

# GUIDELINE

## FOR

### In-bound Exchange Students



# HANSEI UNIVERSITY

**FALL 2024, SPRING 2025**

**As a Global Citizen, Take Your First Step at HANSEI**

国际化领导人的第一步，韩世大学陪你一起走

글로벌 리더의 첫발, 한세대학교

# Application Process for In-bound Exchange

## Students 邀请交换生招生日程表

- FALL 2024 (Class opens in Sep. / Closes in Dec., 2024)**

**2024年 秋季班(开学日期 2024年9月 / 结束日期 2024年12月)**

Schedule (日程)	Date (日期)
Application Submission (提交申请)	Early April – Mid-May, 2024
Nomination Deadline (提名截止日)	May 3rd, 2024
Application Deadline (申请提交截止日)	May 17th, 2024
Notification of Acceptance (录取通知)	June 3rd, 2024
Enrollment (入学注册)	Mid-August, 2024

- SPRING 2025 (Class opens in March / Closes in June, 2024)**

**2025年 春季班(开学日期 2025年3月 / 结束日期 2025年6月)**

Schedule (日程)	Date (日期)
Application Submission (提交申请)	Early October – Mid-Nov. 2024
Nomination Deadline (提名截止日)	November 8th, 2024
Application Deadline (申请提交截止日)	November 22th, 2024
Notification of Acceptance (录取通知)	December 2st, 2024
Enrollment (入学注册)	Mid-February, 2025

The above schedule can be changed based on the school status/以上的日程由本校的状况会有些变动

# In-bound Exchange Students Information

## 邀请交换学生信息

		Student with TOPIK level 3-4 有 TOPIK 3-4级的学生	Student with TOPIK level 1-2 or no TOPIK score 有 TOPIK 1-2级的学生 无 TOPIK 成绩的学生
<b>IN-BOUND EXCHANGE STUDENTS CREDIT PROGRAM</b>	<b>Tuition fee</b> 学费	<b>Waived</b> 减免	
	<b>Major class</b> 专业业课	<b>Possible</b> 可	<b>Impossible</b> 不可
	<b>Liberal arts class</b> 教养课	<b>Possible</b> 可	
<b>KOREAN LANGUAGE PROGRAM</b>	<b>Korean language course</b> 韩国语课程	<b>Optional</b> 可选	<b>Obligational</b> 必选
	<b>Admission fee</b> 报考费	<b>Waived</b> 减免	
	<b>Class's fee</b> 季度学费	<b>50% discount, which is KRW 625,000/per quarter</b> <b>50% 折扣, 韩币 625,000/每季度</b>	

## How to Apply? 报名方式



### Step 1 :

- **Homepage: <http://hsiec.hansei.ac.kr>**

**Please scan all of the required documents for exchange students & email them to: [iec.hansei@gmail.com](mailto:iec.hansei@gmail.com)**

**Title: Exchange Student “Name of College or University”**

**We'll reply you when we receive your application email.**

- **参考首页: <http://hsiec.hansei.ac.kr>**

请把所有申请文件必须扫描后，寄至: [iec.hansei@gmail.com](mailto:iec.hansei@gmail.com)

### Step 2 :

**All of the required documents for exchange students or other supporting documents shall be sent by postal mail to the following address:**

***Hansei University***

***Office of International Affairs***

***Address: # 703, Graduate Building, 30, Hansei-ro,***

***Gunpo-city, Gyeonggi-do, 15852, Republic of Korea***

***Tel: +82-31-450-5140, +82-31-450-5216***

所有申请文件或其他证明文件邮寄到以下的地址:

韓世大學 國際交流教育院

地址：15852 京畿道軍浦市韓世路 30 大學院館 7 樓 #703

電話：+82-31-450-5140, +82-31-450-5216

# Guideline for In-bound Exchange

## Students 介绍邀请交换生课程

### 1. Korean language proficiency (韩国语能力):

**1) Applicants for the 2024 In-bound Exchange Student Program must meet the following conditions: passing the Test of Proficiency in Korean (TOPIK) level 2, completing the Social Integration Program level 2 or higher, obtaining a pre-assessment score of 41 point or higher, and completing Korean Beginner 2 course of the King Sejong Institute.**

申请 2024 年交换学生的人必须满足韩国语能力考试(TOPIK)2 级以上、社会统筹课程 2 级以上或事前评价 41 分以上、世宗学堂韩国语初级 2 课程等条件。

**2) If the specified Korean language proficiency is not met, the selection process for in-bound exchange students may be affected.**

如果不能满足指定的韩语能力,交换生选拔审查过程可能会受到影响。

### 2. Tuition(学费):

**1) The tuition for the degree program of the in-bound exchange student is waived under the mutual exchange agreement.**

根据相互交换协议,免收交换学生的学位课程学费。

**2) Those who need to participate in the Korean Language Institute class among in-bound exchange students shall be charged with a 50% reduction in tuition fees for the Korean Language Institute. (50% discounted Korean language course tuition is KRW 625,000 including admission fee).**

交换学生中需要参加韩国语学堂课程的人,减免 50%的韩国语学堂学费。

**3) In addition, cultural experience fee is KRW 50,000**

不含文化体验费, KRW 50,000

### 3. Curriculums(课程):

**1) Exchange students can study in Korean language course & degree curriculum depending on their Korean language ability.**

交换生根据自己的韩语水平,可以同时学习语学堂和学位课程。

**2) Most degree courses are taught in Korean & some conversational subjects taught in Chinese & English.**

大部分学位课程用韩语讲课,一些课会用中文与英语讲课。

**3) Exchange students with Korean ability less than TOPIK 4 must study the Korean language course([www.hskli.com](http://www.hskli.com))**

但学生韩语能力不到 **TOPIK 4** 级，必须要上语学堂的课程。 ([www.hskli.com](http://www.hskli.com))

**4) The enrollment for curriculum for exchange students usually starts one week before the opening of each semester.**

交换生的选课一般在每学期开学一周前进行。

**5) However, the application for course enrollment can be closed on the first served basis. 选课是按照选后顺序有可能选课早点结束。**

**6) Hansei University can decline the students' course registration requests based on its curriculum regulations.**

韩世大学依据课程规定，有权拒绝交换学生的选课要求。

**7) Korean language course - Class time: 09: 00 ~ 13: 00 (Mon to Fri). Total of 200 hours in 10 weeks (For 1 quarter).**

韩国语学堂上课时间：周一到周五/每日 4 个小时(上午 9 点~下午 1 点)  
一学期一共 200 个小时 10 周 ( 1 个学期 )

**8) Korean language course is offered by Hansei University; 5 courses in total. (Speaking, Listening, Reading, Writing, Attitude)**

韩世大学韩国语学堂的课程：总共 4 项 ( 会话，听力，阅读，写作文 )

**9) Course credit recognition is the responsibility of the students' home university. 学分认可由学生所属学校负责。**

#### **4. Dormitory (学校宿舍)**

**1) Dormitory fee: KRW 700,000 / 1 semester (4 persons per room)**

**KRW 750,000 / 1 semester (3 persons per room)**

宿舍费：韩币 700,000 元 /1 学期， 4 人一间房

宿舍费：韩币 750,000 元 /1 学期， 3 人一间房

**2) In-school & dormitory area, free wireless internet service is available.**

学校内及宿舍内可免费使用无线网。

**3) Single Bed & desk furnishings are provided in the dorm room (However, bed covers, pillow & blankets are not provided)**

宿舍内提供床和桌椅 ( 但床罩，枕头，被子等个人购买 )

**4) The Dormitory fee does not include the cost of meals.**

宿舍费不包括吃饭的费用。

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E-mail: [iec.hansei@gmail.com](mailto:iec.hansei@gmail.com)      www. <http://hsiec.hansei.ac.kr>



**5) In-bound exchange students can move into school dormitory one week prior to the start date of the semester for which they are applying.**

邀请交换生可在申请学期开始前一周入住学校宿舍

**6) Curfew(Dorm closes at every 01:00 AM) 宵禁 (宿舍于凌晨 01:00 关闭)**

## **5. Pick up Service (Airport to Hansei Univ.)**

有关接机服务(从机场到韩世大学)

**1) Pick-up service is available free of charge only for the first time in certain condition.** 接机服务在满足条件的情况下第一次可免费提供。

**2) Condition: Students arriving at Incheon International Airport from 10:00 am to 2:00 pm on the scheduled date. (The scheduled pick-up service date will be notified separately)**

条件：在指定日期，从上午 10 点到下午 2 点到达仁川国际机场的学生。(接送服务预定日期另行通知)

**3) For information about how to move personally from the airport to the school, visit the website(<http://hsiec.hansei.ac.kr>)**

从机场到学校个人移动的方法请参考网页(<http://hsiec.hansei.ac.kr>).

## **6. Additional cost (附加费用)**

**1) Cost of insurance for the In-bound exchange student's stay in Korea (not required if the student has insurance in their home country)**

**- Foreigners Insurance: KRW 42,000/6 months**

交换学生在韩国滞留期间的保险费用(如果学生在本国有保险，则不需要)。

- 外籍学生保险费：6 个月 42,000 韩元

**2) Application for Alien Registration Card: KRW 30,000**

申请外国人登陆证手续费：韩币 30,000

**3) Korean cultural experience fee: KRW 50,000**

韩国文化体验费：韩币 50,000

**4) The cost of meals and class materials fluctuates depending on each student's situation.**

伙食及教材费用根据学生情况有变动。

## **7. VISA (签证)**

**1) During the screening process for applicants to the In-bound Student Program, successful applicants will receive a Certificate of Admissions. Those who have received a Certificate of Admissions should use it to visit a local Korean immigration agency to arrange for VISA approval and entry into Korea.**

对通过邀请交换学生审查的应聘者提供入学许可书。获得入学许可书的人请利用相关文件访问当地韩国滞留资格赋予机关,获得入境韩国的 **VISA** 批准。

**2) The status of VISA type for in-bound exchange students will be D-2-6.**

邀请交换学生的韩国滞留资格将被赋予 **D-2-6**。

**3) In Korea, D-2-6 status holders are covered by the National Health Insurance and may be billed for related health insurance premiums.**

在韩国拥有 **D2-6** 滞留资格的人作为国民健康保险加入对象进行管理,将收取相关健康保险费。



# Application & Required Documents

## 申请及相关文件

1. **Application forms (Form No. No.1~3) 申请书**
2. **Copy of Passport, 护照复印件**
3. **Three ID Pictures (3.5cm X 4.5cm, Color photo of face, front view, on white background taken within the past 6 months)**  
照片 (3.5cm X 4.5cm, 白底 2 寸照片) 3 张
4. **A JPG file of the ID picture 身份证图片的 JPG 文件**
5. **Scanned of Bank Statement**  
**Over KRW 20,000,000 or USD 15,500.00/ 1 semester ~2 semesters**  
存款证明书 (存一个月以上, 最低 15,500 美元)
6. **Proof of Korean language proficiency transcript 韩国语能力证明**

Type	Evidence
Korean Language Proficiency Test (TOPIK)	Test of Proficiency in Korean (TOPIK) transcript
Korean Language Course at King Sejong Institute	King Sejong Institute Certificate
Korean Immigration Integration Program (KIIP)	Submit one of the following documents KIIP training confirmation (must indicate the stage of completion) KIIP Certificate of Completion* (for Korean immigration permanent residency) KIIP Certificate of Completion* (for Korean immigration and naturalization) KIIP Korean Language and Culture Test Certificate* (KLCT) (※ Mid-term assessment pass certificate) Certificate of passing the Korean Immigration Permanent Resident Qualification Test (KIPRAT) ⑥ Certificate of passing the Korean Immigration and Naturalization Aptitude Test (KINAT) KIIP pre-assessment transcript (score must be shown)

\* ② and ③ show completion of Step 5 or higher, and ④ shows completion of Step 4 (pass),  
⑤ and ⑥ show completion of Step 5 or higher (unchecked is acceptable), but passing the assessment.

类别	证明材料
韩国语能力考试(TOPIK)	韩国语能力考试(TOPIK) 成绩证明
世宗语学堂韩语课程	世宗语学堂结业证
社会统筹课程(KIIP)	下列选项中提交一项即可 ① 社会统筹课程教育确认书 ( 须标明进修阶段 ) ② 社会统筹课程进修证* ( 韩国移民永久居留资格课程 ) ③ 社会统筹课程进修证* ( 韩国移民入籍合格课程 ) ④ 社会统筹课程韩国语与韩国文化考试合格证* (KLCT) ( ※ 中期评价合格证 ) ⑤ 韩国永久居住资格考试合格证(KIPRAT) ⑥ 韩国移民入籍资格考试合格证(KINAT) ⑦ 社会统筹课程事前评价成绩证明书(必须标明分数)。

\* ②和③证明进修5个阶段以上, ④证明进修4个阶段 ( 合格 )

⑤和⑥进修5个阶段以上(即使未进修也允许),但证明评估合格

**7. Family Certificate (Only when the bank account holder is one of students' parents.)** 亲属关系证明(外交部认证)

**8. Recommendation Letter by Home University (free format)** 学校的推荐信

**9. Proof of Enrollment of Home University (1 semester or more)**

① Confirmation of Apostille OR

② Confirmation of consul (Korean consul or consulate in Korea)

学生在校证明书(1个学期或以上)

① Apostille 的确认 或 ② 领事的确认 ( 韩国领事或驻韩国领事馆 )

★ For students from China, submit an accreditation report for bachelor's enrollment issued by the Educational Background & Degree Certification Center operated by the Chinese Ministry of Education. CHSI (Xuexin Network)★中国 ( 仅限于在中国取得学位的学生 )

需要 提交 中国教育部认证 ( 学信网或学位网 ) 的学历证明资料

**10. Copy of educational institution business registration certificate (or identification number)** 教育机构营业执照复印件 ( 或身份证号 )

\* Above documents may be subject to change. ★以上的内容由本校的状况会有些变动

# Activities for In-bound exchange students

## 邀请交换学生的多种活动

### Airport pick-up service

#### 接机服务



### Orientation for Exchange Students

#### 为交换学生的说明会



### Study Korean language course

#### 韩语学习课程



### Participation in foreigner job fair

#### 参加外国人就业博览会



### Tour to school facilities

#### 参观学校设施



### Joint the Extra Curriculum Program

#### 参加非课程活动



### Korean culture experience

#### 韩国文化体验



### Farewell party for Exchange Students

#### 交换学生欢送宴会



★以上的活动由 本校的状况会有些变动

# How to communicate with OIA, Hansei Univ.

Office of International Affairs

유학생 관리 조직  
留学生支援组织



Director

Jong-Woo Choe  
Cui, Zhongyu  
031-450-5020



General



Hoonchai Rhee  
031-450-9872

Admissions



Geul Hwang  
031-450-9871



Yujin Jeong  
031-450-9870

VISA and Exchange



Grace E. Park  
031-450-5183



Casey H. Hong  
031-450-9869



Soomin Song  
031-450-9868

Korean Language  
Institute

Administrative Assistants



Jaeun Joung  
031-450-5140



Jin Linna  
031-450-5216

## Office of International Affairs (OIA) Hansei Univ.

韓世大學 國際交流教育院

<b>E-mail Address</b>	<b>iec.hansei@gmail.com</b>	
<b>WeChat ID</b>	<b>rheehoonchai</b>	<b>Rhee</b>
	<b>Hesed1004</b>	<b>Grace Park</b>
	<b>gml dus6483</b>	<b>Casey Hong</b>
<b>Line ID</b>	<b>rheehoonchai</b>	<b>Rhee</b>
	<b>blueybear</b>	<b>Grace Park</b>
	<b>hooyoo</b>	<b>Casey Hong</b>
<b>KakaoTalk ID</b>	<b>rheehoonchai</b>	<b>Rhee</b>
	<b>blueybear</b>	<b>Grace Park</b>
	<b>gml dus1998</b>	<b>Casey Hong</b>