

2017
Fall

Yonsei University Graduate School

Guideline for Admitted Students



연세대학교
YONSEI UNIVERSITY

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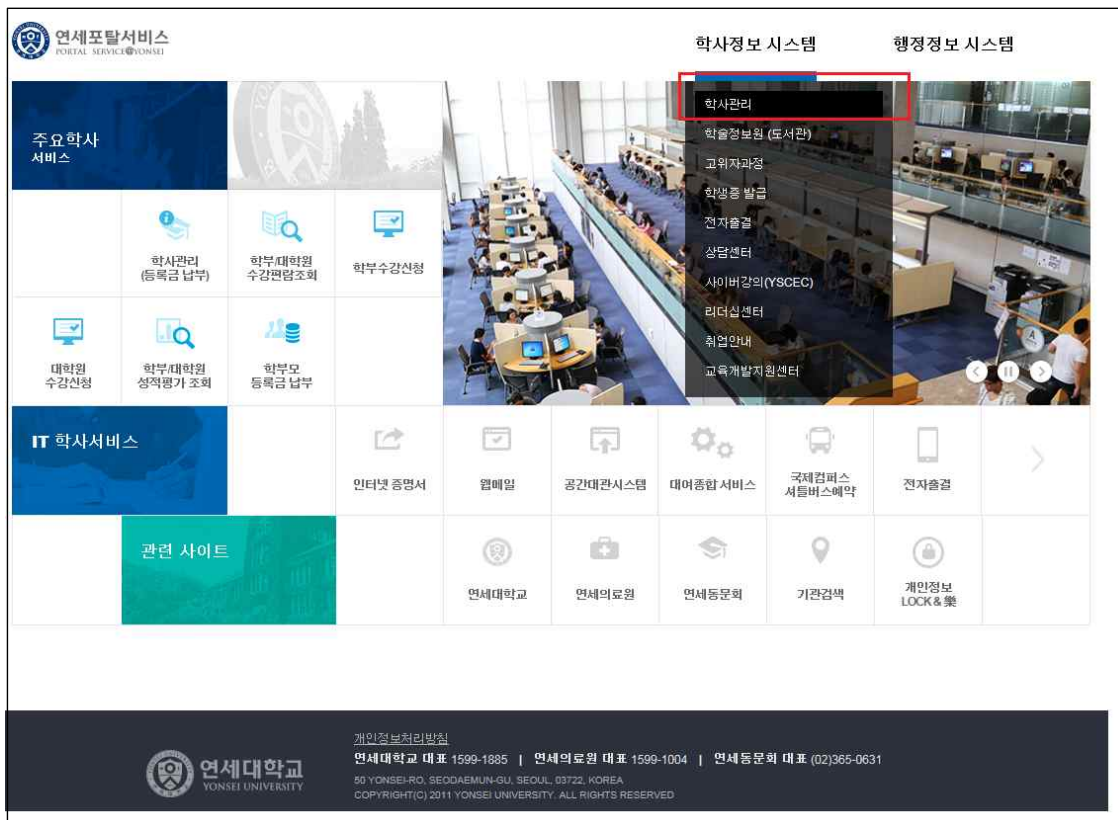
1. Accessing the Graduate School Internet Portal Service

YONSEI UNIVERSITY GRADUATE SCHOOL

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

(Log in will be available on July 27 (Wed) 2016 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 for international students is the 6 digits of date of birth in YYMMDD order)

The image is a screenshot of the Yonsei University login page. On the left side, there is the Yonsei University logo, which consists of a circular emblem with the university's name in Korean and English, and the founding year '1885'. Below the logo, the text '연세대학교' (Yonsei University) and 'YONSEI UNIVERSITY' are displayed. On the right side, there is a login form. It starts with two input fields: the first is for the student ID, and the second is for the password, labeled '비밀번호 (Password)'. Below the password field, there is a red message: '원하는 서비스를 이용하시려면 로그인が必要です.' (To use the service you want, you need to log in.). A blue button with the text '로그인' (Login) is positioned below the message. Under the button, there are three links: '아이디 찾기' (Find ID), '임시비밀번호발급' (Temporary Password Issuance), and '로그인 도움말?' (Login Help?). At the bottom of the login section, there is a note: '- 이용 후 반드시 로그아웃 해주세요!' (Please log out after use!). The footer of the page contains the copyright notice: 'COPYRIGHT © 2015 YONSEI UNIV. ALL RIGHTS RESERVED.'.

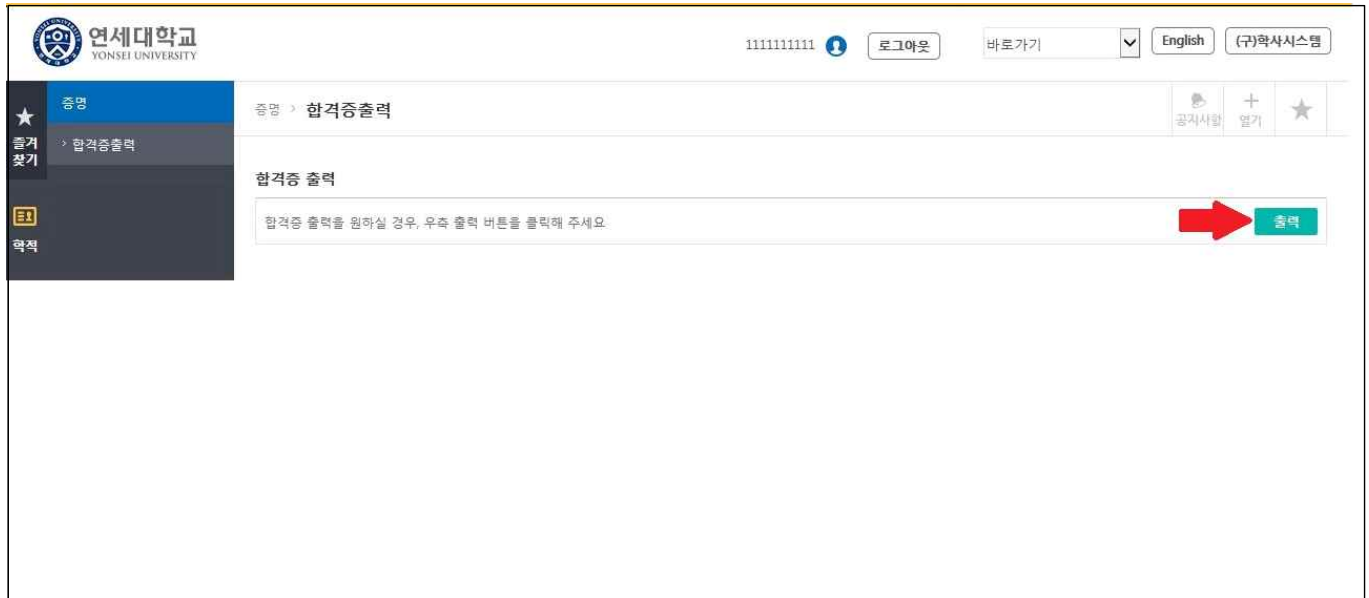
※ Unable to log in, please refer to the login help

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'



3. Tuition Payment Guidelines

YONSEI UNIVERSITY GRADUATE SCHOOL

I. Tuition Payment

1. Tuition Payment Process

What To Do	Dates and Notes
Select Miscellaneous Fee(s) to Pay	2017. 7. 3 (Mon) 09:30 ~ 7. 4 (Tue) 16:00
↓	<ul style="list-style-type: none"> Please mark ✓ for a miscellaneous fee(s) you wish to pay at Yonsei Portal Site (http://portal.yonsei.ac.kr), which is possible only during the period stated above. Later, you can make a payment for it along with the tuition fee during the tuition payment period.
Print Tuition Invoice	2017. 7. 5 (Wed) 09:30 ~ 7. 7 (Fri) 16:00
↓	<ul style="list-style-type: none"> During the period of miscellaneous fee selection, you are able to print out the invoice by clicking 'Print the Bill' button only after selecting miscellaneous fees to pay. 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 "Tuition Invoice Print" → Click Inquiry/Registration → Click "Print"
Pay Tuition Fee (and Miscellaneous Fee(s))	2017. 7. 5 (Wed) 09:30 ~ 7. 7 (Fri) 16:00
	<ul style="list-style-type: none"> Failure to pay tuition and/or other fees during above period will result to cancellation of admission. Tuition can be paid via internet banking, phone banking, ATM transfer and teller transactions from all banks to designated Woori Bank account. We recommend that you complete the payment by 16:00 on August 2, before the bank closes in order to avoid unexpected problems, such as transaction limit excess. <ul style="list-style-type: none"> Tuition Fee Table for the year of 2017 (reference) : http://www.yonsei.ac.kr/eng/campus/fees/fee_2.pdf

2. What is Miscellaneous Fees?

A. Overview of Miscellaneous Fees

* Click each item to be connected to corresponding webpage.

Item	Amount(₩)	Paid Semester	Related Association	Contact
Graduate Student Association Fee	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.			
Student Health Mutual-aid Association Fee	15,000	Every semester	Student Health Mutual-aid Association	Sinchon: 02-2123-3350~2 Wonju:033-760-2682
	·The association refunds a part of medical and medicine fees paid to any of local hospitals and pharmacies. Those who paid for this fee are also entitled to a discount at Yonsei University Health Service Center.			
Yonsei Coop Investment	5,000	1st semester	Yonsei University Coop Goods	02-2123-4038
	·The Coop seeks to better 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			

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. (2017. 7. 3 (Mon) 09:30 ~ 7. 4 (Tue) 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) If 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 students get a virtual Woori Bank account, when the student have transferred money to their virtual Woori Bank account (even if the name of depositor is different from the student) 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 by any of ways stated above due to living abroad, please transfer the tuition (and miscellaneous fees) to your virtual account.
- 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
· Name of Bank(branch) : Woori Bank (Yonsei University branch)
· Recipient : Yonsei University
· Swift Code : hvbkkrsxxx
· Bank Address : 50 Yonsei-ro, Seodaemun-gu, Seoul 120-749, Korea

4. Entrance Fee Waiver

- A. Please refer to the below table 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. 82-2-2123-3236) before you make a payment if you believe the invoice reflects the wrong amount.

Full Waiver	Half Waiver
<ul style="list-style-type: none">■ For those who are admitted to research program at or achieved Master's degree from Yonsei University Graduate School (YUGS) and advance to higher degree program at YUGS■ For those who have graduated from or are enrolled at YUGS and enter into a different department of YUGS	<ul style="list-style-type: none">■ 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

5. Verification of Tuition Payment

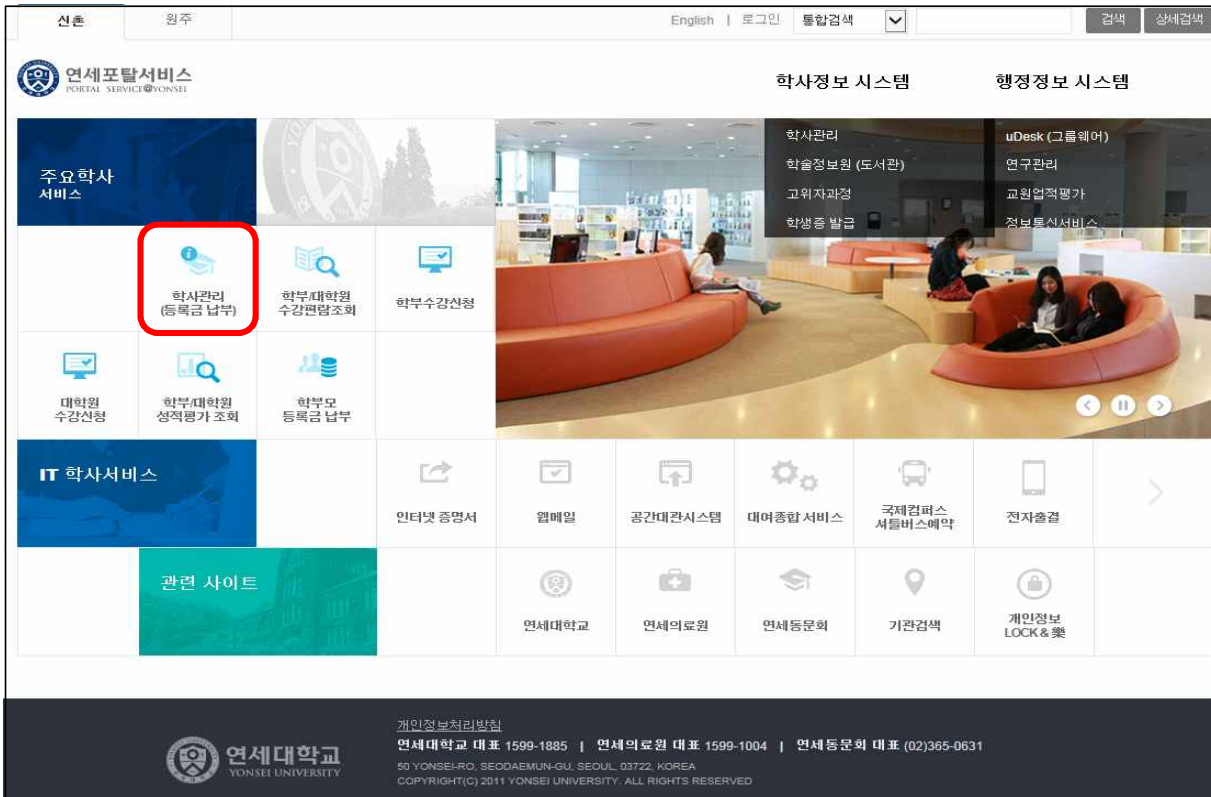
To verify your tuition payment, go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification"

6. Entering Personal Bank Information

- A. Please register your personal bank account number to Yonsei Portal Site. Your bank information will be needed for granting scholarships, returning the tuition balance and more.
- B. In case the name registered at Portal Site and the name of account holder is not the same, bank account may not be possibly registered at Portal Site, which is common for international students. For that instance, please send the copy of the first page of your bank account and a copy of your student ID card to the office of Graduate School (hand@yonsei.ac.kr) as a PDF visit the office of Graduate School (Stimson Hall 2F) and submit the copies.
- C. How to Register : 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 "Account Number Registration" → Input your bank information → Save

Graduate School Tuition Fee Payment Guideline

1. Go to 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 digit 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"

1. 선택

2. 납부하고자 하는 항목 '클릭'

3. 자율경비확정 버튼 '클릭'

선택	항목	설명	담당부서	연락처	금액
<input checked="" type="checkbox"/>	학생회비	다양한 학생 활동지원 및 학생복지 개선을 위한 교내 학생회 자지활동비	총학생회	2123-3641	10,000
<input type="checkbox"/>	연세지	연세지편집위원회 학생들이 제작하는 개간지 성격의 출판물 구독료	연세지편집위원회	2123-3661	1,700
<input type="checkbox"/>	연세준주비	매주 월요일에 학생기자들의 주도로 학기 중 발행되는 국내 최초의 학생...	연세준주	2123-3365	6,700
<input type="checkbox"/>	방송비	연세 사회 구성원들의 알 권리를 위해 학내소식과 시사보도 등 다양한 프...	연세교육방송국	2123-3355	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	2123-3350	15,000

총납부금액 10,000

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

임시저장 자율경비확정

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

1. 선택

2. 선택

재학상태	재학	학기초과	Y	변경소속명	
입금전용계좌(우려은 행)	126-020497-18-349	등록일	2014-09-15 00:00:00.0	분납신청일	
발행금액	3,574,000	감면금액	3,574,000	고지장학	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 issued Virtual Woori Bank account: when the student have deposited money to their virtual Woori Bank account (even if the name of depositor is different from the student) the student will automatically be enrolled.

2015학년도 1학기

등록금 납입 고지서 겸 영수증		등록금 내역		학생회비 및 건강공제회비 내역	
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 [redacted] 입금전용계좌는 1인 1계좌입니다. 따라서 송금인은 학생 본인이 아니어도 무방합니다.	합계	3,564,000		
납부총액	3,574,000			합계	10,000

2015 부터 - 2015 까지 위 금액을 정히 영수합니다.

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

연세대학교 YONSEI UNIVERSITY

11111111111 로그아웃 바로가기 English (구)학사시스템

출력/등록 > 등록금납부확인서

등록금 납부 확인서 출력 학년도학기 2015학년도 1학기

국문 영문

1.선택 2.선택 3.선택

4. Guidance for Student ID Card Issuance

YONSEI UNIVERSITY GRADUATE SCHOOL

1. Student ID card is issued for the convenience of students in Yonsei. It can be used as identification card and for other purposes such as UniCheck card, entering library and dormitory, and checking attendance at classes.

2. Issuance Candidate: 2016 Fall Undergraduate (including transferring students) and Graduate (including professional, specialized graduate school) students- refer to 3,4
- Oversea Koreans and students that do not hold Korean Passport - refer to 5

3. Application

- (a) Log into Yonsei Portal Service (ID: Student Number/ Password: Birthdate (YYMMDD)) → click "Academic Management System (학사정보시스템)" → Issue ID Card (학생증 발급) → Fill out ID Card Form (발급신청서작성) you could change the photo and print the form out.
 - (b) Applicants should prepare ID Card Issuance Application, Bank account application (for opening a new bank account only), Woori UniCheck Card application (optional), and Agreement on the usage of personal information, and then submit those forms with the three photocopies of government-issued identification (eg, Registration card, passport, or driver's license) to application desk.
- ※ Oversea Koreans and students that do not hold Korean Passport refer to 5 and you could apply online (no paperwork to be handed in)

4. Application Date and Location

Type	Date	Submission	Note
Graduate Students	8. 17 (Thu) 10:00~20:00 8. 18 (Fri) 10:00~20:00 8. 21 (Mon) 10:00~17:00	Woori Bank Yonsei branch	- Online application is not available before this period

※ Late application and submission after noted period may only be done via Internet Portal Service

Log in <http://portal.yonsei.ac.kr/> → Click "Academic Management System(학사정보시스템)" → Issue ID CARD (학생증 발급) → Click 재발급 신청

5. Oversea Koreans and students that do not hold Korean Passport

Files to Submit	Date	Application Process
None (Application through online)	8. 22 (Tue) ~ No deadline (You will be able to pick up the ID card at Woori Bank one week after applying online)	Log in http://portal.yonsei.ac.kr/ → Click "Academic Management System(학사정보시스템)" → Issue ID CARD(학생증 발급) → Click 재발급 신청

6. Applicants Who are Unable to Submit Directly

For applicants who are not able to submit the application in person, you may send the ID Card Application(3.(b)) via registered mail/express mail by February 22 (Monday).

※ Address: 120-749 Student ID Card Application

Woori Bank, Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul, Korea

7. Student ID Card Distribution

- Sinchon Campus: 2017.09.01. (Fri), 09.04. (Mon), 09.05 (Tue)

Woori Bank at Sinchon Campus (09:00~20:20)

- International Campus : 2017.09.01. (Fri), 09.04. (Mon), 09.05 (Tue)

Woori Bank at International Campus (09:00~20:20)

※ Please visit Woori Bank with your identification card or passport

※ After the distribution date, please visit Woori Bank at Sinchon Campus or Int'l Campus. in order to pick up your Student ID Card (09:00~16:00)

8. Important Notice

- If you submit the application after the designated period, the issuance of student ID card may be delayed by end of March and you may experience inconveniences(such as not being able to have your attendance checked and limited access to Yonsei University Libraries).

9. Contacts

- Student Service Center at Sinchon Campus: 02-2123-3205
- Woori Bank at Sinchon Campus: 02-313-3198
- Woori Bank at International Campus: 032-822-6321

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 20 for detailed information)

I. IMPORTANT INFORMATION

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

- 2017. 08. 7. (Mon) ~ 08. 11. (Fri)

* Online registration hours are from 10:00 to 23:59.

2. Registration Period for Returning Students

Rounds	Application Period for Reinstatement		Course Registration Period
	Application Period	Approval Deadline	
1st	2017.08.01.(Tue) ~ 08.03 (Thu)	08.04 (Fri)	
2nd	2017.08.07.(Mon) ~ 08.10 (Thu)	08.11 (Fri)	08.07 (Mon) ~ 08.11 (Fri)
3rd	2017.08.21.(Mon) ~ 08.29 (Tue)	08.30 (Wed)	
4th	2017.09.01.(Fri) ~ 09.06 (Wed)	09.07 (Thu)	09.05 (Tue) ~ 09.07(Thu)

3. Add/Drop Period (Graduate and Supplementary Courses)

- 2017. 09. 05 (Tue) ~ 09. 07 (Thu)

* Online registration hours are from 10:00 to 23:59.

4. 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 “5. 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 one semester .	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "Directed Research 2" course at least for two semesters .	"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 repeat 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.

5. 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://portal.yonsei.ac.kr>) to take the course. It opens on the first day of the semester and closes at 23:55 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) Additional registration period for current students: **2017. 09. 11 (Mon) ~ 09. 13 (Wed)**

- 2) 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 professional 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/openHs504024q.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: 10.11 (Wed) ~ 10.13 (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: 12.08 (Fri) ~ 1.4 (Thu)

3. Grade Release Dates & Request for Grade Changes: 12.29 (Fri) ~ 1.04 (Thu)

Supplementary Course Registration Guidelines

1. General Information

- When you register for supplementary courses, you must comply with the regulations of your department.
- No more than 12 credits, including supplementary courses, may be taken per semester.
- The maximum number of credits allowed for supplementary courses is 12.
- 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).
- 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

- Go to Yonsei Portal (<http://portal.yonsei.ac.kr>). Place the cursor on "Academic Information System" to click on "Academic Management System".
- Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- Click "Course" on the left menu → "Undergraduate Supplementary Course" and read the notice carefully.
- 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

담기	Classification	Course Code-Sec-Lab	Credit	Course Title	Instructor	Time	Location	Ref
	-선택-	BIZ1101-03	3	회계원리(1)	이호영	월1,2,수2	상별B103	③②

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 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	

Student Record

Course

Course Catalogue

Course Enrollment

Undergraduate Supplementary Courses

Course Enrollment

Result

Grading Browse

Course Evaluation

Electronic Attendance Register

Registration

Scholarship

Majors

Careers

Undergraduate Supplementary Course > Result

Notice

+

Open

★

2015 - 1학기

학기	학점번호	분반	실습분반	교과목명	종	진행상황	매승원사유
No search result.							

G. Your request might not be approved either by your department or the Graduate School office for some reasons (eg. 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.

How to Upload Your Certificate of Insurance on Yonsei Portal

1. Medical Insurance

According to the regulations of the Korean Ministry of Education, all the international students (who do not **hold a Korean citizenship**) are required to maintain medical insurance during their stay at Yonsei. From the Spring 2017 semester, **international students will not be able to register for courses until they upload their Certificate of Insurance on Yonsei Portal**. Please read the following guidelines carefully and upload your certificate before the deadline.

※ KGSP students will be informed of this by email.

2. Types of insurance (Choose one)

1) National Health Insurance

- National Health Insurance Corporation: <http://www.nhic.or.kr>, Tel 1577-1000
- **Newly admitted students will not be able to apply for NHI if they do not have an Alien Registration Number (ARN), so they need to arrange other type of insurance first and then apply for NHI later IF they want.**

2) Insurance Company affiliated with Yonsei University (Discount prices)

- Company: Dongbu Fire Insurance (Agency: Study Union <http://www.studyunion.co.kr/>)
- **If you do not have an ARN yet, put down your date of birth OR passport number.**

☐ Information for Newly admitted students

- Policy start date: September 1, 2017 (period: 6 months or 1 year)
- If you arrive in Korea before September 1, you are advised to set the start date to your arrival date (No discount) OR take out travel insurance covering the period.

3) Private Insurance from a company in your home country

- **ONLY IF** it covers you while you are in Korea
- The certificate must include your **personal information, policy period, coverage, etc.**

3. Submission (Deadline: July 21, 2017)

1) Yonsei Portal (<http://portal.yonsei.ac.kr>,) Academic Information System → Academic Management System → Student Record → Information → Insurance (**JPG format only**)

* For National Health Insurance, set the end date to 9999/12/31.

2) If you have trouble uploading your document on the portal, please contact the Graduate School Office at ysgrad@yonsei.ac.kr /02-2123-3228.

6. Library Guide

1. Library Webpage

Homepage: <http://library.yonsei.ac.kr>

International Campus Library: <http://uml.yonsei.ac.kr>

Wonju Campus Library: <http://wlib.yonsei.ac.kr>

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

2. Library Hours

Type	Name	During Semester		During Vacation	
		Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
Central Library	Humanities Collections: Books (2F)	09:00-22:00	09:00-17:00	09:00-20:00	09:00-17:00
	Social Sciences, Science & Engineering Collections: Books (3F)				
	Humanities & Social Science Collections: Journals, References(4F)				
	Korean Classics Collection (5F)	09:00-17:00	-	09:00-17:00	-
	Study Room (5F)	06:00-23:00			
	24hour Study Room (1F)	24 hours Open			
	1 Study Room(6F)	24 hours Open		06:00-23:00	
	2 Study Room(6F)	06:00-23:00		-	
Yonsei-Samsung Library	Y-Valley (1F)	09:00-22:00	09:00-17:00	09:00-20:00	09:00-17:00
	Information Commons (2F)				
	Multimedia Center (3F)				
	Science & Technology Collections: Journals, References (5F)				
	Makerspace (1F)	09:00-18:00	-	09:00-18:00	-
	Study Room (4F)	08:00-23:00			
	Cafe (8F)	08:50-20:00	09:00-16:00	09:00-17:00	-
Branch Libraries	Law Library (Yonsei-Samsung Library 6F)	09:00-22:00	09:00-17:00	09:00-20:00	09:00-17:00
	Music Library (College of Music, New Bldg.)	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 "Temporary Library Pass Card" with presentation of tuition payment receipt and government-issued identification card at the library reception desk (1F)

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 or optional payment		
	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 if signed-up as members of the Mutual-aid through registration or optional payment		
Outgoing Exchange Students		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	Registration : Spring Semester Mar 1st~ Mar 31st	
Undergraduate students of Wonju Campus taking an extra semester (students only attending chapel)		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	Fall Semester Sep 1st Sep 30th	

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 15,000. 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 Outgoing Exchange Student Can Be Allowed ; Incoming Exchange Student Cannot Be 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 Outgoing Exchange Student Can Be Allowed ; Incoming Exchange Student Cannot Be 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 (Mon ~ Fri 9:00 ~ 17:00)

■ Fall Semester: September 1 - September 30 (Mon ~ Fri 9:00 ~ 17:00)

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

■ Student ID, Membership fee (KRW 15,000, Cards (Credit, Debit.) not 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 and Pharmacies / Range of Available Deduction

- Available Hospitals : Any hospital and pharmacy located in Korea Range of available (Overseas Hospitals and generic drugs purchased are excluded)
- Deductions : Limited to insurance payment of treatment expenses and medicines (Non-Insured Treatment is excluded.)

Subject Treatment	National Health Insurance	Mutual Benefit Association	Student Payment	Note	
1st Treatment Institution (Private Clinic)	70%	15%	15%		
2nd Treatment Institution (Hospital level)	60%	25%	15%	Hospitals in Village	
				National Health Insurance	65%
				Mutual Benefit Association	25%
				Student Payment	10%

3rd Treatment Institution (General Hospital)	50%	35%	15%	Hospitals in Village	
				National Health Insurance	55%
				Mutual Benefit Association	35%
				Student Payment	10%
3rd Treatment Institution (Special General Hospital)	40%	35%	25%	3rd Treatment Special General Hospital (example: Severance Hospital)	
				National Health Insurance	0%
				Mutual Benefit Association	35%
				Student Payment	65%
School Health Center	-	90%	10%	In case of non-insured medical treatment or prescription of medicine	
				Student Payment	100%
Pharmacy	70%	15%	15%~35%	Student Payment	
				Hospital	20%
				Special General Hospital	30%
Subject Hospitalization	National Health Insurance	Mutual Benefit Association	Student Payment	Note	
Every Institution	80%	20%	0%	Student payment might occur due to CT and MRI.	

※ 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, and oriental medicine expenses. For details on insurance payment/non-payment, please inquire at the hospital (pharmacy) where you receive the treatment or medicine.

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

13. Designated Hospitals for Foreign Students

International students who cannot receive health insurance benefits owing to their non-participation in health insurance can use following designated hospital and register their receipt of treatment at the Yonsei Health Mutual-aid Association after submitting their student ID card.

Classification	Hospital	Contact
Sinchon	Se-ran Hospital	02-737-0181
	Dong-shin Hospital	02-396-9161
	Shinchon Yonsei Hospital	02-337-7582
	Kimsungjeon's Otolaryngology Clinic	02-324-9127
Wonju	Wonju Christian Hospital	033-741-0114
Songdo	Nazareth Hospital	032-899-9999

14. 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. 242/ 033-760-2682
- * Please contact the relevant office for other inquiries.

1. Eligibility and Selection Method

A. Eligibility

- Fall 2017 semester newly enrolled students of Regular and Professional graduate school who are local (exclusive of Seoul) or abroad residents (based on the parents' residence), and international students
- Muak 2 and Muak 6(=Woojung House) : Fall 2017 semester newly enrolled students of Regular and Professional graduate school
- Muak 4 : International students and abroad residents among Fall 2017 semester newly enrolled students of Regular and Professional graduate school
- Buphyeon Haksa : Law school students, Fall 2017 semester newly enrolled students of Regular and Professional graduate school

B. Selection : Computerized Random Selection

※Important Notice

A. Those who are staying from 2017 Spring semester are not available to apply during the application period for new students.

B. Law school students and Regular graduate school's law major students can only apply for Buphyeon Haksa.

C. Medical school students need to consult the registration with major departments.

D. International(Songdo) Campus, Wonju Campus students are not available to apply for Sinchon Campus dormitories. Those students must apply to dormitories in their campus.

2. How to Register

A. Online Application Period: 2017. 7. 27 (Thur) 10:00 ~ 7. 28 (Fri) 23:00

B. Application : Refer to pop-up page of dormitory (<http://web.yonsei.ac.kr/housing>)

C. Submit required documents before the deadline of online application

D. Waiting list application: 2017. 8. 11 (Fri) 10:00 (Will be accepted according to vacancy)

3. Mandatory Documents Required (All applicants must submit)

A. Submission method : By registered post or visit the muak 1 dormitory office during the office hour. Please make sure the post should arrive by the application period due.

※ All the documents should be original ones and issued after June 24, 2017.

▪ Address : (Zip Code) 03722 Housing Office (Muak 1), Yonsei University, 50 Yonse-ro, Seodaemun-gu, Seoul

- When submitting, write name, student ID number of applicants on the upper left coner in the form. Using fax is not allowed.

B. Submission Deadline : 2017. 7. 24 (Mon) ~ 7. 28 (Fri) The post must arrive by the due.

C. Required Documents

- Korean Citizen registered with Parents: Certificate of Resident Registration (1 Copy)

- Korean Citizen registered without Parents: Certificate of Resident Registration(Each Copy of Applicants' Father and Mother) and Certificate of Family Relationship (1 Copy)
- Korean Citizen of a Single-Parent Family: Certificate of Resident Registration (Each Copy of Applicants' Father or Mother) and Certificate of Family Relationship (1 Copy, of mother or father's certificate applicant is living with)
- Korean Citizen of Abroad Residence(both applicant and applicant's parents): Certificate of Foreign Residence (One copy of applicant and one copy of parents) and Certificate of Family Relationship (Any document which proves family relationship)

※ Certificate of Foreign Residence is available from Ministry of Foreign Affairs of Korea. (Tel. 02-2100-2114)

- Korean Citizen of only Parents Abroad: Certificate of Foreign Residence(Each Copy, of applicant's parent), Certificate of Resident Registration (1 Copy of applicant) and Certificate of Family Relationship (1 Copy)
- International Student: Photocopy of Alien Registration Card (both sides) or Passport
*International Students may submit via email. muakdorm@yonsei.ac.kr
- Disabled: Certificate for the Disabled (1 Copy) / Will be considered as first selection if required documents are fulfilled.

※ Notes

- All the documents should be original and issued less than one month prior to your application (issued after 2016. 06.26). Missing documents will result in failure to register. Documents sent by fax is invalid.
- No false information should be written in the application.
(If it is proven that you put down false information, your housing admission will be cancelled)
- The documents submitted without online registration will not be accepted.

4. Housing Result Notification : 2017. 8. 4 (Fri) 17:00

At Housing Office Homepage : <http://web.yonsei.ac.kr/housing>

5. Health Inspection

- 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, we will cancel your housing admission.
- Failure to submit the health diagnosis form on the check-in day will result in demerits on your record.
 ※ The available period of health certificate : within 2 month from the date of issuance
 ※ Please get the diagnosis from a hospital in Korea. Non notarized documents issued abroad is not available to submit.

6. Dormitory Fee Payment Period : 2017. 8. 7 (Mon) ~ 8. 8 (Tue)

7. Dormitory Fee (per Semester)

Dormitory	Room Type	Available Students	Fee (KRW)	Size	Shower and Rest room	Facilities
MUAK 1	TWIN	(Male) Undergraduate	801,420	13.5m ²	Shared (Each Floor)	Community Room, Cafeteria, Snack bar, Fitness Room, Study Room, Laundry Room, Computer Lab, Prayer Room, Seminar Room, Kitchen
MUAK 2 (Renovation will be started from Winter 2017)	TWIN	(Female) Undergraduate, (All) Graduate	841,320	13.5m ²	Shared (Each Floor)	
MUAK 3	TWIN	College of Dentistry and Nursing students	824,220	14.1m ²	Shared (Each Floor)	Snack Bar, Community Room, Fitness Room, Library, Laundry Room, Computer Lab, Prayer Room
Muak 6 (=Woojung House)	TWIN	(All)	1,349,760	22.5m ²	In-room	Community Room, Laundry Room, Fitness Room, Study Room, Prayer (Seminar) Room, Kitchen
	TRIPLE	Undergraduate and Graduate	861,840	22.5m ²	In-room	
BUPHYEON HAKSA (Newly constructed)	TWIN	(All) Graduate	1,349,760	22.8m ²	In-room	Convenient Store, Cafeteria, Seminar Room, Fitness Room, Study Room, Community Room, Laundry Room
MUAK 4 (A Dong)	TWIN	Students preparing National Exam(Koshi)	896,040	14.1m ²	Shared (Each Floor)	Community Room, Fitness Room, Yoga Room, Library, Laundry Room, Computer Lab, Kitchen
MUAK 4 International Student (B Dong)	SINGLE	International Students, Abroad	2,023,500	24.2m ²	In-room	
	TWIN	Residents (Undergraduate and Graduate)	1,349,760	28.4m ²	In-room	

■ No food/meal plan is included

- ※ Beds in Triple Rooms are 10cm shorter than a standard single bed.
- ※ Muak 3 is planned to renovate from Winter 2017. Please be noted when you apply.
- ※ Buphyeon Haksa: Newly constructed. Located near to East Gate.

8. Check-in date : 2017. 8. 30 (Wed) 10:00~ 18:00

9. Period of Residence : 2017. 8. 30 (Wed) 10:00~ 12.22 (Fri) 12:00

10. Contact Information

Housing Office : 82-2-2123-3602, 8419 (Muak 1,2)
 82-2-2123-3601, 3622 (Muak 3,4)
 82-2-2123-3693, 3617 (Buphyeon Haksa)
<http://web.yonsei.ac.kr/housing/board/notice.htm>

9. Visa Issuance for International Students

YONSEI UNIVERSITY GRADUATE SCHOOL

We are supposed to issue the “Certificate of Admission” to only those who will apply for a D-2 visa (D-2-3: Master’s D-2-4: PhD).

- If you already hold other type of visa and do not have to apply for a D-2, please send us a copy of your passport and visa.
- If you are planning to apply for other type of visa than a D-2, please send us a copy of your passport.
- (Please refer to the following website for information about the types of Korean visa: https://www.visa.go.kr/openPage.do?MENU_ID=10102)
- If you are going to apply for a D-2 visa, please reply to this email with a copy of your passport, and your passport photo (3.5cm x 4.5cm) in PDF by **July 7th (FRI)**.

1) We are going to send you the document via EMS (Express Mail Service=First Class), so please let us know your **Current Address, Postcode, Mobile Number in English**.

I'd like to advise you to (eg. Application Form, Licence of Yonsei University) and apply for a D-2 visa. You will have to bring your passport and Certificate of Admission issued by us.

2) If you want to extend/change your visa in Korea, you can collect your certificate of admission from our office (Yonsei University, Stimson Hall 201) or request us to send it to you by post (Registered). In the latter case, please let us know your address and postcode. I'd like to advise you to ask the Southern Immigration Office

(visit http://www.hikorea.go.kr/pt/main_kr.pt or just call 1345) about the detailed process or required documents (eg. Application Form) and apply for extension/change after making a reservation. You will have to bring your passport, alien registration card, and Certificate of Admission issued by us. (You won't have to submit your degree certificate or financial statement.)

After you receive your certificate of admission, please check whether all the information written on the document is correct. If there is anything wrong, you have to make a request for reissuance.

NB: If you are going to decline our offer, please let us know via email, and those who do not contact us by July 7th (FRI) will be considered to have declined our offer.

We are aware of that you have already submitted some of the documents when you applied to our university, but we ask you to send us them again via email for smooth progression of our work.

3) Contact information

Yunmi Lee

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