

# FAQ (English)

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## 1. General Description

**Q01. Can an Individual student apply? How can I find a partner student?**

- A. **Only paired students can apply through the Korean institution.** Individuals wishing to apply for the program are advised to contact the relevant offices (e.g. International Relations Offices) of your institution.
- B. Please be informed that the ASEM-DUO Secretariat is not involved in finding partners or partner institutions.

**Q02. How many times does DUO-Korea open for applications?**

- A. The call for applications of DUO-Korea is announced **ONLY once a year**. So, if you will participate in the exchange in the fall of 2026 or spring of 2027, you should apply for DUO-Korea 2026.

**Q03. Who is the “Contact Person” indicated in the application form?**

- A. The contact person means a regular staff of institutions who arrange the exchange projects and is willing to communicate with the Secretariat in such event as verifying application details, monitoring exchanges, and providing further information on the status of the exchange. In most cases, international relations office staffs in educational institutions are in charge.

**Q04. Should the periods of exchange, field of exchange, and level of study of the applicants coincide?**

- A. Not necessarily. However, the exchange should be carried out from August 1, 2026 until July 31, 2027. If the exchange project is executed under the same MOU, undergraduate students and graduate students are both eligible for exchange.

**Q05. If I have already started the exchange abroad during the application period (2026 spring semester), am I still eligible to apply?**

- A. No. If the Korean student who has already started the exchange outside Korea, or the European student who has already started the exchange outside the ASEM European region during the application period (2026 spring term), they are not eligible.

## 2. Application and Selection Procedure

**Q06. Who should submit the application?**

- A. On behalf of the two institutions and applicants, **ONLY the contact persons of the Korean institutions can fill out and submit the application through the website** of the ASEM-DUO Secretariat. Therefore, individuals who wish to apply need to provide all information and documents to the designated contact persons of your institution.

**Q07. How to apply?**

- A. **1) For students who wish to apply**
  - a. Please consult with the relevant offices in your institution to check your eligibility.

- b. If you are eligible, please check the [Instructions for Application Form & FAQ](#) carefully and send accurate information and documents to the contact person within the given timeline.

**2) For contact persons of European institutions**

- a. European institutions shall cooperate fully with the Korean institutions in providing precise information of European applicants.
- b. For details, you may refer to the **DUO-Korea FAQ** or **General Description**.

**Q08. If the applicant in leave of absence status during application period, how to specify the detailed?**

- A. Please write the reason shortly, such as *General leave for personal reason, military leave, sick leave, go abroad for language study, preparation for the exchange, etc.*
- B. In addition, please write the current residence country during application period (2026 spring semester)

**Q09. How long does the selection procedure take?**

- A. The DUO-Korea Selection Committee consists of Korean experts in the field of educational exchange will make a decision approximately in 4 to 6 weeks. As soon as the selection result is made, it will be announced on ASEM-DUO website around end of June.
- B. The official notification letter and guidelines will be sent individually via email **ONLY** to the **selected awardees and their contact persons**.

### 3. How to write the Application Form

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**Q10. If we do not have an ID, how can we apply?**

- A. **ONLY** contact person of Korean institution can get an ID, and **ONE** institution will have **ONLY ONE ID**. If this is the first time applying or if you have forgotten the login information, please contact the Secretariat.

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**Q11. If we could not find our European partner institution, how can we apply?**

- A. Please contact the Secretariat and ask to add the partner European institutions. For this purpose, you need to provide ***the official name of the partner institutions in English, their official website, and the country where it is located.***

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**Q12. If the applicant engages in the exchange for a whole year, how should we write the exchange duration?**

- A. Applying unit is **fixed as one semester** (1 semester). Thus, applicants need to choose **“one semester (2026 fall or 2027 spring)”** and specify the exchange period.
- B. If the official academic calendar has not yet been confirmed, please refer to the previous year’s academic calendar at the destination institution.

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**Q13. Any guidelines for the exchange details?**

- A. Please be informed that you need to list the courses **for one semester**. If you would study abroad for a whole year, please **choose** one semester (2026 fall or 2027 spring) to apply and **write** the courses that you will complete during that semester.
  - a. **As the minimum requirement for eligibility is 10 credits/20 ECTS on a semester basis, if you write less than the minimum requirement, then your application would not qualify for selection.**

N.B. If actual courses happen to differ from the courses listed on the application, the awardees are responsible for informing the Secretariat for approval; if this procedure is not taken beforehand, fellowship award to both students is subject to cancellation or consequently reimbursement.
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b. For Korean students, please write the courses (with ECTS) you would take at the European institution. For European students, please write the courses (with Korean credits) you would take at the Korean institution.

c. If your purpose of the exchange is other than Transfer of Credits, please specify in detail on page 3.

**Q14. Do I need to take courses in the field of my major when I study in the destination institution? And is there any priority to specific fields of majors?**

A. Not necessarily. And there is no priority to a specific major. However, **taking ONLY language training courses\* or sports courses is not acceptable.**

\*The major-related courses are allowed, such as German Literature, History of the Language, etc. However, language training courses/sports courses are NOT counted such as Korean speaking, Spanish 1, Tennis, etc.

**Q15. I have not received any course list from the destination institution. How can I fill out the application?**

- A. You may refer to the course list of the previous semester.
- B. If some courses are not provided during the exchange semester, there will be a chance to modify the course list. However, the procedure will be proceeded after selection result is announced. In this case, you need to find other relevant courses and get approval from the Secretariat, and please note that the credits/ECTS of the alternative courses should not be less than the credits (ECTS) written on the application.

**Q16. Is it possible to receive a fellowship from another government or organization?**

- A. If this exchange project has already any other source of finance, or if you are planning to apply, you need to provide the detailed information such as name of fellowship, name of organization, fellowship amount, purpose of fellowship, and announcement period, etc.
- B. If unreported double-fund cases are found after the selection, the Secretariat may still reserve the right to cancel the fellowship and request the reimbursement of the fellowship in full.

<b>Allowed</b>	<ul style="list-style-type: none"> <li>Any Fellowship provided by originating/destination institutions for the exchange program</li> <li>Any kind of Academic or Tuition Fellowship, Fellowship for low-income family background support, or Repayable loans Fellowship</li> </ul>
<b>Not Allowed</b>	<ul style="list-style-type: none"> <li>Korean Government Fellowship (ex. GKS Fellowship, etc)</li> <li>The Fellowship in the name of the exchange support which provides a corresponding amount of DUO-Korea (over 500 Euro/month) by other government or private institutions (ex. Mirae Asset Fellowship, Erasmus+, etc)</li> </ul>

\*Please be informed that even though we allow the above fellowship, if the respective institution does not allow double funding, you may follow their regulation.

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**Q17. If the MOU has expired and is in the renewal process, what should we submit?**

- A. If it is in the renewal process, the Korean institution needs to submit the supplementary documents such as official letters or e-mails between two institutions in addition to the original MoU document.

**Q18. If the passport is expired, what should I submit?**

- A. A copy of the national registration card for Koreans or a citizen card for Europeans is acceptable. However, if it is not written in English, an applicant needs to provide the English name same as the passport along with a copy of the document.
- B. The applicants who only has permanent residence card, are not eligible.

**Q19. Are there any guidelines for the official transcript?**

- A.** Please submit the **official English transcript** (issued on or after March, 1, 2026).
  - a. If your institutions do not provide the English version, you need to submit the translated version in addition to the original transcript.
  - b. In case your institution does not adopt the ECTS grading system, you should attach the Grading Scale Table showing the calculation for conversion to ECTS. Also, please write the transferred ECTS on the application.
  - c. If the person of exchange newly enrolled in the 2025 fall semester and if the transcript is not available at the time of this application period, then an official letter from the contact person of originating should be submitted, explaining why transcript is not available, the current enrollment status and expected timeline for transcript issuance.

**Q20. Should we also send the original application?**

- A.** No. It will be necessary only if your exchange project has been selected.
- B.** Once selected, the contact person of the Korean institutions should submit the original version including the signatures and official stamp of Korean institutions on behalf of the two institutions and awardee students.

## **4. Further information**

**Q21. Will the Secretariat provide flight tickets or accommodations? Are there any restrictions in using the fellowship?**

- A.** No, you need to prepare flight-tickets or accommodation on your own or ask the contact person of the destination institutions for assistance. There are no restrictions on the usage of fellowship. It can finance tuition and living or travel expenses.

**Q22. What are the obligations of the fellowship awardees? When do I receive the fellowship?**

- A.** Awardees should carefully read the notification letter and Implementation Guideline, and submit the relevant documents accordingly.
- B.** The first fellowship (50% of fellowship) will be transferred in 2 weeks prior to the expected arrival date in the destination country. The rest will be paid at the start of the 3<sup>rd</sup> month of the exchange period.
- C.** Please be informed that each installment will be transferred upon receiving the required documents. For details, the Implementation Guideline will be given after selection.