

2019  
Fall

Yonsei University Graduate School

# Guideline for Admitted Students



연세대학교  
YONSEI UNIVERSITY

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# 1. Accessing the Graduate School Internet Portal Service

YONSEI UNIVERSITY GRADUATE SCHOOL

## ■ Accessing the Graduate School Internet Portal Service (<http://portal.yonsei.ac.kr>)

[Log in will be available on 2019.7.10.(Wed) after 09:30am]

1. Go to <http://portal.yonsei.ac.kr>. Move the cursor to "Academic Information System". Click on "Academic Management System (Degree Programs)".

2. Type in student ID and Password  
(Initial password is the 6 digits of birthdate in YYMMDD order)

## 2. Printing Admission Certificate

YONSEI UNIVERSITY GRADUATE SCHOOL

### ■ Log in to Graduate School Internet Portal Service (<http://portal.yonsei.ac.kr>)

Click on '학적 (Student Record Management)' menu on left side of the screen -> Click on '증명'  
-> On the screen below click '출력'

The screenshot shows the Yonsei University Graduate School portal interface. At the top left is the Yonsei University logo and name. The top right displays the user ID '1111111111', a '로그아웃' (Logout) button, a '바로가기' (Home) dropdown menu, and language options 'English' and '(구)학사시스템' (Old Academic System). A left sidebar menu contains '증명' (Certificate), '합격증출력' (Admission Certificate), '졸거 찾기' (Find Graduation), and '학적' (Academic). The main content area shows the breadcrumb '증명 > 합격증출력' and a sub-header '합격증 출력'. Below this, a message box states '합격증 출력을 원하실 경우, 우측 출력 버튼을 클릭해 주세요.' (If you wish to print the admission certificate, please click the print button on the right). A red arrow points to a green '출력' (Print) button.

### 3. Tuition Payment Guidelines

#### I. Tuition Payment

##### 1. Tuition Payment Process

What To Do	Dates and Notes
Select Miscellaneous Fee(s) to Pay	2019. 7. 10(Wed) 09:30 ~ 7. 11(Thu) 16:00
↓	<ul style="list-style-type: none"> <li>▪ Please mark ✓ for a miscellaneous fee(s) you wish to pay at Yonsei Portal Site (<a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a>), which is possible only during the period stated above. The payment will be made along with the tuition fee during the tuition payment period.</li> </ul>
Print Tuition Invoice	2019. 7. 12(Fri) 09:30 ~ 7. 16(Tue) 17:00
↓	<ul style="list-style-type: none"> <li>▪ During the period of miscellaneous fee selection, you are able to print out the invoice by clicking 'Print the Bill' button <b>only after selecting miscellaneous fees to pay.</b></li> <li>▪ Go to <a href="http://portal.yonsei.ac.kr/">http://portal.yonsei.ac.kr/</a> → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password → Click "Registration" → Click "Tuition Invoice Print" → Click Inquiry/Registration → Click "Print"</li> </ul>
Pay Tuition Fee (and Miscellaneous Fee(s))	2019. 7. 12(Fri) 09:30 ~ 7. 16(Tue) 17:00
	<ul style="list-style-type: none"> <li>▪ Failure to pay tuition and/or other fees during above period will result to cancellation of admission.</li> <li>▪ Tuition can be paid via internet banking, phone banking, ATM transfer and teller transactions from all banks to designated Woori Bank account.</li> <li>▪ We recommend that you complete the payment by 16:00 on February 1st, before the bank closes in order to avoid unexpected problems, such as transaction limit excess.</li> <li>▪ ·Tuition Fee Table (reference) : <a href="http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp">http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp</a></li> </ul>

## 2. What is Miscellaneous Fees?

### A. Overview of Miscellaneous Fees

Item	Amount(₩)	Paid Semester	Related Association	Contact
<a href="#">Graduate Student Association Fee</a>	11,000	Every semester	Graduate School Student Association	02-2123-3671
	·The association works to enhance the graduate students' welfare and rights. Its main activities include academic supports through special lectures, conferences and more , issuance of a newspaper and the design and distribution of student pocketbook. <a href="http://www.gradyonsei.com/">http://www.gradyonsei.com/</a>			
<a href="#">Student Health Mutual-aid Association Fee</a>	22,500	Every semester	Student Health Mutual-aid Association	Sinchon: 02-2123-3350,2 Wonju:033-760-5430
	·The association refunds a part of medical and medicine fees paid to any of local hospitals. Those who paid for this fee are also entitled to a discount at Yonsei University Health Service Center. <a href="http://web.yonsei.ac.kr/health/">http://web.yonsei.ac.kr/health/</a>			
<a href="#">Yonsei Coop Investment</a>	5,000	1st semester	Yonsei University Coop Goods	02-2123-4038
	·The Coop seeks to improve its unionists' welfare. It grants a Coop scholarship, provides part-time opportunities and pays dividends (if there's a surplus). The investment paid will be returned when the status as a unionist terminates. * Applicable only to the students in Sinchon Campus <a href="https://www.yonseicoop.com/">https://www.yonseicoop.com/</a>			

### B. How to Select Miscellaneous Fees

Click "Registration" → Click "Print/Registration" → Click "Miscellaneous Fees Choice" → Click a miscellaneous fee(s) you wish to pay after copying the sentence starting with "I understand..." in the middle of the screen → Click "Print the Bill"

### C. Note

- 1) Selection and correction of miscellaneous fees is only possible during the designated period. **[2019. 7. 10(Wed) 09:30 ~ 7. 11(Thu) 16:00]**
- 2) During the designated period, you can correct the selection of miscellaneous fees after clicking 'Temporary Save'. However, no correction is possible after you click 'Print the Bill'.
- 3) Tuition Waivers and Scholarships do not appear on the menu of 'Miscellaneous Fees Choice'. Please go to the 'Browse/Registration' menu to check on them.

### 3. How to Pay Tuition

- A. Tuition fee must be transferred to an individually assigned virtual Woori Bank account in one installment.
- 1) Each student gets an individual virtual Woori Bank account number. When the students have transferred money to their virtual Woori Bank account, (even if the name of remitter is different from the student's name) the student will automatically be enrolled.
- B. Credit card payments can only be made by Woori Bank credit cards (debit cards and corporate cards cannot be used).
- ※ Payments can be made at nationwide Woori Bank branches or through the Woori Bank website (<http://card.wooribank.com>). You can call the Woori Bank customer service center at 1588-9955 for further information.
- C. Wire Transfer
- 1) If you are not able to pay tuition fee by any of methods stated above due to some conditions such as living abroad, please pay it by wire transfer.
  - 2) Since only one time payment is allowed, please consider the exchange rate and other charges for transferring the money. If the money transferred is more than the tuition fee, the rest will be refunded during your 1st semester.

Bank Information
<ul style="list-style-type: none"> <li>· Name of Bank(branch) : Woori Bank (Yonsei University branch)</li> <li>· Recipient : Yonsei University</li> <li>· Swift Code : hvbkkrsxxx</li> <li>· Bank Address : 50 Yonsei-ro, Seodaemun-gu, Seoul 120-749, Korea</li> </ul>

### 4. Entrance Fee Waiver

- A. Please refer to the table below for the eligibility. The tuition amount indicated on the invoice reflects the waived amount and is the fee you must submit.
- \* Go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password (ID: Your student number; Password: 6 digit date of birth, YYMMDD) → Click "Registration" → Click "Print/Registration" → Click "Browse/Registration" → Click "Print the Bill" and check the amount of entrance fee on the pop-up invoice.
- B. Please contact the graduate school office(tel. 82-2-2123-3229) before you make a payment if you believe the invoice reflects the wrong amount.

Full Waiver	Half Waiver
<ul style="list-style-type: none"> <li>▪ For those who have been admitted as research program students at Yonsei University Graduate School(YUGS) or who have achieved Master's degree from YUGS AND advance to higher degree program at YUGS.</li> <li>▪ For those who have graduated from or are enrolled at YUGS and enter into a different department of YUGS.</li> </ul>	<ul style="list-style-type: none"> <li>▪ For those who have completed research program at or achieved Master's or Doctoral degree from any of professional and/or specialized graduate schools at Yonsei University and enter any one of department of YUGS</li> </ul>

## 5. Verification of Tuition Payment

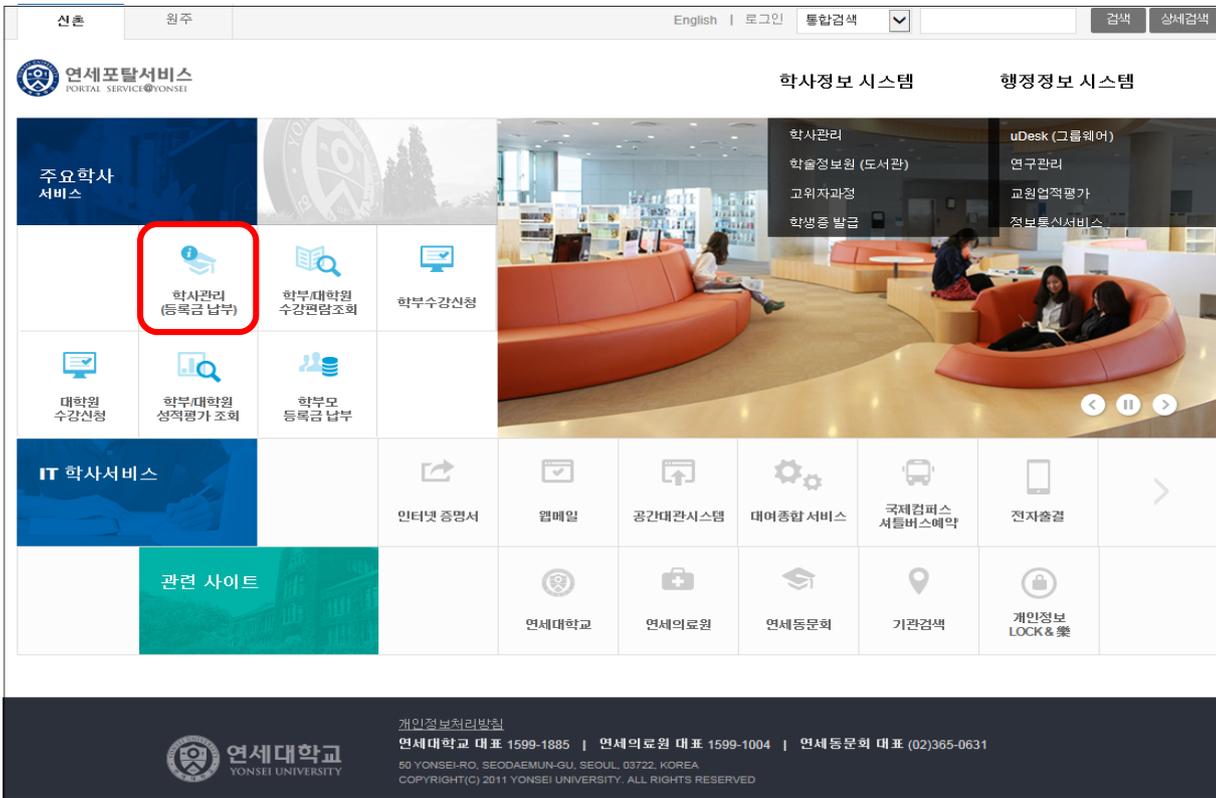
To verify your tuition payment, go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification"

## 6. Entering Personal Bank Information

- A. Please register your personal bank account number to Yonsei Portal website. Your bank information is necessary for granting scholarships, returning the tuition balance and more.
- B. In case the name registered at Portal site and the name of account holder are not exactly the same, you may not be able to enter your bank account number successfully. In that case, please send a copy of your bank book and your student ID card to the Graduate School office ([chan0214@yonsei.ac.kr](mailto:chan0214@yonsei.ac.kr)). You can also visit the graduate school office (Stimson Hall 2F, Building No. 502).
- C. How to Register : Go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Log in by typing in ID and password (ID: Your student number, Password: 6 digit date of birth, YYMMDD) → Click "Student Record" → Click "Information" → Click "Personal Data" → Find 계좌정보 and Click "Modify" → Input your bank information → Click “저장” (Save).

# Graduate School Tuition Fee Payment Guideline

1. Go to [portal.yonsei.ac.kr](http://portal.yonsei.ac.kr) → Click on "Tuition and Payment" located on the left hand of the page



2. **Log In** : Typing in ID and password (ID: Your student number, Password: 6 digits of date of birth, YYMMDD)



3. Select Miscellaneous Fees : Click "Registration" → Click "Print/Registration" → Click "Miscellaneous Fees Choice" → Click a miscellaneous fee(s) you wish to pay → Click "Miscellaneous Fee Confirm"

2015학년도 1학기 자율경비 내역

선택	항목	설명	담당부서	연락처	금액
<input checked="" type="checkbox"/>	학생회비	다양한 학생 활동지원 및 학생복지 개선을 위한 교내 학생회 자치활동비	총학생회	2123-3641	10,000
<input type="checkbox"/>	연세지	연세지편찬위원회 학생들이 제작하는 개인지 성격의 출판물 구독료	연세지편집위원회	2123-3661	1,700
<input type="checkbox"/>	연세종주비	매주 월요일에 학생기자들의 주도로 학기 중 발행되는 국내 최초의 학생교...	연세종주	2123-3365	6,700
<input type="checkbox"/>	방송비	연세 사회 구성원들의 알 권리를 위해 학내소식과 시사보도 등 다양한 프...	연세교육방송국	2123-3855	2,000
<input type="checkbox"/>	보건비	학생들의 건강관리와 향상을 목적으로 운영하며, 진료, 건강검사, 예방접종...	건강센터	2123-3346	7,600
<input type="checkbox"/>	건강공제회비	학생들이 전국의 모든 의료기관(외국인 학생의 경우 지정병원)에서 의료비...	학생건강공제회	2123-3890	15,000

총납부금액 10,000

본인은 자율경비 선택에 대한 유의사항을 숙지하였습니다.  
(위의 동의문구를 입력하십시오)

입사자정 자율경비확정

4. Printing the Bill : Click "Registration" → Click "Print/Registration" → Click "Print the bill"

2015- 1학기

재학상태	재학	학기초과	Y	변경소속명	
입금전용계좌(우리은행)	126-020497-18-349	등록일	2014-09-15 00:00:00.0	분납신청일	
발령금액	3,574,000	감면금액	3,574,000	고지장착	0
수납금액	0			미납금액	3,574,000

고지서출력 영문 고지서 출력 등록금 납부 확인

**5. Tuition Fee Payment:** Tuition fee shown in the individually assigned virtual Woori Bank account must be paid in one installment.

- Each student is given an individual Virtual Woori Bank account: When the students remit money to their virtual Woori Bank account, (even if the name of remitter is different from the relevant student's name) the student will automatically be enrolled.

2015학년도 1학기				등록금 내역		학생회비 및 건강공제회비 내역	
등록금 납입 고지서 겸 영수증							
소속	대학	학		입학금	0	학생회비	10,000
학기/학년	2	학번	1111111111	등록금	3,564,000		
성명	김			감면금	0		
입금방법	ATM, 폰뱅킹, 인터넷뱅킹, 무통장입금			예치금	0		
입금전용계좌	우리은행	계좌	126-0	합계	<b>3,564,000</b>		
	입금전용계좌는 1인 1계좌입니다. 따라서 송금인은 학생 본인이 아니어도 무방합니다.						
납부총액	<b>3,574,000</b>					합계	<b>10,000</b>

2015    부터 - 2015    까지 위 금액을 정히 영수합니다.

**6. Verification of Tuition Payment :** Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification"

The screenshot shows the Yonsei University student portal interface. The main content area displays the registration confirmation process. Three red callout boxes indicate the steps:

- 1. 선택**: Selecting the '등록금 납부 확인서 출력' (Print Registration Confirmation) link in the left sidebar.
- 2. 선택**: Selecting the '2015학년도 1학기' (2015 Academic Year 1st Semester) dropdown menu.
- 3. 선택**: Selecting the '국문' (Korean) button to print the confirmation.

## 4. Guidance for Student ID Card Issuance

- 1. The student ID card** is a multi-purpose identification card for Yonsei University students. It is issued in collaboration with Woori Bank. It gives you access to university facilities such as libraries, indoor swimming pool, computer rooms, etc. It also allows you to show electronically your attendance for classes. It can be used as a check card to pay at stationery stores, bookstores, and restaurants after opening a bank account at campus Woori banks. It can be also utilized as prepaid public transportation card in Seoul after the cash charge in the campus ATMs. You can get a discount at some stores on and off the campus with the ID card.
- 2. Eligibility:** 2019 Fall Semester enrolled international students who consent to a personal information collection, utilization, and processing entrustment to a trustee

### 3. How to Apply

Visit Yonsei Portal Site (<https://portal.yonsei.ac.kr/main/indexe.jsp>) -> Log in with your student ID number and PW (initial PW : D.O.B. in YYMMDD order) -> Academic Information System -> Issue Student ID -> Apply for an ID card -> Agree with personal info. collection, utilization, and processing entrustment to a trustee -> Check applicant's info. and click on 사진등록/변경(Photo upload/change) button -> 신청(Apply)

※ Student ID number will be available on the Graduate School Website

([http://graduate.yonsei.ac.kr/graduate\\_en/index.do](http://graduate.yonsei.ac.kr/graduate_en/index.do)) on Friday, June 14, 2019. Click on 최종합격자발표(Final Results) menu and type in your application number and your D.O.B. in YYMMDD order to get it.

※ A photo file should be a JPG format with no more than 200KB.

### 4. Application Period

Student	Date	Note
International Students	Aug. 20 (Wed), 2019 at 10 am ~ 23 (Fri) at 5 pm	Before the application period, online applications cannot be made. After the application period, you may get it around mid-September.

### 5. ID Pick-Up Period and Location (Your designated campus bank)

- Period: September 2 (Mon), 2019 ~ 4 (Wed) from 9 am to 8 pm
  - Locations of Woori Bank (WB) :
    - Sinchon Campus: WB in the Student Union Building (Campus Map Bldg. No. 207)
    - Songdo Campus: WB in the Songdo Dormitory B (Campus Map Bldg. No. 306)
    - Wonju Campus: WB in the Yonsei Plaza (Campus Map Bldg. No. 12)
- ※ Please visit the Bank with your identification card or passport to receive the ID card.  
※ After the above period, you can pick it up during the bank opening hours from 9 am to 4 pm on weekdays.

## 6. Student ID Card with Check Card Function

If you want to use your Yonsei student ID card for cash deposit/withdrawal in ATMs, please bring your alien registration card and a certificate of attendance to open a bank account at Woori bank on the campus. Please be advised that a certificate of attendance is available free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Site or at the University Service Center with payment from September 1. Foreign registration card may take a maximum of one month to receive from Korea Immigration Service.

## 7. Student ID Card Reissuance

Visit Yonsei Portal Site (<https://portal.yonsei.ac.kr/main/indexe.jsp>) -> Log in with your student ID number and PW -> Academic Information System -> Issue Student ID -> Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card -> Registration -> Register -> ID Card Mgmt. -> Apply for an ID card -> Follow the application steps as above. It takes one week to obtain the card at the campus bank without charge.

- Reporting Lost/damaged ID Card : Register your lost/damaged ID card at Yonsei Portal Site to cease to use. Call the Woori bank customer service center immediately at 1588-9955 if your student ID card is connected with Woori Bank Account.

## 8. Cancellation of Lost/Damaged/Expired ID Card Report

Yonsei Portal Site -> Log in -> Academic Information System -> Issue Student ID -> Present Condition and Cancellation of the Lost/Damaged/Expired Card -> Report Cancellation.

## 9. Office Hours: Mon-Fri 9 am ~ 5:20 pm

## 10. Inquiries

- University Service Center on Student ID Card: +822-2123-3200 (from overseas), 2123-3200 (in Seoul)
- Immigration Contact Center on Alien Registration Card: +82-1345 or +822-6908-1345 (from overseas), 1345 (in Seoul)
- Banking Service for international students at Woori Bank: +822-1599-2288 (from overseas), 02-1599-2288 (in Seoul)
- Student ID Distribution at Sinchon Campus: Woori Bank: +822-313-3198 Ext. 323 or 313 (from overseas), 02-313-3198 Ext. 323 or 313 (in Seoul)
- Student ID Distribution at Songdo Campus: Woori Bank: +8232-822-6321 (from overseas), 032-822-6321 (in Seoul)
- Student ID Distribution at Wonju Campus: Woori Bank: +8233-760-5159 (from overseas), 033-760-5159 (in Seoul)

UNIVERSITY SERVICE CENTER

## 5. Course Registration

- You are required to register for courses via Yonsei portal (<http://portal.yonsei.ac.kr>) during the course registration period. This is not for the current semester, but for the **upcoming semester**.
  - Under Article 21, Section 2 (Academic Probation) of the University Statutes and Regulations, students shall be placed on academic probation if their GPA falls below 2.0, and if they are on probation for two semesters in total, they will be academically dismissed. Students may be readmitted after dismissal, however, **if they fail to meet the GPA requirement once again, they will not be able to apply for readmission**. Please bear this in mind and enroll for your courses after full consideration.
- ※ International students (who do not hold a Korean citizenship) will not be able to register for courses until they upload their Certificate of Insurance on Yonsei Portal.  
(<http://portal.yonsei.ac.kr>, tel: 2123-3228 ) Academic Information System → Academic Management System → Student Record → Information → Insurance (jpg format only) (Please refer to page 19 for detailed information)

### I. IMPORTANT INFORMATION

#### 1. Registration Period for New or Current Students (Graduate and Supplementary Courses)

- 2019. 8. 7(Wed) - 8. 13(Tue)
- \* Online registration: 10:00 - 23:59.

#### 2. Add/Drop Period (Graduate and Supplementary Courses)

- 2019. 9. 5(Thu) - 9. 9(Mon)
- \* Online registration: 9. 5(Thu) - 9. 6(Fri) 10:00 - 23:59.  
9. 9(Mon) 10:00 - 18:00

#### 3. Course Selection

##### A. Course Catalog and Syllabus

You can browse our course catalog and view syllabi on Yonsei Portal.

<http://portal.yonsei.ac.kr>

- Main Portal Service → Course Catalog and Syllabus: Undergraduate & Graduate
- Academic Information System → **Academic Management System** → Course → Course Catalog
  - 1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.
  - 2) Syllabus: Click on the purple arrow/note icon next to the course title to read the course syllabus.

##### B. Credits

- 1) How to check the number of credits you have earned
  - Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) → Academic Information System →

Academic Management System → Login → Student Record → Information → Grading Browse → Below the field heading “**PSD (PASSED)**” is the total number of credits you have earned.

Degree	Minimum Number of Credits Required for Graduation	Minimum GPA Required for Graduation	Note
Master's*	30 credits	3.0/4.3 (B0) or higher	Minimum credit requirement for graduation may vary by departments.
Doctoral	30 credits		
Joint	54 credits		

\* : including students who have withdrawn from Joint Degree programs

※ Even though you register to audit a Major or credit course, it will count towards the number of credits you are allowed to take per semester. Those who are taking an additional semester will be charged for the extra credits. (For detailed information, please refer to “4. Important Notes”)

※ Audited or supplementary courses with credits do NOT count towards the credit requirement for graduation.

2) Directed Research Course (Non-credit)

Under Article 2 of the Graduate School Thesis Regulations and Policies (submission requirements), students whose proposal has been accepted (or will be accepted in the upcoming semester) must enroll in Directed Research courses.

Degree	Regulations	Course Title
Master's*	After your proposal is approved, you should register for "Directed Research 1" course at least for <b>one semester</b> .	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "Directed Research 2" course at least for <b>two semesters</b> .	"Directed Research 2"

\* : including students who have withdrawn from Joint Degree programs

C. Retaking a course

1) **Courses with the identical code and/or title are considered to be the same; if you take the same course twice, it will count as a “retake”.** In this case, only one of them shall be credited. When you register for those courses, a notice will be given in a pop-up window.

※ You are allowed to retake a course once if you wish to achieve a better grade.

2) **The above rule does not apply:**

- if you register to “audit” the course (on a Pass/Not pass basis)
- if the course is a "supplementary" course (Undergraduate) whose title is the same as that of Graduate School
- if different departments offer courses with the same title

3) PhD students: if you register for the same course you took while doing your Master’s at Yonsei University Graduate School, it will NOT be considered as a retake. However, it might not fulfill requirements toward graduation, so please check with your department first.

#### 4. Important Notes

- A. Please make sure to **select the right option for the type of course** (eg. Major, Audit, Research, Supplementary).
- B. Graduate students (Degree program) can register for **a maximum of 12 credits** per semester **(including supplementary courses)**.
- Non-degree students may take up to 6 credits per semester. They need to select the "Research" option for graduate courses and the "Audit" option for undergraduate courses.
  - Students **MUST** check the time schedules for Intensive or Field Training courses. Soon-to-be graduates and KGSP (Korean Government Scholarship Program) students are allowed to enroll for those courses only if they are required to graduate.
  - Students registering for the online course in Research Ethics must log into Yonsei Portal (<http://yscec.yonsei.ac.kr>) to take the course. It opens on the first day of the semester and closes at 23:50 of the day (weekday) before the final exam period begins.
- C. **Please consult with your advisor or the head of the department before enrolling in courses.**
- D. Registration for Supplementary Courses
- 1) Requirements for supplementary courses may vary among the departments; if you gained your previous degree in a different field of study than your current one, please contact your department before registration. The maximum number of credits you can take for supplementary courses is 12 in total.
  - 2) You can register for supplementary courses via Yonsei Portal.
  - 3) You can choose to take those courses either on a supplementary (Graded) or an audit basis (Passed/Not Passed). They do not count towards the cumulative GPA or the credit requirement for graduation.
- E. Registration for "Directed Research" Course
- 1) Under the regulations set by the Graduate School Management Committee, since Spring semester 2003, Directed Research Course (I for Master's candidates or those who have withdrawn from the Joint Degree program; II for Doctoral or Joint Degree candidates) has been automatically enrolled for students who are expected to graduate (Master's and Doctoral candidates in their 4th or later semester; Joint Degree candidates in their 6th or later semester), Please check whether you are properly enrolled in the course during the registration period, and if your thesis proposal has not yet been accepted (or will not be in the following semester), you can delete it.
    - ※ If you meet your degree requirements earlier than your final semester, please submit the "Directed Research Registration Request Form" to the Graduate School Office during the course registration period in your third semester of Master's\* program, second semester of Doctoral program, fifth semester of Joint Degree program, respectively.  
\* : *including students who have withdrawn from Joint Degree programs*  
(You need to contact your department to get the form and ask about the degree requirements.)
  - 2) 12% of your tuition will be charged for an **additional semester**, provided that you only take the Directed Research course.
- F. **Your tuition fee for an extra semester** (5th or later semester of Master's/Doctoral program; 7th or later semester of Joint Program) **will be charged according to the number of credits**

**registered for.** Please print your tuition invoice during the Additional Registration period.

1) Tuition fees

- ① 0 credit: 12% of tuition
- ② 1-3 credits: 1/3 of tuition
- ③ 4-6 credits: 2/3 of tuition
- ④ 7 credits or more: full tuition

G. You are required to take at least one course. If the course is canceled or you failed to get permission to take a supplementary course, please consult your department. Important notice about the course registration will be sent via email or text messages, so make sure to update your personal information on our portal (<http://portal.yonsei.ac.kr>) if there is any change.

▪ Academic Information System → Academic Management System → Login → Student Record → Information → Personal Data → Modify

H. Credit Exchange Program (Cross-Registration)

1) You can enroll for courses in other specialized graduate schools of Yonsei University. You may take up to 6 credits per semester and 15 credits in total. Please note that the courses may NOT be audited.

2) Yonsei University Graduate School also has cross-registration agreements with other graduate schools in Korea. You may enroll in their courses as well; the courses may not be audited and credits will be awarded in accordance with the agreements with the host universities.

3) Under the agreement between three graduate schools located in Sinchon area, you can register for courses offered by Ewha Womans University or Sogang University via Yonsei Portal during the course registration period.

▪ Choose “Ewha Womans university” or “Sogang University” in the list of departments.

▪ The information about timetables and lecture rooms can be found on their websites.

① Ewha Womans University → Study Guideline → Timetable/Syllabus → Graduate school (<http://eureka.ewha.ac.kr/eureka/hs/sg/openHssg504024q.do?popupYn=Y&englishYn=Y>)

② Sogang University → Graduate School → Information of Courses (<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN>)

※ For the information about course registration in other graduate schools in Korea, please refer to the notice of our website (<http://graduate.yonsei.ac.kr>). If you wish to take courses at one of the universities, please submit the application form to the Graduate School Office before the deadline given in the notice.

## II. ONLINE COURSE REGISTRATION

### 1. How to Register for Graduate Courses

A. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) and click "Graduate Course Enrollment" on the Main Portal Service menu. (This service will be available from 10:00 am on the first day of the course registration period.)

B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).

C. Read the instructions carefully before you start.

D. Click on "Course Enrollment". The next page will show your department, major, and available courses. You can register for a course by clicking on its code **which is in blue**. The list of enrolled courses will appear at the bottom of the page. To cancel your registration, you need to click on the code on the list.

## 2. How to Register for Supplementary Courses

(Refer to page 18-19 for detailed guidelines)

- A. Go to <http://portal.yonsei.ac.kr> → "Academic Information System" → "Academic Management System".
- B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- C. Click "Course" on the left menu → "Undergraduate Supplementary Course" and read the notice carefully.
- D. If you click on "Undergraduate Course Registration", you can browse undergraduate courses. Select the program category, college and major first and then click "Browse" to check the list of courses available. You can request permission to take a course by clicking the note icon.
- E. In order to view the status of your request, click "Result" on the left menu.
- F. If you want to cancel your request, just click "X" button on the list of your supplementary courses. If you want to drop the course after the final approval is granted, you need to go to "Course" → "Course Enrollment" menu (graduate course) and click the blue course code on the list of your registered courses.
- G. To see the final list of your supplementary courses (approved), go to "Course Enrollment" → Enrollment Status or "Graduate Course Enrollment".

## III. IMPORTANT DATES

### 1. Course Withdrawal: 10. 1(Tue) - 10. 4(Fri)

※ Withdrawn courses are marked W in the Transcript.

※ Tuition is not refundable even in the case of course withdrawal

### 2. Course Evaluation, Survey for Improvement of Research Environment & Graduate Programs: TBA

### 3. Grade Confirmation & Request for Grade Change: TBA

# Supplementary Course Registration Guidelines

## 1. General Information

- A. When you register for supplementary courses, you must comply with the regulations of your department.
- B. No more than 12 credits, including supplementary courses, may be taken per semester.
- C. The maximum number of credits allowed for supplementary courses is 12.
- D. You should choose to take supplementary courses either on a supplementary (Graded: letter grade such as A+, B0 on the transcript) or an audit basis (Passed/Not Passed: P/NP on the transcript).
- E. Supplementary courses do not count towards the cumulative GPA or the credit requirement for graduation.

## 2. Registration Period: Course Registration and Add/Drop Period

\* Wonju Campus students can also enroll for courses via Yonsei Portal System

## 3. How to Register for Supplementary Courses

- A. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>). Place the cursor on "Academic Information System" to click on "Academic Management System".
- B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- C. Click "Course" on the left menu → "Undergraduate Supplementary Course" and read the notice carefully.
- D. If you go to "Course Enrollment", you can browse undergraduate courses. Select the program category, college and major first and then click "Browse" to check the list of courses available

담당기	Classification	Course Code-Sec-Lab	Credit	Course Title	Instructor	Time	Location	Ref
	-선택-	BIZ1101-03	3	회계원리(1)	이로영	월1,2,수2	상별B103	☎

수강 신청 내역

삭제	Classification	Course Code-Sec-Lab	Course Title	Credit	Professor	Time	Location
----	----------------	---------------------	--------------	--------	-----------	------	----------

\* Please note that to register for Graduate courses you must go to "Graduate Course Enrollment" on the Main Portal Service menu.

E. After selecting the course you wish to take and click the note icon . It will be added to the list of your enrolled courses at the bottom of the page. If you want to drop the course, click the icon  on the list again.

F. If you want to cancel your request, just click “X” button on the list of requested courses. If you want to drop the course after the final approval is granted, you need to go to the “Course Enrollment” menu and click the course code on the list of your registered courses.

Approval Status	Where to Drop	Notes
Request just submitted	Undergraduate Supplementary Courses → Course Enrollment	You may not be able to drop courses while your request is pending approval (To check the status of your request, click “Result” on the left menu)
Approved by the Department	Undergraduate Supplementary Courses → Course Enrollment	
Approved by the Graduate School Office	Course → Course Enrollment → Enrollment Status	

G. Your request might not be approved either by your department or the Graduate School office for some reasons (e.g. regulations of the department, credit limit etc), so please make sure to check the status of your request - whether it is fully accepted or not - on Yonsei Portal.

## 6. Library Guide

### 1. Library Webpage: <http://library.yonsei.ac.kr>

For more details about library services such as Library Catalog, Research Guide, Purchase Request, Interlibrary Loan, and Document Delivery Service, please refer to the library webpage above.

### 2. Library Hours

Type	Name	During Semester		During Vacation	
		Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
<i>Central Library</i>	24 hour Study Room(1F)	Opens 24 hours			
	Privileges Office(1F)	09:00-17:00	-	09:00-17:00	-
	Humanities Collections: Books(2F)	09:00-21:00	09:00-17:00	09:00-20:00	09:00-17:00
	Social Sciences & History Collections: Books(3F)				
	Science & Technology Collections: Books(4F)				
	Korean Classics Collection(5F)	09:00-17:00	-	09:00-17:00	-
	Graduate Study Room(5F)	06:00-23:00			
	Study Room 1(6F)	Opens 24 hours		06:00-23:00	
	Study Room 2(6F)	06:00-23:00		-	
<i>Yonsei-Samsung Library</i>	Y-Valley(1F)	08:00-23:00			
	Makerspace(1F)	09:00-18:00	-	09:00-18:00	-
	Information Commons(2F)	09:00-21:00	09:00-17:00	09:00-20:00	09:00-17:00
	Multimedia Center(3F)				
	Research Commons: Journals, References(5F)	09:00-18:00	-	09:00-18:00	-
	Makerspace(1F)				
	Grand Study Room(4F)				
Cafe(8F)	08:50-20:00	09:00-16:00	09:00-17:00	-	
<i>Branch Libraries</i>	Law Library (Yonsei-Samsung Library 6F)	09:00-21:00	09:00-17:00	09:00-20:00	09:00-17:00
	Music Library (College of Music, New Bldg. 2F)	09:00-18:00	-	09:00-18:00	-
	Underwood Memorial Library (International Campus)	08:30-24:00	09:00-18:00	09:00-18:00	-

※ For more details about library hours, please refer to the library webpage.

### 3. Temporary access before student ID card issuance

New students can receive a "Temporary Library Pass Card" with presentation of the tuition payment receipt and identity card at the Privileges Office(#108, Central Library).

## 7. Yonsei Health Mutual-aid Association

YONSEI UNIVERSITY GRADUATE SCHOOL

1. **Website** : <http://web.yonsei.ac.kr/health>
2. **Sinchon Office** : Student Center Rm. 206 (02-2123-3350, 3352)
3. **Office Hour during Regular Semester** : Mon-Fri 9:00-17:00 (Lunch 12:00-13:00)
4. **Office Hour during Summer/Winter Breaks** : Mon-Fri 9:00-15:00 (Lunch 12:00-13:00)
5. **The Yonsei Health Mutual-Aid Association Qualification for Membership:**
  - Membership is exclusive to Yonsei University Undergraduate and Graduate students.  
(Not applicable to family members)

Classification		Availability of Deduction	Available Period of Deduction & Limit	
			Period	Limit
Current Students		Available if signed-up as members of the Mutual-aid through registration or optional payment	Relevant semester (Receipts should be submitted by the end of the next semester)	1million KRW including outpatient treatment and hospitalization
Students on Leave of Absence	Unregistered student on leave of absence	Available if signed-up as members of the Mutual-aid through registration		
	Students on leave of absence with full refund of tuition	Available if signed-up as members of the Mutual-aid through registration or optional payment		
	Students on a leave of absence within 90 days from the start of semester	Available during relevant semesters as exchange students if signed-up as members of the Mutual-aid through registration Registration period 1st semester: March 1 ~March 31 2nd semester: September 1 ~September 30		
Outbound Exchange Students		Available during relevant extra semesters if signed-up as members of the Mutual-aid through registration Registration period 1st semester: March 1 ~March 30 2nd semester: September 1 ~September 30	Registration : Spring Semester Mar 1st~ Mar 31st  Fall Semester Sep 1st~ Sep 30th	
Undergraduate students of Wonju Campus taking an extra semester (students only attending chapel)				

6. **Semesters:** Spring Semester: March 1 - end of August  
Fall Semester: September 1 - end of February (following year)

## 7. Becoming a Member

### 1) Optional Payment

Membership for Mutual Aid Association has become optional since 2013 Spring semester. You become a member by paying KRW 22,500/per semester. Students who did not pay the optional fee can also become a member association by separate means.

### 2) Membership

#### ■ Sinchon Campus . International Campus

##### 1) Undergraduate, Graduate students (including professional and specialized school)

(For students who did not pay optional fee during registration period)

##### 2) Students on leave of absence

##### 3) Exchange students (Students participating exchange program conducted by Yonsei University's Office of International Affairs : Exchange, Visiting, GIP, SA) - Only Outbound Exchange Student are Allowed ; Inbound Exchange Student are NOT Allowed.

#### ■ Wonju Campus

##### 1) Undergraduate, Graduate students

(For students who did not pay optional fee during registration period)

##### 2) Students on leave of absence

##### 3) Exchange students (Students participating exchange program conducted by Yonsei University's Office of International Affairs : Exchange, Visiting, GIP, SA) - Only Outbound Exchange Student are Allowed ; **Inbound Exchange Student are NOT Allowed.**

##### 4) Undergraduate students taking NP classes

## 8. Sign-up Period : Sign-up will not be allowed after this period

■ Spring Semester: March 1 ~ March 31 (During Office Hour)

■ Fall Semester: September 1 - September 30 (During Office Hour)

## 9. Location and Requirements : Mutual Aid Association (walk-in sign-up / Account transfer)

■ Student ID, Membership fee (KRW 22,500, Only cash allowed)

■ It is possible to sign up for other people, so if you are signing up for other students, please bring his/her student ID card and membership fee.

■ Account information will be noticed during sign-up period

## 10. Students on Leave of Absence Application

Due to change as optional payment, when tuition fee is refunded membership fee will not be refunded (unless the student has applied for leave of absences before the final enrollment date)

※ Students on leave of absence

As the Mutual-aid Association fee became optional, it cannot be refunded for students on leave of absence. (However, students who took leave of absence before the final registration period can get full refund.)

※ For detailed information on tuition and Mutual-aid Association fee, please refer to the academic schedule.

## 11. Materials to Prepare and Method of Deductions Application

- ① Treatment (medical expenses) Original Receipt: Payment (Insurance), Record of the division of Non-Payment (No Insurance) format, Treatment Date and Treatment Dept. (Copies will not be accepted)
- ② Student ID Card of Yonsei University (or Statement of Enrollment)
- ③ Woori Bank Account Number of the Student (No need to copy account booklet - just record the account number)

Classification	Campus	Place	Contact
Register by visiting	Sinchon International	Sinchon Campus Student Center Rm. 206	02-2123-3350,2
	Wonju	Wonju Campus Student Center Rm. 242 (Receiving Box prepared in front of the Student Association Office in Wonju Medical School)	033-760-2682
Register by Mail	Sinchon International	Mutual Benefit Association for Student Health, Rm. 206, Student Center of Yonsei University, Shinchon-dong, Seodaemun-ku, Seoul	
	Wonju	Mutual Benefit Association for Student Health, Rm. 242, Student Center of Yonsei University, Yonseidae-gil 1 Wonju Kangwon Province	

- \* When the three items above are prepared, registration by proxy is possible / Registration is possible regardless of affiliation at Sinchon, Wonju, or the International Campus.
- \* Students in International Campus can register by mail

## 12. Available Hospitals / Range of Available Deduction

- Available Hospitals : Any hospital located in Korea (Oversea Hospitals are excluded)
- Range of Available Deductions : Limited to insurance payment of treatment expenses  
(Non-Insured Treatment is excluded)

Subject Treatment	Mutual Benefit Association
1st Treatment Institution (Private Clinic)	Student Payment's 50%
2nd Treatment Institution (Hospital level)	Student Payment's 40%
3rd Treatment Institution (General Hospital)	Student Payment's 30%
3rd Treatment Institution (Special General Hospital)	Student Payment's 20%
School Health Center	90%

	(In the case you have paid both Student Health Mutual-aid Association Fee AND Health Expenses)
<b>Subject</b> Hospitalization	Mutual Benefit Association
Every Institution	Student Payment's <b>30%</b>

※ Non-Insured Treatment: National Health Insurance Corporation designated illnesses, delivery, non-life-threatening injuries or those not encumbering one's job or daily life as items not covered by the standard insurance plan to limit financial issues and to maintain fairness of social insurance payments. Typical examples of non-insured medical treatment are orthodontia, plastic surgery for beauty treatment, surgery for eyesight correction, diet and skin care. For details on insurance payment/non-payment, please inquire at the hospital where you receive the treatment.

※ The deduction shall not exceed the actual insurance payment of one's share.

### 13. Contact to Yonsei Health Mutual-aid Association

- Homepage: <http://web.yonsei.ac.kr/health>
  - Sinchon Office: Student Center Rm. 206/ 02-2123-3350,3352
  - Wonju Office: Student Center Rm. 212-1/ 033-760-5430
- \* Please contact the relevant office for other inquiries.

## 8. Application Guidelines for Muak Dormitory

### 1. Eligibility and Selection Method

#### A. Eligibility (Must meet all the requirements)

- ALL1) 2019- 2<sup>nd</sup> Freshmen of General graduate students of Sinchon Campus
- ALL2) Local(outside of Seoul), Overseas Korean : based on the parents' residence and International students

#### B. Selection : Computerized Random Selection

#### C. Important Notice

- 1) Law school students and Regular graduate school's law major students can only apply for Buphyeon
- 2) Medical Department Dormitory Application Guide
  - A) Graduate students of medical school can apply only to do CHEJUNG HOUSE( Contact 02-2228-2700)
  - B) Dental and nursing college students can apply only to Muak#3 dormitory
- 3) Wonju Campus students are not available to apply for Sinchon Campus dormitories. Those students must apply to dormitories in their campus.
- 4) Students with 16 or more points or more accumulated points of Songdo Penalty and forced check-out of Sinchon campus cannot apply for dormitory.
- 5) Double support between dormitories in Sinchon campus is not allowed.
- 6) Students who lived in the first semester as an undergraduate must reapply to the graduate school dormitory when they go to graduate school.

### 2. Dormitory fee and Guide for facility

Dormitory	Per Room	Gender/Other	Cost(KRW)	Room dimensions (m <sup>2</sup> )	Showers/ Rest room	편의시설
Muak #2	Twin	Undergraduate, grad student (female)	826,560KRW	13.52	per floor/ with shared	Lounge, Food court(Muak #2), Store(Muak #2), Gym, Study room, Laundry, Coin laundry Computer room, Prayer room.
Muak #4A, 4B 1F	Twin	A-examinee(male,female), grad student (male) B 1F-grad student (male)	888,320KRW	14.11	per floor/ with shared	Lounge, Gym, Yoga room, Study room, Coin Laundry, Computer room, Self kitchen.
Muak #4B, International Annex(2~5F)	Single	Foreigner, Overseas Korean - undergraduate & graduate (male,female)	1,988,000 KRW	21.25	Per room	Lounge, Gym, Study room, Coin Laundry, Computer room, Seminar room.
	Twin		1,326,080 KRW	28.42	Per room	
Beophyeon	Twin	law school, general and specialized graduate school school(male,female)	1,326,080 KRW	22.80	Per room	Lounge, Gym, Study room, Coin Laundry, Computer room, Seminar room.

### 3. How to Apply

A. On-line Application Period : 2019. 7. 23(Thu) 10:00 ~ 7. 24(Wed) 23:00

B. How to apply: Complete online application form via the pop-up page of Housing website(<http://web.yonsei.ac.kr/housing>)

### 4. Required Documents : Disqualified if those are not submitted

A. How to submit : **Visit the Housing office during office hour or send by registered mail.**

Address : Housing Office, Muak #1, Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul (zip code 03722) / Email: muakdorm@yonsei.ac.kr

B. Submission period : 2019. 7. 8(Mon) ~ 7. 19(Fri) / Office hour: 09:00~17:00

\* The documents arrived by the deadline only are valid.

C. Guides for related documents (Not respecting following precautions or insufficient documents may result in application failure)

- 1) **Please write down the student's name & ID number in the upper-left corner of each document.**
- 2) **The documents should be submitted as the originals. (Copy, FAX, E-MAIL are Not allowed)**
- 3) **Erase personal information of the family members such as social security numbers.**
- 4) **Valid document submission period : Issued after 2019. 06. 10 (Mon)**
- 5) **Missing documents or false information will result in failure to register.**

#### D. Documents

- As domestic residents, in case of that parents and students are in the same place  
: A certificate of resident registration
- In case of that father and mother's address is different  
: A certificate of resident registration of father, a certificate of resident registration of mother, a certificate of resident registration of student and a certificate of family relations
- In case of single-parent families  
: A certificate of resident registration of shared housing parent and a certificate of resident registration of student and a certificate of family relations
- In case of a foreign residents, submit a copy of Proof of foreign residence of student and the parents For 'Proof of foreign residence' issuance, please contact Ministry of Foreign Affairs (02-2100-2114).
- In case parents live abroad and student in Korea, submit a copy of proof of foreign residence for parents and a copy of proof of residence for student and a certificate of family relations.
- **In case of foreigners : No documents REQUIRED**
- In case of a handicapped student, submit a copy of Proof of disabled certificate of student. \*Priority is given when it meets eligibility

### 5. Result Announcement

A. Date: 2019. 8. 2(Fri) 19:00

B. Housing office homepage pop-up window (<http://web.yonsei.ac.kr/housing>)

## 6. Health Inspection

1. The students selected as the residents must have health inspection (pectoral X gland) and then submit the health diagnosis form on the day of their check-in. **If you avoid the health inspection or are found to be ineligible for community life, your housing admission will be canceled.**
2. If you don't submit the health diagnosis form on the check-in day, you are not allowed to come into your room and it will result in demerits on your record.
3. Valid date of health certificate : within 2 month from a date of issue.  
( **Issued after 2019.7.1.**)  
\* Please note that you can not submit a foreign certificate. You should go to the Korean medical institution.

7. Payment period : 2019. 8. 5(Mon) ~ 8. 6(Thu)

8. Check-in/out date : 2019.8.31.(Sat) 10:00 ~ 18:00 / 2019.12.21.(Sat) 12:00

9. Inquirers : 02)2123-8419, 3602, 3622

※ The schedule is subject to change depending on the school situation.

## Housing Office

D-2 유학생 비자(석사: D-2-3, 박사: D-2-4)를 발급할 예정인 학생들은 표준입학허가서(합격증과는 다른 서류입니다. p.3 참조)를 신청해주시기 바랍니다. 다른 비자(A-1, A-3, D-1, D-5, D-9, E-1, E-7, F-1, F-6, H-2, 재외동포 비자 등)를 소지하여 입국 및 국내 체류에 문제가 없는 경우, 표준입학허가서를 별도로 신청하실 필요 없습니다.

### ※ 유의 사항

1. 국내에서 학부를 졸업하고 대학원에 진학하는 경우, 기존 비자는 만료됩니다.

연세대학교 일반대학원에서 발급한 표준입학허가서를 지참하여 신규 비자를 취득하시기 바랍니다.

2. 유학생 비자는 학적변동(휴학, 졸업, 제적 등) 발생 시 비자만료일과 상관없이 학적변동일 기준으로 만료일자가 수정됩니다. 유학생은 학적변동일로부터 30 일 이내 출국해야합니다.

“Certificate of Admission”(which is different from the Certificate of Acceptance that can be printed out on the Yonsei Portal) is issued only for those of students who will apply for a D-2 visa (D-2-3: Master’s, D-2-4: Ph.D). If you hold any other visa(A-1, A-3, D-1, D-5, D-9, E-1, E-7, F-1, F-6, H-2, etc.) and can legally stay in Korea, you don’t need to apply for D-2.

### ※ Attention

1. If you just have finished undergraduate program in Korea and are going to enter our school, your old D-2 visa is expired from the date of graduation. Please request for the “Certificate of Admission” and obtain a new D-2 visa.

2. In case of any change in the student’s status(taking a leave of absence, graduation, expulsion due to withdrawal or unregistered status, etc.), D-2 visa gets to be expired. You must leave the country within 30 days from the date of change in the student’s status.

비자 종류에 대한 자세한 사항은 링크를 통해 확인 하십시오.

[https://www.visa.go.kr/openPage.do?MENU\\_ID=10102](https://www.visa.go.kr/openPage.do?MENU_ID=10102)

• Please refer to the following web site for information about the types of Korean visa

[https://www.visa.go.kr/openPage.do?MENU\\_ID=10102](https://www.visa.go.kr/openPage.do?MENU_ID=10102)

D-2 비자를 신청하실 분들은 **2019년 6월 30일 (일)까지**

재정증빙서류, 여권사본, 사진파일(3.5cmX4.5cm, jpg)을

[chan0214@yonsei.ac.kr](mailto:chan0214@yonsei.ac.kr) (신촌캠퍼스 합격생)

[acqwj@yonsei.ac.kr](mailto:acqwj@yonsei.ac.kr) (원주캠퍼스 합격생)

[yunjlee@yonsei.ac.kr](mailto:yunjlee@yonsei.ac.kr) (원주캠퍼스 의과대학 합격생)

으로 보내주시기 바랍니다. 표준입학허가서는 메일로 발송해드립니다.

If you are going to apply for a D-2 visa, please submit copy of proof of funds, passport, and passport-size photo (3.5cm x 4.5cm) in jpg format, by June 30h (Sun) 2019 to the following contact address.

[chan0214@yonsei.ac.kr](mailto:chan0214@yonsei.ac.kr) (Seoul Campus)

[acqwj@yonsei.ac.kr](mailto:acqwj@yonsei.ac.kr) (Wonju Campus)

[yunjlee@yonsei.ac.kr](mailto:yunjlee@yonsei.ac.kr) (Wonju Campus Medicine College)

**We will send you the Certificate of Admission via e-mail.**

1) 비자를 신청하실 분은 메일로 발송해드리는 표준입학허가서와 기타 필수 서류(예: 신청서, 여권, 연세대학교 사업자등록증 등) 지참하여 대사관(영사관) 방문 및 비자 신청하시기 바랍니다.

With the Certificate of Admission and other required documents such as passport, application form, etc, please visit the nearest embassy in your country to apply for a D-2 visa.

2) 한국에서 비자 연장 또는 변경 신청을 하실 분들은 서울남부출입국외국인사무소에 문의 후, 필요한 제출서류와 함께 (예: 신청서) 여권, 표준입학허가서, 외국인등록증을 가지고 (예약 후) 방문하셔서 비자 연장/변경 신청을 하시기 바랍니다. ([http://www.hikorea.go.kr/pt/main\\_kr.pt](http://www.hikorea.go.kr/pt/main_kr.pt) 또는 대표번호 1345)

If you want to extend or change your visa in Korea, please request it to the Southern Immigration Office ([http://www.hikorea.go.kr/pt/main\\_kr.pt](http://www.hikorea.go.kr/pt/main_kr.pt) or just call 1345) about the detailed process or required documents. (eg. Application Form) We recommend you to visit the office after making a reservation. You will have to bring your passport, alien registration card, the Certificate of Admission, etc.

※ 유의사항: 표준입학허가서를 수령하신 후, 반드시 허가서에 나와 있는 정보가 본인의 정보와 일치하는지 확인하시고, 틀린 부분이 있을 경우 재발급 요청을 해주시기 바랍니다.

※ Attention

Please check whether all the information written on the certificate of admission is correct.

If there is any misinformation, please request for re-issuance.

주의: 2019년 6월 30일 (일) 까지 신청을 하지 않으시는 분들은 표준입학허가서가 필요하지 않은 것으로 간주하겠습니다.

NB: If you don't request for the Certificate of Admission by June 30 (Sun) 2019, we will take it as unnecessary for you.

입시원서를 제출할 때 일부 서류를 제출하신 것을 알고 있지만, 원활한 업무 진행을 위해 다시 한 번 이메일로 제출 부탁드립니다.

We are aware that you have already submitted some of the documents when you applied to our school, but please kindly send us the documents again via email for the progression of our work.

Thanks in advance for your cooperation.

### 3) 담당자 연락처 Contact information

연세대학교 일반대학원 교학팀 정상찬

Sangchan Chung

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원주캠퍼스 교무처 교무부 안성혁

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# 10. Alien Registration and Insurance Policy

## □ Immigration Services

Call center: Dial 1345

HiKorea website: <http://www.hikorea.go.kr> - E-application

### 1. Application for Alien Registration Card

- A. Students must apply for an alien registration card at a local immigration office within 90 days of arrival in Korea
- B. Required Documents
  - Application Form (available at the immigration office), passport, 1 color photograph (3.5 x 4.5cm)
  - Certificate of Admission
  - Fee 30,000 KRW
- C. Immigration Office: Check your local immigration office and make sure you have prepared all the required documents before you visit the office. We advise you to make a reservation ([www.hikorea.go.kr](http://www.hikorea.go.kr)) for the visit.

\* Seoul(Sinchon) Campus : Southern Immigration Office

Address : 151 Mokdongdong-ro, Yangcheon-gu, Seoul

Tel : 02-2650-6212

Walking distance 10 minutes from the Mokdong station (line 5) and Omokgyo station (line 5)

### 2. Requirement for Other Activities

- A. International students with a D-2 (student) visa who wish to work part-time must acquire permission from the immigration office
- B. International students attending a graduate school are allowed to work a maximum of 30 hours per week (Those of students whose TOPIK level is below 4 are only allowed half); a representative of graduate school office must confirm the related documents (application form/business licence) before submission so please visit the Graduate School Office (Stimson Hall 2F)
- C. International students who have changed work places must report of this change at the immigration office or via [www.hikorea.go.kr](http://www.hikorea.go.kr)
- D. Required Documents : Application form (available at the immigration office), passport, alien registration card, part time employment recommendation (applicable fees are waived for D-2 (student) visa holders)

### 3. Applying for an Extension of Length of Stay

- A. Application Period : From two months prior to the expiration date to the date of the expiration (Penalties are imposed when expiration dates are violated)
- B. Required Documents : Application form (available at the immigration office), passport, alien registration card, application fee

#### 4. Reporting Change of Residence

- A. Registered aliens must report a change of residence at a local immigration office within 14 days of the moving
- B. Required Documents: Application form (can be picked up from the immigration office), passport, alien registration card, document to prove residence

#### 5. Reporting Changes in the Alien Registration Card

- A. All important changes (passport, name, gender, birth date, nationality) must be reported to a local immigration office within 14 days of the change
- B. Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card, document to prove change

#### 6. Re-Entry

- A. Registered foreigners who want to re-enter South Korea after staying overseas for more than a year within the granted period of residence in Korea must acquire a re-entry permit. (Exemption : Registered foreigners who seek to re-enter within one year of departure)
- B. Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card

#### 7. Taking a Leave of Absence : International students who seek to take a leave of absence from their current education program must apply for the leave of absence at their schools and must depart Korea within 15 days of reporting. Alien registration cards must be returned to an immigration official at the airport at the time of departure.

#### H. Returning to School

- 1) Students who wish to return to school must apply for the reinstatement on the Yonsei Portal website during the specified application period.
- 2) Students must submit required documents to the graduate school office to acquire a new D-2 visa. (Students who are from the countries where it takes a long time to process visa applications are advised to submit all of the required documents to the school at least two months before returning.)

### ■ Medical Insurance Policy

According to the regulations of the Korean Ministry of Law('19. 5.), international students will automatically be registered to the National Health Insurance as soon as they make their alien registration card from this July, 2019.

Insurance fee is expected to be around \$60 per month and students must pay for it individually. Penalties such as limitation in extension of the visa will be imposed when not paying for the insurance fees. Please complete the alien registration process as soon as possible to prepare for possible accidents after arriving in Korea.

**Further information regarding insurance will be notified later.**

- National Health Insurance Corporation: <http://www.nhic.or.kr>, Tel 1577-1000

**Y O N S E I  
U N I V E R S I T Y  
G R A D U A T E  
S C H O O L**

**Yonsei University Graduate School**

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