

Scholarship Guidelines of the Overseas Koreans Foundation

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Article 1 (Purpose) The purpose of these Guidelines is to prescribe matters necessary for international students of the Overseas Koreans Foundation with a scholarship (hereinafter referred to as the “Scholar(s)”) to achieve wholesome academic pursuit and lay the groundwork for their study in Korea.

Article 1–1 (Definitions) The definitions and terms used in these guidelines are as follows:

- (1) The term “scholarship” collectively means living expenses, airfare, initial necessary expenses, expenses for the Korean language course, insurance premiums, thesis printing expenses, etc. provided by the Overseas Koreans Foundation (hereinafter referred to as the “Foundation”);
- (2) The term “Korean language learning institution (director)” means an institution designated by the Foundation and entrusted with Korean language education for scholars; and
- (3) The term “academic institution (head)” means a university (head) or graduate school

(head) where the scholar studies. <Revised on Feb. 2, 2021>

Article 2 (Completion of a Korean Language Course) (1) A scholar must complete a Korean language course for a certain period of time (6 months or less) before enrolling in a degree course. However, the foregoing will not be applicable where the persons with the following qualifications recognized by the chairperson of the Overseas Koreans Foundation (hereinafter referred to as the “Chairperson”) enroll in respective courses (undergraduate programs, master’s programs, and PhD programs): <Revised on Feb. 13, 2012, Feb. 16, 2016, and Feb. 12, 2019>

1. A person who has attained Level 5 or higher in the Test of Proficiency in Korea (hereinafter referred to as “TOPIK”);
2. A person who satisfies any of the following requirements and is able to attend a university or graduate school in Korean lectures;
 - A. A person who has attained TOPIK Level 4 and has studied Korean literature or Korean studies outside Korea for at least two years;
 - B. A person who is currently enrolled in a university or graduate school in Korea; and
 - C. A person who has been accepted by a university or graduate school in Korea and is scheduled to enroll in the school may be exempted from the Korean language course at his/her option.

(2) A scholar who is enrolled in the Korean language course must submit TOPIK certificate after completing the course and must obtain Level 3 or higher in this test. However, if a scholar enrolls in a school without obtaining Level 3 or higher, he/she must submit his/her test certificate again within two years. <Revised on Jan. 21, 2013, Jan. 23, 2018, Feb. 12, 2019, and Feb. 2, 2021>

(3) Those who did not submit TOPIK certificates upon application for the scholarship and did not attend the Korean language course either must submit TOPIK certificates demonstrating Level 3 or higher within two years from the time of their enrollment. <Revised on Jan. 21, 2013, Jan. 23, 2018, Feb. 12, 2019, and Feb. 2, 2021>

Article 2-1 (Application for Permission to Attendance and Absence) (1) A scholar in the Korean language course must maintain an attendance rate of at least 85% each semester

during the learning period, and a scholar who seeks to skip any class due to extenuating circumstances must obtain permission in advance. If prior permission is not obtained, he/she may submit a report of absence after his/her absence, accompanied by documentary evidence, such as medical certificates. <Revised on Feb. 13, 2012, Jan. 23, 2018, and Jan. 7, 2021>

Article 2-2 (Extension of the Korean Language Course) (1) If a selected scholar of the Korean language course for the year fails to enter a university in the semester beginning in September or March of the following year, the period of Korean language course may be extended only for those who wish to enroll in the semester in September of the following year. <Revised on Jan. 7, 2021, Feb. 2, 2021>

(2) In principle, a person who extends the period of the Korean language course referred to in paragraph one will maintain his/her scholar status from March to the end of August in the following year and will be provided with (100%) of the expenses required to study the Korean language course and 50% of his/her living expenses. <Revised on Feb. 16, 2016, Jan. 23, 2018, and Jan. 7, 2021>

(3) A scholar who has been approved for extension must obtain Level 3 or higher in TOPIK, and if he/she fails to enroll in a university in September of the following year, he/she will lose his/her eligibility as a scholar.

(4) If a scholar who has been approved for extension of the Korean language course enrolls in a university with exempted tuition will be given a lower priority in the selection of the students subject to tuition exemption. <Newly established on Jan. 28, 2014, and revised on Feb. 16, 2016>

Article 3 (Application for Admission) (1) All documents related to admission to a university or graduate school must be prepared by the scholar himself/herself. Documents previously submitted to the Foundation will not be provided for any purposes, such as admission.

1. The scholar him/herself must inquire the university for any admission-related information and must check the admission requirements of each university before proceeding with the admission procedure. < Revised on Jan. 23, 2018>

2. No tuition will be exempted for anyone who enrolls in the schools and courses other

than those listed on the scholarship announcement of the Foundation, and even those specified as eligible for tuition exemption may still be excluded if it is a campus located outside Seoul, an international school where lectures are offered in English, or a course that runs in excess of 4 years such as a medical or dental school, and architectural studies. In addition, as people who are accepted in excess over and above the quota available for exemption by the school may also be excluded, students are strongly advised to check the exemption requirements in advance. <Revised on Jan. 21, 2013, Jan. 23, 2018>

3. After admission to the university, the scholar him/herself must pay the tuition in advance, and the tuition for a scholar who has been selected as eligible for tuition exemption will be subject to the operating regulations of the university he/she has been accepted. <Revised Feb. 13, 2012, Jan. 23, 2018>
4. As for other expenses (student association fee, admission fee, etc.) payable excluding tuition will be the responsibility of the scholars to pay.

(2) Scholars are not allowed to change their school once they are enrolled in the degree program. <Newly established on Jan. 21, 2013>

Article 4 (Scholarship Payment) (1) Details of living expenses payment are as follows. However, living expenses will not be provided for those who do not attend or drop out of the Korean language course. <Revised Feb. 13, 2012, Feb. 26, 2015, Feb. 16, 2016, Jan. 23, 2018, Feb. 12, 2019, Jan. 7, 2021 Feb. 2, 2021, and Mar. 29, 2021>

1. Payment period

A. Korean language course: Paid from the beginning of the course (fall semester and winter semester)

B. Undergraduate program: Four years from the semester of admission (March or September of the year of admission)

C. Master's program: Two years from the semester of admission (March or September of the year of admission)

D. PhD program: Three years from the semester of admission (March or September of the year of admission)

E. Integrated Master's/PhD Program: Within the period of study for each university from

the semester of admission (March or September of the year of admission), not exceeding 4 years

F. Early Graduation: Until the semester of graduation

G. Scholars who have extended their Korean language course: Half (50%) of the expenses paid from the beginning of the course (spring and summer semesters).

2. Payment made on: 5th day of every month

3. Amount: KRW 950,000 per month

4. Mode of payment: Direct payment from the Foundation to a personal bank account (for those who attend the Korean language course, the payment is made by the education provider)

(2) KRW 500,000 will be paid as the initial necessary expenses at the first time to the personal bank account together with the first living expenses. <Revised on Jan. 21, 2013, Jan. 28, 2014>

(3) KRW 500,000 will be paid as thesis printing expenses (the master's, PhD, and integrated master's and PhD programs) once to the personal bank account only for those who submit an applicant and the dissertation as follows: <Newly established on Feb. 13, 2012, revised on Feb. 26, 2015, and Feb. 16, 2016>

1) One copy of the application for payment of thesis printing expenses (Attached Form 1); and

2) Two printed copies of the thesis.

(4) If individual documents prescribed in Articles 5 and 6 are not submitted, the scholarship payment may be temporarily suspended. <Revised on Feb. 16, 2016>

(5) A person already attending a university in Korea will not be paid living expenses and initial necessary expenses for semesters prior to the scholarship selection notification (including the semester during which he/she was selected). <Newly established on Feb. 16, 2016>

Article 5 (Documents Required) A scholar must submit the following documents to the Foundation before the prescribed due date, and in principle, all documents must be original. <Revised on Feb. 13, 2012, Jan. 21, 2013, and Feb. 16, 2016>

1. If admission is confirmed: One original copy of the standard admission certificate or

acceptance certificate of the university for which admission has been confirmed.

<Revised on Feb. 13, 2012>

2. After the end of each semester

A. One original copy of the transcript

- Spring semester (March): To be submitted by July 20
- Fall semester (September): To be submitted by January 20

B. One copy of the certificate of entry and exit

- Spring semester (March): To be submitted by September 10 (Immigration entry and exit details from January 1 of the year of selection to August 31 of the relevant year)
- Fall semester (September): To be submitted by March 10 (Immigration entry and exit details from January 1 of the year of selection to February 28 of the relevant year)
- A person who has left the country temporarily must submit within 7 days after returning to Korea;

3. If re-enrolled after a leave of absence: One copy of a certificate of enrollment or a certificate of return to school. <Revised on Feb. 12, 2019>

4. Until the 15–20 of each month: One copy of the Living Expenses Application for the Following Month (Attached Form 2).

Article 6 (Documents Required for Freshers) (1) New scholars must prepare the following documents and submit them to the Foundation by 15 days prior to enrollment:

1. A copy of the passport and alien registration card;
2. A copy of the bankbook in scholar's name (scholarship receiving account); and
3. A copy of the airline ticket receipt (invoice) and airline ticket.

(2) Koreans with foreign nationality must register as foreigners at the Immigration Office within 90 days from the date of arrival. <Revised on Jan. 21, 2013>

(3) Scholars must inform the Foundation of their domestic contact information (mobile phone number) and email address. Since most of the announcements of the Foundation are made via email, scholars must use email domains that are accessible in Korea (Hotmail, Gmail, NAVER, Daum, etc.). <Revised on Feb. 16, 2016, Jan. 23, 2018>

Article 7 (Insurance Subscription) (1) The Foundation will collectively subscribe to insurance for all scholars, and the insurance period will match the scholarship period.

(2) For further details, such as the insurance policy and how to apply for insurance payment, scholars are advised to contact the insurance company on the announcement. <Newly established on Feb. 13, 2012>

Article 8 (Accommodation) A scholar will use accommodation designated by the enrolled university or private accommodation, and expenses incurred by the accommodation will be paid by the scholar himself/herself. <Newly established on Feb. 13, 2012>

Article 9 (Airfare Payment) (1) The inbound flight airfare will be paid once for the scholar's first arrival, and the outbound flight airfare will be paid once on the scholar's final return.

(2) Airfare will be paid in Korean won at the exchange rate upon payment based on the actual amount of the original airline ticket invoice (receipt).

1. Actual expenses for economy seats will be paid for the trip between the international airport of the country of domicile and Incheon International Airport, while the amount must not exceed the "Upper Limit on the Airfare for International Flights" (see the Attached Table). However, no airfare will be paid for trips made within the country of domicile or in Korea, unless under extenuating circumstances. <Revised on Sep. 2, 2016>

2. The airfare for one-way flights will be paid in full (100%) but, in principle, the airfare for round trips and a certain amount of airfare that the Foundation deems as stopover will be covered only half (50%). <Revised on Feb. 6, 2020>

(3) Those who are staying in Korea as of the date of notification of the scholar selection will not be paid airfare for inbound flights. <Revised on Jan 21, 2013>

(4) The airfare for outbound flights will be paid upon the scholar's return pursuant to Article 20, and the scholar must apply to the Foundation with the following documents: <Revised on Feb. 13, 2012, Jan. 21, 2013, Feb. 16, 2016, and Jan. 7, 2021>

1. A copy of the return application (Attached Form No. 3);

2. A copy of the graduation certificate;

3. A pdf copy and two original hardcovers of the thesis (for those enrolled in a master's or PhD program); and

4. A copy of the return flight ticket as well as the receipt.

(5) Unaccepted applicants and dropouts will also be paid the airfare for their return tickets if they submit the following documents. However, the payment will be available for 6 months only after disqualification, and those who lose their scholar status due to reasons such as unauthorized departure or employment will not be paid. <Newly established on Jan. 21, 2013>

1. A copy of the return application (Attached Form No. 3);

2. A copy of the confirmation to waive the scholar status; and <Revised on Jan. 23, 2018>

3. A copy of the return flight ticket as well as the receipt.

(6) The airfare for return tickets of graduates will be paid in lump-sum during the year of graduation. However, if the airfare for return tickets needs to be received in advance in order to close the bank account before returning to the country of domicile, the scholar must notify the Foundation at least 30 days prior to his/her departure. <Newly established on Jan. 28, 2014, revised on Feb. 12, 2019>

(7) In the event of a large-scale flight cancellation or reduction due to an infectious disease spread throughout the world, the level of airfare payment may be flexibly adjusted without applying the provisions under Paragraph (2). <Newly established on Jan. 7, 2021>

Article 10 (Registration) Scholars who have been accepted must enroll within the period set by the university.

Article 11 (Attendance) Scholars must make genuine efforts to attend and study at his/her enrolled university.

Article 12 (Grade Report) Scholars must submit a copy of their transcript to the Foundation within the period specified in Article 5 after the end of each semester. <Revised on Feb. 13, 2012 and Jan. 21, 2013>

Article 13 (Grade Management) (1) The scholarship payment will be subject to the

restriction as mentioned in the following Subparagraph depending on the academic grades in each semester: <Revised on Feb. 16, 2019, Feb. 12, 2019, and Feb. 6, 2020>

1. Warning: When the average academic grades for a year converted into a percentage under the university's criteria is less than 80% and less than 90% for undergraduate programs and graduate programs, respectively;
 2. Caution: When the average academic grades for a semester converted into a percentage under the university's criteria is less than 80% and less than 90% for undergraduate programs and graduate programs, respectively; and
 3. The grades obtained for classes held during vacation are not added to the evaluation, but if a scholar is subject to restricted scholarship payment, the said grades will be added.
- (2) Students who are admitted to the university that are eligible for tuition exemption must check the university's scholarship exemption requirements. <Revised on Jan. 21, 2013>

Article 14 (Application for Leave of Absence) (1) Although a leave of absence is not granted in principle, those who wish to take a leave of absence due to natural disasters, the severance of diplomatic relations, **personal diseases**, temporary summons from the government of their home country, infectious diseases on a global scale, or other extenuating circumstances must submit the following documentary evidence at least 2 months before taking leave and obtain approval of the Foundation: <Revised on Jan. 21, 2013, Feb. 16, 2016, and Jan. 7, 2021>

1. A copy of the application for leave of absence (Attached Form No. 4);
2. A copy of the medical certificate (limited to a medical leave);
3. A copy of the notice of enlistment (limited to an enlistment leave); and
4. A copy of the supervisor's written opinion (if necessary).

(2) After approval from the Foundation, the scholar must report his/her leave of absence according to his/her enrolled university regulations. <Revised on Jan. 21, 2013>

(3) If a scholar takes a leave of absence without prior approval from the Foundation, he/she will lose his/her scholarship qualification. However, if prior approval is not obtained due to extenuating circumstances, the chairperson will decide whether or not to approve the leave of absence at the request of the scholar him/herself. <Revised on Feb. 16, 2016>

(4) The period of leave of absence must not exceed one year. However, if it is deemed

inevitable due to natural disasters, diseases, or any other reasons, the period may be extended by up to one year. <Revised on Jan. 21, 2013>

Article 15 <Deleted on Jan. 21, 2013>

Article 16 (Return to School and Reporting) (1) Scholars who wish to return to school must report their return at least one month prior to the end of the leave of absence in accordance with their enrolled university regulations.

(2) After obtaining approval for the return to school from the enrolled university, scholars must immediately submit the application for the return in the Attached Form No. 5 and supporting documents (certificate of enrollment, etc.). <Revised on Feb. 16, 2016>

(3) The scholarship payment after returning to school will be made in March and September. <Revised on Feb. 13, 2012>

Article 17 (Temporary Departure Report) (1) In principle, a scholar is required to stay in Korea during the school semester but if there arises a special reason (parent's death, disease, etc.), he/she must prepare an "application for temporary departure" and leave the country with the permission of the Foundation. <Revised on Feb. 13, 2012 and Jan. 21, 2013>

(2) A scholar must submit an application for temporary departure in the Attached Form No. 6 to the Foundation 10 days prior to his/her temporary departure and obtain approval. If he/she fails to meet the submission deadline, the monthly scholarship payment will not be made. However, this will not apply to temporary departure due to sudden circumstances, such as his/her parent's death and acute disease. <Revised on Feb. 13, 2012, Jan. 21, 2013, and Feb. 16, 2016>

Article 18 (Temporary Departure Period) (1) The period of temporary departure must not exceed 60 days at a time and 90 days per year (March to February of the following year). However, an exception may be allowed where the Foundation or the head of the scholar's enrolled university accept due to the participation in academic conferences related to his/her major. <Revised on Jan. 21, 2013, Jan. 28, 2014, Feb. 6, 2020, and Mar. 29, 2021>

(2) Scholarship payment for temporary departure will subject to Article 23. <Revised on Feb. 13, 2012, Jan. 21, 2013>

(3) Scholars are not allowed to leave the country temporarily while attending the Korean language course. However, during the vacation, a temporary departure of up to 2 weeks may be allowed with the approval of the head of the Korean language **course provider**; **Provided that**, under special circumstances, such as treatment for personal diseases, death of parents, etc., a scholar may submit documentary evidence and leave the country temporarily for up to 2 weeks with the approval of the head of the Korean language course provider even during the semester.

Article 19 (Re-Entry Report) (1) A scholar who has re-entered Korea after temporary departure must file a re-entry report at the Foundation with a certificate of entry and exit within 7 days from his/her re-entry. <Revised on Feb. 13, 2012>

(2) If a certificate of entry and exit under paragraph (1) is not submitted, the payment of living expenses shall be deferred. <Newly established on Jan. 28, 2014, revised on Feb. 16, 2016>

Article 20 (Return Report) (1) Where the scholarship period ends or a scholar wishes to drop out or return home early due to inevitable reasons, he/she must submit the following documents of the Subparagraph and file a report to the Foundation by the end of the scholarship period or 30 days before his/her return to home. <Revised on Jan. 21, 2013, Feb. 16, 2016, and Jan. 7, 2021>

1. A copy of the return application (Attached Form No. 3)
2. A copy of the supervisor's written opinion (not required for those whose scholarship period has ended)

(2) If a person enrolled in a degree program fails to obtain a degree within the scholarship period and stays further in Korea to obtain a degree, up to 6 months, 12 months, and 18 months of delay may be permitted for scholars enrolled in an undergraduate program, master's program, and PhD program, respectively, and the scholar must submit the report of delayed return in the Attached Form No. 7 to the Foundation every 6 months after the end of their scholarship period to extend the period. <Revised on Jan. 21, 2013, Feb. 16,

2016>

(3) The Chairperson will pay the airfare for the return ticket to the person who has reported his/her return. However, the airfare for return ticket will not be covered under the following Subparagraph: <Newly established on Jan. 21, 2013, revised on Feb. 16, 2016>

1. If a scholar is staying in Korea for any purpose other than obtaining a degree, such as employment or marriage;
2. If a scholar loses his/her scholarship qualification due to reasons such as unauthorized departure or employment;
3. A scholar who fails to submit a report on his/her relayed return; and
4. A scholar who returns to Korea after one month has elapsed from the end of the scholarship period (including the delayed return period).

Article 21 (Report on the Change of Contact Information) In case of any change in address, contact information, passport details, or academic records, the scholar must inform the Foundation of such change within 7 days. <Revised on Feb. 13, 2012>

Article 22 (Scholarship Period) (1) The scholarship period for scholars is 4 years for undergraduate programs, 2 years for master's programs, 3 years for PhD programs, and the required length of study at each university, not exceeding 4 years for integrated master's and PhD programs, in addition to the Korean language course (6 months before enrollment). <Revised on Feb. 13, 2012, Feb. 26, 2015, and Feb. 2, 2019>

(2) The period of leave of absence will not be counted for the scholarship period in Paragraph (1) above.

Article 23 (Temporary Suspension of Living Expenses Payment) (1) If the days on the temporary departure exceed 30 days per semester, living expenses will not be paid for the days in excess. In this case, the period of departure will be based on the certificate of entry and exit in order to calculate living expenses (KRW 31,660/day). <Revised on Feb. 13, 2012, Jan. 21, 2013, Jan. 28, 2014, Feb. 16, 2016, Jan 7, 2021, Mar. 29, 2021>

(2) The certificate of entry and exit must be submitted within the deadline specified in Article 5, and living expenses will not be provided to anyone who fails to submit the said

certificate. Scholars must return any overpaid living expenses or the amount will be deducted when the payment resumes. <Newly established on Jan. 21, 2013>

(3) No living expenses will be provided during the leave of absence. <Revised on Jan. 21, 2013>

(4) If a person who is enrolled in the Korean language course leaves Korea temporarily during the course period (including vacation), living expenses will not be provided for the period during which he/she does not attend the course. <Revised on Jan. 21, 2013>

(5) If the days of temporary departure exceed the criteria referred to in Article 18, Paragraph 1, living expenses will not be provided for the entire period of temporary departure. <Newly established on Mar. 29, 2021>

Article 24 (Disqualification as Scholars and Suspension of Scholarship Payments) (1)

When applicable to the following Subparagraph, scholars will lose their qualifications and the scholarship will no longer be paid; <Revised on Feb. 13, 2012, Jan. 21, 2013, Jan. 28, 2014, Feb. 12, 2014, and Feb. 16, 2016>

1. If documents related to scholarship application and other submitted documents are found to be false or plagiarized; <Revised on Jan. 7, 2021>
2. If a scholar is subject to disciplinary action from his/her enrolled university or engages in political activities;
3. If a scholar breaches any matters agreed with the Foundation;
4. If a scholar fails to comply with the academic administrative actions prescribed by the Foundation;
5. If a scholar temporarily leaves Korea without authorization during the semester or while enrolled in a Korean language course provider; <Revised on Jan. 7, 2021>
6. If a scholar fails to obtain at least two-thirds of the total credits for which he/she has applied to attend due to unauthorized suspension of study while enrolled in a degree program or research program; <Revised on Jan. 23, 2018>
7. If a scholar fails to submit an application for return to school within one month after the end of the leave of absence without any reasonable cause;
8. A scholar who violates the above academic guidelines in connection with the leave of absence;

9. A scholar who is not accepted in the admission screening process and who drops out (non-registered person or a person who drops out);
10. <Deleted on Jan. 28, 2014>;
11. A person with an average academic grade for a year that has been converted into a percentage under the university's criteria is less than 80% and less than 90% for undergraduate programs and graduate programs, respectively, and has received warnings from the Foundation twice; <Revised on Feb. 6, 2020>
12. A person who has been expelled from his/her university due to poor grades, etc.;
13. A person who has been sentenced to an administrative fine or more for violating the positive law in Korea;
14. <Deleted on Jan. 7, 2021>;
15. <Deleted on Jan. 23, 2018>;
16. A person who receives other types of scholarships in addition to the tuition exemption at the university providing cooperation with the Foundation for tuition exemption;
17. A person who has received two or more warnings prescribed in Article 25; <Newly Established on Jan. 7 2021>
18. If a scholar enrolled in the Korean language course fails to apply for at least one university for the semester beginning in March in the following year or if a scholar enrolled in the extended Korean language course fails to apply for at least one university for the semester beginning in September; and <Newly established on Jan. 7, 2021>
19. A person who has enrolled in more than one school without approval from the Foundation. <Newly established on Feb. 2, 2021>
- (2) The “disqualification and suspension of scholarship payment” for scholars in Paragraph 1 will be determined under the procedure in Article 27 (decision of important matters). <Revised on Feb. 13, 2012 and Jan. 28, 2014>
- (3) Notwithstanding Paragraph 1, Subparagraph 16, those who are not exempted or partially exempted from tuition may receive other types of scholarships (limited to tuition only) within the scope of the tuition. <Revised on Jan. 23, 2018>

Article 24-1 (Scholarship Waiver and Return of Scholarship) (1) If a scholar wishes to

discontinue his/her study or waive his/her scholarship qualification due to inevitable reasons during his/her enrollment, he/she must submit the following documents and apply to the Foundation two months prior to his/her discontinuance or waiver;

1. A copy of the confirmation to waive the scholar status; <Revised on Jan. 23, 2018>
2. A copy of the supervisor's written opinion (if required); and <Revised on Feb. 6, 2020>
3. A copy of supporting documents related to the reason for qualification waiver (if required); <Revised on Feb. 6, 2020>

(2) Any living expenses already paid notwithstanding the loss of scholarship qualification due to the failure to notify the Foundation in advance or unauthorized discontinuance of study must be immediately returned or will be deducted from the airfare for the return ticket. < Revised on Jan. 23, 2018>

Article 25 (Warning) The Chairperson will issue a warning to the relevant scholar under any of the following circumstances: <Revised on Feb. 13, 2012, and Jan. 28, 2014>

1. If the attendance rate by semester is less than 85% while enrolled in the Korean language course; <Revised on Jan. 07, 2021>
2. If a scholar temporarily departs without declaration or approval during vacation, or fails to return to Korea without notice within the approved period;
3. When the average academic grades for a year converted into a percentage under the university's criteria is less than 80% and less than 90% for undergraduate programs and graduate programs, respectively; and <Revised on Feb. 12, 2019>
4. If a scholar receives an academic warning from the affiliated university due to poor grades, etc., it will be deemed equivalent to one warning from the Foundation, although no double warning will be issued in relation to grades in the relevant academic year.

Article 26 (Caution) The Chairperson will issue a caution to the relevant scholar under any of the following circumstances: <Revised on Feb. 13, 2012>

1. When the average academic grades for a semester converted into a percentage under the university's criteria is less than 80% and less than 90% for undergraduate programs and graduate programs, respectively; <Revised on Feb. 12, 2019>

2. If a scholar fails to submit required documents (Article 5) within the prescribed period without prior notice;
3. If a scholar fails to inform the Foundation of any change to his/her contact information, etc.; and
4. If a school or the Korean language course provider has notified the Foundation of class disruption, etc. <Newly established on Jan. 7, 2021>

Article 27 (Decision of Important Matters) (1) Disqualification of scholars and suspension of scholarship payments, issuance of warnings and cautions, approval of exchange students for foreign universities, overseas internships promoted by public institutions, leave of absence, modification to the integrated master's and PhD program, part-time employment, and other important matters will be determined via internal approval <Newly established on Feb. 13, 2012, revised on Jan. 28, 2014, Feb. 26, 2015, and Jan. 7, 2021>

(2) Exchange students from foreign universities and overseas interns must submit the following documents: <Newly established on Jan. 28, 2014, revised on Jan. 28, 2014, and Feb. 6, 2016>

1. Exchange Student (Overseas Intern) Approval Application (Attached Form No. 8);
2. For exchange students from foreign universities, a letter of recommendation from their supervisors and the dean of their affiliated university; and
3. For overseas interns at public institutions, a letter of recommendation from the head of the public institution and a notification of acceptance of the overseas internship.

(3) No living expenses will be provided to exchange students from foreign universities and overseas interns. <Newly established on Jan. 28, 2014>

(4) A scholar who wishes to switch to an integrated master's and PhD program must submit the following documents: <Newly established on Feb. 26, 2015>

1. A copy of the application for modification to an integrated master's and PhD program;
2. A copy of the letter of recommendation from the supervisor and the dean of the affiliated university; and
3. A copy of documentary evidence for the modification to an integrated master's and PhD program.

(5) A person applying for part-time employment must submit the following documents one

month prior to the commencement of his/her employment: <Newly established on Jan. 07, 2021>

1. A copy of the part-time employment application form (Attached Form No. 8);
2. A copy of the part-time employment confirmation (acceptance notice, etc.); and
3. A copy of the letter of recommendation from the supervisor and the dean of the affiliated university.

Article 28 (Applicable Regulations) Any matters concerning academic affairs other than those prescribed under these Guidelines will be subject to the school regulations of the university to which the scholar is affiliated.

Article 29 (Duty to Attend in the Foundation's Events) (1) Scholars must fully take part in the official events of the Foundation such as historical and cultural experience and scholarship certificate award ceremony, and any scholars who are unable to attend the event due to inevitable circumstances must submit associated documentary evidence.

(2) As for the historical and cultural experience referred to in Paragraph 1, one penalty point will be issued for each failure to attend, while an additional penalty point will be imposed for a failure to attend due to reasons unacceptable by the Foundation. If the total penalty points reach four points, a warning will be issued. <Revised on Dec. 16, 2016, Jan. 23, 2018, and Feb. 12, 2019>

(3) When taking part in the Foundation's projects such as regional scholar network activities, year-end volunteer activities, youth invitational training, volunteers, and the OK Friends volunteer group, mileage will be awarded depending on the importance of each project. <Newly established on Jan. 28, 2014, Revised on Dec. 16, 2020, and Feb. 6, 2020>

Article 29-1 (Operation of the Mileage Scheme) (1) The Foundation operates a mileage scheme to encourage scholars to take part in the Foundation's projects and to encourage their volunteer activities, and may reward and benefit those who excel in their activities when they apply for the next degree program.

(2) The mileage in Paragraph 1 will be calculated by summing the points in Article 29 Paragraph 3. <Revised on Feb. 6, 2020>

<Article newly established on Feb. 16, 2016>

Article 30 (Duty to Write a Review) Scholars must write and submit a review to the Foundation before returning home. <Newly established on Feb. 26, 2015, revised on Feb. 16, 2016, Feb. 12, 2019>

Article 31 (Duty to Use the Korean.net OKFellowship System) A scholar must register basic personal information (contact information, address, account information, grades, etc.), various documents for submission (certificate of entry and exit and transcripts), various academic applications (leave of absence, return to school, temporary departure, delayed return, etc.), and his/her recent status after graduation through the Korean.net OKFellowship System. <Newly established on Feb. 26, 2015>

Article 32 (Part-time Employment) (1) A scholar must place top priority on his/her commitment towards studying his/her major. However, for a fruitful life while studying in Korea, a scholar may get a part-time job as follows: <Newly established on Jan. 7, 2021>

1. A scholar may get a part-time job on the research and academic studies associated with his/her major and future career; and
2. Part-time employment outside the scope under Subparagraph 1 is allowed only during the vacation.

(2) A scholar who gets part-time employment must obtain approval of the Foundation at least one month prior to the commencement of his/her employment with the following document submission:

1. A copy of the part-time employment application form (Attached Form No. 8);
2. A copy of the part-time employment confirmation (acceptance notice, etc.); and
3. A copy of the letter of recommendation from the supervisor and the dean of the affiliated university.

Addendum <No. 15, Dec. 14, 2010>

1. These guidelines will come into effect on the day of promulgation.

Addendum <No. 21, Feb. 13, 2012>

1. These guidelines will come into effect on Feb. 13, 2012.
2. However, scholars selected after 2009 and currently enrolled as of the effective date will be retroactively subject to the provisions of Article 13 of these guidelines for grade management.

Addendum <No. 40, Jan. 21, 2013>

1. This guideline will come into effect on Jan. 21, 2013.
2. However, the provision under Article 23 on living expenses will be effective from March 1, 2013.

Addendum <No. 50, Jan. 28, 2014>

1. This guideline will come into effect on Feb. 1, 2014.
2. However, the provision under Article 23 on living expenses will be effective from March 1, 2014.

Addendum <No. 70, Feb. 26, 2015>

1. This guideline will come into effect on Feb. 26, 2015.

Addendum <No. 87, Feb. 16, 2016>

1. This guideline will come into effect on Feb. 16, 2016.

Addendum <No. 90, Feb. 16, 2017>

1. This guideline will come into effect on Feb. 16, 2017.

Addendum <No. 101, Jan. 23, 2018>

1. This guideline will come into effect on Jan. 23, 2018.

Addendum <No. 147, Feb. 12, 2019>

1. This guideline will come into effect on Feb. 12, 2019.
2. However, the regulations associated with the grade standards under Articles 13, 25 and 26 will apply to the grades for the second semester and thereafter in 2018.

Addendum <No. 179, Feb. 6, 2020>

1. This guideline will come into effect on Feb. 6, 2020.

Addendum <No. 192, Jan. 7, 2021>

1. This guideline will come into effect on Jan. 7, 2021.
2. However, the regulations associated with attendance in the Korean language course under Articles 2-1 and Article 25 will be effective from March 1, 2021.

Addendum <No. 193, February 2, 2021>

1. This guideline will come into effect on Feb. 2, 2021.

Addendum <No. 214, Mar. 29, 2021>

1. This guideline will come into effect on Apr. 1, 2021.
2. However, the regulations associated with the temporary suspension of payment of living expenses under Article 23 Paragraph 5 will be effective from Sep. 1, 2021.

(Attached Form No. 1)

**Application for thesis printing expenses for scholars of the
Overseas Koreans Foundation**

Name		Date of birth	
Country		Year of selection	
Affiliation (university/department)			
Contact (mobile phone)			
1. Thesis title (Korean/English)			
2. Summary (briefly explain the thesis)			

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 2)

Application for Living Expenses for the Following Month for Scholars of the Overseas Koreans Foundation

Name		Date of birth	
Country		Year of selection	
Affiliation (university/department)			
Contact (mobile phone)			
Month for which living expenses are applied	(MM)		
1. Status (briefly describe whether there is an abnormality in the academic status, etc.)			
<p>Example) I am currently enrolled in the 00 semester in year 00, and I have no plans to change my academic status such as taking a leave of absence or dropping out. Therefore, I would like to apply for living expenses for 00.</p>			
Recent Temporary departure details	MM. DD, 2021–MM. DD, 2021, China for a family visit		

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 3)

Application to Return Home for Scholars of the Overseas Koreans Foundation

※ For graduates residing in Korea, fill out only the applicable entries.

Name		Date of birth	
Country		Year of selection	
Reason for return	<input type="checkbox"/> Obtained a degree <input type="checkbox"/> Disqualified <input type="checkbox"/> Dropping out		
Enrolled course	<input type="checkbox"/> Korean language course <input type="checkbox"/> Undergraduate program <input type="checkbox"/> Master's program <input type="checkbox"/> PhD program <input type="checkbox"/> Integrated master's and PhD program		
Enrolled university/Major			
Dissertation/thesis title (Year of graduation)			
Expected return date		Return route	Korea (Incheon) →
Contact information after departure	Email		
	Phone number		
	Address		
1. Review			
2. Activities during the study (dissertation/thesis presentation, special occasion, etc.)			

(Attached Form No. 4)

Application for Leave of Absence for Scholars of the Overseas Koreans Foundation

Name		Date of birth		
Country		Year of selection		
Affiliation (university/department)				
Contact (mobile phone)				
1. Reasons for taking leave of absence (provide the detailed description)				
2. Period of absence (returning timing required)				
Country of domicile Emergency Contact	Name		Relationship	
	Address			
	Phone number			

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 5)

Application to Return to School for Scholars of the Overseas Koreans Foundation

Name		Date of birth		
Country		Year of selection		
Affiliation (university/department)				
Contact (mobile phone)				
1. Reasons for returning to school				
2. Period of absence (returning timing required)				
I, the applicant, hereby apply to return to school for the _____ semester in year _____.				
Country of domicile Emergency Contact	Name		Relations hip	
	Address			
	Phone number			

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 6)

Report on the Temporary Departure for Scholars of the Overseas Koreans Foundation

Name		Date of birth		
Country		Year of selection		
Affiliation (university/department)				
Contact (mobile phone)				
1. Reasons for temporary departure				
2. Period and itinerary				
Period Emergency contact	Name		Relationship	
	Phone number			
	Address			

I, the applicant, would like to leave Korea for the period specified due to the above reason(s), and I hereby certify that I will assume full responsibility for any issue (accidents, incidents, etc.) that may arise in connection with the applicant during the period outside Korea.

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 7)

Report on the Delayed Return for Scholars of the Overseas Koreans Foundation

Name		Date of birth	
Country		Year of selection	
Affiliation (university/department)			
Contact (mobile phone)			
Address			
Reasons			

I, the applicant, hereby apply to obtain approval for delaying the return by 6 months due to the above reasons.

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 8)

**Application for Approval of Exchange Students (Overseas
Internship, Part-Time Employment) for Scholars of the
Overseas Koreans Foundation**

Name		Date of birth		
Country		Year of selection		
Affiliation (university/department)				
Contact (mobile phone)				
1. Reasons (provide the detailed description)				
2. Period (program period, scheduled return, credit acceptance status, etc. are required)				
Country of domicile Emergency contact	Name		Relationship	
	Address			
	Phone number			

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Form No. 9)

Review on the Study in Korea for Scholars of the Overseas Koreans Foundation

Name		Date of birth	
Country		Year of selection	
Affiliation (university/department)			
Contact (mobile phone)			
Address			
Review (approx. 3 pages)			

MM. DD, 2021

Name: _____

Signature: _____

To the Chairperson of the Overseas Koreans Foundation

(Attached Table) <Revised on Jan. 7, 2021>

Upper Limit on the Airfare for International Flights

(As of January 2020, individual / Incheon (ICN))

(Unit: KRW)

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
Japan	Tokyo	1,486,300	1,083,800	669,900
	Osaka	1,233,400	899,400	554,300
	Fukuoka	975,700	711,400	436,500
	Sapporo	1,699,800	1,239,400	767,500
	Nagoya	1,345,700	981,100	605,600
	Niigata	1,444,700	1,053,400	650,900
	Komatsu	1,275,200	929,900	573,400
	Oita	1,054,700	769,100	472,600
	Okinawa	1,619,700	1,181,000	730,900
	Kagoshima	1,145,700	835,400	514,200
	Aomori	1,615,200	1,177,700	728,800
	Okayama	1,133,400	826,500	508,600
	Sendai		1,157,000	715,400
	Miyazaki		869,000	535,800
China	Beijing	1,334,000	1,012,000	723,000
	Shanghai	1,263,500	958,600	684,000
	Shenyang	1,119,500	849,200	604,600
	Qingdao	1,039,500	788,500	560,400

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
	Chengdu		1,414,000	1,118,200
	Zhengzhou	1,433,500	1,087,500	781,200
	Changsha	1,714,800	1,300,900	933,000
	Dalian	1,014,800	769,800	546,800
	Guangzhou	1,911,300	1,449,800	1,041,400
	Jinan	1,239,500	940,300	670,800
	Mudanjiang	1,321,000	1,002,100	715,800
	Shenzhen	1,951,800	1,480,600	1,063,800
	Tunxi (Huangshan)	1,390,000	1,054,500	752,400
	Tianjin	1,242,500	942,500	672,400
	Weihai	1,013,300	768,700	546,000
	Wuhan	1,628,000	1,235,100	885,200
	Xiamen	1,714,800	1,300,900	933,000
	Xi'an	1,774,300	1,346,000	965,800
	Yanji	1,201,800	911,700	650,000
	Urumchi	2,421,300	1,836,800	1,322,800
	Kunming	2,158,800	1,637,700	1,178,000
	Hefei	1,618,700	1,210,000	870,000
	Shenzhen	1,951,800	1,480,600	1,063,800
	Hangzhou		950,400	747,200
	Nanjing		948,000	745,400
	Yancheng		1,132,600	884,900

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
	Yantai		698,800	546,000
	Chongqing		1,378,400	1,089,600
	Guilin		1,392,800	1,101,200
	Changchun		823,600	645,800
	Harbin		911,000	715,800
	Haikou		1,501,600	1,188,200
Mongolia	Ulaanbaatar	2,080,000	1,603,200	1,071,000
Taiwan	Taipei	1,297,300	1,139,800	626,600
Hong Kong	Hong Kong	2,078,600	1,525,400	944,600
Philippines	Manila	2,078,500	1,525,300	944,600
	Cebu	2,320,300	1,738,000	1,092,000
	Clarkfield	2,079,000	1,526,000	944,600
Thailand	Bangkok	3,003,000	2,202,000	1,377,600
	Phuket	3,160,300	2,760,600	1,451,400
	Chiang Mai	3,160,300	2,681,800	1,451,400
Vietnam	Da Nang	2,857,500	2,044,100	1,275,600
	Nha Trang	3,143,200	2,248,400	1,403,100
	Ho Chi Minh City	2,857,600	2,044,200	1,275,600
	Hanoi	2,857,500	2,322,800	1,275,600
Cambodia	Phnom Penh	2,934,500	2,151,900	1,345,200
	Siem Reap			1,320,000

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
Myanmar	Yangon	3,234,300	2,440,900	1,531,000
Singapore	Singapore	3,291,000	2,413,200	1,512,600
Malaysia	Kuala Lumpur	3,291,000	2,413,200	1,512,600
Indonesia	Jakarta	3,745,400	2,746,200	1,725,200
	Denpasar	3,745,300	3,120,500	1,725,200
Sri Lanka	Colombo	4,780,400	3,414,500	2,050,000
Maldives	Malé	5,736,500	4,097,400	2,667,100
Nepal	Kathmandu	4,149,000	2,931,500	2,236,000
India	Mumbai	4,269,000	3,414,500	2,293,000
	Delhi	4,149,000	3,245,300	2,177,000
Australia	Sydney Brisbane	6,961,700	4,405,500	3,472,500
	Cairns			1,900,000
Palau	Palau	2,735,800	2,007,500	1,243,400
Fiji	Nadi	4,620,800	3,624,400	2,484,200
New Zealand	Auckland	7,218,400	5,145,000	3,569,600
United States	Honolulu	8,661,700	5,792,800	3,066,200
	Los Angeles San Francisco Seattle	10,667,400	7,447,000	3,492,200
	Las Vegas	11,033,900	7,755,700	3,656,100
	New York Boston Washington D.C. Atlanta	12,824,400	9,022,200	4,769,000

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
	Chicago Dallas	12,591,900	8,729,400	4,605,700
	Guam	1,695,000	1,237,300	837,800
	Saipan		1,300,000	880,000
Canada	Toronto	12,428,400	9,207,900	4,749,700
	Vancouver	10,667,400	7,447,000	3,492,200
United Arab Emirates	Dubai	5,149,100	3,767,000	2,440,700
Israel	Tel Aviv	8,446,900	5,344,800	3,008,900
France	Paris	11,660,300	7,438,200	3,488,500
United Kingdom	London	11,660,300	7,438,200	3,488,500
Netherlands	Amsterdam	10,095,300	6,180,100	3,020,200
Germany	Frankfurt	11,660,300	7,438,200	3,488,500
Italy	Rome Milan	10,095,300	7,022,800	3,020,200
	Venice	10,095,000	7,323,000	3,020,000
Austria	Vienna	10,095,300	6,180,100	3,020,200
Spain	Madrid Barcelona	12,243,400	8,517,200	3,488,500
Czech Republic	Prague	10,095,300	6,180,100	3,020,200
Turkey	Istanbul	12,756,500	7,702,100	3,764,700
Switzerland	Zurich	12,243,400	7,495,100	3,488,500
Russia	Moscow Saint Petersburg	10,318,500	6,468,900	3,158,600
	Vladivostok	2,075,000	1,737,800	962,000

Country	City	Airfare (round trip)		
		First Class	Business Class	Economy Class
	Irkutsk	2,946,000	2,168,800	1,150,000
	Khabarovsk		1,471,800	1,127,400
Uzbekistan	Tashkent	4,462,300	3,715,800	2,061,200
Kazakhstan	Almaty		2,693,800	1,864,800
Croatia	Zagreb	11,660,300	7,138,200	3,488,500

※ The above airfare for international flights is the upper limit for each route.