Spring Semester 2021 Guideline (Graduate School)

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

December. 18. 2020

한양대학교
HANYANG UNIVERSITY

Contents

※ Notice

- **Students will be accountable for all consequences of not following this guideline.**

- **Please read this guideline carefully.**

ACCEPTANCE INFORMATION

Applicant information

Graduate School	Year of recruitment	Period	Type
			Foreigner Screening Process

Identification Number	Name	Department (Major)

Acceptance Info

Print acceptance certificates

Acceptance information

Acceptance information	Acceptance certificate
Pass	Print

Solution for Printing Error

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

(solution1):Use 'save as' for the printing material into pdf, then print it out from Adobe Reader.

Error2.Browser page freezes when printing.

(solution2):Delete the existing Adobe Reader, re-install the newest version of Adobe Reader, then re-boot the PC.

Print Scholarship Certificate

Certificate of Scholarship

Certificate of Scholarship
Print

Do you satisfy Korean standards?
(Pass = Satisfied, Fail = Not satisfied)

Korean Examination Result (Pass or Fail)

Korean Examination Result (Pass or Fail)
Pass

Print Deposit bill

Deposit Payment Result

Deposit information

Deposit bill	Deposit
Print	Not Paid

Tuition information

Tuition bill	Enrollment	Registration Confirmation Sheet
○ Korean ● English ○ Chinese Print	Not Enrolled	

Print tuition bill

Tuition payment info

Print certificate of tuition payment

KOREAN STANDARDS

Korean Standard

1) Check whether you satisfy Korean standards from the result announcement website

> Korean Examination Result (Pass or Fail)

Korean Examination Result (Pass or Fail)
Pass

2) Those who do not satisfy Korean standards, please refer from **page 5**

3) Those who satisfy Korean standards, please refer from **page 27**

4) Submitting Certificate of HYU Korean Standards : Refer to **page 7**

5) **Among those who do not satisfy Korean standards, those who submit additional documents for Korean standards, please go to page 27 [Those who satisfy Korean standards] section.**

6) **Those who additionally submit documents that satisfy Korean standards after the 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	1st Submission Deadline for Certificate of Satisfying Korean Standards		By Dec 24th 2020, 23:59	1. TOPIK Level 4 or Higher 2. Hanyang Univ. IIE level 4 3. Korean exemption letters from academic supervisors at Hanyang
2	Hanyang Korean Language Test as a Replacement of TOPIK		- Orientation and trial examination: Dec. 29th, 2020 - Real Test : Dec 31st 2020	Detailed Information will be informed in later
3	Deposit Payment for Degree Program		Jan 4th ~ Jan 15th 2021	Pay with virtual accounts
4	Application Period of Hanyang Univ. Institute of International Education (IIE)		Jan 4th ~ Jan 8th 2021, 23:59	Regarding Language Study Visa(D-4) and IIE Course payment, please contact the Office of IIE
5	Dorm Application	**SEOUL Campus**	Jan. 4th 11:00 ~ Jan. 6th 12:00, 2021	Online application (Refer to Dormitory Section)
		ERICA Campus	Jan. 25th 10:00 ~ Feb 3rd 11:59, 2021	
6	Student ID Number		Jan. 2021	To be announced by email
7	2nd Submission Deadline for Certificate of Satisfying Korean Standards		By Feb. 3rd, 2021 (Those who are going to submit "A Certificate of Hanyang Uni. IIE level4" can submit it until Feb. 18th)	1. TOPIK Level 4 or Higher 2. Hanyang Univ. IIE level 4
8	Tuition Payment for Degree Program		Feb 3rd ~ Feb 15th 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. 26th 2021	Refer to additional document submission section
11	Application for a Leave of Absence		Mar 2nd, ~ Mar 4th 2021	Online application at HY-in (Inquiry:huangxin09@hanyang.ac.kr)
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

1. TOPIK Level 4 or higher

- **1st Submission Deadline : Dec 24th, 2020**

- **2nd Submission Deadline : Feb 3rd, 2021**

- **How to submit : Send an e-mail (intladms@hanyang.ac.kr) with the application number**

- Those who want to visit Korea to take TOPIK Test should enter Korea with **C-3-8 visa** or **no visa if eligible.** If they pass, they should change visa to D-2. (No need to apply for D-4)

2. Korean exemption letter from Academic Supervisor at HYU

- **Submission Deadline : Dec 24th, 2020 17:00**

- **Please keep this deadline, if not, we cannot accept it.**

3. Hanyang Univ. IIE level 4

- **Submission Deadline for Seoul IIE certificate of completion : Feb 18th, 2021**

- **Submission Deadline for ERICA IIE certificate of completion : Feb 26th, 2021**

- **Those who plan to submit a IIE Certificate of Completion should register for courses during the Course Registration period**

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 have 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	Contents	
Payment Due	<mark>Jan 4th, 2021 ~ Jan 15th, 2021</mark>	
Payment Procedure	**Deposit payment through account transfer**	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)	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 <mark>(need to choose "56718 한양대학교 국협 대학원 신입"</mark>) 학교 선택 / 选学校 : 56718-한양대 한양대국협대학원신입 수험번호/학번 입력 / 输入考号/学生编号 : 대소문자를 구분하여 입력 (如学号有英文字母,清注意大小写) 개인가상계좌번호 입력 / 个人虚拟账户号码 : 14자리 숫자 입력(14个数字) 확인(确认) 3. Confirm your deposit amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code ** Wechat pay service operation hour : 10:00 am to 19:00 pm during bank working day (closed on weekend)

DEPOSIT PAYMENT FOR DEGREE PROGRAM

Procedure	Contents
After Deposit payment Procedure	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	Name of Bank: SHINHAN BANK (SHB) Account number: **Applicant's virtual account number** Recipient: Hanyang University Swift code: SHBKKRSE Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea • All transaction fees are covered by students. • **To avoid underpayment, please deposit 30 US dollars in addition.** - **If tuition fee is underpaid, student have to pay more afterward and pay additional transaction fees as well.** - Students will get a refund if overpaid after semester starts.
Note	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 25)**

APPLICATION FOR INSTITUTE OF INTERNATIONAL EDUCATION

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	ERICA IIE
Application Period	Jan, 4th 2021 ~ Jan, 8th, 2021, 23:59	
Application Link	https://bit.ly/3m3gWUi	http://naver.me/51gqjhsJ
Address	#622, International building, 222 Wangsimni-ro, Seongdong-gu, Seoul	#204 Guest house, Hanyangdaehak-ro 55, Sangnok-gu, Ansan, Kyuonggi-do
Website	http://iie.hanyang.ac.kr	http://ericaiie.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	(Chinese) +82-31-400-5847 (English) +82-31-400-5842 ericaiie@hanyang.ac.kr
Note	**- 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. If you submit Certificate of Satisfying Korean Standard, your application for IIE will be cancelled automatically. - If you are currently taking courses at IIE of Hanyang University, please re-enroll during student enrollment period.	

DORM APPLICATION (SEOUL)

Dorm Application (Seoul)

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.

※ 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 14-15

(4) Note

- 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 (ERICA)

Dorm Application (ERICA)

※ Dormitories in ERICA campus are available to all students who apply.

Schedules

(1) Application period : **Jan 25th 10am ~ Feb 3rd, 2021 23:59pm (Korea time)**

(2) Payment period : **Feb 8th 10am ~ Feb 15th 2pm, 2021 (Korea time)**

(3) Details : Refer to page 14-15

(4) Note

- **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.

residence period	Fee (창의관)	Fee (인재관)	Date of Check-out
1semester (4months)	1,168,000won (KRW)	837,000won (KRW)	By Jun 22nd 2021 14:00p.m
1semester+vacation (6months)	1,767,000won (KRW)	1,269,000won (KRW)	By Aug 22nd 2021 14:00p.m

- To avoid underpayment, please add additional 50,000KRW to the amount when you make an overseas transaction.
- If dorm fee is underpaid, dorm application won't be completed, and students must pay more afterward with additional transaction fees.
- Students will get a refund if overpaid after entering Korea. Please visit HY-in portal Log In> Service > Registration Scholarship > Account Management to fill in your Korean Bank Account.
- Dormitory location: ERICA Campus Map (Click)

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 (2)

15	Check dorm fee	
16	Check your own virtual account number through (**Click here**). (ID: Application number/Password: Birthday (YYMMDD))	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Check from Jan 13, 2021	Check from Feb 8, 2021
17	**Please pay dorm fees with your virtual account number.** **If the payment is not made within the period below, dorm application will be cancelled.** To avoid underpayment in case of overseas transfer, please deposit 30 US dollars in addition. If the dorm fee is underpaid, students should pay more afterward, which may incur additional transaction fee. Students can get a refund after entering Korea if overpaid.	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Jan 13, 10am, 2021 ~ Jan 21, 3pm, 2021	Feb 8, 10am, 2021 ~ Feb 15, 2pm, 2021
18	**When you Check-in, please prepare ① TB Test (Issued after July 1, 2020) ② Passport or Alien Registration Card**	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Check-in Place : No.2 Dorm Administration Office	Check-in Place : 창의관(Hall 4) 1st floor
	Feb 24 ~ 26, 2021 09:00 ~ 22:00	From Feb 25, 2021 10:00am
	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 16 for details)	**ERICA campus dormitory is available for self-quarantine for a limited number of students. (Refer to page 17 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: SHBKKRSE

SELF-QUARANTINE (SEOUL CAMPUS)

Self-quarantine

Seoul Campus

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 Alien Registration Card (with no roommates)

   2) Hanyang University Temporary Off-campus Self-quarantine Dormitory (students who are not able to find self-quarantine facility on their own can apply for temporary Self-quarantine 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(ERICA CAMPUS)

Self-quarantine

ERICA Campus

1. Those subject to self-quarantine: All inbound travelers 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 Alien Registration Card (with no roommates)

  2) Hanyang University ERICA on-campus dormitory (2021 spring semester dormitory applicants take priority)

> - self-quarantine application website: http://naver.me/Gsl6CFMi
> - self-quarantine application period: December 11, 2020(Fri) ~ December 31, 2020(Thu)
> - self-quarantine check-in period: February 4, 2021(Thu) 09:00 ~ February 8, 2021(Mon) 22:00
> - self-quarantine facility operation period: February 4, 2021(Thu) 09:00 ~ February 22, 2021(Mon) 12:00
> - Number of people available for self-quarantine: 346 people (first-come-first-served basis)
> - Fee: 650,000 KRW (including accommodation, meal, bedding (which will be give to students after self-quarantine), amenity)
> ※ Information on off-campus quarantine facility will be provided for those who were not able to reserve a room in dormitory.

  3) Off-campus quarantine facility: expected to be available from Feb. 1, 2021 (Location and application method to be noticed later)

    Note) Fee: 1,400,000 KRW (accommodation 1,120,000 KRW, food 280,000 KRW)

    Survey on demand for off-campus quarantine facility: http://naver.me/xXQ2WQM8

※ **Contact : seongh@hanyang.ac.kr, jinnie@hanyang.ac.kr +82-31-400-4918, 4914 (KST 10:00-17:00)**

※ **2021 spring semester starts on March 2, 2021. Please reserve a flight ticket considering 14 days quarantine period.**

※ **The time above is all based on Korean time.**

SELF-QUARANTINE (SEOUL & ERICA 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	Contents	
Payment Due	<mark>**Feb 3rd, ~ Feb 15th, 2021**</mark>	
Payment Procedure	**Tuition payment through account transfer**	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 ※ 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)
	Wechat Pay (微信支付)	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<mark>**(need to choose "56718 한양대 한양대국협대학원신입"**</mark>) 학교 선택 / 选学校 : 56718-한양대 한양대국협대학원신입 수험번호/학번 입력 / 输入考号/学生编号 : 대소문자를 구분하여 입력 (如学号有英文字母, 清注意大小写) 개인가상계좌번호 입력 / 个人虚拟账户号码 : 14자리 숫자 입력(14个数字) 확인(确认) 3. Confirm your tuition amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code ** Wechat pay service operation hour : 10am to 7pm during bank working day (closed on weekend)

TUITION PAYMENT FOR DEGREE PROGRAM

Procedure	Contents
Bank Information for Foreign Transfer	Name of Bank: SHINHAN BANK (SHB) Account number: **Applicant's virtual account number** Recipient: Hanyang University Swift code: SHBKKRSE Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea • All transaction fees are covered by students. • **To avoid underpayment, please deposit 30 US dollars in addition.** - **If tuition fee is underpaid, student must pay the remaining amount afterward, which may incur additional transaction fees.** - Students can get a refund after semester starts if overpaid.
Insurance Fee	- **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	- **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 Documents submission

※ **If you did not submit one of the original documents below, please submit it by Feb 26th, 2021.**

(Except for those applicants who submitted the copy of documents with a certificate stamp from OIA)

※ **Note →** If you do not submit the documents, admission will be cancelled even though you are enrolled.

1. M.A / M.A.-Ph.D Combined

Bachelors' Degree	Those who graduated in China	A copy of online CDGDC Certificate of bachelor's degree (Chinese) and Consul's Confirmation of a bachelor's degree (English)
	Those who graduated in Korea	**An original copy of a Degree certificate** **※ Students who transferred to Korean University from overseas countries must submit Apostille or a certificate of Consul's confirmation that you studied at former university**
	Those who graduated in other countries	Apostille or Consul's Confirmation (Korean or English)
Official Transcript of Bachelor's Degree	Those who graduated in overseas countries	Apostille or Consul's Confirmation (Korean or English)
	Those who graduated in Korea	**An original copy of transcript** **※ Students who transferred to Korean University from overseas countries must submit a transcript of Apostille or Consul's confirmation that you studied at former university**

ADDITIONAL DOCUMENT SUBMISSION

Additional Documents submission

※ **If you did not submit one of the original documents below, please submit it by Feb 26th, 2021.**

(Except for those applicants who submitted the copy of documents with a certificate stamp from OIA)

※ **Note :** If you do not submit the documents, admission will be cancelled even though you are enrolled.

2. Ph.D

Master's Degree	Those who graduated in China	A copy of online CDGDC Certificate of bachelor's degree (Chinese) and Consul's Confirmation of a bachelor's degree (English)
	Those who graduated in Korea	**An original copy of a Degree certificate**
	Those who graduated in other countries	Apostille or Consul's Confirmation (Korean or English)
Official Transcript of Master's Degree	Those who graduated in overseas countries	Apostille or Consul's Confirmation (Korean or English)
	Those who graduated in Korea	**An original copy of transcript**

LEAVE OF ABSENCE

Leave of absence

1. Apply for Leave of absence

- **Application period : Mar 2nd 2021, 10:00 ~ Mar 4th 2021, 23:00**
- How to apply : Log-in to HY-in portal (**https://portal.hanyang.ac.kr**) and apply for leave of absence after you receive Student ID number.

  ※ For more details, please refer to a notice on OIA website **(study.hanyang.ac.kr)**

2. Note

(1) Those students who do not satisfy Korean standard should take a leave of absence after tuition payment. 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 should take a leave of absence.

(3) Those who applied for Hanyang Univ. IIE can receive a certificate of admission for language training course(D-4) from 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)

(5) Please check with your department office for detailed info about a leave of absence.

   ① General Graduate School: able to take a leave of absence up to 1 year at a time

      - Master/PhD program: Max 2 years (able to apply for a leave of absence twice)

      - MS to PhD combined program: Max 3 years (able to apply for a leave of absence 3 times)

   ② Professional/Specialized Graduate School: able to take a leave of absence up to 6-month at a time

      - Max 2 years (able to apply for a leave of absence 4 times)

(6) If you want to take a leave of absence in a row, you need to visit HY-in portal for extension.

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 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 deposit/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/G4zRauw9**

2. Note

- Full tuition and admission fees will be refunded to only those who submit the application form within **the application period.**
- Refund amount may change if you apply for cancellation after Feb 19, 2021. Please refer to 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**

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. 4th ~ Jan. 15st 2021	Online Application
2	Deposit Payment for Degree Program			Pay with virtual accounts
3	Dorm Application	SEOUL Campus	Jan. 4th 11:00 ~ Jan. 6th 2021, 12:00	Online application (Refer to Dormitory Section)
		ERICA Campus	Jan. 25th 10:00 ~ Feb 3rd 11:59, 2021	
4	[For those residing outside Korea] Student(D-2) visa documents Issuance		Jan. 20th ~ Jan. 22nd 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. 3rd ~ Feb. 15th 2021	Pay with virtual accounts
7	[For those residing in Korea] Student(D-2) visa documents Issuance		Feb. 22nd ~ Feb. 24th 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 26th 2021	Will be sent by e-mail
12	Additional Document Submission Deadline		By Feb 26th 2021	Refer to additional document submission section
13	Application for Leave of Absence		Mar. 2nd ~ Mar 4th 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

Student(D-2) Visa Documents Application

1. D-2 Visa application Instruction

(1) Who can apply : Those who need student(D-2) visa among students who satisfy Korean standards

(2) Visa Application Period : January 4 ~ January 15, 2021

(3) How to apply : Click the link below

(4) Link : http://naver.me/xXfCwiVF

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

※ Those who are holding F, E or H type visas, please submit a <u>copy of your alien registration card</u> to (http://naver.me/GEW3ILCM) 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.
- Those who are holding D-2 or D-4 visa also have to apply for new D-2 visa because as soon as you graduate from your previous institute your visa will be expired regardless of the period written on your ARC.
- Please make sure where you want to apply for visa (in Korea or in your home country) before you apply for D-2 visa application. It is not able to change once you receive Standard Admission Certificate.

DEPOSIT PAYMENT FOR DEGREE PROGRAM

Procedure	Contents	
Payment Due	**Jan 4th, 2021 ~ Jan 15th, 2021**	
Payment Procedure	**Deposit payment through account transfer**	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)	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 "56718 한양대학교 국협 대학원 신입")**

학교 선택
选学校 ： 56718-한양대 한양대국협대학원신입

수험번호/학번 입력
输入考号/学生编号 ： 대소문자를 구분하여 입력 (如学号有英文字母,清注意大小写)

개인가상계좌번호 입력
个人虚拟账户号码 ： 14자리 숫자 입력(14个数字)

확인(确认)

3. Confirm your deposit amount (KRW)
4. Confirm the amount which will be paid (USD)
5. Make payment through your QR code
   ** Wechat pay service operation hour
   : 10:00 am to 19:00 pm during bank working day (closed on weekend)

DEPOSIT PAYMENT FOR DEGREE PROGRAM

Procedure	Contents	
After Deposit payment Procedure	Those who are residing in Korea	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	1. OIA will send a certificate of admission by e-mail after confirm your deposit payment. 2. Visit the Embassy 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	Name of Bank: SHINHAN BANK (SHB) Account number: **Applicant's virtual account number** Recipient: Hanyang University Swift code: SHBKKRSE Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea • All transaction fees are covered by students. • **To avoid underpayment, please deposit 30 US dollars in addition.** - **If tuition fee is underpaid, student have to pay more afterward and pay additional transaction fees as well.** - Students will get a refund if overpaid after semester starts.	
Note	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 53)**	

DORM APPLICATION (SEOUL)

Dorm Application (Seoul)

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

※ 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 35-36

(4) Note

- 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 (ERICA)

Dorm Application (ERICA)

※ Dormitories in ERICA campus are available to all students who apply.

Schedules

(1) Application period : **Jan 25th 10am ~ Feb 3rd, 2021 23:59pm (Korea time)**

(2) Payment period : **Feb 8th 10am ~ Feb 15th 2pm, 2021 (Korea time)**

(3) Details : Refer to page 35-36

(4) Note

- **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.

residence period	Fee (창의관)	Fee (인재관)	Date of Check-out
1semester (4months)	1,168,000won (KRW)	837,000won (KRW)	By Jun 22nd 2021 14:00p.m
1semester+vacation (6months)	1,767,000won (KRW)	1,269,000won (KRW)	By Aug 22nd 2021 14:00p.m

- To avoid underpayment, please add additional 50,000KRW to the amount when you make an overseas transaction.
- If dorm fee is underpaid, dorm application won't be completed, and students must pay more afterward with additional transaction fees.
- Students will get a refund if overpaid after entering Korea. Please visit HY-in portal Log In> Service > Registration Scholarship > Account Management to fill in your Korean Bank Account.
- Dormitory location: ERICA Campus Map (Click)

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))	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Check from Jan 13, 2021	Check from Feb 8, 2021
17	**Please pay dorm fees with your virtual account number.** **If the payment is not made within the period below, dorm application will be cancelled.** To avoid underpayment in case of overseas transfer, please deposit 30 US dollars in addition. If the dorm fee is underpaid, students should pay more afterward, which may incur additional transaction fee. Students can get a refund after entering Korea if overpaid.	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Jan 13, 10am, 2021 ~ Jan 21, 3pm, 2021	Feb 8, 10am, 2021 ~ Feb 15, 2pm, 2021
18	**When you Check-in, please prepare ① TB Test (Issued after July 1, 2020) ② Passport or Alien Registration Card**	
	Seoul Campus (Korea time)	ERICA Campus (Korea Time)
	Check-in Place : No.2 Dorm Administration Office	Check-in Place : 창의관(Hall 4) 1st floor
	Feb 24 ~ 26, 2021 09:00 ~ 22:00	From Feb 25, 2021 10:00am
	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 37 for details)	**ERICA campus dormitory is available for self-quarantine for a limited number of students. (Refer to page 38 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: SHBKKRSE

SELF-QUARANTINE (SEOUL CAMPUS)

Self-quarantine

Seoul Campus

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 Alien Registration Card (with no roommates)

   2) Hanyang University Temporary Off-campus Self-quarantine Dormitory (students who are not able to find self-quarantine facility on their own can apply for temporary Self-quarantine 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(ERICA CAMPUS)

Self-quarantine

ERICA Campus

1. Those subject to self-quarantine: All inbound travelers 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 Alien Registration Card (with no roommates)

   2) Hanyang University ERICA on-campus dormitory (2021 spring semester dormitory applicants take priority)

   - self-quarantine application website: http://naver.me/Gsl6CFMi

   - self-quarantine application period: December 11, 2020(Fri) ~ December 31, 2020(Thu)

   - self-quarantine check-in period: February 4, 2021(Thu) 09:00 ~ February 8, 2021(Mon) 22:00

   - self-quarantine facility operation period: February 4, 2021(Thu) 09:00 ~ February 22, 2021(Mon) 12:00

   - Number of people available for self-quarantine: 346 people (first-come-first-served basis)

   - Fee: 650,000 KRW (including accommodation, meal, bedding (which will be give to students after self-quarantine), amenity)

   ※ Information on off-campus quarantine facility will be provided for those who were not able to reserve a room in dormitory.

   3) Off-campus quarantine facility: expected to be available from Feb. 1, 2021 (Location and application method to be noticed later)

      Note) Fee: 1,400,000 KRW (accommodation 1,120,000 KRW, food 280,000 KRW)

      Survey on demand for off-campus quarantine facility: http://naver.me/xXQ2WQM8

※ **Contact : seongh@hanyang.ac.kr, jinnie@hanyang.ac.kr   +82-31-400-4918, 4914 (KST 10:00-17:00)**

※ **2021 spring semester starts on March 2, 2021. Please reserve a flight ticket considering 14 days quarantine period.**

※ **The time above is all based on Korean time.**

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	Contents	
Payment Due	<mark>**Feb 3rd, ~ Feb 15th, 2021**</mark>	
Payment Procedure	**Tuition payment through account transfer**	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 ※ 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)
	Wechat Pay (微信支付)	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<mark>**(need to choose "56718 한양대 한양대국협대학원신입"**</mark>) 학교 선택 / 选学校 : 56718-한양대 한양대국협대학원신입 수험번호/학번 입력 / 输入考号/学生编号 : 대소문자를 구분하여 입력(如学号有英文字母,请注意大小写) 개인가상계좌번호 입력 / 个人虚拟账户号码 : 14자리 숫자 입력(14个数字) 확인(确认) 3. Confirm your tuition amount (KRW) 4. Confirm the amount which will be paid (USD) 5. Make payment through your QR code ** Wechat pay service operation hour : 10am to 7pm during bank working day (closed on weekend)

TUITION PAYMENT FOR DEGREE PROGRAM

Procedure	Contents	
After Deposit payment Procedure	Those who are residing in Korea	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	1. Register for courses
Bank Information for Foreign Transfer	Name of Bank: SHINHAN BANK (SHB) Account number: **Applicant's virtual account number** Recipient: Hanyang University Swift code: SHBKKRSE Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea • All transaction fees are covered by students. • **To avoid underpayment, please deposit 30 US dollars in addition.** - **If tuition fee is underpaid, student must pay the remaining amount afterward, which may incur additional transaction fees.** - Students are able to get a refund after semester starts if overpaid.	
Insurance Fee	- **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	- **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.**	

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 make sure 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 universities	**Final academic CDGDC certificate**
Graduates from Korean universities	Original copy of final academic certificate
Others	Original copy of final academic certificate with Apostille or consul's confirmation

※ For details, please contact Korean embassy or consulate.

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, so 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 Bean Contemplation Kenya ㉛ ㉜ Mozambique ㉝ Zimbabwe ㉞ Angola ㉟ Papua New Guinea

※ **Further Inquires for VISA documents : Immigration Office ☎ 1345**

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

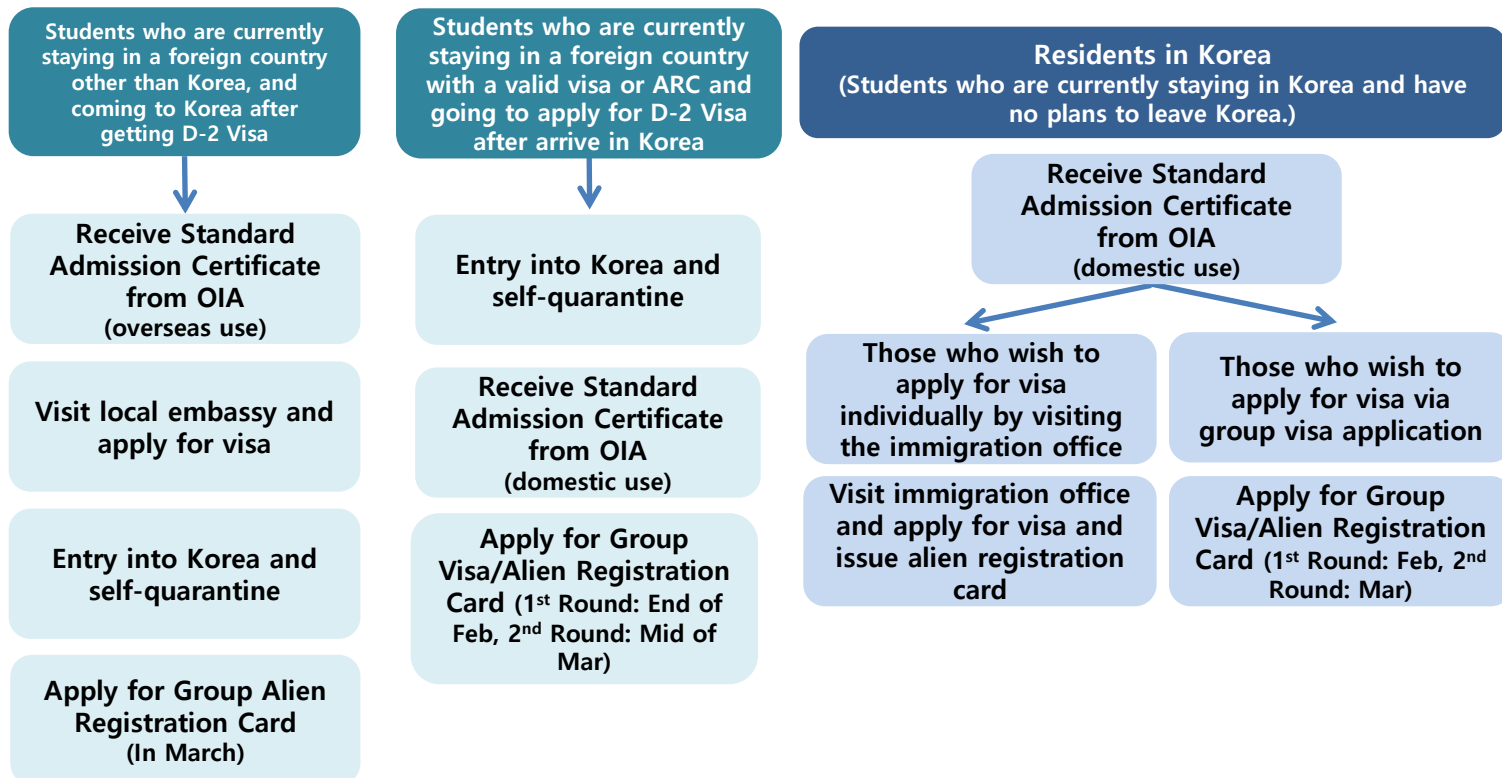| Graduates from Chinese universities	Final academic CDGDC certificate
Graduates from Korean universities	Original copy of final academic certificate
Others	Original copy of final academic certificate with Apostille or consul's confirmation

※ For more details regarding visa issuance, please contact the immigration office.

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.

Students who are currently staying in a foreign country other than Korea, and coming to Korea after getting D-2 Visa

↓

Receive Standard Admission Certificate from OIA (overseas use)

Visit local embassy and apply for visa

Entry into Korea and self-quarantine

Apply for Group Alien Registration Card (In March)

Students who are currently staying in a foreign country with a valid visa or ARC and going to apply for D-2 Visa after arrive in Korea

↓

Entry into Korea and self-quarantine

Receive Standard Admission Certificate from OIA (domestic use)

Apply for Group Visa/Alien Registration Card (1st Round: End of Feb, 2nd Round: Mid of Mar)

Residents in Korea (Students who are currently staying in Korea and have no plans to leave Korea.)

Receive Standard Admission Certificate from OIA (domestic use)

Those who wish to apply for visa individually by visiting the immigration office

Visit immigration office and apply for visa and issue alien registration card

Those who wish to apply for visa via group visa application

Apply for Group Visa/Alien Registration Card (1st Round: Feb, 2nd Round: Mar)

※ **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 Documents submission

※ **If you did not submit one of the original documents below, please submit it by Feb 26th, 2021.**

(Except for those applicants who submitted the copy of documents with a certificate stamp from OIA)

※ **Note → If you do not submit the documents, admission will be cancelled even though you are enrolled.**

1. M.A / M.A.-Ph.D Combined

Bachelors' Degree	Those who graduated in China	A copy of online CDGDC Certificate of bachelor's degree (Chinese) and Consul's Confirmation of a bachelor's degree (English)
	Those who graduated in Korea	**An original copy of a Degree certificate** **※ Students who transferred to Korean University from overseas countries must submit Apostille or a certificate of Consul's confirmation that you studied at former university**
	Those who graduated in other countries	Apostille or Consul's Confirmation (Korean or English)
Official Transcript of Bachelor's Degree	Those who graduated in overseas countries	Apostille or Consul's Confirmation (Korean or English)
	Those who graduated in Korea	**An original copy of transcript** **※ Students who transferred to Korean University from overseas countries must submit a transcript of Apostille or Consul's confirmation that you studied at former university**

ADDITIONAL DOCUMENT SUBMISSION

Additional Documents submission

※ **If you did not submit one of the original documents below, please submit it by Feb 26th, 2021.**

(Except for those applicants who submitted the copy of documents with a certificate stamp from OIA)

※ **Note** → If you do not submit the documents, admission will be cancelled even though you are enrolled.

2. Ph.D

Master's Degree	Those who graduated in China	A copy of online CDGDC Certificate of bachelor's degree (Chinese) and Consul's Confirmation of a bachelor's degree (English)
	Those who graduated in Korea	**An original copy of a Degree certificate**
	Those who graduated in other countries	Apostille or Consul's Confirmation (Korean or English)
Official Transcript of Master's Degree	Those who graduated in overseas countries	Apostille or Consul's Confirmation (Korean or English)
	Those who graduated in Korea	**An original copy of transcript**

LEAVE OF ABSENCE

Leave of absence

1. Apply for Leave of absence

- **Application period : Mar 2nd 2021, 10:00 ~ Mar 4th 2021, 23:00**
- How to apply : Log-in to HY-in portal (**https://portal.hanyang.ac.kr**) and apply for leave of absence after you receive Student ID number.

  ※ For more details, please refer to a notice on OIA website **(study.hanyang.ac.kr)**

2. Note

(1) Those students who do not satisfy Korean standard should take a leave of absence after tuition payment. 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 should take a leave of absence.

(3) Those who applied for Hanyang Univ. IIE can receive a certificate of admission for language training course(D-4) from 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)

(5) Please check with your department office for detailed info about a leave of absence.

  ① General Graduate School: able to take a leave of absence up to 1 year at a time

    - Master/PhD program: Max 2 years (able to apply for a leave of absence twice)

    - MS to PhD combined program: Max 3 years (able to apply for a leave of absence 3 times)

  ② Professional/Specialized Graduate School: able to take a leave of absence up to 6-month at a time

    - Max 2 years (able to apply for a leave of absence 4 times)

(6) If you want to take a leave of absence in a row, you need to visit HY-in portal for extension.

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)

ORIENTATION FOR INTERNATIONAL STUDENTS

Orientation for International Students

Orientation for International students by OIA	
Time	**Feb 26th, 2021 (Fri), E-mail will be sent to students**
Orientation Contents	- 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 deposit/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/G4zRauw9**

2. Note

- Full tuition and admission fees will be refunded to only those who submit the application form within **the application period.**
- Refund amount may change if you apply for cancellation after Feb 19, 2021. Please refer to 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**

CONTACT – SEOUL CAMPUS

※ **For inquiries about course registration, academic affairs, graduate requirements, please contact each department office.**

※ **For inquiries about international admission, scholarship, visa, please contact OIA office.**

[Hanyang University OIA office- graduate school inquiry]

☎ **82-2-2220-2445, 2449**

▣ **E-mail : intladms@hanyang.ac.kr**

Graduate School	Department Office	Tel.	E-mail address
General Graduate School	Engineering	+82-2-2220-3120	smupet@hanyang.ac.kr
	Engineering Software	+82-2-2220-3134	mypleasure@hanyang.ac.kr
	WCD Civil & Environmental Engineering	+82-2-2220-1344	mymymy@hanyang.ac.kr
	WCD Energy Engineering	+82-2-2220-2390	jieunlee@hanyang.ac.kr
	Business	+82-2-2220-1060	same705@hanyang.ac.kr
	Economics and Finance	+82-2-2220-1020	ykseo@hanyang.ac.kr
	Social Science	+82-2-2220-0840	hyu45@hanyang.ac.kr
	Policy Science	+82-2-2220-2762	jskim@hanyang.ac.kr
	Humanities	+82-2-2220-0730	syus1202@hanyang.ac.kr
	Education	+82-2-2220-1095	kohye@hanyang.ac.kr
	Law	+82-2-2220-0967	kkong5081@hanyang.ac.kr
	Natural Science	+82-2-2220-0883	dor@hanyang.ac.kr

CONTACT – SEOUL CAMPUS

Graduate School	Department Office	Tel.	E-mail address
General Graduate School	Human Ecology	+82-2-2220-1175	jylee76@hanyang.ac.kr
	Music	+82-2-2220-1223	hhsly@hanyang.ac.kr
	Performing Arts and Sport	+82-2-2220-1316	tdwtj45@hanyang.ac.kr
	Medicine	+82-2-2220-0584	jhcho71@hanyang.ac.kr
	Nursing	+82-2-2220-3163	dbswjd602@hanyang.ac.kr
	Interdisciplinary Industrial Studies	+82-2-2220-2249	whsqj528@hanyang.ac.kr)
	Intelligence Computing	+82-2-2220-2342	woosi0602@hanyang.ac.kr
Professional Graduate School	International Studies (GSIS)	+82-2-2220-0288	curious@hanyang.ac.kr
	Technology & Innovation Management	+82-2-2220-2253	joo1004@hanyang.ac.kr
	Urban Studies	+82-2-2220-1212	sophia@hanyang.ac.kr
	Biomedical Science and Engineering	+82-2-2220-2417	premed@hanyang.ac.kr
Specialized Graduate School	Journalism and Mass Communication	+82-2-2220-0268	cejoo007@hanyang.ac.kr
	Public Policy	+82-2-2220-0252	milami@hanyang.ac.kr
	International Tourism	+82-2-2220-0817	jykim@hanyang.ac.kr

CONTACT – ERICA CAMPUS

Graduate School	Department Office	Tel.	E-mail address
General Graduate School	Engineering Science	+82-31-400-5116	ma0105@hanyang.ac.kr
	Design	+82-31-400-5685	gkgkghf@hanyang.ac.kr
	Communication & Social Science	+82-31-400-5395	asily@hanyang.ac.kr
	Languages and Cultures	+82-31-400-5306	h123456@hanyang.ac.kr
	Business and Economics	+82-31-400-5600	jrlee515@hanyang.ac.kr
	Pharmacy	+82-31-400-5794	lina900127@hanyang.ac.kr
	Sports and Arts	+82-31-400-5724	calli@hanyang.ac.kr
	Science Convergence Technology	+82-31-400-5456	dozero@hanyang.ac.kr
	Computing	+82-31-400-1005	hmlee3@hanyang.ac.kr
Specialized Graduate School	Industrial Convergence	+82-31-400-5102	dewdew@hanyang.ac.kr

Graduate School Inquiries
82-2-2220-2445, 2449
http://study.hanyang.ac.kr

한양대학교