



Spring Semester 2021 Guideline (Undergraduate School)

**Our most sincere congratulations on your admission
to Hanyang University for the Spring semester of 2021**

DEC. 18. 2020



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※ Notice

- Students will be accountable for all consequences of not following this guideline.
- Please read this guideline carefully.

ADMISSION RESULTS PAGE

<http://www.dic.hanyang.ac.kr/front/admissions/results>

Applicant Information

Logout

| Year of admission | Identification Number | Name | Department(Major) | High School |
|-------------------|-----------------------|------|----------------------------|-------------|
| 2019 | | | DEPARTMENT OF ARCHITECTURE | |

Admission Information

Acceptance Info

Print acceptance certificates

Print deposit/Tuition bill

| Admission result | Acceptance Certificate | Tuition Bill | Tuition Confirmation Form |
|------------------|------------------------|-----------------------|---------------------------|
| PASS | print | print | print |

Solution for Printing Error

Error1.The document is zoomed in when printing from Chrome Browser.

(Solution1):Save the document in pdf format and print it out from Adobe Reader.

Error2.Browser page freezes when printing.

(Solution2):Delete the existing Adobe Reader and re-install the newest version of Adobe Reader. The Adobe Reader will start work after re-booting the PC.

Print certificate of deposit/tuition payment

Korean Language

Do you satisfy Korean standards?

(Pass, Exemption = Satisfied/ Fail = Not satisfied)

| Korean Language |
|-----------------|
| Pass |

Korean Standard

- 1) Check whether or not you satisfy Korean standards from the result announcement website

> Korean Language

| Korean Language |
|-----------------|
| Pass |

- 2) Those who do not satisfy Korean standards, please refer from **page 5**
- 3) Those who satisfy Korean standards, please refer from **page 29**
- 4) Regarding Korean Language Test : Refer to **page 8**
- 5) **Among those who do not satisfy Korean standards, those who pass Korean Language Test, please go to page 29, which is for those who satisfy Korean standards.**
- 6) **Those who additionally submit documents that satisfy Korean standards (like passing Korean Language Test) after the admission result announcement date (Dec 4th, 2020), the Korean result on the result announcement website will not be changed to "PASS."**

**Those who do not satisfy
Korean standards**

MAIN SCEHDULE FOR THOSE WHO DO NOT SATISFY KOREAN STANDARDS

| No | Main Schedule | Date(Year/Month/Day) | Note |
|----|--|--|---|
| 1 | 1 st Submission Deadline for Certificate of Satisfying Korean Standards | By Dec 24 th 2020, 23:59 | 1. TOPIK Level 4 or Higher 2. Hanyang Univ. IIE level 4 |
| 2 | Hanyang Korean Language Test as a Replacement of TOPIK | - Orientation and trial examination: Dec. 29 th , 2020 - Real Test : Dec 31 st 2021 | Refer to the page no.8 |
| 3 | Deposit Payment for Degree Program | Jan 4 th ~ Jan 15 th 2021 | Pay with virtual accounts |
| 4 | Application Period of Hanyang Univ. Institute of International Education (IIE) | Jan 4 th ~ Jan 8 th 2021 | Regarding Language Study Visa(D-4) and IIE Course payment, please contact the Office of IIE |
| 5 | Dorm Application for SEOUL Campus | Jan. 4 th 11:00 ~ Jan. 6 th 12:00, 2021 | Online application |
| 6 | Student ID Number | Jan. 2021 | To be announced by email |
| 7 | 2 nd Submission Deadline for Certificate of Satisfying Korean Standards | By Feb. 3 rd | 1. TOPIK Level 4 or Higher |
| 8 | Tuition Payment for Degree Program | Feb 3 rd ~ Feb 15 th 2021 | Pay with virtual accounts |
| 9 | Application for Airport Pick-Up Service | Feb. 2021 | Refer to pick-up info section |
| 10 | Additional Document Submission Deadline | By Feb. 26 th 2021 | Refer to additional document submission section |
| 11 | Application for Leave of Absence | Early of Mar. 2021 | |
| 12 | Student ID Card | Mar 2021 (To be announced) | Please contact the department office for details |

ADDITIONAL SUBMISSION DEADLINE FOR KOREAN STANDARDS DOCUMENTS

Additional Submission Deadline for Korean Standards Documents

1st Submission Deadline : December 24th, 2020

- Documents allowed to submit : Certificate of TOPIK Level 4 or higher OR Hanyang IIE level 4 or higher
- How to submit : Send an e-mail ([intlads@hanyang.ac.kr](mailto:intladms@hanyang.ac.kr)) with the application number and name

2nd Submission Deadline : February 3rd, 2021

- Documents allowed to submit : Certificate of TOPIK Level 4 or higher
- How to submit : Send an e-mail ([intlads@hanyang.ac.kr](mailto:intladms@hanyang.ac.kr)) with the application number and name.
- ※ Certificate of Hanyang IIE Level 4 or higher which is issued on Feb 18th cannot be accepted.

THE KOREAN LANGUAGE TEST AS A REPLACEMENT OF TOPIK

Test-Related Guidance

- Students who do not satisfy the HYU Korean language standard can attend the Korean language test conducted by Hanyang University.
- If test taker pass this test, Korean language standard will be changed to 'PASS' automatically.
- Those who want to enter Hanyang University should pay the deposit and tuition fee regardless of the test result. Even if students pass the Korean Language Test, admission will be canceled if the students don't pay the deposit and tuition fee.

Note

Applicants

Students who are accepted for 2021 Spring semester excluding those who have satisfied HYU Korean language proficiency standards (no need to apply)

Test Orientation

Dec. 29th(Tue), 2020 10am-12:30pm (Korea time) **Mandatory to attend**

Test date

Dec. 31st(Thu) 2020 10am Complete Entry, 11am-12pm Attend Test (60 minutes) (Korea time)

Test Type

Online Test (Detailed Guideline will be sent later by email)

Materials

PC or laptop with webcam, Smartphone, Passport or ID card


Result Announcement

Jan. 4th(Mon), 2021 2pm

Note (Read carefully)

- 1) The Korean test is conducted online and only the test taker can attend the test.
- 2) The test taker must be in an isolated area without interference from others.
- 3) Test takers will be disqualified if the test is not taken or does not access to the program by the specific time mentioned.
- 4) Test takers must bring their passport or ID card. Those who do not have a valid ID will be restricted from taking the test.
- 5) If test takers do not comply with supervisor's instructions or do suspicious eye movement or do unnecessary movement during the test time, it will be regarded as cheating. The test may automatically end which will result in failure of the test.
- 6) Admission may be canceled if improper behavior is caught.
- 7) The exam session will be recorded all the time and can be used as evidence. If there are any situations which can lead to disadvantages such as unstable network environment, it is the test taker's responsibility.
- 8) If test takers take an exam on a wireless Internet (WIFI) or an unstable network environment, you may lose network connectivity and face disadvantages.
- 9) The Korean test will be conducted only once. Please be sure to read guidelines and attend the orientation before taking the test.
- 10) Details about the online exam will be notified by email.
- 11) Those who pass the Korean test can start their degree program in Spring of 2021.
- 12) Those students who don't pass the test should apply for a leave of absence after tuition payment.

DEPOSIT PAYMENT FOR DEGREE PROGRAM

| Procedure | Deposit Payment | |
|-------------------|--|--|
| Payment Due | Jan 4 th , 2021 ~ Jan 15 th , 2021 | |
| Payment Procedure | Deposit payment through account transfer | <ol style="list-style-type: none"> 1. Login the result announcement(http://www.dic.hanyang.ac.kr/front/admissions/results) 2. Print Deposit bill (applicants can select the language among Korean, English, or Chinese) 3. Visit bank and pay the deposit, or transfer the amount to the virtual account written on the bill |
| | Wechat Pay (微信支付) | <ol style="list-style-type: none"> 1. Access Wechat Pay(微信支付) : https://www.shinhan.com/hpe/index.jsp#041007010000 2. Choose Hanyang University and input your virtual account (need to choose "56717 한양대학교 국협학부 신입입") <div data-bbox="529 639 1271 961">  </div> <ol style="list-style-type: none"> 3. Confirm your deposit amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code <p>** Wechat pay service operation hour : 10:00 am to 19:00 pm during bank working day (closed on weekend)</p> <p>★ For more details, please check the Link below. https://www.dic.hanyang.ac.kr/front/admissions/notice/view?id=11393</p> |

DEPOSIT PAYMENT FOR DEGREE PROGRAM

| Procedure | Deposit Payment |
|---|--|
| After Deposit payment Procedure | <ol style="list-style-type: none"> 1. Pay IIE tuition fee (Only for IIE applicants) 2. Pay degree program tuition fee within the period. 3. Get a Language Training(D-4) visa Standard Admission Certificate (Only for those who completed application and tuition payment of IIE) |
| Bank Information for International Transfer | <p>Name of Bank: SHINHAN BANK (SHB)</p> <p>Account number: <u>Applicant's virtual account number</u></p> <p>Recipient: Hanyang University</p> <p>Swift code: SHBKRRSE</p> <p>Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea</p> <ul style="list-style-type: none"> • All transaction fees are covered by students. • To avoid underpayment, please deposit 30 US dollars in addition. <p>- <u>If tuition fee is underpaid, student have to pay more afterward and pay additional transaction fees as well.</u></p> <p>- Students will get a refund if overpaid after semester starts.</p> |
| Note | <ol style="list-style-type: none"> 1. If you do not pay deposit during the deposit payment period, you cannot register for Hanyang University. 2. Even though you paid the deposit, you cannot register for Hanyang University if you do not pay the tuition fee during the final tuition payment period. 3. If international students cancel their registration or receive refunds of their tuition, the Immigration Office will be notified and the student's VISA will be revoked. 4. If you want to cancel registration after deposit payment, you can get a deposit refund only if you apply for deposit refund within refund application period. |

Application For IIE

※ Students who do not satisfy Korean standards can apply for Institute of International Education (IIE) of Hanyang University through the link below.

| Seoul IIE | |
|--------------------|---|
| Application Period | Jan, 4 th 2021 ~ Jan, 8 th , 2021, 23:59 |
| Application Link | https://bit.ly/3m3gWUi |
| Address | #622, International building, 222 Wangsimni-ro, Seongdong-gu, Seoul |
| Website | http://iie.hanyang.ac.kr |
| Inquiry | (Chinese) +82-2-2220-1976, 1977 hanyang1665@gmail.com (Japanese) +82-2-2220-1976, 1977 (English) +82-2-2220-1666 iie@hanyang.ac.kr |
| Note | <ul style="list-style-type: none"> - Regarding online application, payment, refund, D-4 Visa, please contact above Office of IIE. - Those who plan to submit Certificates of Satisfying Korean Standards also can apply for IIE classes. <p>If you submit Certificate of Satisfying Korean Standard, your application for IIE will be cancelled automatically.</p> <ul style="list-style-type: none"> - If you are currently taking courses at IIE of Hanyang University, please re-enroll during student enrollment period. |

DORM APPLICATION

Dorm Application

※ Dormitories in SEOUL Campus will be assigned to those who apply for dorms **on a first come first served basis.**

(International students can only reside in the dorm **in the first semester after admission.**)

※ Students who didn't apply for dorms or failed to be assigned at dorms need to look for residence individually.

Schedules

(1) Application period : **Jan 4th 11am ~ Jan 6th 2021, 12pm (Korea time)**

(2) Payment period : **Jan 13th 10am ~ Jan 21st 2021, 3pm (Korea time)**

(3) Details : Refer to page 13-14

(4) Note : **Though student applied for a certain room, rooms may be changed by the dorm office to prevent the spread of COVID-19 and for the safety of the students.**

- Registration is assigned **on a first come first served basis.**
- **Only use Internet Explorer**
- **If you have friends who you want to live together, please choose the same building and room.**
(Not possible when the room is full.)
- **You can only apply for dorms once.** You can't change your choice after you finish your application.
- Prior to application, check the preferred dorm buildings and room type beforehand. Please apply promptly during the application period.
- You can check the dorm building, room type, location, fee from <http://eng.dormitory.hanyang.ac.kr/>.

DORM APPLICATION & PAYMENT

Dorm Application & Payment (1)

| | |
|------|--|
| 1 | Click here |
| 2 | Select the language setting into Korean or English/Chinese by clicking at the lower right corner, "Language Setting" |
| 3 | Log-in (ID : Application number / Password : Birthdate (YYMMDD)) |
| 4 | Choose your campus and click "search" |
| 5 | Agree to the Personal information collection and utilization consent |
| 6 | Agree to the Hanyang Univ. Accommodation Contract |
| 7 | Choose a building and room type (You can check dorm building room type via website) |
| 8 | Choose your religion |
| 9 | Click "apply" |
| 10 | Application is completed. Click "room assignment" |
| 11 | You can check floors available. Choose "floor" |
| 12-1 | Choose room and bed number |
| 12-2 | If there is no room or bed available, you should go back to the application page again, log in and restart. Choose different building, room type and click "modification" But, if you click "room number assignment application," you will see previously chosen building and room type. |
| 13 | Click "bed number application" |
| 14 | Room assignment is completed. Click "payment" |

DORM APPLICATION & PAYMENT

Dorm Application & Payment (2)

| | |
|----|---|
| 15 | Check dorm fee |
| 16 | Check your own virtual account number through (Click here). (ID: Application number/Password: Birthday (YYMMDD)) |
| 16 | The period of dorm fee payment |
| | Jan 13, 10am, 2021 ~ Jan 21, 3pm, 2020(KST) |
| 17 | <p>Please pay dorm fees with your virtual account number.</p> <p>If the payment is not made within the period below, dorm application will be cancelled.</p> <p>To avoid underpayment in case of overseas transfer, please deposit 30 US dollars in addition.</p> <p>If the dorm fee is underpaid, students should pay more afterward, which may incur additional transaction fee.</p> <p>Students can get a refund after entering Korea if overpaid.</p> |
| 18 | When you Check-in, please prepare ① TB Test (Issued after Feb 1st, 2021) ② Passport or Alien Registration Card |
| | Check-in Place : No.2 Dorm Administration Office |
| | Feb 24~26, 2021 09:00 ~ 22:00 |
| | Seoul campus dormitory is not available for self-quarantine. Only those who completed self-quarantine for 2 weeks are able to check-in dormitory in Seoul campus. (Refer to page 19-20 for details) |

Overseas transfer info.

Name of Bank: SHINHAN BANK (SHB)

Account number: Your own virtual account number

Recipient: Hanyang University

Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea

Swift code: SHBKRRSE

SELF-QUARANTINE

Self-quarantine

1. Those subject to self-quarantine: All inbound passengers entering Korea (both on direct flights and for stopovers)
2. Self-quarantine period: Until 12:00 PM of the 14th day from the day of entering Korea
ex. If entering Korea on 1st Feb., mandatory to be quarantined until 15th Feb. 12:00 PM.
3. Facilities not available for self-quarantine: Multi-use facilities, crowd Facilities (Hotel, guest house, a room for more than 2, etc.)
4. Facilities available for self-quarantine
 - 1) The place written on valid ARC (With no roommates)
 - 2) Hanyang University Temporary Off-campus Dormitory (students who are not able to find self-quarantine facility on their own can apply for temporary dormitory)

- Self-quarantine application website: www.globalenskr.com
- Self-quarantine application period: from Jan 4th 2021
- Regarding the operation period of residence and the cost, please check the detailed information on the website above after Jan 4th 2021.

※ 2021 Spring semester will start on Mar 2nd, 2021. So, please decide the date of arrival with considering the self-quarantine period(14 days)

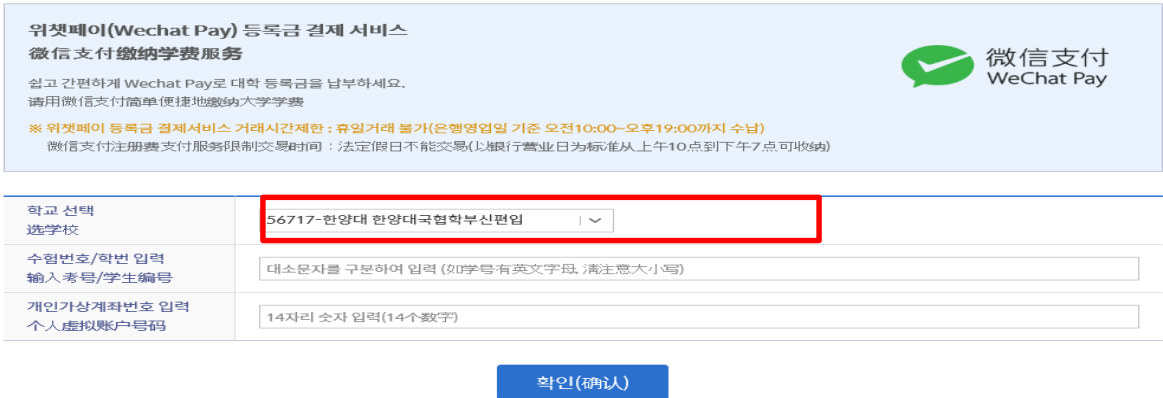
※ **Students are not allowed to take self-quarantine in the dormitory on the campus.**

SELF-QUARANTINE (SEOUL CAMPUS)

Caution for Self-quarantine

- Those who do not fully comply with self-quarantine orders will face up to 1 year in prison or a 10-million won fine
- If one incurs any loss in the nation due to violation of self-quarantine instructions, he/she may be subject to claims for damages.
- Those who violate the self-quarantine instructions will be responsible for his/her COVID-19 medical expenses.
- If one leaves his/her quarantine area without permission during the quarantine period or otherwise fail to comply with quarantine guidelines, he/she will be required to wear a safety band on wrist. If one still refuses to comply, he/she will be ordered to quarantine at a government facility. (Fee to paid by the violator)

TUITION PAYMENT FOR DEGREE PROGRAM

| Procedure | Tuition Payment | |
|-------------------|---|--|
| Payment Due | Feb 3 rd , ~ Feb 15 th , 2021 | |
| Payment Procedure | Tuition payment through account transfer | <ol style="list-style-type: none"> 1. Log-in to the result announcement webpage (http://www.dic.hanyang.ac.kr/front/admissions/results) 2. Print Tuition bill (applicants can select the language among Korean, English, or Chinese) 3. Visit the banks or transfer the tuition amount into the virtual account written on the bill <p>※ When you pay tuition, you need to pay your admission fee, tuition fee and insurance fee altogether (Installment payment is not available for the first semester)</p> |
| | Wechat Pay (微信支付) | <ol style="list-style-type: none"> 1. Access Wechat Pay(微信支付) : https://www.shinhan.com/hpe/index.jsp#041007010000 2. Choose Hanyang University and input your virtual account (need to choose “选学校-56717 한양대 국협 학부 신입입”) <div data-bbox="531 739 1700 1186"> <p>등록금 납부</p>  </div> <ol style="list-style-type: none"> 3. Confirm your tuition amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code <p>** Wechat pay service operation hour : 10am to 7pm during bank working day (closed on weekend)</p> |

TUITION PAYMENT FOR DEGREE PROGRAM

| Procedure | Tuition Payment |
|---------------------------------------|---|
| Bank Information for Foreign Transfer | <p>Name of Bank: SHINHAN BANK (SHB)</p> <p>Account number: <u>Applicant's virtual account number</u></p> <p>Recipient: Hanyang University</p> <p>Swift code: SHBKRRSE</p> <p>Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea</p> <ul style="list-style-type: none"> • All transaction fees are covered by students. • To avoid underpayment, please deposit 30 US dollars in addition. - <u>If tuition fee is underpaid, student must pay the remaining amount afterward, which may incur additional transaction fees.</u> - Students are able to get a refund after semester starts if overpaid. |
| Insurance Fee | <ul style="list-style-type: none"> - International students must be insured while study in Korea. - Due to the change of Insurance policy for International students, updated information will be informed by email. - Please be insured following further notification. |
| Note | <ul style="list-style-type: none"> - Students who do not satisfy Korean standard and should take a leave of absence for 2021 spring should complete tuition fee payment to register at Hanyang University. If students don't make tuition fee payment, admission will be canceled. - The Insurance fee is not included in any scholarship. So all the students including HISP 100% scholars should pay Insurance fee within the tuition payment deadline. |

ADDITIONAL DOCUMENT SUBMISSION

Additional Document Submission

※ If you did not submit any of original documents below, please submit by **Feb 26, 2021**.
(Successful candidates will be notified of their additional documents via e-mail.)

- (1) If you did not submit the documents or have submitted photocopied documents of transcripts, certificate of graduation and etc., you must re-submit the consul's confirmation documents or apostille certified copies.
- (2) Applicants who submitted expected graduation or enrollment certificate of high school or former university must submit certified copies of graduation and final transcripts to the Office of International Affairs as soon as they are issued.
- (3) Transfer students must submit the final certificate of graduation and transcripts following the guidance if they haven't submitted yet. (※ Transferred students should submit the certificate of the final transcript by Jan 29, or your former school credits might not be transferred. If submitted late, students will face all of the disadvantages.)
- (4) If students have submitted the scanned file or English notarized documents, you must re-submit all of the documents following the admission guidelines.

▶ NOTE

Please note that your admission is completed only when the above documents are submitted by Feb 26, 2020. If the documents are not submitted by the deadline, your admission will be cancelled.

LEAVE OF ABSENCE

Info about Leave of Absence

- 1) Those who do not satisfy Korean standards do not need to apply for a leave of absence as it will be automatically processed by OIA for the first semester of admission in the first week of March.
- 2) Students can take a leave of absence up to 1 year at a time. If you want to take a leave of absence in a row or re-register, you need to visit HY-in Hanyang university online portal system for apply it. (Maximum duration of Leave of absence : 3 years)

NOTE

- 1) Those who do not satisfy Korean standards should take a leave of absence. If not, the tuition fee will not be saved.
- 2) Students who do not satisfy Korean standards cannot apply for Student(D-2) Visa as they have to take a leave of absence for the first semester.
- 3) Those who applied for Hanyang Univ. Institute of International Education(IIE) can receive language training(D-4) visa Standard Certificate of Admission from Hanyang Univ. IIE.
- 4) Students can re-register during the re-registration period if they satisfy Korean standards. (re-registration application period: January – spring semester, July – fall semester)

Hanyang Sibling Scholarship

- 1) Qualification: Students whose brother or sister is registered as a full-time student at undergraduate school of Hanyang University
- 2) Required documents: 1) Enrollment certificate (or leave of absence certificate)
2) Family relationship certificate
- 3) How to apply: Submit the required documents above to the Office of International Affairs **by Jan 29, 2021**
- 4) Scholarship: 50% of Tuition (One semester only)

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(1)

1. All undergraduate international students for 2021 Spring semester required to take English Placement test (Except for transferred students, International studies and Data Science Students and those who exempted from the test cannot take Basic Academic English or Professional Academic English during their school years.)

2. Test Duration

- 1) Type : ① Reading & Listening ② Essay Writing
- 2) Duration : 90 mins (Students who do not take all of the tests will be automatically assigned to the lowest level.)
 - ① Reading & Listening : 60 minutes
 - ② Essay Writing : 30 minutes (for checking the essay topic, writing an essay, and submitting an essay file)

3. Test Time

1) Date : Feb 2, 2021 (Tue) 10:00 – Feb 4(Thu) 23:59 (Korea Time)

▷ Students can take the test at their convenient time during the test period, through a URL provided later.

4. Method : Online test

- 1) Manuals for test takers will be provided later.
- 2) What is needed: Application number, Computer, Internet access
 - ※ Proper internet setting needs to be set up to take a test. Any issues occurring due to not following the instructions will be your sole responsibility and will result in being assigned to the lowest level.

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(2)

5. Note


- 1) Students must prepare thoroughly for the test before logging in because you cannot stop during the test.
- 2) Do not allow to use any other references.

6. Check Result

1) Result Release : Feb 24, 2021(Wed), 17: 00(Korea Standard Time)

2) Steps for Result Check

- Hanyang portal "HY-in"> log in> Services > Gradebook > Apply for Lectures/Exams> 신입생 영어레벨테스트 '합격/통과여부'란 확인> level A, B, or C (See the image below)

| 업무명 | 년도 | 학기 | 차수 | 차수명 | 진행일자 | 접수일자 | 접수번호 | 접수여부 | 고사장명 | 좌석번호 | 합격/통과 여부 | 조회 |
|------------|----|----|----|------------|------|------|------|------|------|------|---|----|
| 신입생영어레벨테스트 | | | 1 | 신입생영어레벨테스트 | | | | | | | N  등 급) | 조회 |

- ※ Please ignore 'N' which is not related to your level.
- ※ During the course registration period, you can see your level at the top right of the menu.

7. Course Registration : Feb 25, 2021(Thu) 11:00 ~ 23:59(Korea Standard Time)

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(3)

8. Designated Course by Test Result(level)

| Level | Course Name | 비고 | |
|---|-------------------------------|---|------------------------------|
| A | - | 1) Exempted from taking both Basic Academic English and Professional Academic English | |
| | | 2) Encouraged to take the advanced courses listed in the table below. | |
| | | Course Title | Focus |
| | | English Writing for Engineering and Sciences | Written communication skills |
| | | Persuasive English Writing for Business and Social Science | |
| | | Advanced English Discussion: Persuasion and Influence | Oral communication skills |
| Advanced English Discussion: Negotiation Skills | | | |
| B | Professional Academic English | 1) Exempted from taking Basic Academic English 2) Take Professional Academic English in the 2 nd year | |
| C | Basic Academic English | 1) Take Basic Academic English in the 1 st year 2) Take Professional Academic English in the 2 nd year | |

Guideline for English Placement Test(4)

- ※ Students who fail to take the test will be automatically assigned to level C.
- ※ There will be 3 BAE and 3 PAE courses for International students only. **If students with high proficiency register these courses, their registration will be cancelled at the discretion of the professor.**
- ※ Those Students who exempt from English Placement Test like transfer students, International Studies and Data Science major students cannot take Basic Academic English (BAE) or Professional Academic English (PAE).
- ※ It is strongly recommended to take a Professional Academic English in your 2nd year. Postponing this course to a later semester might cause a delayed graduation as the last two years of university will be mostly spent on taking major courses.
- ※ For further Inquiries
 - Center for Creative Convergence Education 02-2220-2275, ceec@hanyang.ac.kr

APPLICATION FOR AIRPORT PICK-UP SERVICE

Application for Airport Pick-up Service

Those who want pick-up service should fill out the application form via following website.

- 1) Website: <http://www.enter-biz.com/hyu>
- 2) Application period: **At least a week before your departure date**
- 3) Pick-up fee(KRW) : Up to the number of passengers

| No. of persons | 3 | 2 | 1 |
|-----------------------------------|--------|--------|---------|
| Seoul/ERICA campus or other areas | 50,000 | 60,000 | 100,000 |

- * Depending on the COVID-19 situation, 3-people-ride may not be available.
- * Students who arrive in similar time will be randomly grouped.
- * Pick-up fee should be paid directly to drivers on the spot by cash.(Korean Won)
- * Depending on the COVID-19 situation, the policy and details can be changed. The service company will inform students who applied for this service later.

- 4) The meeting for pick-up will take place at **A-Gate** in Incheon International Airport.
(Please read the following manual → <https://www.enter-biz.com/manual>)

PICK UP STUDENT'S ID-CARD

Pick up Student's ID-Card

1. Date of pick-up : In March

2. Place of Pick-up : Each department office

3. Note

- Those who enter Korea from overseas can pick up student's ID-Card after two-week period of self-quarantine.
- Those students who take leave of absence or can't enter Korea before March can pick-up Student's ID-Card after entering Korea later by visiting each department office.
- Detailed guideline will be informed by each department office. If you have any questions, please contact each office directly.

CANCEL REGISTRATION & TUITION REFUND

Cancel Registration and Deposit/Tuition Refund

1. Online application for cancelling registration

- Who can apply : Those who want to cancel registration among students who paid tuition fee and registered at HYU
- Application period : **Feb 16th ~ Feb 19th 2021, 15:00 (Korea time)**
- How to apply : Click the link below and fill out the application form
- Link : <http://naver.me/Fkb0ODW1>

2. Note

- Full tuition and admission fees will be refunded to only those who submit the above form within **the application period**.
- **Refund amount may change if you apply for cancellation after Aug 21, 2020. Please refer the table below for the refund amount.**
- If you decide to drop out from university while on a leave of absence, 5/6 of the tuition fee will be refunded.

| Period | Amount |
|--|---|
| From the beginning day of the semester to 30 days | 5/6 of tuition (admission fee will not be refunded) |
| From the 30 days past the beginning day of the semester to 60 days | 2/3 of tuition (admission fee will not be refunded) |
| From the 60 days past the beginning day of the semester to 90 days | 1/2 of tuition (admission fee will not be refunded) |
| From the 90 days past the beginning day of the semester | None |

- **Date of Refund(estimated) : End of Feb. or Early of Mar., 2021**

**Those who satisfy
Korean standards**

MAIN SCEHDULE FOR THOSE WHO SATISFY KOREAN STANDARDS

| No | Those who satisfy Korean standards | Date(Year/Month/Day) | Note |
|----|--|---|---|
| 1 | Application for Student(D-2) Visa Documents | Jan. 4 th ~ Jan. 15 st 2021 | Online Application |
| 2 | Deposit Payment for Degree Program | | Pay with virtual accounts |
| 3 | Dorm Application For SEOUL Campus | Jan. 4 th 11:00 ~ Jan. 6 th 2021, 12:00 | Refer to Dormitory Section |
| 4 | [For those residing outside Korea] Student(D-2) visa documents Issuance | Jan. 20 th ~ Jan. 22 nd 2021 | Will be sent by e-mail |
| 5 | Student ID Number | Jan. 2021 | To be announced by email |
| 6 | Tuition Payment for Degree Program | Feb. 3 rd ~ Feb. 15 th 2021 | Pay with virtual accounts |
| 7 | [For those residing in Korea] Student(D-2) visa documents Issuance | Feb. 22 nd ~ Feb. 24 th 2021 | Will be sent by e-mail |
| 8 | Orientation Regarding Course Registration | Feb. 2021 | Each department will contact students (For details about course registration, contact each department office directly) |
| 9 | Course Registration | Feb. 2021 | Online registration on HY-in |
| 10 | Application for Airport Pick-Up Service | Feb. 2021 | Refer to pick-up info section |
| 11 | Orientation from OIA | Feb 26 th 2021 | Will be sent by e-mail |
| 12 | Additional Document Submission Deadline | By Feb 26 th 2021 | Refer to additional document submission section |
| 13 | Application for Leave of Absence | Mar. 2 nd ~ Mar 4 th 2021 | Online application on HY-in |
| 14 | Student ID Card | Mar. 2021 (To be announced) | Please contact the department office for details |

GUIDELINE FOR 2021 SPRING SEMESTER COURSES

2021 Spring Semester Courses

Hanyang University will conduct offline classes, online classes, or a combination of both depending on the number of the students attending each class. (Refer to the table below)

| Class Type | | Number of Class Attendees | | Note |
|-------------------------|-------------|--|---|-------------------------------|
| | | Less than 20 | More than 20 | |
| Theoretical | | Offline Class | Online Class | All apply regardless of major |
| Theoretical + Practical | | Offline Class for Both Theoretical and Practical class | Theoretical: Online Class Practical: Offline Class | |
| IC-PBL+ | Theoretical | Offline Class | Online Class | |
| | Practical | Practical or Team Work : Offline Class | | |
| Experiment (Lab) | | Offline Class | | |

- ※ You can check the type of each class when you register for courses, so please check that carefully.
- ※ Please carefully decide whether to or when to enter Korea depending on your course registration results, considering the class type described above.
- ※ If your entry into Korea is delayed, please consult with your professors in advance.
- ※ Please be noted that even if the class is an online class, the test may be conducted offline.
- ※ If social distancing level is escalated during the semester, the class type may change according to "HYU Social Distancing Standards and Guidelines".

Student(D-2) Visa Documents Application

1. D-2 Visa application Instruction

- (1) Who can apply : Among student who satisfy Korean standards, those who need student(D-2) visa
- (2) Visa Application Period : **January 4 ~ January 15, 2021**
- (3) How to apply : Click the link below
- (4) Link : <http://naver.me/5NChc6a9>

2. Those who are holding F, E or H type visas

※ Those who are holding F, E or H type visas, please submit a copy of your alien registration card to (<http://naver.me/GOytWILF>) no later than **no later than January 15, 2021.**

3. Caution

- If you are accepted to other universities, you should select only one university to apply for your visa.
- If you apply for visa for two or more universities, there could be problems with your visa issuance.

DEPOSIT PAYMENT FOR DEGREE PROGRAM

| Procedure | Deposit Payment | |
|-------------------|--|---|
| Payment Due | Jan 4 th , 2021 ~ Jan 15 th , 2021 | |
| Payment Procedure | Deposit payment through account transfer | <ol style="list-style-type: none"> 1. Login the result announcement(http://www.dic.hanyang.ac.kr/front/admissions/results) 2. Print Deposit bill (applicants can select the language among Korean, English, or Chinese) 3. Visit bank and pay the deposit, or transfer the amount to the virtual account written on the bill |
| | Wechat Pay (微信支付) | <ol style="list-style-type: none"> 1. Access Wechat Pay(微信支付) : https://www.shinhan.com/hpe/index.jsp#041007010000 2. Choose Hanyang University and input your virtual account (need to choose "56717 한양대학교 국협학부 신입입") <div data-bbox="529 639 1271 961"> </div> <ol style="list-style-type: none"> 3. Confirm your deposit amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code <p>** Wechat pay service operation hour : 10:00 am to 19:00 pm during bank working day (closed on weekend)</p> <p>★ For more details, please check the Link below. https://www.dic.hanyang.ac.kr/front/admissions/notice/view?id=11393</p> |

DEPOSIT PAYMENT FOR DEGREE PROGRAM

| Procedure | Deposit Payment | |
|---|--|--|
| After Deposit payment Procedure | Those who are residing in Korea | <ol style="list-style-type: none"> 1. Check student ID number in Jan. 2021 2. Pay tuition fee (Immigration office may ask students to bring a certificate of tuition payment) |
| | Those who are residing outside Korea | <ol style="list-style-type: none"> 1. OIA will send a certificate of admission by e-mail after confirm your deposit payment. 2. Visit the Embassy with a copy of admission to apply for visa. (Please check other requirements before you visit) 3. Check student ID number in Jan. 2021 4. Pay tuition fee |
| Bank Information for International Transfer | <p>Name of Bank: SHINHAN BANK (SHB)</p> <p>Account number: <u>Applicant's virtual account number</u></p> <p>Recipient: Hanyang University</p> <p>Swift code: SHBKKRSE</p> <p>Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea</p> <ul style="list-style-type: none"> • All transaction fees are covered by students. • To avoid underpayment, please deposit 30 US dollars in addition. <p>- <u>If tuition fee is underpaid, student have to pay more afterward and pay additional transaction fees as well.</u></p> <p>- Students will get a refund if overpaid after semester starts.</p> | |
| Note | <ol style="list-style-type: none"> 1. If you do not pay deposit during the deposit payment period, you cannot register for Hanyang University. 2. Even though you paid the deposit, you cannot register for Hanyang University if you do not pay the tuition fee during the final tuition payment period. 3. If international students cancel their registration or receive refunds of their tuition, the Immigration Office will be notified and the student's VISA will be revoked. 4. If you want to cancel registration after deposit payment, you can get a deposit refund only if you apply for deposit refund within refund application period. (refer to page 57) | |

DORM APPLICATION

Dorm Application

※ Dormitories in SEOUL Campus will be assigned to those who apply for dorms **on a first come first served basis.**

(International students can only reside in the dorm **in the first semester after admission.**)

※ Students who didn't apply for dorms or failed to be assigned at dorms need to look for residence individually.

Schedules

(1) Application period : **Jan 4th 11am ~ Jan 6th 2021, 12pm (Korea time)**

(2) Payment period : **Jan 13th 10am ~ Jan 21st 2021, 3pm (Korea time)**

(3) Details : Refer to page 36-37

(4) Note : **Though student applied for a certain room, rooms may be changed by the dorm office to prevent the spread of COVID-19 and for the safety of the students.**

- Registration is assigned **on a first come first served basis.**
- **Only use Internet Explorer**
- **If you have friends who you want to live together, please choose the same building and room.**
(Not possible when the room is full.)
- **You can only apply for dorms once.** You can't change your choice after you finish your application.
- Prior to application, check the preferred dorm buildings and room type beforehand. Please apply promptly during the application period.
- You can check the dorm building, room type, location, fee from <http://eng.dormitory.hanyang.ac.kr/>.

DORM APPLICATION & PAYMENT

Dorm Application & Payment (1)

| | |
|------|--|
| 1 | Click here |
| 2 | Select the language setting into Korean or English/Chinese by clicking at the lower right corner, "Language Setting" |
| 3 | Log-in (ID : Application number / Password : Birthdate (YYMMDD)) |
| 4 | Choose your campus and click "search" |
| 5 | Agree to the Personal information collection and utilization consent |
| 6 | Agree to the Hanyang Univ. Accommodation Contract |
| 7 | Choose a building and room type (You can check dorm building room type via website) |
| 8 | Choose your religion |
| 9 | Click "apply" |
| 10 | Application is completed. Click "room assignment" |
| 11 | You can check floors available. Choose "floor" |
| 12-1 | Choose room and bed number |
| 12-2 | If there is no room or bed available, you should go back to the application page again, log in and restart. Choose different building, room type and click "modification" But, if you click "room number assignment application," you will see previously chosen building and room type. |
| 13 | Click "bed number application" |
| 14 | Room assignment is completed. Click "payment" |

DORM APPLICATION & PAYMENT

Dorm Application & Payment (2)

| | |
|----|---|
| 15 | Check dorm fee |
| 16 | Check your own virtual account number through (Click here). (ID: Application number/Password: Birthday (YYMMDD)) |
| 16 | The period of dorm fee payment |
| | Jan 13, 10am, 2021 ~ Jan 21, 3pm, 2020(KST) |
| 17 | <p>Please pay dorm fees with your virtual account number.</p> <p>If the payment is not made within the period below, dorm application will be cancelled.</p> <p>To avoid underpayment in case of overseas transfer, please deposit 30 US dollars in addition.</p> <p>If the dorm fee is underpaid, students should pay more afterward, which may incur additional transaction fee.</p> <p>Students can get a refund after entering Korea if overpaid.</p> |
| 18 | When you Check-in, please prepare ① TB Test (Issued after Feb 1st, 2021) ② Passport or Alien Registration Card |
| | Check-in Place : No.2 Dorm Administration Office |
| | Feb 24~26, 2021 09:00 ~ 22:00 |
| | Seoul campus dormitory is not available for self-quarantine. Only those who completed self-quarantine for 2 weeks are able to check-in dormitory in Seoul campus. (Refer to page 19-20 for details) |

Overseas transfer info.

Name of Bank: SHINHAN BANK (SHB)

Account number: Your own virtual account number

Recipient: Hanyang University

Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea

Swift code: SHBKRRSE

SELF-QUARANTINE

Self-quarantine

1. Those subject to self-quarantine: All inbound passengers entering Korea (both on direct flights and for stopovers)
2. Self-quarantine period: Until 12:00 PM of the 14th day from the day of entering Korea
ex. If entering Korea on 1st Feb., mandatory to be quarantined until 15th Feb. 12:00 PM.
3. Facilities not available for self-quarantine: Multi-use facilities, crowd Facilities (Hotel, guest house, a room for more than 2, etc.)
4. Facilities available for self-quarantine
 - 1) The place written on valid ARC (With no roommates)
 - 2) Hanyang University Temporary Off-campus Dormitory (students who are not able to find self-quarantine facility on their own can apply for temporary dormitory)

- Self-quarantine application website: www.globalenskr.com
- Self-quarantine application period: from Jan 4th 2021
- Regarding the operation period of residence and the cost, please check the detailed information on the website above after Jan 4th 2021.

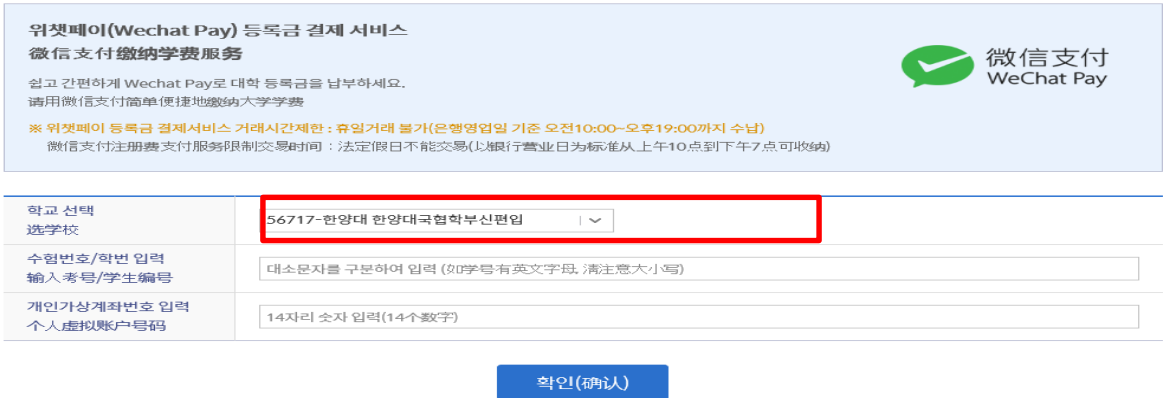
※ 2021 Spring semester will start on Mar 2nd, 2021. So, please decide the date of arrival with considering the self-quarantine period(14 days)

※ **Students are not allowed to take self-quarantine in the dormitory on the campus.**

Caution for Self-quarantine

- Those who do not fully comply with self-quarantine orders will face up to 1 year in prison or a 10-million won fine
- If one incurs any loss in the nation due to violation of self-quarantine instructions, he/she may be subject to claims for damages.
- Those who violate the self-quarantine instructions will be responsible for his/her COVID-19 medical expenses.
- If one leaves his/her quarantine area without permission during the quarantine period or otherwise fail to comply with quarantine guidelines, he/she will be required to wear a safety band on wrist. If one still refuses to comply, he/she will be ordered to quarantine at a government facility. (Fee to paid by the violator)

TUITION PAYMENT FOR DEGREE PROGRAM

| Procedure | Tuition Payment | |
|-------------------|---|--|
| Payment Due | Feb 3 rd , ~ Feb 15 th , 2021 | |
| Payment Procedure | Tuition payment through account transfer | <ol style="list-style-type: none"> 1. Log-in to the result announcement webpage (http://www.dic.hanyang.ac.kr/front/admissions/results) 2. Print Tuition bill (applicants can select the language among Korean, English, or Chinese) 3. Visit the banks or transfer the tuition amount into the virtual account written on the bill <p>※ When you pay tuition, you need to pay your admission fee, tuition fee and insurance fee altogether (Installment payment is not available for the first semester)</p> |
| | Wechat Pay (微信支付) | <ol style="list-style-type: none"> 1. Access Wechat Pay(微信支付) : https://www.shinhan.com/hpe/index.jsp#041007010000 2. Choose Hanyang University and input your virtual account (need to choose “选学校-56717 한양대 국협 학부 신입입”) <div data-bbox="531 739 1700 1186"> <p>등록금 납부</p>  </div> <ol style="list-style-type: none"> 3. Confirm your tuition amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code <p>** Wechat pay service operation hour : 10am to 7pm during bank working day (closed on weekend)</p> |

TUITION PAYMENT FOR DEGREE PROGRAM

| Procedure | Contents | |
|---------------------------------------|---|--|
| After Tuition Payment Procedure | Those who are residing in Korea | <ol style="list-style-type: none"> 1. OIA will send a certificate of admission by e-mail during issuance period. 2. Visit immigration office and apply for visa 3. Register for courses |
| | Those who are residing outside Korea | <ol style="list-style-type: none"> 1. Register for courses |
| Bank Information for Foreign Transfer | <p>Name of Bank: SHINHAN BANK (SHB)</p> <p>Account number: <u>Applicant's virtual account number</u></p> <p>Recipient: Hanyang University</p> <p>Swift code: SHBKRRSE</p> <p>Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea</p> <ul style="list-style-type: none"> • All transaction fees are covered by students. • To avoid underpayment, please deposit 30 US dollars in addition. - <u>If tuition fee is underpaid, student must pay the remaining amount afterward, which may incur additional transaction fees.</u> - Students are able to get a refund after semester starts if overpaid. | |
| Insurance Fee | <ul style="list-style-type: none"> - International students must be insured while study in Korea. - Due to the change of Insurance policy for International students, updated information will be informed by email. - Please be insured according to the further notification. | |
| Note | <ul style="list-style-type: none"> - Students who do not satisfy Korean standard and should take a leave of absence for 2021 spring should complete tuition fee payment to register at Hanyang University. If students don't make tuition fee payment, admission will be canceled. - The Insurance fee is not included in any scholarship. So all the students including HISP 100% scholars should pay Insurance fee within the tuition payment deadline. | |

STUDENT(D-2) VISA DOCUMENTS ISSUANCE

D-2 visa document for those residing outside Korea

Following Visa Issuance Regulations, Admission Certificate will be sent only for those who completed tuition payment.

Issuance period for residents outside Korea : Jan 20th(Wed) ~ Jan 22st(Fri), 2021

How to apply

1) Receive an admission certificate and a business registration certificate of Hanyang University via email from OIA

- You can apply for student visa with the printed standard admission certificate at Korean embassy or consulate

2) Check required documents for Visa at website of Korean embassy or consulate

- You may need following documents but please visit the Korean embassy website to check required documents for each local embassy or consulate → [Click](#)

※Documents you submitted to university will not be returned, so please prepare the documents for visa again if necessary.

| | |
|--------------------------------|---|
| Required document for D-2 visa | Standard Admission Certificate, Business Registration Certificate of Hanyang University, Application form (fill out at the embassy), Passport, 1 piece of photo (3.5cm×4.5cm), Copy of ID card, Proof of family relationship with certified translation(only for those who submit the certification of bank balance belongs to your parents), Official certificate authenticating bank balance of over USD 20,000, Final academic certificate (certified by consulate or Ministry of Education), TB test result* |
|--------------------------------|---|

(Countries to submit TB test result) ① Nepal ② East Timor ③ Russia ④ Malaysia ⑤ Mongolia ⑥ Myanmar ⑦ Bangladesh ⑧ Vietnam ⑨ Sri Lanka ⑩ Uzbekistan ⑪ India ⑫ Indonesia ⑬ China ⑭ Cambodia ⑮ Kyrgyzstan ⑯ Thailand ⑰ Pakistan ⑱ Philippines ⑲ Laos ⑳ Peru ㉑ Kazakhstan ㉒ Tajikistan ㉓ Ukraine ㉔ Azerbaijan ㉕ Belarus ㉖ Republic of Moldova ㉗ Nigeria ㉘ South Africa ㉙ Ethiopia ㉚ Bean Contemplation Kenya ㉛ ㉜ Mozambique ㉝ Zimbabwe ㉞ Angola ㉟ Papua New Guinea

3) Visit a local Korean embassy or consulate and apply for D-2 VISA.

STUDENT(D-2) VISA DOCUMENTS ISSUANCE

D-2 visa document for those residing outside Korea

Info about required document

1) Those from following 26 countries should submit Final academic certificate and Official certificate authenticating bank balance of over USD 20,000 when applying for D-2 visa

① Ghana ② Nigeria ③ Nepal ④ Myanmar ⑤ Bangladesh ⑥ Vietnam ⑦ Mongolia ⑧ Sri Lanka ⑨ Uzbekistan ⑩ Ukraine
⑪ Iran ⑫ Egypt ⑬ India ⑭ Indonesia ⑮ China ⑯ Kazakhstan ⑰ Kyrgyzstan ⑱ Thailand ⑲ Pakistan ⑳ Peru
㉑ Philippines ㉒ Mail ㉓ Ethiopia ㉔ Uganda ㉕ Cameroon ㉖ Guinea

2) Students should submit one of the following document as a final academic certificate

| | | |
|---|---|---|
| Graduates from Chinese High school or Chinese University | Freshman | <Regular High school> Online CHSI Certificate of high school graduation(English) <Non Regular High school> - Certificate of graduation which is issued from the ministry of Education - Certificate of graduation which is issued from high school with the Ministry of Education and Consul's confirmation(Korean or English) |
| | Transfer | Online CHSI Certificate of graduation(or enrollment) of former university(English) |
| Graduates from Korean High school | Original copy of final academic certificate | |
| Others | Original copy of final academic certificate with Apostille or consul's confirmation | |

※ Those from other countries excluding 26 countries above are exempted from submitting Final academic certificate and Official certificate authenticating bank balance when applying for D-2 visa

STUDENT(D-2) VISA DOCUMENTS ISSUANCE

D-2 visa document for those residing in Korea

Following Visa Issuance Regulations, Admission Certificate will be sent only for those who completed tuition payment.

Issuance period for residents in Korea : Feb 22th (Mon) ~ Feb 24th (Wed), 2021

How to apply

- 1) Please check the Admission Certificate sent by email, which will be sent only for those who completed tuition payment
- 2) Hikorea webpage (www.hikorea.go.kr) and make an online reservation for immigration office
- 3) Visit Immigration Office to apply for Student Visa with printed Admission Certificate sent by OIA and other requirements

※ Documents you submitted to university will not be returned, please prepare the documents for visa again if necessary.

| | |
|--------------------------------|---|
| Required document for D-2 visa | Passport, Alien registration card, 1 piece of photo, Application for Change of VISA status (fill out in immigration office), Standard Admission Certificate, Final academic certificate (certified by consulate or Ministry of Education), Official certificate authenticating bank balance of over USD 20,000(issued by one of the Korean banks, NOT oversea account), Proof of family relationship with certified translation(only for those who submit the certification of bank balance belongs to your parents), Proof of residence (ex. contract), TB test result*, 130,000 KRW application fee |
|--------------------------------|---|

(Countries to submit TB test result) ① Nepal ② East Timor ③ Russia ④ Malaysia ⑤ Mongolia ⑥ Myanmar ⑦ Bangladesh ⑧ Vietnam ⑨ Sri Lanka ⑩ Uzbekistan ⑪ India ⑫ Indonesia ⑬ China ⑭ Cambodia ⑮ Kyrgyzstan ⑯ Thailand ⑰ Pakistan ⑱ Philippines ⑲ Laos ⑳ Peru ㉑ Kazakhstan ㉒ Tajikistan ㉓ Ukraine ㉔ Azerbaijan ㉕ Belarus ㉖ Republic of Moldova ㉗ Nigeria ㉘ South Africa ㉙ Ethiopia ㉚ Ben Contemplation Kenya ㉛ ㉜ Mozambique ㉝ Zimbabwe ㉞ Angola ㉟ Papua New Guinea

※ Further Inquires for VISA documents : Immigration Office ☎ 1345

STUDENT(D-2) VISA DOCUMENTS ISSUANCE

D-2 visa document for those residing in Korea

Info about required document

1) Those from following 26 countries should submit Final academic certificate and Official certificate authenticating bank balance of over USD 20,000 when applying for D-2 visa

① Ghana ② Nigeria ③ Nepal ④ Myanmar ⑤ Bangladesh ⑥ Vietnam ⑦ Mongolia ⑧ Sri Lanka ⑨ Uzbekistan ⑩ Ukraine
⑪ Iran ⑫ Egypt ⑬ India ⑭ Indonesia ⑮ China ⑯ Kazakhstan ⑰ Kyrgyzstan ⑱ Thailand ⑲ Pakistan ⑳ Peru
㉑ Philippines ㉒ Mail ㉓ Ethiopia ㉔ Uganda ㉕ Cameroon ㉖ Guinea

2) Students should submit one of the following document as a final academic certificate

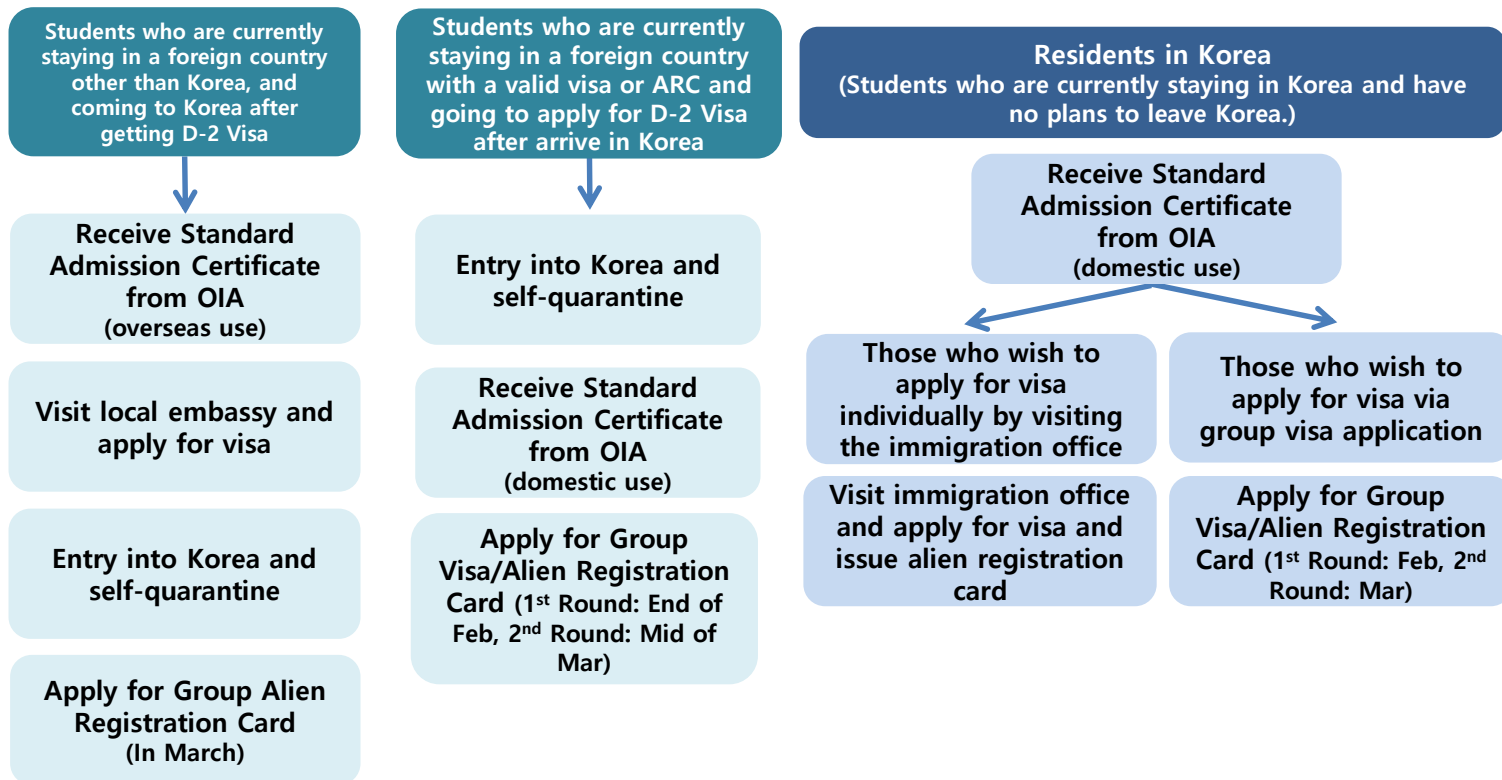
| | | |
|---|---|---|
| Graduates from Chinese High school or Chinese University | Freshman | <Regular High school> Online CHSI Certificate of high school graduation(English) <Non Regular High school> - Certificate of graduation which is issued from the ministry of Education - Certificate of graduation which is issued from high school with the Ministry of Education and Consul's confirmation(Korean or English) |
| | Transfer | Online CHSI Certificate of graduation(or enrollment) of former university(English) |
| Graduates from Korean High school | Original copy of final academic certificate | |
| Others | Original copy of final academic certificate with Apostille or consul's confirmation | |

※ Those from other countries excluding 26 countries above are exempted from submitting Final academic certificate and Official certificate authenticating bank balance when applying for D-2 visa

GROUP VISA APPLICATION GUIDELINE

Group Visa Application Guidelines

It is a principle to apply for Study Visa (D-2) and alien registration card by visiting the immigration office individually. However, due to the COVID-19, OIA will receive group visa application in February or March. Details (application period, requirements, application fee, etc.) will be notified via e-mail only to those who have paid their tuition fees and are eligible.



※ Those students who received a Admission Certificate for domestic use from overseas must self-quarantine for 2 weeks after entry into Korea.

※ 'Standard Certificate of Admission (overseas use)' is a document that allows you to apply for visa in countries other than Korea

※ 'Standard Certificate for Admission (domestic use)' is a document that can be used to apply for visa only in Korea.

ADDITIONAL DOCUMENT SUBMISSION

Additional Document Submission

※ If you did not submit any of original documents below, please submit by **Feb 26, 2021**.
(Successful candidates will be notified of their additional documents via e-mail.)

- (1) If you did not submit the documents or have submitted photocopied documents of transcripts, certificate of graduation and etc., you must re-submit the consul's confirmation documents or apostille certified copies.
- (2) Applicants who submitted expected graduation or enrollment certificate of high school or former university must submit certified copies of graduation and final transcripts to the Office of International Affairs as soon as they are issued.
- (3) Transfer students must submit the final certificate of graduation and transcripts following the guidance if they haven't submitted yet. (※ Transferred students should submit the certificate of the final transcript by Jan 29, or your former school credits might not be transferred. If submitted late, students will face all of the disadvantages.)
- (4) If students have submitted the scanned file or English notarized documents, you must re-submit all of the documents following the admission guidelines.

▶ NOTE

Please note that your admission is completed only when the above documents are submitted by Feb 26, 2020. If the documents are not submitted by the deadline, your admission will be cancelled.

LEAVE OF ABSENCE

Leave of absence

1. Apply for Leave of absence

- **Application period : Feb 17th ~ Feb 26th, 2021**
- How to apply : Through the NAVER Link(<http://naver.me/5yr1rmgg>)
- **Subjects : Only for students who would like to apply for the leave of absence due to COVID-19**
- Only for those who applied for the leave of absence through the NAVER link by the deadline, OIA will help students to proceed the leave of absence on early of March.

2. Note

- (1) Those who do not satisfy Korean standards should take a leave of absence. If not, the tuition fee will not be saved.**
- (2) If students apply for leave of absence, the issued certificate of admission will be invalid. And when you apply for the re-registration, you should apply for the certificate of admission again.
- (3) Duration of leave of absence : One year
 - **If students do not apply for the re-registration, their academic status will be changed as “expelled”.**
 - **If you want to take a leave of absence in a row, you need to visit HY-in portal for extension.**
 - **Re-registration application period: January – spring semester, July – fall semester (Please refer to OIA Website).**

Hanyang Sibling Scholarship

- 1) Qualification: Students whose brother or sister is registered as a full-time student at undergraduate school of Hanyang University
- 2) Required documents: 1) Enrollment certificate (or leave of absence certificate)
2) Family relationship certificate
- 3) How to apply: Submit the required documents above to the Office of International Affairs **by Jan 29, 2021**
- 4) Scholarship: 50% of Tuition (One semester only)

APPLICATION FOR AIRPORT PICK-UP SERVICE

Application for Airport Pick-up Service

Those who want pick-up service should fill out the application form via following website.

- 1) Website: <http://www.enter-biz.com/hyu>
- 2) Application period: **At least a week before your departure date**
- 3) Pick-up fee(KRW) : Up to the number of passengers

| No. of persons | 3 | 2 | 1 |
|-----------------------------------|--------|--------|---------|
| Seoul/ERICA campus or other areas | 50,000 | 60,000 | 100,000 |

- * Depending on the COVID-19 situation, 3-people-ride may not be available.
- * Students who arrive in similar time will be randomly grouped.
- * Pick-up fee should be paid directly to drivers on the spot by cash. (Korean Won)
- * Depending on the COVID-19 situation, the policy and details can be changed. The service company will inform students who applied for this service later.

- 4) The meeting for pick-up will take place at **A-Gate** in Incheon International Airport.
(Please read the following manual → <https://www.enter-biz.com/manual>)

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(1)

1. All undergraduate international students for 2020 Fall semester required to take English Placement test (Except for transferred students, International studies and Data Science Students and those who exempted from the test cannot take Basic Academic English or Professional Academic English during their school years.)

2. Test Duration

- 1) Type : ① Reading & Listening ② Essay Writing
- 2) Duration : 90 mins (Students who do not take all of the tests will be automatically assigned to the lowest level.)
 - ① Reading & Listening : 60 minutes
 - ② Essay Writing : 30 minutes (for checking the essay topic, writing an essay, and submitting an essay file)

3. Test Time

1) Date : Feb 2, 2021 (Tue) 10:00 – Feb 4(Thu) 23:59 (Korea Time)

▷ Students can take the test at their convenient time during the test period, through a URL provided later.

4. Method : Online test

- 1) Manuals for test takers will be provided later.
- 2) What is needed: Application number, Computer, Internet access
 - ※ Proper internet setting needs to be set up to take a test. Any issues occurring due to not following the instructions will be your sole responsibility and will result in being assigned to the lowest level.

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(2)

5. Note


- 1) Students must prepare thoroughly for the test before logging in because you cannot stop during the test.
- 2) Do not allow to use any other references.

6. Check Result

1) Result Release : Feb 24, 2021(Wed), 17: 00(Korea Standard Time)

2) Steps for Result Check

- Hanyang portal "HY-in"> log in> Services > Gradebook > Apply for Lectures/Exams> 신입생 영어레벨테스트 '합격/통과여부'란 확인> level A, B, or C (See the image below)

| 업무명 | 년도 | 학기 | 차수 | 차수명 | 진행일자 | 접수일자 | 접수번호 | 접수여부 | 고사장명 | 좌석번호 | 합격/통과 여부 | 조회 |
|------------|----|----|----|------------|------|------|------|------|------|------|---|----|
| 신입생영어레벨테스트 | | | 1 | 신입생영어레벨테스트 | | | | | | | N  등 급) | 조회 |

- ※ Please ignore 'N' which is not related to your level.
- ※ During the course registration period, you can see your level at the top right of the menu.

7. Course Registration : Feb 25, 2021(Thu) 11:00 ~ 23:59(Korea Standard Time)

ENGLISH PLACEMENT TEST

Guideline for English Placement Test(3)

8. Designated Course by Test Result(level)

| Level | Course Name | 비고 | |
|---|-------------------------------|---|------------------------------|
| A | - | 1) Exempted from taking both Basic Academic English and Professional Academic English | |
| | | 2) Encouraged to take the advanced courses listed in the table below. | |
| | | Course Title | Focus |
| | | English Writing for Engineering and Sciences | Written communication skills |
| | | Persuasive English Writing for Business and Social Science | |
| | | Advanced English Discussion: Persuasion and Influence | Oral communication skills |
| Advanced English Discussion: Negotiation Skills | | | |
| B | Professional Academic English | 1) Exempted from taking Basic Academic English 2) Take Professional Academic English in the 2 nd year | |
| C | Basic Academic English | 1) Take Basic Academic English in the 1 st year 2) Take Professional Academic English in the 2 nd year | |

Guideline for English Placement Test(4)

- ※ Students who fail to take the test will be automatically assigned to level C.
- ※ There will be 3 BAE and 3 PAE courses for International students only. **If students with high proficiency register these courses, their registration will be cancelled at the discretion of the professor.**
- ※ Those Students who exempt from English Placement Test like transfer students, International Studies and Data Science major students cannot take Basic Academic English (BAE) or Professional Academic English (PAE).
- ※ It is strongly recommended to take a Professional Academic English in your 2nd year. Postponing this course to a later semester might cause a delayed graduation as the last two years of university will be mostly spent on taking major courses.
- ※ For further Inquiries
 - Center for Creative Convergence Education 02-2220-2275, ceec@hanyang.ac.kr

Orientation for International Students

| Orientation for International students by OIA | |
|---|--|
| Time | Feb 26 th , 2021 (Fri), E-mail will be sent to students |
| Orientation Contents | <ul style="list-style-type: none">- Visa- Academic Affairs- Scholarships- Insurance- Special Programs for International Students (1:1 Counseling, Mentoring, etc.) |

※ This is a special orientation session for international students.

※ Due to COVID-19, OIA won't held the event and orientation materials will be sent by email on Feb 26th (Fri).

※ **Orientation regarding course registration will be held by each department office.**

PICK UP STUDENT'S ID-CARD

Pick up Student's ID-Card

1. Date of pick-up : In March 2021

2. Place of Pick-up : Each department office

3. Note

- Those who enter Korea from overseas can pick up student's ID-Card after two-week period of self-quarantine.
- Those students who take leave of absence or can't enter Korea before March can pick-up Student's ID-Card after entering Korea later by visiting each department office.
- Detailed guideline will be informed by each department office. If you have any questions, please contact each office directly.

CANCEL REGISTRATION & TUITION REFUND

Cancel Registration and Deposit/Tuition Refund

1. Online application for cancelling registration

- Who can apply : Those who want to cancel registration among students who paid tuition fee and registered at HYU
- Application period : **Feb 16th ~ Feb 19th 2021, 15:00 (Korea time)**
- How to apply : Click the link below and fill out the application form
- Link : <http://naver.me/Fkb0ODW1>

2. Note

- Full tuition and admission fees will be refunded to only those who submit the above form within **the application period**.
- Refund amount may change if you apply for cancellation after Aug 21, 2020. Please refer the table below for the refund amount.
- If you decide to drop out from university while on a leave of absence, 5/6 of the tuition fee will be refunded.

| Period | Amount |
|--|---|
| From the beginning day of the semester to 30 days | 5/6 of tuition (admission fee will not be refunded) |
| From the 30 days past the beginning day of the semester to 60 days | 2/3 of tuition (admission fee will not be refunded) |
| From the 60 days past the beginning day of the semester to 90 days | 1/2 of tuition (admission fee will not be refunded) |
| From the 90 days past the beginning day of the semester | None |

- **Date of Refund(estimated) : End of Feb, 2021**



Undergraduate School Inquiries
82-2-2220-2444, 2446
<http://study.hanyang.ac.kr>

한양대학교