International Cooperation Training Center

The ICTC is the major training facility of KOICA and is used to promote the development of international training programs as well as to provide comfortable and modern accommodations for participants.

### International Cooperation Training Center (ICTC) of KOICA

<table>
<thead>
<tr>
<th>Total Facility</th>
<th>83 room with 164 beds in an area of 7,433m²</th>
</tr>
</thead>
<tbody>
<tr>
<td>1F</td>
<td>Reception Desk, Reference Library, Business Center, Canteen, Music &amp; Game Rental, Medical Consulting Service, Public Telephones, ATM &amp; Vending Machines</td>
</tr>
<tr>
<td>2F</td>
<td>Guest Rooms, Conference Room, Lecture Rooms, Kitchenettes, Laundry Room</td>
</tr>
<tr>
<td>3F</td>
<td>Guest Rooms, Lecture Rooms</td>
</tr>
<tr>
<td>4F</td>
<td>Guest Rooms, Lecture Rooms, Internet PC Room, Kitchenettes</td>
</tr>
<tr>
<td>5F</td>
<td>Guest rooms, Auditorium, Traditional Korean Room (Ondol)</td>
</tr>
<tr>
<td>6F</td>
<td>Guest Rooms, Kitchenettes</td>
</tr>
<tr>
<td>7F</td>
<td>Guest Rooms</td>
</tr>
<tr>
<td>8F</td>
<td>Dining Hall, Leisure Room, Audio Room (Karaoke), Video Room, Vending Machine</td>
</tr>
<tr>
<td>B1</td>
<td>Fitness Center, Shower Room</td>
</tr>
</tbody>
</table>

- More Information about the ICTC is available at [www.koica.go.kr](http://www.koica.go.kr)

---

**Pre-departure Orientation**

Upon receiving the official approval of acceptance from the Korean Embassy, contact the KOICA Overseas Office or the Korean Embassy in your country in person in order to proceed with the necessary procedures and to participate in pre-departure orientation. The Pre-departure orientation will be held at a KOICA Overseas Office or Korean Embassy to provide participants with details regarding travel to Korea, conditions of training, and other information. Participants will be provided with a “Participants’ Guidebook,” “Course Information,” and a “Letter of Invitation.”

(Please look at page 44 for more information.)
Expenses

KOICA will bear the following expenses for participants:

<table>
<thead>
<tr>
<th>Covered by KOICA</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Round-trip airfare</td>
<td>Between INCHEON and an international airport designated by KOICA</td>
</tr>
<tr>
<td>Accommodation in Korea</td>
<td>Personal expenses such as phone, laundry, video rental, minibar, and food are not included</td>
</tr>
<tr>
<td>Medical insurance</td>
<td></td>
</tr>
<tr>
<td>Other expenses regarding training</td>
<td>Some social and cultural programs organized by KOICA are paid for by KOICA</td>
</tr>
</tbody>
</table>

KOICA will not bear taxes (such as airport or departure tax) incurred when participants depart from their countries. It has to be covered by the Sundry Expenses. (See page 35 for details)

Country Report

Participants are required to prepare a “Country Report” as described in the information they receive from KOICA (Course Information), and submit it to the KOICA e-mail provided in the Course Information or through the KOICA Overseas Office or Korean Embassy as an e-file or diskette 14 days before training begins. If unable to do so, participants are requested to submit the report to the training institute upon their arrival. Participants must submit the original and bring copies for other participants when they come to Korea.

The Country Report will be used for comparative studies among the participants during the training course and for lecture references. In order to make the presentation of the Country Report more effective, as instructed in the “Course Information,” it is helpful if participants prepare supplementary materials (visual aids, etc.) and bring them to Korea.
Social and Cultural Activities

During the training course, a variety of extra-curricular social and cultural activities will be arranged to further your understanding of the Korean people and society. Also, participants are encouraged to organize social and cultural activities to introduce their own culture and traditions such as food, game & costume, etc. (refer to page 32)

Travel Documents

Passport

Participants wanting to enter the Republic of Korea must have a valid passport. Those who have no nationality must obtain an entry permission issued by a Korean Embassy or Consulate abroad in lieu of a passport. A laissez - passer issued by the U.N. is also recognized as valid.

Entry Visa to Korea

Any foreign visitor wishing to enter the Republic of Korea should have an entry visa.

The following Nationals can enter Korea without visas for business or travelling purposes.

Asia & Oceania

Bangladesh, Malaysia, New Zealand, Singapore, Thailand, Israel

Americas

Antigua & Barbuda, Bahamas, Barbados, Colombia, Commonwealth of Dominica, Costa Rica, Dominican Republic, Grenada, Haiti, Jamaica, Mexico, Nicaragua, Peru, Panama, Brazil, El Salvador, St. Lucia, St. Kitts-Nevis, St. Vincent & the Grenadines, Surinam, Trinidad & Tobago

Africa

Lesotho, Liberia, Morocco, Tunisia

Europe

Austria, Belgium, Bulgaria, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Norway, Poland, Portugal, Rumania, Spain, Slovakia, Sweden, Switzerland, The Netherlands, United Kingdom, Turkey
b. No-Visa Entry

The following Nationals who want to visit Korea just for a short-term tour or transit are permitted to enter Korea with no visa, having a tourist / transit visa status (B-2, 30days). In this case, confirmed outbound tickets are required.

<table>
<thead>
<tr>
<th>Region</th>
<th>Countries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asia</td>
<td>Macao, Brunei, Saudi Arabia, U.A.E, Yemen, Oman, Japan, Qatar, Taiwan, H.K (90 days), Kuwait, *Only Diplomatic/Official passport : Indonesia, Lebanon</td>
</tr>
<tr>
<td>North America</td>
<td>U. S. A, Canada (6months)</td>
</tr>
<tr>
<td>South America</td>
<td>Guyana, Guatemala, Venezuela, Argentina, Ecuador, Honduras, Uruguay, Paraguay</td>
</tr>
<tr>
<td>Europe</td>
<td>Monaco, Vatican City, Bosnia &amp; Herzegovina, Cyprus, San Marino, Serbia &amp; Montenegro, Slovenia (90 days), Andorra, Albania, Croatia</td>
</tr>
<tr>
<td>Oceania</td>
<td>Guam, Nauru, New Caledonia, Micronesia, Samoa, Solomon Island, Kiribati, Fiji, Australia (90 days), Marshall Island</td>
</tr>
<tr>
<td>Africa</td>
<td>South Africa, Mauritius, Seychelles, Swaziland, Egypt</td>
</tr>
</tbody>
</table>

Note: (a) Many nationals are permitted visa exemptions on diplomatic or official passports. For further details it is advisable to contact the nearest Embassy / Consulate before departure. (b) If there is no Korean diplomatic mission in their country, participants will need to obtain the visa from a third country. Upon receiving the visa, please make sure that the “validity” is long enough to cover the entire duration of the designated course.

* For more information visit the following homepages:
  - Ministry of Foreign Affairs and Trade - http://www.mofat.go.kr
  - Immigration Bureau - http://moj.go.kr/immi

Extending your Visa

A person with a valid visa for Korea who wishes to extend the visa must apply at the local immigration office at least 30 days before expiration of the visa. In general, tourist visas are not extended.

Visas for participants of long-term training programs should obtain long-term visas covering the entire duration of the program before entering the country.
Visa for a Third Country

Occasionally, participants visiting or leaving Korea may be required to obtain visas for third countries due to stop-over flight schedules. In this case, it is the participant’s responsibility to obtain and pay for the visa.

Flight Ticket

An economy class round-trip airticket is provided to each participant in the form of “Prepaid Ticket Advice (PTA).” When the ticket arrives, the participant shall be notified either by the Korean Embassy or by the KOICA Overseas Office in their country. If the ticket is issued in ‘e-ticket’ format, the participant will be given flight information through e-mail. The participant is required to print out the flight information and bring it to the airport for check-in.

Since much effort is required for flight arrangements, last minute changes are discouraged. If, however, unexpected events require rescheduling, participants should notify the Korean mission or the KOICA Overseas Office. If a participant wants to change his/her flight schedule by his/her own necessity, he/she should inform KOICA. In this case, both additional costs for rescheduling and expenses incurred while travelling should be borne by the participant. If one is unable to participate in the training course, the ticket is to be returned to the Korean mission or airline company.

Occasionally, an airline may delay a flight or make an unscheduled stop that may result in your missing a connecting flight or in an overnight delay. If this should occur, KOICA headquarters should be notified and a copy of the boarding pass should be submitted to the KOICA program officer upon arrival.

Entry Formalities

Upon arrival in Korea, all visitors will be requested to fill out an embarkation / disembarkation (E/D) card and a customs declaration card. These cards are issued on board before arrival and also may be obtained from the travel agent. The E/D card should be presented to Passport Control after disembarkation, and should be retained for the duration of the stay. The customs declaration card will be collected after clearing customs.

Quarantine

Animal Quarantine

All live animals and animal products entering Korea must be accompanied by valid certificates issued by the exporting country’s government.

Declare all import animals and animal products upon arrival to the National Veterinary Research and Quarantine Service, where they must be inspected. Cloven-hoofed animals and their products that are shipped from import-restricted areas will be sent back or destroyed.
Plant Quarantine

Passengers who carry any plants or soil including fruits (mango, orange, papaya, etc.), vegetables, seeds, orchids, nursery stock or cut flowers, etc., must describe the items and declare them upon arrival.

- Import restricted items and areas;
  - Fresh fruits, such as mango, orange, papaya, cherry, etc.: all countries
  - Nursery stock of apple, grape, etc.: most European countries
  - Walnut fruit and kernel: most countries
  - Soil or plants with soil: all countries

Customs & Declaration

An oral or written declaration for baggage must be made to customs officers upon entry.

If you have no goods subject to declaration, follow the Green (nothing to declare) lane. If you have something to declare, follow the Red (things to declare) lane. Your baggage may be examined by the Customs whether you take the red or the green lane.

Prohibited Articles

- Books, publications, drawings and paintings, films, phonographic materials, video work and other items of similar nature that may either disturb constitutional order or harm public security or customs.
- Goods which will reveal confidential information of the government or which are used for intelligence activities
- Counterfeited, forged or imitated Coins, Currency, Bank notes, debenture and / or other negotiable instruments

Restricted Articles

- Animal, plant material or their derivatives
- Firearms, weapons and ammunition
- Protected wildlife
- Drugs (narcotics and psychotropic substances)

Duty-Free Allowance

Travelers are allowed to bring into Korea the following goods duty/tax free. Goods bought overseas or bought duty/tax free before leaving Korea are included when determining your duty-free allowance.

US $400 worth of goods will be allowed to enter Korea duty-free. It excludes tobacco or alcohol. For example, cameras, electronic equipment, leather goods, perfume concentrate, jewellery, watches, sporting goods, etc. Most personal items such as new clothing, footwear, articles for personal hygiene / grooming. And 1 liter of alcoholic liquor (including wine, beer or spirits) for travelers aged 20 years and over. Tobacco - 200 cigarettes, 50 cigars
and 250g tobacco products other than cigarettes, for travelers aged 20 years and over.

**Articles Subject to Declaration**

You must declare the possession of US$10,000 or more in either foreign or Korean currency that you take out of, or bring into Korea.

If you are departing your country with expensive items (such as computers, cameras and video cameras) and you intend to bring them back to your country, register these items when you are departing your country. Proof of ownership in the form of receipts for jewelry and other goods not readily identifiable might help you when you present the goods on return.

* For more details visit the homepage of the Korea Customs Service - http://www.customs.go.kr

**Money for Incidental Expenses**

Participants are advised to bring some money in US dollars for incidental expenses that may be incurred en route to Korea or upon arrival in Korea.

The participant may have to pay the following incidental expenses:
- Taxes levied during the trip such as airport taxes, departure taxes, transit airport taxes, etc.
- Excess baggage charges
- Expenses incurred by a stop-over in a third country in order to receive a visa from a Korean Embassy, or due to a flight schedule for which expenses are not paid by the airline company. After arriving in Korea, the participants will receive a “stop-over allowance”, which KOICA will provide within the amount described on pages 36 - 37.