

# Exchange Student Guide

## Part I



Office of International Affairs  
<http://blog.khu.ac.kr/khuexchange>

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# 1. Academic Calendar

## First Semester (spring)

March	First Week	Class Begins
April	Third Week ~ Last Week	Mid-term Examinations
May	Third Week 18th	Spring Festival Anniversary Day
June	Second Week Third Week	Final Examinations Summer Vacation Begins
August	Third Week	Course Registration

## Second Semester (fall)

September	First Week	Class Begins
October	Third Week	Mid-term Examinations
November	Last Week	Pre-Registration for the Spring Semester
December	Second Week	Final Examinations Winter Vacation Begins
February	Third Week	Course Registration

<!> Dates subject to change.

### SPRING

Period	March 3 ~ June 20 (year of 2014)
Course registration	January 23 ~ January 26
Dormitory check in	February 27
Course change	March 3 ~ March 7
Midterm exam	April 21 ~ April 25
Final exam	June 16 ~ June 20
Online grade notice	July 1 ~ July 3
Official transcript issuance	Late July ~ Early August

### FALL

Period	September 1~ December 19 (year of 2014)
Course registration	August 5 ~ August 12
Dormitory check in	Late August
Course change	September 1 ~ September 5
Midterm exam	October 20 ~ October 24
Final exam	December 15 ~ December 19
Online grade notice	December 31 ~ January 5
Official transcript issuance	Late January ~ Early February

<!> Dates subject to change.

\* Students can check their grade in advance only after the course evaluation is complete.

\* Dormitory is available only on and after the dormitory check-in date.

## 2. Application Procedure

### A. General procedure- Overview

Semester	Personal Information Submission	Application Deadline	Notification of Acceptance & Issuance of Certificate of Admission
Fall semester	By May 1 <sup>st</sup>	By May 1 <sup>st</sup>	Late Jun. – Early Jul.
Spring semester	By Nov. 1 <sup>st</sup>	By Nov. 1 <sup>st</sup>	Late Dec. – Early Jan.

- ✘ Qualification
  - Student enrolled at partner institutions as a full-time student
- ✘ Nationality
  - Due to the visa issuance issue, please consult with our coordinator in advance of nomination if your student's nationality and your home institution country are different.
- ✘ Exchange students should apply through their home institution.
  - All formalities concerning international exchange students planning to study at Kyung Hee University under the terms of a bilateral agreement must be conducted from the home institution. Students should initially enquire students' own institution (for example at students' own International Relations Office) whether the exchange programs exist between Kyung Hee University and students' institution.
- ✘ Incoming Exchange Website/Blog (\*For students\*)
  - Check the blog <http://blog.khu.ac.kr/khuexchange> and keep yourself up-to-date on the latest information. (Refer to this blog only)
  - Make sure that you are well-informed of the exchange guidelines before the appliance.

### B. How to apply (as an exchange student)

Before applying, **Nomination email** should be sent to [exchange@khu.ac.kr](mailto:exchange@khu.ac.kr) and [naya@khu.ac.kr](mailto:naya@khu.ac.kr) by **10th April for fall semester** and **10th October for spring semester** at the latest.

\*It should contain the student's name, nationality, sex, date of birth, major, e-mail address, studying period, the course type (undergraduate/graduate), and the campus (Seoul/Global).

\*No late nomination over the deadline is accepted.

#### (1) Online application: Personal Information Submission through Online

Please complete online application before May 1<sup>st</sup> for fall semester and Nov 1<sup>st</sup> for spring semester.

Once we receive all the nomination information from your home institution international coordinator, we will send a link for the online application to the nominated students directly via e-mail.

<!!> Online application should be done before you send **all** the required documents below **via post**.

<!!> Particular procedures are offered for students from Japan, Mainland China and Taiwan. Therefore, students from those countries need to consult with the International coordinator at their home institution first, and then contact the staffs at Kyung Hee University who are in charge of each of those countries.

## (2) Required Documents Submission

- Kyung Hee University Application Form for Exchange Students

(The application forms; Seoul and Global Campus are Downloadable on our website.)

- Official Academic Transcript (English)
- Certificate of Enrollment (English): A document issued by your home institution which proves each student's status as a full time student at our partner institution
- Study Plans Outline (English or Korean): A paper which is the same as a personal statement that contains reasons why you applied Kyung Hee University and explanation of goals to study as an exchange student. (Document attached in Application Form on the 3<sup>rd</sup> page)
- 2 Photographs (front, hatless): 3.5cmX4.5cm
- Copy of Passport (This is very important for the issuance of Certificate of Admission, so it should be high-quality of which the texts are clearly identified.)
- Notification of Arrival (Submit us this file right after the flight reservation by 20<sup>th</sup> January for spring semester and by Mid-July for fall semester. For airport pick up, students need to submit this document before the airport-pick request: the deadline is 20<sup>th</sup> January for spring semester and 20<sup>th</sup> July for fall semester.)
- Recommendation letter from the student's academic advisor at the home institution
- Application form for Dormitory (dormitory application for Seoul and Global Campus respectively)
- Medical Assessment (\*Required from 2014 Semester 1, downloadable from our blog, under 'Application(Seoul)' tap)

### [ Notes ]

1. Submit the original required documents **IN ONE PACKAGE** via post.
  2. **[Address] Sang Hoo Park, Rm304 main building, Kyung Hee University, 26 Kyunghee Dae-ro, Dongdaemun-gu, Seoul 130-701, South Korea**
  3. Application documents will not be returned once they have been submitted.
  4. Please note that your application will not be processed unless you submit ALL the required application documents TOGETHER.
  5. Application Form should be written in **PRINTED LETTER**. Handwritten applications are **NOT** allowed.
- <!>** Existing students who want to re-apply for one more semester will be considered only if there is a vacancy after the nominations of new incoming students are processed.

## C. Courses for Exchange Students

### (1) Undergraduate courses in English

Various departments offer courses in English. The English course list for each semester will be sent to students approximately one month before each semester starts. Before that, you can refer to our previous course lists on your website. It is Subject to change. However there will not be a big change. **min 3 - max 6 courses. 3 - 5 courses per semester recommended.**

#### ※ Field of Study for those who apply for the Undergraduate course

More information can be found on the Kyung Hee University Incoming Exchange Student Website at <http://blog.khu.ac.kr/khuexchange>

## <Seoul Campus>

College	Department or Major
College of Humanities	Korean Language and Literature, History, Philosophy, School of English (English Language and Literature , English Language and Linguistics, English Interpretation and Translation)
College of Law	School of Law - Major in Law
College of Politics and Economics	Political Science & International Relations, Public Administration, Sociology, Economics, International Business and Trade, Journalism and Communication
College of Management	Business Administration, Health Service Management, Accounting
College of Hotel and Tourism Management	School of Hospitality Management (Hotel Management, Convention Management, Food Service Management, Culinary and Service Management) Tourism (Tourism Management, Cultural Tourism Management)
College of Sciences	Mathematics, Physics, Chemistry, Biology, Information Display, Geography
College of Human Ecology	Child and Family Studies, Housing and Interior Design, Clothing and Textiles, Food and Nutrition
* College of Music	Composition, Voice, Instrumental Music
* College of Fine Arts	Korean Painting, Painting, Sculpture
* College of Nursing Science	Nursing Science, RN / BSN Programs
* Humanitas College	

▷ The asterisks(\*) indicate colleges with very few English courses.

✘ Restriction: College of Medicine, College of Oriental Medicine, College of Pharmacy,  
College of Arts and Design (School of Dance)

### (2) Korean Language Program

From 2014-2(fall) semester which begins in September, we will accept students who will take our regular courses in either English or Korean only according to our new policy.

Those who would like to take our Korean language program as an individual exchange student can still apply. However the tuition waiver for the program will not be available anymore. You can see more information on the **Changes in our Korean language programs**

✘ Before apply for our student exchange program please consult with us in advance if student would this Korean language program from 2014-2.

[Website] Institute of International Education - <http://eng.iie.ac.kr>

If you would like to take regular courses in Korean, you need to have enough Korean language proficiency(TOPIK level 3 or above, it is mandatory not optional). If not, you will not be eligible for the courses.

## D. Before Arrival

1. Flights Tickets	<!> Refer to page 8
2. Orientation	<!> Refer to page 8 ~ 9
3. Visa	<!> Refer to page 10 ~ 11
4. Insurance	<!> Refer to page 12
5. Dormitory	<!> Refer to page 12 ~ 14
6. Email	Please check your spam email box from time to time. It sometimes happens that our emails are blocked from your institutions. If you have not received the information from Kyung Hee OIA, please inform us of your new personal e-mail address via <a href="mailto:exchange@khu.ac.kr">exchange@khu.ac.kr</a> <!> Refer to "other things to be notified" on page 28

※ We are posting important information on our website. Please refer to it.

## E. Arrival in Korea

### (1) Airport Pick Up

Our staff will pick Incoming Exchange Students up at the Incheon International Airport on our official arrival date only (announced later) upon their request.

Students who arrive at the Incheon International Airport later than 8 p.m. should come by him/herself.

It is strongly advised that exchange students from the same institution arrive at the same time on the same flight. Therefore students are asked to coordinate their departure in advance.

<!> Refer to the dormitory map sample on Exchange Student Guide PART 2

### (2) How to check in to the Dormitory

Please remember dormitory move-in time; 10a.m. till 10p.m

Students who come to dormitory later than 10 p.m. should notify us in advance of their departure. If not, you will not be able to check in.

Please note that those who will not stay at one of our dormitories must notify us of the exact housing address right after you find a place. If you do not stay at the dormitory, you may have to apply for your alien registration card at a different immigration office.

## F. Orientation

For International students, OIA organizes an orientation before the start of each semester, or within the first week of the semester. Students must attend the orientation.

### - Schedule

Fall semester	The last week of Aug. or the first week of Sept.
Spring semester	The last week of Feb. or the first week of Mar.



- Further details on the orientation will be sent to the exchange students later **by e-mail**.
- Certificate of Enrollment is given to each student during the orientation. You need to check all the details once you receive it. While the application for your alien registration card is processed, a copy of passport will be necessary to prove your identification.
- The exact dates for pick-up, dormitory move-in, OT will be notified later via e-mail



## 3. Visa & Foreign Registration

### A. Student Visa

It is students' responsibility to ensure obtaining and maintaining a valid passport and student visa to enter Korea for study purposes. After Kyung Hee approves student's admission, Certificate of Admission will be issued, which will be used when applying for the student visa at the nearest Korean Embassy or Consulate.

\* In most cases, exchange students can acquire their D-2 visa with ease when they present their Certificate of Admission issued by Kyung Hee University. For further information about D-2 visa, contact the nearest Korean Embassy or consulate. Required documents vary from country to country.

**It is mandatory for students to get visa before they actually come to Korea.** It is not allowed to enter Korea without D-2 Visa. **Students in a country where there is no Korean embassy can get their visa from Korean Embassy of a nearby country via post service. (Ex. Lithuania)**

<!> Requirements for student visa might be different to each nationality. If necessary, the chief of the Korean Embassy or Consulate abroad may ask an applicant to submit additional documents not listed above. Please check the required documents from Korean Embassy in your country.

※ **Note: Once you acquired D-2 Visa in your land, submit the copy of visa through [exchange@khu.ac.kr](mailto:exchange@khu.ac.kr)**

**Your D-2 Visa will be terminated within 2 weeks after the last day of each semester.**

### B. Extension

Requests for dormitory overflow during the summer vacation since the University offers a number of programs. This means a dormitory room may not be secured for that period. Thus, extension will not be made for the spring semesters.

An application for extension of D-2 visa should be made 2 months before and at least 2 weeks in advance of visa expiry date. The following documentation must be submitted to the Immigration Office in person:

1. Passport and Alien Registration card
2. Visa Extension Application form (downloadable from KIS website)
3. Certificate of Enrollment at Kyung Hee Univ. (will be issued by Office of International Affairs, it's not a Certificate of Admission)
4. Official transcript of records (will be issued by Office of International Affairs) <Note> below
5. Certificate of scholarship or school fees payment receipt (will be issued by Office of International Affairs)
6. Official letter from Home institution
7. A copy of any kind of Korean Bank statement in the applicant's name with more than 3,000,000 won.

※ **Note:** In case the transcript of record is not issued at the time of application for extension, OIA will issue a replaceable paper that proves that the transcript will be issued later. For more information please visit <http://www.hikorea.go.kr>

### C. Alien Registration Card

International students must register as a foreigner once students come to Korea. To do it, students must apply for Alien Registration Card (ARC). Within 90 days from the day of your arrival in Korea, students must apply for Alien Registration Card at the Korean Immigration Office. If it passes 90-day-limit to register, a fine will be applied.

Students holding a D-2 visa should obtain an Alien Registration Card after their arrival in Korea. It will be used in variety of circumstances during your stay in Korea.

1. Passport
2. Application Form (downloadable from KIS website)
3. Certificate of Enrollment at Kyung Hee Univ. (will be issued by Office of International Affairs; it's not a Certificate of Admission.)
4. 2 color photos, one attached to the Form (3.5cm x 4.5cm sized, Color photograph of face, front view, on white background, taken within past 6 months)
5. Fingerprint: From July 1 2011, International students need to have their fingerprints registered at a jurisdictional immigration office.
6. Service fee (30,000 won: Government Revenue Stamp)

✘ **Contact for Further Information**

**Immigration Office:** <http://www.immigration.go.kr>

**Sejongno Branch Office Address:** 2nd Floor of Seoul Global Center, 64-1 Seorindong, Jongnogu, Seoul (Next to Youngpoong Bookstore at Jonggak Station, Subway Line 1)

**Contact number:** 1345 or 02-731-1799 (Translation service is available)

**Find the direction:** Line No. 1 - Jonggak Station, Exit 6 (a minute's walk)  
Line No. 5 - Gwanghwamun Station, Exit 5 (5 minutes' walk)  
Line No. 2 - Euljiro Ipgu Station, Exit 2 (6 minutes' walk)

✘ **Note:** Students who do not live in dormitory **MUST** contact the immigration office to check where they have to go to apply for their Alien Registration Card.

**Firstly**, please call to the number 1345, because the branch office where you apply for your Alien Registration Card can be different.

### D. Government website for foreigners

- For further information, please contact Korean Embassy, overseas Korean Consulate or Immigration Office in Korea. <http://www.immigration.go.kr>
- You must bring all the required documents on the day
- Search for various information about staying in Korea as a foreigner.

Here are the links:

- HiKorea; e-Government for Foreigner: <http://www.hikorea.go.kr>
- Seoul Global Center: <http://global.seoul.go.kr/>

**Please go to Page 25 for more specific information**

## 4. Life at Kyung Hee

### A. Campus Life

#### ● Health Insurance

Due to the high costs of medical care for foreigners in Korea, obtaining a health insurance which is to prepare for an emergency is mandatory in advance of departure. This is a student's own responsibility, and Kyung Hee University does not provide any type of insurance to students.

#### ● Housing/Dormitory

Dormitory room will be secured for exchange students who requested usually within 2 weeks prior to your arrival. OIA would like to ask you not to worry about the late notice. If you have requested the dorm, the arrangement will be made.

Dormitory will be allocated to meet the students' demand at most. However, there is a possibility that a student will be allocated to a different type of dormitory as it depends on various situational problems.

**Before leaving, check whether you returned the dormitory key back to the dormitory administration and make sure to pay the fine if you lost the key. Otherwise, the Academic Transcript will not be issued for the student.**

Classification	Room type	Facilities	Meal plan	Website	Dormitory fee for 1 semester
<b>I HOUSE I, II, IV (Off-Campus dormitory)</b>	2 persons	bed, desk, wardrobe, high-speed internet(wired), cooking facilities, air conditioner, washing machine, hanging garment dryer, shoe rack, Fridge	X Only basic kitchen facility In the room (no cooking equipment)	(ask at <a href="mailto:ciss@khu.ac.kr">ciss@khu.ac.kr</a> )	<b>Approximately ₩ 1,170,000 ~ ₩ 1,370,000</b>
<b>Sewhawon (On-Campus dormitory)</b>	2 persons	bed, wardrobe, desk, air conditioner, Fridge (shared), and high-speed internet(wired), water purifier on each floor, study rooms on each floor, coin-op laundry	X	<a href="http://sewhahall.khu.ac.kr/">http://sewhahall.khu.ac.kr/</a> (available only in Korean)	<b>Approximately ₩ 970,000</b>
<b>Finding housing on my own</b>	<p>※ Kyung Hee does <b>not</b> provide any assistance to find off-campus housing. Kyung Hee HIGHLY recommends students to live in the provided dorms. Finding a private place outside campus is really difficult. The cost is very high and there are not many real estate agents who can communicate in English. Also, short period rent is difficult for foreigners.</p>				

<!> Rates subject to change.

<!> You have to notify us 10 days prior to the beginning of the semester if you have changed your mind on the dormitory. Otherwise, you should pay the whole fee for a semester whatever the reason for your withdrawal is. (No exception for the case of the withdrawal of your study abroad without any previous notice to us.) Exact time limit will be given to you during the procedure.

※ NOTE: Dormitory fee should be paid straightly to the dormitory bank account by transaction.

Bank: HANA BANK / Account number: 278-910015-83204 / Receiver: 경희대학교 CISSDORM-IHOUSE

All 4 months dormitory fee should be paid at one-time only.

● Specific information about Dormitory

Location	Dorm	Phone / Fax	E-mail	Address	Direction
On Campus	Sehwa Hall	☎ 02-961-9476~7	<a href="mailto:khsd9476@khu.ac.kr">khsd9476@khu.ac.kr</a>	서울시 동대문구 경희대로 26 경희대학교 생활관 세화원 (우) 130-701	<p><b>1. Public Transportation</b></p> <p>Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. → Get off at Kyung Hee Middle and Highschool.</p>
		Fax 02-961-9479	ciss_sc@khu.ac.kr	Kyung Hee University, Sewha Hall(Domitory). 130-701, 26 Kyunghee-daero Dongdaemun-gu, Seoul, South KOREA	<p><b>2. Private Vehicle</b></p> <p>Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University</p>
Off Campus	I-House I	☎ 070-8114-0366	ciss_sc@khu.ac.kr	서울시 동대문구 이문 2 동 264-365 (우) 130-082	<p><b>1. Public Transportation</b></p> <p>Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2 at the in front of exit number 1. Get off at Hankuk University of Foreign Studies Back Gate → Go up the hill for 150m and then you will see the Tomato Convenience Store. Turn right at there and go forward for 20m.</p>
				264-365 Imun-2-dong, Dongdaemun-gu, Seoul, South KOREA	<p><b>2. Private Vehicle</b></p> <p>Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University Back Gate</p>
Off Campus	I-House II	☎ 02-957-2753	ciss_sc@khu.ac.kr	서울시 동대문구 이문 2 동 346-33 (우) 130-831	<p><b>1. Public Transportation</b></p> <p>Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. Get off at Kyung Hee Middle and Highschool → Go forward for 50m distance(Also I house II is at 20m distance from the rear of Sehwahall Dormitory)</p>
		Fax 02-957-2753	c.kr	346-33 Imun-2-dong, Dongdaemun-gu, Seoul, South KOREA	<p><b>2. Private Vehicle</b></p> <p>Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University</p>
Off Campus	I-House IV	☎ 070-4324-5252	ciss_sc@khu.ac.kr	서울시 동대문구 회기동 3-18 번지 (우) 130-701	<p><b>1. Public Transportation</b></p> <p>Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 1 at the in front of exit number 1. Get off in front of Kyung Hee Medical Center → Go through the road between Baskin Robbins 31 and Dunkin Donuts. Go forward for 100m and then turn right when you see Hoegi laundry shop. The 6 level building, I-House 4, will be at in front of you.</p>
				130-701, 3-18 Hoegi -dong, Dongdaemun-gu, Seoul, South KOREA	<p><b>2. Private Vehicle</b></p> <p>Circulation Road → North Arterial Road → East Arterial Road (toward Cheongryangri) → Kyung Hee Medicine College Road → The opposite side of Hoegi Laundry Store</p>

● **Residence Violation Items and Penalty Points – I-House**

Violations	Penalty
<ul style="list-style-type: none"> <li>● Enter the room of the opposite gender</li> <li>● Commit arson or theft</li> <li>● Break dormitory facilities on purpose</li> <li>● Transfer or rent the room to others</li> <li>● Sexually harass or assault others</li> <li>● Disobey directions from the instructors or assistants</li> <li>● Smoke &amp; drink in the building</li> <li>● Change rooms without permission</li> <li>● Bring non-residents into the room overnight</li> <li>● Gamble or be violent in the building</li> </ul>	<b>20 points (expulsion)</b>
<ul style="list-style-type: none"> <li>● Bring non-residents into the dormitory without permission.</li> <li>● Copy or lend your door access card and room key</li> <li>● Visit other rooms after 12:00AM</li> <li>● Make loud noises and disturb others</li> <li>● Bring inflammables or an electric heater into your room</li> <li>● Receive or unseal others postal deliveries</li> </ul>	<b>15 points</b>
<ul style="list-style-type: none"> <li>● Keep pets of any kind</li> <li>● Post notes on the bulletin board / wall or hand out fliers without permission</li> <li>● Leave personal belongings in the public areas without permission</li> <li>● Any other offenses that hinder the academic atmosphere in the dormitory</li> </ul>	<b>10 points</b>
<ul style="list-style-type: none"> <li>● Destroy public notices on the bulletin board / wall</li> <li>● Be absent from regular roll-calls without reason – students must attend the first roll-call of every term without exception</li> <li>● Poorly cleaned room (first warning)</li> <li>● Improper garbage classification</li> </ul>	<b>5 points</b>
<ul style="list-style-type: none"> <li>● Sleep out without prior notification to assistants</li> </ul>	<b>3 points</b>
<ul style="list-style-type: none"> <li>● Poorly cleaned room (for every additional warning)</li> </ul>	<b>2 points</b>

**[ Notes ]**

- \* You will be charged KRW 10,000 for losing a key
- \* You will be charged KRW 20,000 for losing a door access card
- \* Please be advised that you may be expelled from the dormitory if you have not followed the rules
- \* Room assignment can be altered after entering the dormitory
- \* The rules as above are subject to change

**Furnishings:** bed, desk, chair, bookshelf, closet, Internet, refrigerator, air conditioner, shower, washer, electric stove, blankets, bed sheets, pillow and pillow case

**Facilities:** water purifier



● **Facilities**

	<b>Gym</b>	<b>Medical Clinic on Campus</b>	<b>Kyung Hee Medical Center</b>	<b>Cafeteria</b>	<b>Post Office</b>
<b>Opening hours</b>	8:00 ~ 19:00	9:00 ~ 17:00	Webpage: <a href="http://www.khmc.or.kr/eng/">http://www.khmc.or.kr/eng/</a>	9:00 ~ 19:00	9:00 ~ 18:00
<b>Location</b>	B3, Chung Woon building (Building for liberal art college)	#152, B1, Obis Hall (Building for business department)	Next to the main gate of Kyung Hee University	(1) B2, Chung Woon building	B1, Chung Woon building
				(2) B1, Heerang (Next to Sehwa)	
<b>Additional Info</b>			✘ International Healthcare Service: 82-2-958-9644 (English)	Meal price: 2,500~3,500 KRW	

● **Emergency Number**

Police 112

Fire Station or Emergency 119

Immigration office 1345

Travel Tips around S. Korea 1330

● **Using Wi-Fi ID**

Students can make a Wi-Fi ID for wireless internet inside KHU at <http://ois.khu.ac.kr/login.php>.

Put your students ID number and password (will be notified via email). Please note that the Wi-Fi ID be reissued every 4 weeks.

Once accessed, click [English] on the upper right side (refer to Exchange Student Guide PART 2).

● **Other Information**

(1) Shops in Chung Woon Kwan a building for general education: souvenir shop, travel agency, bookstore (textbooks), 2 cafeterias (one for students, the other for staff), stationery, fitness center, post office.

(2) One stop service center (1<sup>st</sup> floor): You can use computers and scanners.

(3) When you are using the International credit card to withdraw money,

- Use Global ATMs for cash withdrawal with international credit cards all the time. Otherwise, it might cause some systemic problems.

- Find global ATMs at (1) the Institute of International Education (IIE) Bld. (1<sup>st</sup> floor), and (2) HANA Bank near Hoegi (Kyung Hee University) Station.

## B. Academic Life



### ● Course Registration

The course registration system will open for incoming exchange students prior to course registration for local students. We will guide you the exact period and time for the registration via email and the our website.

#### [ Notes ]

- \* You can find **English course list** on our website: <http://blog.khu.ac.kr/khuexchange>
- \* Your course registration should be done by yourself through our system.
- \* Before the course registration, you should check courses you will be taking as well as the number of credits. Upon completion, check whether the courses are registered well or not. Make sure to logout before exiting course registration page and there is no timetable class.
- \* Problems occurred concerning wrong course registration are student's responsibility, so make sure to check your course registration history.

[Access Online Information System → Courses → Registration]

Go to <http://sugang.khu.ac.kr/> (or <http://163.180.96.142/servlets/index.html>)

- \* This website will be open during the specific registration period which is decided by KHU.

#### [Important]

1. Students who will attend the Korean Intensive language program don't need to do course registration, because we will register on behalf of the students.
2. You cannot register the courses from Kyung Hee Cyber University.
3. Course registration is highly competitive. If there is no available seat for your wished course, you should choose alternative one instead. Therefore, have some alternative courses in mind while you scan the course list.



## < Course Registration Guide >

### 1) Access to Course Registration System

① Go to <http://sugang.khu.ac.kr>

### 2) Log-In (Log-in is available at 00:00 of the opening date.)

- Log-in is only available during the specified course registration period.

※ Click 'ENG' to view the page in English.

**KYUNG HEE UNIVERSITY Course Registration System**

KOR **ENG** Notice Course Schedule Index Course Registration/Wish List LOGIN

CATEGORY: Course Registration

ID:

PASSWORD:

LOGIN

**◆ Introduction**

If you forgot your password, you can contact "Password Inquiry" to retrieve it. (However, if you have not registered your personal email address, please contact the Office of Information Services Call Center (Global : 031-201-3171-3, Seoul : 02-961-0521, 0304) to register it.)

- × If you are a university student enrolled before the year 2000 **must include "00" to be start of your student ID number.** (e.g. 009900001)
- × Please enter your password (13 characters or less)
- × Be sure to log out after completing your course registration!
- × If you are unable to access the course registration page, please try <http://sugang.khu.ac.kr>
- You will be logged off if you are inactive for 10 minutes.

**◆ Precaution**

- × Solution when "pop-up" does not appear.
  - Windows XP Servicepack(SP2) User : [Tool] -> [Pop-up block]-> [Don't use Pop-up block function]
  - MSN Search Toolbar User: On the right side of Toolbar, there is [0 Pop-up is blocked]-> [Allow Pop-up]
  - Yahoo Toolbar User : Click the picture on the right side of [Search] in Toolbar, remove a check mark on [Use pop-up block]
  - Google Toolbar users : [Option] > [Tools] > [Pop-up blocker] Uncheck

① Click 'LOGIN' at the top-right.

**KYUNG HEE UNIVERSITY Course Registration System**

KOR ENG Notice Course Schedule Index Course Registration/Wish List **LOGIN**

CATEGORY: Course Registration

ID:

PASSWORD:

LOGIN

**◆ Introduction**

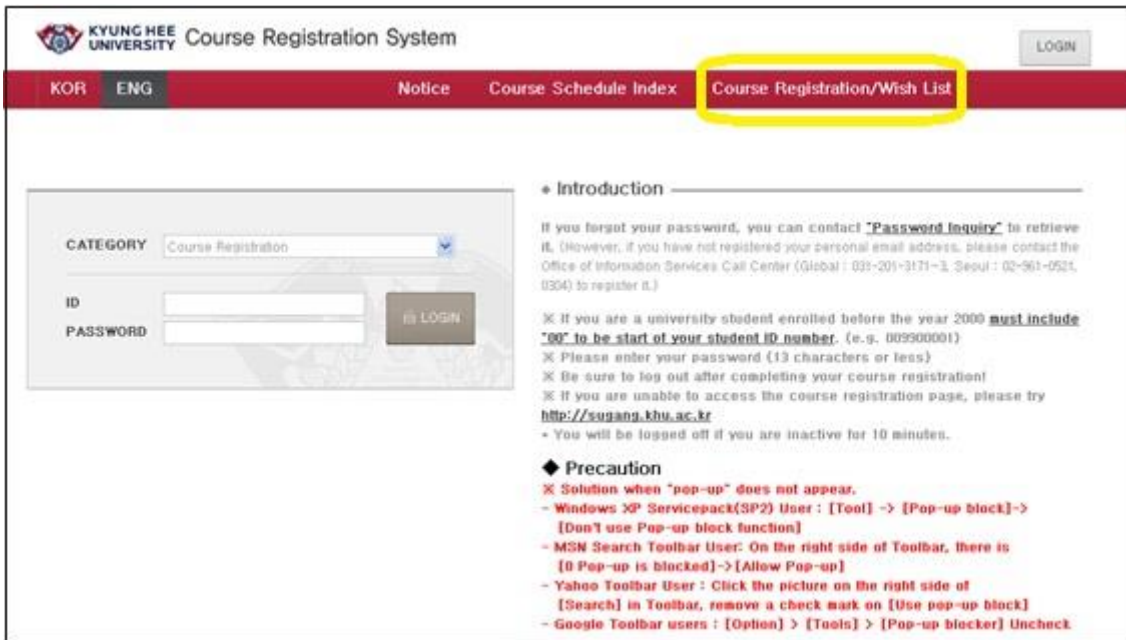
If you forgot your password, you can contact "Password Inquiry" to retrieve it. (However, if you have not registered your personal email address, please contact the Office of Information Services Call Center (Global : 031-201-3171-3, Seoul : 02-961-0521, 0304) to register it.)

- × If you are a university student enrolled before the year 2000 **must include "00" to be start of your student ID number.** (e.g. 009900001)
- × Please enter your password (13 characters or less)
- × Be sure to log out after completing your course registration!
- × If you are unable to access the course registration page, please try <http://sugang.khu.ac.kr>
- You will be logged off if you are inactive for 10 minutes.

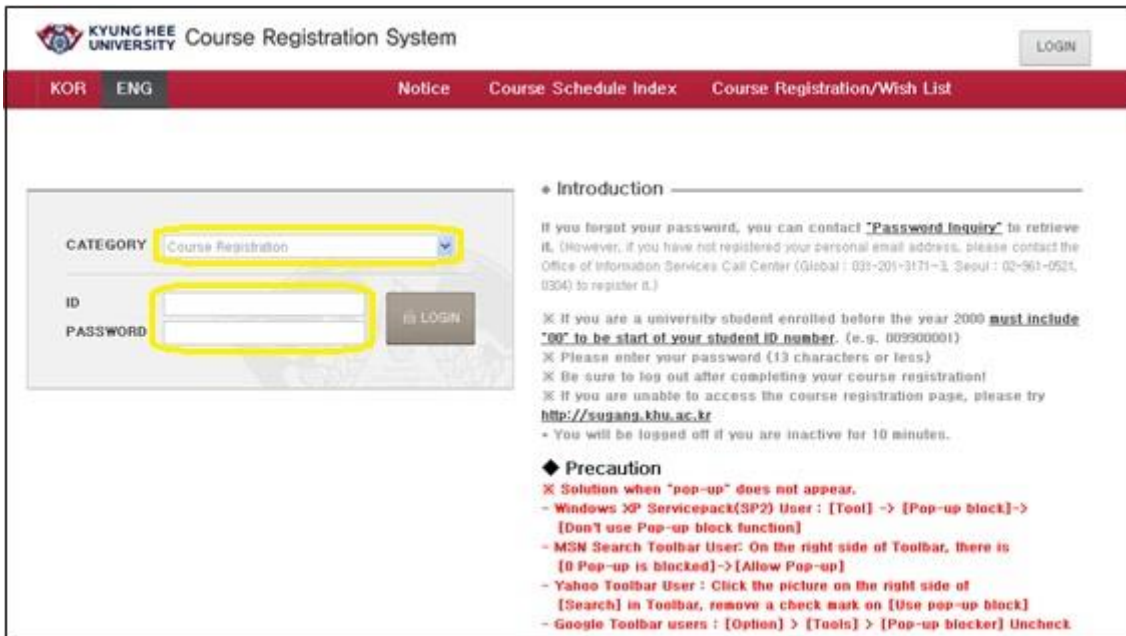
**◆ Precaution**

- × Solution when "pop-up" does not appear.
  - Windows XP Servicepack(SP2) User : [Tool] -> [Pop-up block]-> [Don't use Pop-up block function]
  - MSN Search Toolbar User: On the right side of Toolbar, there is [0 Pop-up is blocked]-> [Allow Pop-up]
  - Yahoo Toolbar User : Click the picture on the right side of [Search] in Toolbar, remove a check mark on [Use pop-up block]
  - Google Toolbar users : [Option] > [Tools] > [Pop-up blocker] Uncheck

② Choose 'Course Registration/Wish List'.



③ Set the CATEGORY as 'Course Registration', and login by typing your ID and PASSWORD.



- Your ID (Student Number) and Password will be provided in advance of course registration.
- Please do not change your Password during your exchange period for just in case you have a systemic problem with your account afterwards.

**3) Guideline**

- ① Make sure to check the 'Notice' ahead of doing course registration.
- ② Check your information (name, student number, major, year, and available course units) shown at the top of the webpage is correct.
- ③ Check remain time for course registration at the top-right.

- You are automatically logged out when the system is not being used over 10 minutes.
- Click 'Extension' or activate the system to extend access time.

**Notice**

- The second major you have registered can check in your information
- Revision of Academic System  
percentile score for each level, course re-take system has been revised since spring 2009. Please check the information.
- How to register for course re-take  
1. Re-taking the course you have taken previously register for the course and register for course re-take online as well (you do not have to submit a registration form)  
2. Please keep in mind that re-taking similar course is no longer possible.
- You will only be able to cancel courses for Kyung Hee Cyber University during the course drop/add period(March 3rd(Mon)~ March 7th(Fri)).
- For those who are participating in the Engineering Training Program, course registration will be restricted for the students who did not participate in a consulting session with the Advisor(advisor).
- Restriction for course registration for students who did not participate in the career consulting session  
Since year 2006, all Global Campus students must participate in a career consulting session with the Career Advisor. For those who have not done so will be restricted from online registration for the first two days of course registration.
- [Seoul Campus] For those registered for English 2, we recommend you to register for the course considering your level for the English 1 course.
- [Seoul Campus] There has been many chances of the timetable for English 1 and English 2. Please check the schedule for the courses before you register.
- Please log-out after you complete the course registration.

#### ④ Course Searching

##### ▶ Search with Major

- Choose 'Search of Course' → Complete all options except 'Class Code' → Search → Check the 'Available Seats' → Click 'Registration' → LOGOUT

※ At least one option must be chosen to see the results.

NO.	Class Code	Class	Year	Quota	Available Seats	Instructor	Credit	Class Hour/Room	Type	Language	Notice	Registration
1	A4953-01	Special Lecture on IT Law	4	1000	1000	Park Won S	3.0	MON 10:30-11:45 (10300) WED 10:30-11:45 (10300)	05	Bilingual Class	영어수업	Registration
2	A04477-01	International Trade Law	4	1000	998	Laura S. Henry	3.0	TUE 12:30-14:45 (12300) THU 12:30-14:45 (12300)	05	English Language Class	영어수업	Registration

##### ▶ Search with Class Code (if a student knows the course code) \*This is easier!

- Type 'Class Code' → Search → Check the 'Available Seats' → Click 'Registration' → LOGOUT

NO.	Class Code	Class	Year	Quota	Available Seats	Instructor	Credit	Class Hour/Room	Type	Language	Notice	Registration
1	TRADE2011-02	Principles of Economics	1	1000	1001	Anthony Tapp	3.0	TUE 09:00-10:15 (12400) THU 09:00-10:15 (12400)	15	English Language Class		Registration

⑤ Click 'Delete' button if you want to delete the course from the course registration list.

The screenshot shows the 'Course Registration System' interface. At the top, there are navigation tabs: KOR, ENG, Notice, Course Schedule, Course Registration, Search for Course, and Admin. Below these are search filters for Campus, College, Class, Language, Day, Class Hour, Professor, and Class Code. A 'List of course' section displays a table with columns: NO., Class Code, Class, Year, Quota, Availa. Sit. Seats, Instructor, Credit, Class Hour/Room, Type, Language, Notice, and Registration. Below this is a 'Course Registration List' section with a table containing columns: NO., Class Code, Class, Year, Instructor, Credit, Class hour/Room, Type, Language, Re-taken, Notes, and Delete. The 'Delete' button for the first course in this list is highlighted with a yellow box.

#### 4) Course Registration List

- ① Check your courses by viewing the course registration list.
  - Click 'View Schedule' to check your course list, or to print it out.
  - Click 'LOGOUT' to finish.

This screenshot is similar to the previous one, showing the 'Course Registration List' table. In this view, the 'View Schedule' button is highlighted with a yellow box. Additionally, the 'LOGOUT' button in the top right corner of the interface is also highlighted with a yellow box.

#### 5) How to Find Course Description (with no logging in)

- ① Go to 'Course Schedule Index' and search for a course.

The screenshot shows the 'Course Registration System' interface with the 'Course Schedule Index' tab selected. Search filters for Year, Semester, Campus, College, Class, Language, Day, Class Hour, Professor, and Class Code are visible. Below the filters is a 'List of course' section with a table containing columns: NO., Class Code, Class, Year, Quota, Instructor, Credit, Class Hour/Room, Type, Language, Notice, and Syllabus. A message below the table says 'Click on the button at the top right!'.

- ② Click 'View' to see a course syllabus.

This screenshot shows the 'Course Registration System' interface with the 'Course Schedule Index' tab selected. The search filters are the same as in the previous screenshot. In the 'List of course' table, the 'View' button for the first course (CLAW4005-01) is highlighted with a yellow box.

### [ Notes ]

\* When log-in is not available at the course registration page (as it is not the course registration period), you can still see your course list at <https://khuis.khu.ac.kr/eng/>

Follow this step: Log-in → Courses → Registration → See your course list/ timetable!

- There are 2 chances for course registration **through online**.

The First chance	Normally <b>One month before</b> class begins: you can decide classes with other exchange students first. You can receive the opportunity to register course earlier than Korean students do.
The Second chance	The period for changing courses, It is <b>only the first week of the semester</b> .

### <!> How to find a course schedule for exchange students

You can find most of the information on our exchange program on our website.

<http://blog.khu.ac.kr/khuexchange> You will also be able to find English course lists.

You can find the syllabus for the courses on this site:

<http://khuis.khu.ac.kr/java/servlet/khu.hssu.infospace.TimeTableT?prTag=outer&campusGb=1>

**This is only for your reference. You will be able to find syllabi. However, when you register courses, you must only refer to the English course list (Excel file) we send via e-mail or post. If you do not refer to the English course list, you may register courses that are not available to exchange students.**

### ● Course Change Period

Students can change their course schedule for a week after semester begins. (ex : First week of March , First week of September). You have to add/drop courses which are suitable for you. Consider it very carefully please. The exact time for "change period" will be notified later.

### ● Dropping Period

**Students can drop the courses only when both of the following conditions below apply to them.**

- ① **Over 15 credits (Korean system): At the time of dropping you have to take over 15 credits. (Normally 5 courses here or more), otherwise you cannot drop any courses.**
- ② **Course language: We have English courses for exchange students but sometimes professor change English course to Korean course without notification. Then you may drop.**

Students will be informed via email regarding drop period. Then you have to send an email with detailed information on the courses you would like to drop via [exchange@khu.ac.kr](mailto:exchange@khu.ac.kr) Since exchange students cannot drop courses through the online system themselves thus you, have to send us the information of course that you want to drop.

● Exams & Grading

<Kyung Hee University Grading Scale>

Grading is based on attendance, class discussion, homework, and examinations, totaling 100 points. Kyung Hee University regulations require a minimum of 70% attendance to receive academic credits.

Grade	GPA	Score	Grade	GPA	Score	Grade	GPA	Score
A+	4.3	100	C+	2.3	79	D-	0.3	59
	4.25	99		2.2	78		0.2	58
	4.2	98		2.1	77		0.1	57
	4.1	97						
A0	4.0	96	C0	2.0	76	F	0	0
	3.9	95		1.9	75			
	3.8	94		1.8	74			
A-	3.7	93	C-	1.7	73			
	3.6	92		1.6	72			
	3.5	91		1.5	71			
	3.4	90		1.4	70			
B+	3.3	89	D+	1.3	69			
	3.2	88		1.2	68			
	3.1	87		1.1	67			
B0	3.0	86	D0	1.0	66			
	2.9	85		0.9	65			
	2.8	84		0.8	64			
B-	2.7	83	D-	0.7	63			
	2.6	82		0.6	62			
	2.5	81		0.5	61			
	2.4	80		0.4	60			

<Comparison of Credits>

	Kyung Hee University Credits	ECTS
1 full academic year	30~36 Credits	60 ECTS
1 semester	15 credits	30 ECTS
Duration (1 Sem.)	16 weeks	14~15 weeks teaching

- (1) 1 course = 3 credits (in general) = 48 hours of lecture  
(3 hours of lecture per a week \* 16 weeks = 48 hours of lecture hours for one semester)
- (2) Students can take up to 6 regular English courses, or at least 3 regular English courses (9 credits per semester)

- **Student ID card**

**All students have to hand in 2 Photographs when they Submit Application documents by post.**

Student ID card will be issued approximately 2 weeks after the new semester begins. Once it is issued, we will send an e-mail.

- This card is used for library access and attendance. You have to carry this card all the time.
- Whenever there is a request from faculty to staff, you have to present it.

- **How to Use Online Information System**

Once given a 'student ID number', students can check their course schedule by online with their number at <https://khu.ac.kr/eng> Kyung Hee university will provide your student ID and password individually. Do not change the password otherwise it would be hard for you to get an administrative help. We will use it only for administrative purpose.

Besides course registration, students can check their records and personal information on the Online Information System. Students must check whether their course schedule is correct. It is each student's responsibility to make sure that every course they registered is on the course list.

**\* Please check your e-mail address through information system from time to time.  
Professors will send some information about the lecture to your e-mail address.**

- **Transcript Issuance & Distribution**

The transcript record in Kyung Hee will be issued approximately 6 weeks after the end of the semester. They will be sent to the International Office of students' home institution. Before Kyung Hee sends the transcript; students can check their final records through the Online Information System once their exams are over.

# 5. Life in Korea

## A. Public Transportation

- Unified Charging System

The City of Seoul is operating the unified charging system to reduce financial burdens of the citizens using public transportations. Even if a passenger have multiple transfers among different transportation methods (subway, different buses and etc.) for a trip, the passenger is charged as using 1 transportation which is around 1200 won within the designated initial distance (only if the whole distance is less than 10 km). There is additional 100 won for every 5 km after the initial distance.

With an applicable T-Money card or a transportation card, one can get save and gain benefits from the unified charging system. A passenger must place a T-Money card or a transportation card on the card reading machine when getting on and off from the bus or subway. The total fee will be charged from the machine by calculating the traveled distance. When you transfer, you can repeat the same procedure while the card will calculate your distance by reading the card.

To get the benefits from the unified charging system, transfer layover time must not exceed 30 minutes (or 1 hour during 9:00 pm ~ 7:00 am). If a passenger is paying with cash, you will not get the unified charging system benefits. Make sure you place the card when you get off from the bus as well as the subway. If not, the transfer benefit will not be applied.

T-Money can be purchased or recharged at stores near bus stops, or any convenient stores. It also can be recharged at any subway stations. The previously used transportation cards still can be used as T-Money.

### ※ NOTE

You should buy a subway card when you use the subway in Korea. There's a machine that sells subway card in each station. You can use the card after charging a certain amount of money in that card. The fee differs by the distance you have traveled from the departure station. After using it, you can get your money for the card (500 won for the deposit) back with the vending machine you used to purchase.

## B. Website

- For more life information about living in Korea, please visit following websites.

<http://www.hikorea.go.kr>

<http://english.seoul.go.kr>

<http://global.seoul.go.kr>

## C. Money

- Money exchange (except USD, JPY, and CNY) is somewhat difficult in Korea. Therefore, it is strongly recommended to prepare KRW for cash in advance of the arrival at Korea. Otherwise, money exchange is possible at the money exchange center at the airport.
- In case of cash withdrawal in Korea with your credit card, VISA card is always preferred to use since there are frequent problems with a Master card.



## D. Korean Class Outside

If you would like to attend the basic Korean class outside of campus, Seoul Metropolitan Government has a good Korean language Program, Seoul Global center for foreign residents in Seoul. There are schedule and information of the program in Seoul global center. Please visit the website to have enjoyment of life in Seoul.

## E. How to Get Your Alien Registration card

Anyone who will sojourn in Korea more than 3 months must have an alien registration card. And here's information on how to make the card. Before we start, there is a page where you can get all the information regarding your sojourn in Korea. This homepage offers various governmental services from alien registration card, visa extension, changes of status and so on.

<http://www.hikorea.go.kr>

The screenshot shows the Hi Korea website interface. At the top right, a language selection menu is highlighted with a red box, containing options for KOREAN, JAPANESE, and CHINESE. A red arrow points to this menu with the text "Change the language". Below the navigation bar, a large banner announces that fees for visa and immigration services will be increased starting from January 1st, 2014. In the main content area, a red box highlights the "Immigration" link in the "Information Shortcuts" section, with an arrow pointing to it and the text "1. Move your mouse here". Another red box highlights the "Foreigner sojourn" link within the "Immigration" dropdown menu, with an arrow pointing to it and the text "2. Choose 'Foreigner sojourn'". The "Foreigner sojourn" link is also highlighted with a red box. The website includes various sections such as "LOGIN", "Recent News", "Notice", "E-Application", "Reserve Visit", "Information Shortcuts", and "Related sites".



- VISA
- Immigration Guide
- Issuing certificate
- Immigrations
- Foreigner sojourn**
  - General affairs
  - Foreigner registration**
  - Extension of stay
  - Change status
  - Participation in activities uncertified for current sojourn
- Nationality/Naturalization
- Overseas Koreans
- Working visit (H2)
- Getting acknowledged as refugee
- Immigration offence / custody

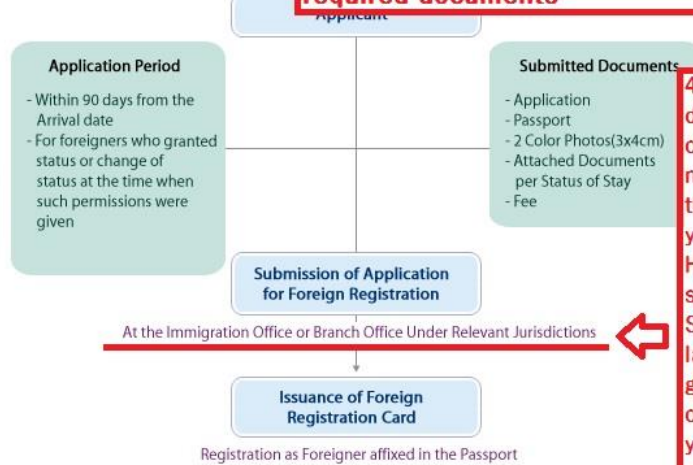
**Foreigner registration**

HOME > Information > Immigration Guide

- Foreigner Registration and required due date
- Required documents for foreigner registration**
- Foreigner Registration card issuance/re-issuance/grant
- Foreigner Registration card return/carry/present
- Reporting changes of details on Foreigner Registration card

**Foreigner Registration procedure**

**5. Click here. Then you will see a list of required documents**



**4. Each jurisdiction has different immigration office and the office you need to go depends on the place you live in. If you live in the Kyung Hee dormitory, you should go to the one in SeJongNo. Refer to the last page about how to get to there. If you live outside of the university, you should find another adequate office in your jurisdiction.**

**3. Click 'Foreigner registration'**

**Those Eligible for Foreigner Registration**



- VISA
- Immigration Guide
- Issuing certificate
- Immigrations
- Foreigner sojourn**
  - General affairs
  - Foreigner registration
  - Extension of stay
  - Change status of stay
  - Participation in activities uncertified for current sojourn status
  - Grant sojourn status
  - Re-entry
  - Obligatory declarations
  - Change / add work location
- Nationality/Naturalization
- Overseas Koreans
- Working visit (H2)
- Getting acknowledged as refugee
- Immigration offence / custody

**Foreigner registration**

HOME > Information > Immigration Guide

- Foreigner Registration and required due date
- Required documents for foreigner registration**
- Foreigner Registration card issuance/re-issuance/grant
- Foreigner Registration card return/carry/present
- Reporting changes of details on Foreigner Registration card

**Common required documents**

- Passport
- Application form
- 1 color photos
- Process Fee: KRW 10,000 (Government Revenue Stamp)

**6. They offer an application form in various formats. Choose among these. We recommend the MS Word format. Download this and fill in the form.**

**Other required document as according to the status**

Status	Required documents
Culture/Arts(D-1)	A document proving Culture/Art organization (a copy of business registration, etc)
<b>Overseas Study(D-2)</b>	<b>A certificate of studentship</b>
Industrial training(D-3)	A copy of business registration A medical certificate A certificate of subscription in insurance regarding delayed payment Korean language training at a university : A certificate of studentship
Treaty Management(D-9)	A copy of business registration
Job Seeking(D-10)	No additional document
Professor(E-1)	A Copy of business registration Instructor at a university, private institute, etc. A copy of business registration A health check for employment including drug tests from a medical institution specified by the minister of justice is needed * Health check lists for employment : Based on the government employee regulation

**7. Exchange students should obtain a D-2 type visa. First document and a certificate of studentship will be provided from the university when you get here. What you need to prepare is: passport, application form, 3x4 size color photo, 30,000KRW commission fee and the certificate of studentship above. \*Refer to an annex attached on the last page if you want to know how to fill the application form.**

- QUICK MENU**
- Forme
  - Site Info
  - Web Assistant
  - Service Q&A
  - Electronic Certificate

- Forme
- Site Info
- Web Assistant
- Service Q&A
- Electronic Certificate

- MINISTRY OF JUSTICE
- Ministry of Knowledge
- BUYKOREA.org
- kotra
- Human Resources Development
- KBS WORLD
- Migrant Women's Hotline
- Contact
- NPS
- Public Procurement
- iswell
- KORFAN NFT

Once you prepared everything above, get the card by visiting the immigration office near Kyung Hee University. Now, here's an information how to get to the office.

● How to fill out the form?

■ 출입국관리법 시행규칙 [별지 제94호서식]

## 통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	PHOTO 여권용사진(35mm×45mm)  외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Alien Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name in Full	성 Surname	명 Given names	漢字姓名	성별 Gender	[ ] 남 M [ ] 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (If any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality / Others
여권 번호 Passport No.	여권 발급일자 Passport Issue Date		여권 유효기간 Passport Expiry Date		
대한민국 내 주소 Address in Korea	<b>Write your dormitory address. Refer to the dorm information file.</b>				

전화 번호 Telephone No.	02-961-0031	휴대 전화 Cell phone No.	
본국 주소 Address in Home Country		전화 번호 Telephone No.	
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.	전화 번호 Telephone No.
재입국 신청 기간 Intended Period Of Reentry	이메일 E-Mail		

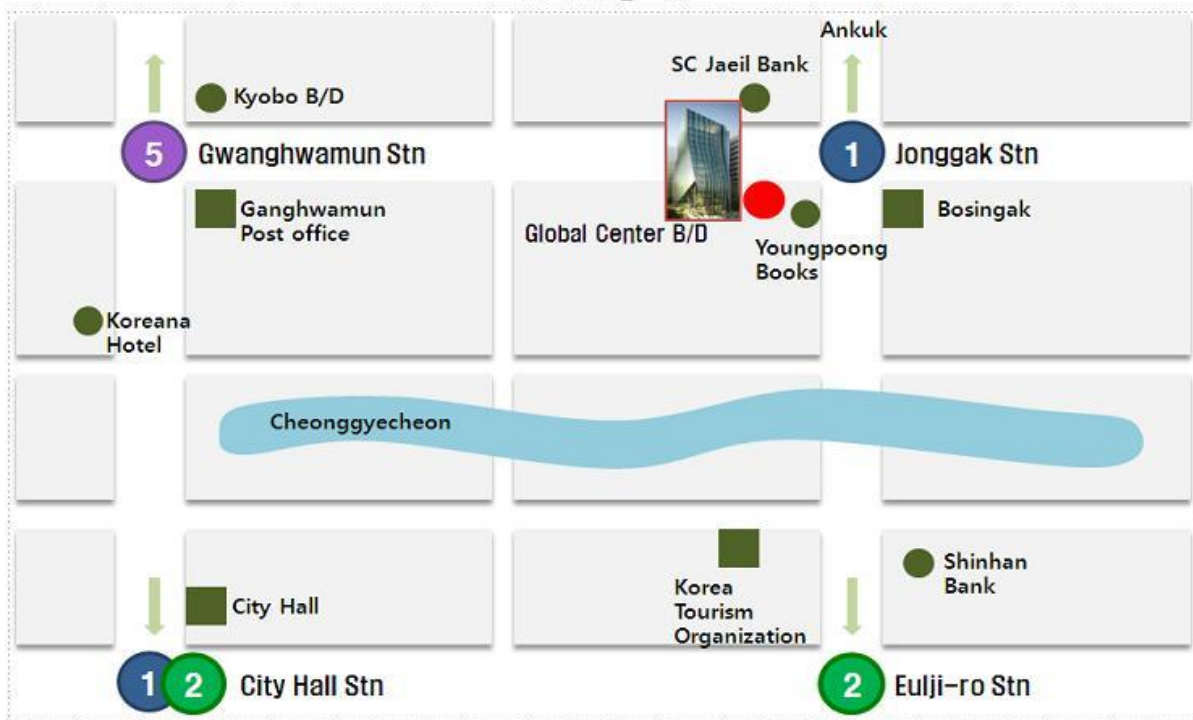
신청일 Date of application	신청인 서명 또는 인 Signature/Seal
신청인 제출서류	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기 사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

행정정보 공동이용 동의서 (Consent for sharing of administrative information)			
본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.			
I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-governance Law, article 36. *If you disagree, you will present all related documents yourself.			
신청인 Applicant	서명 또는 인 신청인의 배우자 signature/seal Spouse of applicant	서명 또는 인 신청인의 부 또는 모 signature/seal Father/Mother of applicant	서명 또는 인 signature/seal

공 용 란 (For Official Use Only)					
기본 사항	최초입국일		체류자격		체류기간
접수 사항	접수일자		접수번호		
허가(신고) 사항	허가(신고) 일자		허가 번호	체류자격	
				체류기간	
결 제	담 당			스 장	
				가 / 부	

수입인지 첨부(Revenue Stamp Here) / 수수료 면제(exemption) [ ] (면제사유 )	심사 특이사항
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## 【 Map 】



### Other things to be notified

- Bring your passport-size photos (3.5 X 4.5) **sufficiently** when coming to Korea. They will be required when applying for Alien Registration Card, student ID card and so forth.
- Keep the copies of important documents (ex. Passport). They will be used when getting a mobile phone, opening bank account and many other cases in Korea. To keep the scanned files of them in your USB is also good way for just in case.
- **E-mail** is the only communication tool between Office of International Affairs and incoming students. Therefore, all the students must check e-mail regularly before and during the semester.
- **We are also trying to update information on our website. Please visit regularly**
- You might be purchasing a **mobile phone** here. Once you get a phone, let us know your contact number via email [exchange@khu.a.kr](mailto:exchange@khu.a.kr) so we can contact you directly in urgent situation.