

2024

외국인 유학생 대학 생활 안내  
外国留学生大学生活指南  
Handbook for International Students



한세대학교 국제교류교육원  
韩世大学 国际交流教育院  
Office of International Affairs, Hansei University



Name : \_\_\_\_\_

Student ID: \_\_\_\_\_

	Portal		Wi-Fi Info	
ID	Portal ID		Portal ID	
Password	Portal Password		Student ID	

# Handbook List

<b>I . Introduction of Office of International Affairs, Hansei University</b>	p.01
<b>II . Academic Information</b>	
01. Guide for Departments	p.02
02. Academic Calendar(Undergraduate School)	p.03
Academic Calendar(Graduate School)	p.05
03. Major Administrative Departments	p.07
04. Student Information Services(Homepage & Hansei Portal System)	p.08
05. Enrollment for Undergraduate School	p.12
Enrollment for Graduate School	p.15
06. Semester Registration	p.18
07. Academic Performance	p.24
08. Managing Graduation Requirement	p.25
<b>III . School Life</b>	
01. Scholarship Program for International Students	p.28
02. Electronic Attendance System	p.29
03. Guidelines for Secondary Authentication of Hansei Portal Site	p.30
04. E-class System	p.34
07. How to Use Library	p.41
08. How to Use Korean Language Institute	p.43
09. How to Use Dormitory	p.44
10. How to Use Counseling Center	p.45
11. Guidelines for Health, Safety & Insurance for International Students	p.46
12. Application for Student ID / 13. Etc	p.48
<b>IV . Information on Facilities around School</b>	
01. Guide to school facilities, 02. Guide to school neighborhoods	p.49
03. Guide to School Cafeterias, 04. Guide to School Athletic Facilities	p.52
05. Guide to using wireless internet on campus	p.53
06. How to open a bank account in Korea for international students	p.54
<b>V . COVID-19 Quarantine &amp; Personal Hygiene Care</b>	
01. Entry Quarantine for International Students	p.57
02. Participate in monitoring the confirmation period during stay in Korea	p.57
<b>VI . Immigration management (VISA)</b>	
01. Alien Registration / 02. Report a change in alien registration status	
03. Alien registration change notification required	p.63
04. Reporting part-time employment for international students	p.64
06. Advice for new alien registration card issuers	p.68

## I. Introduction of Office of International Affairs, Hansei University

Hansei University's Office of International Affairs is dedicated to fostering professionals who will lead the new era of internationalization and have high quality and competence in internationalization. In order to achieve the internationalization of the campus by converging academic talents from all over the world, it strives to provide the best academic environment to our students.

Office of International Affairs,  
#703, 7<sup>th</sup> Floor, Graduate School Building,  
TEL : General +82-31-450-5140  
Chinese +82-31-450-5216  
E-mail : iec.hansei@gmail.com

### 1. Department Task

#### A. International Exchange.

- 1) Internationalization planning & project operation.
- 2) International task-related correspondence.
- 3) A protocol for visitor from overseas.
- 4) Participating in various international conferences & promoting HSU.
- 5) Enactment & management of sister university agreements in oversea.
- 6) Recruiting International students and promoting in overseas.
- 7) Management and operation of homepage.



**韓世大學**  
韓世大學 國際交流教育院

www.hskli.com, http://hsiec.hansei.ac.kr

Tel:+82-31-450-5216  
Fax:+82-31-450-5014  
E-mail iec.hansei@gmail.com  
15852 大韓民國 京畿道 軍浦市 韓世路 30  
SNS www.facebook.com/hansei,OIA  
SNS kakaotalk : OIA Hansei univ

#### B. Support for International Students.

- 1) Admission, visa, school affairs, scholarship & life support for international students.
- 2) Management of the comprehensive information system for international students in Ministry of Justice.
- 3) Management of Study in Korea(Study abroad information system).
- 4) Recruiting government-invited scholarship student & support management
- 5) Hold various cultural events for international students.
- 6) Support management of counseling & part-time employment for international students.
- 7) Operation of a buddy mentoring program for international students.
- 8) Dispatch of enrolled students to overseas & operating the exchange student program.
- 9) Inviting foreign sister university exchange students program(E.S.P) &visiting students program(V.S.P).
- 10) Operation of a short-term special program.

#### C. Korean Language Institute.

- 1) Operation of Korean Language Institute(regular, short-term & special course)
- 2) Holding various cultural events for language trainees(D-4).
- 3) Support management for counseling & visa extension for language trainees.
- 4) Support management for language trainees(D-4) to enter the regular degree course(D-2).

### 2. Staffs

Title		Name		Responsibilities	Internal phone
国际交流教育院 院长	Director	崔鍾寓	Jong-Woo Choe	Director	020
主任 老师	Team Leader	李勳載	Hoon-Chai Rhee	General	872
科长	Manager	黃杰	Geul Hwang	Admissions	871
老师	Staff	鄭俞眞	Yu-Jin Jeong	Admissions	870
科长	Manager	朴恩惠	Eun-Hye Park	VISA & Exchange	183
老师	Staff	洪熙娟	Hui-Yeon Hong	VISA & Exchange	869
老师	Staff	宋受玟	Soo-Min Song	Korean Language Institute	868

## II. Academic Information

### 01. Guide for Departments

#### \* Bachelor(Undergraduates)'s degree (4 Year course)

Group	Department (Major)
Faculty of Theology	Theology, Christian Education·counseling
Faculty of Humanities and Social Sciences	Media Communication and Advertising, Business, Police Administration, International Tourism, English, Chinese
Faculty of IT	Computer Science, ICT Convergence, Industrial Security
Faculty of Arts	Music, Performing Arts
Faculty of Design	Visual Information Design, Interior Architecture Design, Textile Fashion Design
Faculty of Nursing and Welfare	Nursing, Social Welfare

#### \* Master's degree (2-3 Year course)

Unit	Group	Department	Major	
General graduate school	Faculty of Humanities & Sociology	Theology	Old Testament, New Testament, Organizational Theology, Historical Theology, Spiritual Guidance & Pastoral Psychology, Missionary Theology, Youngsan Theology, Christian Counseling	
		Environmental Management	Environmental studies, Environmental horticulture	
	Faculty of Engineering	IT Convergence	IT Engineering, Environmental Engineering	
		4th Industrial Smart City Safety Convergence	4th Industrial Smart City Safety Convergence	
	Faculty of Art & physical education	Design (for foreigners only)	Design Studies	
		Music	Orchestral music, accompaniment, vocal music, composition, piano Music therapy, Culture & Arts Management	
Graduate school of Youngsan Theology	Faculty of Humanities & Sociology	Theology	Theology	
Graduate school of Psychological Counseling		Homiletics	Homiletics	
Graduate school of Human Services		Psychological Counseling	Family therapy, Psychological therapy, Art psychotherapy, Music psychotherapy	
		Police & Law	Police science	
		Public Policy	Public Policy	
		Social welfare	Social welfare	
Graduate school of Arts	Natural	Nursing science	Nursing science	
	Faculty of Humanities & Sociology	Global Culture and Industry Convergence	Global Culture and Industry Convergence	
		Faculty of Art & physical education	Piano Pedagogy	Piano pedagogy
			Choral Conducting	Choral Conducting
Performance Art pedagogy			Performance Art pedagogy	
Convergence Arts	Convergence Arts (for foreigners only)			

#### \* Doctoral degree (3-year course)

Unit	Group	Department	Major
3-Year Ph.D. program	Faculty of Humanities & Sociology	Theology	Old Testament, New Testament, Organizational Theology, Historical Theology, Spiritual Guidance & Pastoral Psychology, Missionary Theology, Youngsan Theology, Christian Counseling
		Business administration	Social insurance
		Police Studies	Police Studies
		Counseling	Counseling
		Social Welfare	Social Welfare
Ph.D. program	Engineering	IT Convergence	IT Convergence
		4th Industrial Smart City Safety Convergence	4th Industrial Smart City Safety Convergence
	Faculty of Art & physical education	Design (foreigners only)	Design Studies
Music		Piano, orchestral music, accompaniment, vocal music, composition, piano teaching, choir conduction, Performance Theory (for foreigners only) Music therapy, Culture & Arts Management	

## 02. Academic Calendar

### 01) Academic Calendar (Undergraduate School)

# Schedule for the Spring(1st) Semester of 2024

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Mar							1 삼일절	2	04(M) 05(T) 04(M)~08(F)	First Semester Start Admission Ceremony and 1 <sup>st</sup> Semester Opening Worship Additional Tuition Payment Period (upcoming), 1st Payment Period (upcoming)
	1W	3	4	5	6	7	8	9		Class Registration Correction
	2W	10	11	12	13	14	15	16	11(M)~15(F)	Payment Period for Overdue Tuition (Scheduled)
	3W	17	18	19	20	21	22	23	18(M)~22(F) 25(M)~27(W)	Withdrawal Request and Print Submit withdrawal form
	4W	24	25	26	27	28	29	30	25(M)~29(F) 29(F) 30(Sa)	2nd Payment Period (Scheduled) Apply to Drop a Multiple Major 1/4 of a class days 30 days from the first day of the semester
Apr	5W		1	2	3	4	5	6	09(T)	1/3 of a class days
	6W	7	8	9	10 국회의원 선거	11	12	13	15(M)~19(F) 22(M)~26(F)	3rd Payment Due (Scheduled) Midterm
	7W	14	15	16	17	18	19	20	26(F)	1/2 of a class days
	8W	21	22	23	24	25	26	27	29(M) 29(M)~05.03(F)	60 days from the start of the semester Multiple Major Application
	9W	28	29	30						
May	9W				1 근로자의 날	2	3	4	01(W) 07(T)~08(W)	Classes Closed for Labor Day Pentecost Festival
	10W	5	6 대체휴무	7	8	9	10 개교 기념일	11	10(F) 15(W)	Classes Closed for the school's annual founding day 2/3 of a class days
	11W	12	13	14	15 부처님 오신날	16	17	18	13(M)~17(F) 24(F)	4th Payment Period (Tentative) 3/4 of a class days
	12W	19	20	21	22	23	24	25	27(M)~31(F)	Re-entry, transfer to a previous division
	13W	26	27	28	29	30	31		29(W)	Apply for Summer Seasonal Semester 90 days after semester start date
Jun	13W							1	03(M)~07(F) 03(M)~07(F)	Submit a Multiple Major Transcript Summer Intersession Registration (coming soon)
	14W	2	3	4	5	6 현충일	7	8	11(T)	End-of-Course Worship
	make up	9	10	11	12	13	14	15	10(M)~14(F) 17(M)~21(F)	Make-up Week Final Exams
	15W	16	17	18	19	20	21	22	17(M)~28(F) 21(F)	Enter and view first semester grades First Semester Ends
	Sessi on	23	24	25	26	27	28	29	24(M)~07.12(F) 24(M)~28(F)	Summer Seasonal Classes 2nd semester reinstatement application (1st time)
	Sessi on	30								
Jul	Sessi on		1	2	3	4	5	6	01(M)~03(W) 05(F)	First Semester Grade Correction Finalize first semester grades
	Sessi on	7	8	9	10	11	12	13	15(M)~17(W)	Enter Summer Term Grades
		14	15	16	17	18	19	20	18(Th)~19(F)	Edit and finalize summer session grades
		21	22	23	24	25	26	27	22(M)~08.02(F)	Apply for 2nd Semester Reinstatement (2nd time)
		28	29	30	31					
Aug						1	2	3	19(M)~31(Sa) 20(T)~22(Th)	Requesting a Second Semester Leave of Absence Register for Second Semester
		4	5	6	7	8	9	10	19(M)~30(F)	2nd Semester Tuition Payment Period (Upcoming)
		11	12	13	14	15 광복절	16	17		2nd semester payment plan application period
		18	19	20	21	22	23	24	20(T)	Graduation in the second half of the 2023 academic year (※ No degree ceremony)
		25	26	27	28	29	30	31		

# Schedule for the Fall(2nd) Semester of 2024

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat		Schedule
Sep	1W	1	2	3	4	5	6	7	02(M) 02(M)~06(F)	Second Semester Starts Supplemental Tuition Payment Period (Scheduled), 1st Payment Period (Scheduled)
	2W	8	9	10	11	12	13	14	03(T) 02(M)~06(F)	2nd semester opening worship service Course Registration Correction
	3W	15	16	17 추석	18	19	20	21	11(W)~20(F)	Tuition Payment Period for Overage Students (Scheduled)
	4W	22	23	24	25	26	27	28	19(Th)~26(Th) 23(M)~27(F) 27(F)~30(M)	Course withdrawal application and printout 2nd Payment Period (Scheduled) Submit withdrawal request
	5W	29	30						27(F) 30(M) 30(M)~10.04(F)	1/4 of a class days 30 days from the first day of the semester Apply to Drop a Multiple Major
Oct	5W			1	2	3 개천절	4	5	8(T)	Student's Sports day 1/3 of a class days
	6W	6	7	8	9 한글날	10	11	12	14(M)~18(F)	3rd Payment Period (Scheduled)
	7W	13	14	15	16	17	18	19	21(M)~25(F)	Midterm exam
	8W	20	21	22	23	24	25	26	25(F) 30(W)	1/2 of a class days 60 days from the start of the semester
	9W	27	28	29	30	31			28(M)~11.01(F)	Multiple Major Application
Nov	9W						1	2	13(W) 11(M)~15(F)	2/3 of a class days 4th Payment Period (Scheduled)
	10W	3	4	5	6	7	8	9	22(F)	3/4 of a class days
	11W	10	11	12	13	14	15	16	25(M)~29(F)	Readmission, Transfer Division Application Apply for Winter Intersession Classes
	12W	17	18	19	20	21	22	23	29(F)	90 days after semester start date
	13W	24	25	26	27	28	29	30		
Dec	14W	1	2	3	4	5	6	7	02(M)~06(F) 03(T)~06(F)	Submit a Multiple Major Transcript Winter Intersession Registration (coming soon)
	Make-up	8	9	10	11	12	13	14	10(T) 09(M)~13(F) 16(M)~20(F)	Second Semester Convocation Make-up Week Final Exams
	15W	15	16	17	18	19	20	21	16(M)~27(F) 20(F)	Enter and View Second Semester Grades Second Semester Ends
	Session	22	23	24	25 크리스마스	26	27	28	23(M)~01.14(T) 26(Th)~31(T)	Winter Intersession Classes First Semester Reinstatement Request (Round 1)
	Session	29	30	31					30(M)~01.02(Th)	Second Semester Grade Corrections
Jan	Session				1 신정	2	3	4	06(M) 15(W)~17(F)	Finalize Second Semester Grades Enter Grades for Winter Intersession Classes
	Session	5	6	7	8	9	10	11	18(Sa)~20(M)	Correct and Finalize Winter Intersession Classes Grades
	Session	12	13	14	15	16	17	18	24(F)~02.07(F)	Apply for First Semester Reinstatement (2nd)
		19	20	21	22	23	24	25		
		26	27	28	29 설날	30	31			
Feb								1	14(F)~28(F) 19(W)~21(F)	Requesting a 1st Semester Leave of Absence 1st Semester Registration
		2	3	4	5	6	7	8	18(T)	Graduation in the 1st half of the 2024 academic year
		9	10	11	12	13	14	15	20(Th)~21(F)	New Student Orientation
		16	17	18	19	20	21	22	27(Th)~28(F)	1st Semester New Student Registration
		23	24	25	26	27	28		19(W)~28(F)	1st Semester Tuition Payment Period (Scheduled) 1st Semester Payment (Scheduled)

2) Academic Calendar(Graduate School)

# Graduate school Schedule, the Spring(1st) Semester of 2024

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Mar							1 삼일절	2	1(F) 4(M) 5(T) 4(M)-6(W) 4(M)-8(F)	First Semester Start Date <b>First Day of Class</b> Opening Ceremony and First Semester Worship Apply for Qualifying Exams Change Course Registration Additional Tuition Payment Period 1st Payment Period (Scheduled) Scholarship Application (Hansei Family/Disabled Students/Hansei Family) Apply for a thesis topic and advisor Qualifying examination fee payment Overdue Tuition Payment Period (Scheduled) Course withdrawal 2nd installment payment period (scheduled) Submit thesis plan and research ethics pledge Payment of thesis supervision fee 1/4 of the class days Qualifying examination (foreign language/sermon/bible/bible recitation) 30 days from the start of the semester
	1W	3	4	5	6	7	8	9		
	2W	10	11	12	13	14	15	16		
	3W	17	18	19	20	21	22	23	8(F)-12(T) 18(M)-22(F) 25(M)-29(F)	
	4W	24	25	26	27	28	29	30		
5W	31								29(F) 30(Sa)	
Apr	5W		1	2	3	4	5	6	3(W)-5(F) 8(M)-12(F)	Qualifying Examination (Major) Submit Preliminary Dissertation Examination Application (Doctoral) 1/3 of class days 3rd payment period (scheduled) Preliminary Dissertation Examination Report (Ph.D.) and Main Examination (Public Presentation) Application (M.A./Ph.D.) Submission
	6W	7	8	9	10	11	12	13	9(T) 15(M)-19(F) 22(M)-26(F)	<b>Midterm Examination</b> 1/2 of the class days 60 days from the start of the semester Payment of thesis examination fee
	7W	14	15	16	17	18	19	20		
	8W	21	22	23	24	25	26	27		
	9W	28	29	30						22(M)-27(Sa) 26(F) 29(M) 29(M)-5.3(F)
May	9W				1 근로자의 날	2	3	4	1(W) 2(Th)-9(Th) 7(T)-9(Th) 10(F) 13(M)-17(F) 14(T)-17(F)	Closed class on Labor Day Apply for Early Graduation Apply for Additional Qualifying Tests Closed class on School Anniversary 4th Payment Period (upcoming) Payment of Additional Qualifying Examination Fee 2/3 of the class days (Closed on Buddha Day) 3/4 of the class days Application for Summer Seasonal Semester Application for re-entry, change of major 90 days from the start of the semester
	10W	5	6 대체휴무	7	8	9	10 개교 기념일	11		
	11W	12	13	14	15 부처님 오신날	16	17	18	15(W) 24(F) 27(M)-31(F)	
	12W	19	20	21	22	23	24	25		
	13W	26	27	28	29	30	31		5.29(W)	
Jun	13W							1	3(M)-7(F) 5(W) 10(M)-15(Sa) 17(M)-22(Sa) 17(M)-28(F)	Summer Intersession Registration (coming soon) Administering additional qualifying exams Make-up weeks <b>Final Exams</b> Enter and view 1st semester grades Submit Final Examination Result Report (Masters/PhD) Submit Final Examination (Public Presentation) Result Report (Doctoral) Submit thesis <b>1st semester ends</b> 2nd semester reinstatement application (1st) Summer Seasonal Classes
	14W	2	3	4	5	6 현충일	7	8		
	make up	9	10	11	12	13	14	15		
	15W	16	17	18	19	20	21	22		
	Sessi on	23	24	25	26	27	28	29	22(Sa) 24(M)-28(F) 24(M)-7.12(F)	
Sessi on	30									
Jul	Sessi on		1	2	3	4	5	6	1(M)-3(W) 1(M)-12(F)	First Semester Grade Correction Postpone Graduation, Drop Credits, Apply for Graduation Finalize First Semester Grades Enter Grades for Summer Session Edit and finalize summer session grades Apply for Second Semester Reinstatement (2nd time)
	Sessi on	7	8	9	10	11	12	13	5(F) 15(M)-17(W) 18(Th)-19(F) 22(M)-8.2(F)	
		14	15	16	17	18	19	20		
		21	22	23	24	25	26	27		
Aug		28	29	30	31					
		4	5	6	7	8	9	10	19(M)-31(Sa) 19(M)-30(F)	Request a Leave of Absence for 2nd Semester 2nd Semester Tuition Payment Deadline 2nd semester installment plan application period (upcoming) 2nd Semester Returning Students Graduation in the second half of the 2023 academic year (※ No degree ceremony) 2nd Semester New and Transfer Students
		11	12	13	14	15 광복절	16	17		
		18	19	20	21	22	23	24	20(T)-22(Th) 20(T)	
	25	26	27	28	29	30	31	27(T)-28(W)		



# Graduate school Schedule, the Fall(2nd) Semester of 2024

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Sep	1W	1	2	3	4	5	6	7	<b>1(Su)</b> <b>2(M)</b> 2(M)-4(W) 2(M)-6(F)  6(F)-10(T) 11(W)-20(F)  23(M)-27(F)  9.27(F) 30(M)	Second Semester Start Date <b>Second semester start dates</b> Apply for a Qualifying Exam Course Correction Additional Tuition Payment Period 1st Payment Period (Scheduled) Scholarship Application (Hansae Family/Disabled Students/Hansae Family) Apply for a thesis topic and advisor Qualifying examination fee payment Tuition Payment Period for Overage Students (Scheduled) Course withdrawal 2nd payment period (scheduled) Submit thesis plan and research ethics pledge Payment of thesis supervision fee 1/4 of the class days Qualifying examination (foreign language/sermon/bible/bible recitation) 30 days from the start of the semester
	2W	8	9	10	11	12	13	14		
	3W	15	16	17 추석	18	19	20	21		
	4W	22	23	24	25	26	27	28		
	5W	29	30							
Oct	5W			1	2	3 개천절	4	5	2(W)-4(F) 7(M)-11(F)  8(T) 14(M)-18(F) 21(M)-25(F)  <b>21(M)-26(Sa)</b> 25(F) 28(M)-11.1(F) 28(M)-11.5(T) 30(W)	Qualifying Examination (Major) Submit Preliminary Dissertation Examination Application (Doctoral) 1/3 of class days 3rd payment period (scheduled) Preliminary Dissertation Examination Report (PhD) and Final Examination (Public Presentation) Application (M.S./Ph.D.) Submission <b>Midterm Examination</b> 1/2 of the class days Payment of thesis examination fee Apply for early graduation 60 days from the start of the semester
	6W	6	7	8	9 한글날	10	11	12		
	7W	13	14	15	16	17	18	19		
	8W	20	21	22	23	24	25	26		
	9W	27	28	29	30	31				
Nov	9W						1	2	1(F)-5(T) 7(Th)-11(M) 11(M)-15(F) 13(W) 22(F) 25(M)-29(F)  29(F)	Apply for a Supplemental Qualifying Exam Pay for a Supplemental Test 4th Payment Period (Scheduled) 2/3 of the class days 3/4 of the class days Apply for Winter Semester Application for re-admission, change of major 90 days from the start of the semester
	10W	3	4	5	6	7	8	9		
	11W	10	11	12	13	14	15	16		
	12W	17	18	19	20	21	22	23		
	13W	24	25	26	27	28	29	30		
Dec	14W	1	2	3	4	5	6	7	3(T)-6(F) 4(W) 9(M)-14(Sa) <b>16(M)-21(Sa)</b> 16(M)-27(F)  <b>21(Sa)</b> 23(M)-1.14(T) 26(Th)-31(T)	Winter Intersession Registration (coming soon) Administering Additional Qualifying Exams Make-up weeks <b>Final Exams</b> Enter and view 2nd semester grades Submit Final Examination Report (Masters/PhD) Submit Final Examination (Public Presentation) Report (Doctoral) Submit thesis <b>2nd semester ends</b> Winter Seasonal Semester Classes 1st semester reinstatement application (1st)
	Mak e-up	8	9	10	11	12	13	14		
	15W	15	16	17	18	19	20	21		
	Sessi on	22	23	24	25 크리스마스	26	27	28		
	Sessi on	29	30	31						
Jan	Sessi on				1 신정	2	3	4	30(M)-1.2(Th) 30(M)-1.10(F) 6(M) 15(W)-17(F) 18(Sa)-20(M) 24(F)-2.7(F)	Second Semester Grade Correction Defer graduation, drop credits, apply for graduation Finalize Second Semester Grades Enter Grades for Winter Intersession Edit and Finalize Winter Term Grades Apply for 1st semester reinstatement (2nd time)
	Sessi on	5	6	7	8	9	10	11		
	Sessi on	12	13	14	15	16	17	18		
		19	20	21	22	23	24	25		
		26	27	28	29 설날	30	31			
Feb								1	14(F)-28(F) <b>18(T)</b>  19(W)-21(F) 19(W)-28(F)  25(T)-26(W)	Request a Leave of Absence for Semester 1 <b>Graduation in the 1st half of the 2024 academic year</b> 1st Semester Returning Students 1st Semester Tuition Payment Period (Upcoming) Payment Plan Application Period 1st semester new and transfer students application period
		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			

### 03. Introduce the management department by major

1. Office of International Affairs : Admission, visa extension, scholarship, and quarantine support for foreign students.
2. Department of Education and Innovation(for undergraduate's): Registration, courses (including exams), graduation, and other business consulting offices  
Graduate admission team (master's and doctorate's)

	<b>Work</b>	<b>Office Phone Number</b>
DPMT of Education & Innovation	Academic records & grades	031-450-5019
	Class.	031-450-5162
Graduate admission team.	Admission and thesis.	031-450-5188
	Academic record & scholarship	031-450-5125
	Class	031-450-5072

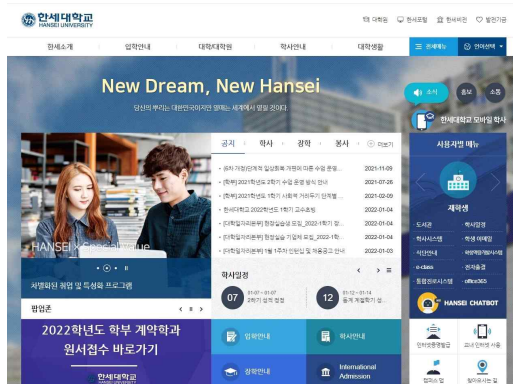
3. the academic and graduate administration departments
  - Curriculum consultation, professional arrangement, Academic affairs such as grade management
  - Credit management (leave of absence, government studies, re-admissions, double degrees, early graduation, etc.
  - Transfer student credits approved, completed, Administrative tasks such as business conditions, progress of activities by department, Curriculum setting, etc.
  - Student mentors, scholarships, Student Affairs such as Discussion, Freshman Orientation, etc.
  - Processing with various degree activities and degree counseling, etc.

<b>Department</b>	<b>Major</b>	<b>Office Phone Number</b>
Theology	Theology	031-450-5180
	Christian Education and counseling	031-450-5023
Humanities and Social Sciences	Media video advertising	031-450-5028
	International business administration	031-450-5223
	police administration	031-450-5342
	International tourism	031-450-5163
	English philology	031-450-5281
	Chinese philology	031-450-5132
IT	electronic software science	031-450-5170
	ICT Convergence Science	
	Industrial security	031-450-5342
Design	Visual Communication Design	031-450-5147
	Textile fashion design	031-450-5220
	Interior Architectural Design	031-450-5035
Arts	Musicology	031-450-5141
	performing arts	031-450-5090
Social welfare.	nursing science	031-450-5382
	social welfare science	031-450-5266
	Liberal Arts.	031-450-5179
Graduate School of Theology (General/Youngsan)	General Graduate Theology	031-450-5180
	Youngsan Theological Seminary	031-450-5023
Graduate School of Music (General/Arts)	Graduate School of Music	031-450-5142
	Graduate School of Arts	031-450-5326
Graduate School of Psychology and Counseling	Psychology and Counseling	031-450-5896
Graduate School of Human Services	Nursing	031-450-5382
	Social Work	031-450-5266

## 04. Online information service for students. (Homepage, Hansei Portal System)

### A. Homepage of Hansei University

1. URL: <https://www.hansei.ac.kr>



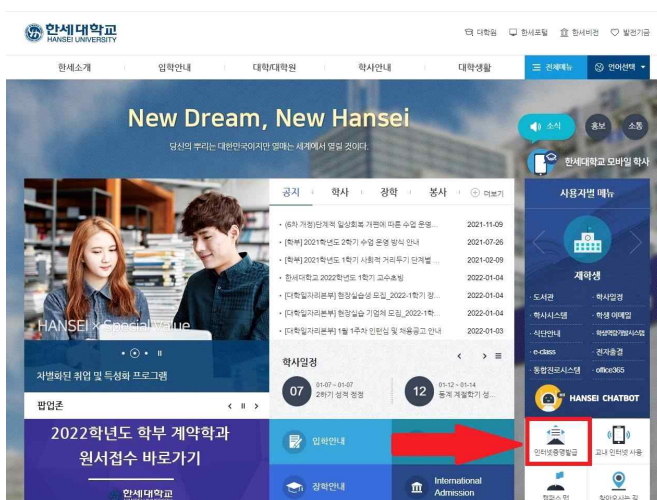
2. characteristics

- Various notification instructions for students (notification in Korean Language only without login)

division	URL
undergraduate students	<a href="https://www.hansei.ac.kr/kor/1698/subview.do">https://www.hansei.ac.kr/kor/1698/subview.do</a>
graduate students	<a href="https://graduate.hansei.ac.kr/graduated/641/subview.do">https://graduate.hansei.ac.kr/graduated/641/subview.do</a>



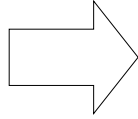
- Inquiry of student's information (admission, registration, Academic record, scholarships, courses, thesis. etc.)
- Certificate download & print method
  - \* Electronic version, certificate download
  - URL (<https://uni.webminwon.com/servlet/WMINDEX?COMMAND=CHOICE>)



- \* Using Self-Download Devices on Campus : <https://www.hansei.ac.kr/kor/321/subview.do>  
 Student: Number of students / password of Portal, graduate (exempt student): Number of students / date of birth (6 digits)
- \* Issued by fax request : <https://www.hansei.ac.kr/kor/322/subview.do>
- \* Issued by overseas mail. : <https://www.hansei.ac.kr/kor/323/subview.do>

## B. Hansei Portal System

1. URL: <https://portal.hansei.ac.kr/>
2. ID Login



### 통합아이디 등록

\* 통합아이디를 등록하시려면 **학번 또는 교번으로 먼저 로그인**하셔야 합니다.

- 기존에 사용하시던 **학번 또는 사번(교번)으로 로그인** 하시면 됩니다.
- 신/편입생 등 처음 오신 분은 **주민번호 앞 6자리를 추가 비밀번호**로 이용하시기 바랍니다.
- 추가 비밀번호는 반드시 비밀번호를 변경하여 사용하시기 바랍니다.

아이디	<input type="text" value="학번/교번"/>	로그인
비밀번호	<input type="text" value="주민번호 앞 6자리"/>	
<input type="button" value="학번/교번 찾기"/> <input type="button" value="닫기"/>		

- ID account number: by+student number
- Code: Initial code, the first six digits of the Resident registration number

### 3. How to change personal information for PORTAL access

- Change password, register e-mail for ID/PW reset

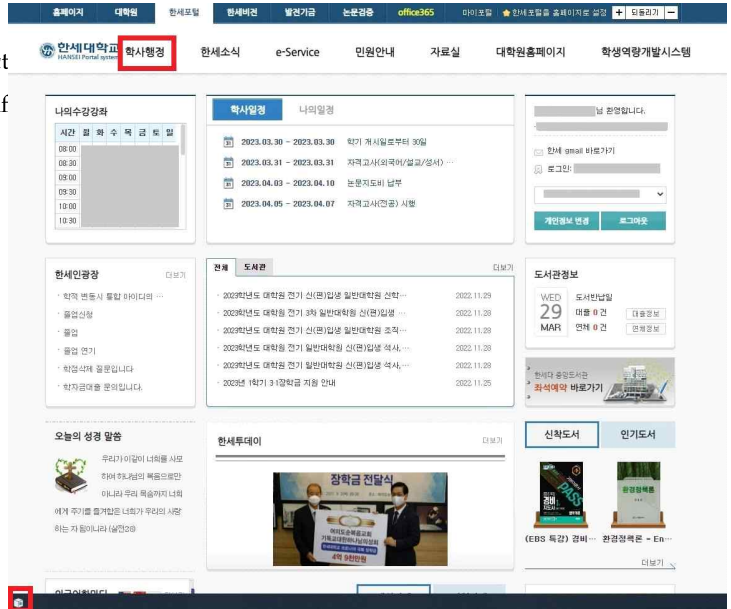
Step 1: Select Change Privacy Menu(개인정보 변경)

Step 2: Enter old password (기존 비밀번호) and enter new password (새 비밀번호) (New password conditions: 8-16 characters in English, numbers, special characters, English/numeric characters must be included, case-sensitive)

Step 3: Enter email address for ID/PW verification process

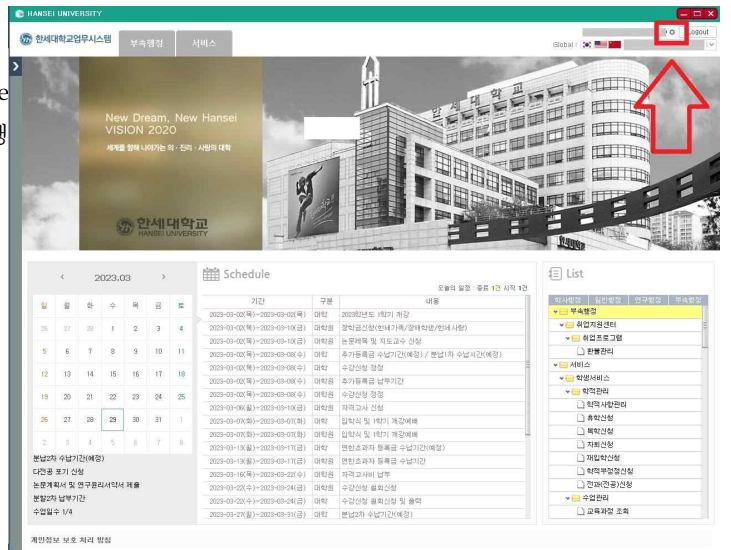
4. How to change personal information registered in PORTAL SYSTEM

- Step 1: Access the PORTAL SYSTEM and select the Academic Administration(학사행정) menu, then select if you see a square icon at the bottom



- Step 2: Select the settings menu on the right side of the Academic Administration(한세대학교업무시스템, 학사행정) Services window.

Select the top right sawtooth icon



- Step 3: Modify the information you need to change and select a save button

/ 주소, Address

/ 전화번호, Phone Number - Emergency Contact

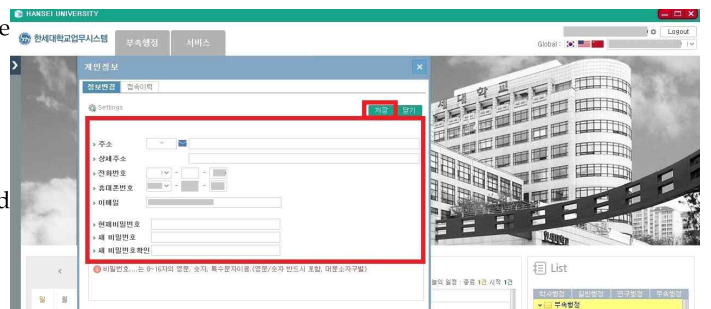
/ 휴대폰번호, Mobile phone number - text-enabled

phone number

/ 이메일, Email Address

/ 현재 비밀번호, Current password

/ 새 비밀번호, New Password - Use 8 to 16 alphanumeric characters, numbers, and special characters (must include English/numeric characters, case-sensitive)



5. Other

- Students who have entered the advanced degree course as graduates of this school's existing degree course access using their previous PORTAL access account and password.

- Students who need to initialize the password of the PORTAL SYSTEM access account apply to the O.I.A

\* How to apply for initialization: Record the applicant's school number, English name, and request and send an e-mail to iec.hansei@gmail.com

## 05. Course Registration

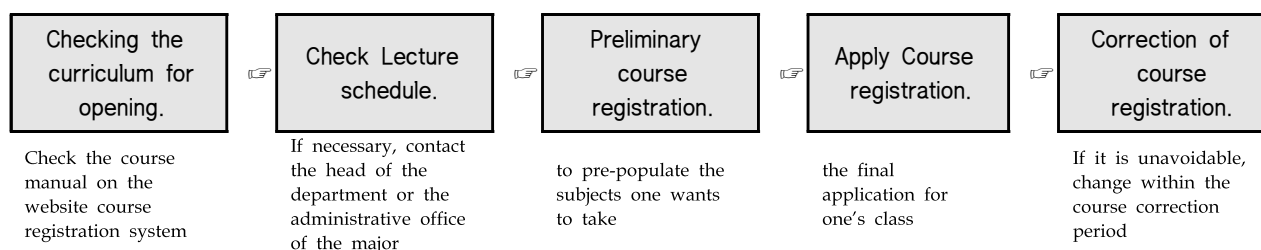
### A. Common

#### 1. Course registration time

- ※ will be posted on the school website 1 month before the commencement of the course.
- ※ Course enrollment and withdrawal period are open 10:00 on the start date and 16:00 on the end date.
- ※ Students register for classes on their own.

However, foreign students [department and university] Office of International Affairs will help you apply for a course only for the first semester after admission.

#### 2. Basic procedure.



**※The preliminary course registration function is not provided in the first semester of admission for new students.**

### B. Precautions for correction period of course application.

To prevent the omission of the required courses for each student for the semester, all international students, including new/transfer students, should be checked by the assistant and graduation requirements manager of their department during the correction period.

### C. Registration for undergraduate courses.

#### 1. register for courses credit

<b>Graduation, completion, 130 credits.</b>	12 to 18 credits.
<b>Graduation credits, 140 credits (Nursing)</b>	12 to 19 credits.

- It is necessary to check with the department office and graduate school admission team how to apply for classes by major

#### 2. Chapel(Worship)-related guidance.

- [Graduation Requirements] There is a mandatory course system for all underground's student chapel courses based on the educational ideology of this school. (0 credits)
- New students must complete six semesters out of eight semesters of enrollment, and transfer students must complete three semesters out of four semesters of enrollment to graduate.
- [Application] During school worship 3 times a week [Tuesday morning & afternoon], the Theology Department applies twice a week (Tuesday morning & afternoon, Friday afternoon), and the General Department applies once a week (Tuesday morning & afternoon).
- All students must attend the opening service (first week of the semester) and the closing service (week before the final examination) regardless of the chapel time they applied for.
- [The department in charge] School Pastor's Office • [Contact] 031-450-5047, 5302

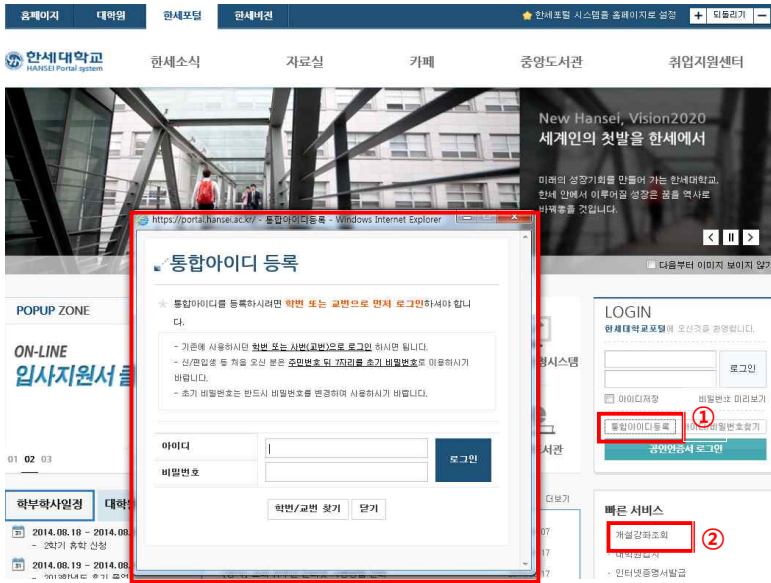
#### 4. Korean language training.

- Students with TOPIK level 2 or less than need to complete at least 300 hours of Korean language training for one year after admission.
- In the case of conditional admissions, it is necessary to complete a prescribed Korean language training for the first 12 months after admission.

## 5. How to register for a course (undergraduate, Incoming exchange student)

1) Hansei Portal System: <http://portal.hansei.ac.kr/>

---> Issuing an integrated ID and checking the course manual in a quick service (opening course inquiry).



2) Academic administration(학사행정) > Click on the undergraduate course registration system.(학부수강신청)



3) Log in with ID and password in the undergraduate course application system After that, the course registration progressed.

<p>①한세포털 ☞ 학부수강신청시스템 메뉴 (또는 <a href="http://sugangnew.hansei.ac.kr:8808">http://sugangnew.hansei.ac.kr:8808</a> 접속) ②한세포털에서 발급한 통합아이디로 로그인 (학번부여 전에는 hansei/hansei로 임시로그인)</p>	<p>③상단의 '공지사항' 메뉴에서 자세히 확인(중요) ④'교과목조회'에서 과목 조회 ⑤'수강신청' 메뉴에서 신청 완료 ⑥'수강내역조회'에서 수강내역 최종 확인</p>

4) Guidance on the operation of alternative subjects for essential liberal arts subjects for undergraduate students

- (1) Target: Foreign students in the undergraduate course from 2013 to 2021
- (2) Existing subjects: "Understanding Korean History (2 credits)" and "Understanding Korean Culture (2 credits)" for foreign students who replace "Chinese I (2 credits)" and "Chinese II (2 credits)" which were designated as mandatory undergraduate liberal arts subjects from the second semester of 2022
- (3) Alternative subjects: 'Character Design and Exhibition/문자디자인과 전각 (2 credits)', 'Four Gracious Plants Theory and Practice/사군자이론과 실습 (2 credits)', 'Penmanship and Calligraphy/서예와 캘리그래피 (2 credits)', 'Chinese Culture in Chinese Literature/한문속의 중국문화 (2 credits), and 'Wisdom in Chinese Literature/한문 속의 지혜 (2 credits)'
- (4) Alternative operation will be implemented from the second semester of 2022.



## 5. Exchange of domestic university credits (only undergraduate students can apply)

### 1) Exchange of credits between Gyeonggi and Incheon regional universities

#### Summary

A system to improve the quality of university education by providing various learning opportunities to students by opening lectures at each university located in the Gyeongin area

#### Completion range

- Subjects: All subjects offered during regular and seasonal semesters
- Up to 6 credits per semester, up to 21 credits while enrolled

#### Eligibility Requirements: Students who have completed the first year or higher and have not been disciplined by school regulations

#### Procedure

- Check the course registration period of the desired school → Fill out and print the 'Gyeongin Regional University Credit Exchange Application' on the portal → Approve the department head and department head in charge → Submit offline documents to the Academic Affairs Team → Receive the 'Credit Exchange Recommendation' → Electronically at the school Principle of sending a letter of recommendation to the school in an official letter (request to check with the school's credit exchange manager later)

#### Submission deadline

- Submission deadline: Submit at least 2 days before the recommended deadline set by each exchange partner university.

#### Exchange agreement universities (30 universities)

- Refer to the university life guide by Academic Affairs Team

### 2) University e-Learning-based Credit Recognition Consortium

#### Summary

To provide various learning opportunities to students by opening lectures of each university in the Seoul area online

#### Completion range

- Subjects: All subjects opened during the regular and seasonal semesters (check the course registration website of the university)
- Up to 6 credits per semester, up to 21 credits while enrolled (including credit exchange with other universities)

#### Eligibility Requirements: Students who have completed the first year or higher and have not been disciplined by school regulations

#### How to register for courses: Register for courses in the course registration system of our university

#### Courses you can take

- Refer to the university life guide by Academic Affairs Team

## C. Application for master's and doctoral courses in graduate school.

### 1. Course registration procedure.

- 1) Graduate students apply for courses they want to complete within a certain period through the school website by receiving guidance from the department's major professor or department office.
- 2) If you do not register for the course, you will not be willing to take it and it will be handled according to the school regulations.
- 3) When registering for classes, please check the lecture time, day of the week, classroom, and credits in detail.
- 4) After completing the course entry, print out and store the course materials.

### 2. Credit for enrollment.

- 1) Course registration credits can be applied according to the course registration credits.
- 2) Graduate school students must complete at least the minimum course registration credit designated according to their type to be eligible for scholarship, so please refer to it when correcting and withdrawing the course registration. (6 credits for General graduate school and 16 credits for Theology Major of Youngsan Theology)

\* Credits for each graduate school course

Types of Graduate School	Dgree	Major	course registration credit	Remark		
Graduate School	Master	Theology	6~12	Applicable from 2015-2		
		IT Convergence	6~9			
		Environmental Management	6~9			
		4th Industrial Smart City Safety Convergence	6~9			
		Design	6~9			
		Music	6~12			
	Doctoral	Theology	6~12	Applicable from 2015-2		
		Police Studies	6~9			
		Social Welfare	6~9			
		Counseling	6~12			
		Business Administration	6~9			
		IT Convergence	6~9			
		4th Industrial Smart City Safety Convergence	6~9			
		Design	6~9			
		Music	6~9			
		Social Work Administration	6~9	Industry Partnership Courses		
		ICT Environmental Convergence Engineering	6~9			
		Graduate School of Youngsan Theology	Master	Theology	16~19	
				Homiletics	6~12	
Graduate School of Arts	Master	Performance Art pedagogy	6~12			
		Piano pedagogy	6~12			
		Choral Conducting	6~12			
		Convergence Arts	6~12			
Graduate School of Human Services	Master	Police Legal Studies	6~9	[Online Degree Program]		
		Public Policy	6~9			
		Nursing science	6~12			
		Social Work Administration	6~12			
		Global Culture and Industry Convergence	6~12			
Graduate School of Psychological Counseling	Master	Psychological Counseling	6~12			

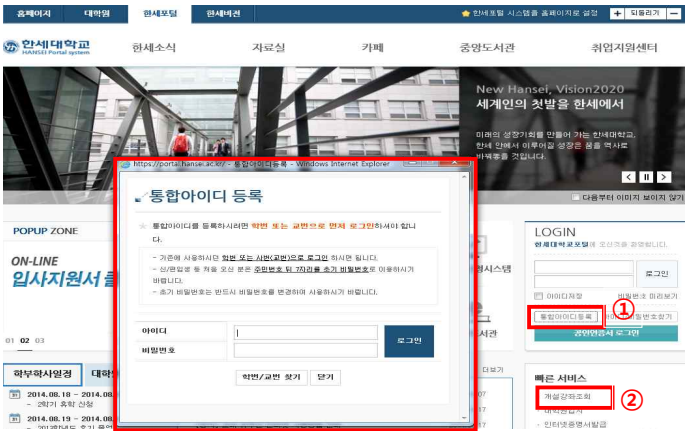
※ You can register for classes with less than the minimum credit, but those who are eligible are excluded from the selection of grade scholarship students.

### 3. Korean language training.

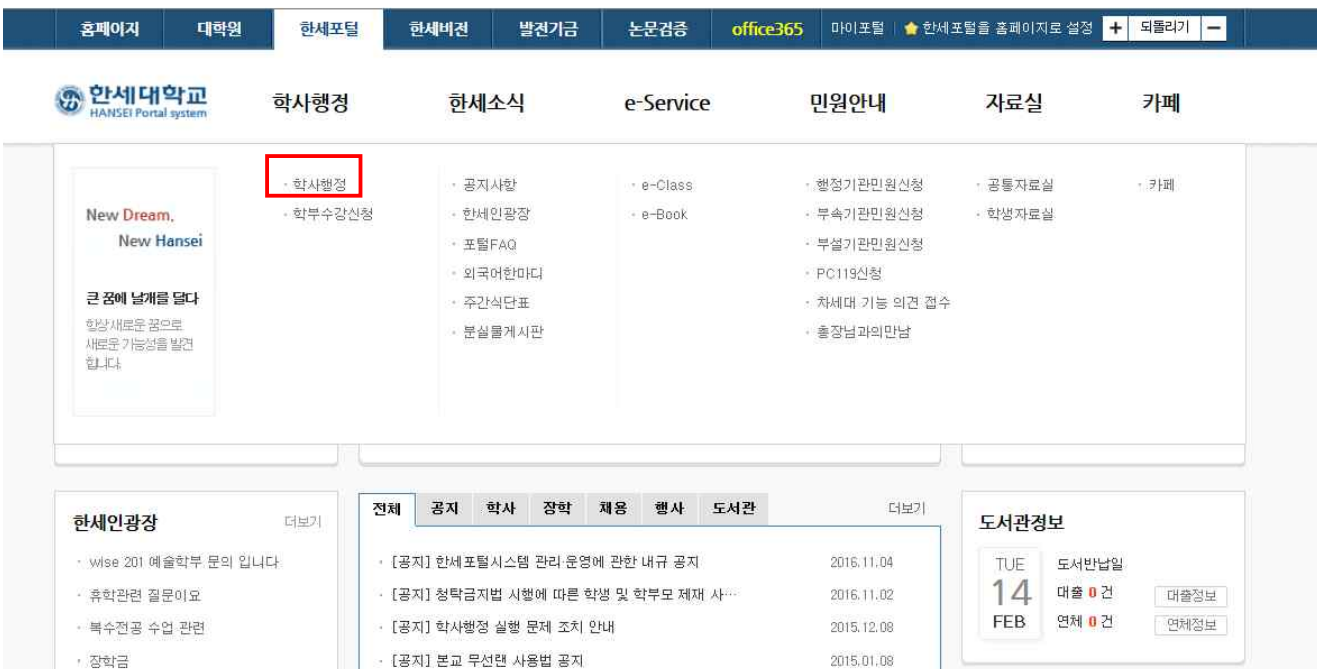
- Students with TOPIK level 2 or less than need to complete at least 300 hours of Korean language training for one year after admission.
- In the case of conditional admissions, it is necessary to complete a prescribed Korean language training for the first 12 months after admission.

#### 4. How to register for a course (graduate student)

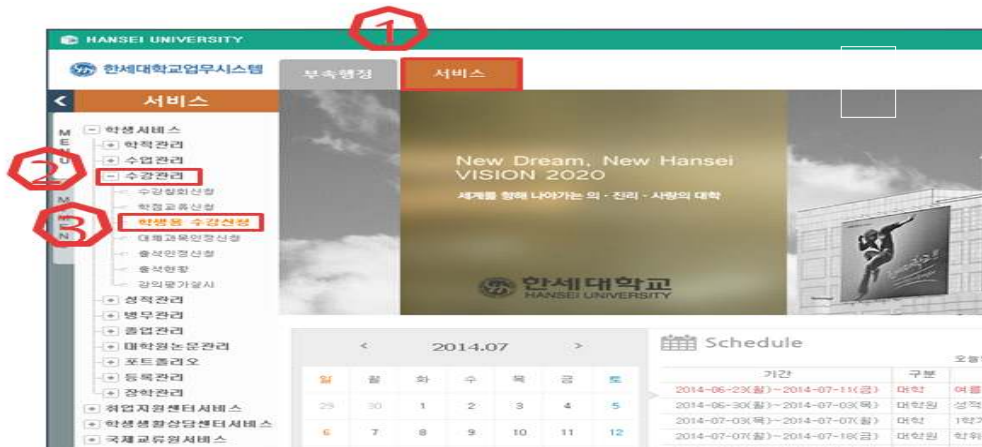
1) Hansei Portal System: <http://portal.hansei.ac.kr/>



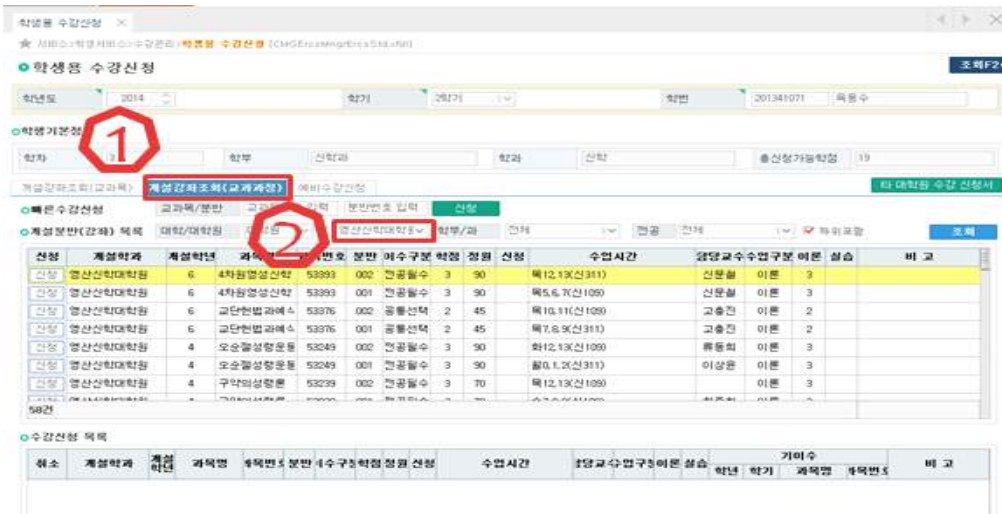
2) Click on the academic administration. (학사행정)



3) Click Service(서비스) -> Course Management(수강관리) -> Student Application in the Hansai School System. (업무시스템)

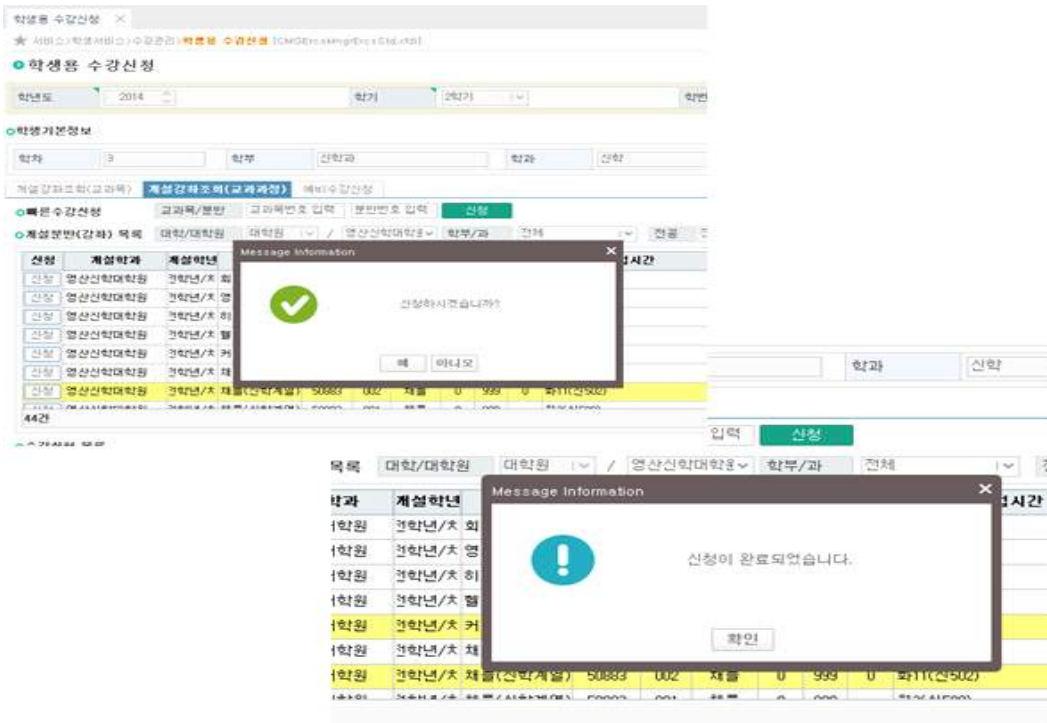


4) Click 개설강좌조회(Opening course inquiry) -> Click '전체' -> Click '조회'



5) Do you want to apply if you click Apply on the list?

If you click "Yes", you can sign up for the course.



\*기타 대학원 수강신청 문의사항은 대학원 교학팀으로 문의 (031-450-5072)

For other questions about applying for graduate school classes, contact the Graduate School Admission Team

## 06. Registration for the semester.

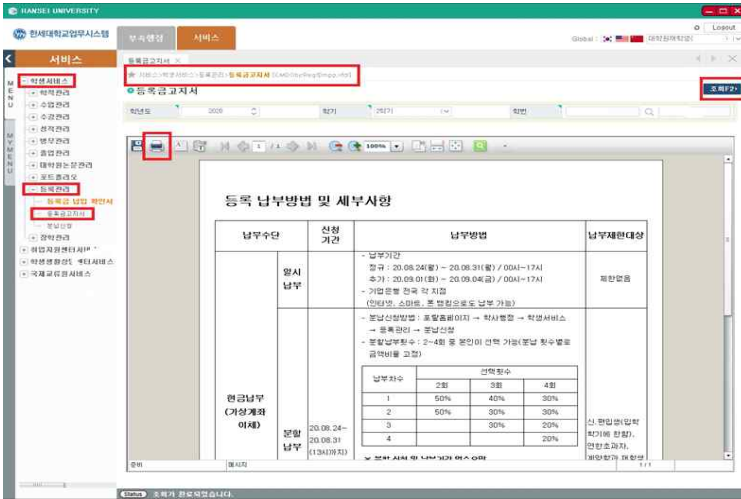
1. The notification and payment management of tuition fees are in charge of the DPMT of Education and Innovation (undergraduate) and the Graduate admission team (Master's/Doctor's).

- Students will be eligible for graduation by paying tuition fees, admission fees, etc. within each semester's registration period, and all students except for early graduation must complete their regular registration for the 8th semester (4th year of graduate school master's degree/6th year of Ph.D.).

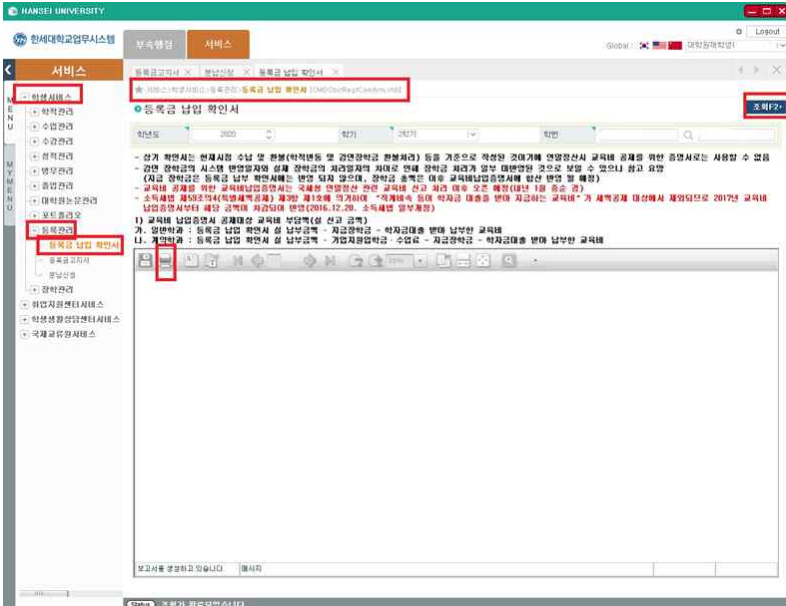
- Printing out the tuition bill.

Print out a notice of payment of tuition on the school website and pay it to the designated bank within the registration period.

(You can print out a tuition certificate from "Hansei Portal - 학사행정(Academic Administration) - 학생서비스(Student Service) - 등록금관리(Registration Management)")



- You can pay the tuition and get a certificate of payment from the next day.



- It is not possible to return tuition fees due to leave of absence or other personal reasons (Refund regulations in accordance with each undergraduate/graduate school enforcement regulations)
- In the case where the tuition or admission fee is overpaid, the full amount of overpaid is returned.
- Tuition payment and scholarship benefits for foreigners will be provided separately.
- Overseas remittance is not possible because the exact amount designated for each individual must be deposited into a virtual account from the second semester of admission. Tuition payment must be made using a bank account opened in Korea.
- Foreign students are not required to pay student union membership fees (Bachelor) and graduate student union membership fees (graduate school)

## 2. Processing tuition fees for students on leave

- Tuition fees for students on leave: Tuition fees for students on leave will not be returned, and will be carried forward to the next semester.
- If you take a leave of absence after the start of the semester, you must pay the tuition fee to take a leave of absence.
- Caution: If you extend your leave of absence after taking a leave of absence or do not return to school, you will be banned from returning to school.

\* Information on the amount of tuition carried forward by type of Reason occurrence date

Reason occurrence date	Amount carried forward
before the start of the semester	Full tuition fee for the relevant semester
30 days before the start of the semester	5/6 of the tuition fee for the relevant semester
60 days prior to the expiration of 30 days of the semester	2/3 of the tuition fee for the relevant semester
90 days prior to the expiration of the 60th day of the semester	1/2 of the tuition fee for the relevant semester
90 days after the start of the semester	All tuition fees for the relevant semester shall be extinguished

## 3. Application and method for payment of tuition in installments

- The school's finance team will inform you of the application for tuition payment in installments and the method
  - 1) Subject to application
    - Anyone but the student concerned is available  
(New students (only for the relevant semester of admission), those who exceed the school age, students in the contract department, and those who pay by credit card (full payment))
  - 2) Application period
    - Announcement from the Finance Team every semester
  - 3) How to apply
    - Academic Administration(학사행정) > Services(서비스) > Student Services(학생서비스) > Registration Management(등록관리) > Application for installment payment(분납 신청)
    - The installment payment is determined by the selection of the person in two to four installments (the amount ratio is fixed for each number of installment payments)
  - 4) Payment period in installments (example of the first semester of 2023)
    - 1st: 2023.03.02 (Thu) to 2023.03.08 (Wed)
    - 2nd: 2023.03.27 (Mon) to 2023.03.31 (Fri)
    - 3rd: 2023.04.17 (Mon) to 2023.04.21 (Fri)
    - 4th: 2023.05.15 (Mon) to 2023.05.19 (Fri)
  - 5) How to print and receive a tuition notice (division)
    - From the designated date and time, you can check the amount and account in the main screen of the Hansei Portal Academic Administration(학사행정) > Service(서비스) > Student Service(학생서비스) > Registration Management(등록관리) > Tuition Notice column(등록금고지서), and You can check the amount of tuition and bank payment account, and check the notice for each installment payment period afterwards
    - Receipt from 00:00 to 17:00 on weekdays to the Industrial Bank of Korea's virtual account (holiday storage is not possible)
  - 6) Points to Note
    - Miscellaneous contributions (student membership fees) are notified during the first payment period, but foreign students do not have to pay student union membership fees (Bachelor) and graduate student union membership fees (graduate school)
    - If the installment payment period is not complied with (not paid) after the application, it will be changed to a lump sum payment
    - Approval of the application for installment payment is processed collectively after the end of the application period (approval is processed only for those subject to the approval status of 'application completed')
    - The application for installment payment will be made according to the academic schedule, so you cannot apply after the relevant period, so please check the application date and receive the application
    - After applying, please be aware of the payment period and process the receipt according to the relevant period (if each payment period is not complied with in accordance with school regulations, it will be removed from the registration of the academic department)
    - If a student who has paid a part of the order he/she applied for drops out or is expelled, the relevant student shall pay the insufficient amount if the amount he/she has paid is less than the notified amount based on the number of class days.
  - 7) Contact information: Finance Team 031)450-5063

#### 4. Precautions for tuition payment process for enrolled students.

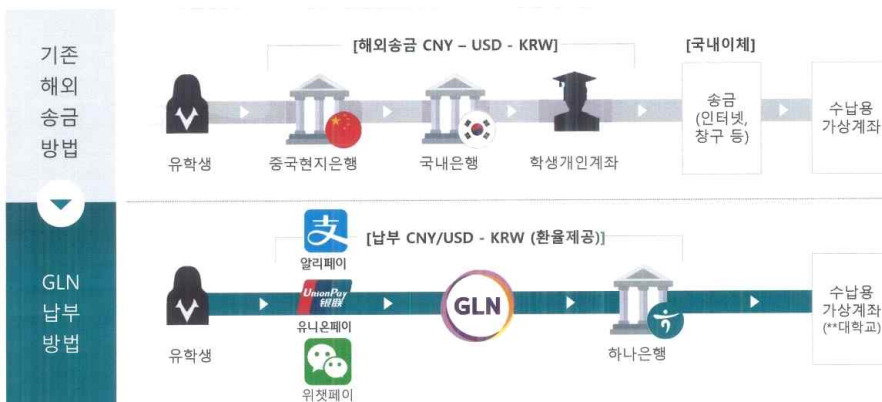
- Except for new students and transfer students in the relevant semester, tuition fees for students attending more than two semesters must be paid using a bank account opened in Korea. (However, tuition payment linked to Hana Bank GLN service will be available in stages from 2024-1 semester)
- The payment of student tuition is made using a virtual account designated by the school, and in the case of foreign currency remittances using overseas banks, the payment is not made due to exchange rates, etc.
- Recently, there has been a case in which a foreign (Chinese) international student paid tuition with illegal exchange funds, and the bank account for receiving school tuition was reported as a criminal account (voice phishing fake account), and the payment was suspended.
- (Transfer/collection through inter-bank exchange) Foreign students should pay the designated amount to a virtual account (or Korean language institute tuition deposit account) indicated on the tuition bill after receiving a transfer from the bank of their country of residence to a Korean account.
- Please refer to the information below and be careful not to be unintentionally involved in the related crime and cause damage.

#### <Cases of damage to international students related to tuition payment>

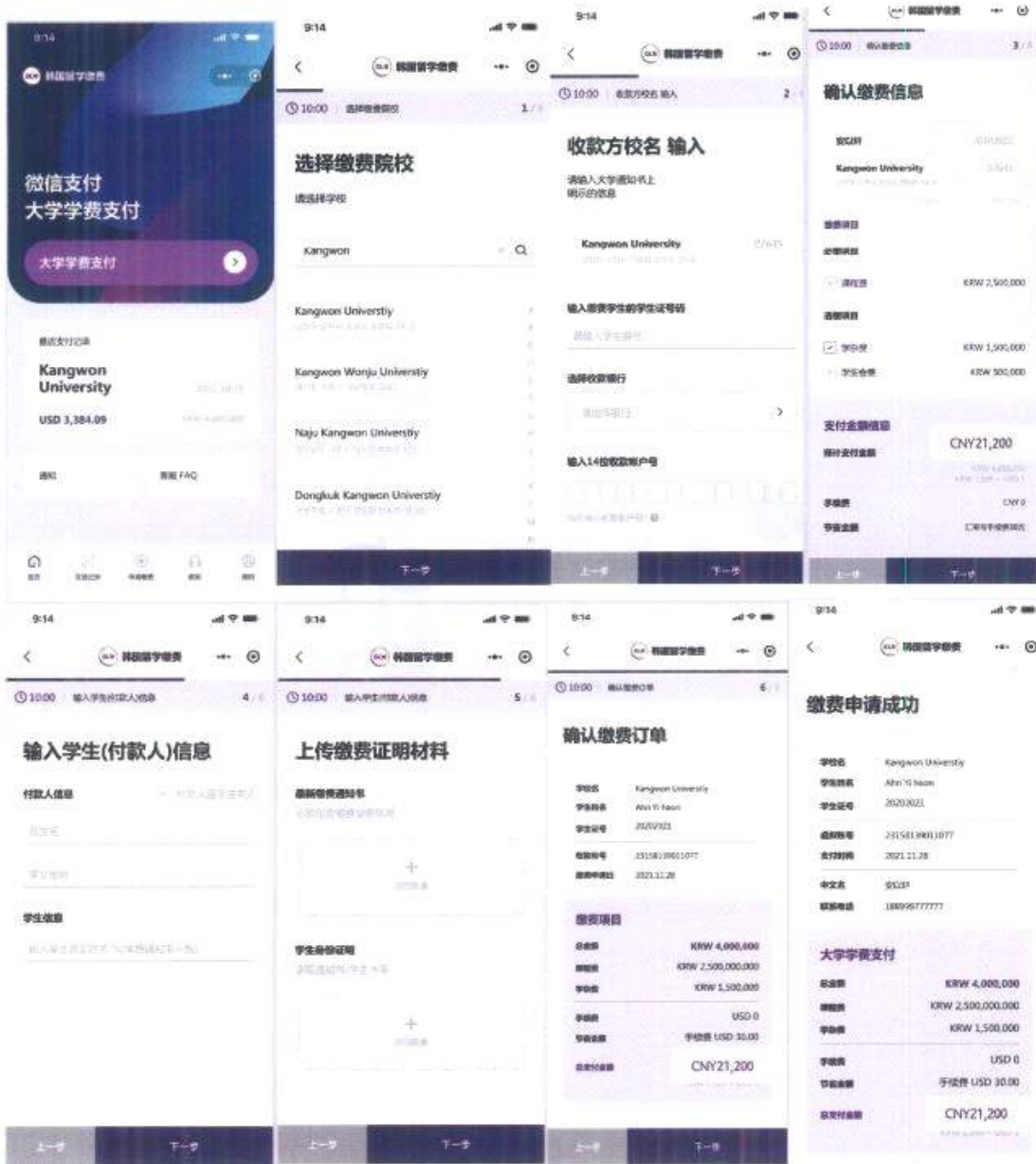
- Transactions with illegal currency exchange dealers through WeChat's currency exchange advertisements, such as group chat rooms for international students
- Students transfer Chinese CNY through Alipay, etc. to an illegal currency exchange agent and ask the illegal currency exchange agent to transfer KRW to their own tuition virtual account designated by the school
- Illegal money changer transfers illegal funds linked to voice phishing to university accounts
- The bank and police decided that the university account was a "crime account" and suspended financial transactions due to the report of a victim of voice phishing

#### 5. How to pay tuition using Hana Bank's GLN payment linkage service for international students

- Alipay and UnionPay from 2024-1 semester, WeChatPay from 2024-2 semester
- Hana Bank GLN payment linkage service: WeChat Pay, Alipay, UnionPay, etc.
- GLN payment method: International students can pay their tuition fees through the GLN website or app via WeChat Pay, Alipay, UnionPay, etc. by simply entering the Hana Bank virtual account number on the tuition bill, and the tuition fee will be immediately checked and paid in Chinese yuan or U.S. dollars.



1) Tuition payment method using WeChat Pay (to be launched in the second semester of 2024)



- 1) Log in to the WeChat app and enter the GLN Korea Tuition Payment Mini Program
- 2) Search and select a school to pay
- 3) Enter your student number and virtual account number
- 4) Select a payment item and confirm the amount
- 5) Enter payer and student information
- 6) Upload a copy of your bill
- 7) Finalize payment details
- 8) Make CNY payment via WeChat Pay











微信搜一搜  
 Q GLN韩国留学缴费

打开“微信 / 发现 / 搜一搜”搜索



2) How to pay tuition using 'Alipay' (scheduled to start in the first semester of 2024)

**Operation steps**

- 1. Login Alipay APP and search [留学缴费]**  

- 2. Search school name**  

- 3. Choose recipient name**  

- 4. Input student number and beneficiary account**  

- 5. Choose payment items**  

- 6. Input student and payer information**  

- 7. Upload Offer and invoice**  

- 8. Confirm payment information**  


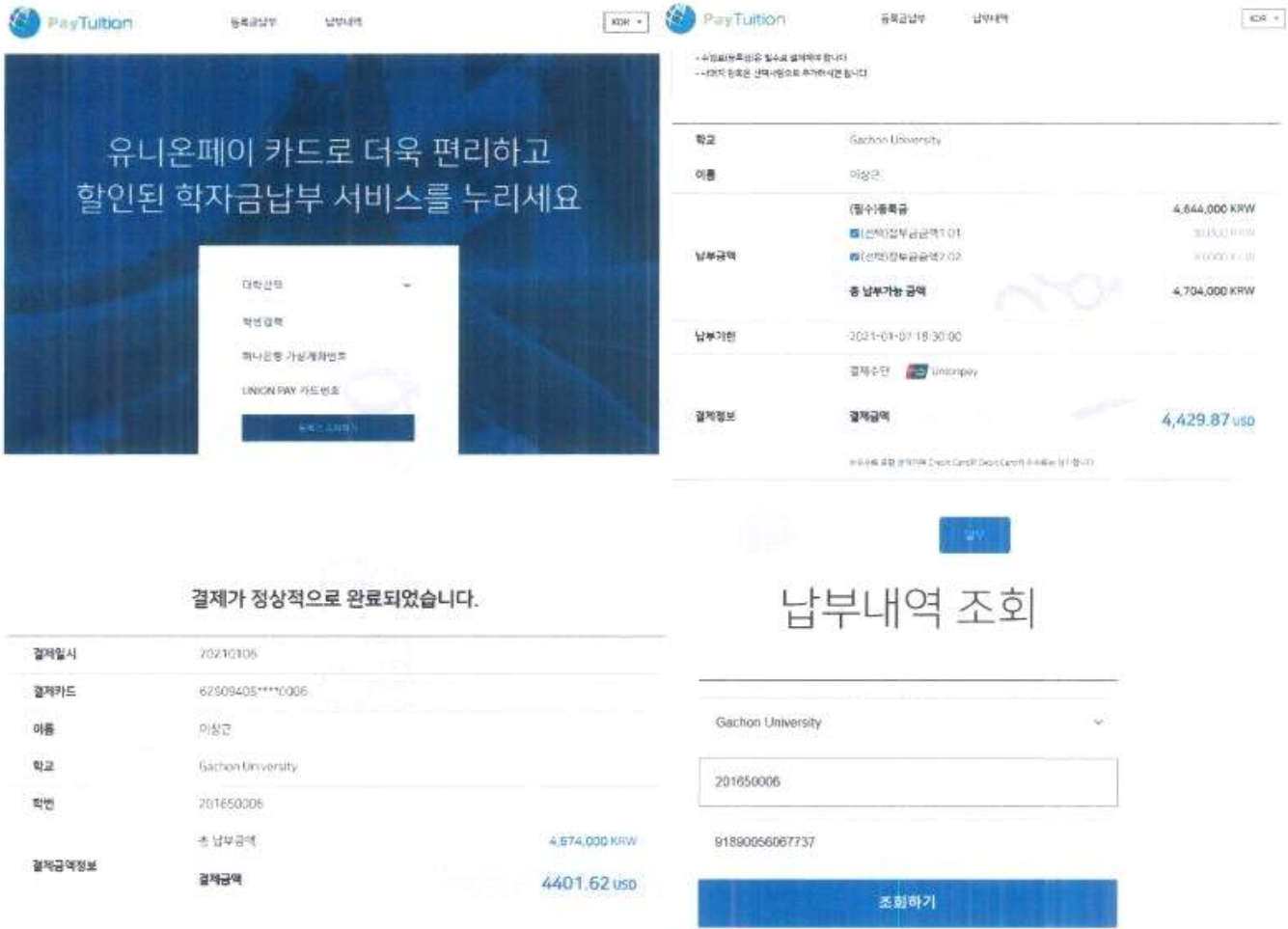
- 1) Log in to the Alipay app and enter the "Overseas Tuition Payment" menu
- 2) Search and select the school to pay
- 3) Enter your student number and virtual account number
- 4) Select a payment item and confirm the amount
- 5) Enter payer and student information
- 6) Upload a copy of your bill
- 7) Finalize payment details
- 8) Proceed to pay CNY with Alipay

Use Alipay app to scan



上支付宝搜 **留学缴费**

3) How to pay tuition using 'UnionPay' (scheduled to start in the first semester of 2024)



- 1) Access the dedicated UnionPay tuition payment website (<https://hana.pay-zom.com>)
- 2) Enter your course number, virtual account number, and UnionPay card number.
- 3) Select and enter your payment school, student name, and payment amount
- 4) Confirm payment details
- 5) Pay in USD using your UnionPay card

## 07. Management of academic performance

### 1) Common.

- In charge of grade management, the DPMT of Education and Innovation (Undergraduate) and the Graduate admission team (Master's/Doctor's)

### 2) Undergraduate {학부 학칙 제 37조 및 시행세칙 제26조[성적평가]}

#### A. Performance evaluation.

- In principle, it is evaluated by synthesizing test scores, learning tasks, and attendance.(Experiment, practice, practical skills, and other equivalent methods of evaluating the grades of special subjects may be determined separately.)
- Subjects that are absent from at least a quarter of the actual class hours each semester shall be deemed to be overlooked without recognizing the academic performance of the relevant semester (F-handled).
- The average score for the semester is calculated by dividing the total score by the number of credits registered for the course.

#### B. Evaluation method.

- In principle, grade evaluation shall apply the relative evaluation method for each class unit. However, exceptions may be made to practical (practice) subjects and fourth graders.

#### C. Evaluation grade and ratio (undergraduate)

Grade	A+	A	B+	B	C+	C	D+	D	F
GPA	4.5	4.0	3.5	3.0	2.5	2.0	1.50	1.00	0

### 3) Master's/Doctor's {대학원 학칙 제 18조 및 시행세칙 제30조[성적평가]}

#### A. Performance evaluation.

- By subject, C grade (average 2.0) or higher is recognized as acquisition credit, and B grade (average 3.0) or higher is recognized as completion and graduation grade in total average grades.
- Those who are absent more than one-third of the number of school days each semester will not be allowed credit for the subject they applied for (F processing)
- P(Pass): P(Pass) is given when passing the evaluation results of practice, practical skills, and thesis. However, it is recognized as an acquisition credit, but is not evaluated as a grade, score, or rating.

#### B. Evaluation method.

Grade	A+	A	B+	B	C+	C	F
Score	100~95	94~90	89~85	84~80	79~75	74~70	69 Less than
GPA	4.5	4.0	3.5	3.0	2.5	2.0	0

※ The evaluation method is based on absolute evaluation in principle. However, the A+ ratio cannot exceed 50% of the number of students.(Exceptions may be made for practical subjects with not more than 5 students, and Youngsan Theological Graduate School conducts relative evaluation, and exceptions for subjects with less than 15 students.)

## 08. Managing graduation conditions

### 1) Common

- Graduation management is in charge of the DPMT of Education and Innovation (Undergraduate) and the Graduate admission team (Master's/Doctor's).
- Office of International Affairs collects Korean language proficiency(TOPIK) test scores of foreign students and delivers them to undergraduate and graduate schools (graduation management managers).

### 2) Requirements for undergraduate graduation. *{학부 학칙 제 44조 및 시행세칙 제97조[졸업]}*

- A person who has completed a prescribed curriculum and has obtained graduation credits under Article 42 (see the graduation credits guide).
- A person with a cumulative grade(GPA) of 1.50 or higher.
- Those who have completed reverence training (Chapel) for at least 6 semesters (including foreign students)
- A person who passed the comprehensive graduation exam (choose date of graduation thesis, graduation exam, graduation performance, graduation work, etc.: determined by each undergraduate (major)).
- A person who meets the requirements of the "English, Chinese (release from 2022 school year) and the social service graduation certification system" (not applicable to foreign students)
- Those who have acquired level 4 (level 3 of TOPIK in arts and sports) or higher (for foreign students)
- A person who meets the other requirements set by each department (major).

### 3) Graduate school graduation requirements. *{대학원 학칙 제20조, 제21조 및 대학원학위수여규정 제 30조}*

- Those who have obtained a prescribed credit after studying at least the period of study (more than four semesters of master's degrees, more than six semesters of doctoral degrees) prescribed in the school regulations and detailed enforcement regulations (except for early graduates)
- Graduation is recognized only for those who have completed the degree course and submitted a thesis requesting a degree (only for thesis contributors) and passed the screening within their enrollment period, and those eligible for graduation shall be awarded the relevant degree for each graduate school.
- Person with a total average score of B grade (3.0 GPA) or higher.
- For international students admitted under special conditions, foreign language qualification tests such as TOEFL, TOEIC, TEPS, and IELTS will be replaced by submission of Test of Proficiency in Korean (TOPIK) scores.
- Those who have acquired TOPIK level 4 (level 3 of TOPIK in arts and sports) or higher (for foreign students)
- A person who meets the other requirements set by each department (major).

### 4) Submit a certificate of Korean proficiency.

- Foreign students must submit a score card of the valid Test of Proficiency in Korean (TOPIK) level 4 or higher (TOPIK level 3 or higher for arts and physical education) to the school 30 days before their scheduled graduation date, and those who do not are not allowed to graduate. However, in the event of an emergency when the Test of Proficiency in Korean (TOPIK) is canceled, the guidelines of the Ministry of Education shall be followed.
- Submission of TOPIK scorecard: O.I.A. (e-mail can also be submitted, iec.hansei@gmail.com ).
- Refer to the following for the imposition of tuition fees for foreign students who do not meet the graduation standards and need additional registration.

/ Undergraduate students:

- ① A certain tuition fee is imposed only when a person who has more than the age of the class applies for a course

/ Graduate students:

- ① In the event of exceeding the school year due to the failure to submit a thesis requesting a degree, the tuition fee shall be the prescribed registration fee and the examination fee for the thesis.  
(※ See Article 27, Paragraph 3 of the School Regulations)
- ② In the event of exceeding the school year due to failure to submit a thesis requesting a degree, a qualification test, a performance, a small thesis, etc., the basic registration fee and the relevant fee shall be paid. (※See Article 11, Paragraph 2 of the Enforcement Rules of the School Regulations)
- ③ Foreign students admitted under special conditions will be replaced by submitting valid TOPIK scores for foreign language qualification tests such as TOEFL, TOEIC, TEPS, and IELTS.
- ④ Among foreign students admitted under special conditions, those who fail to meet the designated graduation standards shall be subject to the payment of excess annual tuition fees under Article 11 (2) of the School Regulations.

Graduation conditions based on graduate school credit (applicable to students after graduation in 2012)

( ) is option.

Types of Graduate School	Degree	Department / Major	Required	Select	Thesis	Sum	Remark	
<b>General Graduate School</b>	Master	Theology	-	27	6	33		
		Business Administration	-	27	6	33		
		IT Convergence	-	24	6	30		
		ICT Environmental Engineering	-	27	6	33		
		Environmental Management	-	24(30)	6(0)	30		
		4th Industrial Smart City Safety Convergence	-	24	6	30		
		Design	-	24	6	30		
		Music	orchestral music, accompaniment, vocal, organ, composition, piano, conducting chorus	12	18	P	30	
	Music therapy		18	12	P	30		
	Culture & Arts Management		0	30	P	30	Starting with the class of 2022	
	Ph.D.	Theology	-	42	6	48		
		Social insurance, business administration	-	30	6	36		
		Social Welfare	Social Welfare	-	33	6	39	
			Counseling psychology	-	39	6	45	
		Counseling, Counseling Education	-	39	6	45		
		Social insurance, business administration	-	36	6	42		
		IT Convergence	-	30	6	36		
		4th Industrial Smart City Safety Convergence	-	30	6	36		
		Design	-	30	6	36		
		Music	Accompaniment, Organ, Piano	17	19	P	36	
			Orchestral, vocal, choral conducting	16	20	P		
			Composing	15	21	P		
			Piano teaching	17	19	P		
			Music therapy	12	18	6		
			Culture & Arts Management	15	15	6		
	Music Theory		0	30	6			
Graduate School of Youngsan Theology	Master	Theology	66	32(26)	(6)	98	Starting with the class of 2012	
			50	42(36)	(6)	92	Starting with the class of 2015	
			51	31(25)	(6)	82	Early graduation (starting with the class of 2013)	
			37	43(37)	(6)	80	Early graduation (starting with the class of 2015)	
		Homiletics	12	24	(6)	36		
Graduate School of Psychological Counseling	Master	Psychological Counseling	Family therapy Child and Youth Counseling	-	30(27)	(3)	30	Starting with the class of 2012
			Art therapy	-	30(24)	(6)	30	
			Music therapy	14	16(10)	(6)	30	
		Psychological Counseling	Family therapy Psychological therapy Art psychotherapy Music psychotherapy	12	24(21)	(3)	36	Starting with the class of 2013
Graduate School of Human Services	Master	Nursing science	9	18(15)	(3)	27		
		Police & Law	-	30(24)	(6)	30		
		Social welfare	-	33(30)	(3)	33		
		Public Policy	-	30(24)	(6)	30		
		Lifelong Care Policy	-	30(24)	(6)	30		
		Global Culture and Industry Convergence	-	30(24)	(6)	30		
Graduate School of Arts	Master	Performance Art pedagogy	8	22	(P)	30		
		Piano Pedagogy	8	22	(P)	30		
		Choral Conducting	12	18	(P)	30		
		Convergence Arts	-	30(24)	(6)	30		
Graduate School of Engineering	Master	Intelligence Robot Engineering	-	30	(P)	30		
		Industrial Security and Safety	-	30(24)	(6)	30		

Graduation conditions based on graduate school credit (applicable to students before graduation 2011)

( ) is option.

Types of Graduate School	Degree	Department / Major	Required	Select	Thesis	Sum	Remark		
General Graduate School	Mast er	Theology	-	27	6	33			
		Police science	-	24	6	30			
		IT Convergence	-	24	6	30			
	Music	Orchestral, Musical, Accompaniment, Voice, Organ, Composition, Piano, Choral Conducting		12	18	P	30		
			Culture & Arts Management	9	21				
			Music Therapy	18	12				
	Ph.D	Theology	-	42	6	48			
		Police Science	-	30	6	36			
		Social welfare	-	33	6	39			
		IT Convergence	-	30	6	36			
		Music	Orchestra, voice, organ, Piano, Accompaniment, Choral Conducting		17	19	P	36	
				Composing	15	21			
				Piano Pedagogy	17	19			
				Culture & Arts Management	15	15			6
	Music Therapy			12	18	6			
Graduate School of Youngsan Theology	Mast er	Theology	49	49(43)	(6)	98			
Graduate School of S o c i a l W o r k	Mast er	Social welfare	-	33(30)	(3)	33			
Graduate School of P i a n o P e d a g o g y	Mast er	Piano Pedagogy	8	22	P	30			
Graduate School of E d u c a t i o n	Mast er	Pedagogy	-	30(24)	(6)	30			
Graduate School of P o l i c e J u s t i c e	Mast er	Police Science, Legal Studies	-	30(24)	(6)	30			
Graduate School of B u s i n e s s	Mast er	Business Administration	-	30(24)	(6)	30			
Graduate School of C o u n s e l i n g	Mast er	Counseling	-	30(27)	(3)	30			
Graduate School of E n v i r o n m e n t a l D e s i g n	Mast er	Visual Information Design, Spatial Environmental Design	-	30(24)	(6)	30			

※ The above table of credits required for graduation is based on the combined retroactive application of all course numbers.

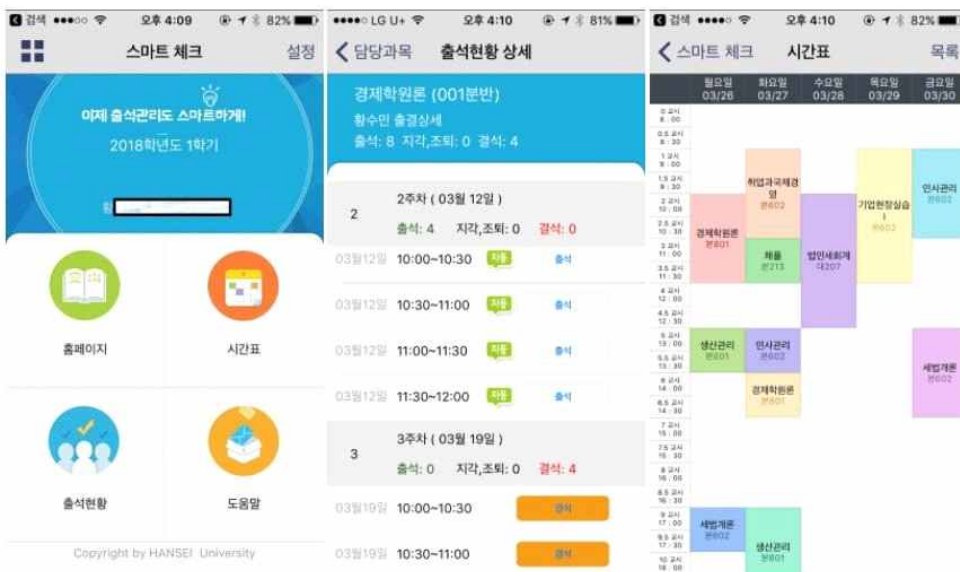


## 02. Online attendance check system

1. Since: From the second semester of 2017,
2. Subject: All courses to be opened (excluding chapel and cyber lectures)
3. Cooperation: Installation and login of the electronic attendance app before class attendance is completed.

※ URL이나 QR 코드를 이용하여 설치

- URL : <http://attend.hansei.ac.kr/app>
- QR 코드 :

4. How to operate the online attendance check system.
  - A. Install an electronic attendance app on your smartphone before entering class.
  - B. After logging in, according to the professor's electronic attendance declaration, he/she checked whether he/she was automatically attended.
  - C. If an error occurs in attendance, request the professor to correct attendance processing.

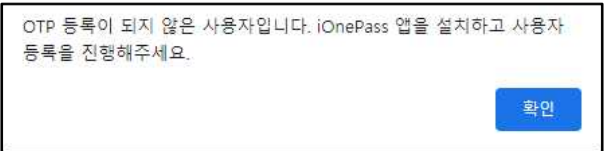

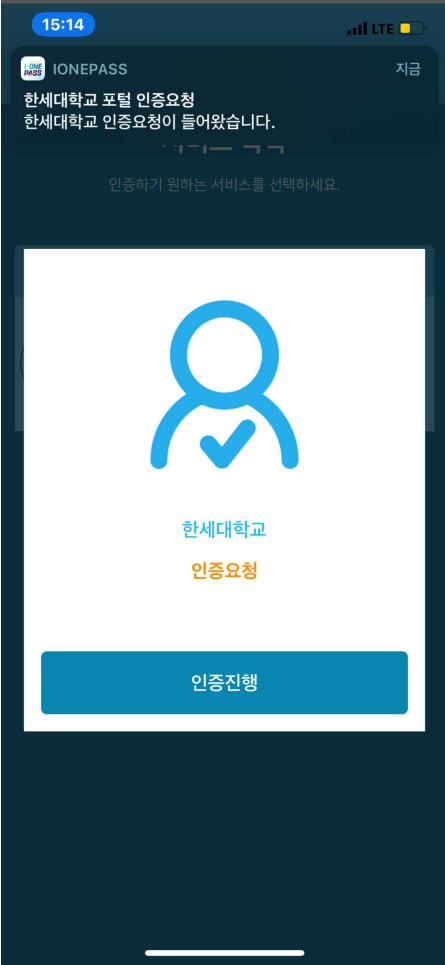
※ In the case of feature phone (2G phone) users, they can proceed after registering with the professor's application.
5. Attendance management for international students.
  - A. In the event of two absences for each subject, notification of the relevant student himself/herself.
  - B. In case of absence more than three times for each subject, notification to the department office and professor.
  - C. Identify the reasons for absenteeism of at least 1/3 of each subject and send a home correspondence to academic warnings (end of semester)
6. 문의 : 교무학사팀/수업 031-450-5347, 5162



### 03. Guidelines for Secondary Certification of School online information service

※ As of September 1, 2023, secondary authentication will be suspended for international students for the time being. The reason behind this measure is that international students who travel from Korea to overseas during vacation periods and stay in overseas locations experience inconvenience in installing and authenticating programs related to secondary authentication due to local security policies, etc.

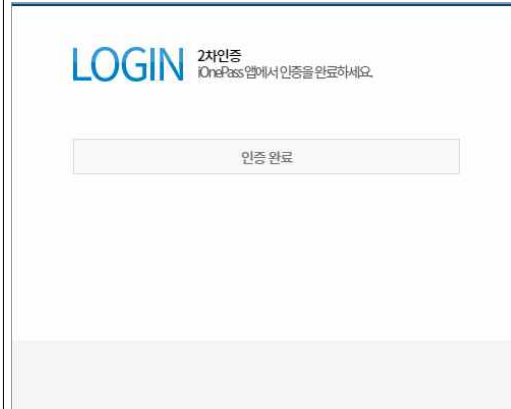
1. According to Article 6 (Access Control) (2) of the Personal Information Safety Measures Standard and Article 57 (Remote Work Security) and Article 74 (Password Management) of the Ministry of Education, we would like to guide you on how to use it.
2. This 2nd certification has applied the solution applied to the "Mobile Academic Information System," those who have completed the certification process through the "ionepass Integrated Certification App" do not need to proceed with the certification process again.
3. The second authentication procedure on the portal website (the second authentication procedure only requires registration once for the first time.)

For users who have not registered for secondary authentication,	For users who have already registered for the 2nd certification,
1. Log in with ID/PW on the portal website.	1. Log in with ID/PW on the portal website.
<p>2. Check the warning message and registration information screen.</p>  	<p>2. Click the push notification on your phone or access the app to authenticate.</p> 
3. Search and install 'ionepass' on your smartphone	3. Click the Complete Authentication button on the

in 'Play Store' or 'App Store'.



portal.



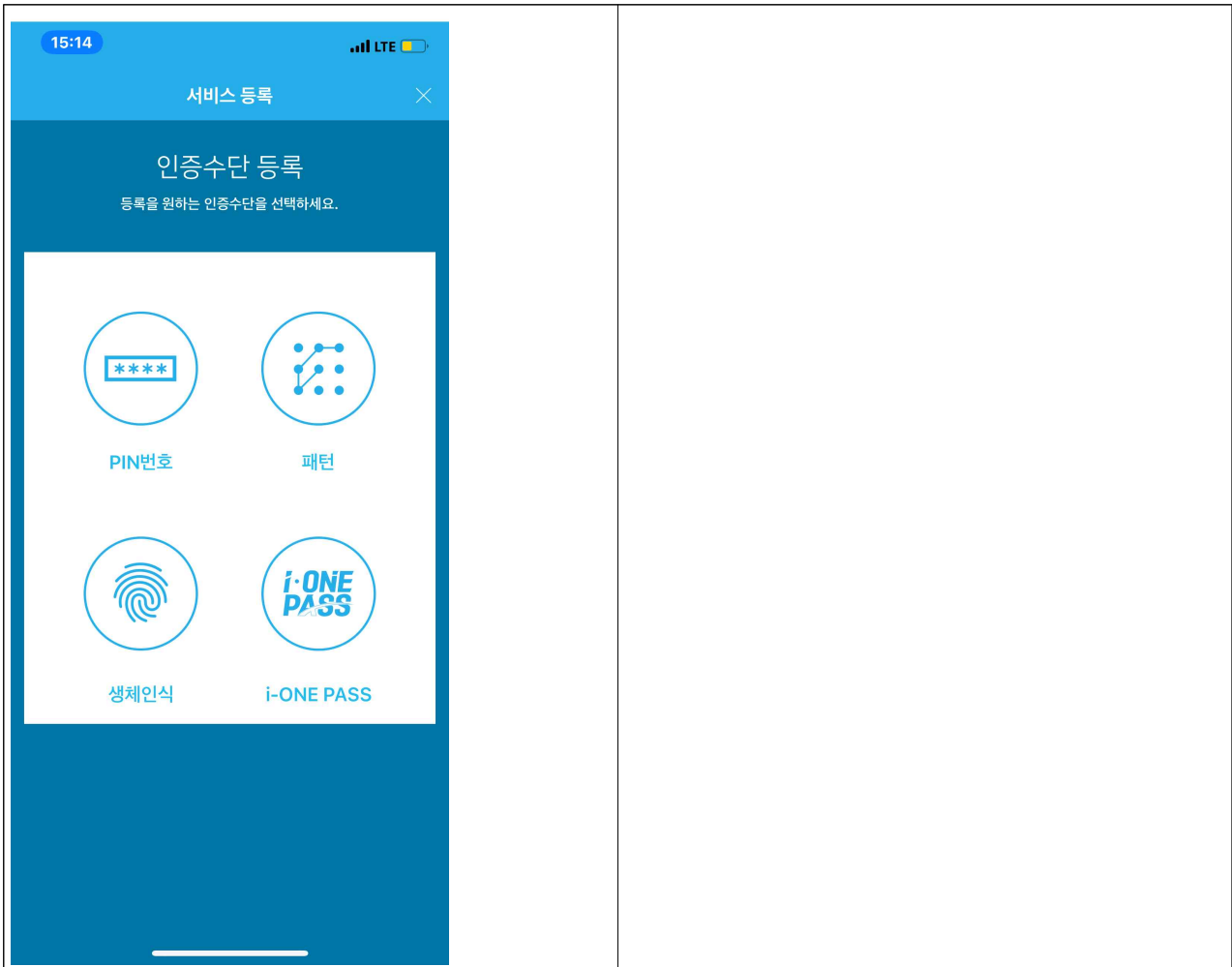
Launch the ionass app.

- 기관코드(Institutional code): U1009.
- 아이디(ID): Your portal ID.
- 발급코드(Issuance code): Enter the value of the disposable issuance code provided by the registration guide screen on the portal website.

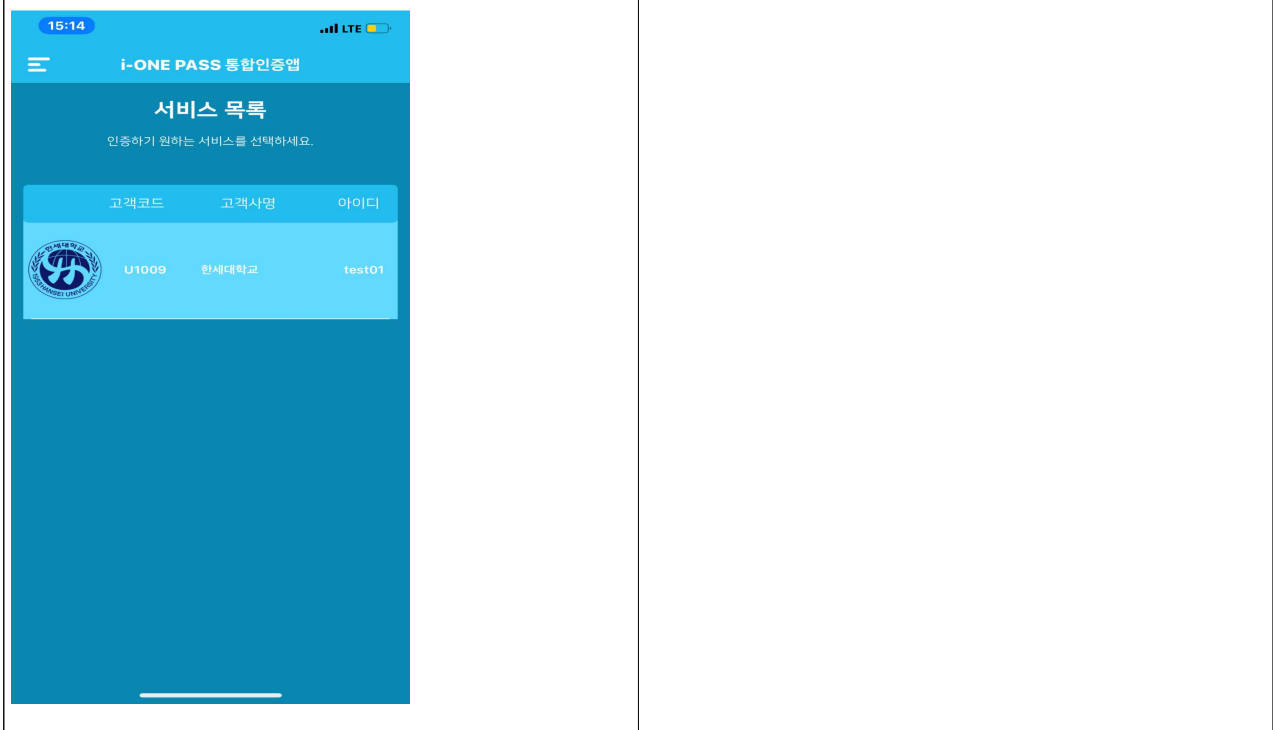


4. After the 2nd authentication, move to the main screen automatically.

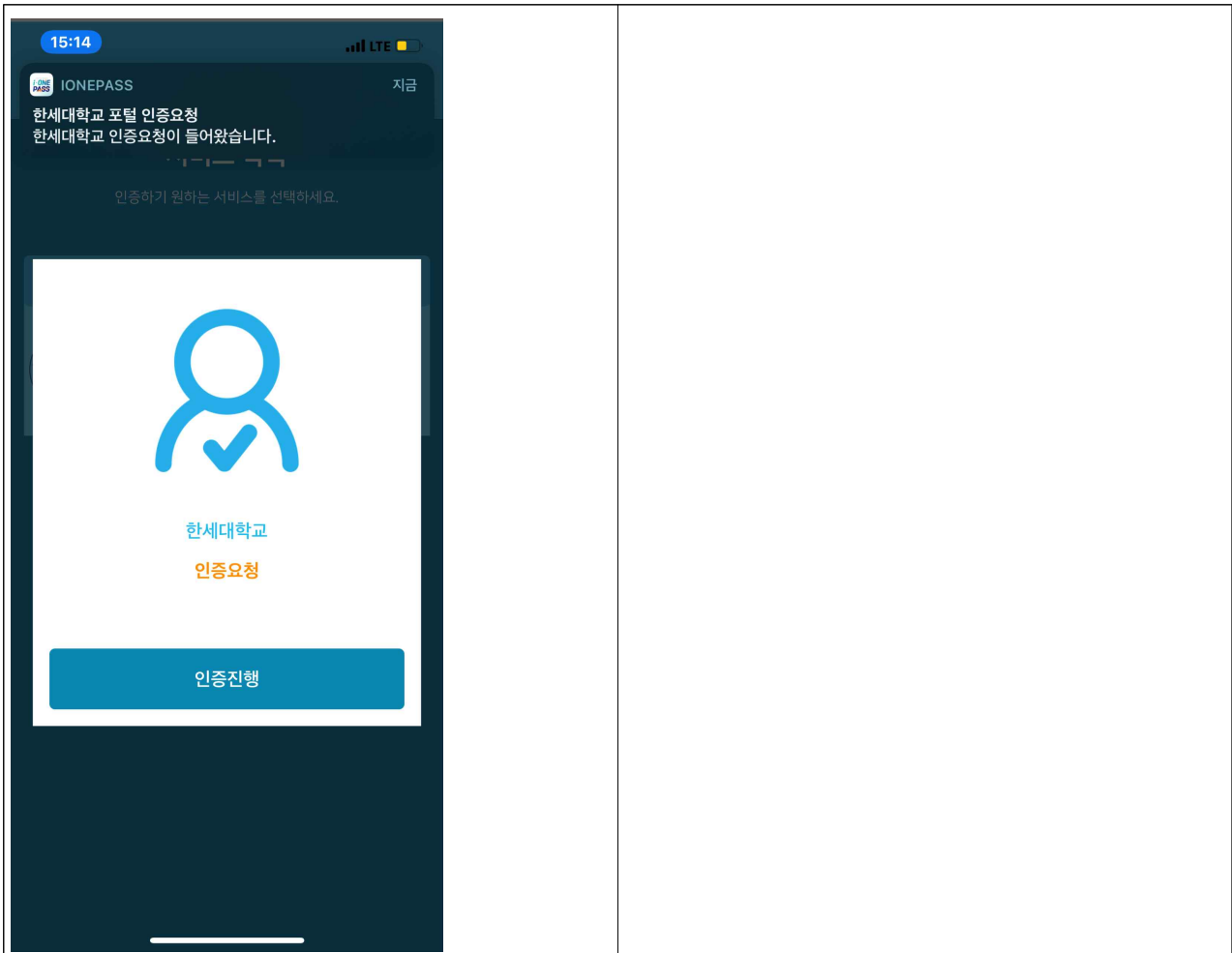
5. (인증수단등록)Certification means registration  
-> Certification registration completed.



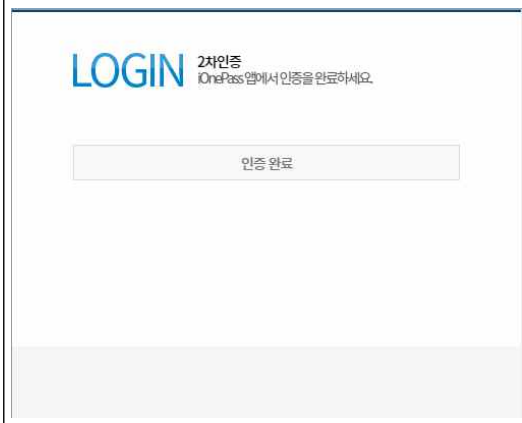
6. Show the authentication guide screen



7. Click the app push notification or access the app to authenticate.



8. Click the Complete Authentication button on the portal.



9. After the 2nd authentication, move to the main screen automatically.

# 04. e-class System

## 1. Overview.

e-Class, LMS(Learning Management System) is a community space where you can support the effective operation of classes and freely exchange materials and opinions between professors-students and students.

교수(Professor)	학생(Student)
Conveniently deliver the contents of the class to students, collecting assignments, collecting opinions, and efficient management of school plans and references.	Easily solve school plans and class-related information and present free questions and opinions.

## 2. Access method: Portal access → login → e-service → e-class

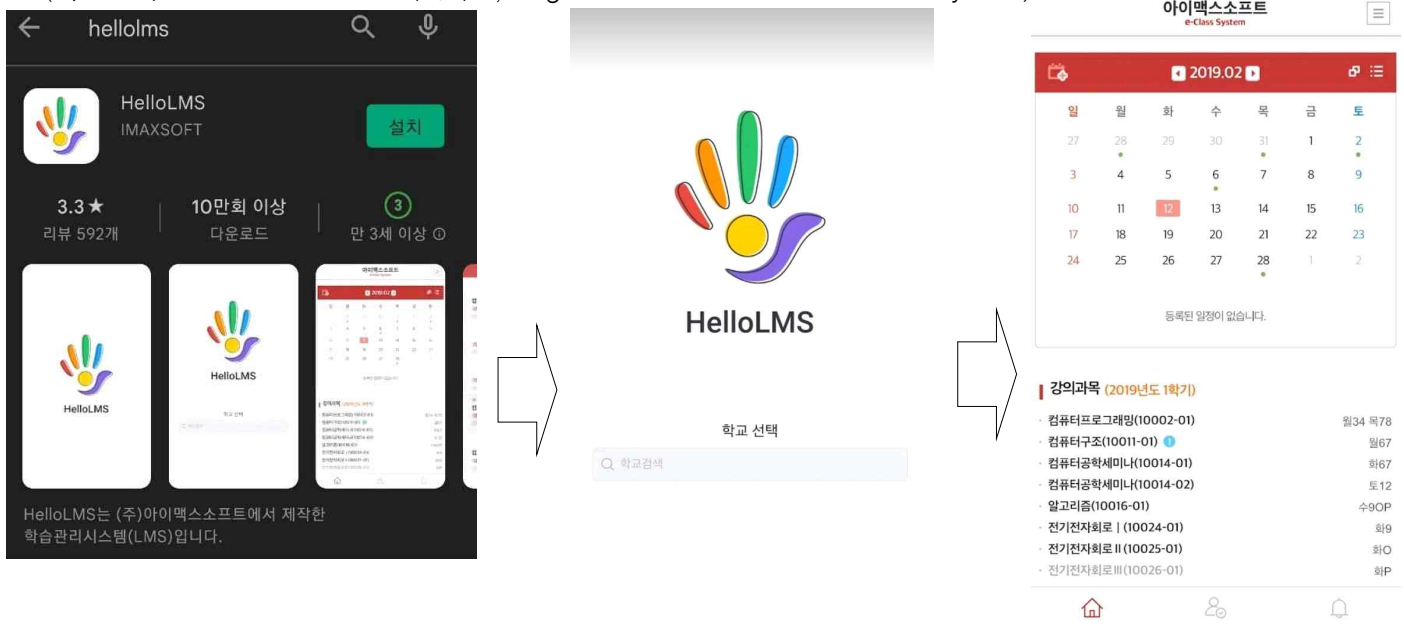


## 3. Detailed user manual. : [http://eclass.hansei.ac.kr/ilos/manual/student\\_ko.pdf](http://eclass.hansei.ac.kr/ilos/manual/student_ko.pdf)

## 4. Mobile e-class, LMS Program (Hello LMS app by IMAXSOFT)

\*Smart phone or Tablet PC case, "Hello LMS" App Download and install.

(학교선택 School choice = 한세대학교, Login : ID & Password = Portal system)



## 5. Points to note when using Apple operating system PCs and smart devices

- By default, the Hansei University Portal is MS. Supported only on Windows operating systems.  
However, services such as academic administration are only supported on MS. Window operating systems.
- If you want to access the school's e-class through Apple's iPad, iPhone, or Mac's laptop,  
Please use the method given below to access.

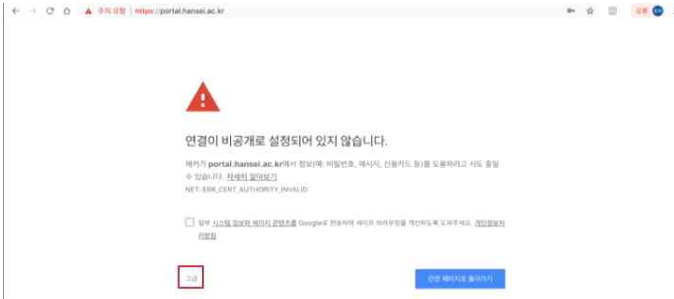
### 1. Assuming you are using Apple's iPad,

- 1) Launch iPad Safari
- 2) Enter mp.hansei.ac.kr in the browser address bar and press Enter
- 3) Click the menu button in the upper right corner and log in with your portal homepage account
- 4) Menu button at the top right -> External link -> Connect to e-Class

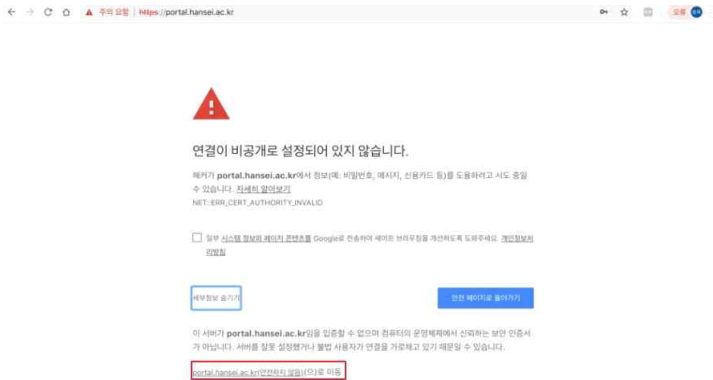
Please use the above method to connect to e-Class.

### 2. How to use the Portal on Apple's Mac OS

- 1) Access <https://portal.hansei.ac.kr> in Chrome browser, not Safari.  
(Make sure to access via https)



- 2) Click the "고급(Advanced)" button and click "Go to portal.hansei.ac.kr (안전하지 않음, not secure)"



- 3) If you log in with your portal ID and password, you can access the screen normally.

## 6. Hansei University Office 365 Service Usage Guide

· Our school is servicing Microsoft Office 365 to provide better computing services to members of the school.

○ Eligibility: Faculty and university (graduate) students who are currently working (students) at our school

○ Service contents

- Provides installation of up to 5 devices (PC, smartphone, tablet PC, etc.) for each individual Office product
- Online Office provided
- OneDrive 1TB provided
- Various Office 365 functions provided

<Sign-up process>

1. After logging in to Hansei University portal account, click office 365 at the top of the portal
  2. Click the Office 365 Sign Up button in the pop-up window
  3. After agreeing to the terms and conditions, enter your subscription information to complete your subscription
- ※ Office 365 account is not related to Hansei University portal account, so please read ID and password carefully.

<How to use>

- Online use on PC (Windows, Mac OS)
  - After creating an account, log in or  
Log in to <https://login.microsoftonline.com/> to use the service
- Install and use on PC (Windows)
  - After creating an account, log in through the office 365 page of Hancell Hair  
Download and install the program you want
  - Mac OS is not supported.
- Smartphone / Tablet PC (Android, IOS)
  - After installing Office through the APP store, log in to use it

## 7. Guide to using Hansei University's Copy Killer service for Verification of reports and academic papers

· In order to comply with the research ethics of the members of the school, the school provides thesis verification using the plagiarism check function using the partner company Copy Killer.

○ Eligibility: Faculty and university (graduate) students who are currently working (students) at our school

○ Service contents

- By analyzing and analyzing 6.5 billion cases of comparative data, we conduct a plagiarism check on the author's report and thesis and provide the test result



## 05. Non-face-to-face (Zoom) class via e-class, E-mail registration authentication

Since the second semester of 2021, real-time non-face-to-face classes have been conducted through Zoom according to the professor's teaching method.

Students must have the same email to be used in Zoom and the email entered in e-class real-time lectures for real-time lecture attendance linkage.


Therefore, please go through the email registration authentication process in the e-class real-time lecture for the first.

If you access Zoom without email authentication or access with an unauthenticated ID, the e-class attendance check information may be marked with an external account (N), which may cause problems in reflecting the attendance check system.

Please note this and keep in mind that Zoom access can be made with authentication procedures and certified IDs before participating in Zoom classes.

(Pre-preparation) Zoom ID is required for the e-class real-time lecture menu to link Zoom accounts.

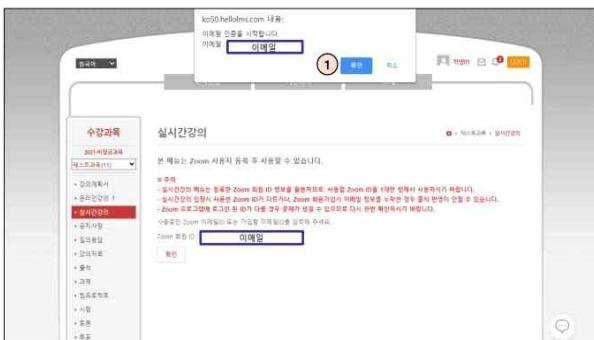
- Step 1) Proceed with the procedure to link personal Zoom IDs to Zoom accounts owned by Hansei University.

-  How to sign up for Zoom. : <https://youtu.be/YBuIVcPd5Yg>

- ① You need to get email authentication to use the real-time lecture menu.

In order to link attendance through real-time lectures, the email to be used in Zoom and the email to be registered here must be the same.

- ② Enter the email to register and press OK..



- ① Click **확인(OK)** and go to the corresponding email to check the authentication number..



① h o Check the authentication number and go back to the mepage.



① Email authentication is completed when you enter the authentication number and press 확인(OK).



① You can check that the email has been registered. Non-face-to-face real-time lecture menus are now available.



① If you want to change your registered email, click the registered email.



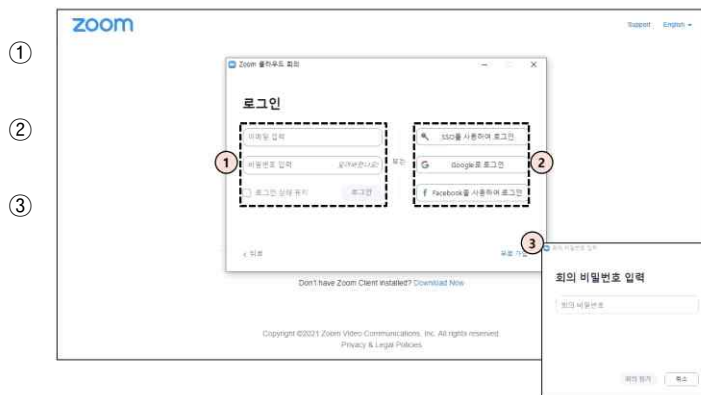
② If you fill out a new email and press the blue diskette icon, the authentication process will be re-authenticated. You will step on it.

## 06. How to access Non-face-to-face (Zoom) class through e-class

Non-face-to-face real-time classes through Zoom from the second semester of 2021.



LMS Real-time Lecture Manual (for students) :  
<https://youtu.be/ICb-RBmtBlo>



Click the participation URL to enter the professor's real-time lecture.

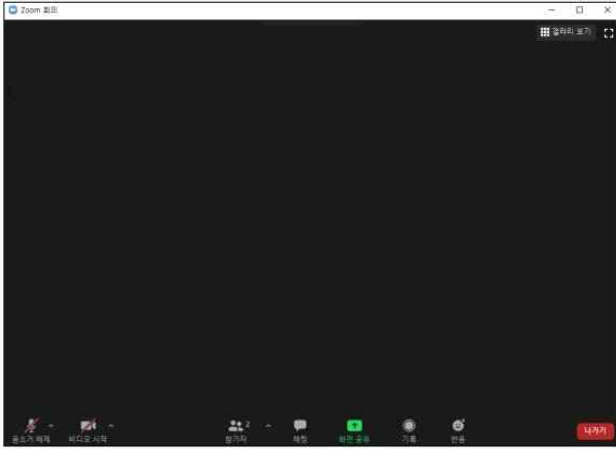
This is the password you have to enter when entering the professor's real-time lecture room.

Click URL 1 and click Open Zoom Meetings when a new window appears to enter.

① If you press the participation URL, this is the login window that comes out to enter the meeting. Enter your account information and log in. If you are logged in automatically, you will immediately move on to the next screen without this process.

② If you log in with the three buttons on the right, you will never use these items because attendance will not be linked.

③ After logging in, enter the meeting password to participate in the meeting.



① This is the screen in the waiting room of the conference room. The professor must have the student enter to participate in the meeting. (If the meeting does not have a waiting room setting, enter the meeting immediately without this process.)



This is the screen that entered the conference room. Now you can take classes.

Attendance check for real-time lectures.

This screen reflects the results of the real-time lecture conducted by the professor. (Professor needs to reflect the results to change the screen.)



① You can check the participation information. If the student linked the email normally, the record of the student's participation will also appear normal.

## 07. Guide for Library use

### Information on facilities and hours of use.

division	F	Facility	Seats Size	Hours	
				Academic	Non-Academic
				M ~ F	M ~ F
library	1F	Multipurpose room, seminar room 1, 2, storage room, security room.		09:00 ~ 21:00	Changing the opening time during vacation.
	2F	New arrival data/recommendation data, PC data reading room for book search.		09:00 ~ 21:00	
	3F	Continuous publication, multimedia center, data reading room, multifunction printer.	26 seats at the multimedia center.	09:00 ~ 21:00	
	4F	Reference materials/binding books/degree papers/foreign books / Domestic (social science) data reading		09:00 ~ 21:00	
	5F	Reading room, group study room. 1, 2		09:00 ~ 21:00	
	6F	General Room 1, 2, Group Study Room 3, 4, 5.	General room 1-84 seats. General room 2-48 seats,	06:00 ~ 23:00 (Open 24 hours during exam period)	

### Lending and returning books.

division	Amount of books / Length of rental period
Professors and full-time instructors.	20 volume / 90 days
Staff and part-time instructor.	10 volume / 30 days
Graduate student	7 volume / 15 days
Undergraduate student.	5 volume / 10 days

- Book Loan: Direct loan to the loan stand [student ID card, mobile reading card (show ID card)]
- Book Return: Return to each floor loan stand within the return deadline

### Library interloan service

- If you can't find the materials you want in our library, you can borrow materials from other libraries that got the agreement with our school.
- It can be used when reading books and thesis materials not owned by the school library.
- After receiving user authentication through 'Application for Mutual Loan' using the designated application form on the 2nd floor of the library, you can use online or offline reading of books and materials in the relevant external library.

### Copy and binding

- Purchase a copy card at the premises bookstore and premises copy office and make a copy

## □ How to using the school library website for academic research information

\* <https://lib.hansei.ac.kr>

\* Refer to the Electronic Information(전자정보)

The screenshot shows the library website interface. The '전자정보' (Electronic Information) section is highlighted with a red box. It contains the following items:

- 전자자료검색
- 전자저널 AtoZ
- 전자저널
- E-book/E-learning
- RISS
- 낙소스뮤직라이브러리
- 디지털 자료(동영상, CD)

Other sections visible include '자료검색' (Data Search), '이용자서비스' (User Services), '도서관안내' (Library Guide), and '게시판' (Noticeboard). The bottom of the page features logos for RISS, KERIS, and other academic databases.

### 1. Electronic information

- Providing information on overseas academic data services using EBSCO, databases by various research fields, academic e-books, digital magazines, etc

### 2. Electronic Journal AtoZ

- Search for publication materials using EBSCO

### 3. Electronic Journal

- Domestic Sources: DBPIA, E-Article, KISS, KoreaScholar, DSDC DB
- Overseas sources: Academic Search Complete and others

### 4. E-book/E-learning

- E-books: Domestic e-books, EBSCO e-books, etc
- E-learning: Artn Study, 다락원/Darakwon(provides various language education materials including, TOPIK, and Korean)

### 5. Academic Research Information Service (RISS, short for Research Information Sharing Service)

- Based on a system of joint use of academic information involving 100% of four-year universities across the country, open services are provided so that all academic resources produced/held/subscribed by universities can be used in common.

### 6. NAXOS Music Library

- It is the world's largest classical music streaming service, offering about 1 million songs. In particular, it provides rare music sources and has various genres of music such as classical music, jazz, world music, and blues.

### 7. Digital data management system

- Support for searching materials such as CDs, DVDs, etc. owned by schools

## 08. Guide for the Korean Language Institute of Hansei University

Location: 4th floor of Design Hall.

**Main schedule.**

1. Academic schedule (Spring, Summer, Fall, Winter, 4 Quarter courses/year)

1) Regular course Quarter: 10 weeks (about 3 months, one semester)

/ Monday, Tuesday, Wednesday, Thursday, Friday / 4 hours a day (09:00-13:00)

/ Spring quarter, Summer quarter, Fall quarter, Winter quarter: Each of the 200 hours

Quarter	The class period. (Class starts and ends)	Orientation	Deadline for filing and registration of documents.	
			Staying in Korea residents.	Staying in oversea residents.
Spring	Late February to early May	Late February	Mid-February	Late Dec.
Summer	Mid-May to Late July	Mid-May	Mid-April	Mid-Mar.
Fall	Late August to early November	Late August	Mid-August	Late-June
Winter	From mid-November to the end of January of the following year	Mid-November	Mid-October	Mid-Sep.

2) Special Course : TOPIK II Test Preparation (1st half, 2nd half, twice a year)

/ Mon, Wed, Fri, Sat / 3-4 hours per day (18:00~21:00), 1st (1st half), 2nd (2nd half) : 40 hours

Rounds	The class period. (Class starts and ends)	Class Content	Note
Round 1	Mid-April to Mid-May	TOPIK II	Prepare for the 94th TOPIK II Examination
Round 2	Mid-October to Mid-November	TOPIK II	Prepare for the 97th TOPIK II Examination

\* The schedule for the above quarter can be changed depending on the circumstances of the operation headquarters.

### < 2024 TOPIK (Test of Proficiency in Korean) Schedule >

※ For more information about the TOPIK schedule, visit the TOPIK website at [www.topik.go.kr](http://www.topik.go.kr).

Type	Round	Application Period (Based on Korea)	Examination Day			Grades Announcement Date
			Korea	Asia, Europe (partial)	Americas, Europe, Africa, Oceania, Asia (partial)	
TOPIK (PBT)	제92회	'23.12.5.(화)~12.11.(월)	1.21(일)			2.22(목)
	제93회	2.13(화)~2.19(월)	4.14(일)	4.14(일)	4.13(토)	5.30(목)
	제94회	3.12(화)~3.18(월)	5.12(일)	5.12(일)		6.27(목)
	제95회	5.21(화)~5.27(월)	7.14(일)	7.14(일)	7.13(토)	8.22(목)
	제96회	8.6(화)~8.12(월)	10.13(일)	10.13(일)	10.12(토)	11.28(목)
	제97회	9.3(화)~9.9(월)	11.10(일)	11.10(일)		12.19(목)
TOPIK (IBT)	제2회	1.16(화)~2.2(금)	3.23(토)	3.23(토)	3.22(금)	4.16(화)
	제3회	4.9(화)~4.26(금)	6.8(토)	6.8(토)	6.7(금)	7.2(화)
	제4회	7.23(화)~8.9(금)	9.28(토)	9.28(토)	9.27(금)	10.22(화)

(PBT; Paper Based Test, IBT; Internet Based Test)



## 09. Guide for the Dormitory

- ◆ International students of Hanse University can use the internal dormitory of the school. Dormitory management and supervision are conducted by the Student Support Office, and the Office of International Affairs provides support for foreign language communication.

**Please refer to the dormitory website. (<http://town.hansei.ac.kr>)**

A call from the dormitory management office.: 031-450-5130

### 1) Dormitory inside the school.

#### A) Vision Hall.

- (1) Semester housing fees (As of 2023)

Type	Semester Fee	Note
3-person room	KRW 750,000	Fee KRW700,000 + Access Card Deposits KRW50,000
4-person room	KRW 700,000	Fee KRW650,000 + Access Card Deposits KRW50,000

- (2) During vacation periods housing fees (As of 2023)

Type	3-Week Fee	8-Week Fee	9-Week Fee
3~4-person room	KRW 132,000	KRW 352,000	KRW 396,000

※Note: If you lose your access card, you will be compensated for the actual cost.

- (3) To move in or out of the dormitory, please check with the international student staff during business hours.  
 - Business hours: 09:00~17:00 (semester period), 10:00~15:00 (vacation period)
- (4) When using the dormitory, you can receive various benefits by paying the self-governance fee. (Optional self-governance fee)
- (5) If students do not comply with the dormitory's internal regulations, they may be subject to eviction under the dormitory management regulations.

### 2) Supplies.

- (1) Health certificate (Only original documents issued by hospitals and health centers in Korea within 3 months are accepted)  
 \* Essential 3 types of tests: AIDS (HIV antibody), hepatitis B test, chest direct imaging P-A,  
 \* If you enter the dormitory from abroad and enter the dormitory, submit it within one week after entering the dormitory.
- (2) Personal supplies: bedding, single-sized bed cover, toiletries, laundry detergent (liquid detergent for drums), Multi-Power cord. personal laptop and Internet router, and Lan line (Depending on your needs).

### 3) Additional guidance.

- (1) If it is difficult to move items such as personal bedding (including bed covers) to baggage upon arrival by flight, they can be delivered to the dormitory address by cargo transport. (However, if the cargo is lost, the manager is not responsible)
- (2) Dormitory Address: 경기도 군포시 한세로 30 한세대학교 기숙사 비전관 000 (your name)  
 15852, 30, Hansei-ro, Gunpo-city, Gyeonggi-do, Korea.  
 Office of Vision Hall(Dormitory), Phone: 031-450-5130  
 To: Your name

## 10. Guidance on how to use the Counseling center for students

Location: 1st floor of the graduate school building

※ Counseling call: 031-450-5173

Operation time.

The counseling center is a volunteer organization for students and graduates, and conducts various psychological tests, personal counseling, group counseling, and various programs to help all students of Hansei experience campus life throughout campus life.

Monday~Friday 9am~9pm / Saturday 9am~5pm

Types of counseling.

1) Personal counseling.

By sharing difficulties that are difficult to solve alone with professional counselors and expanding the scope of awareness of themselves and others, they want long-term counseling once to 10 times or more and can be extended during the semester or vacation as much as necessary. Everything in the counseling process is confidential and free.

① 1st consultation time: Around 50 minutes.

② Short-term counseling: Around 1-10 sessions.

③ Long-term counseling: 10 times or more. - 1 year or less.

2) Group counseling.

Group counseling is to help people with similar concerns gather to solve problems and discover and develop themselves. Various group counseling programs are conducted during the semester. 1-2 weeks before the group consultation, applications are received on a first-come, first-served basis through advertisements on the school bulletin board and Internet school website, and participation fees are free.

Example) Career group counseling, self-growth training, self-expression training, family treatment group counseling, art therapy group counseling, doll therapy group counseling, exercise therapy group counseling, Gardening food therapy group counseling, pastoral counseling, etc.

Gender Equality Counseling Center.

As one of the functions of the student counseling center, it operates a gender equality counseling center that helps and mediates sexual violence problems for school employees and students.

① Sexual violence and prevention education: Sexual violence prevention education is provided to students and faculty members of this school once or twice a year.

② Report and related counseling on sexual harassment and sexual violence damage: We provide counseling on sexual harassment and sexual violence damage to students and faculty members of this school at all times.

School violence counseling center.

As one of the functions of the student counseling center, it operates a school violence counseling center that helps and mediates the problem of school violence among students in the school.

① School violence prevention education: School violence prevention education is provided to students attending this school once or twice a year.

② Receipt of reports of school violence and related counseling: We provide counseling on reports, processing, and related issues for students attending this school at all times.



# 11. Health and safety guidelines and international student's insurance

## A. Simple health and safety guidelines.

: Minor injuries, diseases, etc. can be treated using the "health center" (1st floor of the student hall) in the school.

## B. International student insurance.

: All international students attending Hansei School (including exchange students) must purchase insurance.

a. National Health Insurance (D-2, D-4).

Distinguishing stay.	When to sign up.
Studying abroad (D-2)	When entering the country for the first time: the date of registration as a foreigner.
	When a foreigner re-enters the country after registration: the date of re-entry.
General training (including language training) (D-4)	Sign up 6 months after the date of entry.

- Enrollment procedure: Automatic enrollment processing during the 'alien registration card' approval process without the need for international students to report separately to the National Health Insurance Corporation
  - / After automatic enrollment, health insurance card and enrollment information are sent to the place of residence (residence) in Korea
- It is impossible to subscribe to the National Health Insurance before alien registration.
- When an international student is issued an alien registration card, the National Health Insurance Corporation sends a payment notice by mail instructing the payment of insurance premiums to the student's residence. (You can apply for a change to an e-mail bill or mobile bill instead of mail)



- Insurance premium for international students: KRW 58,000/month (as of March 2022)
  - / Insurance premiums for international students are calculated according to the same standards as local residents, considering each individual as one household.
  - / If the status of residence is study abroad (D-2) or general training (D-4), health insurance premiums are reduced according to the following categories.
    1. Monthly premium from March 2021 to February 2022: KRW 145,000 on average for Koreans \* 70% reduction = KRW 43,500.
    2. Monthly premiums from March 2022 to February 2023: KRW 145,000 on average for Koreans \* 60% reduction = KRW 58,000
    3. Monthly premiums from March 2023 onwards: KRW 145,000 on average for Koreans \* 50% reduction = KRW 72,500
  - / Resident status overseas Koreans and overseas Koreans (F-4) graduate students are excluded from insurance premium reduction.
- Payment method:
  - / Pay by visiting the nearest bank using the payment notice received by mail by the 25th of each month (window / utility bill collection machine)
  - / Pay by direct debit on the 25th of every month from your bank account opened in Korea through direct debit application
- Benefits of National Health Insurance: The same benefits as for Koreans, available from the date of registration
- Penalties for not paying insurance premiums
  - / (Limited insurance benefits) You cannot receive insurance benefits at hospitals, etc. from the 1st of the month following the payment deadline until the premium is paid in full
  - / (Restriction on visa extension, etc.) Penalties occur when applying for a residence permit such as visa extension to the Ministry of Justice
  - / (Disposition of arrears) If you set a deadline and do not pay premiums by the deadline, you may be subject to a compulsory collection procedure that seizes real estate, automobiles, and deposits.
- Foreign language (English, Chinese, Vietnamese, Uzbek) related to National Health Insurance Tel: 033-811-2000

b. Group Indemnity Medical Expense Insurance (D-2, D-4)

- Conditions for joining a corporate group Insurance subscription fee

\* 06 months = 45,000 won (2023.02.20 to 2023.08.19, insurance premiums may vary depending on the timing and conditions of subscription)

- D-2 international students who are eligible to join the National Health Insurance can also choose to purchase additional group medical expenses insurance separately from the National Health Insurance in preparation for medical expenses that may occur during the period of about 1-2 months from entry to Korea and issuance of alien registration card. has exist.

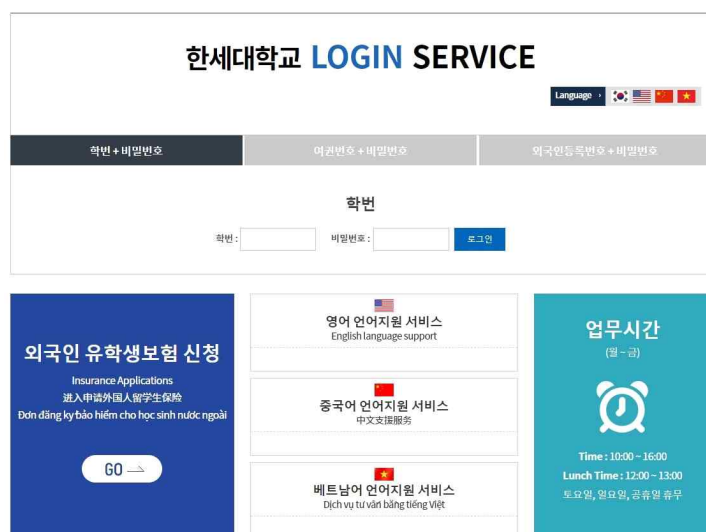
- Recommendations for group medical expenses insurance: 인스마스터(ISAMASTER)

Tel: 070-4201-2454~5 / Fax: 0504-098-0531 / E-mail: info@isamaster.co.kr

- \* How to join: If you visit the Office of International Affairs and pay your insurance premium, the relevant staff will handle the application for you.

- \* Caution) As it is a condition of group subscription, the insurance subscription period is fixed.

<http://www.isamaster.co.kr/DF0001.php?sn=hansei>



(Kakao Talk Counseling Account)

English: MILE74

Chinese: ISACHINA

Vietnamese: ISAVIETNAM

c. Etc

- International students are obliged to protect themselves against any medical expenses that may arise during their stay in Korea.
- International students must be protected by national health insurance, group medical insurance, or insurance that can cover overseas medical expenses in their home country.

C. Precautions to be taken when leaving and re-entering overseas after admission

- The International Exchange Team manages the safety of international students through immigration control.
- All international students are kindly requested to cooperate with the International Exchange Team in checking the place of residence of international students during the vacation period and in the investigation of the re-entry period of overseas residents.
- All international students must be careful to inform the Office of International Affairs of any unusual matters that occurred during the immigration process (eg, when an alien registration increase is collected by an employee of the Ministry of Justice during the immigration process) so that they can receive appropriate support.
- All international students, when leaving the country during the semester or vacation, be sure to notify the International Exchange Team so that they can be informed about departure and re-entry matters.

D. Other.

- For personal safety and management of stay, all international students must report changes to their cell phone and address to the International Affairs Team. **(If the change of registered address is in Korea, the change of residence must be reported within 14 days).**

## 12. About student ID card

- Undergraduate and exchange students

(after issuing a certificate of alien registration) Visit the (IBK 기업은행)Industrial Bank of Korea in front of the school to apply for a student card. (Bring 1ea photo), it can be issued at least 6 months after entering Korea.



- Graduate students

– distributed by the Graduate admission team (to be processed after receiving documents from the Office of International Affairs)



## 13. Other information

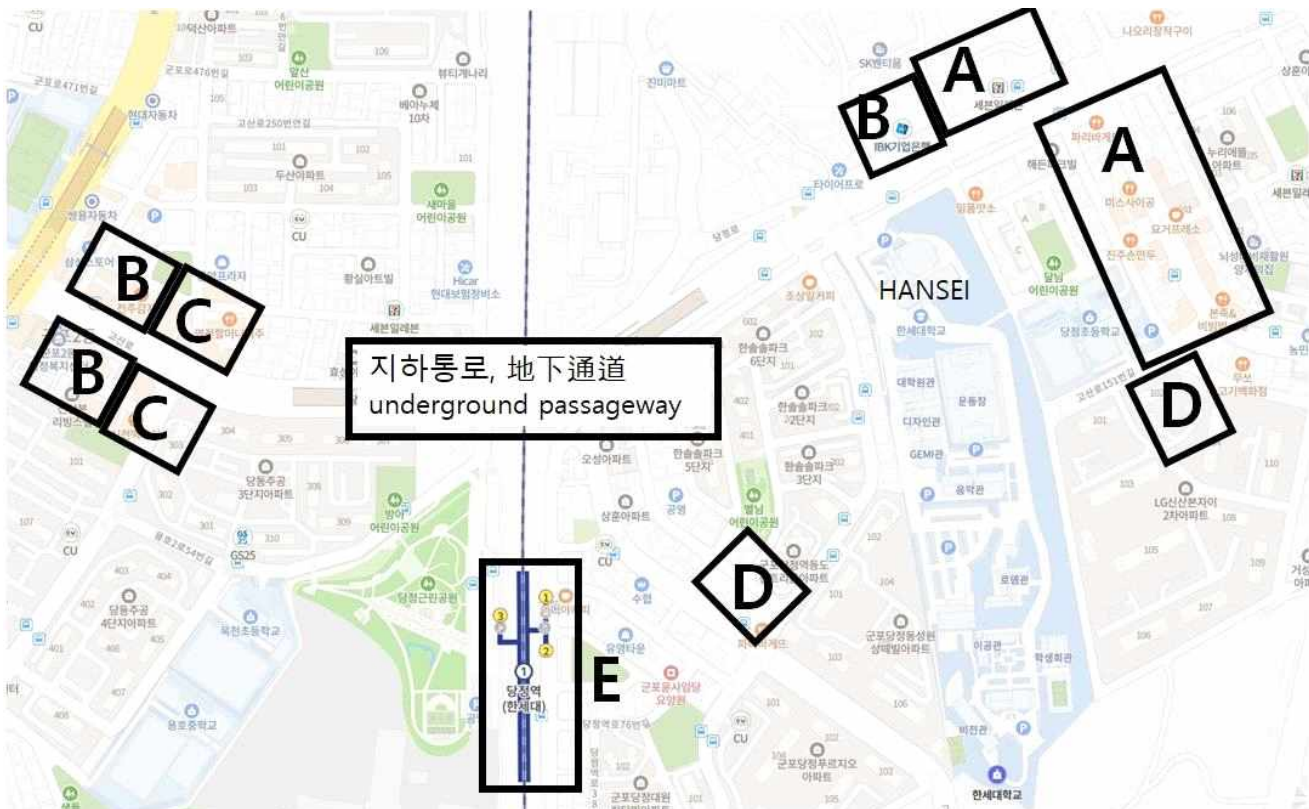
- There are many large roads in front of the school and vehicles going to and from the school, so please pay special attention to safety.
- Please note that this school is a Christian university, and smoking cessation is not allowed on campus.
- If an outsider, not a student or faculty member of Hansei University, comes into the campus and asks for help to foreign students or if they want to volunteer together, please report it to the International Exchange Education Center first.
- Be aware of the difference between Korean culture and the culture of your country in advance so that there is no inconvenience.
- The library (Youngsan Vision Center) can be used by entering and lending books with a student ID card.
- Student counseling is provided at least once per semester, so I hope it helps a lot. In addition, students who want to receive professional counseling can visit the Student Life Counseling Center to conduct counseling such as personal counseling, group counseling, and psychological tests, and if they need an interpreter, get help from the International Exchange Education Center.

## IV. Information on facilities inside and outside the university

### 01. Guide to school facilities



### 02. Guide to facilities around the school



A	Restaurants
B	Banks (IBK, Kookmin Bank)
C	Hospitals and pharmacies
D	Shopping centers
E	Subway station

## A. Information on the use of major facilities around the school.

### 1. Transportation card.

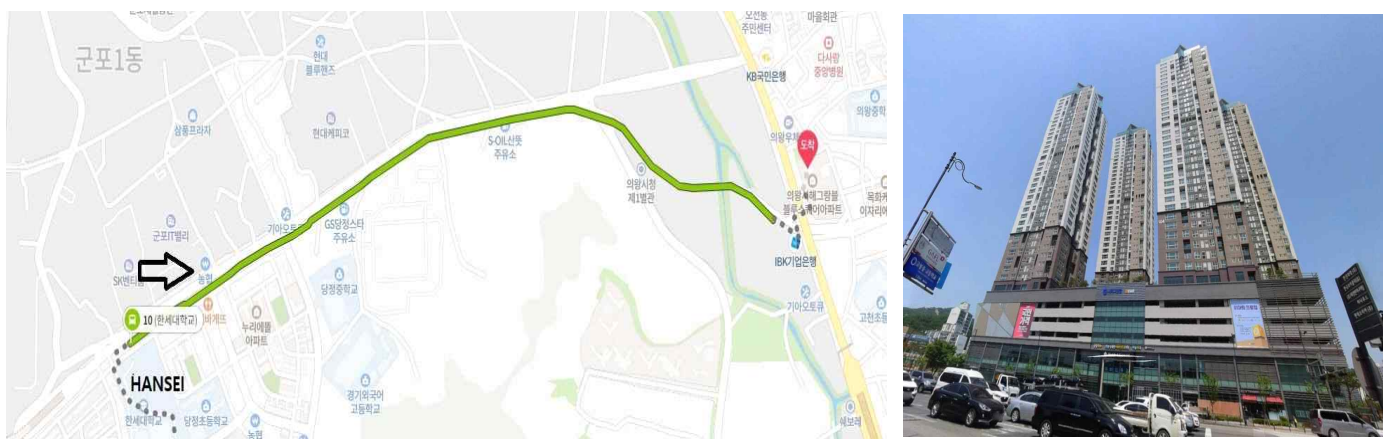
- You can buy it at a convenience store.
- Taxi, buses, subways, and other public transportation are available.

### 2. Shopping mall.

- Name: E-Mart Uiwang Branch (10:00–22:00, Week 2 of every month, Week 4 of the week closed)
- Transportation: Using the bus stop next to the main gate of the school.

Taxi (2.5.km, KRW 5,000)

Bus (Village bus number KRW 10,250, regular number 87, KRW 1,450.)



### 3. Local health center.

- Name: Gunpo Public Health Center (09:00–18:00 weekdays, 12:00–13:00 lunch break)
- Transportation: Using the bus stop across the main gate of the school.

Taxi (3.2.km, KRW 5,000)

Bus (regular number 22, KRW 1,450)



## B. How to get to the airport using an airport bus around the school

How to get to Incheon Inter. Airport and Gimpo Inter. Airport.			
Going up to Incheon International Airport.			
Hansei Univ.	limousine bus	BUS No.	Bus Station
	군포(산본)	A4200	군포시립도서관, 광정동사무소 옆
	안양(범계)		범계역 동안경찰서 앞
	안양역		롯데백화점 정문 앞
Going up to Gimpo Airport.			
Gimpo Airport 11-4 Gate	안양(범계역)	A4300	범계역 동안경찰서 앞
	의왕(고천)		1번국도 고천파출소 앞
Bus fare.		KEW6,000 – KRW11,000	The fare varies depending on the destination.

## C. Introduction to external hospitals for international students

A. Hospital name: Gunpo G.SAM Hospital.

B. Address: 591 G.Sam Hospital, Gunpo-ro,  
Gunpo-si, Gyeonggi-do, Republic of Korea  
[www.samhospital.com](http://www.samhospital.com)

C. Counseling Phone:

- Korean: +82-70-7545-9114
- English: +82-31-389-3865.
- Chinese: +82-31-389-3863



D. Operating hours.

- Weekdays: 08:30-17:30pm
- Saturday : 08:30~ 12:30pm
- Emergency room is available 24 hours a day.
- Lunch break time: 12:30 to 13:30

E. Distance traveled from school.

- Walking: It takes 30 minutes.
- Taxi: It takes 8 minutes.



## 03. Introduction to the cafeteria

### 1. Operating hours

#### 1) During the semester

Student Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:40)

Staff Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:30)

#### 2) During vacation(Non-academic semester)

Staff Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:20)



### 2. Menu and price

#### 1) Student cafeteria (unit price: KRW 5,000)

Special Note: Ramen can be served after 14:00

#### 2) Staff cafeteria (unit price: KRW 6,000)

### 3. Capacity

318 seats in the student cafeteria,

135 seats in the faculty cafeteria



## 04. Introduction to the School Fitness facilities

### 1. Physical fitness center, Student Center B1F



### 2. Tennis court.



### 3. Basketball court.



### 4. Table tennis court.

## 05. Guide to using wireless internet on campus, 免费WiFi上网的方法

교내 와이파이 사용방법은 아래와 같습니다.

How to use WiFi on campus is as follows.

免费WiFi上网的方法

SSID : HSU-WIFI

ID : '포털아이디(Hansei portal ID)'  
学校网站ID

PW : '학번(School student number)'  
学号



### <Information on the use of SNS for international students, 留学生SNS指南>

#### 1. 문자 안내 (Message, 文字信息)

1) KAKAO TALK: OIAHANSEIUNIV

#### 2. 사진 및 공지문 안내 (Photos and Notice, 照片和公告)

1) FACEBOOK: HANSEI OIA

2) WEIBO: OIAHANSEIUNIV

#### INQUIRY

소통 沟通

**Kakao Talk**

**ID: OIA Hansei Univ**



**E-Mail:**

**iec.hansei@gmail.com**

**Facebook**

**Hansei OIA**



微博 **weibo.com**

**Hanseiuniversity**





## 06. How to open a bank account in Korea for international students

### 1. How to open a regular bank account

#### 1) Overview

- Newly opened bank deposit and withdrawal accounts in Korea are limited to transferring and withdrawing up to KRW 300,000 per day through online mobile banking, ATMs, and KRW 1,000,000 per day at branch offices, and are provided with a financial transaction limit account service that unlocks the limit by submitting various supporting documents.

- If an international student with a limited account needs to pay more than KRW 1 million in tuition, he/she can visit a bank branch and submit a tuition notice as a proof of payment.

#### 2) Preparations

- Alien registration card, proof of enrollment (For exchange students, issue an exchange student manager), seal (signature possible), money to save.

#### 3) How to open a bank account

a. Take a numbered ticket, sit down and wait until it's your turn.

b. When your number is displayed on the electronic display, go to the corresponding window.

c. Tell the bank staff the business (opening a bank account, remittance, deposit, etc.).

(If you need cash/debit/transport card, apply together.)

※ Undergraduate students can apply for a student ID and cash withdrawal card

(You need to prepare to add your own photo file)

※ Cash withdrawal card: A card that allows you to deposit and withdraw cash using an automatic teller machine (ATM) without a passbook or stamp.

d. Follow the instructions of the bank staff to fill out and submit the documents.

e. When a bankbook is created, bring it with you along with your ID.


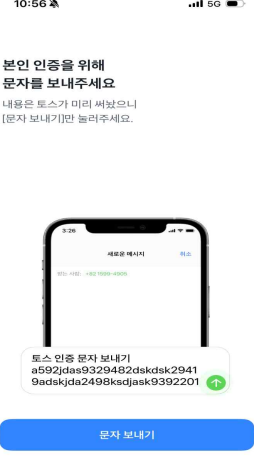
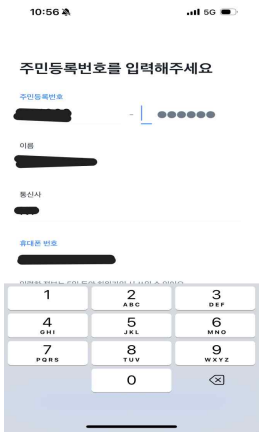

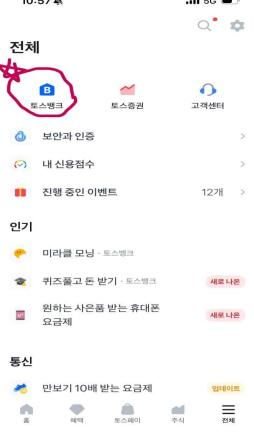
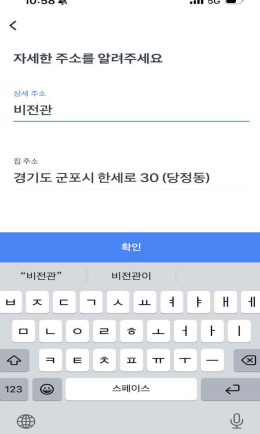
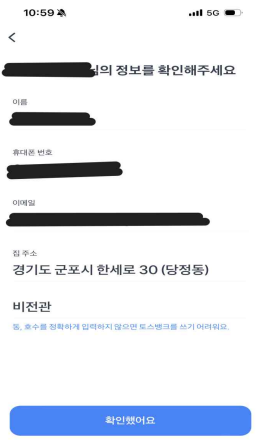


※ The password is known only to you and should never be shared with others.

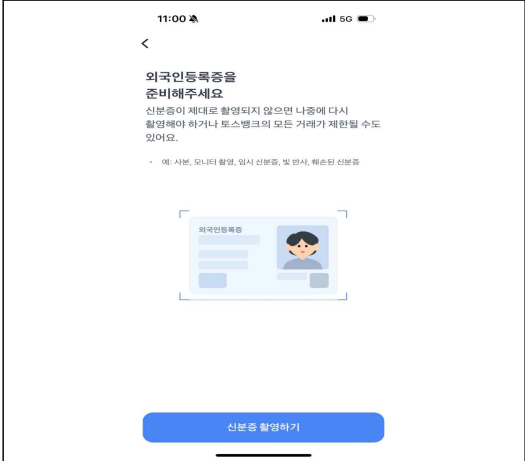
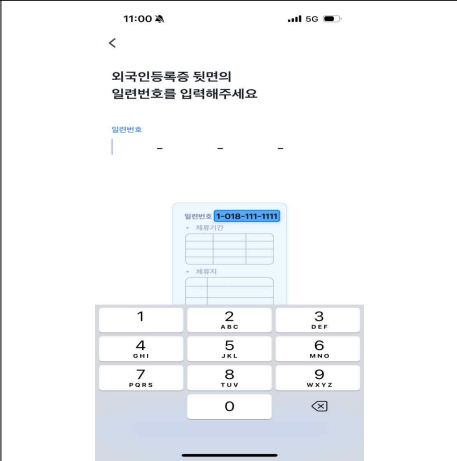
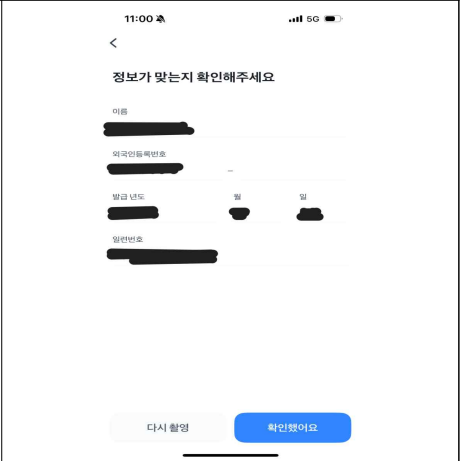
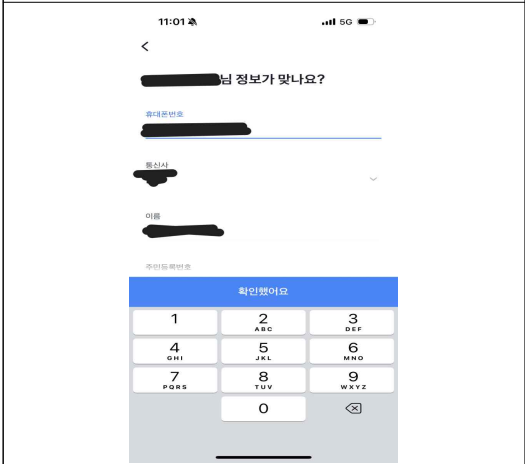
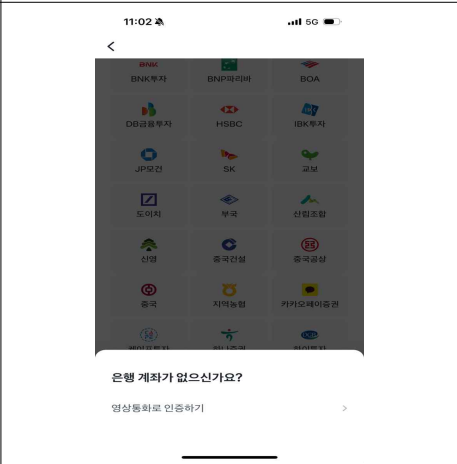
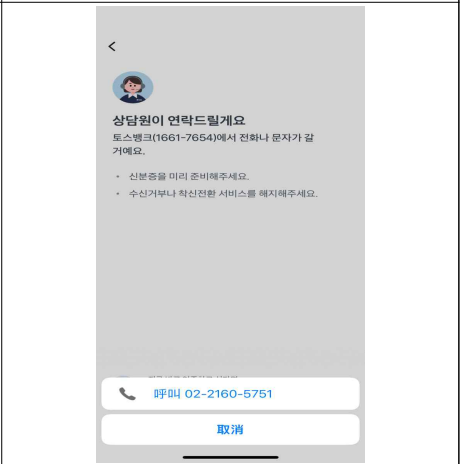
4) Register your bank account number in the school Portal system (refer to P28. of the International Student Handbook)

## 2. Open a bank account using the Non-face-to-face method

### 1) Overview

- TOSS (meaning 'toss the ball') is a non-face-to-face banking with the main function of simple money transfer.

<p>1. go to the App Store/Google Play and download and install toss.</p>	<p>2. The screen you see when you launch the installed app. Authenticate by sending a text message.</p>	<p>3. Enter personal information (alien registration number)</p>
		
<p>4. complete your registration</p>	<p>5. Tap the top-right cog and select Sign up for TossBank.</p>	<p>6. Enter your residential address</p>
		
<p>7. Enter your personal information</p>	<p>8. enter occupation information (student choice)</p>	<p>9. Enter the purpose of the financial transaction (living expenses, 생활비)</p>
		

<p>10. Scan ID (Alien Registration Card)</p>	<p>11. Enter the serial number on the back of Alien Registration Card</p>	<p>12. Check the contents of your alien registration card</p>
		
<p>13. Confirm input information</p>	<p>14. Agent confirmation. Select No bank at the bottom Select Verify with video call</p>	<p>15. Call and verify your identity with your alien registration card</p>
		

※ Non-face-to-face bank accounts such as TOSS are general companies unrelated to the school.

If you have any questions during the use process, please refer to the information below for support.

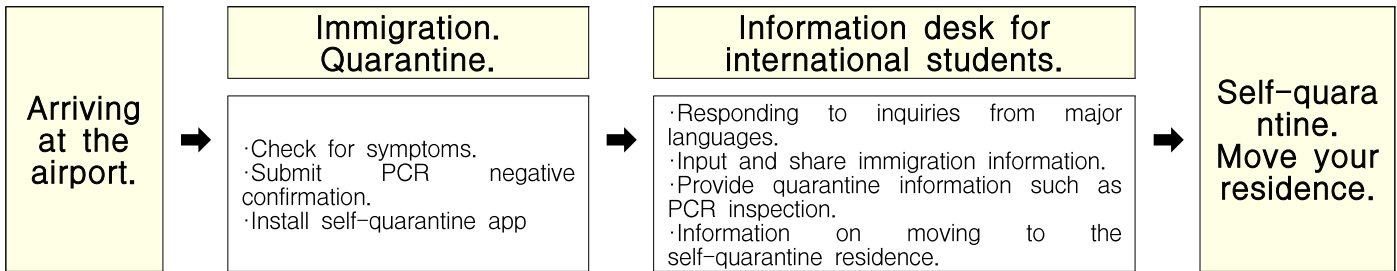
- Telephone: 1599-4905 (24 hours a day, 7 days a week)
- Email: support@toss.im

# V. COVID-19, Quarantine and personal hygiene protection

## 01. Information on immigration prevention for international students

1. Continuous implementation of protection and management at each stage of entry of international students (as of Jan. 2023).

- (Before entering the country) The obligation to submit pre-entry inspections (PCR, RAT) and voice confirmations, which have been applied to all inbound travelers, will be suspended from midnight (Saturday) on September 3, 2022 (based on domestic entry)
- (At the time of entry), Operation of information counters exclusively for international students at Incheon International Airport (co-operation with Seoul Metropolitan Government)



- (After entering the Korea) – In the case of inbound travelers arriving in Korea from China, the obligation to inspect PCR on the first day after entering Korea is maintained, and RAT on the sixth to seventh days after entering Korea is recommended. (Deprecated after July 15, 2023)
2. Securing a self-quarantine residence for international students.
- Enter the country after securing a self-quarantine residence where independent living is possible in self-quarantine facilities (local government temporary living facilities) and studio apartments.
3. Self-quarantine facility.
- Students apply for search and use on their own.
4. Additional guidance.
- The release of self-quarantine is a 7-day shortened quarantine on the condition that the test is negative before the release of quarantine, and if the PCR test is not performed before the release, quarantine is required for 7 days (12:00 p.m. the day after 7 days).
  - Self-quarantine kits (other than disposable body temperature papers) may be provided as the address of self-quarantine facilities in local organizations.

## 02. Foreign students are obligated to participate in monitoring the confirmation period during their stay in Korea

1. When a person is confirmed as a confirmed patient as a result of self-examination and PCR test during his stay in Korea,
2. Installation and input of an app for self-isolation management => For management of local public health centers (temporary suspension on March 1, 2022.03.01.)
3. Obligations of confirmed international students
  - Those with a positive self-test (RAT) result should visit a local public health center and undergo additional PCR tests to confirm the results.
  - As a result of PCR test, the confirmed person shares the positive confirmation text received from the public health center with the quarantine officer of the international exchange team.
  - As a result of the PCR test, the confirmed person shares the quarantine period information that he/she received from the public health center to the quarantine officer of the international exchange team.
  - As a result of PCR test, the confirmed person notifies the person in charge of quarantine of the international exchange team of his/her self-quarantine address.

### 03. Information on the use of university entrances for personal sanitation control

(QR code scanning and body temperature measurement are mandatory)

: To prevent the spread of COVID-19, all building access procedures in our university have been changed according to the quarantine guidelines, so university members (students, faculty members (including instructors)) and university visitors (outsiders) should comply with the following university building access procedures. (Change to COVID-19 self-diagnosis app report on February 25, 2022)

\*대학구성원: "한세대학교 중앙도서관" You can scan the QR code after downloading the app.



한세대학교 중앙도서관  
한세대 도서관  
LibTech Co.  
무료

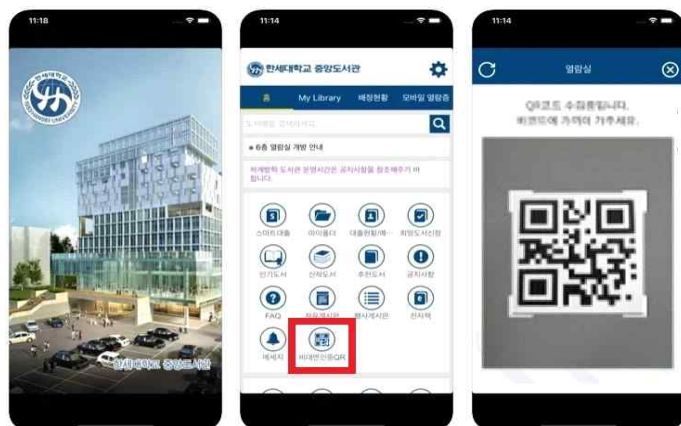


Google



iPhone

iPhone 스크린샷



\* Visitor: Write the entry list on paper.

\* Select the Covid-19 symptom check menu in the Hansei University Library app (if you do not see the menu, you must search on the Google playstore or Iphone, etc.) and Update this app.

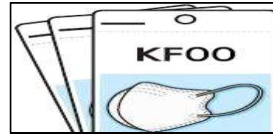
## 04. COVID-19 Quarantine Rules to follow at School

If you have suspicious symptoms of Corona(COVID)-19(fever above 37.5°C, cough, sorethroat, etc.) inform your parents and teacher, and visit a screening clinic to take treatment and test.

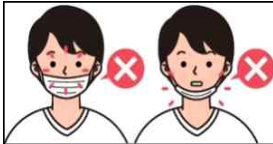
### Wear the proper mask anytime, anywhere



Always wear a mask during school hours



Just in case, bring an extra mask



Wear a mask that fits your face well so that your nose and mouth are not exposed



Do not touch while wearing the mask

### At the classroom



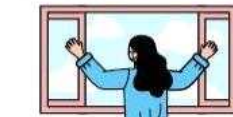
Checking of temperature before entering the classroom



Disinfect daily your table



Disinfect frequently the common items and as much as possible use personal items



Open the window frequently to ventilate, do it more than 1 time in 1 hour

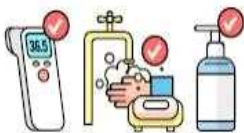
### Break time



Wash your hands thoroughly with soap in a running water (frequently after exercise, break time, before meal, etc.)

Avoid unnecessary movement and contact

### Meal time



Before meal check your temperature and sanitize your hand



Maintain appropriate distance (more than 1m) and avoid talking while waiting for the food



Remove the mask immediately before eating and wear it immediately after eating



Eat quietly in a designated place

### Going home (Dormitory)







Go home immediately after school even at the academy keep the quarantine rules as it like in school

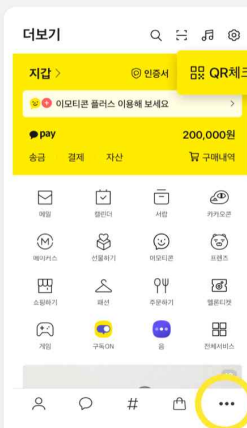

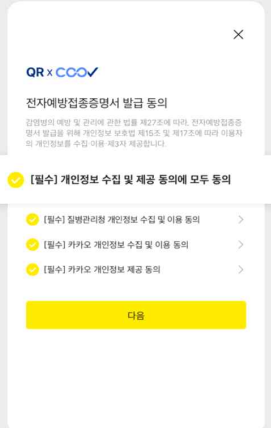
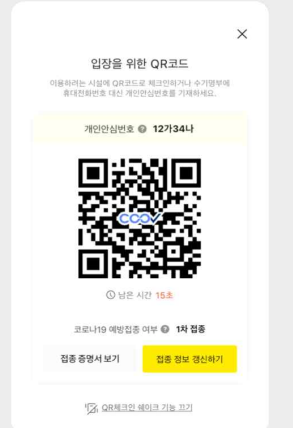
## 05. Information on how to prove Covid 19 Vaccination

### - QR Check-in & Vaccination Certificate at the Same Time -

#### □ Naver

App Install or Update	Execute Naver App & Shake (QR Check-in)	Agreement to Terms&Conditions (QR Check-in & Proof of Vaccination )	QR × COOV Certificate
 <p>iPhone 사용자 네이버 앱 다운로드</p> <p>Android 사용자 네이버 앱 다운로드</p>			
<p>If your Android phone is not the latest version of the Naver App, use Google Play, Iphone is connected to the App Store.</p>	<p>Those who are unvaccinated use QR check-in, for those who are vaccinated press the 'recall vaccination information', to change to a QR code that confirms whether or not vaccinated.</p>	<p>Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.</p>	<p>A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).</p>

#### □ KakaoTalk

Click QR Check-in at the top of the KakaoTalk 'More' tab	"접종 정보 불러오기" Click	Collect/Provide Personal Information Agreement to Terms and Conditions	Vaccination information filled QR × COOV Issue Completed
			
<p>In the KakaoTalk App, click the QR check-in button at the top of the More (...) tab.</p>	<p>Those who are unvaccinated use QR check-in, for those who are vaccinated press the 'recall vaccination information', to change to a QR code that confirms whether or not vaccinated.</p>	<p>Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.</p>	<p>A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).</p>

# Vaccination guide for foreign nationals in Korea



Foreign nationals can book their COVID vaccine by using the same method offered to Korean nationals. Please read the booking guideline and eligibility information provided below and book your Covid vaccine.

Check your allocated booking period by referring to “코로나19 백신 예방접종 계획 (vaccination schedule plan)” at KDCA website. Please note the website is only available in Korean language only.



## Eligibility and booking methods

① You can book your vaccination date in line with the national vaccination plan as guided by “코로나19 백신 예방접종 계획 (vaccination schedule plan)” **If you are a registered foreign national, You can book a date via online or telephone.**

- If a message indicating that you are not eligible for vaccination appears during online booking you can book your vaccine after registering at your local healthcare centre.

### ☑ Booking methods



**Via online (\* A helper can book your vaccine on your behalf)**

Visit <http://ncvr2.kdca.go.kr> and book your vaccine. Please note that the website is available in Korean only.



**Via telephone (\* A helper can book your vaccine on your behalf)**

Contact a) **1339 KDCA call centre** or b) visit <https://ncv.kdca.go.kr> → Place your mouse pointer “**예방접종 현황** (Vaccination coverage statistics)” → Click the sub menu “**코로나19 예방접종 권역별 운영현황** (List of local call centre contact information)” and **find a centre** run by your municipal government. Please note that the website is available in Korean only.

② **Foreign nationals without a registration number** (incl. illegal residents) **CANNOT book their vaccine via online or telephone.** This group of people can book their vaccine with a temporary code, which can be obtained by presenting their passport at their local healthcare centre.

① Foreign nationals without a residence card cannot book their vaccine via online or telephone as well. ①

③ **Short-term visitors**, who are staying in Korea for less than 90 days for tourism etc. **are not eligible for vaccination** in Korea.

## ※ NOTICE ※

- If you wish to receive guides on vaccine booking, you must visit your local immigration office and update your mobile phone number.
- Personal information will solely be used for vaccination purpose only. Your identity and illegal stay history will NOT be relayed to immigration authorities as mandated by relevant law.
- Your vaccination centre option may be limited depending on whether you are subscribed to national health insurance.
- Please visit <https://ncv.kdca.go.kr> for more information. Please note that the website is available in Korean only.



법무부



질병관리청



## 07. COVID-19 Vaccine Pass announcement.

### 1. Overview.

- The vaccine pass is a system that restricts the use of multi-use facilities by unvaccinated people for the purpose of supporting the daily recovery of COVID-19 vaccinated people and safely using high-risk multi-use facilities.
- Vaccine pass holders may be restricted from entering indoor facilities such as restaurants and shopping due to quarantine guidelines.
- How to prove your vaccine pass: Paper or electronic vaccination certificate (including QR check-in)

### 2. How to register for those who are vaccinated against COVID-19 overseas.

Visit a local public health center and receive it in person.

- Public health centers around the school: Gunpo Public Health Center or Uiwang Public Health Center

- How to travel: Recommendation by Taxi

International student with certificate of alien registration

- o Supplies.
- Certificate of alien registration, certificate of overseas vaccination (both 1st and 2nd), mobile phone under your name.
- => If you have a cell phone under your name, you can authenticate it through QR check-in or other methods through identity authentication.

International student who has not yet received certificate of alien registration

- o Supplies.
- Passport, certificate of vaccination. (Both 1st and 2nd)
- => If you don't have a cell phone under your name, use the vaccine pass as a paper certificate issued by the public health center.

## VI. Guidance for immigration VISA

### 01. Alien registration card

- Application to the school-designated immigration office within 90 days of entry
- Submission documents:

Application form (forms are available at the OIA office), passport,

1 photo (taken within 6 months), Visa fee, (KRW30,000)

\* Photo size: 3.5cm \* 4.5cm, natural color frontal headshot on a white background

\* For registration card reissue applications, the photo must be different from the previous photo.



Proof of enrollment, proof of tuition payment (see page 18 of the brochure), and standardized admission,

\* Certificate of enrollment (new students/integrated students: page 8 of the booklet, uncertified certificate issued on campus, inbound exchange students: provided by the administrator of OIA)

Tuberculosis certificate, proof of residence (a copy of the dormitory residence confirmation or housing lease agreement that includes your name),

\* The address in Korea on the application form must be the same as the address on the certificate of residence.

▶ If you have a housing contract with someone other than yourself, you'll need a 'Confirmation of Housing Provision'.

### 02. VISA type change registration

1. Change of stay status.

A. Application documents (when changing the status of stay from language training (D-4) to studying abroad (D-2))

: Passport, alien registration card, application form, standard admission permit, tuition payment certificate, final education certificate, and Educational background certificate documents, family-related documents (confirmation of parents' English names), financial certificate documents (in the case of the same university, Korean bankbook of KRW13,000,000), Certificate of enrollment at a language school (check attendance rate and fill out training period), certificate of residence, copy of passport and visa, fee of KRW 130,000.

\* Certificate of educational background: Select one of the following documents

① Check Apostille.

② Certificates such as academic background, etc. that have been confirmed by the Korean Consulate in the host country or the consulate of the official residence in Korea.

③ Academic background and degree certification report issued by the Chinese Ministry of Education's educational background and degree certification center

2. Extension of stay.

A. Applications for general degree courses (academic, master's, doctoral, etc.)

: Passport, alien registration card, application form, enrollment certificate, transcript, tuition payment certificate, residence certificate, Bank balance certificate (over KRW13,000,000 in Korean bank account), fee of charge KRW 60,000.

B. The foreign application document being prepared for the thesis after completing the regular degree course.

: Passport, alien registration card, application for extension of stay, recommendation for supervisor, fee of charge KRW 60,000.

C. Common: A photo taken within the last three months (must not be the same as the photo reflected on the previous alien registration card) if a registration card reissue is required.

3. Permission to extend the period of stay for job search after graduation (D-10).

A. Target: A person who acquires a degree (including prospective persons) or higher between domestic universities or academic research institutes, etc.

If an international student (including prospective students) has completed a research course (average credit is less than 3.0), A person recommended by the supervisor or the head of the department)

B. Permission period: 6 months per time (maximum 1 year)

C. Application documents: passport, alien registration card, application form, graduation certificate, transcript, A letter of recommendation for an advisor (if the average credit is less than 3.0), a job search plan, and a fee of charge KRW 130,000.

### 03. Notification of change in foreign student's registration information

※ The international student must report the change within 14 days from the date of change.

1. General notification: person whose alien registration details have changed (name, gender, date of birth, nationality, passport number, passport issuance date and validity period)

2. Notification of school change: Persons whose educational institution has changed

3. Notification of change of place of residence: Persons who have changed their place of residence (registered residence)

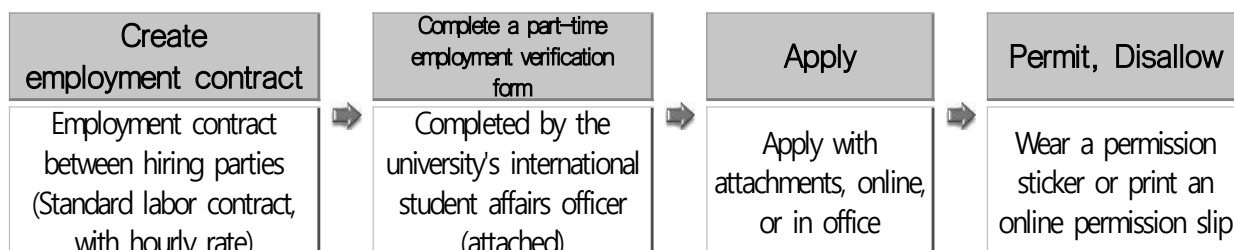
Note: If a foreigner who has been issued an Alien Registration Card in Korea changes his/her registered residence, he/she must report the change of residence within 14 days. If the person fails to comply with the obligation to report the change within the period, the Immigration Bureau will impose a fine (not exceeding 1 million won) for failing to comply with the obligation to report. (Online report: [www.hikorea.go.kr](http://www.hikorea.go.kr), or in-person report: visit the local community center near your place of residence and file a complaint at the window)

## 04. Reporting part-time employment for international students

### ※ Basic principles of immigration offices

- International students (D-2 and D-4) do not have a status of residence that allows them to engage in employment activities as defined by the Immigration Control Act, so they cannot engage in commercial or employment activities in Japan.
- However, if students obtain permission from their university and the competent immigration office in advance, they are permitted to engage in part-time employment (simple labor, etc.) at the level of part-time work normally performed by university students.

### 【Part-time employment authorization process】



- In principle, part-time employment in specialized fields (E-1 through E-7) is restricted and requires a permit for activities outside the status of residence after meeting the requirements.  
If a international student wishes to engage in activities falling under the Enforcement Decree [Appendix 1 of the Enforcement Decree], individual guidelines for each status of residence apply (e.g., Presidential English Service Scholarship students, conversation tutors, etc.)
- Study abroad (D-2-1~4, D-2-6~8)
  - (Duration of stay) Visiting students (D-2-8) must have 6 months elapsed from the date of change of status (date of entry for visa holders).
  - (Grade requirements) The average grade of the previous semester as of the date of application must be C (2.0) or higher.  
\* Except for those who are enrolled in the first semester after enrollment and have not issued a transcript.
  - (Korean Language Proficiency)

Type	(TOPIK)	Korean Immigration Integration Program (KIIP)	Sejong Academy Korean Courses
College, Bachelor's Degree 1-2 years	Grade 3 and above	Completion of Step 3 or higher or a pre-assessment score of 61 or higher	Level 1 intermediate or higher
Bachelor's 3-4 years, Master's-PhD	Grade 4 and above	Completion of Step 4 or higher or a pre-assessment score of 81 or higher	Level 2 intermediate or higher

Note: If a person does not have Korean language proficiency (English language proficiency for English track courses) and meets other requirements such as grades, he/she may be permitted to work part-time, but no more than 1/2 of the permitted hours.

#### 1. Restrictions

- Persons who have been granted special permission to extend their period of stay for thesis preparation, etc.
  - Persons who have completed their regular education program at a university and have been granted additional or exceptionally authorized to study abroad for lack of graduation requirements, thesis writing, etc.
- Those who are eligible to stay in the research program (D-2-5)  
International students in the research program (D-2-5) are already receiving allowances for participating in research activities, so additional part-time employment is not allowed.
- Those who do not have a part-time work permit or have a history of violating the conditions of their permit.

#### 2. Exceptions

- Persons who have been granted a special extension to prepare for their thesis after completing their master's or doctoral program, and who are not delayed in graduation due to poor academic performance such as low grades or poor attendance, are exceptionally allowed to work part-time.

[Note] However, if allowed exceptionally as above, it is limited to 30 hours per week, and the rule of unlimited hours allowed during non-working days, holidays, and vacations is not applicable.

### 3. Eligible Activities Requirements

#### 1) Principle

- Activities that have a connection between work and the major or can be combined with studies
  - \* Determine whether it is reasonable to allow students to combine study and work through attendance rate, average grade point average (based on completed credits), and status of residence, etc.
- Activities that are within the scope of what students can normally do according to social norms
  - However, private tutoring activities are limited to part-time employment due to the specificity of the tutoring activities and to protect the domestic job market.

#### 2) Restrictions

- Activities that constitute acts against good morals or other social order (Article 27, Paragraph 2 of the Enforcement Rules)
- Work activities based on dispatch, contracting, or agency\* relationships
  - \* However, except for cases where local universities arrange internship activities for international students in an industry-university partnership system, which is separately determined by the Minister of Justice in consideration of regional characteristics, etc.

#### 3) Exceptions

- Part-time employment in the manufacturing sector is exceptionally permitted if you have completed the Test of Proficiency in Korean (TOPIK) level 4 or higher or the Social Integration Program level 4 or higher, obtained a pre-assessment score of 81 or higher, or completed the Sejong Institute Intermediate 2 course or higher.
- If the business type on the business license is a combination of restricted industries such as manufacturing, construction, etc. and other industries, it is allowed if the type listed on the 'Part-time Employment Confirmation Form (Attachment 4-1)' submitted by the university is not a restricted industry.
- Part-time employment in facilities related to foreign language education for underage students is restricted, but is permitted if a person who wants to work as a security guard or play assistant at an English kids cafe or English camp submits an officially verified criminal background certificate issued by their home government and a recruitment physical examination form (including drug test results) issued by a medical institution designated by the Minister of Justice.

Note] However, part-time employment for conversation instruction (E-2) is not permitted (only for those who meet the requirements and obtain a permit for activities outside the status of residence) and will be punished as a rule without mitigation\* even for the first offense.

No mitigation for first-time violators of "A. Part-time work permit violators"

- Part-time or full-time seasonal work activities
  - Refer to "Basic Plan for Foreign Seasonal Workers Program" for details of permits.
- Exceptions to permitted part-time work in specialized fields (excluding E-1 to E-7 and E-6-2)
  - ① Activities ancillary to the specialty (excluding E-1 to E-7 and E-6-2)
    - \* (Example) Interpreter/translation assistant, cook assistant, general office assistant, tour guide assistant, duty-free shop sales assistant, etc.
  - ② Internship activities in the field of specialization (E-1 to E-7) of international students with work-study programs
    - (Contents) Intern\* activities in specialized fields (E-1~E-7) at organizations and companies outside the university are allowed.
      - \* Means a contract to work as an intern in the field of specialization (E-1~E-7) in exchange for a certain training allowance, including training and apprenticeship, and part-time employment is allowed even if no academic credits are earned.
    - (Scope) Up to 6 months once during the student's enrollment period and unlimited number of times during vacations
  - ③ Internship in the field of specialization (E-1 to E-7) of degree-seeking international students during vacation periods
    - (Target) Degree-seeking international students (D-2)
      - ※ Except for research students (D-2-5)
    - (Contents) Allows intern\* activities in specialized fields (E-1~E-7) at organizations and companies outside the university only during vacation periods.
      - \* If you have signed a contract to work as an intern in the field of your specialty (E-1~E-7) in exchange for a prescribed training allowance, you are allowed to work part-time even if you have not earned any academic credits.
      - ※ (Purpose) To provide opportunities for career exploration and work experience for international students during vacations.

[Note] However, even if you are working part-time as an auxiliary activity to your specialty (E-1 to E-7) or as an intern, you must meet certain qualifications if you are working in a job that requires you to meet certain qualifications under national law.

4. Allowable time

1) Principles

- (Study abroad) Within 20 hours during the week  
Within 20 hours per week, including all weekends, holidays, and vacation periods during the semester.
- (College diploma and bachelor) No more than 25 hours during the week
- (Master's and Doctoral) No more than 30 hours per week

2) Preferential

- (Preferential weekday hours) Additional 5 hours per week are allowed for those who meet the Korean language proficiency standards\* for part-time work permits and are either (1) a student at a certified university, (2) a student with excellent grades\*, or (3) a student with excellent Korean language proficiency\*\*.

\* See '2. Part-time work permit – I. Eligibility Requirements' for Korean language proficiency standards

\*\* Grade average of A or above in the previous semester

\*\*\* Those who have passed the Test of Proficiency in Korean (TOPIK) level 5 or above or the Social Integration Program level 5 or passed the comprehensive assessment

- (Weekends, holidays, and vacation periods are preferred) Part-time work permit International students in degree programs (D-2) who have met the Korean language proficiency standards can work part-time during weekends, holidays, and vacation periods without any limit on the number of hours allowed.

Note: Even if eligible for the part-time work permit's allowable hours preference, a part-time work permit must be obtained.

3) Enhancement

- Those who do not meet the Korean language proficiency standard are allowed no more than 1/2 of the maximum allowed hours per week, regardless of whether they are enrolled in a certificate college or have excellent grades.
  - (Language training, college bachelor, bachelor) No more than 10 hours per week
  - (Master's, Doctorate) No more than 15 hours per week

**【Based on which part-time exempt hours apply】**

Type	Academic Year	Korean Language Proficiency Standards ①TOPIK, ②Korean Immigration Integration Program, ③Sejong Academy		Beginning Date	Allowed Hours		Certified university, good grades, excellent proficiency in Korean (weekdays)
					Weekdays	Weekends / vacations	
Language trainees	-	① Grade 2 ② Completion of Level 2 or higher or a pre-assessment score of 41 or higher ③ Completed Intermediate 1 or higher	X	Available 6 months after approval	10 Hours		10 Hours
			○		20 Hours		25 Hours
College Bachelors	-	① Grade 3 ② Completion of Level 3 or higher or a pre-assessment score of 61 or higher ③ Completed Intermediate 1 or higher	X	Immediately pressed	10 Hours		10 Hours
			○		25 Hours	Unlimited	30 Hours
Bachelors	1-2 Year	③ Completed Intermediate 1 or higher	X	Immediately pressed	10 Hours		10 Hours
			○		25 Hours	Unlimited	30 Hours
	3-4 Year		X	Immediately pressed	10 Hours		10 Hours
			○		25 Hours	Unlimited	30 Hours
Master's and Doctoral	-	① Grade 4 ② Completion of Level 4 or higher or a pre-assessment score of 81 or higher ③ Completed Intermediate 2 or higher	X	Immediately pressed	15 Hours		15 Hours
			○		30 Hours	Unlimited	35 Hours

05. Introduction, www.hikorea.go.kr (The 1345 Immigration Contact Center)



## 외국인종합안내센터

재한외국인 행정·생활 종합안내는  
다국어 지원 외국인종합안내센터로...

According to the Framework Act on the Treatment of Foreigners in Korea, the Foreigners General Information Center is a multilingual civil complaint guide that provides civil counseling and information necessary for foreigners in Korea to adapt to their lives online and over the phone.

The Foreigners' General Information Center consists of Hi Korea, a comprehensive foreign support portal that provides online information guidance in four languages, including Hangeul, English, Chinese, and Japanese, and 1345 telephone counseling services that provide counseling in Korean and 19 foreign languages.

**(Phone call from foreigners: 1345)**

긴급전화안내



단체 및 기관	전화번호
화재/구급/구조신고	119
응급질병상담 및 병원안내	1339
범죄신고	112
아동학대	1577-1391
미야·가출신고	182
청소년 상담전화	1388
여성긴급전화	1366, 1577-1366
성매매 피해여성 신고	117
인권침해·차별행위신고	1331
대한법률구조상담	132
보건복지콜센터	129
사이버 명예훼손	1377

the Foreigners General Information Center : <http://www.hikorea.go.kr>



## **06. Advice for new alien registration card issuers**

1. International students in Korea must carry their alien registration card or passport at all times (except if they are under the age of 17), and must comply with any request by an immigration official or authorized official to show their alien registration card or passport in the performance of their duties.  
If violated, the student shall be subject to a fine of not more than 1 million won (Article 98, Paragraph 2 of the Immigration Control Act).
2. Open a bank account in one's name at a bank in Korea and register the account information in the school's portal system in order to receive future scholarships and refunds of fees paid to the school.
3. Use the Alien Registration Card to install various smart device apps that require identity verification (Kakao Talk, Kakao Taxi, Kakao Bank or Toss Bank, etc.).
4. Register for a cell phone in the name of a foreigner in Korea by using the Alien Registration Card to verify your identity.
5. Apply for a Korean credit card with a post-paid transportation feature at a bank (due to changes in banking regulations, only those who have been in Korea for 6 months may be able to apply, which may require verification of the applicant's date of entry into Korea as recorded in the applicant's passport, so be sure to bring your passport).
6. Once verified using the Alien Registration Card, it is possible to make reservations for Korean trains (KTX, etc.) and highway buses.

# 기초 한국어 회화 안내

## (Basic Korean Conversation, 基本韩语会话指南)

1. 안녕하세요 (an-nyöng-ha-se-yo) Hello, 你好
2. 만나서 반갑습니다. (man-na-sö pan-kap-süp-ni-ta) Nice to meet you. 认识你很高兴
3. 나는 외국인 유학생입니다. (na-nün oe-kuk-in yu-hak-saeng-ip-ni-ta)  
I am a foreign student. 我是外国留学生
4. 나는 한세대학교에서 공부하고 있습니다.  
(na-nün han-se-tae-hak-kyo-e-sö kong-pu-ha-ko iss-süp-ni-ta.)  
I am studying in Hansei University. 我在韩世大学学习。
5. 나는 쇼핑을 위해서 산본 이마트에 가고 싶습니다.  
(na-nün syo-p'ing-ül wi-hae-sö san-pon i-ma-t'ü-e ka-ko sip'-süp-ni-ta.)  
I want go to Sanbon E-mart for shopping, 我想去Sanbon Emart购物。
6. 나는 한세대학교에 가고 싶습니다.  
(na-nün han-se-tae-hak-kyo-e ka-ko sip'-süp-ni-ta. )  
I want to go to Hansei University. 我想去韩世大学。
7. 나는 은행을 찾고 있습니다.  
(na-nün ün-haeng-ül ch'ach-ko iss-süp-ni-ta.)  
I am looking for a bank. 我在找银行。
8. 나는 식당을 찾고 있습니다.  
(na-nün sik-tang-ül ch'ach-ko iss-süp-ni-ta.)  
I am looking for a restaurant. 我在找餐厅。
9. 나는 기숙사에서 살고 있습니다.  
(Nna-nün ki-suk-sa-e-sö sal-ko iss-süp-ni-ta.)  
I live in a dormitory. 我住在宿舍。
10. 감사합니다. (kam-sa-hap-ni-ta.) Thank you, 谢谢



## Lecture Time Table

		MON	TUE	WED	THU	FRI	SAT
09:00	1						
10:00	2						
11:00	3						
12:00	4						
13:00	5						
14:00	6						
15:00	7						
16:00	8						
17:00	9						
18:00	10						
19:00	11						
20:00	12						
21:00	13						

"Thank U. grazie. terima kasih. Danke. cảm ơn bạn. شكرا. အထူးကျေးဇူး. Merci.  
 Та бүхэнд баярлалаа. спасибо. obrigado. ありがとう. 谢谢. 감사합니다.



**한세대학교**  
HANSEI UNIVERSITY

한세대학교, 국제교류교육원

대한민국 경기도 군포시 한세로 30 우편번호 15852

HANSEI UNIVERSITY, OFFICE OF INTERNATIONAL AFFAIRS

30, HANSEI-RO, GUNPO-CITY, GYEONGGI-DO, REP. OF KOREA, 15852

韩世大学国际交流教育院

韩国京畿道军浦市韩世路30 (邮编 : 15852 )

TEL.: +82-31-450-5140/ 5216 / FAX +82-31-450-5014

WWW.HANSEI.AC.KR

HTTP://HSIEC.HANSEI.AC.KR

WWW.HSKLI.COM

