



THE GUIDEBOOK

for International Students



SEJONG UNIVERSITY



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CHAPTER 1.

About Sejong University

SEJONG AT A GLANCE

FACTS & FIGURES



Why SEJONG?

- Located in Seoul, Korea
- Offers Bachelor, Master, and Ph.D.
- Student Enrollment : 13,140
- Undergraduate : 11,498
- Graduate : 1,642
- International Students : 1,627
- Ranked 501-550 in World University Rankings by QS(Quacquarelli Symonds Ltd) 2016-2017
- Ranked 501-600 in World University Rankings by THE(Times Higher Education) 2016-2017



DEPARTMENTS

College of Liberal Arts

- Department of Korean Language and Literature
- Department of International Studies
- Department of History
- Department of Education



College of Social Science

- Department of Economics and Trade
- Department of Public Administration
- Department of Communication Art



College of Business Administration

- Faculty of Business Administration



College of Hospitality and Tourism Management

- Faculty of Hospitality, Tourism and Food Service Management



College of Natural Sciences

- Faculty of Mathematics and Statistics
- Department of Physics and Astronomy
- Department of Chemistry

$$\begin{aligned}
 \mathbf{1} \quad & \frac{\partial}{\partial \theta} \int_{\mathbf{R}^n} T(x) f(x, \theta) dx = \int_{\mathbf{R}^n} \frac{\partial}{\partial \theta} T(x) f(x, \theta) dx \\
 \mathbf{2} \quad & f_{a, \sigma^2}(\xi_1) = \frac{(\xi_1 - a)}{\sigma^2} f_{a, \sigma^2}(\xi_1) = \frac{1}{\sqrt{2\pi}\sigma} \\
 \mathbf{3} \quad & \frac{\partial}{\partial \theta} f(x, \theta) dx = M \left(T(\xi) \cdot \frac{\partial}{\partial \theta} \ln L(\xi, \theta) \right) \\
 \mathbf{4} \quad & \left(\frac{\partial}{\partial \theta} \ln L(x, \theta) \right) \cdot f(x, \theta) dx = \int_{\mathbf{R}^n} T(x) \left(\frac{\partial}{\partial \theta} f(x, \theta) \right) dx \\
 \mathbf{5} \quad & T(\xi) = \frac{\partial}{\partial \theta} \int_{\mathbf{R}^n} T(x) f(x, \theta) dx = \int_{\mathbf{R}^n} \frac{\partial}{\partial \theta} T(x) f(x, \theta) dx
 \end{aligned}$$

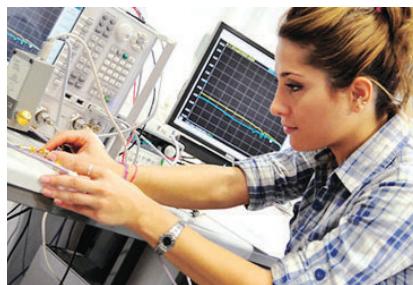
College of Life Sciences

- Faculty of Biological Systems



College of Electronics and Information Engineering

- Department of Electrical Engineering



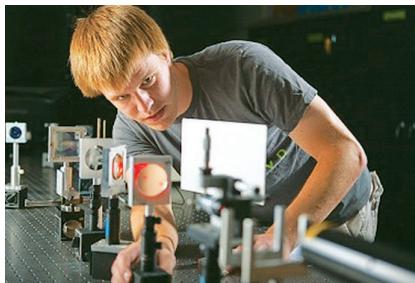
College of Software and Convergence Technology

- Department of Computer Science and Engineering
- Department of Computer and Information Security
- Department of Software
- Department of Creative Studies



College of Engineering

- Faculty of Architectural Engineering
- Department of Civil and Environmental Engineering
- Department of Environment, Energy & Geoinformatics
- Department of Energy & Mineral Resources Engineering
- Faculty of Mechanical and Aerospace Engineering
- Department of Nano Technology and Advanced Materials Engineering
- Department of Nuclear Energy Engineering



College of Arts & Physical Education

- Department of Painting
- Department of Fashion Design
- Department of Music
- Department of Physical Education
- Department of Dance
- Department of Film Art



FACILITIES

Office of International Affairs

- Location
2nd floor, Student Union Building
 - Tel 02-3408-3973
 - Office Hours
9 AM – 5.30 PM, Monday through Friday
 - Lunch Break 12 PM – 1 PM
-

Woori Bank

- Location 1st floor, Gunja-gwan
 - Business Hours
9 AM – 4 PM, Monday through Friday
-

University Bookstore / stationery

- Location 1st floor, Gunja-gwan
 - Tel 02-3408-3384
 - Business Hours
9 AM – 6 PM, Monday through Friday
-

Student Union Building

- Location Refer to the map
- The map shows the main cafeteria
(Level B1), the Global lounge (Level 2),
and the CISS office

Health Care Center

- Location
Room 205, Student Union Buiding
 - Tel 02-3408-3089
 - Office Hours
9 AM – 5.30 PM, Monday through Friday
 - Lunch Break 12 PM – 1 PM
-

Library

- Location Refer to the map
 - Opening Hours
9 AM – 10 PM Monday through Friday,
9 AM – 5 PM on Saturdays, Closed on
Sundays
-

English Zone

- Location
Room B07, Gwanggaeto-gwan
- Tel 02-3408-3971
- You can practice your spoken English
skills with native teachers
- Opening Hours
9 AM – 5.30 PM, Monday through
Friday

Fitness center

- Location 2nd Basement Floor, Student Union Building
- Tel 02-3408-3089
- Opening Hours 9 AM – 10PM Monday through Friday, 9 AM – 5 PM on Saturdays, Closed on Sundays

Global Lounge

- Location 2nd floor, Student Union Building
- Opening Hours 9 AM – 5.30 PM, Monday through Friday
- Lunch Break 12 PM – 1 PM

Global Lounge is open to everyone!

Come to the Global Lounge and meet the world. The Sejong Global Buddy and the International Student Association offer a variety of programs for international and local students such as language exchange, sports events and cultural excursions. You can also use the Global Lounge for a small conference and meetings, accommodating 20-50 people.



HOW TO GET TO SEJONG UNIVERSITY

TO & FROM THE AIRPORT

Limousine Bus

Limousine buses to Seoul or other cities are available at the Incheon Airport. You can buy tickets and also can get information at the Bus Ticketing Booth. The one-way ticket to Seoul usually costs 10,000-15,000KRW. Take Limousine bus 6013 in front of Exit 4 and 9. It will make a stop near the front entrance of Sejong University.



- * **Internet booking for local bus ticket**
: <http://www.airportbus.or.kr>
 - * **Schedule for Seoul and Gyeonggi-do**
: <http://www.airport.or.kr> (Tel: 1577-2600)

Train and Subway

A train from the airport connects with the subway system. The AREX Commuter fare is 3,100 won and the AREX Express is 7,900 won. From the AREX Commuter train, transfer to the subway at Gimpo Airport Station. Then, take Line 9 Line at Gimpo Airport Station to Express Bus Terminal Station, transfer to Line 7. The 8th stop is Children's Grand Park(Sejong Univ.) Station. Sejong University is near Exit 6.



Taxi

Taxi Stands: Taxi stands are located on the arrival level (1F) at the passenger terminal between platform 4D and 8C. The fare to Sejong University is about 70,000KRW and it takes an hour.

4D	택시대기지역, 외국인 관광택시 Taxi Stand-by Area, International Taxi
5C 6C 6D	서울, 인천, 경기 Taxi for Seoul, Incheon, Gyeonggi
7C 8C	모범택시, 대형택시 Deluxe, Jumbo



CHAPTER 2.

Visa and

Immigration

* Contents of this chapter, VISA AND IMMIGRATION, is provided by the Immigration Office and National Institute for International Education.

VISA TYPES AND APPLICATION

Anyone who wants to study abroad must obtain a student visa from a Korean Embassy or Consulate in their country residence after preparing all required documents to enter Korea when one receives an admission letter. The type of VISA required differs according to what kind of course (Korean language training, regular degree, research, or exchange student at) will be taken at a university in the Republic of Korea. For a student visa, applicants require a D-2 Visa (for a degree that is higher than a professional school, research course, and exchange student course) and a D-4 Visa (Korean language study at language school in University. For more information on student visas, please visit the website of the Korea Immigration Service (<http://www.immigration.go.kr/HP/IMM80/index.do>).

* If a visa applicant is Chinese or Cuban, he/she should apply for a student visa at diplomatic offices abroad (Korean embassy or consulate) after receiving a Certificate for Confirmation of Visa Issuance issued by the local immigration service (local office). However, if a Chinese citizen enters Korea as an exchange student based on a student exchange agreement with a Korean university, the applicant can directly apply for a student visa at a Korean diplomatic or consular office at the overseas college where a Chinese student is enrolled (If the applicant enters Korea as an exchange student, Chinese nationals can receive a visa directly from an overseas diplomatic office and enter Korea. But this is only limited to students who have studied more than one semester at a 4-year-degree college or graduate school level. If the applicant is an exchange student through a student exchange program among community colleges, he/she should receive a Certificate for Confirmation of Visa Issuance to enter Korea.).

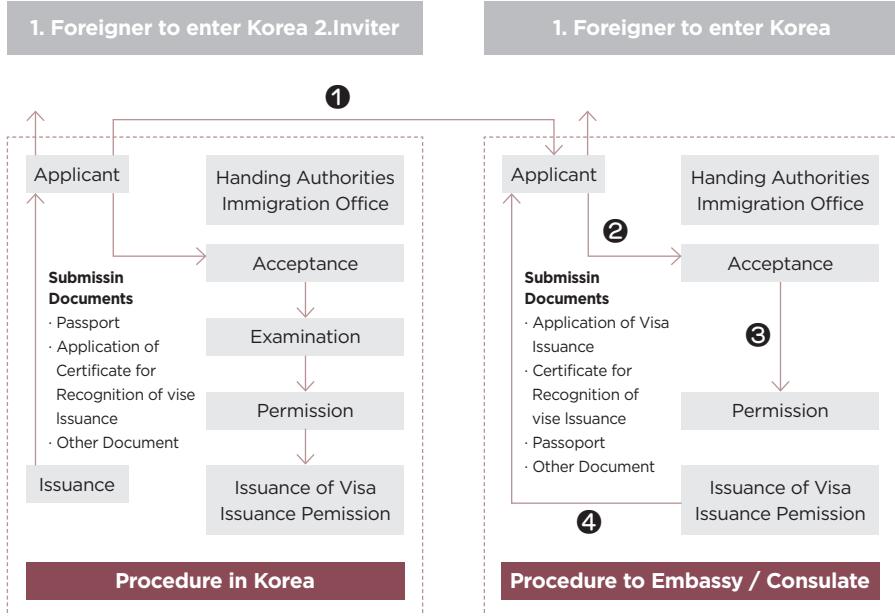
Certificate for Confirmation of Visa Issuance

To simplify the visa issuance procedure and period, the Korean Government operates an improved visa issuance certificate system with which the inviter living in Korea applies to Korea Immigration Service(<http://www.immigration.go.kr/HP/IMM80/index.do>) for the visa issuance for the foreign invitee and the certificate of visa issuance is issued to the invitee and then the Korean Embassy (or Consulate) issues the visa. Except some special cases (such as overseas job training & employment, overseas Koreans, sightseeing and permanent residence), the Korean Government demands all foreigners who would like to stay in Korea for a long time to get the certificate of visa issuance before the visa application procedure.

To obtain the Certificate for Confirmation of Visa Issuance, the student himself or an inviter, who is in Korea (head of school which is planned to enter), must submit all required documents for visa issue and apply for a visa issue permit at the local immigration service (or branch office). If a foreigner who receives a Certificate for Confirmation of Visa Issuance (number) submits it (number) to the Korean governmental office in the applicant's country, one can receive the visa quickly. Its effective period is 3 months and it is only effective for that Certificate for Confirmation of Visa Issuance.

"Visa" may be more familiar to readers, but it is called "Sajeong" as a formal term by the Department of Justice in Korea. Both terms will thus be used interchangeably hereafter.

Procedure Flow Diagram for Certificate of Visa(Sajeung) Issuance



Student visa (D-2)

Q Who is eligible?

A foreigner who desires to receive a regular course of education (undergraduate, graduate, Ph.D.) or to research in specific area at a two-year college, university, graduate school (including graduate school in evening time), which is established by the Higher Education Act, or at academic research institute that is established and regulated by the Special Act and higher education than a two-year college.

Q How to apply?

Applicant submits a visa application form to a Korean embassy or consulate.

Q Required documents :

- Passport
- Application for visa issuance or application for Certificate of Confirmation of Visa Issuance
- Fee(2014): US\$80 or equivalent amount
- Standard admission permit, which includes scholastic aptitude and financial capability
- Certificate of Business registration as educational institute(copy of ID certificate)
- Original or copy of certificate of transcript of highest educational qualification
- Proof of financial support(such as proof of more than US\$13,000 - Non capital region or US\$15,000 - Capital Region)of deposit account balance, or certificate of domestic remittance, etc.)

* If scholarship on standard admission permit can prove domestic stay expense, it can be replaced by certificate of scholarship after review.

- Certificate of residence or family register
(only applicable to Chinese and all family members should be stated.)
- Documents regarding scholastic exchange program or agreement between universities
(only applicable to exchange students)
- Personal reference(If an applicant cannot prove its ability to pay for its own expenses, such as tuition, during stay, or if Minister of Justice Department specially requires)
- Processing Fee: The amount is vary from each embassy, please contact the Korean embassy of applicant's origin.

* Certificate of Confirmation of Visa Issuance or issuance number is provided, the applicant can submit only his/her passport, application for visa issuance, and Certificate for Confirmation of Visa Issuance (or Confirmation of visa issuance number).

Korean-Language Trainee (D-4-1)

Q Who is eligible?

If anyone wants to enroll for a regular Korean study program (only recognizing regular daytime courses) at language school at university level.

Q How to apply?

Applicant himself submits a visa application form to Korean embassy or consulate.

Q Required documents :

- Visa (Certificate for Confirmation of Visa Issuance. Copy of visa when application is submitted)
- Application form for visa issue or application for a visa issue permit
- A Certificate of Admission which contains the decision result of academic competency and financial support
- Processing Fee: The amount is vary from each embassy, please contact the Korean embassy of applicant's origin.

* If one is a holder of an 'invitation' issued by the National Institute for International Education, the Certificate of Admission can be omitted.

- Original or copy of certificate of transcript on the highest education

* If anyone has completed one's educational course which is equivalent to a 2nd half of semester in the 3rd year of domestic high school, it can substitute for a diploma with transcript or expected diploma.

- Business registration as an educational institution (copy of certificate of unique number)
- Documents to prove domestic living expenses (If it is for a three-month regular course admission, it is more than US\$5,000 of domestic remittance or certificate of foreign exchange)
- Personal reference (If an applicant cannot prove its ability to pay for its own expense, such as tuition, during his/her stay, or if the Minister of Justice Department specially requires it)
- Certificate of residence or family register (only applicable to Chinese and all family members should be stated.)

* However, if the Certificate for Confirmation of Visa Issuance or Certificate for Confirmation of Visa Issuance is received, the applicant can submit only a passport, application for visa issue, and Certificate for Confirmation of Visa Issuance (or Confirmation of visa issuance number).

* For more details about visa applications, please visit <http://www.hikorea.go.kr>

VISA STATUS CHANGE

Visa change from C-3, D-2 (international student) visa → D-4 (training) visa (Limited to a language school in a University, although Korean language training at a lifetime education center or private school will be allowed.)

Required documents: Application form, passport, certificate of foreigner registration, 100,000 won fee, 30,000won for ARC(Alien Registration Card), standard admission letter (which should be issued in accordance with the international student information system by the Department of Justice, and a seal is required by a dean or chancellor of a university), receipt of tuition payment, proof of staying expenses (The applicant can show a copy of his/her bankbook proving that more than US\$5,000 is deposited, or a certificate of foreign exchange.

Visa change from C-3 (general short-term), D-4 (training), etc

→ D-2 (international student) visa:

Required documents: Application form, passport, certificate of foreigner registration, 100,000 won fee, 30,000won for ARC(Alien Registration Card), standard admission letter (It should be issued in accordance with the international student information system by the Department of Justice, and the seal of the dean or chancellor of the university is required.). In addition what is required is a receipt of tuition payment, proof of living expenses (it can be shown by a copy of a bankbook proving that at least US\$13,000 - Non capital region or US\$15,000 - Capital Region) is deposited, or a certificate of foreign exchange, original or a copy of a certificate of a transcript of the highest educational certificate, of residence or family register (only applicable to Chinese), documents regarding scholastic exchange program or agreement between universities (only applicable to exchange student).

VISA EXTENSION

Application for visa extension (length of stay) can be made two months before the expiration date to the local Immigration Service, and, if the applicant violates any purpose of visa stay during his/her visit, the visa extension may be restricted.

Student visa (D-2)

- ❶ Required documents: ❶ Required documents: Application form, passport, certificate of foreigner registration, receipt of tuition payment, copy of bankbook or certificate of bank account transaction for the past three to six months (proof of living expenses during stay), 60,000 won fee, transcript, and confirmation on school attendance (if required).
- ❷ Extension period: 1-2 years

* One Time within six months up to two years after regular course (one year for graduate degree)

Training visa (D-4)

- ❶ Required documents: Required documents: Application form, passport, certificate of foreigner registration, certificate of student registration (which should state class attendance and training schedule), certificate of training expenses, copy of bankbook or certificate of bank account transaction for the past three or six months (proof of living expenses during stay), 60,000 won fee, transcript (if required).
- ❷ Length of extension: 3-6 months
- ❸ Limitation on extension: It will be not extended in case of frequent absence, possible illegal work, or long-term stay.

FOREIGNER REGISTRATION AND ENTRY DECLARATION

If a foreigner wants to stay in the Republic of Korea more than 90 days from entry date, he/she should personally visit the immigration service or its branch office, which oversees one's place of residence, of Korea Immigration Service, and then register as a foreigner and receive a certificate of foreigner registration. The issued certificate of foreign registration can be used as ID in Korea. In addition, a foreign student must declare his/her entry to Korea at his/her own embassy or consulate in Korea. There are 41 immigration services across the country and you can find information on the website (<http://www.immigration.go.kr/HP/IMM80/index.do>) by visiting your local office guide on an Introduction to the Korean Immigration Service.

- Required documents: Application form (It can be downloaded from www.hikorea.go.kr. Go to civil form application), passport, one color photo (size: 3.5*4.5, wallpaper: white color)

* If the certificate of foreigner registration is lost, one should apply for reissuance of the lost one within 14 days from the lost date by visiting the immigration service or its branch office with passport, document explaining how one lost it, photo, and fee of 30,000 won

FOREIGNER REGISTRATION AND REPORT ON ADDRESS CHANGE

Foreign students must have in his/her possession at all times a certificate of foreign registration issued by Immigration Service. Besides, if any one of the following is changed, one must report to the immigration service or its branch office within 14 days to change the foreign registration item.

- ❶ Name, gender, date of birth, nationality
- ❷ Passport No., issue date, expiration date
- ❸ Organization, institution, or school is changed (including name change) or added.

* If the above item is not reported within 14 days from change on registration item, you must be careful not to be penalized by paying a fine or penalty of up to 1,000,000 won by violating Article 35 of the Immigration Act (reporting on change of foreigner's registration item).

In addition, if place of residence is changed, one must report to the local government office or its branch office that administers one's residence within 14 days from moving residence. Pay attention therefore to timely reporting. If you do not report within 14 days of address change, you will be subject to pay a fine of up to 1,000,000 won for violating Immigration Law of Article 36 (report on address change).

- Required documents (if school is changed): Integrated application form, passport, certificate of foreigner registration, certificate of student registration for changed school and certificate from previous school
- Required documents (if place of residence is changed): Integrated application form, passport, certificate of foreigner registration, proof of residence (e.g. rent agreement)

PART TIME JOBS

Qualification

- ❶ Foreign student (D-2) who is attending undergraduate course which is more than a two- year college and graduate or Ph.D. program
- ❷ As a language training attendee, more than six months of training is required.

Required documents :

Consolidated application form, passport, certificate of foreigner registration, confirmation letter for hourly part-time job by the staff in international student service center, including signature of employer. Please visit the HiKorea website (www.hikorea.go.kr) and download “Part-time Work of Foreign Student Confirmation Form” for the part-time job application form.

Allowed hours :

Less than 20 hours per week per term [semester or quarter] (Less than 30 hours per week during semester or quarter if one finishes one's graduate degree or Ph.D. program and prepares for one's thesis)

Attention :

- ❶ This is limited to a job that can be done as student status by social norms.
- ❷ If one does not report to the Immigration Service and illegal hourly job activity is discovered, one is subject to payment of a fine deportation.
- ❸ Qualification for language conversation instructor: Anyone who is qualified for language conversation instruction (E-2)

* Qualification for language conversation instructor (one who meets one of the following conditions)

- As a citizen and native speaker of that country, one should graduate from a university that uses the respective language as a native language and hold a degree which is more than bachelor's degree or above or equivalent education
- If one graduates from high school or college in the respective country where one uses the respective language as a native language, and acquires a degree which is more than a bachelor's degree in a domestic university

* Conversation instructor at short-term English camp (C-4) has same required qualifications as for an E-2 visa.

④ If a wage is not paid, one should report to the Department of Labor to receive unpaid wages. If one cannot process it by oneself, one should seek help from school staff or a friend (Internet reporting can be made at <http://minwon.moel.go.kr>, Tel. 1350).

Guidelines on private teaching

If one teaches foreign language conversation, one must obtain a foreign language teaching visa (E-2) and get permission for extracurricular activity from the Immigration Service. Please take note that extracurricular private lessons are not allowed, except for holders of residence visas (F-2 of Ga-Da, Ma) / overseas Koreans (F-4)/ permanent resident (F-5)/ marriage immigration (F-6).

(Violators will be imprisoned for up to one year or subject to a fine of 5,000,000 won.)

Restrictions on hourly part-time jobs for international students:

Private lessons, high-tech industries or institutions, entertainment bars or salons, adult entertainment, speculation business like casino or gambling, or any business location which is against ethical customs, etc

VISIT RESERVATION TO IMMIGRATION OFFICE

- Visiting without reservation, you may not be able to have your application processed directly, or experience inconvenience due to waiting for a long time.
- One-day advance policy: you should make a reservation at least one day prior to the potential appointment date.
- Cancellation of reservations: you can cancel a reservation until the day before the appointment date.
- Void reservation: if you do not appear until five minutes past the arranged time or designate a wrong office or counter, appointment becomes ineffective.
- Please go to [My e-Applications > Manage e-applications] to check your reservation or print out a receipt.
- Available application:

Category	Application	
Sojourn	Extension of stay for registered foreigners	
	Extension of sojourn period for Overseas Koreans (F-4)	
	Extension of stay for short-term visitor	
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)	
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace	
	Change of status for registered foreigners	
	Change of status for short-term visitor	
	Endowment of status to registered foreigners	
	Endowment of status to short-term visitor	
	Temporary extension of stay for departure of registered foreigners	
	Temporary extension of stay for departure of short-term visitor	
	Notification of change of residence.	
	Foreigners registration application	
	Notification of domestic residence for Korean nationals that are residing overseas.	
	Permit for participating in activities not outlined by the current status of stay	
Visa	Re-issuance of registration card	
	Notification of change in registration information	
	Re-entry permit (single, multiple)	
	Issuance of visa issuance certificate	
	Apply for naturalization	
	Notification of reinstatement of nationality	
Nationality	Notification of acquisition of nationality	
	Notification of selection of nationality	
	Notification of denationalization	
	Notification of retention of nationality	

❶ Visit Immigration Office Website(http://www.hikorea.go.kr/pt/main_en.pt)



Announcement on visit reservation for foreign residents in Korea

- Offices in operation : Immigration Offices (Seoul, Incheon, Suwon, Southern Seoul), Branch Offices (Sejongno, Ansan)
- Effective date : Monday, 1 February, 2016

* Visiting without reservation, you may not be able to have your application processed directly, or experience inconvenience due to waiting for a long time.

Visit Reservation

LOGIN

ID

PASSWORD

Remember me

My Page

Recent News | Press Room | Notice

KOREA VISA PORTAL

E-Application [go >](#)

Reserve Visit [go >](#)

NOTICE 01

VISA / SOJOURN GUIDE

These menus can help many foreign nationals visit/travel/work/invest/study in the Republic of Korea.

[자세히보기](#)

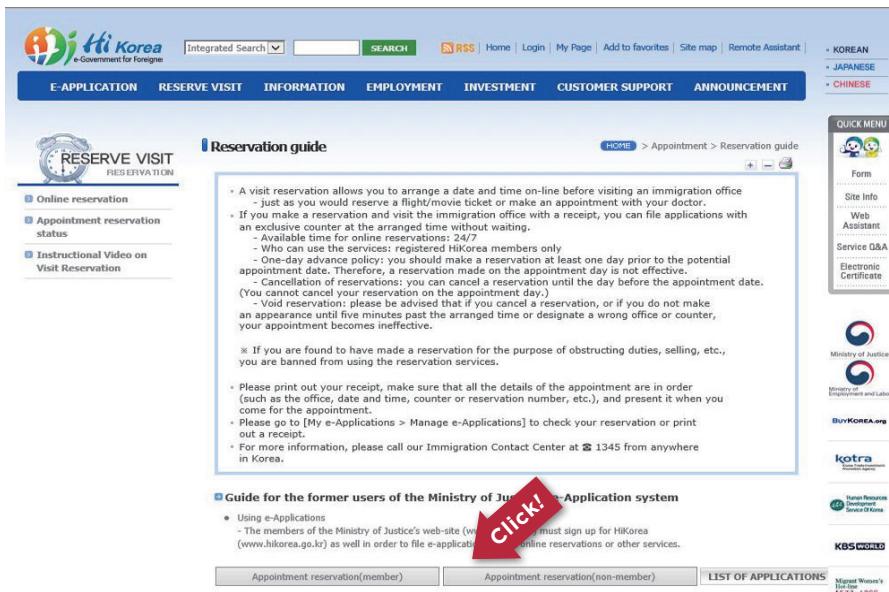
Employment Support

Need help with employment-related issues?

Ministry of Justice

Ministry of Employment and Labor

❷ Reservation Visit Page: Choose member/non-member



RESERVE VISIT

RESERVATION

Online reservation

Appointment reservation status

Instructional Video on Visit Reservation

Reservation guide

[HOME](#) > Appointment > Reservation guide

A visit reservation allows you to arrange a date and time on-line before visiting an immigration office just as you would reserve a flight/movie ticket or make an appointment with your doctor.

If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

Available time for making reservations : 24 hours

You can use the services required by members only

One-day advance policy: you should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.

Cancellation of reservations: you can cancel a reservation until the day before the appointment date. (You can cancel your reservation after the appointment day.)

Void reservation: please be advised that if you cancel a reservation, or if you do not make an appearance until five minutes past the arranged time or designate a wrong office or counter, your appointment becomes ineffective.

If you are found to have made a reservation for the purpose of obstructing duties, selling, etc., you are banned from using the reservation services.

Please print out your receipt, make sure that all the details of the appointment are in order (such as the office, date and time, counter or reservation number, etc.), and present it when you come for the appointment.

Please go to [My e-Applications > Manage e-Applications] to check your reservation or print out a receipt.

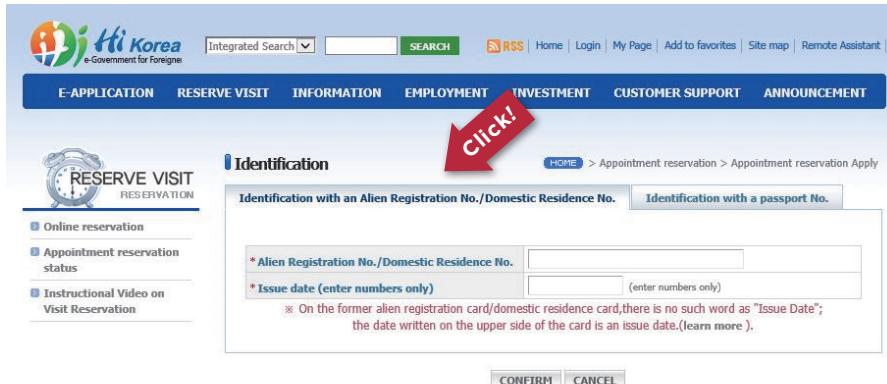
For more information, please call our Immigration Contact Center at ☎ 1345 from anywhere in Korea.

Guide for the former users of the Ministry of Justice e-Application system

- Using e-Applications
- The members of the Ministry of Justice's web-site (www.moj.go.kr) must sign up for HiKorea (www.hikorea.go.kr) as well in order to file e-applications for online reservations or other services.

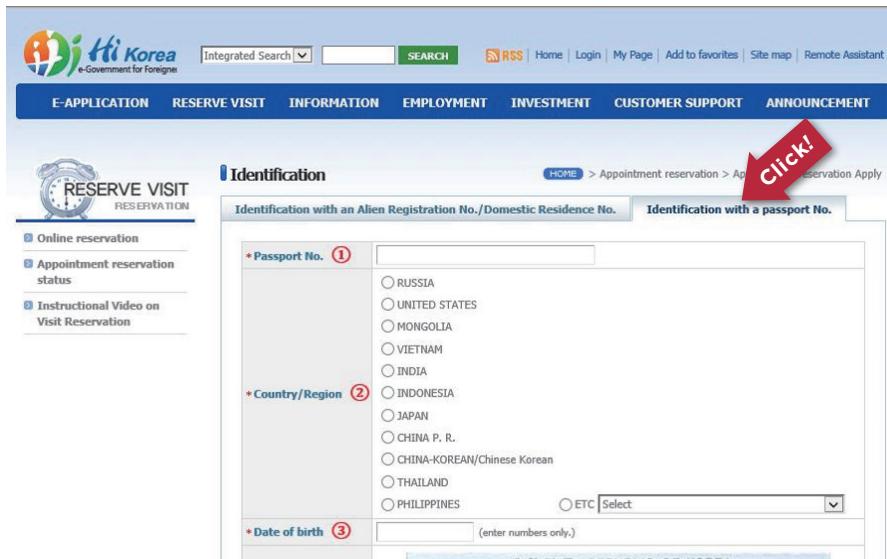
Appointment reservation(member) **Appointment reservation(non-member)** **LIST OF APPLICATIONS**

③-① Identification (Non-Member):



The screenshot shows the Hi Korea e-Government for Foreigners website. The top navigation bar includes links for Integrated Search, RSS, Home, Login, My Page, Add to favorites, Site map, and Remote Assistant. Below the navigation is a blue header bar with links for E-APPLICATION, RESERVE VISIT, INFORMATION, EMPLOYMENT, INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. On the left, there is a sidebar with a 'RESERVE VISIT' icon and links for Online reservation, Appointment reservation status, and Instructional Video on Visit Reservation. The main content area is titled 'Identification' and shows two tabs: 'Identification with an Alien Registration No./Domestic Residence No.' (selected) and 'Identification with a passport No.'. The selected tab has fields for 'Alien Registration No./Domestic Residence No.' and 'Issue date (enter numbers only)'. A note below the fields states: '※ On the former alien registration card/domestic residence card, there is no such word as "Issue Date"; the date written on the upper side of the card is an issue date. (learn more)'. At the bottom are 'CONFIRM' and 'CANCEL' buttons. A large red arrow points to the 'Alien Registration No./Domestic Residence No.' input field.

③-② Identification (Non-Member):



The screenshot shows the same Hi Korea e-Government for Foreigners website as the previous screenshot, but the 'Identification with a passport No.' tab is selected. The main content area is titled 'Identification' and shows two tabs: 'Identification with an Alien Registration No./Domestic Residence No.' and 'Identification with a passport No.' (selected). The selected tab has fields for 'Passport No.' (with a red circled '①' next to it), 'Country/Region' (with a red circled '②' next to it), and 'Date of birth' (with a red circled '③' next to it). The 'Passport No.' field is empty. The 'Country/Region' field contains a list of countries with radio buttons: RUSSIA, UNITED STATES, MONGOLIA, VIETNAM, INDIA, INDONESIA, JAPAN, CHINA P. R., CHINA-KOREAN/Chinese Korean, THAILAND, and PHILIPPINES. There is also an 'ETC' option with a dropdown menu. The 'Date of birth' field is empty and has a note: '(enter numbers only.)'. A large red arrow points to the 'Passport No.' input field.

④ Select supervising agency: Seoul Immigration Office

⑤ Fill out the application form

⑥ Confirm reservation & Download application form

Confirm Reservation

[HOME](#) > Reserve Visit > Online Reservation

- Appointment successfully reserved.
- Please print the following receipt and go to the immigration office on 2016.08.30 09:00.

Receipt

Reception number	SUAA16024387
Supervising agency	(Seoul Immigration Office)
Booth category	Foreigner Residence Control, 1F (non-Chinese)
Call number	No.3
Visitor Name	KUMARI NIDHI
Date of visit	2016.08.30 09:00 ~ 09:08
Number of visitors	1
Purpose of visit	

Click!

[PRINT](#) [CONFIRM](#)

Filling out application form and purchasing tax stamp

- To ensure speedy procession, please have your application form and tax stamp ready before the appointment.

Void appointment and cancellation

- Reservations can be canceled until the day before the appointment. Please be advised that if the applicant cancels on the day of the appointment, or is more than 5 minutes late, then the reservation will be rendered void.
- If an applicant misses more than 3 appointments without prior notification, he/she will temporarily be denied reservation privileges.

Fill out application

Download application form.

Click!

⑦ Confirm reservation

Submitted reservations

[HOME](#) > MyPage > Submitted reservations

Search reserved appointments

* period	2016.08.18	<input type="button" value="~"/>	2018.02.18	<input type="button" value="~"/>	* status	<input type="button" value="ALL"/>	<input type="button" value="SEARCH"/>
* Recpt no	SUAA16024387		* Date of birth		* Name		

Print receipt

- Select the appropriate appointment from the following list to print out the receipt for that appointment.

List of reserved appointments

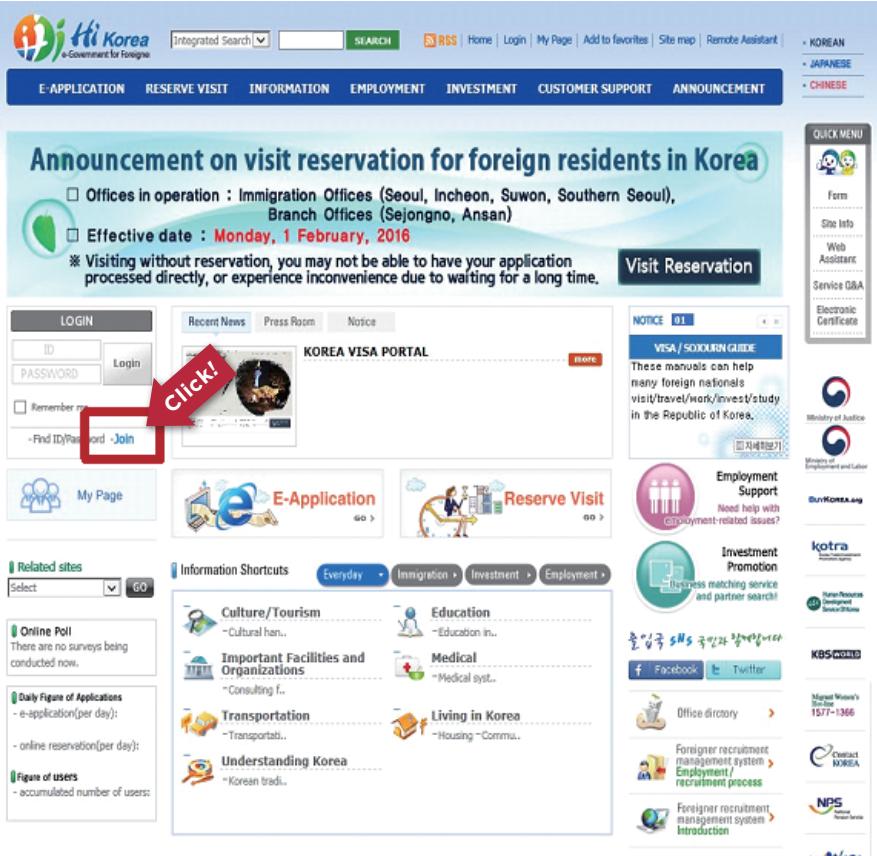
Total applications : 1

No.	Date of appointment	Application	Status	Supervising agency
1	2016.08.30 09:00	Application of Sojourn	Reserved	Seoul Immigration Office (02-2650-6212)

E-APPLICATION GUIDE FOR HIKOREA

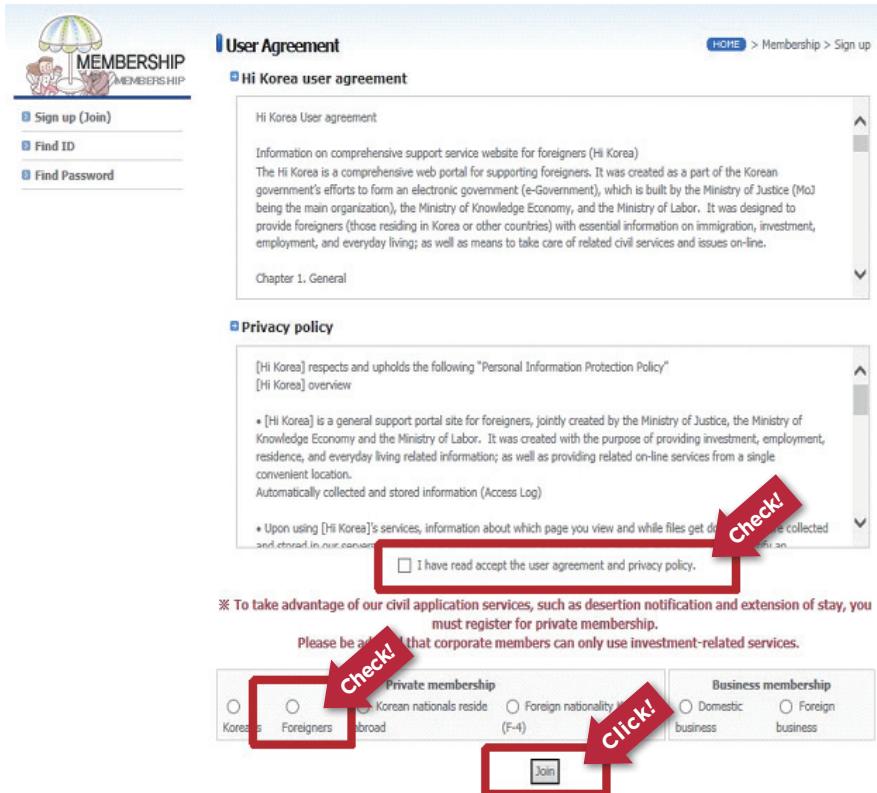
Registration Guide

- Visit HiKorea(www.hikorea.go.kr) → Click "Join"



The screenshot shows the HiKorea website homepage. At the top, there is a navigation bar with links for E-APPLICATION, RESERVE VISIT, INFORMATION, EMPLOYMENT, INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. On the right side, there is a 'QUICK MENU' with links for KOREAN, JAPANESE, and CHINESE. Below the navigation bar, there is a large announcement box titled 'Announcement on visit reservation for foreign residents in Korea'. The announcement text states that offices are in operation at Immigration Offices (Seoul, Incheon, Suwon, Southern Seoul) and Branch Offices (Sejongno, Ansan), and that the effective date is Monday, 1 February, 2016. It also notes that visiting without reservation may not be able to have your application processed directly, or experience inconvenience due to waiting for a long time. A 'Visit Reservation' button is located in the bottom right of this box. To the left of the announcement, there is a 'LOGIN' section with fields for ID and PASSWORD, and a 'Find ID/Password - Join' link. A red arrow points to this 'Join' link. Below the login section, there are buttons for 'My Page' and 'Related sites'. The 'Related sites' section includes links for 'Online Poll', 'Daily Figure of Applications', and 'Figure of users'. The main content area features a 'KOREA VISA PORTAL' with links for 'E-Application' and 'Reserve Visit'. To the right, there is a 'NOTICE 01' box for 'VISA / SOCIOECONOMIC GUIDE', which provides information for foreign nationals visiting Korea. Below this are sections for 'Employment Support', 'Investment Promotion', and various links to government and partner organizations like the Ministry of Justice, Ministry of Employment and Labor, KOTRA, and KBS WORLD. Social media links for Facebook and Twitter are also present.

- ② Check "I have read accept.." → Check "Foreigners" → Click "Join"



The screenshot shows the 'User Agreement' section of the Hi Korea website. At the top, there is a navigation bar with 'HOME > Membership > Sign up'. On the left, there is a sidebar with links: 'Sign up (Join)', 'Find ID', and 'Find Password'. The main content area has a title 'User Agreement' and a sub-section 'Hi Korea user agreement'. It contains text about the Hi Korea User agreement, mentioning it is a comprehensive support service website for foreigners. It also provides a detailed description of the Hi Korea portal, its purpose, and the information it provides. Below this, there is a section titled 'Privacy policy' with a note that Hi Korea respects and upholds the 'Personal Information Protection Policy'. It also provides an overview of the portal. The 'Check' step is indicated by a red arrow pointing to the checkbox labeled 'I have read accept the user agreement and privacy policy.' The 'Click' step is indicated by a red arrow pointing to the 'Join' button at the bottom of the membership selection table.

User Agreement

Hi Korea user agreement

Hi Korea User agreement

Information on comprehensive support service website for foreigners (Hi Korea)

The Hi Korea is a comprehensive web portal for supporting foreigners. It was created as a part of the Korean government's efforts to form an electronic government (e-Government), which is built by the Ministry of Justice (MoJ) being the main organization), the Ministry of Knowledge Economy, and the Ministry of Labor. It was designed to provide foreigners (those residing in Korea or other countries) with essential information on immigration, investment, employment, and everyday living; as well as means to take care of related civil services and issues on-line.

Chapter 1. General

Privacy policy

[Hi Korea] respects and upholds the following "Personal Information Protection Policy"
 [Hi Korea] overview

• [Hi Korea] is a general support portal site for foreigners, jointly created by the Ministry of Justice, the Ministry of Knowledge Economy and the Ministry of Labor. It was created with the purpose of providing investment, employment, residence, and everyday living related information; as well as providing related on-line services from a single convenient location.

Automatically collected and stored information (Access Log)

• Upon using [Hi Korea]'s services, information about which page you view and while files get downloaded are collected and stored in our servers.

I have read accept the user agreement and privacy policy.

※ To take advantage of our civil application services, such as desertion notification and extension of stay, you must register for private membership.

Please be advised that corporate members can only use investment-related services.

Private membership			Business membership	
<input type="radio"/> Koreans	<input type="radio"/> Foreigners	<input checked="" type="radio"/> Korean nationals reside abroad	<input type="radio"/> Foreign nationality (F-4)	<input type="radio"/> Domestic business
			<input type="radio"/> Foreign business	
Join				

③ Write your registration number

- Write your name * as written on your alien registration card
- Write the numbers as shown
- Click "CONFIRM"

▣ Please fill out the following form and click on the 'confirm' button. This information will be used only to confirm your identity. Thank you.

※ Please fill in the blanks. Be sure to refer to the following sample and information on your foreigner registration card.

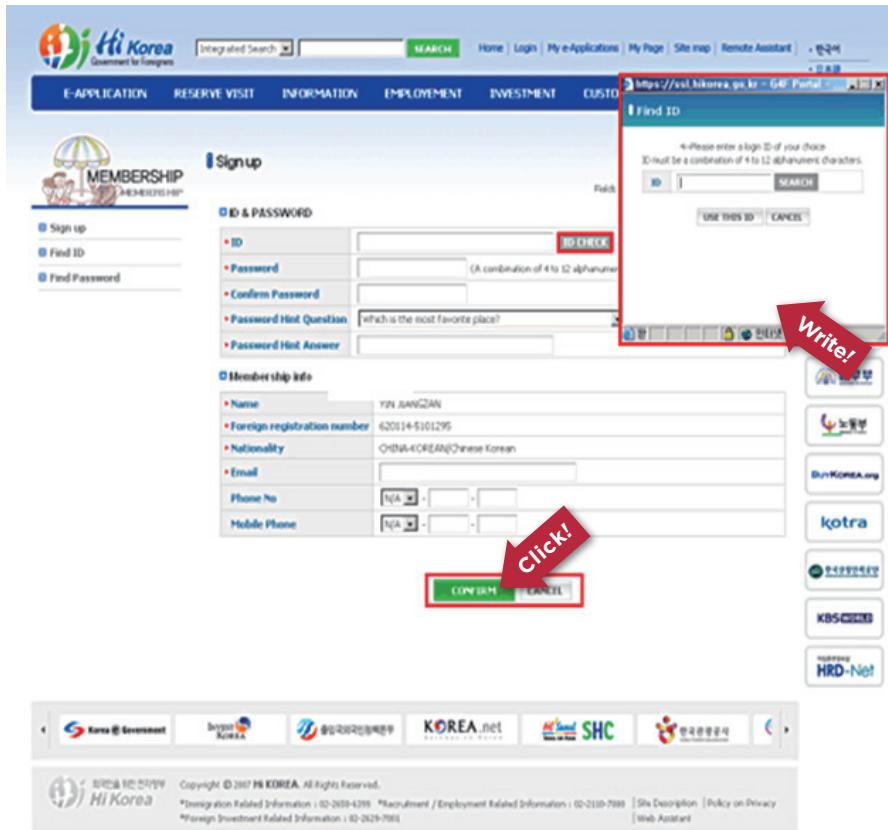
Registered Foreigner		Short-term visit
<input type="text"/> * Foreigner registration number ① <input type="text"/> Certification through public I-PIN		
* Name ② Enter your name as it appears in your foreigner registration card. Exception: If you're Chinese, then use the name exactly as it appears on your passport. Place a space between your family name and given name, while your given name must be entered as a single word without any spaces. (ex)YUAN RONGMEI		
* Confirm input  <small>(Please enter the numbers shown.)</small>		
Sample		

Write!

Click!

CONFIRM CANCEL

- ④ Write all your personal information → Check “CONFIRM”



The screenshot shows the Hi Korea sign-up process. The user has entered an ID and password, and is now at the 'CONFIRM' step. A red box highlights the 'CONFIRM' button, with a red arrow pointing to it labeled 'Click!'. Another red box highlights the 'ID CHECK' button, with a red arrow pointing to it labeled 'Write!'. The page includes a sidebar with various government and business links.

Sign up

ID & PASSWORD

ID **ID CHECK**

Password (A combination of 4 to 12 alphanumeric characters)
Confirm Password

Password Hint Question which is the most favorite place?
Password Hint Answer

Membership Info

Name YIN JUANGZAN
Foreign registration number 620114-5101295
Nationality CHINA-KOREAN/Chinese Korean
Email
Phone No -
Mobile Phone -

CONFIRM **CANCEL**

CONFIRM

ID CHECK

Write!

Click!

CONFIRM

Korea Government **BuyKorea.org** **kotra** **KBS** **HRD-Net**

Hi Korea Copyright © 2007 Hi KOREA. All Rights Reserved.
 *Immigration Related Information : 02-2658-4219 *Recruitment / Employment Related Information : 02-2110-7088
 *Foreign Investment Related Information : 02-2629-7001

E-Application Guide

- ① Log in and click "E-Application"

Announcement on visit reservation for foreign residents in Korea

- Offices in operation : Immigration Offices (Seoul, Incheon, Suwon, Southern Seoul), Branch Offices (Sejongno, Ansan)
- Effective date : Monday, 1 February, 2016

Visit Reservation

OFFICE / VISA / SOJOURN GUIDE

These manuals can help many foreign nationals visit/travel/work/invest/study in the Republic of Korea.

E-Application Reserve Visit

Employment Support

Investment Promotion

Office directory

Foreigner recruitment management system

Foreigner recruitment management system

Korea free lecture

Related sites

Online Poll

Daily Figure of Applications

Figure of users

Information Shortcuts

Culture/Tourism

Important Facilities and Organizations

Transportation

Understanding Korea

Education

Medical

Living in Korea

Office directory

Foreigner recruitment management system

Foreigner recruitment management system

Korea free lecture

Ministry of Justice

Ministry of Employment and Labor

BuyKorea.org

Kotra

Human Resources Development Service Korea

KBS WORLD

Migrant Workers' Hotline 1527-1366

Contract KOREA

NPS

Immigration Korea

② Click the name of application

General guide by field

List of available applications

Application category	Application name	e-Application	Reserve an appointment	Processing organization
Sojourn	Extension of stay for registered foreigners			Ministry of Justice
	Extension of sojourn period for Overseas Koreans (F-4)			Ministry of Justice
	Extension of stay for short-term visitor			Ministry of Justice
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)			Ministry of Justice
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			Ministry of Justice / Ministry of Employment and Labor
	Change of status for registered foreigners			Ministry of Justice
	Change of status for short-term visitor			Ministry of Justice
	Endowment of status to registered foreigners			Ministry of Justice
	Endowment of status to short-term visitor			Ministry of Justice
	Temporary extension of stay for departure of registered foreigners			Ministry of Justice
	Temporary extension of stay for departure of short-term visitor			Ministry of Justice
	Notification of change of residence.			Ministry of Justice
	Foreigners registration application			Ministry of Justice
	Notification of domestic residence for Korean nationals that are residing overseas.			Ministry of Justice
	Permit for participating in activities not outlined by the current status of stay			Ministry of Justice
	Re-issuance of registration card			Ministry of Justice
	Notification of change in registration information			Ministry of Justice
	Re-entry permit (single, multiple)			Ministry of Justice
Visa	Issuance of visa issuance certificate			Ministry of Justice
Nationality	Apply for naturalization			Ministry of Justice
	Notification of reinstatement of nationality			Ministry of Justice
	Notification of acquisition of nationality			Ministry of Justice
	Notification of selection of nationality			Ministry of Justice
	Notification of denationalization			Ministry of Justice
	Notification of retention of nationality			Ministry of Justice

Click!

③ E-Application Process:

1) Apply → 2) Pay Service Charge → 3) Submission of Required Documents → 4) Receive → 5) Process

* Please check if you have all required documents in scanned version!!!

* File name should be in Korean or English!!!

→ Click "I agree" → Click "Apply(Principal)" and Apply

Required documents	<ul style="list-style-type: none"> Common <ul style="list-style-type: none"> Application form (Template #34) Passport or Entry Permit for Foreigners Foreigner Registration Card Required documents for each status <ul style="list-style-type: none"> Cultural Arts(D-1), Study Abroad(D-2), Industrial Training(D-3), General Training(D-4), Journalism(D-5), Religious Affairs(D-6), Supervisory Intra-company Transfer(D-7), Corporate Investment(D-8), Trade Management(D-9), Professorship(E-1), Foreign Language Instructor(E-2), Research(E-3), Technology Transfer(E-4), Professional Employment(E-5), Special Occupation (E-7), Non-professional Employment(E-9), Vessel Crew(E-10), Family Visitation (F-1), Residency(F-2), Dependence Family(F-3), Overseas Korean(F-4) with foreign nationality, Working Holiday(H-1)
Service charge for online application	<ul style="list-style-type: none"> 56,000 KRW Non-refundable if application was normally processed Exemption by nationality : Argentinian minors (those under 14) Exemption by status : Corporate Investment (D-8)
Administrative process	<ul style="list-style-type: none"> e-Application <ul style="list-style-type: none"> Apply -> Pay service charge -> Receive -> Process Reserving an appointment
Administrative organization	Local immigration office or branch office
Competent department	Visa & Residence Division Korea Immigration Service
Related laws and regulations	<ul style="list-style-type: none"> Immigration Laws Article 25 or 37 Immigration Laws Enforcement Ordinance Article 31 Immigration Laws Enforcement Regulations Article 32
Phone Number	02-2650-6399
Miscellaneous	e-Applications can be applied between 3 to 60 business days before the expiration of the applicant's status. An appointment for visitation can be reserved until a day before the expiration date (reserving an appointment when there's more than 60 days to go before the applicant's status expires is not allowed without a reasonable cause. Thus, if such need for reservation arise, please consult the immigration office (02-2650-6399) before actually making the reservation).

※ Confirmation : I, the undersigned, hereby agree to allow my documents and information required for process of this application to be viewed by the public servant in charge. As agreed under E-government Law, Section 36, article 1.

I agree.

Reserve Apply(principal) Apply

Check!

Check!

Click!

APPLY LIST

④ Write all your information

This is an example for “extension of stay”

Extension of stay for registered foreigners

[HOME](#) > e-Application > File application

(*) These are required information, so please fill out all of them.

Applicant information

Name		Gender	Female
Country/region		Date of birth	
Foreigner registration number		Passport number	
Passport expiration date		* Phone number	
* E-mail		* Cell phone	
Expiration of stay		* Term of extension	
* Reason for application			
Date of application	2016.06.09	* Local immigration office	Seoul Southern Immigration Office
* Scholarship student	** Are you a government invited scholarship student? (Only if the certificate includes the request to exempt a fee) <input type="radio"/> yes <input checked="" type="radio"/> no		

Write!

❸ Upload all required documents

This is an example for “extension of stay”

→ Click “Apply”

Required documents

1.Certificate of studentship	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Certificate of studentship)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
2.Transcript	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Transcript)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
3.Tuition fee payment receipt or certificate of scholarship	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Tuition fee payment receipt or certificate of scholarship)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
4.Recommendation letter from a thesis director	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Recommendation letter from a thesis director(For people, who are writing a thesis for a master's or doctor's degree))</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
5.Certificate of (expected) course completion	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Certificate of (expected) course completion)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
6.Others(Proof of sojourn expense, and etc.)	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Others(Proof of sojourn expense, and etc.))</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
7.Certificate for a government invited scholarship student	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Certificate for a government invited scholarship student)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>
8.proof of residency	<div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <div style="display: flex; justify-content: space-between;"> ADD DELETE </div> <p>(Lease contract, confirmation of provided residence, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, receipt of university housing fee and others)</p> </div> <div style="flex: 1; text-align: right;"> Search </div> </div>

Mobile payment is only valid until 25th of each month.

If a realtime account transfer and mobile payment are canceled after the settlement day of that month, electronic payment charge(1000 WON) will not refunded.



⑥ Payment of Service Charge

1) Credit Card: Enter your credit card info → Transaction

2) Payment through mobile phone :

Enter your mobile phone number & foreign registration number

→ Check your text message containing the authentication number

→ Enter the authentication number that you received (It will be added to your phone bill)

e-payment incis

Select → Verify Card → Confirm → Finish

Credit Card – Choose Card

Product Name Beentry (Single, Mul...
Product Amount 31,200 Won

Please select payment service of the card you are about to use.

ISP Card	<input checked="" type="radio"/> KB, BC, Woori Hyundai, Samsung, Shinhan, LG, KEB, Lotte, Hana, CITI, KorAm, Shinsegae, Gwangju, Jeonbuk, Suhyup, KDB, Choheung, Jeju
ANSIMCLICK	<input checked="" type="radio"/> KEB, Lotte, Hana, CITI, KorAm, Shinsegae, Gwangju, Jeonbuk, Suhyup, KDB, Choheung, Jeju
General Card	<input checked="" type="radio"/> Nonghyup, Overseas VISA, Overseas Master, Overseas JCB, Overseas Diners

Interest-free installment

The credit card company's certificate policy has changed. Please confirm before proceeding with payment. [\[See More\]](#)

Check

submit **cancel**

RSA1024bit, SEED-CBC128bit, 키보드보안으로 안전합니다.

e-payment incis

정보입력 → 인증받기 → 정보확인 → 결제완료

휴대폰 – 정보입력

상품명 등록외국인의 체류기간?
상품금액 28000원

• 결제하실 휴대폰의 정보를 입력하시기 바랍니다.

휴대폰번호	010- <input type="text"/> - <input type="text"/> - <input type="text"/>
가입통신사	<input checked="" type="radio"/> SKT <input type="radio"/> KT <input type="radio"/> LGT
주민등록번호	<input type="text"/> - <input type="text"/>

• 입력하신 휴대폰번호로 결제 승인번호가 전송됩니다.
• 다음 버튼을 누르신 후 문자메세지(승인번호)가 도착할 때까지
잠시만 기다려 주십시오.
• 휴대폰 결제금액은 다음달 요금 고지서에 '소액결제' 항목으로 청구됩니다.

Write!

다음 **취소**

미니페이 플러그인 6.0은 편리하고 안전한 결제를 제공합니다.

7 Confirm status of application

- 1) My page → Manage e-application to view the list of applications that you've submitted
 - 2) Click the application number

Integrated Search
SEARCH

Home | Logout | My e-Applications | My Page | Site map | Remote Assistant
한국어 | 日本語 | 中文

E-APPLICATION | RESERVE VISIT | INFORMATION | EMPLOYMENT | INVESTMENT | CUSTOMER SUPPORT | NOTICE

Q&A | FAQ | Reporting Errors | Help wanted(Evacuee student) | Survey

MY PAGE
MY PAGE

Membership
Edit personal info | Delete account

Manage e-application
Manage appointment reservation

Register employment application

Progress of filed e-Application
My e-Application > Manage e-application

Application items
2007.01.23 | 2008.01.23
Application name

SEARCH

List of filed applications

Application name	Application name	Process status	Processing organization
Date of application			Contact
200800000002	Entry (Single, Multiple) (2008-01-21)	Application	JEU APPROVAL OFFICE (000-0000-0000)

|||

Application status guide

Apply : Application has been filed and is waiting to be received by the appropriate organization.

Receive : Application has been received by the appropriate organization.

Processed (Granted) : Application has been successfully processed, and permission has been granted.

Processed (Notified) : Application has been successfully processed, and the appropriate organization has been notified.

Processed (Denied) : Application has been successfully processed, but permission has been denied.

Processed (Returned) : Application has been successfully processed, but the appropriate organization has turned it down. It is possible to



SEARCH

[Home](#) | [Logout](#) | [My e-Applications](#) | [My Page](#) | [Site map](#) | [Remote Assistant](#)

E-APPLICATION

RESERVE VISIT

INFORMATION

EMPLOYMENT

INVESTMENT

CUSTOMER SUPPORT

NOTICE



MY PAGE

Membership

- [Edit personal info](#)
- [Delete account](#)

Manage e-application

- [Manage application reservation](#)
- [Register application applications](#)

Details of filed e-application

[Home](#) > [My e-Application](#) > [Manage e-application](#)

Details of the foreigner affected by the application

Name	OTH [REDACTED]	Nationality	THAILAND
Foreigner registration number	21000000000000000000	Passport number	V56600P
Phone number	010-1234-5678	Cellphone	010-1234-5678
E-mail	OTH@KOREA.GOV		

Details

Name of application	Residency (Single, Multiple)
Process status	Application
Department in charge	PENITRII (OF JUSTICE)

Payment details

Payment status	Transaction successful	Payment method	Account Transfer
Name of the person making payment	OTH [REDACTED]	Payment amount	31,200

Progress

Number	Issue number	Print	Status	Officer in charge	Process details	Processed date
1	20000000000000000000		Application			2008.01.23

X Shall the applicant leave processed application uncollected for longer than 15 days, it can be rendered void as per Civil Application Law enforcement. (Ordinance article 1a, section 4).

X The service charge will be refunded if your application is rejected for any reason.

[Site Info](#)

[Web Assistant](#)

[Q&A](#)

[FAQ](#)

[Online certificate](#)

[e-government](#)

[Korea e-Gov](#)

[BurKOREA.org](#)

[Kotra](#)

[KINTEX](#)

[KINTEX](#)

❸ Issuance of receipt/permit

1) Depending on the status of your application, you can have an online receipt/permit

▣ Details

Name of application	Reentry (Single, Multiple)		
Process status	Process Completion (Permission)	Department in charge	MINISTRY OF JUSTICE()

▣ Payment details

Payment status	Transaction cancellation failed	Payment method	Account Transfer
Name of the person making payment	CL ██████████	Payment amount	31,200

▣ Progress

Number	Issuance number	Print	Status	Officer in charge	Process details	Processed date
1	20080000000566	RECEIPT	Application			2008.01.11
2	PSBF080000001	CERTIFICATE	Receipt	신혜경		2008.01.11
3			Process Completion (Permission)	신혜경		2008.01.11

K Should the applicant leave processed application uncollected for longer than 15 days, it can be rendered void as per Civil Application Law Enforcement Ordinance Article 16, Section 4.

K The service charge will be refunded if your application is rejected for any reason.

Check!

[LIST](#)

⑨ How to get service charge refund when your application is rejected?

- 1) Click "Service charge refund" button at the bottom of the application's details page
 - 2) Click "Request refund" button

Details of filed e-application		HOME > My e-Application > Manage e-application				
□ Details of the foreigner affected by the application						
Name	CLY [REDACTED]	Nationality	CHINA-KOREAN/Chinese Korean			
Foreigner registration number	701010*****	Passport number	G06138***			
Phone number	033-[REDACTED]	Cell phone	011-0-[REDACTED]			
E-mail	slm-[REDACTED]					
□ Details						
Name of application	Reentry (Single, Multiple)					
Process status	Process Completion (Return)	Department in charge	MINISTRY OF JUSTICE()			
□ Payment details						
Payment status	Transaction successful			Payment method	Account Transfer	
Name of the person making payment	[REDACTED]			Payment amount	\$2,000	
□ Progress						
Number	Issuance number	Print	Status	Officer in charge	Process details	Processed date
1	20000000000636		Application			2008.01.16
2			Process Completion (Return)	국민인권		2008.01.16

Should the applicant leave processed application uncollected for longer than 15 days, it can be rendered inoperable. Ordinance Article 16, Section 4. The service charge will be refunded if your application is rejected for any reason.

Request refund information	
<input checked="" type="checkbox"/> Request refund	
Application name	Reentry (Single, Multiple)
Application service charge	52,000KRW
Unique payment number	Intpay0804301payTest20080116185520057020
Payment method	Account Transfer
Name of the person making payment	CJS FUSHE
Date of payment	2008.01.16

Request refund complete									
 Refund application was successfully submitted. - Details of the application can be reviewed from "My e-Application".									
Refund application details <table border="1"> <tr> <td>Application name</td> <td>Reentry (Single, Multiple)</td> </tr> <tr> <td>Service charge</td> <td>30,000</td> </tr> <tr> <td>Payment method</td> <td>Account Transfer</td> </tr> <tr> <td>Name of the person making payment</td> <td>CLUS XUN</td> </tr> </table>		Application name	Reentry (Single, Multiple)	Service charge	30,000	Payment method	Account Transfer	Name of the person making payment	CLUS XUN
Application name	Reentry (Single, Multiple)								
Service charge	30,000								
Payment method	Account Transfer								
Name of the person making payment	CLUS XUN								
<input data-bbox="671 1321 741 1325" type="button" value="CONFIRM"/>									

CHAPTER 3.

Academics

2017 ACADEMIC CALENDAR

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

1 - 7
Application for Leave of
Return from Absence
14 - 17
Course Registration for
Spring Semester
17
Commencement
Ceremony
20
Freshman Convocation
Ceremony
20 - 24
Enrollment for Spring
Semester

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

2
Spring Semester Begins
3 - 9
Course Add/Drop &
Course Registration
Confirmation Course
21 - 24
Wöhrel und Börsig

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

20 - 26
Midterm Examination
Period

May						
SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

2 - 8
Spring Semester Midterm
Examination Grade s
Check
12
Foundation Day
15 - 24
Application for Major,
Dual Major, Minor

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

8 - 26
Spring Semester Course
Evaluation
16 - 22
Final Examination Period
23
Summer Vacation Begins
/ Summer Session Begins
28 - 7. 3
Spring Semester Final
Examination Grades
Check

JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

31 - 8. 4
Application for Leave of/
Return from Absence

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

14 - 21
Course Registration for
Fall Semester
18
Commencement
Ceremony
21 - 25
Enrollment for Fall
Semester
28
Fall Semester Begins
29 - 9, 1
Course Add/Drop &
Course Registration
Confirmation

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

19 - 22

OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

16 - 20

Midterm Examination Period

26 - 30

Fall Semester Midterm Examination Grades Check

NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 - 15

Application for Major, Dual Major, Minor

DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 - 20

Fall Semester Course Evaluation

11 - 15

Final Examination Period

18

Winter Vacation / Winter Session Begins

21 - 26

Fall Semester Final Examination Grades Check

2018 JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

29 - 2, 2

Application for Leave of/ Return from Absence

2018 FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3						
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

12 - 19

Course Registration for Spring Semester

23

Commencement Ceremony

26

Freshman Convocation Ceremony

22 - 28

Enrollment for Spring Semester

* Holiday :

May 3(Buddha's Birthday),

May 5(Children's Day),

May 12(Foundation Day),

June 6(Memorial Day),

October 3(National foundation Day of Korea),

October 4-6(Chuseok),

October 9(Hangul Day)

STUDENT ID CARD

The Center for International Students and Scholars (CISS) distributes student ID cards to new foreign students during the welcome orientation or shortly after the orientation. Your students ID card will be issued with its check (debit) card function inactivated. In order to have this function activated, visit Woori bank in JipHyunGwan with your passport or alien registration card.



MOBILE STUDENT ID CARD

You can access the Sejong University library using this ID card.

학번	Student ID
이름	Name
학과/소속	Major
신분	학부생
단말기 구분	<input checked="" type="radio"/> 안드로이드 <input type="radio"/> 아이폰

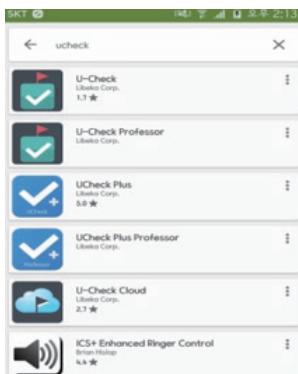
www.sejong.ac.kr - 학술정보원 - 이용자서비스 - 모바일도서관 - 모바일 이용증 발급받기
 - 정보작성 - '세종대학교 모바일 이용증' Download - Login

U-CHECK PLUS APP MANUAL

U-Check is a mobile app for registering roll call when you attends the class at Sejong University

Android UCheckPlus App Manual

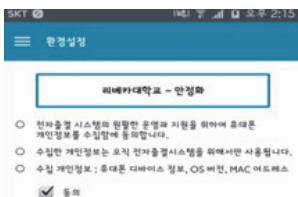
- 1 Search “uchek” into the search bar on Google Store and then install “Ucheck Plus” app. * In Android OS 6.0 or higher, GPS must be switched on.



- 2 When the app is first run, type “세종대학교”, “세종대” or “sejong” into the search bar and click the “등록(Register)” button.



- ❸ ID is student ID number and Password is the one registered in the Academic Information System. Enter your ID and Password and then click “학생인증(authentication)”. Once the authentication is successfully completed, click “확인(OK)” button and move to the initial page.



- ❹ At the initial screen, click “출석체크(Attendance Check)” button of the class you are attending.



- ❸ If you click  button, you can see menu bar. There, you can select attendance check, notice, setting, Q&A, attendance test, etc.



- ❹ You can check attendance data and attended time of each class in “출결조회/시간표” (Attendance/Absence Inquiry and schedule) menu.



* Notice

- In iPhone, Bluetooth must be switched on.
- In case list of courses is incorrect, please click  button.
- In case attendance check is not made, please retry with clicking  button.
- For system inquiries, find KaKao Talk ID “ucheck” and ask inquiries.
- Inquiries: IT(3408-3090), Course(3408-3410, 3426, 3429)

iPhone UCheckPlus App Manual

- ① Search “uchek” into the search bar on Apple’s Appstore and then install “Ucheck Plus” app. ✤ In iPhone, Bluetooth must be switched on.



- ② When the app is first run, type “세종대학교”, “세종대” or “sejong” into the search bar and click the “등록(Register)” button.



- ❸ ID is student ID number and Password is the one registered in the Academic Information System. Enter your ID and Password and then click “학생인증(authentication)”. Once the authentication is successfully completed, click “확인(OK)” button and move to the initial page.



- ❶ At the initial screen, click “출석체크(Attendance Check)” button of the class you are attending.



- ❸ If you click  button, you can see menu bar. There, you can select attendance check, notice, setting, Q&A, attendance test, etc.



- ❹ You can check attendance data and attended time of each class in “출결조회/시간표” (Attendance/Absence Inquiry and schedule) menu.

출결조회/시간표	
이*형 [201691066] 화요일	
2016-08-16 (20:48:18)	5주차/16주
요일별 강의 시간표	
월	
Libeka-영업-시현용1-11D	함+준
CAD/CAM	09:00-09:50
Libeka-영업-시현용1-11D	함+준
CAD/CAM	10:00-10:50
창업실무-11B	안+석
강의실	10:00-10:50
Libeka-영업-시현용1-11D	함+준
CAD/CAM	11:00-11:50
특수차량공학-11B	이+현
강의실	11:00-12:50
Libeka-영업-시현용1-11D	함+준
CAD/CAM	12:00-12:50
Libeka-영업-시현용1-11D	함+준
CAD/CAM	13:00-13:50

* Notice

- In iPhone, Bluetooth must be switched on.
- In case list of courses is incorrect, please click  button.
- In case attendance check is not made, please retry with clicking  button.
- For system inquiries, find KaKao Talk ID “ucheck” and ask inquiries.
- Inquiries: IT(3408-3090), Course(3408-3410, 3426, 3429)

BLACKBOARD

You can see your class notice and assignment through the Blackboard.

1. Visit Sejong University Homepage: www.sejong.ac.kr



1. Visit Sejong University Homepage: www.sejong.ac.kr

2. Click Sejong Portal

3. Enter Student ID issued by Sejong university

PORTAL LOGIN

아이디(ID) LOGIN
비밀번호(PW)

아이디 찾기 비밀번호 찾기

보안결속

- + 아이디세
- + 초기 비밀
- + 주기시 비
- + 학생은 학

4. Enter your 8 digits date of birth (yyymmdd) for password.
For example: 19891116

+ 장애문의
포 텔 : 02-3408-4346
키보드 보안 : (주)엑손텍 : 031-426-6700, yklycom@xontech.co.kr
(주)인기인터넷 : 1566-0771

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5. Click 'Blackboard'



6. Click down arrow to find the menu.

7. Go for '개인 설정 변경'

개인 정보 | 개인 설정 변경

개인 설정 변경

언어팩 선택

언어팩 및 컬럼디 기본 설정을 설정하십시오. 교수자가 코스 언어팩을 정을 떨어쓰게 합니다.

사용자 언어팩: (선택)

컬럼디:

주의 것 번째 날:

8. Scroll down and select 'English' to change the language

페이지 설명 옵션 선택

페이지설명 모두 표시 예 아니요

계속이려면 새 줄을 클릭하십시오. 돌아가려면 캐스를 클릭하십시오.

▼ 나의 코스

학생 (으)로 있는 코스
'청탁금지법' 설명회
대학·중용(전체직원 인문학교육)

↑

▼ 나의 조직

현재 어느 조직에도 속여하고 있지 않습니다.

9. The list of the courses and other information will be appeared in English once the language setting is changed to English.

LIBERAL ARTS COURSES FOR INTERNATIONAL STUDENTS

All international students are required to declare their language track first and then complete the relevant courses from 1. **Core Courses** and 2. **Core Elective Courses** in designated language track :

Core Courses(Year-Semester)

Course Title	Credit	Korean Track	English Track
사고와표현1 (Korean Ways of Thinking and Expression 1)	3	1-1	1-1
사고와표현2 (Korean Ways of Thinking and Expression 2)	3	1-2	1-2
한국의언어와문화1 (Korean Language and Culture 1)	3	1-1	1-1
한국의언어와문화2 (Korean Language and Culture 2)	3	1-2	1-2
대학생활과 진로설계 (Campus Life and Career Path Development)	1	1-1	1-1
세종사회봉사1 (Sejong Community Service 1)	1	1	1
한국전통문화의이해 (Korean Tradition and Culture)	3	1-1	.
서양철학의이해 (Introduction to Western Philosophy)	3	.	1-1
Total No. of Credit		17	17

* Students with TOPIK level 5 or 6 are exempt from 'Korean Ways of Thinking and Expression 1 & 2' from the above mentioned Core Courses.

Core Selective Courses

A. All international students need to meet the below-mentioned minimum credit requirements by their college.

College of Liberal Arts, College of Social Sciences, College of Business Administration, and College of Hospitality & Tourism Management	Minimum 18 credits
College of Natural Sciences, College of Life Sciences, College of Electronics & Information Engineering, College of Engineering, College of the Arts and Physical Education	Minimum 15 credits

B. Courses by Program

Students should take the program courses as much as they required by 2.A. These courses are indicated as international student course in the course information book.

Semester	Spring	Fall
Korean Track (Language: Korean)	그리스로마신화의이해(Understanding of the Greek and Roman Myths) 세계사 :인간과문명(World History : the Humanity & Civilization) 세종리더십(Sejong Leadership) 동서양의윤리(Eastern and Western Ethics) K-Pop Music 1 K-Pop Dance 1	한국현대사의이해(Introduction to the Contemporary History of Korea) 과학사(History of Science and Technology) 경제학의이해(Introduction to Economics) 동양의철학사상(Philosophical Ideologies of the East) K-Pop Music 2 K-Pop Dance 2
English Track (Language: English)	그리스로마신화의이해(Understanding of the Greek and Roman Myths) 세계사 :인간과문명(World History : the Humanity & Civilization) 한국현대사의이해(Introduction to the Contemporary History of Korea) 경영학의이해(Introduction to Business Administration) K-Pop Music 1 K-Pop Dance 1	심리학의이해(Introduction to Psychology) 과학사(History of Science and Technology) 경제학의이해(Introduction to Economics) K-Pop Music 2 K-Pop Dance 2

Foundation Courses

The requirements for foundation course may vary depending on your department. Be sure to check your course requirements in the Freshman Course Guide.

Elective Courses

You may choose which elective courses you want to take. You may also choose courses offered in English by other majors.

HOW TO PAY TUITION

Steps

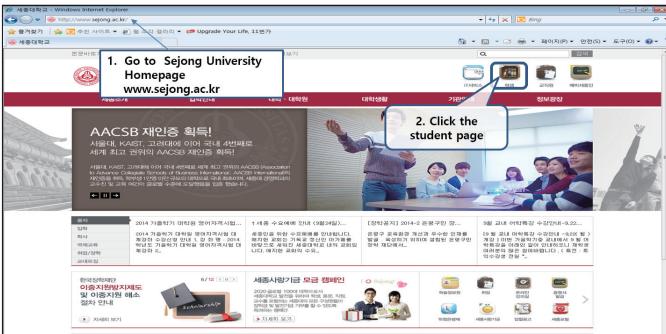
Steps	Schedule
a. Check a tuition invoice	2 weeks before the beginning of a semester
c. Pay the tuition fee	1 week before the beginning of a semester
b. Request for installment payment (if needed)	1 week before the beginning of a semester

Important Notes

- Every semester, the amount (tuition fee, scholarship, insurance premium, etc.) and bank information for payment are be changed.
- The recipient (Sejong Univ.)'s bank account is opened only for a designated periods and accepts the exact invoiced amount only. Therefore, tuition payment should be made in KRW through a Korean bank account during the designated periods.
- Tuition payment in foreign currencies or through a foreign bank account is not allowed in any cases.
- The amount payable is {tuition fee - scholarship amount + insurance premium}.
- Students of 100% scholarship also need to pay insurance premium. Otherwise, enrollment is not completed.
- Installment payment can be allowed only when a student requested it during the first tuition payment period.
- For students who have failed to make timely installment payments in previous semesters, installment payment will not be allowed in following semesters.
- If the student fails to pay the first installment, the installment plan will be rescinded.

Check a tuition invoice & Request for installment payment

1. Go to Sejong University Homepage
www.sejong.ac.kr

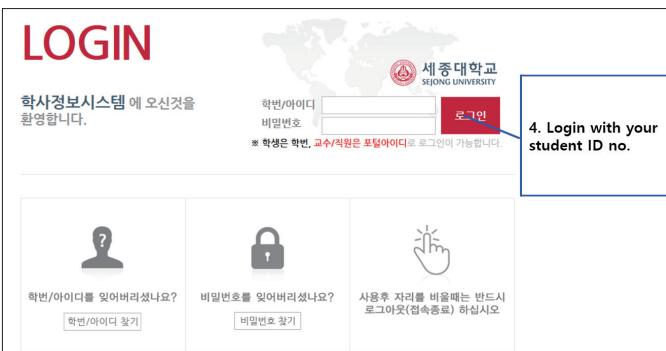


2. Click the student page

3. Click the school affairs information system



4. Login with your student ID no.



학번/아이디를 잊어버리셨나요? 학번/아이디 찾기	비밀번호를 잊어버리셨나요? 비밀번호 찾기	사용후 자리를 비울때는 반드시 로그아웃(접속종료) 하십시오
---	---	----------------------------------

5. Choose Language: Korean or English

Main Page

Main Page: Academic Schedule

6. Click Scholarship/Registration.

Important things you need to know when you

- If you fail to pay the first installment within the specified due, the installment payment arrangement is canceled.
- If you fail to pay the installments by the respective dues, you will be automatically expelled for failure to enroll.

3. Government's Student Loan Applicant: As the installment payment arrangement will result in a difference with the

7. Click 'Application for Installment Payment'. This menu is opened only for designated periods.

8. Click 'Tuition/Voluntary Payment Bill'.

Billing Description

Invoice

Payment receipt

How to Check Grades

1. Go to Sejong University Homepage www.sejong.ac.kr

2. Click the student page

3. Click the school affairs information system

4. Login details:
**ID: Student ID
 Password: Date of Birth with 8 digits (YYYYMMDD)**

5. Choose Language: Korean or English

Main Page

세종대학교 (2016-02-11 16:23:58) [Non-Sejong Student Information Plaza]

Non-Sejong Student Information Plaza) School Register Management (School) My Information Management and Certificate Application Academic Schedule Inquiry - All Period Personal Information Management Change Password

Organization Clas 한전 Year 2016 Month February

Academic Schedule Important Academic Academic Schedule as of Tr

NO	Period	Process Group	Year/Semester	Academic Schedule	Task Type
1	2016-01-01 ~ 2016-02-19	경과평점	2015/2학기	[성과]평점과목(교과/교양과목)	성과
2	2016-02-01 ~ 2016-03-31	경과평점	2015/2학기	[성과]평점과목(교과/교양과목)	성과
3	2016-02-01 ~ 2016-03-31	경과평점	2016/1학기	[성과]평점과목(교과/교양과목)	성과
4	2016-02-01 ~ 2016-02-04	경과평점	2016/1학기	[성과]평점과목(교과/교양과목)	성과
5	2016-02-01 ~ 2016-02-04	경과평점	2016/1학기	[성과]평점과목(교과/교양과목)	성과
6	2016-02-01 ~ 2016-02-04	경과평점	2016/1학기	[성과]평점과목(교과/교양과목)	성과
7	2016-02-01 ~ 2016-02-04	경과평점	2016/1학기	[성과]평점과목(교과/교양과목)	성과
8	2016-02-02 ~ 2016-02-19	경과평점	2015/1학기	[성과]평점과목(교과/교양과목)	성과
9	2016-02-02 ~ 2016-03-08	경과평점	2014/2학기	[성과]평점과목(교과/교양과목)	성과
10	2016-02-02 ~ 2016-03-08	경과평점	2013/2학기	[성과]평점과목(교과/교양과목)	성과

7. Click 'Lecture Evaluation and Grades'

세종대학교 [Non-Sejong Student Information Plaza]

School Register Management > Non-Sejong Student Information Plaza > School Register Management (School) > My Information Management and Certificate Application

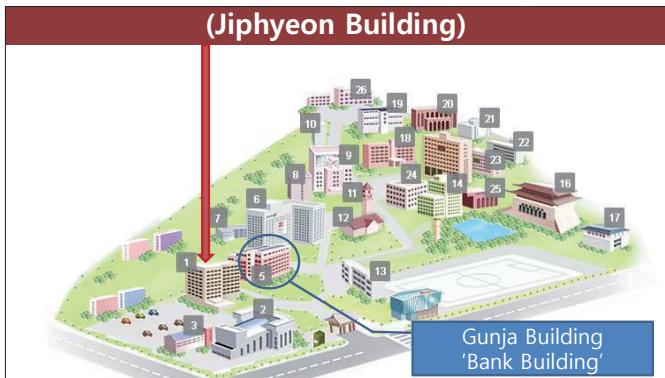
Organization Cho 학부 Year 2016 Month July

Academic Schedule	Important Academic Schedule	Academic Schedule as of 1	Academic Schedule	Task Type	
NO	Period	Process Group	Year/Semester	Academic Schedule	
1	2016-02-15 ~ 2016-09-31	전체교정	2016/1학기	[내정]장관선생님으로부터조언(서식일)	장학
2	2016-06-11 ~ 2016-11-11	전체교정	2016/1학기	[내정]장관선생님으로부터조언(서식일)	상호
3	2016-07-04 ~ 2016-09-08	전체교정	2016/1학기	[내정]장관선생님으로부터조언기간	학번
4	2016-08-01 ~ 2016-08-28	전체교정	2016/2학기	제출, 출석, 평가등록	
5	2016-09-01 ~ 2016-10-14	전체교정	2016/2학기	제출	
6	2016-10-14	전체교정	2016/2학기	제출	
7				증명서 출력	
8				증명서 출력	

8. Click 'Current Semester Grades'

How to Print Certificate of Enrollment

- Location of Certificate Machines



Front view of Main Administration Building

- 1st Floor

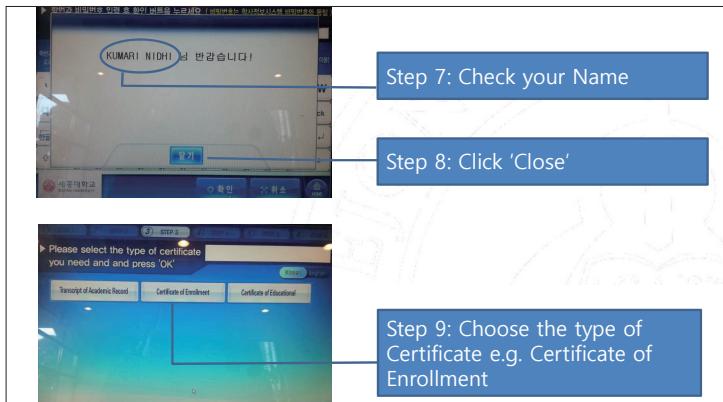


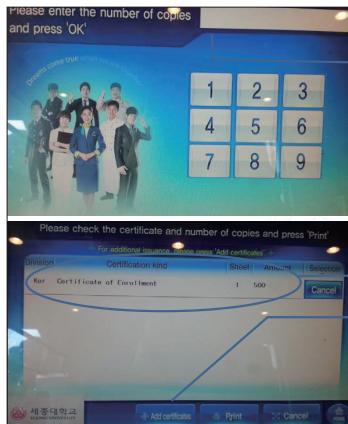
Main Administration Building

- 1st Floor
- On the left of the main entrance
- There are 2 certificate machines & both can be used to print the certificates.



How to operate Certificate Machines

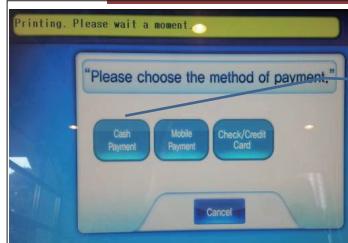




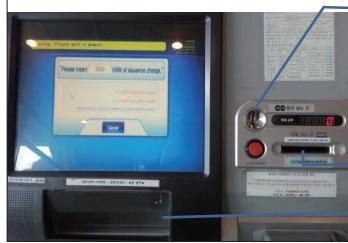
Step 10: Press the number of Certificate

Step 11: Check the Language, Type of Certificate, Number of sheet & Amount to be paid (500 KRW/Certificate)

Step 12: Add certificate if you want to print another certificate
OR
Press 'Print' to print selected certificate



Step 13: Select the method of payment e.g. Cash payment (easy method)



Step 14: Insert Coin of 500 KRW
OR

Step 14: Insert Note of 1000/5000/10,000 KRW

Step 15: Collect the Certificate

HOW TO CHECK COURSE SYLLABI

Sejong University Homepage

1. Go to Sejong University Homepage www.sejong.ac.kr

3. Click to enter 최우수 A등급

2. Click to get the menu

4. Click 'Class'

College Life

학사안내 | 학사일정

2016년 1월 | January

3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30



대학생활

학사안내 SEJONG ACADEMIC
 - 학사정정
 - 교과과정
 - 수업
 - 학제융합·복학·총통·전학
 - 성적입력
 - 성적교체입력

학사안내 수업

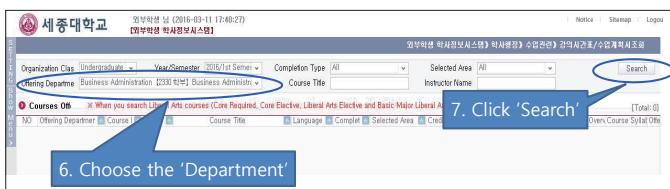
학점비수 수강신청 계획단계 강의시간표/수업계획서 수업계획서 2008년 이전 전공선팔 복수부전공계획선팔 교과이수

학점이수(2015학년도 입학자 기준)

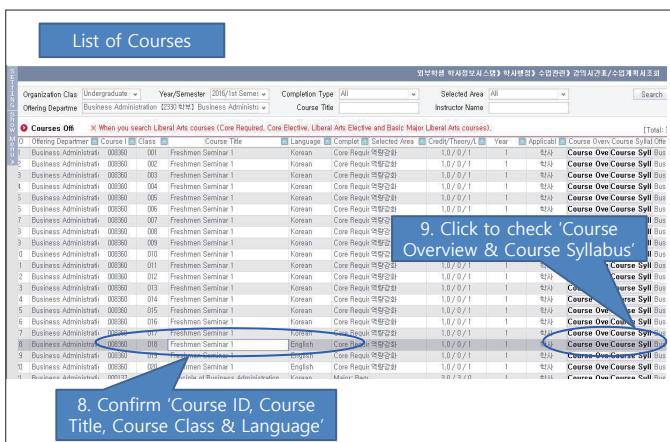
학점

학기의 교과과정 이수단위는 학점입니다. 1학점은 한 학기(1주)
 있다. 단, 실험, 설습, 실습는 30시간 이상을 이수해야 한다. 따라서, 과정 교과목의 경우 한 학기동안 약주 3시간의 수업으로 전체 시간
 수로 45시간 이상이 된다)

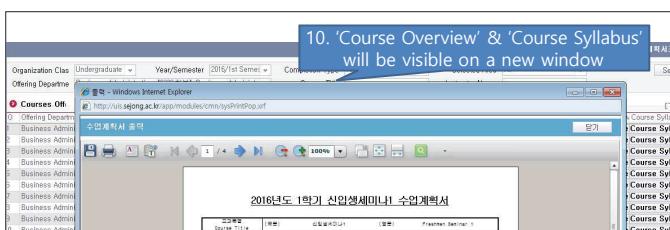
5. Click 'Class Schedule and Syllabus'



7. Click 'Search'



9. Click to check 'Course Overview & Course Syllabus'



10. 'Course Overview' & 'Course Syllabus' will be visible on a new window

HOW HOW TO ADD COURSE OF INTEREST



<h2>LOGIN</h2> <p>학사정보시스템에 오신 것을 환영합니다.</p> <p>학번/아이디 <input type="text"/> 비밀번호 <input type="password"/></p> <p>* 학생은 학번, 교수/직원은 포털아이디로 로그인이 가능합니다.</p>			<p>4. Login details:</p> <p>ID: Student ID Password: Student ID</p> <p>* ID and Password are same.</p>
 <p>학번/아이디를 잊어버리셨나요? 학번/아이디 찾기</p>	 <p>비밀번호를 잊어버리셨나요? 비밀번호 찾기</p>	 <p>사용후 자리를 비울때는 반드시 로그아웃(접속종료) 하십시오</p>	

Sejong Student Information Plaza

Non-Sejong Student Information Plaza > School Register Management(School) > My Information Management and Certificate

Organization Class: 학부
Year: 2016 Month: February

Academic Schedule Import/Export	Academic Schedule as of Tr.	Task Type		
NO	Period	Process Group	Year/Section	Academic Schedule
2	2016-01-01 ~ 2016-03-31	전체 과정	2015/2학기	(현장)교내교직원기기 사용기간
3	2016-01-01 ~ 2016-03-31	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
4	2016-02-01 ~ 2016-02-04	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
5	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
6	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
7	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
8	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
9	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
10	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
11	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
12	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
13	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
14	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
15	2016-02-01 ~ 2016-03-08	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간
16	2016-02-01 ~ 2016-03-08	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
17	2016-02-05 ~ 2016-02-15	전체 과정	2016/1학기	(현장)교내교직원기기 사용기간
18	2016-02-05 ~ 2016-02-15	전체 과정	2016/2학기	(현장)교내교직원기기 사용기간

10. Click 'Add to course of interest' to add more courses.

School Register Management (School)	Xiaoxiao Suu (2016-02-16 23:53:38)	영어(English)			
Nan-Jeong Student Information Plaza					
Nan-Jeong Student Information Plaza					
School Register Management (School)					
<input checked="" type="checkbox"/> My Information Management and Certificate Application <input checked="" type="checkbox"/> Academic Calendar Inquiry + AII <input checked="" type="checkbox"/> Personal Information Management <input checked="" type="checkbox"/> Change Password					
Organization Class <input style="width: 100px; height: 25px; border: 1px solid black; border-radius: 5px; font-size: 10px; font-weight: bold; margin-right: 10px;" type="button" value="전체"/> Year <input style="width: 40px; height: 25px; border: 1px solid black; border-radius: 5px; font-size: 10px; font-weight: bold; margin-right: 10px;" type="button" value="2016"/> Mon <input style="width: 40px; height: 25px; border: 1px solid black; border-radius: 5px; font-size: 10px; font-weight: bold;" type="button" value="February"/>					
Academic Schedule <input style="width: 150px; height: 25px; border: 1px solid black; border-radius: 5px; font-size: 10px; font-weight: bold; margin-right: 10px;" type="button" value="Inquire Academic Schedule"/> Academic Schedule as of Tr					
NO	Period	Process Group	Year/Semester	Academic Schedule	Task Type
1	2016-01-01 ~ 2016-02-29	전체 과정	2015/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
2	2016-02-01 ~ 2016-03-31	전체 과정	2015/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
9. Go to the first option 'Class/Grade and Course Enrollment' for the detail menu about course Enrollment.					
8	2016-02-02 ~ 2016-03-19	전체 과정	2016/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
9	2016-02-02 ~ 2016-03-19	전체 과정	2016/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
10	2016-02-02 ~ 2016-03-19	전체 과정	2016/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
11	2016-02-02 ~ 2016-03-08	전체 과정	2015/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
12	2016-02-02 ~ 2016-03-08	전체 과정	2014/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
13	2016-02-02 ~ 2016-03-08	전체 과정	2013/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
14	2016-02-02 ~ 2016-03-08	전체 과정	2012/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
15	2016-02-02 ~ 2016-03-08	전체 과정	2011/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
16	2016-02-02 ~ 2016-03-08	전체 과정	2010/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정
17	2016-02-02 ~ 2016-02-29	전체 과정	2016/1학기	(한성) 성적 조회/기간별(학기, 월별)	설정
18	2016-01-01 ~ 2016-02-29	전체 과정	2015/2학기	(한성) 성적 조회/기간별(학기, 월별)	설정

Non-Sejong Student Information Plaza									
Non-Sejong Student Information Plaza School Register Management (School) My Information Management and Certificate									
Organization Class		Year		Month		February			
NO	Period	Process Group	Year/Semester	Academic Schedule	Task Type				
1	2016-01-01 ~ 2016-01-20	학기전체	2015/2학기	2015/2학기	정기				
2	2016-01-20 ~ 2016-03-10	학기전체	2016/1학기	2016/1학기	정기				
3	2016-03-10 ~ 2016-05-31	학기전체	2016/2학기	2016/2학기	정기				
4	2016-02-02 ~ 2016-02-04	학기전체	2016/1학기	2016/1학기	정기				
5	2016-02-02 ~ 2016-03-02	학기전체	2016/2학기	2016/2학기	정기				
6	2016-02-02 ~ 2016-03-08	학기전체	2016/1학기	2016/1학기	정기				
7	2016-02-02 ~ 2016-03-10	학기전체	2016/2학기	2016/2학기	정기				
8	2016-02-02 ~ 2016-03-10	학기전체	2016/1학기	2016/1학기	정기				
9	2016-02-02 ~ 2016-03-10	학기전체	2016/2학기	2016/2학기	정기				
10	2016-02-02 ~ 2016-03-10	학기전체	2016/1학기	2016/1학기	정기				
11	2016-02-02 ~ 2016-03-08	학기전체	2016/2학기	2016/2학기	정기				
12	2016-02-02 ~ 2016-03-08	학기전체	2016/1학기	2016/1학기	정기				
13	2016-02-02 ~ 2016-03-08	학기전체	2016/2학기	2016/2학기	정기				
14	2016-02-02 ~ 2016-03-08	학기전체	2016/1학기	2016/1학기	정기				
15	2016-02-02 ~ 2016-03-08	학기전체	2016/2학기	2016/2학기	정기				
16	2016-02-02 ~ 2016-03-08	학기전체	2016/1학기	2016/1학기	정기				
17	2016-02-09 ~ 2016-02-15	학기전체	2016/2학기	2016/2학기	정기				
18	2016-02-11 ~ 2016-02-19	학기전체	2016/1학기	2016/1학기	정기				

2016학년도 1학기 관심과목당기 안내

1. 대 모 : 수강신청의 편리성을 제고하고 수강과목에 대한 수요조사를 하고자 수강신청 전에 관심과목당기 실시함.

2. 대 상 : 2016-1학기 예정 학생 전체(휴학생 또는 휴학 신청한 학생은 불가)

※ 휴학생이 관심과목당기를 신청하기 위해서는 복학신청을 한 후에 신청해야 함.
(복학신청 다음날 관심과목당기 신청 가능)

※ 관심과목당기 마감 일정 복학신청을 한 경우 관심과목당기 불가능할 수 있음.
관심과목당기를 신청하는 경우 복학신청은 반드시 관심과목당기 전일까지 복학신청을 해야함.

11. Click 'Next' to move to next page.

Non-Sejung Student Information Plaza Class Grade (Course) Class Search and Course Enrollment (Course) Add to Course of Interest

Organization Class: 전학번 Year/Semester: 2016/1학기 Major/Teaching: 경영학전공 (중간 학제) Double-Major: Etc Search Category: Search by Course ID: 학수번호: (Undergraduate) Class: Search

**12. Enter first 6 digits of Course ID
For ex: 009256**

**13. Enter last 3 digits of Course ID
For ex: 001**

Courses of Interest		Refresh	Courses of Interest		Schedule of Courses
No.	No. of Enrollble Cre	Course ID	No. of Cours	No. of Enr	Course Title
1	Delete	009256	001	Business Admin(CEO Mentoring 1)	
2	Delete	00928	001	Business Admin(Principle of E-Business)	
3	Delete	00919	001	Business Admin(International Business)	
4	Delete	00743	001	Business Admin(Marketing Communication)	
5	Delete	00679	001	Business Admin(Insurance and Risk)	

**IMP: Add to course of interest period:
August 3 (Wednesday) ~ August 8 (Monday) 10:00 ~ 18:00**

1 Courses Eligible as Co

2 You can view the courses added to the list of Courses of Interest in the Course Enrollment sc

Courses of Interest		Refresh	Courses of Interest		Schedule of Courses
No.	No. of Enrollble Cre	Course ID	No. of Cours	No. of Enr	Course Title
1	Delete	00935	004	Faculty of General Foreign Languages and Cult	English 3.0

**14. Click 'Register' to add courses of your interest.
* Make sure that the class schedule of the courses does not collide with the registered courses.**

Courses of Interest		Refresh	Courses of Interest		Schedule of Courses
No.	No. of Enrollble Cre	Course ID	No. of Cours	No. of Enr	Course Title
1	Delete	00956	001	Business Admin(CEO Mentoring 1)	
2	Delete	00926	001	Business Admin(Principle of E-Business)	
3	Delete	00919	001	Business Admin(International Business)	
4	Delete	00743	001	Business Admin(Marketing Communication)	
5	Delete	00679	001	Business Admin(Insurance and Risk)	

15. Check the already registered courses here.

IMP: You may add maximum 5 courses as course of interest

- * Important notes about course registration process
- Add to course of interest period : August 3 (Wednesday) ~ August 5 (Friday)
- You may add maximum 5 courses as course of your interest
- Courses added as 'course of interest' is not an enrolled course yet.
- You must enroll these courses from August 30(Tuesday) - September 2 (Friday)
- You may get the courses based on the availability
- You may not be able to add more course after September 2 (Friday)
- You may enroll maximum 6 courses or 18 Credits

HOW TO DO COURSE REGISTRATION & HOW TO CHECK REGISTERED COURSES

How to Do Course Registration

Main Page: Academic Schedule

Academic Schedule Importer Academic Academic Schedule as of 7/27/2015

1 Click to check information regarding Class & Grades

1. Click to check information regarding Class & Grades

2. Click "Course Enrollment" to add or drop courses.

3. Enter the course ID and class no

4. Click here to register the course

5. Check the registered courses & schedule

2. Click "Course Enrollment" to add or drop courses.

3. Enter the course ID and class no

4. Click here to register the course

5. Check the registered courses & schedule

3. Enter the course ID and class no

4. Click here to register the course

5. Check the registered courses & schedule

3. Enter the course ID and class no

4. Click here to register the course

5. Check the registered courses & schedule

How to Check registered courses

1. Go to Sejong University Homepage
www.sejong.ac.kr

2. Click the student page

3. Click the school affairs information system

4. Login details:
ID: Student ID
Password: Date of Birth with 8 digits (YYYYMMDD)

LOGIN

학사정보시스템에 오신것을 환영합니다.

학번/아이디 찾기

비밀번호 찾기

로그인

※ 학생은 학번, 교수/직원은 포털아이디로 로그인이 가능합니다.

학번/아이디를 잊어버리셨나요?

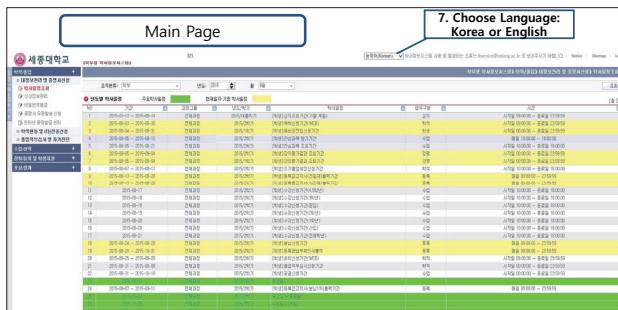
비밀번호를 잊어버리셨나요?

사용후 자리를 비울때는 반드시 로그아웃(접속종료) 하십시오

초기비밀번호

변경후 초기비밀번호 : 생년월일0자리(예: 19960101)

세종대학교
SEJONG UNIVERSITY



세종대학교

(2016-02-11 16:23:58) Non-Sejong Student Information Plaza

School Register Management (School) My Information Management and Certificate Application

My Information Management and Certificate Application

Academic Calendar Inquiry - All

Personal Information Management

Change Password

Class-Grade (Course)

Class Search and Course Enrollment (Course)

Letter Evaluation and Grade-related

Authorized Absence and Chapel-related

Class-Grade (Course)

Class Search and Course Enrollment (Course)

Letter Evaluation and Grade-related

Authorized Absence and Chapel-related

Go to the first option for the detail menu about Class/Grade

Organization Class: 전체과정 Year: 2016 Month: February

Academic Schedule: Academic Schedule as of Tr

Task Type: Task Type

NO Period Process Group Year/Semester Academic Schedule Task Type

1 2016-01-11 ~ 2016-02-19 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적 학생
2 2016-02-01 ~ 2016-03-31 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 정적 학생
3 2016-02-01 ~ 2016-03-31 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 수업 정적
4 2016-02-01 ~ 2016-03-31 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 수업 정적
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6 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
7 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
8 2016-02-02 ~ 2016-02-15 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 수업
9 2016-02-02 ~ 2016-03-08 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 강별
10 2016-02-02 ~ 2016-03-08 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 강별
11 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 강별
12 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 강별
13 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 강별
14 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
15 2016-02-02 ~ 2016-03-08 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 정적
16 2016-02-02 ~ 2016-03-08 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 강별
17 2016-02-05 ~ 2016-02-15 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
18 2016-02-11 ~ 2016-02-19 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 학적
19 2016-02-11 ~ 2016-02-19 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 학적
20 2016-02-15 ~ 2016-03-01 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
21 2016-03-15 ~ 2016-06-16 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
22 2016-03-15 ~ 2016-06-18 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
23 2016-03-22 ~ 2016-05-16 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적
24 2016-02-22 ~ 2016-02-26 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적

List of courses

(2016-02-11 16:23:58) Non-Sejong Student Information Plaza

School Register Management (School) My Information Management and Certificate Application

My Information Management and Certificate Application

Academic Calendar Inquiry - All

Personal Information Management

Change Password

Class-Grade (Course)

Class Search and Course Enrollment (Course)

Letter Evaluation and Grade-related

Course Enrollment

Add Course of Interest

Course Enrollment History Inquiry

Tuition/Voluntary Payment Bill (Penalty)

Withdrawal Application Case

Summer/Winter Session Enrollment

Letter Evaluation and Grade-related

Authorized Absence and Chapel-related

10. Click 'Course Enrollment History' to check the registered list of courses

Organization Class: 전체과정 Year: 2016 Month: February

Academic Schedule: Academic Schedule as of Tr

Task Type: Task Type

NO Period Process Group Year/Semester Academic Schedule Task Type

1 2016-01-11 ~ 2016-02-19 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적 학생
2 2016-02-01 ~ 2016-03-31 전체과정 2016/2학기 [한국]국제교류과 전간 신기간 정적 학생
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24 2016-02-22 ~ 2016-02-26 전체과정 2016/1학기 [한국]국제교류과 전간 신기간 정적

List of registered courses and schedule

(2016-02-11 16:23:58) Non-Sejong Student Information Plaza

School Register Management (School) Class/Grade/Course Class Search and Case

Student's Info Photo

Student ID: 1694037 Name: XianxiaoShi Sex: 1996 Department & Year: 전자전기공학부 3학년 1학기 Program: 고급전기공학 No. of Semesters: 5학기 Admission Type: 입학연습 Your Contact Info: Year/Semester: 2016/1학기

11. Click to check the course schedule i.e. course name, day & time. Make sure that the time table of 2 courses do not overlap each other. If it happens, you need to drop one course & add another with another schedule.

12. Course Syllabus & other details.

List of Course Registered No. of Courses: 5 No. of Credits: 13

Course ID Class Course Title Cyber Course Option Organization Comp Cred Re-reg Tentat

00521 001 Product and Transportation Design 1 국어 등록 일부 전교 3.0 14/09-18/03/2016 (한국)교과서

00740 002 English Pronunciation Practice 국어 등록 일부 3.0 14/09-10/12/2016/2015 Tamara Rose/00740

00552 003 Korean Thinking and Expression! 국어 등록 일부 3.0 14/09-09/30/2016/2015

00554 003 Korean Language and Culture I 국어 등록 일부 3.0 14/09-10/30/2017 김민기/00554

00524 004 Photography and Painting 국어 등록 일부 3.0 14/09-13/04/2016/2016

HOW TO USE A SEJONG UNIVERSITY E-MAIL

Most of important notices and contacts are provided by emails. However, we understand many international students do not receive emails from the school due to systematical errors or sometimes students do not check emails regularly. In order to provide important notices and contacts efficiently and effectively, we have made a school email address for all international students.

❶ Email address: id@sju.ac.kr

- User ID will be provided to your current email address which is recorded in the Academic Affairs System(학사정보시스템), or you can check it in your department office. Initial password is birth date(YYYYMMDD).
- Please change your initial password after the first login.

❷ Email URL: portal.office.com

- ❸ Students MUST change their email address to id@sju.ac.kr in the Academic Affairs System (학사정보시스템) so that departments and admin offices can know it. Please check the attached guideline for change of email address in the system.**

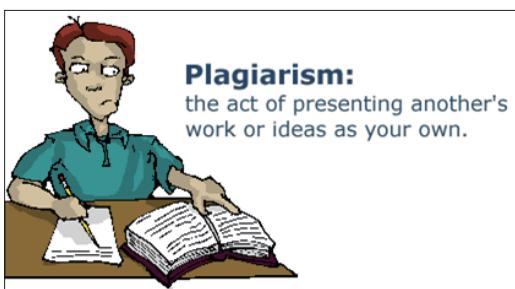
- ❹ Language: Language used in the mail system is dependent to the browser's language preference setting.**

- ❺ Unsubscribing: When you drop out of school or graduate, you will be unsubscribed automatically.**

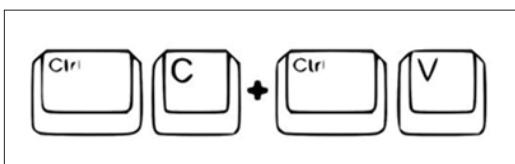
- ❻ For detailed information, please check the user manual. : <https://support.office.com/en-us/article/Office-365-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb>**

CHEATING & PLAGIARISM

Sejong University will not tolerate academic cheating or plagiarism in any form. Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action. Also, plagiarism is detected, even slight one, you may fail a course. University policy can be summarized simply: As a student, you are responsible for your own work and you are responsible for your actions.



Plagiarism:
the act of presenting another's
work or ideas as your own.



TOPIK IMPROVEMENT CLASS

Sejong University offers free TOPIK Improvement Classes for those who want to improve their Korean Language proficiency and TOPIK level. The class aims students to get TOPIK level 4.

Every February and August, CISS will notify the details of TOPIK Improvement Class on the University Webpage. Belows are the TOPIK Class Notice for Fall Semester 2016.

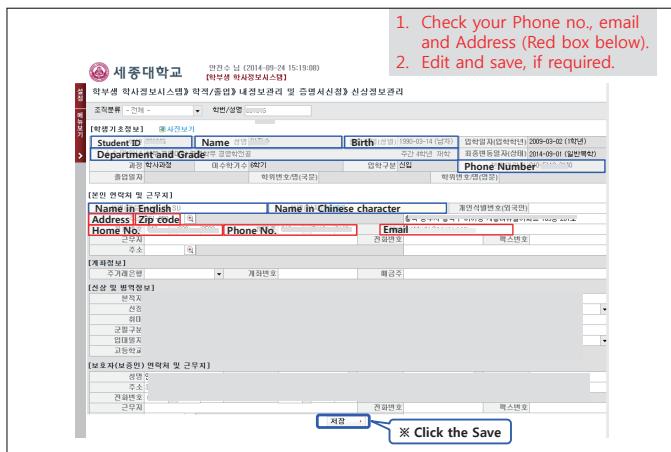
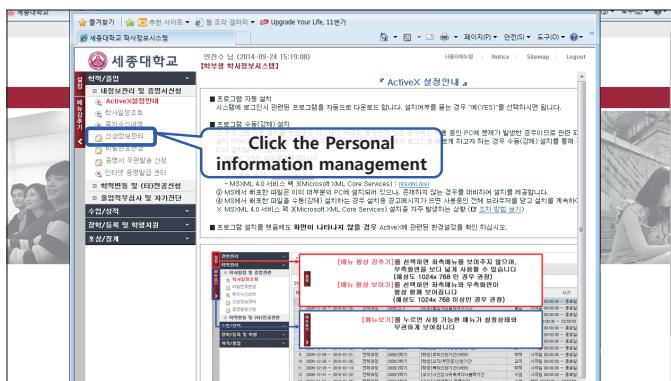
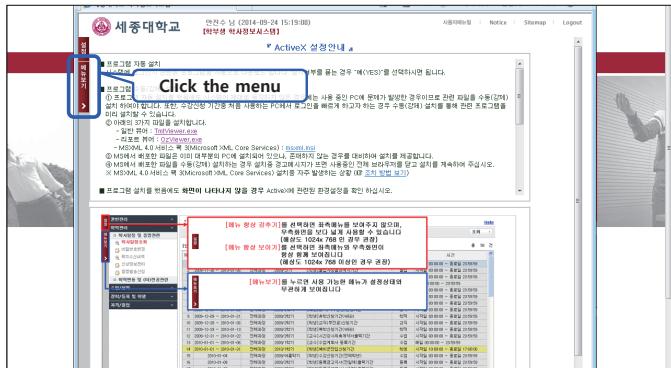
Class Objectives	Getting TOPIK L.4
Class Contents	Korean Vocab & grammar for TOPIK (included mock tests)
Class Periods	September 19th ~ November 18th(7 weeks) There is no class on the midterm(October 10th ~ October 20th)
Class Time	Further notice(2days per week/2hours per day)
TOPIK Group registration periods	August 29th(Mon.) ~ September 13th(Tues.)
Examination Time	November 20th(Sun.)
How to register	<p>Office : JiphyunGwan #913 Phone: 02-3408-3103/2994/3109 E-mail : topik@sejong.ac.kr</p> <p>Please let us know your name, major, student ID number and way to contact(phone number & e-mail address). You need to pay a deposit for the class(100,000 won). You'll get the full deposit back on the last day of class, if your attendance is good(at least more than 80%)</p>

HOW TO UPDATE YOUR PERSONAL INFO AT SCHOOL SYSTEM

Every student MUST have the correct and latest personal information in the School Affairs Information System (학사정보시스템) in order to get in touch with school and get informed of required notification.

If your personal information such as phone number, email address and address is changed, please change the information in the system following this guideline and also email CISS (intadmission@sejong.ac.kr) on the changed personal information.





[search zipcode]
 ① Write down the name of 'Dong' eg.) 군자동
 ② Click Search button.
 ③ Click the right one among the list.

Click the Password change button

Identify Question
 Identify Question's Answer
 More than 6-digit number
 Click the Save button

CHAPTER 4.

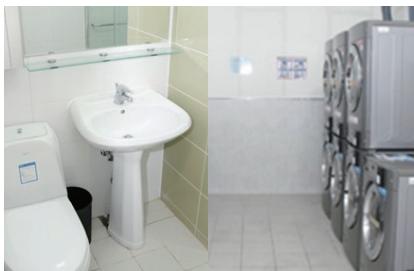
Campus Life

DORMITORY

Halls of Residence

① The Happy Dormitory

- **Eligibility** Undergraduate Students
- **Room Type** 2 Beds



② Gwanggaeto-gwan

- **Eligibility** Exchange Students
- **Room Type** 3 Beds/4 Beds



❸ Saimdang Dormitory

- **Eligibility** Graduate Students
- **Room Type** 2 Beds



❹ Off-campus Housing

- **Eligibility** Undergraduate/Graduate Students
- **Room Type** 2 Beds – 4 Beds



How to Apply for Dormitory

- ① Go to Sejong University Website : www.sejong.ac.kr
- ② Choose English as your language

http://www.sejong.ac.kr

본문바로가기 | 전체메뉴 | EN | CHINESE

세종대학교
SEJONG UNIVERSITY

Click!

세종소개 | 입학안내 | 대학 · 대학원

교육부 2015 대학구조개혁평가
최우수 A등급

· 교육여건, 학사관리, 학생지원, 교육성과 등
정량 · 정성지표 종합평가 A등급

- ③ Go to Campus Life – Dormitory

SEJONG UNIVERSITY

ABOUT SEJONG ACADEMICS ADMISSIONS INTERNATIONAL PROGRAMS CAMPUS LIFE

100% ENGLISH TRACK

BBA (Bachelor's Degree in Business Admin)
AB MBA (Asian Business MBA)
BHTM (Bachelor's Degree in Hotel and Tourism M)
GHTM (Master's & Ph. D Degree in Hotel and Tou)
BCE (Bachelor's Degree in Computer Engi

NOTICE more
Announcement on School Email Add... 09/05/2016
2016-2 TOPIK Class Notice/2016-2... 09/05/2016

FAQ more
What is an inbound exchange student pro...
Who is qualified to apply for the program?

Admissions
Admissions Guidelines
Undergraduate

④ Apply Online

SEJONG UNIVERSITY

ABOUT SEJONG ACADEMICS ADMISSIONS INTERNATIONAL PROGRAMS CAMPUS LIFE BULLETIN BOARD

Sejong Academic Student Life Dormitory

CLICK!

CAMPUS LIFE

Dormitory

Apply - Freshmen 

Apply - Current Students 

Announcement of Selected Applicants

Sejong University strives to help the international students enjoy the best of their residential life in Korea by ensuring security and living convenience. Sejong University's dorms provide a home away from home to the international students studying at Sejong. The students over the world make the residence an ideal place to meet new people and make great memories.

Application Period

	To live in Spring Semester	To live in Fall Semester
Current Students	Apply in November	Apply in May
New Students	Apply in December	Apply in June

* Dormitory information is included in the admission packet for new students

Medical Report for Dormitory



BUS 3216

Takes 15-20 mins

Fare : 1,350 won

Take the bus at the stop in front of the Main Gate and go for 5 stops. Take off at Gwangjin-gu Office



SUBWAY

Takes 30-40 mins

Fare : 1,350 won

Take the subway at the Children's Grand Park Stn. » Transfer to Line No.2 at Konkuk University Stn. » Exit No. 1 of Guui Stn.



TAXI

Takes 10-15 mins

Fare : 4,000-5,000 won

Tell the driver to go to Gwangjin-gu Office, or 광진구청 in Korean



How to Apply for a Medical Report

❶ Registration: Pay 6,250 won at the registration desk

❷ Items to be checked :
HVB(blood), T/B(X-ray),
B형 간염, 결핵검사

❸ Go back to Gwangjin-gu Public Health Center to pick up the result in 3-7 days

Garbage Disposal

corresponding district office or the local residents.

① Penalty for violations

- Penalties ranging from 100,000 won up to 1,000,000 won (depending on the local district) will be levied against an illegal disposal.
- If food waste is not separated from general waste, penalty rates for illegal disposal will grow progressively higher. (Penalty rates apply differently for each local district.)

② Pick-up Hours

- Discharge after sunset.
- You can get in information on the dates and time for garbage pick-up from the local district office.

③ Pick-up Locations

- In front of the gate (if residence is an individual home)
- Outdoor waste container for apartments

* You can easily find garbage disposal bags at supermarkets and convenience stores.

International students should buy white colored garbage bags.

Not yellow one it is used for business.

Recyclables do not require garbage, and should be disposed of separately. Cities have different garbage bags.

TIP!



BANKING



Many banking, insurance, financial products and services are available in Korea. There can be some restrictions imposed to foreign students in banking or finance due to strict national regulations. Depending on the types of international transactions, there can be some specific stipulations on documents and transaction amount.

Opening an Account

Foreigner can open a bank account by visiting a bank whether he/she resides in Korea or not. A residing foreigner can refer to an individual who has been staying in Korea for more than 6 months while a non-residing foreigner can refer to a person who has been staying in Korea for less than 6 months.

Required Documents: Passport, Alien Registration Card

Transfer

When you want to send money overseas, you can transfer money at a bank. Through designated foreign exchange banks, you can transfer up to \$50,000 (remittance + exchange rate) a year, and if you have a document showing how the money was acquired, then you can transfer any amount within one's range of income. Different banks have different fees and restrictions on transfers, so it is recommended that you compare the information at different banks. It is convenient and fast to transfer money through telegraphic transfer. For such a transfer, you need to write down the name of the recipient, address, account number, the name of bank, and other pertinent information in English.

Foreign Exchange

If you have a passport, you can easily exchange foreign money or traveler's checks for Korean money at Korean banks, including the Korean Exchange Bank, and the change booths at the airport. You can exchange up to \$10,000 (for one entry) at a time. The foreign exchange rates are not fixed and change depending on economic factors.

Useful Bank related Websites

- KEB Hana Bank: <http://www.keb.co.kr>
- KB Kookmin Bank: <http://www.kbstar.com>
- Woori Bank: <http://spot.wooribank.com>
- Shinhan Bank: <http://www.shinhan.com>

Money & Currency in Korea

- Bills



50,000won

- Coins



500won



10,000won



100won



5,000won



50won



1,000won

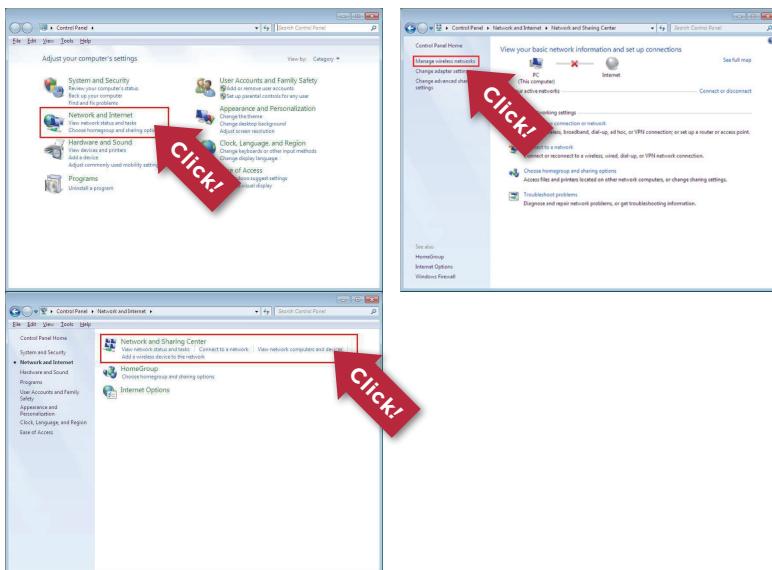


10won

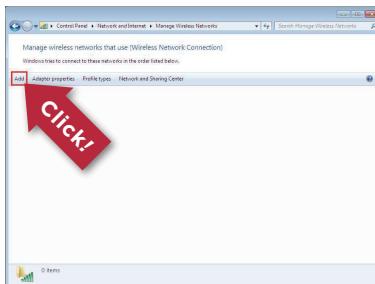
WIRELESS INTERNET CONNECTION ON CAMPUS

Wireless Internet Connection Windows

- 1 Go over Start » Control Panels » Network and Internet » Network and Sharing center » Manage wireless networks.



- 2 Click on Add

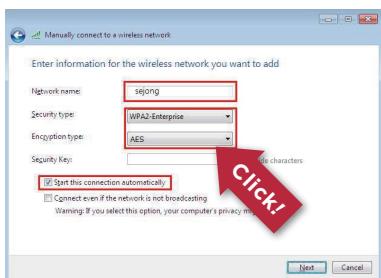


③ Choose Manually create a network profile

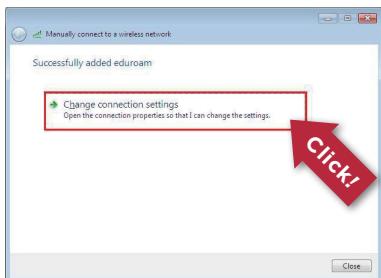


④ For Network Name (SSID) type **sejong** (small letters) For Security Type choose following options :

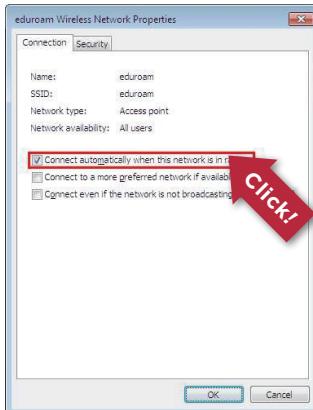
- WPA2-Enterprise with AES (the strongest security, HW and SW support is necessary).
- Check Start this connection automatically.



⑤ After network add go to Change connection settings.



6 On Connection card check Connect automatically when this network is in range.

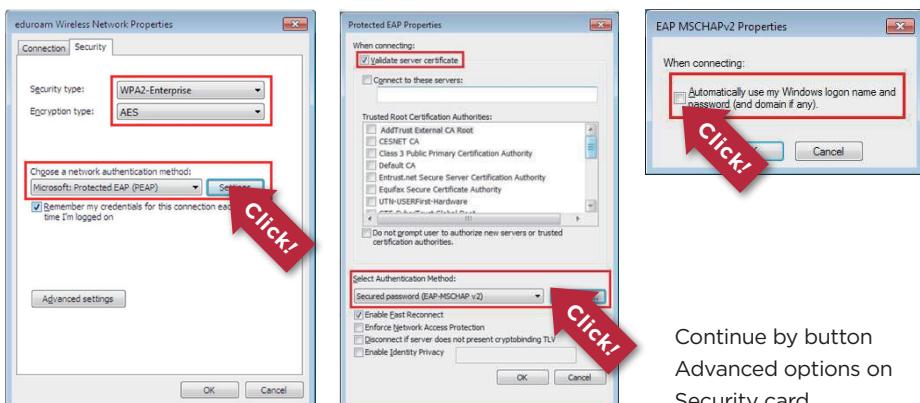


7 On Security card, set up another configuration :

Choose Security type WPA2-Enterprise and Encryption type AES.

For network verification choose Microsoft: Protocol PEAP ... and then click on Settings.

- Check Validate server certificate.
- Check certificate AddTrust External CA Root and UTN-USERFirst-Hardware
- Check Secured password (EAP-MSCHAP v2) and by button Configure in properties window uncheck Automatically use my Windows logon

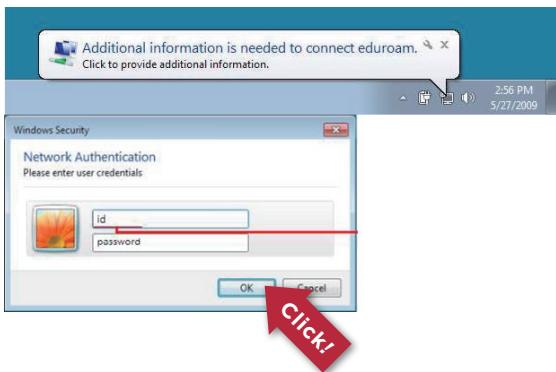


Continue by button Advanced options on Security card.

- ⑧ At card 802.1X settings check Specify authentication mode and choose User or computer authentication

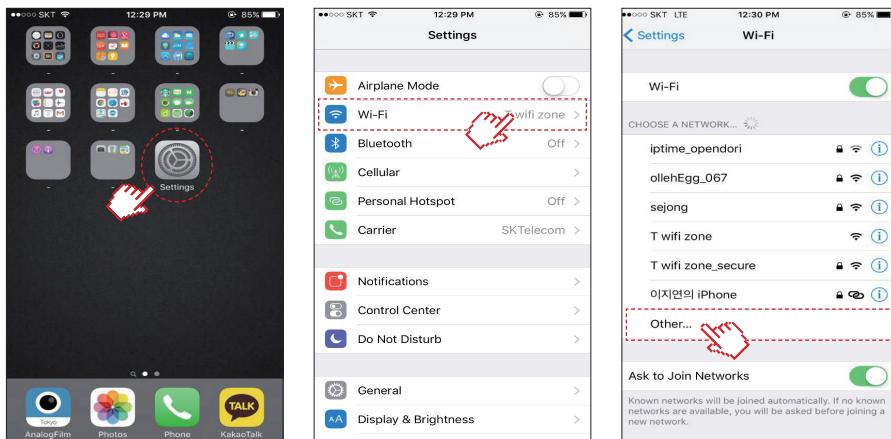


- ⑧ If this is your first time connection or your password has changed, note the dialog for entering the credentials. The user name must be entered in form `loginname@domain` Where "loginname" and "password" get issued at the information desk.

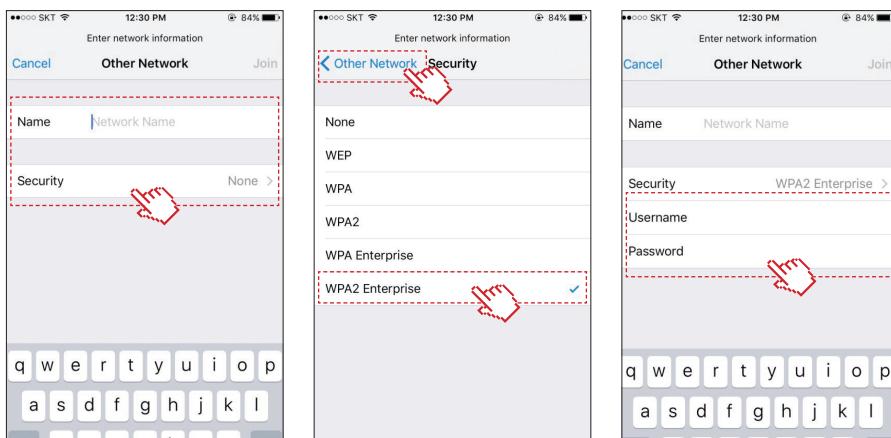


Wireless Internet Connection Apple

① 'Settings' Touch » ② 'Wi-Fi' Touch » ③ 'Other...' Touch(Don't touch 'sejong'!!)

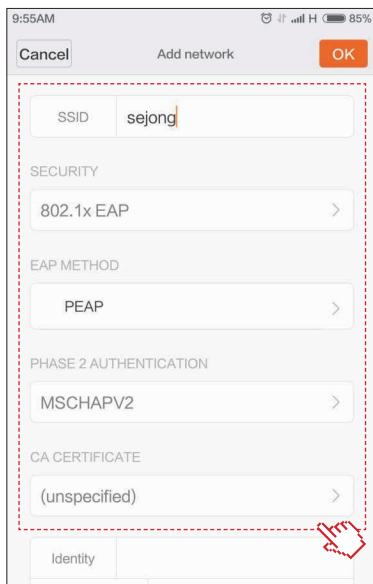
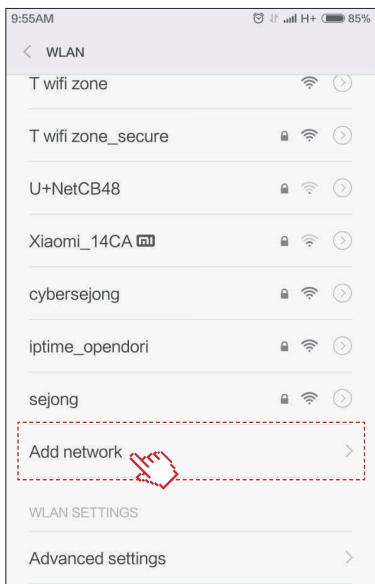


- » ④ Input Name : sejong (loser case) and 'Security' touch
- » ⑤ 'WPA2 Enterprise' touch after 'Other Network' touch
- » ⑥ Input 'Student ID' in Username and 'Password'(Password at uis.sejong.ac.kr)



Wireless Internet Connection Android

- ① 'Add network' Touch(Don't touch 'sejong'!!)
- » ② SSID : **sejong**
- » ③ SECURITY "802.1x EAP" Click
- » ④ EAP METHOD "PEAP" Click
- » ⑤ PHASE 2 AUTHENTICATION "MSCHAPV2" Click
- » ⑥ Identity : "Your Student ID"
- » ⑦ Password: Password at **uis.sejong.ac.kr**



POSTAL SERVICE

You can mail letters, postcards, and little parcels by putting them in a mailbox on the street or by visiting a post office in your neighborhood. You should go to the post office when using non-standard envelopes or postcards. The Sejong University post office located in 1st floor of Gunjagwan.

Domestic Postal Service

National postal code directories are available at post offices. You can use domestic postal services by writing down the recipient's postal code and attaching stamps for regular mail or express mail. When you choose registered mail, you should get a receipt. Registered mail is more expensive than regular mail. However, the process of the delivery of registered mail is recorded, so it is possible to track the mail.

Contact information for foreigners

Business hour : Mon-Fri, 9am-6pm
Tel. : 82-2-3408-3385

Overseas postal service

For overseas mail, a direct visit to a post office is required. Express Mail Service provides the fastest and safest international postal service that delivers urgent letters, documents, and packages. EMS is operated by the Korea Post under special agreements with reliable, overseas postal counterparts. Before sending your mail, make sure to write down the address and names of senders and recipients, phone numbers, the contents, quantities, and costs of items. Rates vary depending on the kind of mail and weight, so you need to check the information through homepages or at the post office counter. After sending your mail through EMS, airmail, or registered mail, you can check the status of delivery.

Door-to-door delivery

Door-to-door delivery refers to the service that provides direct delivery to the recipient. It is more costly, but safer and faster than regular mail. Because senders leave the receiver's contact information, it is less likely to lose the delivered items. With a call, an employee of a door-to door delivery company visits your place and delivers various items including documents, parcels, and heavy goods the next day of receiving the items anywhere in the nation (On holidays or in certain areas including islands or mountainous areas, the delivery might be delayed for one or two more days). Other

than calling, you can make a reservation through the homepage of the door-to-door delivery company.

Rates for the door-to-door service vary depending on the receiver's area, the kind and size of the items and the number of items. You can verify this information on the homepage of the door-to door delivery company.

Quick Service

Quick service is faster than door-to-door delivery service. Quick service delivers items to the recipient within 24 hours by a motorcycle or car. Many quick services are available through the Internet and operate 24 hours, all year round. You can pay for the service through various payment methods such as cash, credit cards, money transfer, or cell phones. Rates for quick service are different depending on the distance between the place of origin and the place of receipt of the item, and the size of items. Information for this service should be checked in advance on the websites of quick service companies.



HOW TO ORDER A MEAL USING QR CODE

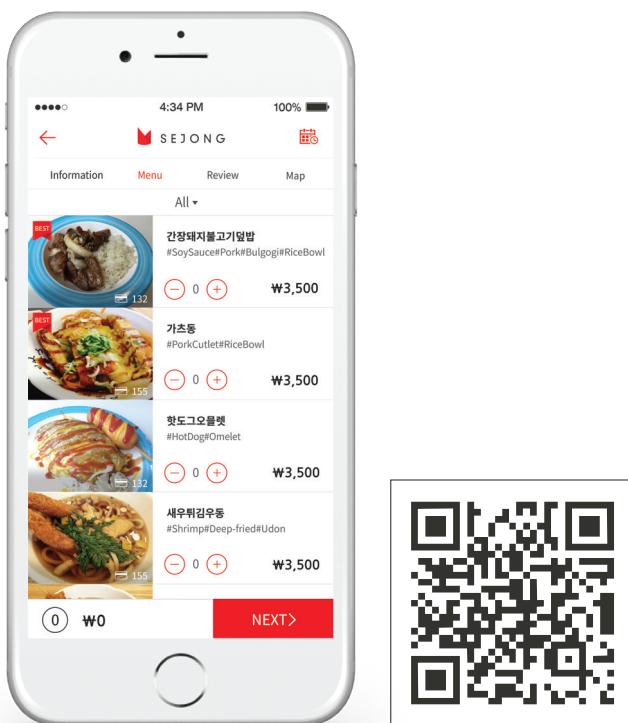
Sejong University is providing a meal order system using QR code for international students. This meal order system translates the meal menus and ingredients into 4 different languages. You can easily find the QR code stand in front of cafeterias.

MENU All the Sejong Cafeteria menus In 4 LANGUAGES

한국어, 中文, 日本語, English

You can see all the menus in 4 languages with pictures and details

* Scan this QR code, Whenever, Wherever



ORDER Without waiting in line, You can Order and pay in mobile

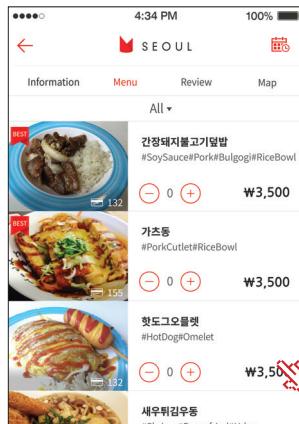
Mobile order service for SEJONG Foodcourt

① QR Scan in Menustand

- » ② Choose menu on your seat
- » ③ Pay with Point or show your mobile screen to cashiers
- » ④ Check your order nember and Eat Delicious!



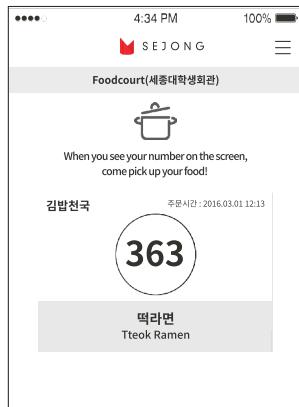
Service Access
(URL : Campus.redtable.kr)



Choose Menu



Pay with your points
(Purchase Point)



Order complete

HEALTH CARE AND INSURANCE

All international students are required to sign up for an international health insurance plan to help protect themselves from high or unexpected healthcare expenses incurred by diseases such as flu epidemics. Sejong University has made it mandatory for all international students to purchase insurance plans.

Health Care System in Korea

In Korea, it is common to visit walk-in clinics or local doctors. Local doctors are usually specialized in one field, such as the eyes, ears, skin, etc. If you have any special needs or need further treatment at a larger hospital, the doctor will refer you to an appropriate hospital. You may also go directly to general hospitals. However, the waiting time can be longer, and the fees are usually more expensive than local clinics.

National Health Insurance

Sejong University requires all international students to have a health insurance plan. The National Health Insurance Corporation (NHIC) covers a high percentage of your hospital and prescription drug costs. In the Korean insurance system, alternative therapies like acupuncture and homeopathy are sometimes also covered. International students can apply for National Health Insurance after their arrival in Korea. To apply for insurance, international students (holding D-2 visa) who have already registered as foreigners at the Immigration Bureau, must visit the NHIC headquarters or one of its branch offices with their Foreigner Registration Card, passport and bank book (for automatic withdrawal). Unfortunately, billing is retroactive to the date you registered your residence in Korea. For example, if you decide to purchase insurance 6 months after your arrival in Korea, then you must also pay the monthly fee for the first six months you were not insured.

NHIC Headquarters

Subway : Line no. 5, Gongdeok Station, Exit no. 1 (10 minute walk)

Tel. : 02) 390-2000

Website : www.nhic.or.kr

Sejong University Recommended Insurance Plan

- Covered period: 6 months
- Insurance Premium : 66,500 for male / 6 month, 61,500won for female / 6 month
- You are required to sign up when you make the tuition payment. It is mandatory, but you will get a refund if you submit proof of other current insurance.
- For details about SJU's recommended Insurance plan, please refer to the website at : <http://eng.sejong.ac.kr/contents/eng/cor/insuranceforstudent.html>

ON-CAMPUS HEALTH SERVICE CENTER

The Health Center is responsible for attending to the health needs of Sejong students, faculty and staff. The center provides the following services

- Health advice
- Basic first aid supplies and medications (band-aids, painkillers, etc.)
- Basic checkup for blood pressure, blood sugar level, etc.
- Beds for rest

Business hours : 09:00-5:30 (Weekdays)

Location : 2nd floor, Student Union Building



HOW TO USE LIBRARY

How to get into the Library

To enter the library, you should swipe your mobile ID or students ID card on the entrance gate.



How to borrow and return

When borrowing, you will need to present your Student ID card at the Circulation Desk located on the 2nd floor. Note that there are many publications that cannot be lent.

- Assignment books: Books requested by the academic departments for student assignments.
- Reference books: Books whose call numbers include the alphabet letter.
- Serials : Books whose call numbers include the alphabet letter.
- Master's and doctoral dissertations: Books whose call numbers include the alphabet letter "T".
- Non-book items: Materials held in the Multimedia Room (only available for reading within the library).
- Rare books.



How to reserve group study rooms

The library has 30 group study rooms. These rooms could accommodate from 3 to 8 person and could be reserved for the use of Class group discussions, preparation for class presentations and so on. You can book these rooms by the hour, up to two hours at a time. Please visit the official website (<http://library.sejong.ac.kr/eng/>) for details such as the library guideline.

Library Hours

B2F, 1F Reading Rooms : 24 hours

2F ~ 9F : During Semester(Weekdays) : 09:00~22:00

/ During Semester(Saturday)/Vacation : 09:00~17:00

PLACES OF RELIGION

Buddhist Temples

- The Seoul International Zen Center

Website : <http://www.seoulzen.org>

E-mail : seoulzen@yahoo.com

Tel. : 02) 900-4326

- Mu Sang Sa International Zen Center

Website : <http://www.musangsa.org>

E-mail : info@musangsa.org

Tel. : 042) 841-6804

Catholic Churches

Place	Time	Language	Tel.
Myeong dong(Cultural Center)	Sun. 9 AM	English	02) 774-3890
Yoksam dong	Sun. 10 AM	English	02) 553-0801
Hannam dong	Sun. 9 AM	English	02) 793-2070
	Sun. 10 AM	German	
	Sun. 11 AM	English	
	Sun. 11:30 AM	Italy	
	Sun. 12:15	Spain	
	Sat. 6 PM	French	
Salesio labor center(Daelim 1 dong)	Sun. 11:30 AM	Tagalog (Philippine)	02) 765-0870
Philippine Center	Mon.-Sat. 8:30 PM		
Pastral Center	2 Sun. 11 AM	Spain (Latin American)	02) 928-2049
Pastral Center	Sun. 12:30	Vietnamese	02) 924-2706
	Last Sun. 3:00 PM	Thai	02) 924-2721

Protestant Churches

- Yoido Full Gospel Church

Tel. : 02) 782-4851

English Praise Service on Saturday 5:00 PM at the 2nd Education Building #901

English Worship Service on Saturday 10:45 AM at the 2nd Education Building #901

Sunday School(preschool & elementary) On Saturday 10:30 AM at the 2nd Education Building #902

Sunday School(teenager) On Saturday 10:30 AM at the 2nd Education Building #1003

日本語禮拜 每主日 午前 3時 第2教育館 9層 901號

中國語禮拜 每週主日 下午 1点 第2教育館 9層 907號

中國語主日學校 每週主日 下午 10点 40分 第1教育館 9層 907號

Servicio Hispano Martes, PM 5/Domingo PM 3 En 902, del Edificio de Educacion (#2)

Pillipino Service On Sunday 3:30 PM

Indonesian Service On Saturday 10:30 AM

- Onnuri Church

Website : <http://www.onnuri.or.kr>

Tel. : 02) 793-9686 Service: every Sunday, every two hours

- Sarang Community Church (New Harvest Ministry)

Website : <http://www.sarang.org>

Tel. : 02) 3479-7706

Service : every Sunday, every two hours

Islam

- Seoul Central Masjid

Website : <http://www.koreaislam.org/e-index2.php>

Tel. : 02) 793-6908

HALAL FOOD AND PRAYER ROOM ON CAMPUS

With the increasing number of Muslim students, Sejong University has ramped up efforts to create Muslim friendly campus environment.

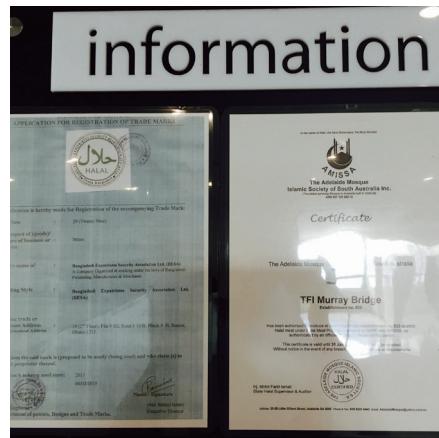
Halal Food on Campus

“Chan Restaurant” located 15th Floor of Gwangatetogwan serves Halal Food lunch every weekdays.

Halal Food in Seoul

There are many restaurants, cafes and retail shops around Seoul that serve or sell halal food. You'll find a large concentration of halal establishments in Itaewon, Seoul's best-known multicultural neighborhood. However, distinction should be made between a Restaurant serving halal food and a halal-certified restaurant.

You may wish to inquire whether or not the establishment is certified by the Korea Muslim Federation (KMF) before visiting. Halal food becomes increasingly popular as the number of Muslims visiting Korea is on the rise, there is no doubt that more and more restaurants in Korea will offer halal options in the near future. There are growing evidences on the increase of halal-friendly menus so as to accommodate travelers with these dietary concerns. Here are a few recommended eateries listed below.



BabaIndia LINK

Menu : Samosa and vegetable rolls, salad, curry, naan, lassi, etc.

Website : www.babaindia.co.kr (Korean only)

Inquiries : +82-2-521-4588

Kervan LINK

Menu : Kebab, pide (Turkish pizza), hummus, baklava, yogurt and other beverages, etc.

Website : www.kervanturkey.co.kr (Korean, English)

Inquiries : +82-2-792-4767

Persian Palace LINK

Menu : Palak paneer, tandoori chicken, naan bread, lamb shish kebab, kebab, etc.

Website : www.persianpalace.com (Korean, English)

Inquiries : +82-2-763-6050

MORE INFO

Vist this site (http://english.visitkorea.or.kr/enu/TRV/TV_ENG_3_5.jsp) to learn more about Muslim Friendly Restaurants in Korea

Prayer Room

One Muslim Prayer Room, Happy Dormitory #B10, is allocated for Muslim prayer. The prayer room facilities are capable of comfortably accommodating over 40 students at one time. Male and female prayers are separated by a high partition. It is open 24 hours.



SMOKING & DRINKING

You will find that smoking is prohibited in many of the buildings in the city. Smoking is allowed in some bars, restaurants, and cafes in designated smoking areas. Fine for smoking at prohibited areas is 100,000won.

The legal drinking age in Korea is 19. For many Korean people, drinking is an established part of their social life—this is how they relax or spend time with friends and get to know one another. There may be cases where Koreans will insist on going for a drink together. By doing so, Koreans feel it is easier to break the ice, especially when they first meet you. If you don't want to or cannot take any alcohol, you can always ask for a non-alcoholic drink instead. If you don't feel comfortable going to places that serve alcohol, explain this to your friends—there are lots of other places where you can meet. Bars in Korea are open to anyone and usually stay open till early in the morning.

SEJONG GLOBAL BUDDIES & ISA

ISA (International Students Association)

ISA stands for International Students Association and has been founded on 2014 by a group of enthusiastic international students. ISA is the main and only official student body to represent and support international students in Sejong University. Its aim is to make life of international students easy and comfortable, protect international students' rights, communicate students with the administration, provide useful information related to student life, academics, etc. Each year ISA organizes number of events such as International Students Sports Festival, Korean Culture Trip, Movie Nights, Cultural Nights and so on. ISA also provides international and Korean student with opportunities to take part in voluntary activities to help people in need.

MORE INFO

ISA is available on the Facebook at <https://ko-kr.facebook.com/groups/isasejong/>

Global Buddy

Global Buddy is a volunteering group which helps international students at Sejong University to build a real friendship by multilateral ways of communication, further helping them to be accustomed to the unfamiliar life in Korea. Global Buddy focuses on building a personal bond between Korean students and international students through 'Buddy Matching'.

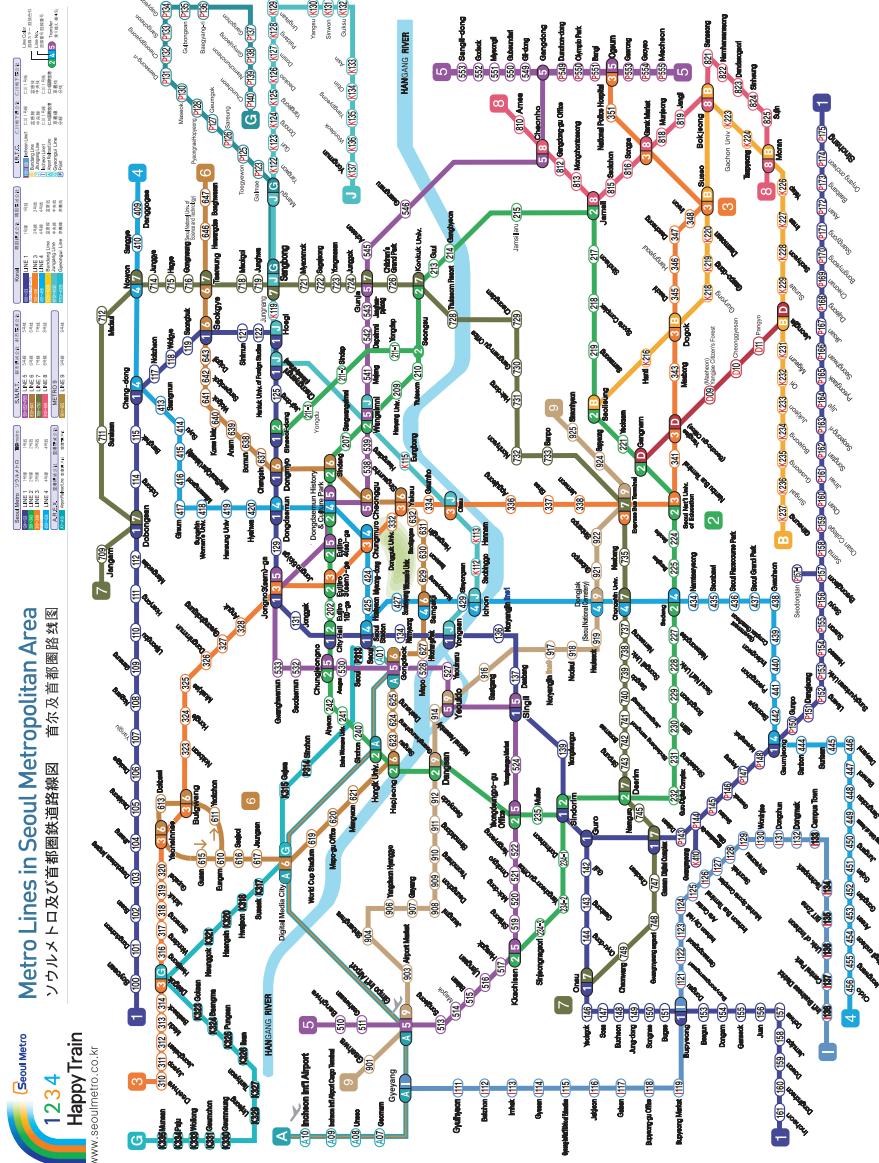
Each Buddy programs received fervent, positive feedbacks both from international Korean students. Global Buddy holds amazing events like International Welcoming Party where you can meet diverse Buddy members, M.T(Membership Training), and athletic events. These activities aim to promote a sense of connection and to make unforgettable memories by doing special activities. If you want to enjoy your life in Korea with awesome friends, Global buddy is right here for you.

MORE INFO

Global buddy is available on the Facebook at <https://ko-kr.facebook.com/sejongglobalbuddy/>

Appendix

SUBWAY LINES



CAMPUS MAP



- | | | |
|--------------------------------------|---------------------------------------|--|
| ① Jiphyeon-gwan | ⑪ Continuing Education Annex | ㉑ Asadal Pond |
| ② Daeyang Hall | ⑫ Sejong Elementary School Auditorium | ㉒ Daeyang Tower |
| ③ Mozart Hall | ⑬ Yeongsil-gwan | ㉓ Aejiheon Chapel |
| ④ Gunja-gwan | ⑭ Chungmu-gwan | ㉔ Sejong Invention Center |
| ⑤ Gwanggaeto-gwan | ⑮ Yulgok-gwan | ㉕ Athletics Field |
| ⑥ Yidang-gwan | ⑯ Dasan-gwan | ㉖ Sejong-gwan |
| ⑦ Jingwan Hall | ⑰ Parking Garage | ㉗ Student Center |
| ⑧ Yongdeok-gwan | ⑯ Dongcheon-gwan(University Library) | ㉘ Saenal-gwan(Continuing Education Center) |
| ⑨ Hong Jin Structure Research Center | ⑯ Ujeong-dang | ㉙ Mubang-gwan(Sejong Cyber University) |
| ⑩ Sejong Elementary School | ⑰ Sejong University Museum | |

USEFUL LINKS FOR SEOUL LIFE

Korea Immigration Service

<http://seoul.immigration.go.kr>

Homestay Korea

<http://homestaykorea.com>

Seoul Global Center

<http://global.seoul.go.kr>

Seoul Craigslist

<http://seoul.craigslist.co.kr>

Hi Korea E-Government for Foreigners

<http://www.hikorea.go.kr/pt/index.html>

Around Seoul

<http://aroundseoul.com>

Korean Tourism Organization

<http://www.visitkorea.or.kr>

Adventure Korea

<http://adventurekorea.com/main/>

Korea Foundation Cultural Center

<http://kfcenter.or.kr>

ISF(International Student Fellowship)

<http://isfkorea.org>

Korea Real Estate

<http://www.nicerent.com>

EMERGENCY NUMBERS

- **Police** 112
- **Fire Department** 119
- **Emergency Patients / Ambulance** 1339
- **Korea Immigration Office** 1345
- **24-hour International SOS for Foreign Travelers** 02) 790-7561

EMBASSIES AND CULTURAL CENTERS IN KOREA

Embassies

Country	Contact	Tel.
USA	02-397-4114	http://korean.seoul.usembassy.gov/
UK	02-3210-5500	https://www.gov.uk/government/world/south-korea.ko
France	02-3149-4300	http://www.ambafrance-kr.org/
Germany	02-748-4114	http://www.seoul.diplo.de/Vertretung/seoul/ko/Startseite.html
Japan	02-2170-5200	http://www.kr.emb-japan.go.jp/
China	02-738-1038	http://www.chinaemb.or.kr/kor/
Vietnam	02-734-7948	http://www.vietnamembassy-seoul.org/vi
Philippines	02-796-7387	http://www.philembassy-seoul.com/
Mongolia	02-794-1951	http://www.mongolembassy.com/
Thailand	02-795-3098	http://www.thaiembassy.org/seoul/
Cambodia	02-3785-1041	
Australia	02-2003-0100	http://www.southkorea.embassy.gov.au/seol/home.html
Turkey	02-3780-1600	http://www.seul.be.mfa.gov.tr/
Malaysia	02-2077-8600	http://www.malaysia.or.kr/
Bangladesh	02-796-4056	
Indonesia	02-783-5675	http://kbriseoul.kr/kbriseoul/index.php/ko/
Nepal	02-3789-9770	http://www.nepembseoul.gov.np/
Russia	02-318-2116	http://www.russian-embassy.org/

Cultural Centers

Country	Contact	Tel.
USA	02-397-4647	http://korean.seoul.usembassy.gov/americancenter.html
UK	02-3702-0601	http://www.britishcouncil.kr/en/english
France	02-317-8500	http://www.institutfrancais-seoul.com/ko/
Germany	02-2021-2800	http://www.goethe.de/ins/kr/ko/seo.html?wt_sc=seoul_
Japan	02-765-3011	http://www.kr.emb-japan.go.jp/cult/cul_guide_hist.htm
China	02-733-8307	http://www.cccseoul.org/
Philippines	051-442-0025	http://cafe.naver.com/phil7107
Mongolia	02-446-4199	http://www.mongolcenter.org/
Turkey	02-3452-8182	http://www.turkey.or.kr/

OFFICE OF INTERNATIONAL AFFAIRS

Center for International Students and Scholars
(CISS)

Working Hours

Monday – Friday 9:00 am ~ 5:30 pm
(Lunch Hour: 12:00 am ~ 01:00 pm)

Address

Room 209, Student Union Bldg.,
Sejong University 209 Neungdong-ro,
Gwangjin-gu, Seoul 143-747, Korea

Email : intadmission@seong.ac.kr

Phone : 82-2-3408-3973

Fax : 82-2-3408-3813





SEJONG UNIVERSITY