 2017 (Accommodation expense shall be 4 nights) |
| 2 | Conference registration fees | Attach conference receipt and card statement with result report  [form 3] | -Amount must be specified in KRW in card statement  -Attach receipt containing payment date, amount, and signature in the case of cash payments. Funding shall be provided in KRW based on USD exchange rate on the date of payment. |

**□ After-returning checklist**

▷ Submit the required documents as below **within 10 days** of end of

conference to Student Affaris Team (by e-mail)

- Address : (e-mail) overseas@ust.ac.kr

|  |  |  |
| --- | --- | --- |
| **No.** | **Required document** | **Note** |
| 1 | Result report | Reter to [Form 3] |
| 2 | Proof of immigration | Certificate of immigration and copy of passport page containing immigration stamp or copy of airplane tickets etc. |
| 3 | Guide of conference | Brochures with information on the conference |
| 4 | Conference registration Receipt | Receipt issued by conference and card statement specifying amount paid for by student (amount in KRW) |
| 5 | Proof of living expenses receipt | - Accommodation receipt or transportation receipt, etc.  (Flight : copy of flight ticket  Other : capture the fare of train to that area)  - Documents for proof of daily stay during business trip |
| 6 | Other supporting documents | Photos(necessary), business trip report(for campus), etc. |

▷ Presentation the result report

- It must be presented by oral at UST conference if request

(Poster presentation can be allowed only when student is graduated)

▷ Submit result report

- Students may face disadvantages if the deadline is not observed

※ Extension may be permitted in the event of natural disaster or illness, etc.

**□ Inquiry : Student Affairs Team (overseas@ust.ac.kr)**

**[form 1] Letter of Recommendation (Type1, Type2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Letter of Recommendation** | | | | |
| Applicant | Name |  | Student ID |  |
| Major |  | Institute |  |
| Date of birth |  | Email |  |
| Phone  number |  | Admission into UST | Spring semester / Fall semester in the Year 20\_\_ |
| UST advisor | Name (Korean) |  | Name (English) |  |
| Major |  | Institute |  |
| Phone  number |  | Email |  |
| Recommendation |  | | | |

***※ It should be sent by the advisor to UST by the deadline***

I hereby recommend the above applicant for The International Exchange Programs

MM/DD/YYYY

Advisor : (Seal)

Chief Major Professor : (Seal)

**To the President of University of Science and Technology**

**[form 2] Application for Expenses - Type1. Overseas**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Expenses**  **- International Exchange Program held Overseas** | | | | | | | | | |
| Personal Information | Name |  | | | Student ID | |  | | |
| Major |  | | | Institute | |  | | |
| Degree course |  | | | E-mail | |  | | |
| Phone  number |  | | | Admission into UST | | Spring semester / Fall semester  in the Year 20\_\_ | | |
| Date of birth | YYYY.MM.DD | | | | | | | |
| Bank account | Bank / Account Number / Possessor | | | | | | | |
| Conference Information | The Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | | |
| The Place to Visit  (Country/City/  Conference) | / / | | | | | | | |
| Conference Title |  | | | | | | | |
| Educational Trend Survey Information  (if necessary) | Visited Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | | |
| The Place to Visit | / / | | | | | | | |
| Plans by days | YYYY.MM.DD.(1st day)  - Detailed Plans  YYYY.MM.DD.(2nd day)  - Detailed Plans  YYYY.MM.DD.(3rd da`y)  - Detailed Plans : | | | | | | | |
| Scholarships  (funding) | Airfare | VISA Issuance | YES/NO | | | | | | |
| Contents | Date | | | | | | Remark |
| Departure | | | Return | | |
| Primary |  | | |  | | |  |
| Secondary |  | | |  | | |  |
| Thirdly |  | | |  | | |  |
| Living Expenses | Period | YYYY.MM.DD`~ YYYY.MM.DD(\*days) | | | | | | |
| Living Expense per a day | | The period | | | | Total | |
| $ | | \*days | | | | $ | |
| Travel Insurance | From UST or reimbursement | | | | | | | |
| Conference Registration fees | $  (It is recommended to pay by one’s own credit card) | | | | | | | |

***※The English name should be the same as the name written in the passport.***

***※After ticket issuance, the cancellation fee will be paid by the student***

I hereby submit this Application for Expenses.

and I will use scholarships for the relevant purpose only for sure

MM/DD/YYYY

Applicant : (Seal)

Applicant's advisor : (Seal)

**[form 2] Application for Expenses – Type2. In Korea**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Application for Expenses**  **- International Exchange Program held in Korea** | | | | | | | | |
| Personal Information | Name | |  | | Student ID | |  | |
| Major | |  | | Institute | |  | |
| Degree course | |  | | E-mail | |  | |
| Phone  number | |  | | Admission into UST | | Spring semester / Fall semester  in the Year 20\_\_ | |
| Date of birth | | YYYY.MM.DD | | | | | |
| Bank account | | Bank / Account Number / Possessor | | | | | |
| Conference Information | Conference Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | |
| Business trip Period | YYYY.MM.DD.~YYYY.MM.DD. (\*days) | | | | | | |
| The Place to Visit | | City Address / Hotel Address | | | | | |
| Conference Title | |  | | | | | |
| Scholarships  (funding) | Living  Expenses | | Division | Standard  ※exclude from host supporting | | Period of business trip | | Amount |
| Transportation\* | Transportation,  Departure place ~ destination  Ex1) Flight,  Seoul ~ Jeju  Ex2) Train, Daejeon~Daegu | | Return or one-way | | Won |
| Accomodation\* | (Seoul) 70,000 won/night  (Gwangju,Daegu,Busan,  Ulsan,Incheon, Daejeon)  60,000 won/night,  (Other) 50,000 won/night | | N nights | | Won |
| Daily | 20,000 won/day | | N days | | Won |
| Food\*\* | 20,000 won/day | | N days, N meals | | Won |
| Conference Registration fees | | (It is recommended to pay by one’s own credit card) | | | | | |

**\* When applying for transportation and accomodation expenses, attach evidence documents**

**\*\* Excluded from the sponsorship (7,000 won for 1meal, 14,000 won for 2meals, 20,000 won for 3meals)**

I hereby submit this Application for Expenses.

and I will use scholarships for the relevant purpose only for sure

MM/DD/YYYY

Applicant : (Seal)

Applicant's advisor : (Seal)

**[form 3] Result Report of International Exchange Programs (Type1, Type2)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Result Report of International Exchange Program** | | | | |
| Personal information | Name | John Doe | Name  (on passport) | John Doe |
| Degree Course | Doctoral Course | Student ID | 01500000 |
| Institute | KIST | Major | Bio Information |
| Date of birth | MM / DD / YYYY | e-mail | abc@abc.ac.kr |
| Phone Number | 010-0000-0000 | Admission into UST | Spring semester / Fall semester in the Year 20\_\_ |
| Visited conference | Name  (url) | 2017 1st OOO Conference  (http://000conf.org) | | |
| Period | MM/DD/YYYY~MM/DD/YYYY | | |
| Address | OOO, OOOO, USA | | |
| Phone number | 000-000-0000 | Fax | 000-000-0000 |
| I hereby submit this report of International exchange program.  MM/DD/YYYY  Applicant : (Seal) | | | | |
| **Report of International Exchange Program**  ***Information to submit***  *1. Schedule and overview of international conference*  *2. Extent of participation in international conference*    *1) Summary of presentation*  *2) Other activities*  *3) Awards received (overseas exchange program)*  *3. Suggestions for UST International Exchange Program*  *4. Other attachments*  *1) Conference registration (including name of student)*  *2) Conference receipt and card statement specifying amount paid for by student (amount in KRW)*  *3) (If go abroad)Certificate of entry and departure or a copy of passport stamps and flight tickets*  *4) Other supporting documents*  *(necessary - photos, business trip report, etc.)*  *※ Use 12 pt font and 160% character spacing*  *※ Use separate sheet if necessary*  *※ More than A4 2~3 pages* | | | | |

**[Appendix1] Standard of Living Expense**

(Unit: USD ($))

|  |  |  |
| --- | --- | --- |
| **Classification** | **Grade** | **Daily living expenses** |
|
| Student | A | 248 |
| B | 198 |
| C | 153 |
| D | 133 |

**1. Classification of countries and cities by grade**

**A. Grade A**

: Tokyo, New York, London, Los Angeles, Moscow, San Francisco, Washington D.C., Paris, Hong Kong, Geneva, Singapore

**B. Grade B (excluding cities classified as Grade A)**

⑴ Asia and Oceania

- Taiwan, Beijing, India, Japan, Kazakhstan, Papua New Guinea, Samoa, Cook Islands

⑵ North and South America

- Mexico, USA, Brazil, Saint Lucia, Saint Kitts and Nevis, Argentina, Haiti, Antigua and Barbuda, Jamaica, Canada

⑶ Europe

- Greece, Netherlands, Norway, Denmark, Germany, Russia, Luxembourg, Belgium, Sweden, Switzerland, Spain, Republic of Cyprus, Iceland, United Kingdom, Austria, Italy, Portugal, France, Finland, Hungary

⑷ Middle East and Africa

- Gabon, Republic of South Africa, Libya, Sudan, South Sudan, Bahrain, Saudi Arabia, Republic of South Africa, United Arab Emirates, Angola, Oman, Uganda, Israel, Egypt, Ethiopia, Equatorial Guinea, Qatar, Republic of Cote d’ivoire, Democratic Republic of the Congo, Kuwait

**C. Grade C (excluding cities classified as Grade A and B)**

⑴ Asia and Oceania

- New Zealand, Marshall Islands, Malaysia, Bangladesh, Brunei, Azerbaijan, Australia, Indonesia, Uzbekistan, China, Kyrgyz Republic, Thailand, Turkey, Tajikistan, Turkmenistan, Pakistan, Niue

⑵ North and South America

- Guyana, Dominican Republic, Barbados, Venezuela, Belize, Saint Vincent and the Grenadines, Uruguay, Chile, Costa Rica, Trinidad and Tobago, Panama

⑶ Europe

- Latvia, Romania, Lithuania, Bulgaria, Ireland, Serbia, Montenegro, Slovenia, Slovakia, Czechoslovakia, Poland

⑷ Middle East and Africa

- Ghana, Guinea, Nigeria, Niger, Liberia, Morocco, Mauritius, Mozambique, Botswana, Burkina Faso, Sao Tome and Principe, Senegal, Swaziland, Sierra Leone, Afghanistan, Algeria, Jordan, Iraq, Zambia, Central African Republic, Cameroon, Kenya, Tanzania

**D. Grade D (excluding cities classified as Grade A, B and C)**

⑴ Asia and Oceania

- Nepal, East Timor, Laos, Micronesia, Mongolia, Myanmar, Vietnam, Sri Lanka, Cambodia, Fiji, Philippines, Tonga

⑵ North and South America

- Guatemala, Nicaragua, Bolivia, Republic of Suriname, Ecuador, El Salvador, Honduras, Columbia, Paraguay, Peru

⑶ Europe

- Macedonia, Moldova, Bosnia and Herzegovina, Belarus, Albania, Estonia, Croatia

⑷ Middle East and Africa

- Gambia, Guinea Bissau, Namibia, Lebanon, Lesotho, Rwanda, Madagascar, Malawi, Mali, Mauritania, Somalia, Yemen, Iran, Zimbabwe, Tunisia

**2. Countries and cities not listed above shall have the same grade as the nearest capital of the aforementioned countries.**

**[Appendix2] Domestic travel application standard**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Train  expense | Ship  expense | Flight  expense | Daily expense  (per 1day) | Accomodation expense  (per 1night) | Food expense  (per 1 day) |
| 2nd class | Fixed charge | Fixed charge (Economy) | 20,000 won | (Seoul) 70,000 won/night  (gwang-yeog si ) 60,000 won/night  \* Gwangju, Daegu, Busan, Ulsan,  Incheon, Daejeon  (Other) 50,000 won/night | 20,000 won |

1. The airfare is based on the authorized rate of the Minister of Land, Infrastructure and Transport, the shipping rate is based on the approved rate of the Minister of Oceans and Fisheries, and the bus fare is determined by the Minister of Land, Infrastructure and Transport. If a discount is available, a discounted rate will be paid.

2. Train expense 2nd class refers to the common seats of the high-speed railway or the Saemaeul Train. If the high-speed railway can not be applied to the area, the railway fare corresponding to the train's highest grade is paid. If a discount is available, a discounted rate will be paid.

3. If you use a ferris wheel when traveling on a waterway, you will receive a first class fare.

4. When traveling on a domestic flight using air, pay the actual airport fee, etc.

5. If you are provided with meals free of charge at the place of departure, or if you have eaten with a corporation card, you will be entitled to a reduction of one third of your food expenses for each number of meals.

※ The amount of food expenses support (table)

|  |  |  |  |
| --- | --- | --- | --- |
| division | 1 meal | 2 meals | 3 meals |
| Food expense | 7,000 won | 14,000 won | 20,000 won |