

2019
Spring

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 2019.1.26.(Sat) 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)".

연세포탈서비스
PORTAL SERVICE@YONSEI

학사정보 시스템 행정정보 시스템

주요학사 서비스

학사관리 (등록금 납부) 학부대학원 수강편람조회 학부수강신청

대학원 수강신청 학부대학원 성적평가 조회 학부모 등록금 납부

IT 학사서비스

인터넷 증명서 앱메일 공간대관시스템 대여종합서비스 국제컴퍼스 셔틀버스예약 전자출결

관련 사이트

연세대학교 대표 1599-1885 | 연세의료원 대표 1599-1004 | 연세동문회 대표 (02)365-0631
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2. Type in student ID and Password
(Initial password is the 6 digits of birthdate in YYMMDD order)

YONSEI UNIVERSITY

연세대학교

YONSEI UNIVERSITY

학번 (Student ID)

비밀번호 (Password)

원하는 서비스를 이용하시려면 로그인が必要です.

로그인

아이디 찾기 | 임시비밀번호발급 | 로그인 도움말?

- 이용 후 반드시 로그아웃 해주세요!

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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 Internet Portal Service interface. The top header includes the Yonsei University logo, the text 'YONSEI UNIVERSITY', a user ID '1111111111', a '로그아웃' (Logout) button, a '바로가기' (Bookmark) dropdown menu, an 'English' button, and a '(구)학사시스템' (Old Academic System) button. The left sidebar contains a '증명' (Certificate) menu item, which is expanded to show '합격증출력' (Print Admission Certificate). The main content area is titled '합격증 출력' (Print Admission Certificate) and contains a message: '합격증 출력을 원하실 경우, 우측 출력 버튼을 클릭해 주세요.' (If you want 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

YONSEI UNIVERSITY GRADUATE SCHOOL

I. Tuition Payment

1. Tuition Payment Process

What To Do	Dates and Notes
Select Miscellaneous Fee(s) to Pay	2019. 1. 28(Mon) 09:30 ~ 1. 29(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. The payment will be made along with the tuition fee during the tuition payment period.
Print Tuition Invoice	2019. 1. 30(Wed) 09:30 ~ 2. 1(Fri) 17:00
↓	<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 → Click "Registration" → Click "Tuition Invoice Print" → Click Inquiry/Registration → Click "Print"
Pay Tuition Fee (and Miscellaneous Fee(s))	2019. 1. 30(Wed) 09:30 ~ 2. 1(Fri) 17:00
	<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 February 1st, before the bank closes in order to avoid unexpected problems, such as transaction limit excess. Tuition Fee Table (reference) : http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp

2. What is Miscellaneous Fees?

A. Overview of Miscellaneous Fees

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. http://www.gradyonsei.com/			
Student Health Mutual-aid Association Fee	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. http://web.yonsei.ac.kr/health/			
Yonsei Coop Investment	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 https://www.yonseicoop.com/			

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. 1. 28(Mon) 09:30 ~ 1. 29(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) 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
· 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 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">■ 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.■ 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

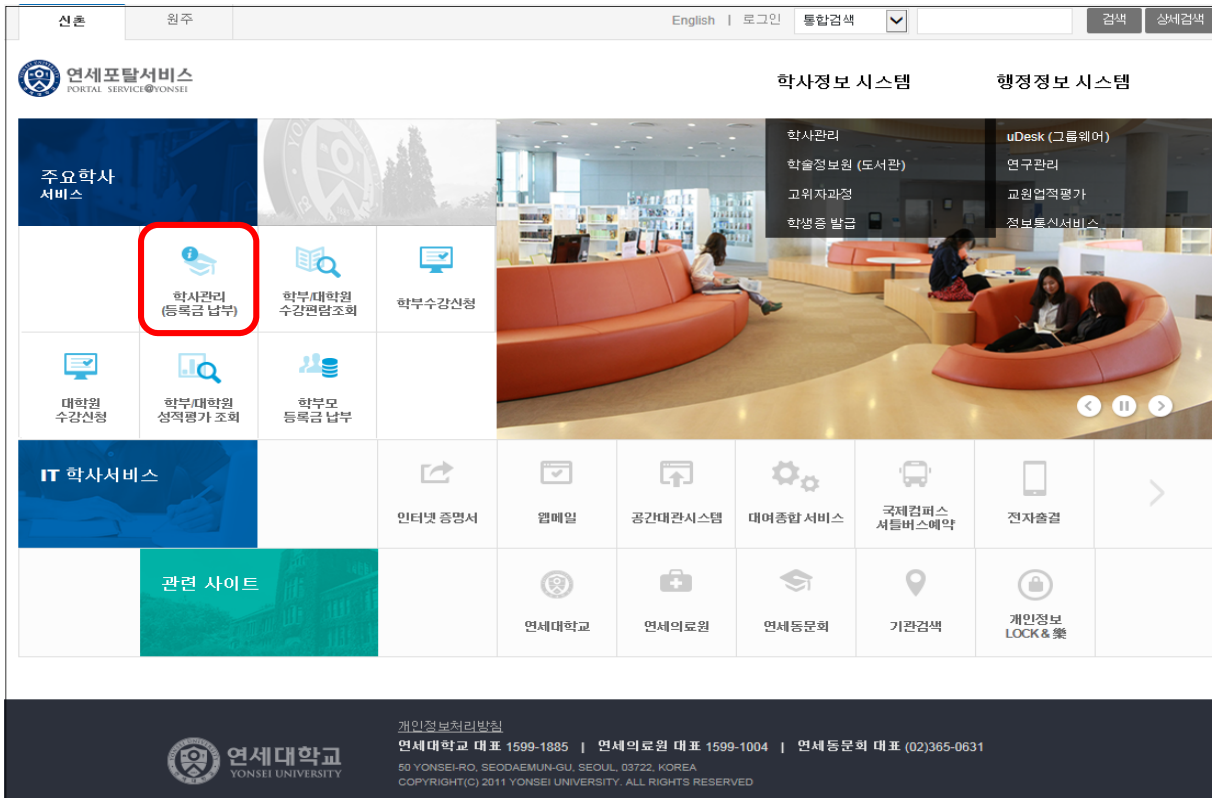
To verify your tuition payment, go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification"

6. Entering Personal Bank Information

- A. Please register your personal bank account number to Yonsei Portal Site. Your bank information 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, bank account number may not be able to get registered at Portal Site. In that case, please send the copy of your bank account and a copy of your student ID card to the office of Graduate School(chan0214@yonsei.ac.kr). You can also visit the graduate school office (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 "Student Record" → Click "Information" → Click "Personal Data" → Find 계좌정보 and Click "Modify" → 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 digits of date of birth, YYMMDD)



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비밀번호 (Password)

원하는 서비스를 이용하시려면 로그인が必要です.

로그인

아이디 찾기 | 임시비밀번호발급 | 로그인 도움말?

- 이용 후 반드시 로그아웃 해주세요!

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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 자치활동비	총학생회	2123-3641	10,000
<input type="checkbox"/>	연세지	연세지편찬위원회 학생들이 제작하는 개간지 생력의 출판물 구독료	연세지 편집위원회	2123-3661	1,700
<input type="checkbox"/>	연세준추비	매주 월요일에 학생기자들의 주도로 학기 중 발행되는 국내 최초의 학생교...	연세준추	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)

입사자장 자율경비확정

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

연세대학교 YONSEI UNIVERSITY 11111111111111111111 로그인 바로가기 English (구)학사시스템

출석/등록 > 고지서출력

1.선택

정규학기 계절학기

2015- 1학기

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

고지서출력 업무 고지서 출력 등록금 납부 확인

2.선택

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 납입 고지서 겸 영수증

소속	대학	학	입학금	0	학생회비	10,000
학기/학년	2	학번	11111111111	등록금	3,564,000	
성명	김		감면금	0		
입금방법	ATM, 폰뱅킹, 인터넷뱅킹, 무통장입금		예치금	0		
입금전용계좌	우리은행	계좌	126-0	합계	3,564,000	
입금전용계좌는 1인 1계좌입니다. 따라서 송금인은 학생 본인이 아니어도 무방합니다.			입금전용계좌			
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"

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: Newly accepted graduate school students

3. Application

Step 1. Log in to the portal website (ID: Student Number / Password: 6 digits of date of birth (YY/MM/DD)→ Academic Information System→ Issue Student ID→ 재발급 신청 ID card reissuance→ 개인정보 제3자 제공 동의(Personal Information Release Consent) → Confirm

※ Important Notes

1) International Students must apply for a student ID from the re-issuance period through the portal site.

4. Application Date

Type	Date	Note
International Students	Available from 2.19(Tue) 10:00 at the portal website	-Service is only available from the stated date

5. Expected Time for an Issuance : Minimum one week

6. Student ID Card Distribution

- Sinchon Campus :
2019. 3. 4.(Mon), 3. 5.(Tue), 3. 6.(Wed), Woori Bank at Sinchon Campus (09:00~20:00)
- International Campus :
2019. 3. 4.(Mon), 3. 5.(Tue), 3. 6.(Wed), Woori Bank at International Campus (09:00~20:00)
- ※ 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)

7. Contacts

- Student Service Center (General Consultation) : 02-2123-3205
- Student Service Center (Technical Consultation) : 02-2123-7468
- Woori Bank (International Service) : 1599-2288
- Woori Bank (Wibee Service) : 1644-5000

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. 2. 11(Mon) - 2. 15(Fri)

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

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

- 2019. 3. 7(Thu) - 3. 11(Mon)

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

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 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 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: [4.3\(Wed\)](#) ~ [4.5\(Fri\)](#)

※ 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

- 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

Undergraduate Supplementary Course > Course Enrollment



구분검색 학부 [] [] [] Browse

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

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	

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	미승인사유
No search result.							

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. Insurance Policy for International Students

YONSEI UNIVERSITY GRADUATE SCHOOL

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 a medical insurance during their stay at Yonsei. Since 2017 Spring semester, **international students are 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) Insurance Company affiliated with Yonsei University (Discount prices)

- Company: Meritz Insurance

(Agency: Cental Ins Korea <http://n.foreignerdb.com/yonsei1>)

- Insurance Fee: 102,000KRW (Male), 118,000KRW (Female) (for a year, TBC)

☐ Information for Newly admitted students

- Insurance coverage start date: February 23(SAT) 2019 (TBC).
- If you arrive in Korea before 23(SAT) February 2019, you are advised to purchase an extra travel insurance covering the period.

2) 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, so they need to arrange other type of insurance first and then apply for NHI later IF they want to.

3) Private Insurance from a company in your home country

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

3. Submission (Deadline: January 31, 2019)

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

* Please upload the Certificate of Insurance in JPG file format

* For National Health Insurance, please upload 건강보험자격득실확인서

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

4. How to Claim insurance payment(Agency: Cental Ins Korea <http://n.foreignerdb.com/yonsei1>)

A. Using KAKAO for claim

- 1) Login on the website using your student number or Alien registration number or Passport number and password.
- 2) Click the menu "my information" and click "Download Claim report."
Print it out and fill out all the information.
- 3) Search and Add our KAKAO ID
(Korean, English Service: **INSCLAIM** / Chinese Service: **CLAIMS**)
- 4) Prepare all the necessary documents for claiming.(Please refer to 5. Necessary documents for claiming.) Scan or take a picture individually and send them via KAKAO. The Pictures must be accurate and clear.
- 5) If there is no problem with your document, you will get your payment within minimum 3~5 days.(except weekend and holiday) The agency will contact you to request additional document if any document is missing.

B. Using Website for claim

- 1) Login on the website using your student number or Alien registration number or Passport number and password.
- 2) Click the menu "my information" and click "Download Claim report."
Print it out and fill out all the information.
- 3) Prepare all the necessary documents for claiming.(Please refer to 5. Necessary documents for claiming.) Scan or take a picture individually and compress the file. Please upload it to "upload documents for claim."
- 4) If there is no problem with your document, you will get your payment within minimum 3~5 days.(except weekend and holiday) The agency will contact you to request additional document if any document is missing.

5. Necessary documents for claiming(Agency: Cental Ins Korea <http://n.foreignerdb.com/yonsei1>)

A. Common documents

- 1) Claim report + Personal data processing agreement(Download on website)
- 2) Copy of your Alien registration card
- 3) Copy of your bank book

B. Inpatient treatment(Including surgery)

- 1) Confirmation of hospitalization and discharging
- 2) Receipt of treatment(not credit card receipt)
- 3) Detailed statement of medical expenses
- 4) Confirmation of Surgery(In case of taking surgery)

C. Outpatient treatment

* In case of the treatment fee is under KRW 30,000:

- 1) Receipt of treatment(not credit card receipt)
- 2) Detailed statement of medical expenses

* In case of the treatment fee is more than KRW 30,000:

- 1) Receipt of treatment(not credit card receipt)
- 2) Detailed statement of medical expenses
- 3) At least one of the following documents

Medical records/outpatient confirmation/medical chart/doctor's opinion paper

D. Prescription(medicine)

- 1) Prescription

2) Receipt of pharmacy(not credit card receipt)

NOTICE

※ In case of obstetrics and gynecology/ proctology / urology / dermatology, no matter how much you paid, you must prepare Medical records or prescription which provide the name of disease. (It must includes disease code or name)

※ In case of taking MRI or CT examination, you must prepare “MRI(CT) scan reading report.”

◆ Please refer to <http://n.foreignerdb.com/yonsei1> for more information.

7. 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.
Central Library	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		-	
Yonsei-Samsung Library	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)				
	Makerspace(1F)	09:00-18:00	-	09:00-18:00	-
	Grand 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)	09:00-21:00	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).

8. 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			
	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		
Outbound 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 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)
Subject Hospitalization	Mutual Benefit Association
Every Institution	Student Payment's 30%

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

9. Application Guidelines for Muak Dormitory

1. Eligibility and Selection Method

A. Eligibility (Must meet all the requirements)

- 1) 2019-Spring Semester freshmen enrolled in general or specialized graduate school in Sinchon Campus
- 2) Local(outside of Seoul), Overseas Korean : based on the parents' residence
OR International students

B. Selection : Computerized Random Selection

C. Important Notice

- 1) Law school students and general graduate school's law major students can only apply for Buphyeon
- 2) Information of dormitories for medical institution-related departments
 - A) Medical college graduate students can only apply to Jejung dormitory.(CONTACT 02-2228-2700)
 - B) Graduate students of dental and nursing colleges can apply to Muak #3
- 3) Wonju Campus students are not available to apply for Sinchon Campus dormitories.
Those students must apply to the dormitories in Wonju campus.
- 4) Students who have received 16(or more than 16) penalty points in Songdo Campus OR
Students who have been forced to move out from the dormitory in Sinchon CANNOT apply.
- 5) Students are NOT allowed to apply for more than 1 dormitory in Sinchon campus.

2. Dormitory fee and Guide for facility

Building Number	Per Room	Gender/Other	Cost	Room dimensions (m ²)	Showers/ Rest room	Community Facilities
Muak #1	Twin	Male (undergraduate)	794,390KRW	13.52	per floor/ with shared	Lounge, Gym, Study room, Coin Laundry, Computer room, Seminar room.
Muak #2	Twin	Female (undergraduate), (graduate)	833,940KRW	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 #3	Twin	Male & Female Dental, nursing College	857,670KRW	14.11	per floor/ with shared	Lounge, Convenience store, Studyroom,Gym, Coin laundry, Computerroom, Chapel,,Prayer room,,Self kitchen
Muak #4 (A, B1F) (Exclusion of Testers)	Twin	#A- male (graduate) #B F1-Female (graduate),(undergraduate)	888,180KRW	14.11	per floor/ with shared	Lounge, Gym, Yoga room, Study room, Coin Laundry, Computer room, Self kitchen.
Muak #4B, Foreigner(2~5F)	Single	Foreigner, Overseas Korean	2,005,750KRW	21.25	Per room	
	Twin	- undergraduate & graduate	1,337,920KRW	28.42	Per room	
Muak #6 (Woojungwon)	Twin	Male & Female (undergraduate)	1,337,920KRW	22.47	Per room	Community lounge, Gym, Study room, Coin laundry, Prayer room, Seminar room, Self kitchen
	Triple		854,280KRW	22.47	Per room	
Beophyeon	Twin	Law school students/ Male&Female (graduate)General&Special	1,337,920KRW	22.80	Per room	Convenience store, bakery, Gym, Study room, Coin laundry, Seminar room, Lounge

- ※ The length of a Woojungwon triple room's bed is about 10cm shorter than the length of a single bed.
- ※ The cost may be re-announced after revision in the early 2019.

3. How to Apply

- A. On-line Application Period : 2019. 1. 2.(Wed) 10:00 ~ 1. 3.(Thu) 23:00
- B. How to apply : Complete online application form via the pop-up page of Housing website
(<http://web.yonsei.ac.kr/housing>)
- C. Additional application plan for students who did not apply or who are on a waiting list
: The notice will be posted in the early February 2019. The waiting list will fill the vacancy at any time.

4. Required Documents(application is canceled when 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)

- B. Submission period: 2018. 12. 26.(Wed) ~ 2019. 1. 3.(Thu) /office hour 9:00~17:00
The documents must arrive within the period. Late submission is NOT allowed.

- C. Residence related documents

※ Notes

- 1) When submitting, please write down the student's name & student's ID number on the upper-left corner of each document
- 2) All the documents should be original copy.
- 3) Personal information of the family members such as ID card number can be hidden.
- 4) All the documents submitted must have been issued within a month to be valid.
(Issued after 1st Dec. 2018)
- 5) Any Missing document or false information will result in failure to register.

- For domestic residents, in the case that the parents and students live in the same place
: A certificate of resident registration
- In case that one's father's address and mother's address are 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 that the student is from single parent family
: A certificate of resident registration of a parent, a certificate of resident registration of student, and a certificate of family relations
- In case of a foreign resident, please 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 that the student's parents live abroad and the student lives in Korea, please submit a copy of proof of foreign residence for parents, a copy of proof of residence for student and a certificate of family relations.

■ **In case of foreigners, please submit a copy of passport.**

(You can also submit a copy of alien registration card or a copy of proof of foreigner registration.)

※ **Only a copy of Certificate for Alien Registration card and a copy of passport can be sent via e-mail. E-mail : muakdorm@yonsei.ac.kr**

- In case of a handicapped student, please submit a copy of certificate of disability. There will be a priority in selection when meeting the eligibility

5. Result Announcement: 2019. 1. 9.(Wed) 18:00

Housing office homepage (<http://web.yonsei.ac.kr/housing>)

6. Health Inspection

The students selected as the residents in our dormitory **must submit** the health diagnosis form on the date of check-in. **The health inspection must include a pectoral X gland(chest X-ray).**

If you avoid the health inspection or are found to be ineligible for community life, your housing admission will be canceled.

Failure to submit the health diagnosis form on the check-in date will result in demerits on your record.

- * **The valid period for health certificate : within 2 months from a date of check-in.**

(The certificate must be issued after 2019. 1. 1.)

- * **A foreign certificate must be translated(into English or Korean) and notarized, so we recommend that you use Korean medical institution.**

7. Payment period : 2019. 1. 10(Thu) ~ 1. 11(Fri)

8. Check-in date : 2019. 3. 1(Fri), 10:00 ~ 18:00

9. Residence period : 2019. 3. 1(Fri) 10:00 ~ 6. 22(Sat) 12:00

10. Contact number : 02)2123-8419, 3602, 3622

※ The above schedule may change depending on the school's 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 stay legally 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

- 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

D-2 비자를 신청하실 분들은 2018년 12월 31일 (월)까지

PDF 파일로 된 재정증빙서류, 여권사본, 사진파일(3.5cmX4.5cm, jpg)을

chan0214@yonsei.ac.kr(신촌 캠퍼스 소속 학과 합격생)

acqwj@yonsei.ac.kr(원주 캠퍼스 소속 학과 합격생)

으로 보내주시기 바랍니다. 표준입학허가서는 메일로 발송해드립니다.

- If you are going to apply for a D-2 visa, please submit a copy of proof of funds, a copy of passport, passport size photo (3.5cm x 4.5cm) in jpg format, by December 31th (Mon) 2018 to chan0214@yonsei.ac.kr . 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 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 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: 2018년 12월 31일 (월) 까지 신청을 하지 않으시는 분들은 표준입학허가서가 필요하지 않은
것으로 간주하겠습니다.

NB: If you don't request for the Certificate of Admission by December 31(Mon) 2018, 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 progression of
our work.

Thank you for your cooperation in advance.

3) 담당자 연락처 Contact information

연세대학교 일반대학원 교학팀 정상찬

Sangchan Chung

Office of Academic Affairs, Yonsei Graduate School

Tel) 82-2-2123-3228, Email) chan0214@yonsei.ac.kr

원주캠퍼스 교무처 교무부 안성혁

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