2023年度 (修订本/Revised edition)
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	

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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.

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#703, 7th 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 overse
6) Recruiting International students and promoting in overseas.
7) Management and operation of homepage.

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		Numbe
国际交流教育院 院长	Director	崔鍾寅	Cui, Zhong yu	020
主任 老师	Team Leader	李勳載	Hoon-Chai Rhee	872
科长	Manager	黄杰	Geul Hwang	871
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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 Nursing and Welfare	Nursing, Social Welfare
Faculty of Design	Visual Information Design, Interior Architecture Design, Textile Fashion Design
Faculty of Arts	Music, Performing Arts

* 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
		Business Administration	Business Administration (for foreigners only)
		Environmental Management	Environmental studies, Environmental horticulture
	Faculty of Engineering	IT Convergence	IT Convergence
		ICT Environmental Engineering	ICT Environmental Engineering
		4th Industrial Smart City Safety Convergence	Smart City Safety, Smart Media
	Faculty of Art & physical education	Design	Design Studies (for foreigners only)
		Music	Orchestral music, accompaniment, vocal music, organ, composition, piano
			Music therapy, Culture & Arts Management
Graduate school of Youngsan Theology	Faculty of Humanities & Sociology	Theology	Theology
		Homiletics	Homiletics
Graduate school of Psychological Counseling		Psychological Counseling	Family therapy, Psychological therapy, Art psychotherapy, Music psychotherapy
Graduate school of Human Services		Police & Law	Police science, Judicial affairs, Crisis management, Detective studies
		Public Policy	Social insurance, Regional Cultural Content Policy Studies
		Lifelong Care Policy	Lifelong Care Policy
		Social welfare	Social welfare
	Natural	Nursing science	Nursing science
	Faculty of Humanities & Sociology	G2 Cultural Industry	G2 Cultural Industry
Graduate school of Engineering		Industrial Security and Safety	Industrial Security, Disaster safety science
	Engineering	Intelligence Robot Engineering	Intelligence Robot Engineering
Graduate school of Arts	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, business administration (for foreigners only)
		Police Studies	Police Studies, Disaster safety science
		Counseling	Counseling, Counseling Education (for foreigners only)
		Social Welfare	Social Welfare
	Engineering	IT Convergence	IT Convergence
	Faculty of Art & physical education	Design	Design Studies (for foreigners only)
		Music	Piano, orchestral music, accompaniment, vocal music, organ, composition, piano teaching, choir conduction, Performance Theory (for foreigners only)
			Music therapy, Culture & Arts Management

02. Academic Calendar(Undergraduate School)

Schedule for the Spring(1st) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Mar	1W				1 Samil-jeol	2	3	4	02(Th) 07(T)	1st semester starts. Entrance ceremony & Opening service for 1st semester.
	2W	5	6	7	8	9	10	11	02(Th)~08(W)	Additional tuition payment period. 1st installment payment period.
	3W	12	13	14	15	16	17	18	02(Th)~08(W) 13(M)~17(F)	Correction of course registration. Tuition payment period for overage students.
	4W	19	20	21	22	23	24	25	22(W)~24(F)	Withdrawal of course application & its printing.
Apr	5W	26	27	28	29	30	31	1	27(M)~28(T)	Submission of application for withdrawal of registration.
	6W	2	3	4	5	6	7	8	29(W) 27(M)~31(F)	1/4 of the total classes. 2nd installment payment period.
	7W	9	10	11	12	13	14	15	30(Th) 07(F)	30 days from the start of semester. 1/3 of the total classes.
	8W	16	17	18	19	20	21	22	17(M)~21(F) 20(Th)~26(W)	3rd installment payment period. Mid-term examination.
	9W	23	24	25	26	27	28	29	26(W) 29(Sa)	1/2 of the total classes. 60 days from the start of semester.
May	10W	30	1 Labor Day	2	3	4 School anniversary	5 Children's Day	6	1(M) 04(Th) 9(T)~10(W)	Closed on Labor Day Closed on the school anniversary. Pentecost Festival.
	11W	7	8	9	10	11	12	13	15(M) 15(M)~19(F)	2/3 of the total classes. 4th installment payment period
	12W	14	15	16	17	18	19	20	24(W) 25(Th)~31(W)	3/4 of the total classes. Re-admission, changing department(major) & registering multi-major.
	13W	21	22	23	24	25	26	27 Buddha's birthday		Application for summer school
Jun	14W	28	29	30	31	1	2	3	5.29(M) 29(M)~02(F)	90 days from the start of semester. Submit a certificate of completion for multi-major.
	make up	4	5	6 Memorial Day	7	8	9	10	02(F)~09(F) 13(T)	Register for summer school. 1st semester ending service.
	15W	11	12	13	14	15	16	17	08(Th)~14(W) 15(Th)~21(W) 15(Th)~28(W)	Make-up week. Final-term examination. Enter & check grades for 1st semester.
	Session	18	19	20	21	22	23	24	21(W) 22(Th)~07.12(W)	The end of 1st semester. Summer school period.
Jul	Session	25	26	27	28	29	30	1	26(M)~30(F)	Application for returning in 2nd Semester(1st).
	Session	2	3	4	5	6	7	8	30(F)~03(M) 05(W)	Correction of grades for 1st semester. Confirmation of grades in 1st semester.
	Session	9	10	11	12	13	14	15	13(Th)~16(Sun) 17(M)~18(T)	Enter grades for summer school. Correction & confirmation of grades for summer school.
		16	17	18	19	20	21	22	24(M)~08.04(F)	Application for returning in 2nd semester(2nd).
		23	24	25	26	27	28	29		
Aug		30	31	1	2	3	4	5	17(Th)~31(Th)	Application for leave of absence in 2nd semester.
		6	7	8	9	10	11	12	21(M)~23(W)	course registration 2nd semester.
		13	14	15 National Liberation Day	16	17	18	19	21(M)~31(Th)	Tuition payment period for 2nd Semester. Application period for installment payment for 2nd Semester.
		20	21	22	23	24	25	26	22(T)	***Summer Graduation Ceremony in 2022**

* August 22nd (Tue) No degree ceremony will be held.

Schedule for the Fall(2nd) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Sep	1W	27	28	29	30	31	1	2	01(F) 01(F)~07(Th)	2nd semester starts. Additional tuition payment period.
	2W	3	4	5	6	7	8	9	05(T) 01(F)~07(Th)	1st installment payment period. Opening service for 2nd semester.
	3W	10	11	12	13	14	15	16	13(W)~19(T)	Correction of course registration. Tuition payment period for overage students.
	4W	17	18	19	20	21	22	23	21(Th)~25(M)	Withdrawal of course application & its printing.
Oct	5W	24	25	26	27	28 Chu Seok	29 Chu Seok	30 Chu Seok	25(M)~2(M) 25(M)~6(F) 26(T)~27(W)	Dropping period of multi-major. 2nd installment payment period. Submission of application for withdrawal of course application
	6W	1	2	3 Gaecheon-jeol	4	5	6	7	28(Th) 30(S)	1/4 of the total classes. 30 days from the start of semester.
	7W	8	9 Hangul day	10	11	12	13	14	04(W) 09(M)	Hansei Sports Day. 1/3 of the total classes.
	8W	15	16	17	18	19	20	21	20(F)~26(Th)	Mid-term examination.
	9W	22	23	24	25	26	27	28	26(Th)	3rd installment payment period. 1/2 of the total classes.
Nov	10W	29	30	31	1	2	3	4	30(M) 14(T)	60 days from the start of semester. 2/3 of the total classes.
	11W	5	6	7	8	9	10	11	13(M)~17(F) 23(Th)	4th installment payment period 3/4 of the total classes.
	12W	12	13	14	15	16	17	18	24(F)~30(Th)	Re-admission, changing department(major) & registering multi-major.
	13W	19	20	21	22	23	24	25		Application for winter school
Dec	14W	26	27	28	29	30	1	2	27(M)~12.01(F)	Submit a certificate of completion for multi-major.
	make up	3	4	5	6	7	8	9	29(W) 05(T)~08(F)	90 days from the start of semester. Register for winter school.
	15W	10	11	12	13	14	15	16	5(T) 08(F)~14(Th)	2nd semester ending service. Make-up week.
	Session	17	18	19	20	21	22	23	15(F)~21(Th) 15(F금)~28(Th)	Final-term examination. Enter & check grades for 2nd semester.
	session	24	25 Chrismas	26	27	28	29	30	21(Th) 22(F)~01.15(M) 26(T)~29(F)	The end of 2nd semester. Winter school period. Application for returning in 1st Semester(1st).
									30(S)~01.02(T)	Correction of grades for 2nd semester.
Jan	Session	31	1 New Year	2	3	4	5	6	04(Th)	Confirmation of grades in 2nd semester.
	Session	7	8	9	10	11	12	13	15(M)~16(T)	Enter grades for winter school.
	Session	14	15	16	17	18	19	20	17(W)~18(Th)	Correction & confirmation of grades for winter school.
		21	22	23	24	25	26	27	26(F)~02.08(Th)	Application for returning in 1st semester(2nd)
Feb		28	29	30	31	1	2	3	16(F)~29(Th)	Application for leave of absence in 1st semester.
		4	5	6	7	8	9 Lunar New year	10 Lunar New year	19(M)~21(W)	Course registration period for 1st semester. (enrolled student)
		11 Lunar New year	12 Substitute holiday	13	14	15	16	17	20(T)	*Winter Graduation Ceremony in 2023. Freshman Orientation.
		18	19	20	21	22	23	24	21(W)~22(Th) 27(T)~28(W)	Course registration period for 1st semester. (Freshman student)
		25	26	27	28	29	1 Samil-jeol	2	26(M)~29(Th)	Tuition payment period for 1st Semester. Application period for installment payment for 1st Semester.

2) Academic Calendar(Graduate School)

Schedule for the Spring(1st) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Mar	1W				1 Samil-jeol	2	3	4	1(W) 2(Th) 7(T)	the opening of the first semester the first day of the semester Admission ceremony and 1st semester opening service
	2W	5	6	7	8	9	10	11	2(Th)-8(W) 2(Th)-10(F)	Additional tuition payment period (no holiday collection) First payment period in installments
	3W	12	13	14	15	16	17	18	2(Th)-10(F) 2(Th)-8(W)	application for a graduate scholarship Subject of thesis and application for advisor Correction of course registration.
	4W	19	20	21	22	23	24	25	6(M)-10(F) 13(M)-17(F) 16(Th)-22(W) 22(W)-24(F)	Application for the qualification exam. Period of collection of tuition fees for those who exceed the limit (no holiday collection) Payment for the qualification exam. Application for withdrawal of course registration
Apr	5W	26	27	28	29	30	31	1	3.29(W) 3.27(M)-31(F) 3.27(M)-4.7(F)	1/4 of the number of classes. Payment in installment 2nd payment period Submission of thesis plans and research ethics pledges.
	6W	2	3	4	5	6	7	8	3.30(Th) 3.31(F)	30 days from the start of the semester. Qualification examination (1st. foreign language/ sermon/ Bible) will be conducted.
	7W	9	10	11	12	13	14	15	3(M)-10(M) 5(W)-7(F) 11(T)-14(F)	Payment of thesis guidance fee. Qualification test (1st. major) will be conducted. Qualification examination (2nd. foreign language/ sermon /Bible/ major) will be conducted.
	8W	16	17	18	19	20	21	22	7(F) 10(M)-14(F)	1/3 of the class days. Submit a preliminary thesis presentation application (Doctor)
	9W	23	24	25	26	27	28	29	17(M)-21(F) 17(M)-28(F) 20(Th)-26(W) 26(W) 29(S)	3rd payment period for tuition split Submission of preliminary thesis review result report (Doctor) and main examination (public development table) application Midterm examination 1/2 of the class days. 60 days from the start of the semester
May	10W	30	1 Labor Day	2	3	4 School anniversary	5 Children's Day	6	01(M)/04(Th) 8(M)-12(F금) 8(월)-11(목)	Labor Day/school holiday Payment of thesis examination fee Apply for additional qualification exams
	11W	7	8	9	10	11	12	13	15(M) 15(M)-19(F)	2/3 of the class days 4th payment period in installments
	12W	14	15	16	17	18	19	20	24(W) 24(W)-30(T)	3/4 days of class days Summer Seasonal Semester Application/Payment of Additional Qualification Examination Fees/ Re-admission application, major change application
	13W	21	22	23	24	25	26	27 Buddha's birthday		
Jun	14W	28	29	30	31	1	2	3	5.29(M) 2(F)-9(F)	90 days from the start of the semester Summer Seasonal Semester Registration
	make up	4	5	6 Memorial Day	7	8	9	10	8(Th)-14(W) 12(M)-23(F)	Supplementary class week Submit the final review result report Submit the final review (public development table) result report
	15W	11	12	13	14	15	16	17	15(Th)-21(W) 15(Th)-28(W)	Final examination Enter and inquire grades for 1st semester
	Session	18	19	20	21	22	23	24	21(W) 22(Th) 22(Th)-7.12(W)	the end of the first semester Implementation of additional qualification tests Summer class period
Jul	Session	25	26	27	28	29	30	1	26(M)-7.7(F) 26(M)-30(F)	Submission of thesis for degree application Application for return to school for the second semester (1st round)
	Session	2	3	4	5	6	7	8	6.26(M)-7.6(Th)	Postponement of graduation, deletion of credits, early graduation application, graduation application
	Session	9	10	11	12	13	14	15	29(Th)-03(M)	the correction of one' in the first semester
		16	17	18	19	20	21	22	4(T) 13(Th)-14(F)	Confirmation of grades for the first semester Enter grades for the summer season semester
		23	24	25	26	27	28	29	17(M)-18(T) 24(M)-8.4(F)	Revision and determination of grades for the summer seasonal semester Application for return to school for the second semester (2nd)
Aug		30	31	1	2	3	4	5	16(W)-28(M) 22(T)-24(Th)	Application for a second semester off Application for classes for students returning to school in the second semester
		6	7	8	9	10	11	12	22(T)	*Late graduation for the 2022 school year
		13	14	15 National Liberation Day	16	17	18	19	22(T)-31(Th)	Tuition payment period for the second semester (holiday collection is not possible)
		20	21	22	23	24	25	26		Application period for installment payment for the second semester (until 13:00)

Schedule for the Fall(2nd) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Sep	1W	27	28	29	30	31	1	2	28(M)-29(T) 1(F) 1(F)-7(Th)	Application for classes for new and transferred students in the 2nd semester **Semester Start Date / 2nd Semester Starts** Additional tuition payment period (no holiday collection)
	2W	3	4	5	6	7	8	9	1(F)-8(F) 1(F)-7(Th)	First payment period in installments (planned) Application for scholarship
	3W	10	11	12	13	14	15	16	1(F)-12(T) 4(M)-8(F) 13(W)-19(T) 15(F)-20(W)	Course registration correction Subject of thesis and application for advisor Application for Qualification Examination Period of payment of tuition fees for those who exceed the limit (no holiday collection)
	4W	17	18	19	20	21	22	23	21(Th)-25(M)	Payment of qualification examination fee Application for withdrawal of course registration
Oct	5W	24	25	26	27	28 Chu Seok	29 Chu Seok	30 Chu Seok	9.25(M)-10.4(W) 9.25(M)-10.6(F)	2nd payment period in installments of installment Submission of thesis plan and research ethics pledge
	6W	1	2	3 Gaeche on-jeol	4	5	6	7	9.27(W) 9.28(Th) 30(S)	Qualification examination (foreign language/preaching/bibliography) 1/4 of the class days 30 days from the start of the semester
	7W	8	9 Hangul day	10	11	12	13	14	4(W)-6(F) 4(W)-11(W) 9(M)	Qualification test (major) implementation Payment of thesis guidance fee
	8W	15	16	17	18	19	20	21	10(T)-16(M) 16(M)-20(F)	1/3 of school days Submit a preliminary thesis review application Submission of preliminary thesis review result report (Doctor) and main examination (public development table) application
	9W	22	23	24	25	26	27	28	**20(F)-26(Th)** 26(Th) 23(M)-27(F)	**Midterm examination** Lesson days 1/2 Paper review fee payment/division 3rd payment period
Nov	10W	29	30	31	1	2	3	4	10.30(M) 2(Th)-8(W) 14(T)	60 days from the start of the semester Apply for additional qualification exams 2/3 of the class days
	11W	5	6	7	8	9	10	11	13(M)-17(F) 20(M)-23(Th)	4th payment period in installments Payment of additional qualification examination fees
	12W	12	13	14	15	16	17	18	23(Th) 23(Th)-30(Th)	3/4 days of class days Application for winter semester
	13W	19	20	21	22	23	24	25		Re-admission application, major change application
Dec	14W	26	27	28	29	30	1	2	11.29(W) 5(T)-8(F) 8(F)-14(W) 11(M)-22(F)	90 days from the start of the semester Winter Seasonal Semester Registration a supplementary class week Submit the final main audit result report
	make up	3	4	5	6	7	8	9		Submit the final main audit (public development table) result report
	15W	10	11	12	13	14	15	16	**15(F)-21(Th)** 15(F)-27(W)	**Final examination** Enter and inquire grades for the 2nd semester
	Session	17	18	19	20	21	22	23	**21(Th)** 22(F) 22(R)-1.15(M)	**the end of the second semester** Implementation of additional qualification tests winter seasonal classes period
	session	24	25 Chrismas	26	27	28	29	30	12.22(F)-1.5(F) 26(T)-29(F) 30(S)-1.2(T)	Submission of thesis for degree application Application for returning to school for the first semester (1st round) 2nd-semester grade correction
Jan	Session	31	1 New Year	2	3	4	5	6	2(T)-7(Sun)	Postponement of graduation, deletion of credits, early graduation application, graduation application
	Session	7	8	9	10	11	12	13	5(F) 12(F)-15(M)	Confirmation of grades for the second semester Enter grades for the winter season semester
	Session	14	15	16	17	18	19	20	16(T)-17(W)	Revision and determination of grades for the winter season semester
		21	22	23	24	25	26	27	25(Th)-2.8(Th)	Application for returning to school for the first semester (2nd)
Feb		28	29	30	31	1	2	3		
		4	5	6	7	8	9 Lunar New year	10 Lunar New year	13(T)-29(Th) 20(T)-22(Th)	a leave of absence for the 1st semester Registration of students returning to school for the first semester
		11 Lunar New year	12 Substitute holiday	13	14	15	16	17	**20(T)** 27(T)-28(W)	**2023 academic year degree ceremony** Application for classes for new and transferred students in the first semester
		18	19	20	21	22	23	24	26(M)-29(Th)	Tuition period for the first semester
		25	26	27	28	29	1 Samil-jeol	2		Application period for installment payment for the first semester

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)

	Work	Office Phone Number
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

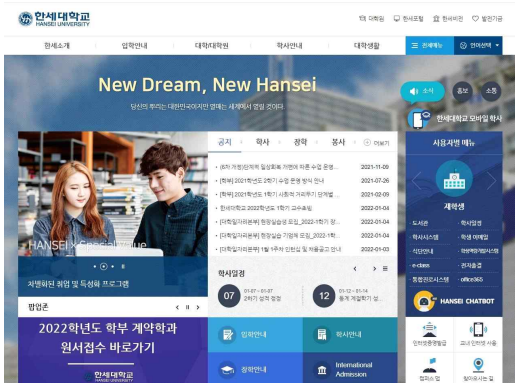
3. the academic and graduate administration departments
   - Curriculum consultation, professional arrangement, Academic affairs such as grade management
   - Credit management (leave of absence, government studies, re-admissions, double degrees, early graduation, etc.
   - Transfer student credits approved, 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.

Department	Major	Office Phone Number
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 admission team.	Admission and thesis.	031-450-5189
	Academic record & scholarship	031-450-5125
	Class	031-450-5072

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

A. Homepage of University

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



2. characteristics

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

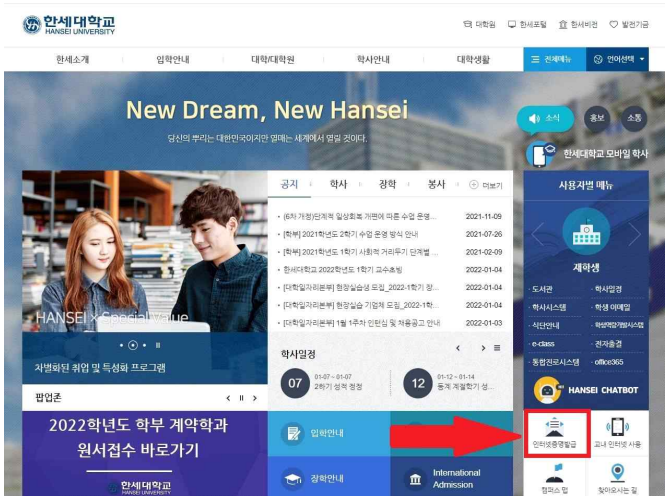
division	URL
undergraduate students	https://www.hansei.ac.kr/kor/1698/subview.do
graduate students	https://graduate.hansei.ac.kr/graduated/641/subview.do

- 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 Potral, graduate (exempt student): Number of students / date of birth (6 digits)

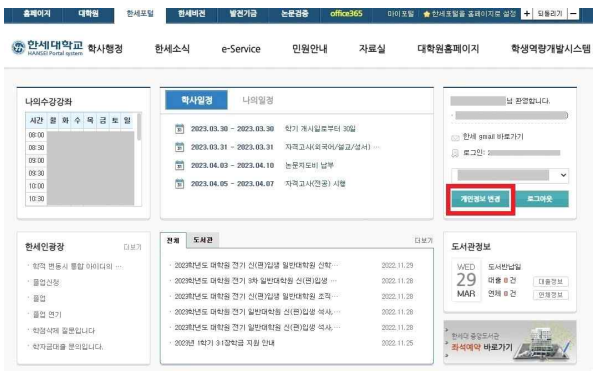
* Issued by fax request : https://www.hansei.ac.kr/kor/322/subview.do
* Issued by overseas mail. : https://www.hansei.ac.kr/kor/323/subview.do

B. Hansei Portal System

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

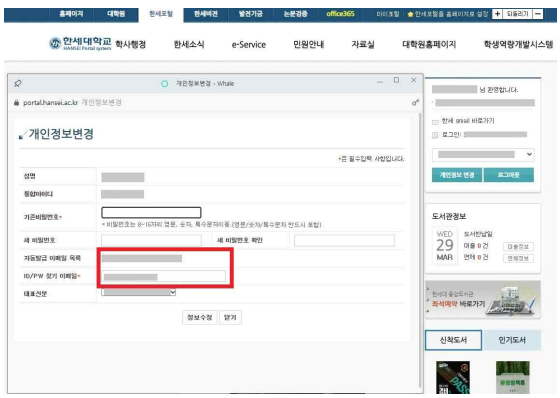
- ID account number: by+student number
- Code: Initial code, the first six digits of the Resident registration number

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)



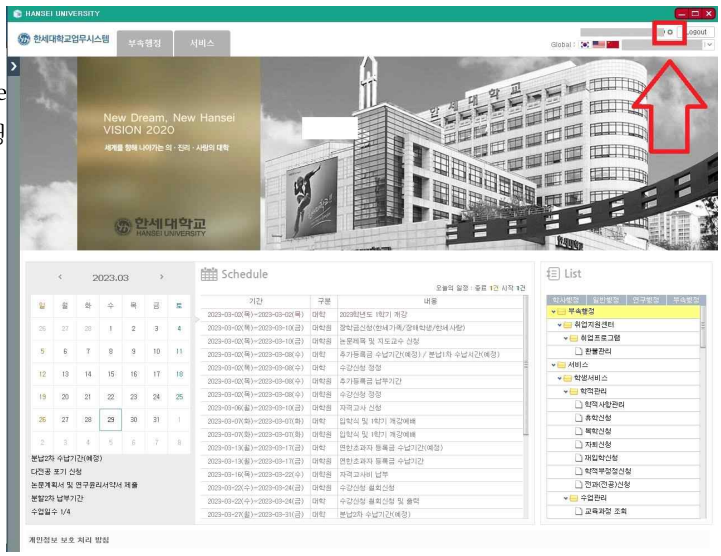
Step 3: Enter email address
for ID/PW verification process

4. How to change personal information registered in PORTAL SYSTEM

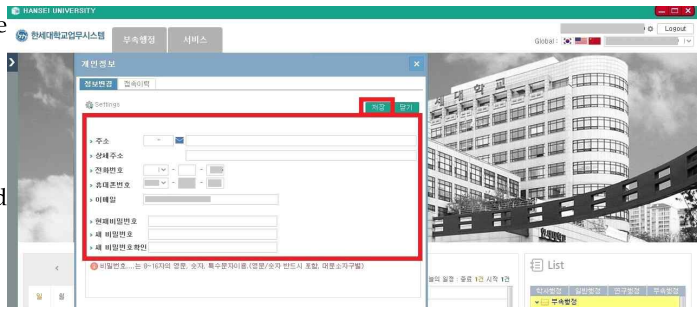
- Step 1: Access the PORTAL SYSTEM and select the Academic Administration(학사행정) menu, then select if you see a square icon at the bottom

- 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. Application for classes

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.

Checking the curriculum for opening.	☞	Check Lecture schedule.	☞	Preliminary course registration.	☞	Apply Course registration.	☞	Correction of course registration.
Check the course manual on the website course registration system		If necessary, contact the head of the department or the administrative office of the major		to pre-populate the subjects one wants to take		the final application for one's class		If it is unavoidable, change within the course correction period

※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

Graduation, completion, 130 credits.	12 to 18 credits.
Graduation credits, 140 credits (Nursing)	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

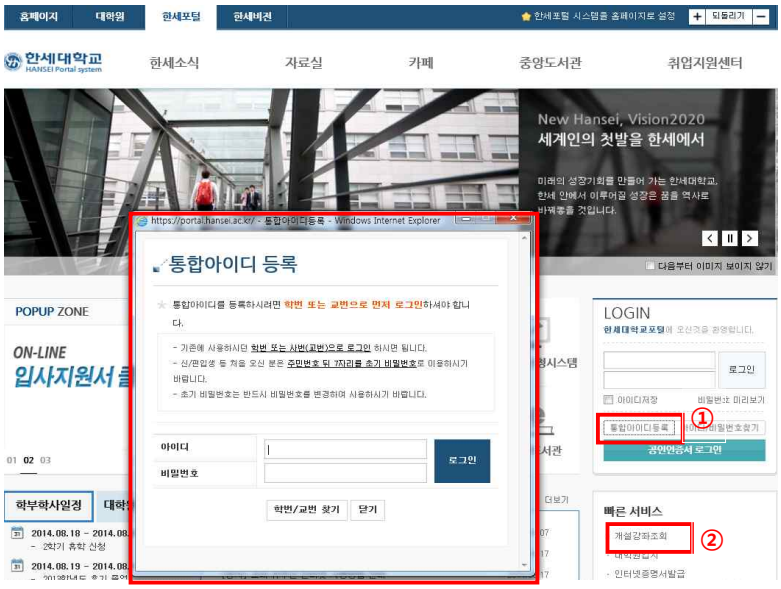
4. Korean language training.

- 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.

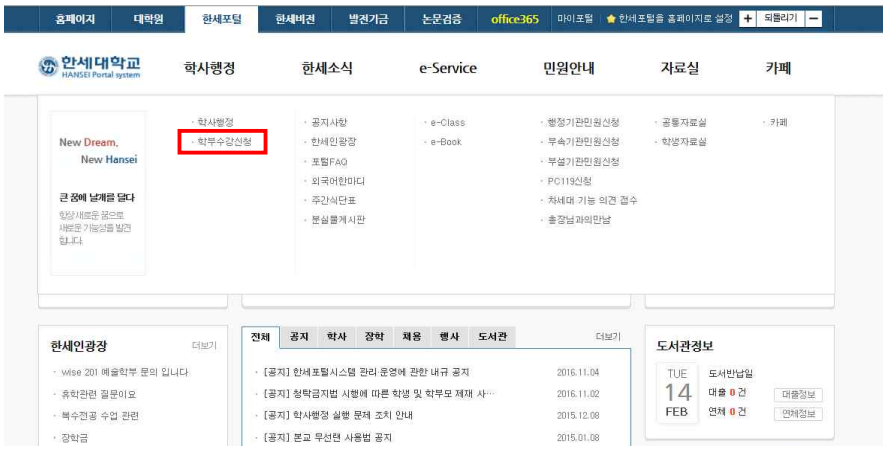
5. How to register for a course (undergraduate, Incoming exchange student)

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

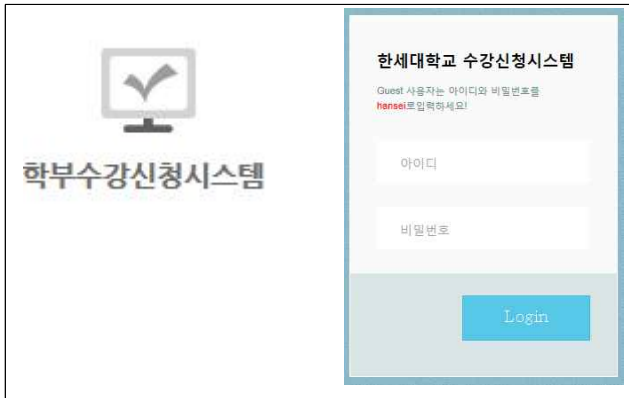
---> Issuing an integrated ID and checking the course manual in a quick service (opening course inquiry).

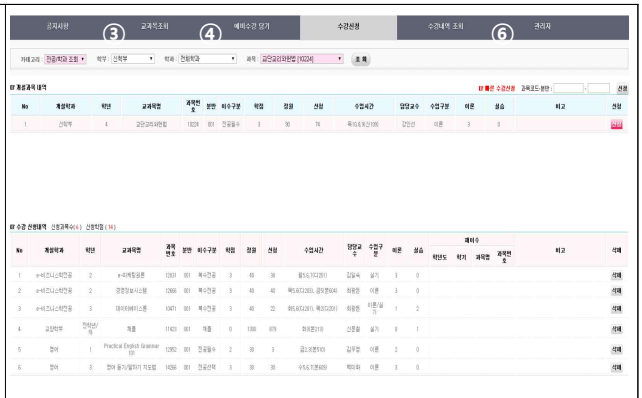


2) Academic administration(학사행정) > Click on the undergraduate course registration system.(학부수강신청)



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





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

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 캘리그라피 (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
		Business Administration	6~9	
		IT Convergence	6~9	
		ICT Environmental Engineering	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	
		Design	6~9	
		Music	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 & Law	6~9	
		Public Policy	6~9	
		Nursing science	6~12	
		Social welfare	6~12	
		Lifelong Care Policy	6~9	
		G2 Cultural Industry	6~12	
Graduate School of Psychological Counseling	Master	Psychological Counseling	6~12	
Graduate School of Engineering	Master	Intelligence Robot Engineering	6~12	
		Industrial Security and Safety	6~9	

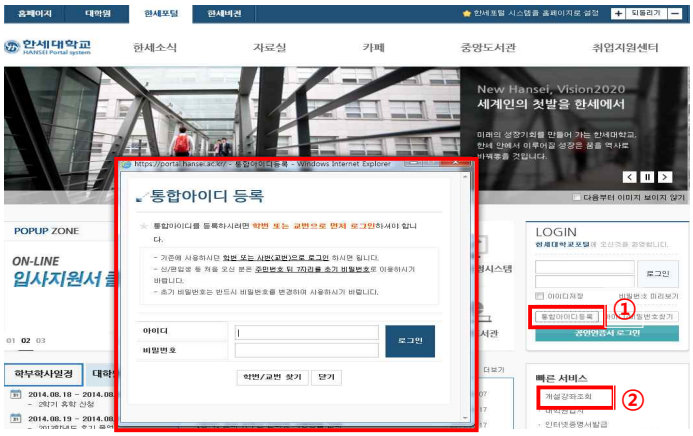
※ You can register for classes with less than the minimum credit, but those who are eligible are excluded from the selection of grade scholarship students.

3. Korean language training.

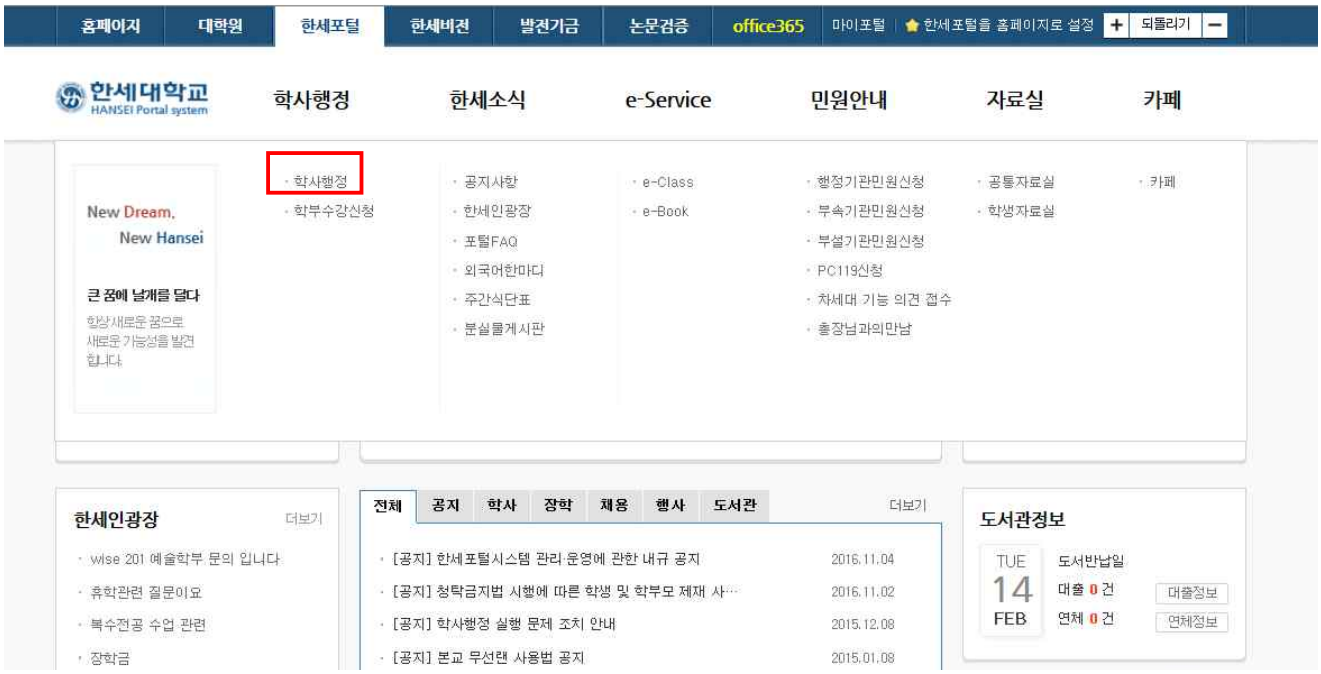
- Students with TOPIK level 2 or less than need to complete at least 300 hours of Korean language training for one year after admission.
- In the case of conditional admissions, it is necessary to complete a prescribed Korean language training for the first 12 months after admission.

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

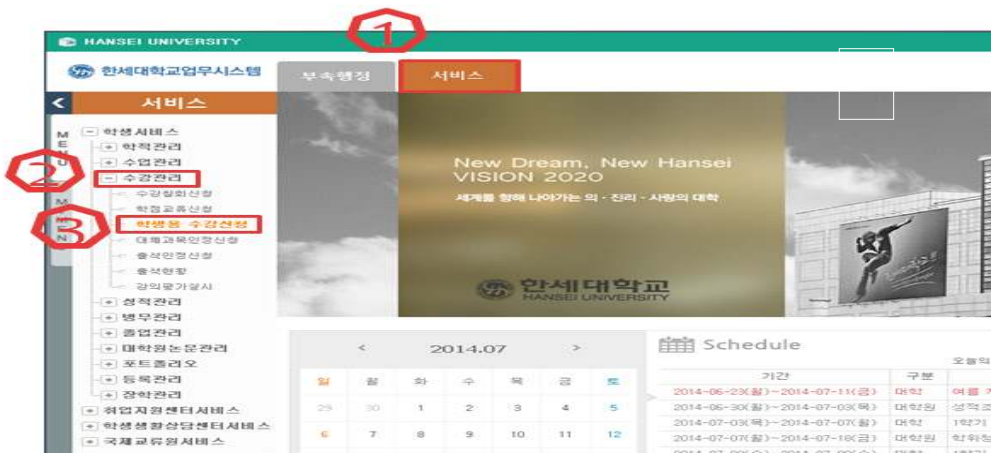
1) Hansei Portal System: http://portal.hansei.ac.kr/



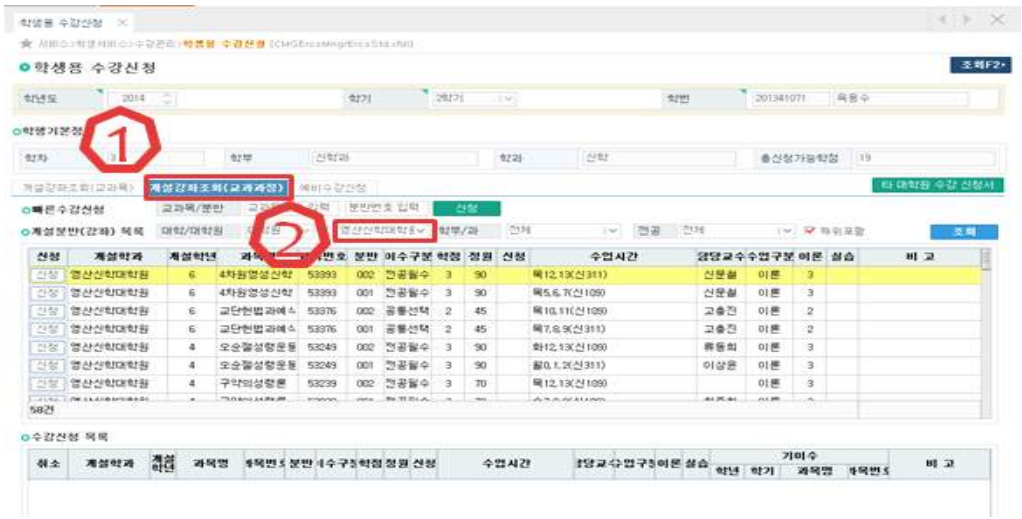
2) Click on the academic administration. (학사행정)



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

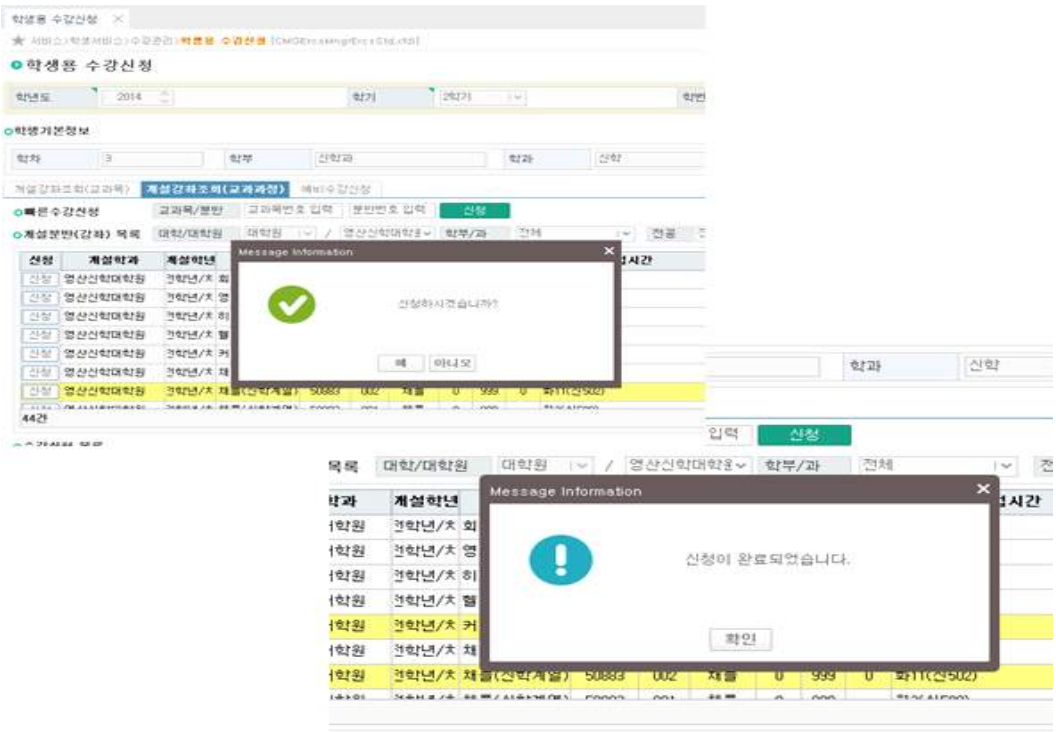


4) Click 개설강좌조회(Opening course inquiry) -> Click ‘전체’ -> Click ‘조회’



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

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



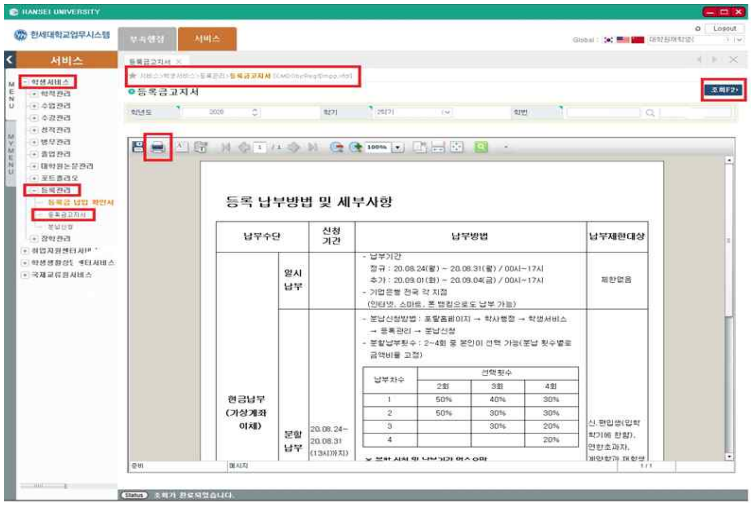
※기타 대학원 수강신청 문의사항은 대학원 교학팀으로 문의 (031-450-5072)

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

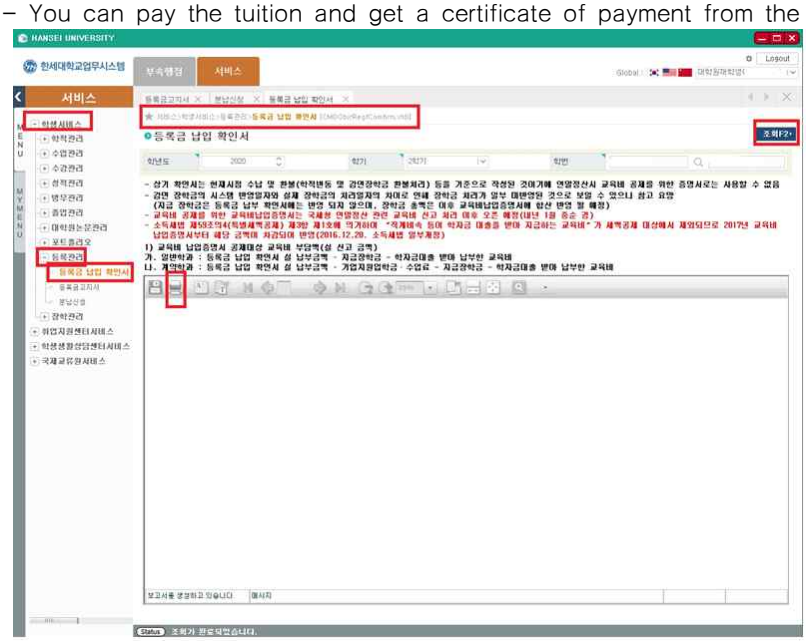
06. Registration for the semester.

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.

• 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

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 scord 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
General Graduate School	Master	Theology		-	27	6	33	
		Business Administration		-	27	6	33	
		IT Convergence		-	24	6	30	
		ICT Environmental Engineering		-	27	6	33	
		Environmental Management		-	30	P	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	
		Design		-	30	6	36	
		Music	orchestral music, accompaniment, vocal, organ, piano, conducting chorus	17	19	P	36	
			composing	15	21	P		
			Piano teaching	17	19	P		
			Music therapy	12	18	6		
			Culture & Arts Management	15	15	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	
		G2 Cultural Industry		-	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	Master	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	Master	Theology		49	49(43)	(6)	98	
Graduate School of Social Work	Master	Social welfare		-	33(30)	(3)	33	
Graduate School of Piano Pedagogy	Master	Piano Pedagogy		8	22	P	30	
Graduate School of Education	Master	Pedagogy		-	30(24)	(6)	30	
Graduate School of Police Justice	Master	Police Science, Legal Studies		-	30(24)	(6)	30	
Graduate School of Business	Master	Business Administration		-	30(24)	(6)	30	
Graduate School of Counseling	Master	Counseling		-	30(27)	(3)	30	
Graduate School of Environmental Design	Master	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.

Ⅲ. Campus life

1. Scholarship system for international students

1) For scholarships for foreign students, please refer to the regulations related to scholarships in our undergraduate, graduate school, and international exchange education centers.

2) All foreign students enrolled in this school can receive the benefits of foreign scholarships based on the scholarship payment ratio set at the time of admission. However, the maximum ratio of scholarships for foreign students in the semester shall not exceed the maximum ratio of scholarships for foreign freshmen in the semester of admission. (Applied from admission to 2018-2 semester)

① Undergraduate students may receive scholarships when they complete 12 credits or more in the previous semester (see Article 9 of the Scholarship Regulations), and graduate school students complete the lowest credits in the previous semester as stipulated in Articles 13 and 48 of the Graduate School Enforcement Rules.

② In the case of foreigners, scholarships can be paid even if there is an omission (F) in the previous semester.

③ In the case of undergraduate students, scholarships may be paid for 12 credits or more until the first semester after completion (see Article 15 (beneficiary period) of the Scholarship Regulations), and for graduate school courses until the first semester (Youngsan Theological Graduate School applies for 10 credits and 4 or more credits, excluding thesis).

④ Those who have a grade of less than 2.0 and a bachelor's warning for the previous semester are excluded from the scholarship.

※ Minimum GPA: 12 credits for the undergraduate school and the graduate school can pay scholarships when completing the lowest GPA for the previous semester as prescribed by Articles 13 and 48 of the Enforcement Rules of the Graduate School Regulations (see below).

3) Excellent Korean language Scholarship (Entered from the 1st semester of 2021)

① Those who submit grades 5 or higher of the valid TOPIK scorecard until the date of submission of admission documents: 50% reduction or exemption only in the first semester of admission

② After admission, those who submit grades 5 or higher of the valid TOPIK scorecard: A scholarship of KRW500,000 each for grades 5 or 6 will be paid once

③ Those who submit grades of Level 3 (Artistic and Physical Education Level 2) or higher of the valid TOPIK scorecard within two semesters after admission: KRW300,000 scholarship once

④ Those who submit grades of Level 4 or higher of the valid TOPIK scorecard within two semesters after admission: KRW400,000 scholarship once

4) Scholarship for entering this school (refer to the regulations of the International Exchange Education Center)

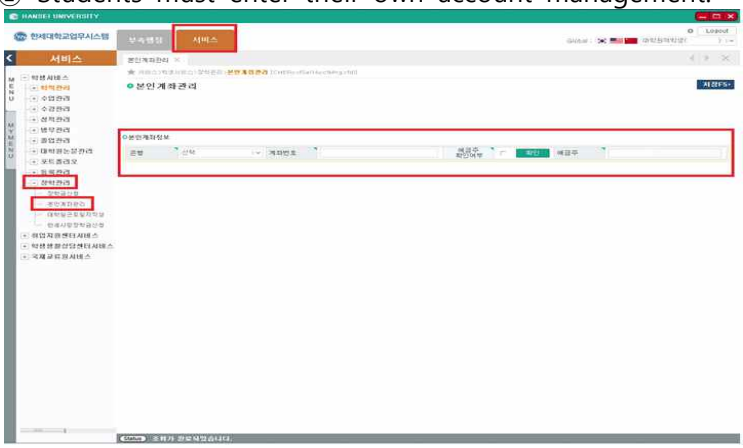
① When a person who has taken the Korean Language Institute of this school for more than one year enters the school, he/she is exempted from admission fees and applies a scholarship with a 20% reduction in tuition fees.

② When a graduate of a degree course of this school enters a higher degree course of this school, he/she is exempted from admission fees and applies a scholarship with a 20% reduction in tuition fees.

5) Managing student's own bank account to receive scholarships.

① Click Service -> Scholarship Management -> Manage Your Account in the Hansai Portal System.

② Students must enter their own account management.



③ If you do not register your bank account information to receive the scholarship, you may not be able to receive the scholarship.

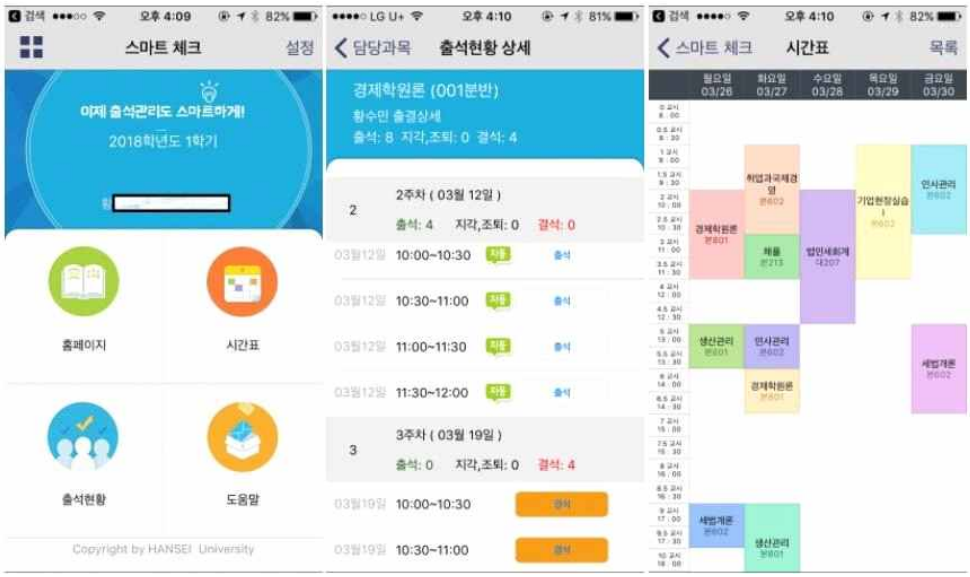
02. Online attendance check system

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)

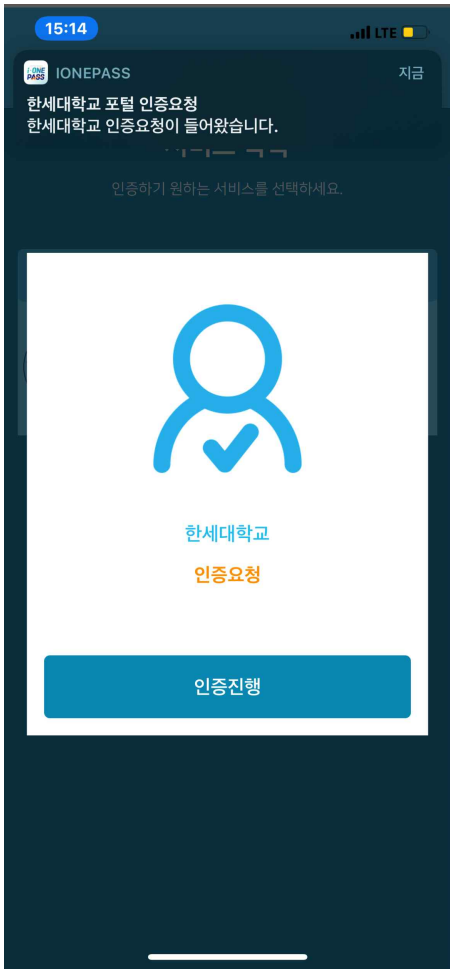
6. 문의 : 교무학사팀/수업 031-450-5347, 5162

03. Guidelines for Secondary Certification of School online information service

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.)

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

<table>
<tr>
<td>
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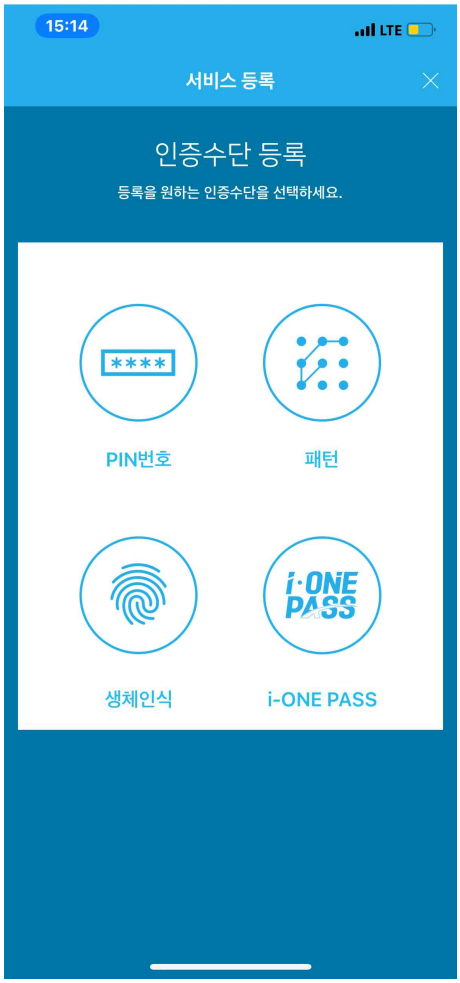
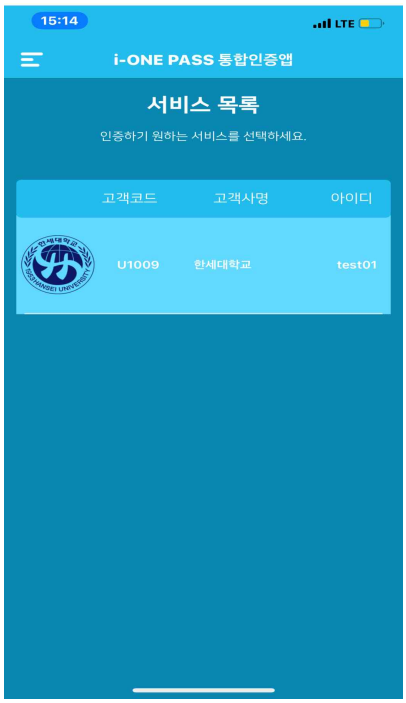
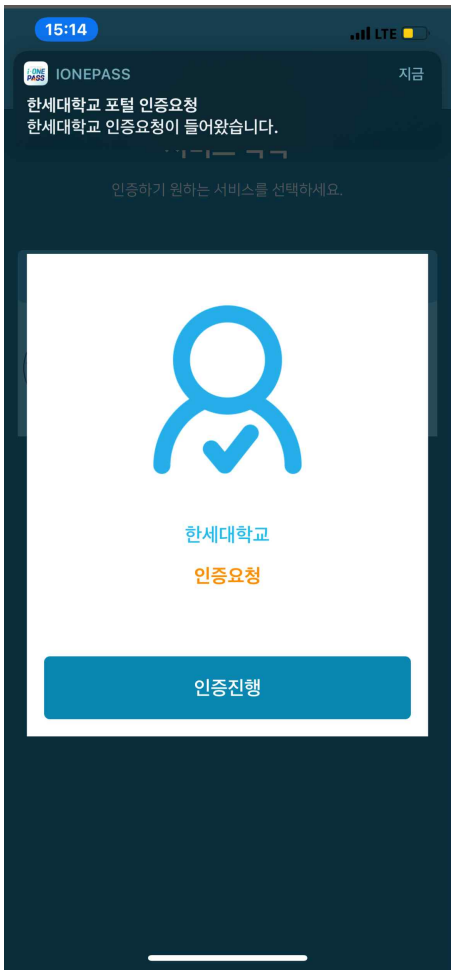
<tr>
<td>Launch the ionass app.
- 기관코드(Institutional code): U1009.
- 아이디(ID): Your portal ID.
- 발급코드(Issuance code): Enter the value of the disposable issuance code provided by the registration guide screen on the portal website.
</td>
<td>4. After the 2nd authentication, move to the main screen automatically.</td>
</tr>
<tr>
<td>5. (인증수단등록)Certification means registration
-> Certification registration completed.</td>
<td></td>
</tr>
</table>



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.

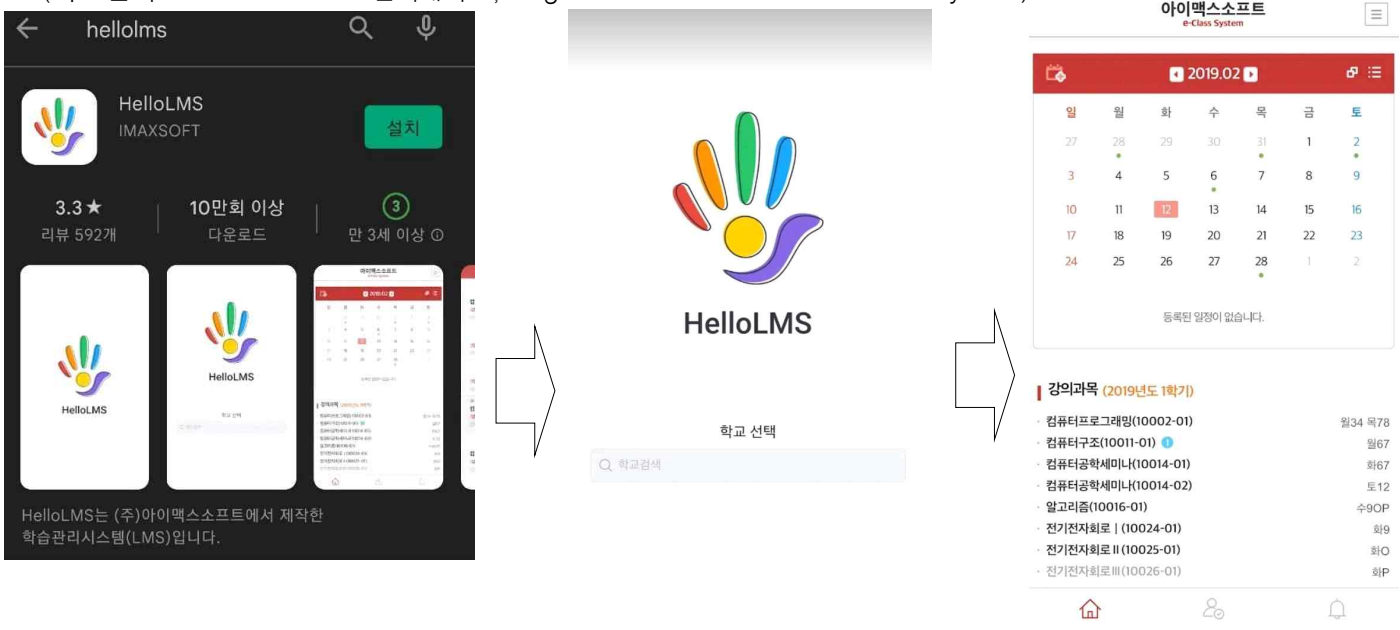
2. Access method: Portal access → login → e-service → e-class

3. Detailed user manual. : http://eclass.hansei.ac.kr/ilos/manual/student_ko.pdf

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)



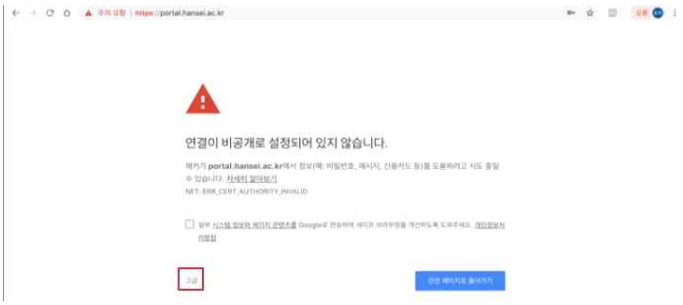
5. Points to note when using Apple operating system PCs and smart devices

· By default, the Hansei University Portal is MS. Supported only on Windows operating systems.

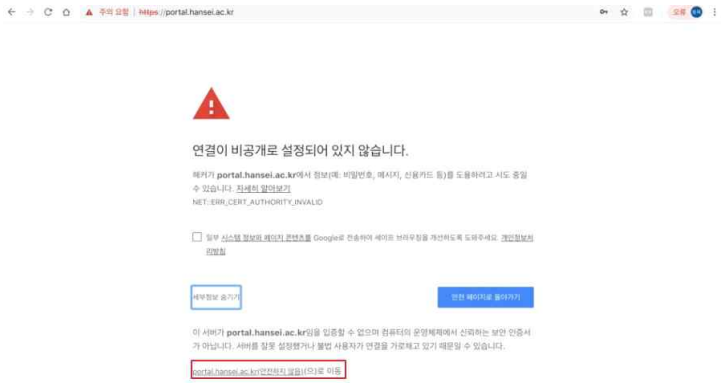
· If you want to access the school's e-class through Apple's iPad, iPhone, or Mac's laptop,
Please use the method given below to access.

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

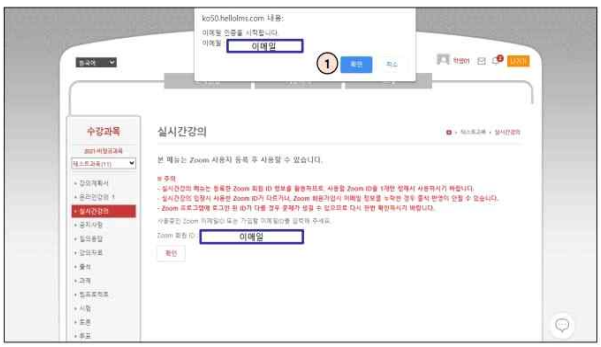
05. Non-face-to-face (Zoom) class via e-class, E-mail registration authentication

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/YBulVcPd5Yg

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 Check the authentication number and go back to the homepage.

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.

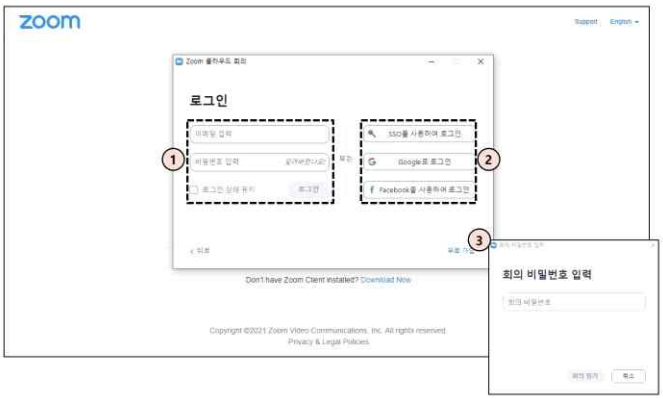
② If you fill out a new email and press the blue diskette icon, the authentication process will be re-authenticated. You will step on it.

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

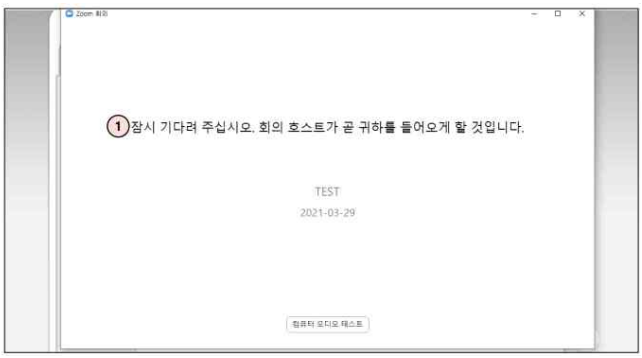
Non-face-to-face real-time classes through Zoom from the second semester of 2021.

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

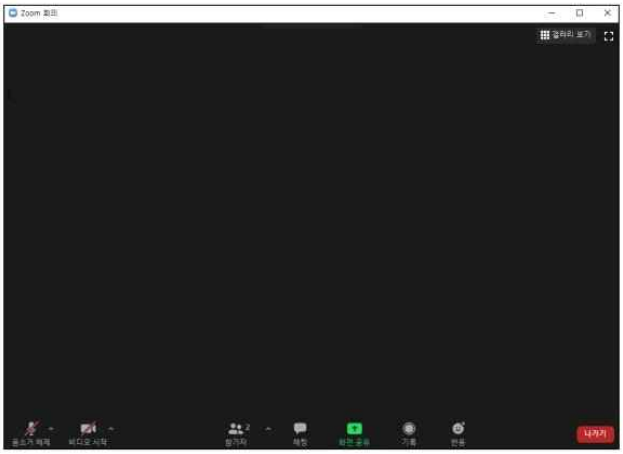
① Click the participation URL to enter the professor's real-time lecture.
② This is the password you have to enter when entering the professor's real-time lecture room.
③ Click URL 1 and click Open Zoom Meetings when a new window appears to enter.



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.)



① 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
- When the book return period elapses: KRW 50. in arrears per day is imposed

☐ 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)

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-Apple	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-Novemb er	Mid-October	Mid-Sep.

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

Type	Round	Application accepted by Korean standard	examination day			Announcement of grades
			Korea	Asisa, 유럽(일부)	미주·유럽·아프리카·오세아니아, 아시아(일부)	
TOPIK	제86회	'22.12.6.(화)~12.12.(월)	1.29.(일)			2.23.(목)
	제87회	2.7.(화)~2.13.(월)	4.9.(일)	4.9.(일)	4.8.(토)	5.25.(목)
	제88회	3.7.(화)~3.13.(월)	5.14.(일)			6.22.(목)
	제89회	5.30.(화)~6.5.(월)	7.9.(일)	7.9.(일)	7.8.(토)	8.17.(목)
	제90회	8.1.(화)~8.7.(월)	10.15.(일)	10.15.(일)	10.14.(토)	11.30.(목)
	제91회	9.5.(화)~9.11.(월)	11.12.(일)			12.14.(목)
TOPIK IBT	제1회	9.19.(화)~9.29.(금)	11.18.(토)			12.19.(화)

* The period of overseas application is different from the period of application in Korea, so be sure to check with the overseas local implementation agency

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) Youngsan Vision Center
B) Vision Hall.
(1) Dormitory expenses. (2022년 기준)

Division	Cost	Period	Memo
During Regular semester.	KRW700,000	16 Weeks	The room for 3-4 people.
During Non-semester period.	Applied per week.	09 Weeks	

※ There is no deposit. (However, lost key, compensation for actual expenses)

(2) Facilities: Bed, desk, personal locker, shared bathroom, shared laundry, reading room, lounge.
(3) Please check with the person in charge of foreign students in the dormitory for the period of use such as admission and exit.

2) Supplies.
(1) Health certificate (only original documents issued within three months from hospitals and public health centers in Korea are recognized)
* 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 OOO (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)

안드로이드 아이폰(iOS)

전자고지 신청 가능
"The 건강보험 APP"

- 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 on wards: 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)

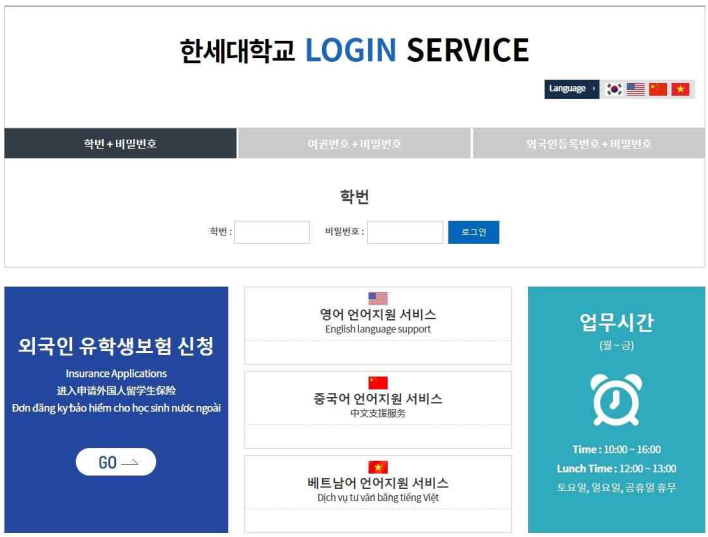
- Conditions for joining a corporate group Insurance subscription fee
  * 06 months = 45,000 won (2023.02.20 to 2023.08.19, insurance premiums may vary depending on the timing and conditions of subscription)
- D-2 international students who are eligible to join the National Health Insurance can also 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. (In the case of a change of address, you must report the change of place of residence.)

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

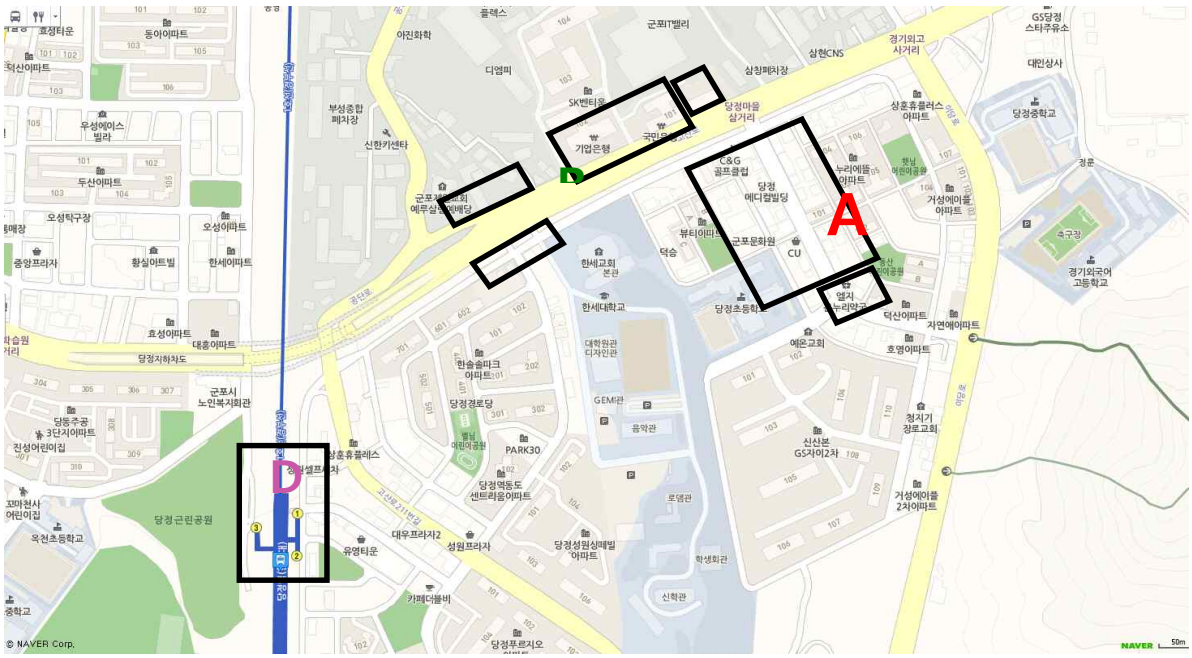
– distributed by the Graduate admission team (to be processed after receiving documents from the Office of International Affairs)

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. Information on schools and surrounding facilities



How to get to Incheon Inter. Airport and Gimpo Inter. Airport.			
Going up to Incheon International Airport.			
한세대	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.			
	안양(범계역)	A4300	범계역 동안경찰서 앞
	의왕(고천)		1번국도 고천파출소 앞

Bus fare.	KEW6,000 – KRW11,000	The fare varies depending on the destination.

02. Introduction to external hospitals for international students

A. Hospital name: Gunpo G.SAM Hospital.

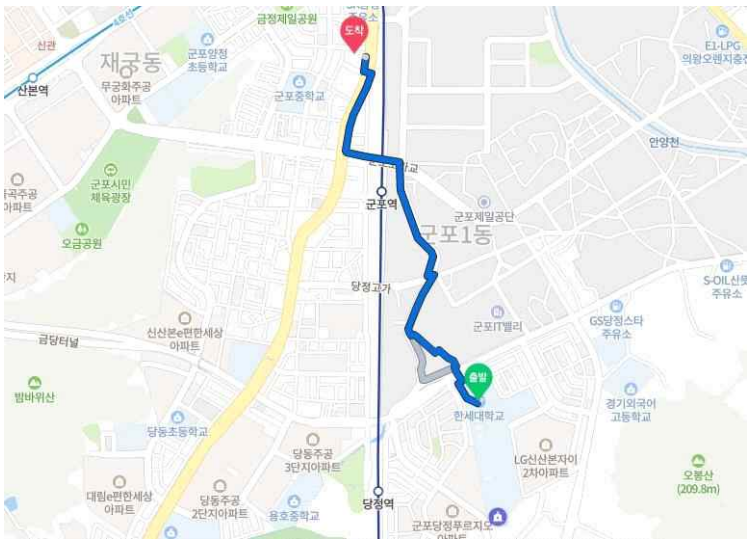
B. Address: 591 G.Sam Hospital, Gunpo-ro, Gunpo-si, Gyeonggi-do, Republic of Korea
www.samhospital.com

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

D. Counseling email: samhospital1@gmail.com

E. 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

F. 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, 1st basement floor.

2. Tennis court.

3. Basketball court.

4. Table tennis court.

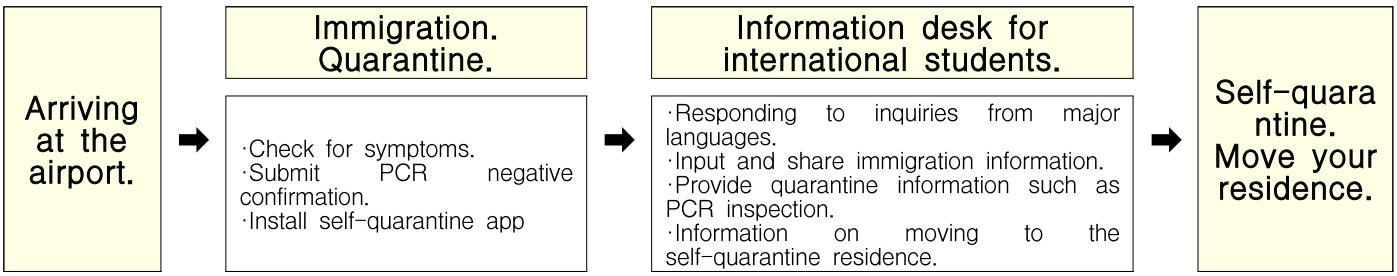
Ⅴ. COVID-19, Quarantine and personal hygiene protection

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)

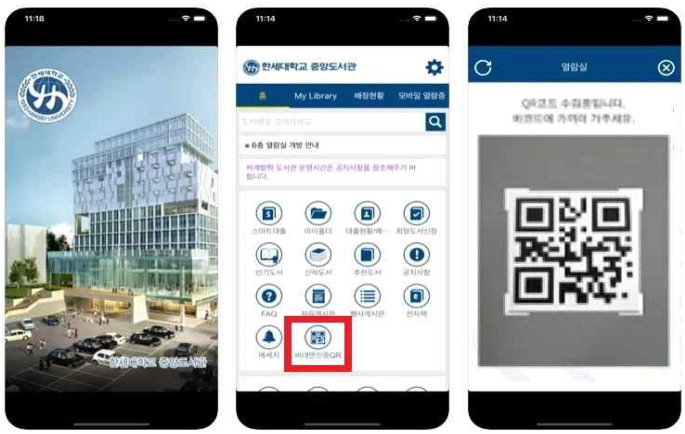
: To prevent the spread of COVID-19, all building access procedures in our university have been changed according to the quarantine guidelines, so university members (students, faculty members (including instructors) and university visitors (outsiders) should comply with the following university building 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 4+
한세대 도서관
LibTech Co.
부료

Google iPhone

iPhone 스크린샷



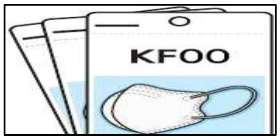
* Visitor: Write the entry list on paper.
* Select the Covid-19 symptom check menu in the Hanse University Library app (if you do not see the menu, you must search on the Google playstore or Iphone, etc.) and Update this app.

04. COVID-19 Quarantine Rules to follow at School

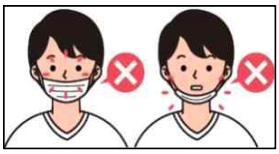
If you have suspicious symptoms of Corona(COVID)-19(fever above 37.5℃, cough, sorethroat, etc.) inform your parents and teacher, and visit a screening clinic to take treatment and test.

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

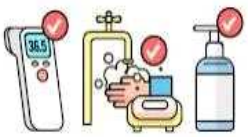
Open the window frequently to ventilate, do it more than 1 time in 1 hour

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 (Domitory)

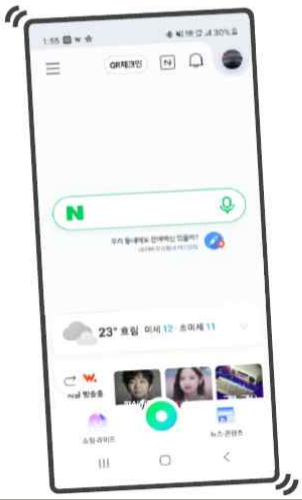
Go home immediately after school

even at the academy keep the quarantine rules as it like in school

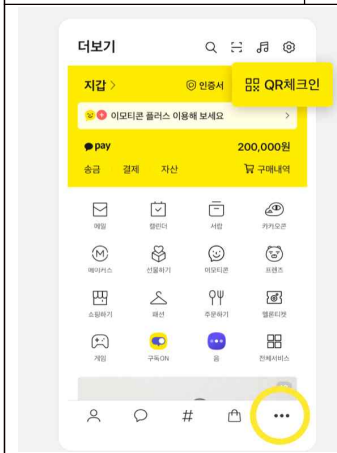
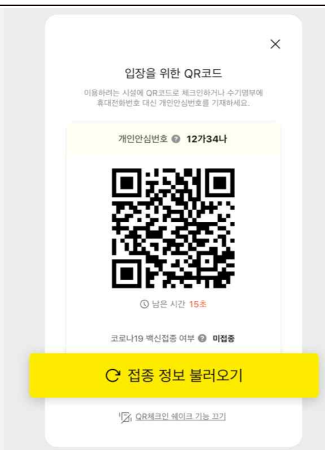
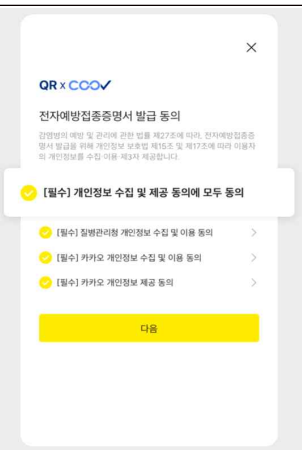
05. Information on how to prove Covid 19 Vaccination

- 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
			
If your Android phone is not the latest version of the Naver App, use Google Play, Iphone is connected to the App Store.	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.	Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.	A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).

☐ 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
			
In the KakaoTalk App, click the QR check-in button at the top of the More (…) tab.	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.	Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.	A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).

06. Information on COVID-19 vaccination for international students staying in Korea.

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 전화예약 운영안내** (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.

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

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

○ 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

○ 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.

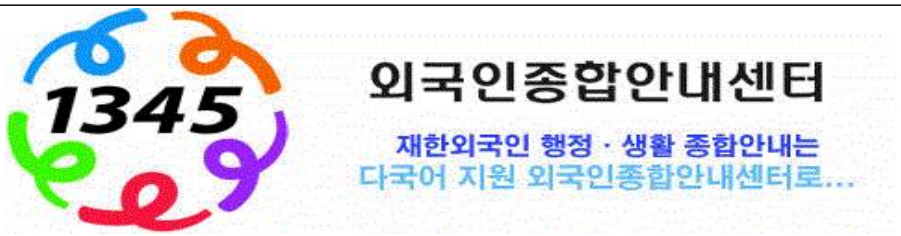
3. Permission to extend the period of stay for job search after graduation (D-10).

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



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

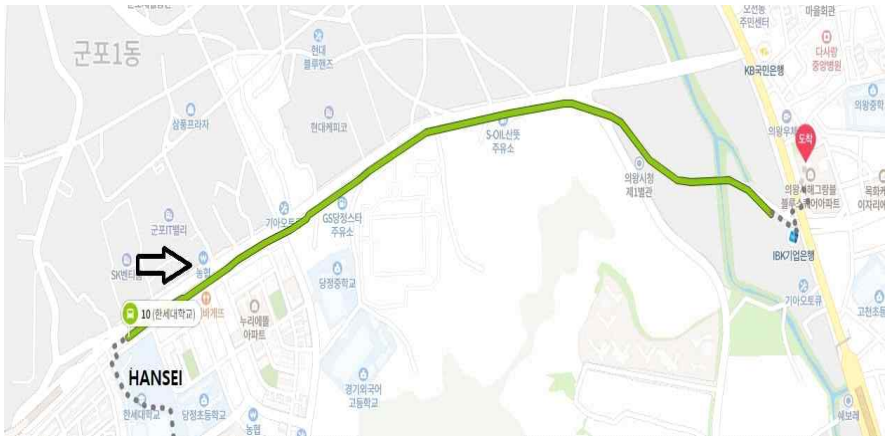
단체 및 기관	전화번호
화재/구급/구조신고	119
응급질병상담 및 병원안내	1339
범죄신고	112
아동학대	1577-1391
미아·가출신고	182
청소년 상담전화	1388
여성긴급전화	1366, 1577-1366
성매매 피해여성 신고	117
인권침해·차별행위신고	1331
대한법률구조상담	132
보건복지콜센터	129
사이버 명예훼손	1377

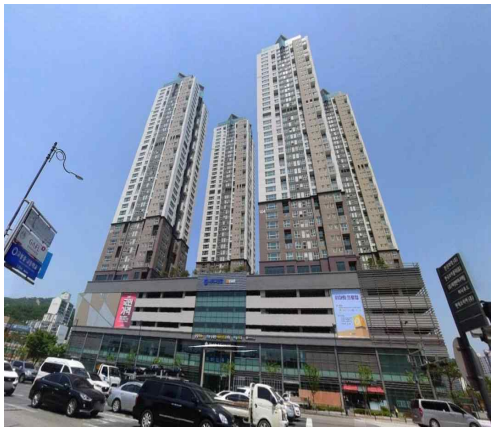
the Foreigners General Information Center : http://www.hikorea.go.kr

04. Information on the use of major facilities around the school.

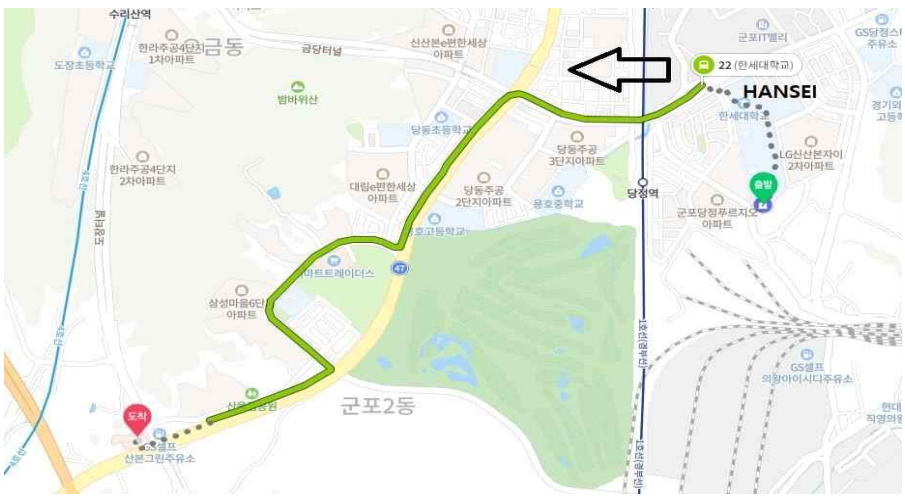
1. Transportation card.
- You can buy it at a convenience store.
- Taxi, buses, subways, and other public transportation are available.

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)



05. Information on using the wireless internet inside the school.
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

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

1. Overview

- When you open a new bank account in Korea(R.O.K), you can transfer and withdraw up to KRW300,000 per day from Internet mobile banking, an automatic teller machine (ATM), and KRW1,000,000 from a branch window per day. If you submit various supporting documents, you will be provided with a 'financial transaction limit account service' in which the limit is lifted.
- If an international student with a limit account needs to pay tuition of KRW1,000,000 or more, he or she can visit a bank branch and submit a tuition bill as a supporting document to make financial transactions up to the tuition limit.

2. Preparations

- Passport or 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 P18. of the International Student Handbook)

07. Advice for international students who first received an alien registration card

1. Foreign students staying in Korea must always have an alien registration card, passport, etc. (except for those under the age of 17), and when an immigration official or an authorized public official requests the presentation of an alien registration card, etc. in performing his/her duties, he/she shall comply

※ Violation of this will result in a penalty cost of not more than KRW1,000,000. (Article 98 Subparagraph 2 of the Immigration Control Act).

2. In order to receive scholarships in the future and receive refunds for expenses paid to the school, a bank in Korea opens a bank account and registers the account information in the school portal system.

3. You can install various smart device apps that require self-certification using your alien registration card. (Kakao Talk, Kakao Taxi, Kakao Bank, etc

4. You can use your alien registration card to verify your identity and open your mobile phone in Korea.

5. You can apply for a Korean credit card with a postpaid transportation fee at the bank using your alien registration card (Only those who have entered Korea six months after entering Korea can apply due to changes in bank regulations, so you must bring your passport as the process of checking the entry date recorded on the applicant's passport may be required.)

6. If you use your alien registration card to authenticate yourself, you can make reservations for Korean trains (KTX, other than that) and express buses.

기초 한국어 회화 안내
(Basic Korean Conversation, 基本韩语会话指南)

1. 안녕하세요 (an-nyŏng-ha-se-yo) Hello, 你好

2. 만나서 반갑습니다. (man-na-sŏ pan-kap-sŭp-ni-ta) Nice to meet you. 认识你很高兴

3. 나는 외국인 유학생입니다. (na-nŭn 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-nŭn han-se-tae-hak-kyo-e-sŏ kong-pu-ha-ko iss-sŭp-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-nŭn syo-p'ing-ŭl wi-hae-sŏ san-pon i-ma-t'ŭ-e ka-ko sip'-sŭp-ni-ta.)
   I want go to Sanbon E-mart for shopping, 我想去Sanbon Emart购物。

6. 나는 한세대학교에 가고 싶습니다.
   (na-nŭn han-se-tae-hak-kyo-e ka-ko sip'-sŭp-ni-ta.)
   I want to go to Hansei University. 我想去韩世大学。

7. 나는 은행을 찾고 있습니다.
   (na-nŭn ŭn-haeng-ŭl ch'ach-ko iss-sŭp-ni-ta.)
   I am looking for a bank. 我在找银行。

8. 나는 식당을 찾고 있습니다.
   (na-nŭn sik-tang-ŭl ch'ach-ko iss-sŭp-ni-ta.)
   I am looking for a restaurant. 我在找餐厅。

9. 나는 기숙사에서 살고 있습니다.
   (Nna-nŭn ki-suk-sa-e-sŏ sal-ko iss-sŭp-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. ขอบคุณคุณ. Merci. Та бүхэнд баярлалаа. спасибо. obrigado. ありがとう. 谢谢. 감사합니다.

한세대학교 HANSEI UNIVERSITY

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