2026-1 Seoul Campus Re-registration Guide

Application Period: 2026.01.05 (Mon) ~ 01.16 (Fri)

*Additional Period: 2026.02.12.(Thu)

[Only for those who complete Hanyang IIE's Korean Course on Feb 12 and reside in Korea]

▶ Re-registration Applicant Type

1. New re-registrants: Reached Korean language standards for the first time after admission

   *Must satisfy one of the following standards

   - TOPIK PBT or TOPIK IBT level 4 or above
   - HYU Language Institute level 4 or above

2. Regular re-registrants: Those who wish to re-register but are not new registrants

   *Refer to «Notes» 1 for the leave of absence policy

   *Whose leave will expire (up to 1 year for regular leave) → Expulsion if not re-registered★

   ※ Re-register before taking another leave of absence, regardless of meeting the re-registration requirement

   *Those on a six-month leave after academic probations → Expulsion if not re-registered★

▶ Precautions

1. Notices, such as re-registration and leave of absence, are posted on the OIA website's notice board. Email delivery errors may occur, so please check the notice board for updates.

2. Students must enter and update their contact information in the HY-In Portal to avoid liability for any issues. Please review your information beforehand. OIA is not liable for missed notices due to incorrect information.

3. Based on the individual's circumstances, the Immigration Office or Embassy may request additional documentation.

4. Applications submitted in person at the OIA or by e-mail are not accepted.

★★Please contact the OIA within two weeks if you are unable to use your Certificate of Admission due to visa restrictions or immigration issues in your country.★★

▶ Re-registration Documents

1. Mandatory

- Copy of valid passport
- Scanned original copy of bank balance certificate (Captured copy not accepted) → Submit the original copy within 7 days of arriving in Korea, or visa will be cancelled★

Submit the original bank certificate with Student ID Number and "Re-register" written on it to the International Building #218 within 7 days of arrival in Korea to avoid penalties.

- Required Amount: 16,000 USD/ 120,000 RMB / 20,000,000 KRW
  ※ Required amount for HYU IIE completers (D-4 visa): 20,000,000 KRW >> 10,000,000 KRW
- Under student's name (If under parent's name, submit family relation certificate)
- Issued in countries other than China (satisfy one from below)
  ① Issued within 30 days from the re-registration application date
  ② Issued within 6 months of the re-registration application date if validity period is specified
- Issued in China (must satisfy BOTH)
  ① Issued within 30 days from the re-registration application date
  ② Freezing period must be at least 30 days from the re-registration application date
- For a visa application in Korea with a valid residence card, submit a balance certificate issued in your name by a Korean bank
- If not in English, include a translator's confirmation (attachment 3) and a translation (notarization not required)

2. Supplementary

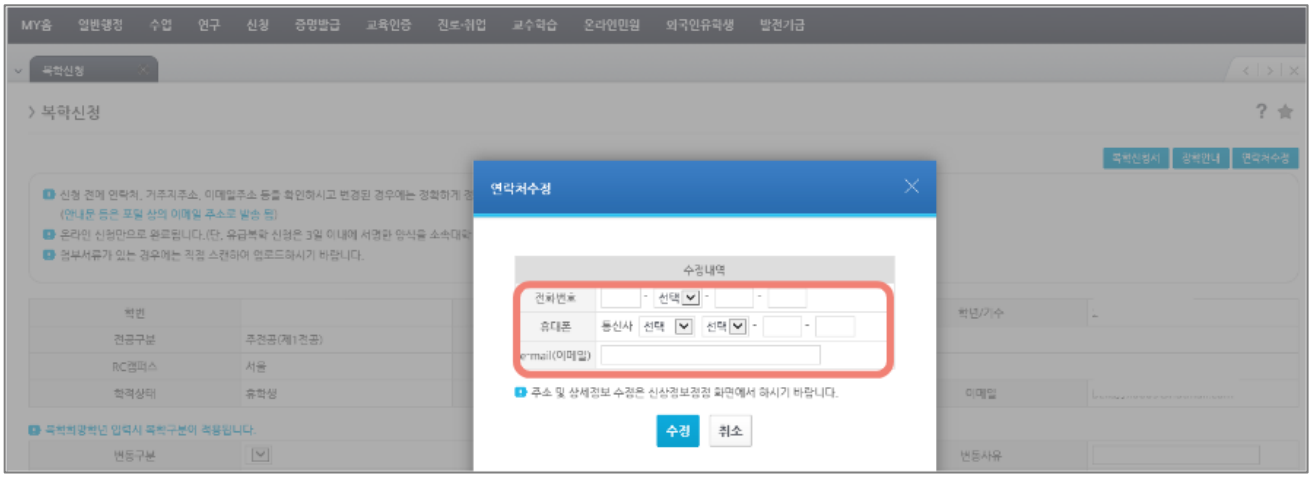
- Copy of the front and back of a valid residence card (for holders only)– mandatory for F-visa holders
- Korean proficiency certificate for new re-registrants (must submit one from below)
  1) Certificate of TOPIK PBT or TOPIK IBT level 4 or above
  2) Certificate of HYU language Institute level 4 or above

▶ Re-registration Procedure

1. Log in to your HY-in account and click [신청] → Click [복학신청]

2. Click [연락처수정] → Update your contact info → Click [수정]

※ Notices and visa documents will be sent to the email address entered on this page

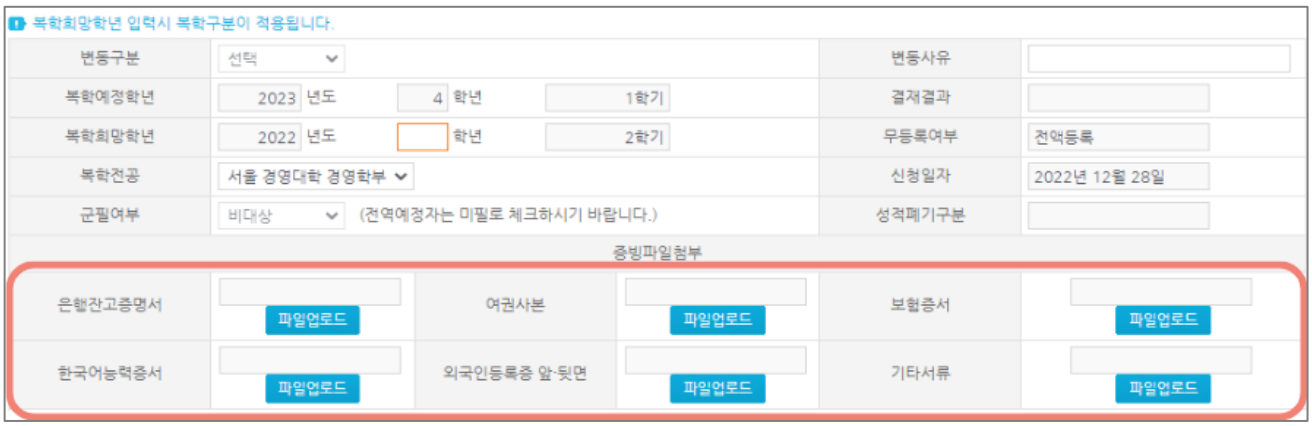


3. Fill out [복학희망학년(Return Grade)] and upload the documents

* Documents for upload

- ALL: Bank balance certificate and passport copy
- New re-registrants: Korean proficiency certificate / F-visa: residence card

* Return Grade: Entering a semester already completed will delete the grades for that semester / For graduates, enter it as a semester

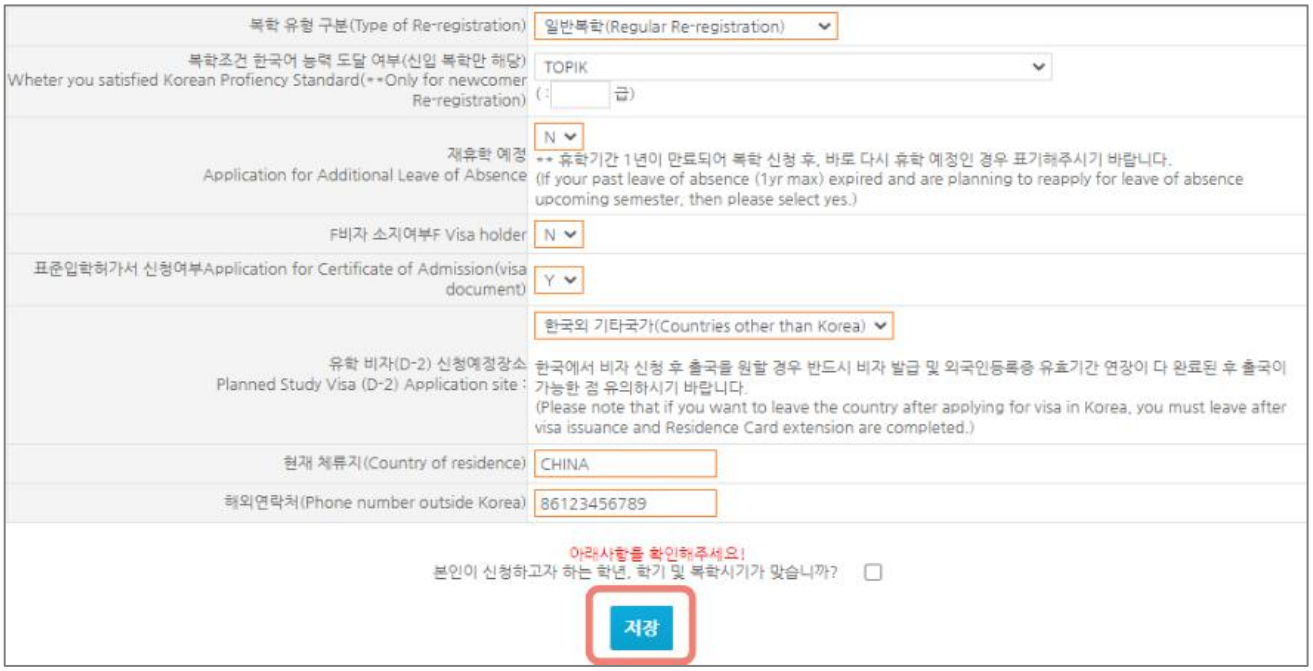


4. Fill out the rest and click [저장] to complete the application

* Notes

- If you intend to extend your leave of absence, select 'Y' at 'Application for Additional Leave of Absence'.

(Passport must be submitted. Bank balance certificate can be submitted as a blank file in pdf or jpg format.)



※ Errors that may occur when applying for re-registration

1. Browser → Restart your computer and use another browser or computer.
2. File format → Rename the file and save it in PDF format.
3. File size → Consolidate all files into PDF and then reduce the size.
4. File compilation → Two files cannot be uploaded simultaneously. Combine them into a single file.

※ How to check your re-registration approval status

From your recent application, if [결재] is shown under [결재결과], your re-registration is approved.

변동내역확인

변동일자	변동구분	변동			학적변동사유	예정			결재결과	출력
		연도	학년	학기		연도	학년	학기		
2021.07.30	일반휴학	2021	2	2학기	개인사정	2022	2	2학기	결재	출력
2021.01.21	정규복학	2021	2	1학기		2021	2	1학기	결재	출력
2020.03.26	일반휴학	2020	2	1학기	개인사정	2021	2	1학기	결재	출력
2019.03.04	신입학	2019	1	1학기		2019	1	1학기	결재	

▶ Regular Re-registrants Tuition Payment Guide

1. Who must pay the tuition?
   1) Students who did not pay for tuition before taking a leave of absence
   2) Students who were under involuntary leave of absence as a disciplinary action
2. Even if you complete the re-registration process, you will not be enrolled for this semester unless your tuition is paid.
3. Tuition payment guideline for the 2026 spring semester: http://finance.hanyang.ac.kr/-12

▶ How to Apply for Visa After Re-registration

1. Students currently in Korea [applying for D-2 VISA]

Application Procedure

1. After re-registration, the OIA will send Certificates of Admission and Business Registration to students' email entered on the portal. Students are responsible for preparing other necessary documents (see below)
2. Schedule a Seoul Immigration Office visit to apply for a visa and a Residence Card.
   * Refer to «Notes» 3

Required Documents

1. Passport and a copy of passport, residence card (Alien registration card)
2. 1 passport photo (3.5cm X 4.5cm) *taken within 6 months
3. Application fee
4. Certificate of residence (housing contract or a proof of residence in dormitory)
5. Transcript (attendance/study record) of Korean language courses (only for new re-registrants)
6. Integrated application form (available at the immigration office)
7. Certificate of Admission, HYU Business Registration Certificate (provided by the OIA)
8. Tuberculosis(TB) Certificate* - only for students from the countries on «Notes» 2
9. Enrollment or research registration certificate or proof of tuition payment (issued after entering Korea)

2. Students currently abroad [applying for D-2 VISA]

Application Procedure

1. After re-registration, the OIA will send Certificates of Admission and Business Registration to students' email entered on the portal. Students are responsible for preparing other necessary documents (see below)
2. Schedule a visit to Korean Embassy in your country of residence and apply for a Visa. (You can apply for a residence card after you enter Korea.)

Required Documents

1. Passport and a copy of passport
2. 1 passport photo (3.5cm X 4.5cm) *taken within 6 months
3. Application fee (may differ by country, please check with the embassy)
4. Application form (provided at the Korean embassy)
5. Certificate of Admission, HYU Business Registration Certificate (provided by the OIA)
6. Tuberculosis(TB) Certificate* - only for students from the countries on «Notes» 2

▶ Inquiry

- Email: oiasupport@hanyang.ac.kr * Must include your student number and degree program
- Phone: 82-2-2220-2445~2448
- OIA website: oia.hanyang.ac.kr

<Notes> 1. Leave of Absence Policy

▶ 2026-1 Leave of Absence Application Period: 2026.02.11 (Monday) ~ 02.19 (Thursday)

★A leave of absence notice will be sent via email and posted on the OIA website's notice board

▶ Undergraduate Students

- Only one-year leaves are permitted at a time.
- Failure to re-register upon the expiration of a leave of absence will result in university dismissal. Re-registration is necessary for another leave of absence.
- A maximum of three years can be taken as leave during your university studies.
- Re-registration is mandatory after a six-month involuntary leave due to academic probation.

▶ Graduate Students ** Confirm the maximum period of leave with your department

* General graduate school: you can only take one year of leave at a time
  - Master/Doctor's degree: Max. 2 times (=2 years) during studies
  - Combined master & doctoral degree: Max. 3 times (=3 years) during studies

* Professional/Specialized graduate school: you can only take 6-month of leave at a time
  - Master/Doctor's degree: Max. 4 times (=2 years) during studies
  - Combined master & doctoral degree: Max. 6 times (=3 years) during studies

<Notes> 2. Tuberculosis Test Guide (Issued within 3 months from the application)

1. Students currently in Korea
   1) Designated site by the ministry of law: Visit hikorea.go.kr>정보 조회>법무부지정 의료기관 조회
   2) Korea Association of Health Promotion http://www.kahp.or.kr/ (prepare passport and KRW 7,000)

2. Students currently abroad: Inquire with the Embassy about a designated hospital for the test

※ Tuberculosis Test Countries

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

<Notes> 3. How to visit the Seoul Immigration Office

1. Phone: 1345 (Korean, English, Chinese, Japanese available)

2. Website: http://www.immigration.go.kr or http://www.hikorea.go.kr

3. Business hours: 09:00 – 18:00 (breaktime: 12:00 – 13:00)

4. Address & transportation

Address	151 Mokdongdong-ro, Yangcheon-gu, Seoul
Bus	5012, 6619, 6624, 6640, 6620, 517
Subway	15-minute walk from exit No. 7 at Omok-kyo station (line no. 5)