



SPRING SEMESTER 2021 ORIENTATION



Office of International Affairs

Contents

| | | |
|------|--|----|
| ※ | 2021 Spring Semester Academic Calendar | 2 |
| I. | Immigration Guideline for Foreigners | |
| | 1. Visa Information ----- | 3 |
| | 2. Health Insurance ----- | 15 |
| | 3. Crime Prevention ----- | 17 |
| II. | Academic Information | |
| | 1. Re-registration/ Leave of Absence ----- | 18 |
| | 2. Scholarship Program ----- | 20 |
| | 3. Academic Warning ----- | 24 |
| | 4. Dismissal / Withdrawal ----- | 25 |
| | 5. Seasonal Semesters ----- | 25 |
| | 6. Reissuing Student ID Card ----- | 26 |
| | 7. Certificate Issuance ----- | 27 |
| III. | Campus Facilities | |
| | 1. Student Health Care Center ----- | 29 |
| | 2. Using Hospitals ----- | 29 |
| | 3. How to use the library ----- | 30 |
| IV. | Introduction of Clubs and OIC | |
| | 1. HOW ----- | 35 |
| | 2. GLOBAL 사랑漢大 ----- | 35 |
| | 3. Office of International Affairs ----- | 35 |
| V. | Support Program for Int'l Students | |
| | 1. Counseling for International Students ----- | 37 |
| | 2. Volunteers Welcome HYU ----- | 38 |
| VI. | Around Campus | |
| | 1. Traffic Information ----- | 39 |

※ 2021 Spring Semester Academic Calendar

| Date | Contents |
|-----------------|---|
| 02. 04 ~ 02. 25 | Course Registration for Spring Semester 2021 (Undergraduate school) |
| 02. 15 ~ 02. 19 | Course Registration for Spring Semester 2021 (General Graduate School) |
| 03. 02 | Beginning of Spring Semester 2021 |
| Mid-Mar. | Hanyang International Excellence Awards Scholarship Application Period |
| 03 08 ~ 03. 09 | Final Course Change Period for Spring Semester 2021 (Graduate & Undergraduate) |
| 05. 17 ~ 05. 21 | Application and Cancelation for Double Major&Minor |
| 05. 17 ~ 05. 20 | Course Registration for Sumer Semester 2021 |
| 06. 01 ~ 06. 30 | Course Evaluation Period for Spring Semester 2021 |
| 06. 14 ~ 06. 30 | Period for Checking Academic Grade |
| 06. 21 | Make-up class period |
| 06. 22 | The End of Spring Semester 2021 |
| 06. 23 ~ 07. 13 | Sumer Semester 2021 |
| 06. 23 ~ 08. 31 | Summer Vacation |
| Mid-Jul 2021 | Application for Re-registration (Fall 2021) |
| Mid-Jul 2021 | Application for Leave of Absence (Fall 2021) |
| 08. 02 ~ 08. 04 | Period for graduation assessment |
| 08. 06 ~ 08. 13 | Undergraduate Course Registration (Fall 2021) |
| Early-Sep 2021 | Scholarship (Hanyang International Excellence Awards) Application Period) |

※ Please note that schedule is subject to change

I . Immigration Guidelines for Foreigners

★ Important Notice: Due to the spread of COVID-19, Hanyang University is planning to offer group visa/ARC issuance services. Students wish to apply for the alien registration cards, visa extensions or change of visa type can use this service without visiting the immigration office. please refer to “Group Visa Issuance Guideline for 2020 fall semester” on our website.

※ Group visa service can be changed or cancelled due to COVID-19.)

★ You must make prior reservation before visiting the immigration office! ★

<How to make reservation>

□ How to apply for 『Visit Reservation』 on 『Hikorea』 website?

<Online Visit Reservation Procedure>

① Visit Hikorea website(www.hikorea.go.kr) → ② Sign up/Log in → ③ Click reserve visit → ④ Visit reservation application → ⑤ Select the immigration office having jurisdiction over your district → ⑥ Check booth category → ⑦ Enter visitor's information and select a visiting date and time → ⑧ Apply and print out an online reservation confirmation → ⑨ Bring this confirmation when visiting the Immigration Office on your reserved date and time. (the number on your confirmation form will be called out or shown on display as waiting number)

※ Because the application processing time is limited to 10 minutes please prepare required documents before your visit.

□ How to make an 『E-application』? (without visiting the immigration office)

※ We highly recommend you to make an 『E-application』 service on 『Hikorea』 website, as you can get various benefits by using the online application.

□ Services Available: Change of status for registered foreigners, Extension of stay, Foreign student part-time working permission, Notification of change of residence, Notification of change in registration information(Passport change)

□ Benefits: quick application processing without visiting the immigration office

<E-Application procedure through “HiKorea”>

① Prepare the required documents(scanned version) → ② Visit Hikorea website (www.hikorea.go.kr) → ③ Sign up/Log in → ④ Click Petition application-E-application → ⑤ File an application → ⑥ Check the application name and click e-Application(Clicking on the name of the application will take you to a screen that contains detailed information about that application) → ⑦ Enter applicant's information → ⑧ Click “apply” button → ⑨ Pay the Service Charge → ⑩ Attach the required documents → ⑪ Confirm status of

application(My page> Manage e-Application to view the list of applications that you've submitted. Clicking on the application number from the list will bring up a detailed information about that application.)

1. Visa Information

Visa related guidelines have been made based on the Visa Issuance and Residency Management Regulations that take effect starting from 2021.03.01.

1.1 Alien Registration

□ Those Eligible for Alien Registration:

- Foreigners intending to stay in Korea for more than **90 days** after entry

※ You may be fined if you don't report your status to immigration office **in 90 days** after you enter Korea.

1) Required Documents:

| Visa Status | Required Documents |
|---|---|
| Study(D-2), General Training (D-4-1) | <ul style="list-style-type: none"> - Application Form / Passport - 1 Color photo (3.5cm x 4.5cm taken within 6 months)/ Certificate of Enrollment or Receipt of Tuition Payment issued after entry to Korea or Standard Admissions Acceptance Letter - Fee : KRW 30,000(Payment through Woori Bank ATM) - ★Health Check-Up Confirmation - Tuberculosis Test Results (Please refer to the 1.8 Tuberculosis Test Details) - Certificate of Residency (Housing Contract or a proof of residence in dormitory) |

2) Where to apply : Designated Immigration Office

3) Alien registration re-application

- Documents required: Application form, passport, 1 Color photo, fee KRW30,000

1.2 Re-entry Permit

★Re-entry Permit system in response to COVID19 (effective from 2020.06.01)★

○ Eligibility: Registered aliens seeking re-entry into the Korea after departure from

the country

- Required documents: passport, copy of alien registration, re-entry permit application, letter of explanation, Consent form for submission of Diagnosis, Fee(30,000KRW)
- Application: apply online minimum 4 days (excluding holidays) before exit from Korea(www.hikorea.go.kr)
- ※ Re-entry permit is restricted to those whose passport information has changed, you must declare alien information change before applying for re-entry permit.
- Required document on re-entry date
PCR negative test result report issued 72 hours before departure
- Precautions : Exit from Korea without receiving a re-entry permit or not coming back to Korea after expiration of the re-entry allowance period will result in cancellation of the alien registration.

The regulation may change depending on COVID19 status, so please refer to www.hikorea.go.kr for more information

1.3 Declaration of Residence Information Change

If a registered foreigner changes one's residence, one should declare the change within 15 days from the date of the transfer.

※ You may be fined for omission of declaration within 15 days after residence information change

※ Required Documents: Application, Passport, Alien Registration Card, proof of residence in dormitory (issued by university) or House rent contract (only for off-campus)

※ Application: community center of new residence, designated immigration office, online application(www.hikorea.go.kr)

1.4 Declaration of Alien Information Change

If a registered foreigner has to change his/her personal information below, one should declare the information by visiting designated immigration offices near his/her new residence or apply online at immigration website within 15 days.

※ You may be fined if you don't report your status to immigration office in 15 days after you change your alien information.

- Name, gender, birthdate and nationality
- Passport number, issuing date and validity date change
- Change of organization/school (including the change of its name)
- ※ Required Documents: Application, Passport, Alien Registration Card, documents to prove changes in name etc.(to those that apply), Certificate of Enrollment and Certificate of dismissal for the previous school(to those that apply), document to prove the need to change university for equivalent degree)
- ※ Application: designated immigration office, online application(www.hikorea.go.kr)

1.5 Visa Extension

- Extension of stay can be applied at the designated immigration office 4 months before the expiration date of the applicant's current status of stay. Students who violated the purpose of stay may be restricted for visa extension.
- When extending a D-2 Visa to that of a higher tier (Ex. D-2-2 -> D-2-3 etc,) please prepare the documents listed in “1.7 Changing Visa”. Fees will follow the fee of visa extension (KRW 60,000)

1)For Study(D-2) Visa holders

| Required Documents | |
|---------------------------------|--|
| Study (D-2) Visa | <p>○ General</p> <ul style="list-style-type: none"> - Application Form/ Passport / Alien Registration Card - Fee : KRW 60,000 |
| | <p>① Certificate to prove enrollment/research (Certificate of Enrollment, Researcher Certificate)</p> <p>② Transcript</p> <p>③ <u>Bank Statement exempted (required for students with grade C(2.0) or below)</u></p> <p>※ Only Students with GPA below C/ Study Extension Students/ Research Registration Students will have to submit bank statement (USD 10,000 / KRW 12,000,000 / RMB 67,500)</p> <p>- ★Health Check-Up Confirmation-Tuberculosis Test Results (Please refer to the 1.8 Tuberculosis Test Details)</p> |

| | |
|--|---|
| | ※ When in need of Re-issuance of Alien Registration Card, please refer to the needed documents listed in “1.1 Alien Registration - Required Documents”. |
|--|---|

2) Extension of stay for study abroad students

- Maximum period of stay: Undergraduate (Bachelor)- Up to 6 years after admission, Graduate (Masters)- Up to 5 years after admission, Graduate (Ph.D)- Up to 8 years after admission.
- Please request the form to your department and fill out the form below. After completing the form, please confirm with the person in charge in OIA and academic advisor.

| | |
|----------------------------|--|
| Undergraduate | Extension for studies due to insufficient credits <Visa extension confirmation> |
| Graduate (M.A and Ph.D) | 1) Visa extension due to thesis <Confirmation form on a student's thesis schedule> 2) Certificate of Course Completion |

1.6 Part-time Work

You must report the part-time work status before beginning your work

| Category | Contents |
|----------------------------|---|
| 1. Rule for part-time work | <ul style="list-style-type: none"> - D-2 holder students are prohibited from taking part in any for-profit activities unless they have reported beforehand to the immigration office. - You can only engage in activities that students usually take up as part-time job (including low-skilled labour work). However, professional occupations that need licenses such as Construction (건설업) or Manufacturing (제조업) are prohibited. - You are subject to fine of at least KRW1,000,000 to KRW20,000,000 or could be expelled from the country when you are caught working without reporting to the Immigration Office. |

| Category | Contents |
|---------------------------|--|
| 2. Qualifications | <p>[D-2 visa holders who meet all the requirements listed below]</p> <p>① Standards for Minimum GPA</p> <ul style="list-style-type: none"> - If previous semester GPA is 2.0 or above <p>② Korean Proficiency Level</p> <ul style="list-style-type: none"> - Undergrad-freshman, sophomore: TOPIK level 3 or above. - Undergrad-Junior, senior and Graduate school: TOPIK level 4 or above. <p>※ For English track students, English Proficiency Score is required as stated below.</p> <p>(students from English speaking country, or with score of TOEFL 530(CBT 197, IBT 71), IELTS 5.5, CEFRB2, TEPS 600 or above)</p> <p>※ If your language requirement is not met, you can only work for half the regular permitted hour.</p> |
| 3. Limitations for permit | <p>① Foreign students can be restricted from part-time employment for the following reasons</p> <ul style="list-style-type: none"> - Students with low academic performance: Students who are expected to have a hard time working and studying simultaneously due to low academic achievements. - Students who do not meet the required Korean proficiency standard: those who do not satisfy the minimum Korean proficiency standard requirements and minimum academic requirements. - Students that received special exceptions for extending the period of stay due to the preparation of their thesis, etc: Those who have finished (completed) the course but did not complete the graduation requirements, or staying with additional/exceptional permission to write a thesis, etc. <p>※ On the other hand, students who have completed the master's/doctoral course and are preparing for the thesis are permitted. However, it will be disapproved if the student delayed their graduation due to low grades or lack of attendance.</p> |

| Category | Contents | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--------------------------|---|----------|--------------------|--------------------------|----------|------------------|--------------------------|--|------------------|-----------------------|-----------------|-----------------------|--------|------------|--------------|----------|--|--------|--------------|---------|--------------|-------------------|--------|------------|--------------|---------|--|--------|--------------|---------|--------------|-------------------|---|--------|------------|--------------|---------|--|--------|--------------|---------|--------------|
| | <p>☞ If the student is permitted for the exceptional case shown above, working hours will be limited to 30 hours per week. Also, unlimited allowances during holidays and vacation periods are excluded.</p> <ul style="list-style-type: none"> - Research period (D-2-5) visa holder - Those who have not obtained the part-time work permit or have a history of violating the conditions of the permit. <p>② Restrictions on working types</p> <ul style="list-style-type: none"> - Students who did not directly sign their employment contracts with their employers: Employers and contractors must match, and dispatch work is restricted. - Long-distance workers: Based on residence and university location. The maximum is 1 hour and 30 minutes in the metropolitan area. Also, the distance should be within 1 hour as an appropriate distance. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. Allowed working hours | <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2" style="width: 15%;">Type</th> <th rowspan="2" style="width: 15%;">Grade</th> <th colspan="2" rowspan="2" style="width: 20%;">Korean Proficiency Level</th> <th rowspan="2" style="width: 15%;">application time</th> <th colspan="2" style="width: 35%;">allowed working hours</th> </tr> <tr> <th style="width: 15%;">weekdays</th> <th style="width: 15%;">weekends, vacation</th> </tr> </thead> <tbody> <tr> <td rowspan="4" style="text-align: center; vertical-align: middle;">Under graduates</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">Freshmen & Sophomores</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">level3</td> <td style="text-align: center;">not passed</td> <td style="text-align: center;">unrestricted</td> <td colspan="2" style="text-align: center;">10 hours</td> </tr> <tr> <td style="text-align: center;">passed</td> <td style="text-align: center;">unrestricted</td> <td style="text-align: center;">25hours</td> <td style="text-align: center;">unrestricted</td> </tr> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;">Juniors & Seniors</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">level4</td> <td style="text-align: center;">not passed</td> <td style="text-align: center;">unrestricted</td> <td colspan="2" style="text-align: center;">10hours</td> </tr> <tr> <td style="text-align: center;">passed</td> <td style="text-align: center;">unrestricted</td> <td style="text-align: center;">25hours</td> <td style="text-align: center;">unrestricted</td> </tr> <tr> <td rowspan="2" style="text-align: center; vertical-align: middle;">Graduate Students</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">-</td> <td rowspan="2" style="text-align: center; vertical-align: middle;">level4</td> <td style="text-align: center;">not passed</td> <td style="text-align: center;">unrestricted</td> <td colspan="2" style="text-align: center;">15hours</td> </tr> <tr> <td style="text-align: center;">passed</td> <td style="text-align: center;">unrestricted</td> <td style="text-align: center;">35hours</td> <td style="text-align: center;">unrestricted</td> </tr> </tbody> </table> | Type | Grade | Korean Proficiency Level | | application time | allowed working hours | | weekdays | weekends, vacation | Under graduates | Freshmen & Sophomores | level3 | not passed | unrestricted | 10 hours | | passed | unrestricted | 25hours | unrestricted | Juniors & Seniors | level4 | not passed | unrestricted | 10hours | | passed | unrestricted | 25hours | unrestricted | Graduate Students | - | level4 | not passed | unrestricted | 15hours | | passed | unrestricted | 35hours | unrestricted |
| Type | Grade | | | | | | Korean Proficiency Level | | application time | allowed working hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | weekdays | weekends, vacation | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Under graduates | Freshmen & Sophomores | level3 | not passed | unrestricted | 10 hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | passed | unrestricted | 25hours | unrestricted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Juniors & Seniors | level4 | not passed | unrestricted | 10hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | passed | unrestricted | 25hours | unrestricted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Graduate Students | - | level4 | not passed | unrestricted | 15hours | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | passed | unrestricted | 35hours | unrestricted | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5. Allowed Periods | - Up to maximum one-year during your period of stay, limited within two workplaces. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. Required Documents | ① Part-time Work of Foreign Student Confirmation Form (confirmed by person in charge in the Office of International Affairs) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Category | Contents |
|---|--|
| | <ul style="list-style-type: none"> ② Passport/Alien registration card and Integrated Application Form ③ Transcript or Certificate of Enrollment ④ A copy of Labor Contract (including payment, working hours and description of job) ⑤ A copy of Business license ⑥ TOPIK Level certificate |
| 7. Way to report | <ul style="list-style-type: none"> ① Visit the Immigration Office in person: Prepare necessary documents, then visit the Office in person after making online reservation <ul style="list-style-type: none"> - Way to make reservation : http://www.hikorea.go.kr -> Petition Application -> Reserve Visit -> Visit Reservation Application (Member) ② Online Application: Fill out an e-application online by uploading scanned required documents. <ul style="list-style-type: none"> - Way to apply online : http://www.hikorea.go.kr -> e-Application -> Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4) |
| 8. Changes in Workplace | <ul style="list-style-type: none"> - You must apply for the change of workplace by visiting the Immigration Office within 15 days of the date of change. - Restricted applicants: Students with GPA (based on the accumulated) lower than C (2.0), or attendance rate is 70% and lower during the previous semester. As students listed above will be considered to have difficulty on working and studying simultaneously. Besides, those who did not report honestly on workplace and work time, or did not report for changes in workplace before. |
| 9. Part-time Employment Special Permit (Internship, Research Project) | <ul style="list-style-type: none"> ① Internship <ul style="list-style-type: none"> - Students are allowed to work without a part-time employment permission when the internship program is a compulsory major subject in Hanyang university which provide credits. However, recruitment-purpose transition internship(취업 형태의 인턴십)is not allowed before graduation. |

| Category | Contents | | | |
|--|--|--|------------------------------------|--|
| | <ul style="list-style-type: none"> - Students are required to apply for part-time employment permission if the activities are not for academic purpose in Hanyang university, or if the activities are for elective courses. - Activities conduct by other university, institution or enterprise but related to your academics are allowed to apply for part-time employment permission. However, personal or extracurricular activities related with external organizations are all prohibited. - Activities related or not related to academic that held by government-funded institution in Natural Science field are all required to apply for part-time employment permission. | | | |
| | <p>< Examples of Internship Operation ></p> | | | |
| | | In Hanyang University | Government- funded, etc | Other University, institution or Enterprise |
| Credits/Thesis and other activities related to graduation | O Not required to apply for permit | △Required to Apply (Activities not covered by the status of sojourn) | | △ Required to Apply (Part-time employment) |
| Not related to academic | △ Required to Apply (Part-time employment) | △ Required to Apply (Activities not covered by the status of sojourn) | | X Not Allowed |
| | <p>② Research Project</p> <ul style="list-style-type: none"> - Participating in project that is related to obtaining credits and conduct by Hanyang university does not required to report for part-time employment. - Participating in Project that is not related to obtaining credits but is conduct by Hanyang university is required to report for part-time employment. - Participating in research project conduct by institution other than | | | |

| Category | Contents |
|----------------|---|
| | <p>University without a part-time employment permit is considered as working illegally.</p> <p>*Participating in research project (compulsory/elective subject) conduct by Hanyang university is strictly limited for only obtaining credits, writing thesis and other activities under the supervision of your academic advisor. If the project is held by other institution other than Hanyang university, even though if you are participating in a project with your academic advisor, you are required to apply for a part-time employment permit. Moreover, if the project is conduct by institution other than Hanyang university (except co-conduct with other institution), students are required to apply for a part-time employment permit (Mostly will get rejected).</p> |
| 10. Exceptions | <p>* Students do not need to report for the following cases in order to work.</p> <ul style="list-style-type: none"> - Working as an academic assistant, teaching assistant, librarian or work-study scholarship in Hanyang university. - Participate in an event, temporarily take part in a broadcasting show or movie (for one-off or non-continuous occasions) <p>* If you need any help on applying the permit, please contact Office of International Affairs (02-2220-2845) or contact 1345.</p> |

1.7 Changing Visa

1) From other visa status to Study(D-2) Visa

- long term visa holders: D1~F4(except for D3, E9, E10, G1)
- short term visa holders: C38 / holders of C31, C34, B1, B2 visa who are not from the countries below

| | |
|--|--|
| Designated countries by ministry of justice | Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, the Philippines |
| Countries of special management | Guinea, Mali, Ethiopia, Uganda, Cameroon |

Required Documents

○ General

- Application / Alien Registration Card / Passport / 1 Color photo (3.5cm x 4.5cm taken within 6 months) /
- Enrollment or research registration certificate or proof of tuition payment
- Fee for Change in Status : KRW 100,000
- Standard Certificate of Admission
- ★Health Check-Up Confirmation - Tuberculosis Test Results (Please refer to the 1.8 Tuberculosis Test Details)
- ※ When changing from D-4 -> D-2, previous curriculum's Language Study Institution (Attendance / Enrollment) Certificate is required.
- ※ When in need of Re-Issuing the Alien Registration Card, please prepare the required documents listed in "1.1 Alien Registration".

2) From Study(D-2) Visa to Job Seeking(D-10) Visa

- Activities allowed : (Job seeking activities) Includes engaging in job seeking activities or on-the-job paid training(including short-term paid internship) at a Korean company or institution
- Eligible Individuals : Those who earned a **bachelor's degree or higher** at a Korean University (including a graduating student) or who has completed(will be completing soon) a research course of an academic research center
- Maximum Length of Stay : up to 6 months
- Maximum Length of D-10 Visa : 2 years [must possess bachelor's degree or higher]
- Required Documents : Application, Passport, Alien Registration Card, Certificate of Graduation for final education status(Certificate for Graduation or Certificate of the Expected Graduation) or Proof of Enrollment, Full Transcript, Job-Seeking Action Plan, Application Fee of KRW130,000
- * Application form and Job-Seeking Action Plan is available on the Immigration Office Website (QUICK MENU - Form)

3) From Job Seeking(D-10) Visa to Study(D-2)

- Required Documents : Application, Passport, Alien Registration Card, standard Admission Certificate, 1 Color photo (3.5cm x 4.5cm taken within 6 months),

Certificate of Graduation for final education status, Bank Statement with over USD20,000, Application Fee of KRW130,000

1.8 Details of TB(Tuberculosis) Test

○ Eligibility:

- Citizens of the countries listed below, who do not have experience submitting a Tuberculosis Test Result Form due to reasons such as application of Alien Registration Card, Issuance of Long-Term Residence Visa to a foreign embassy or Immigration Office.

- Students from these 35 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 ㉕ Azerbaijan ㉖ Angola ㉗ Ethiopia ㉘ Ukraine ㉙ Zimbabwe ㉚ Kazakhstan ㉛ Democratic Republic of the Congo ㉜ Kenya ㉝ Papua New Guinea ㉞ Tajikistan ㉟ Peru

○ Locations for Test

- Institutions assigned by the Ministry of Justice for TB(Tuberculosis) Tests :
Korea Association of Health Promotion (<http://www.kahp.or.kr/>)

○ Required documents

- For Alien Registration: Passport, Fee KRW 7,000

○ Notes

- TB test result from for dormitory appliance cannot be used for alien registration application purpose
- TB test is effective only for 3 months since the test result was issued

1.9 How to visit Seoul Immigration Office

- 1) Contact No : 1345 (Korean, English, Chinese, Japanese available)
- 2) Website : <http://seoul.immigration.go.kr> or <http://www.hikorea.go.kr>
- 3) Business Hour: 09:00 - 18:00 (Lunch: 12:00 - 13:00)

4) Location

| | |
|-----------------|--|
| Location | 7th floor Grey building, nearby the Yangchun District Office and Mokdong APT. 8th & 14th complex |
| Bus # | 5012, 6619, 6624, 6640, 6620, 517번 |
| Subway | 10 minutes walk from exit No. 7 at Omok-kyo station(line no. 5) |

5) Direction



※ For more information :

- Undergraduate new student: Minjung Jeon(minj0510@hanyang.ac.kr),
Jieun Lim(limj0623@hanyang.ac.kr)
- Graduate new student: Boeun Kim(eunouo@hanyang.ac.kr),
Jiyun Lee(sujy1018@hanyang.ac.kr)
- Existing students: Wongyung Moon(wmoon3@hanyang.ac.kr),
Saerom Huang(huangxin09@hanyang.ac.kr)

2. Health Insurance

1) Information about Foreign Students Group Health Insurance

① Insurance Period

- 1st Semester : March 1~ August 31th
- 2nd Semester : September 1~ March 1

② Insurance fee: 20,000 KRW(same for undergraduate/graduate students)

③ Coverage can be found on DB Insurance website

④ Notes

- Insurance fee is included in your tuition bill and you will be enrolled once after the fee is paid.

- If dismissal or withdrawal happens after beginning of semester, you should contact Insurance Company and ask for a refund by yourself.

- For students in their break semester, OIA will announce a separate refund period and refund will only be available during the period

※ **From March 1. 2021, foreign students will be automatically enrolled in health insurance (region), and foreigners who fail to pay health insurance premiums will be excluded from permission to stay, and Visa extension.**

* National health insurance holders, other private insurance subscribers may submit a certificate of qualification for national health insurance at the beginning of the semester(1st semester : end of March, 2nd semester : end of September) according to the e-mail from the Office of International Affairs, and get a refund on group medical insurance you have paid.

2) How to claim for the insurance fee

① After seeing a doctor or buying a medicine, Please call the insurance(02-722-3200) and ask what kind of documents you need. Depending on the situation, necessary documents will be different. You should keep your receipts.

② Preparing the documents (At the hospital or pharmacy)

③ Preparing a copy of the alien registration and bank account

④ Upload your document on the website.

3) Contact Information

① DB Insurance Company ☎ Korean/English : 02-776-8500 / Chinese : 02-3481-2133

② OIA staff : 02-2220-2451

③ DB Insurance website : <http://n.foreignerdb.com/hanyang>

3. Crime Prevention Information for Foreigners

Seoul Metropolitan Police Agency have made a video of Crime Prevention Education for foreign residents living in South Korea to protect them from crimes and help them to address the crimes.

(Korean, English, Chinese, Japanese, Vietnamese, Russian, Mongolian)

All international students must watch the crime prevention education through the link below.

<https://www.dic.hanyang.ac.kr/front/student/notice/notice-view?id=11630>

We are truly hoping that no one would become a victim of a crime by being well-informed of Korean culture and laws.

@ INTRO

How to report (44")

* Table of contents (1' 53")

1. Fraud (2' 17")
 - Voice Phishing, Online Sales Fraud, Bankbook Account Fraud
2. Sex Crimes (7' 08")
 - Sex Crime, Dating Violence & Stalking
3. Domestic Violence (12' 29")
4. Child Abuse (14' 13")
5. Gambling (14' 45")
6. Traffic Violations (15' 32")
 - Traffic Accident, Traffic Crimes, Bicycle Safety
7. Drug Crimes (19' 10")
8. Students Working Part-time (19' 51")
9. Waiver of Reporting Illegal Immigration (21' 35")
10. Illegal Taxicab Operation (23' 53")

II . Academic Information

1. Academic Leave of Absence & Re-registration Application

1.1 Re-registration

1) Who must Re-register?

- ① Students who meet the following standard of Korean language level for admission.
★★Standard : TOPIK level 4 or HYU Language Institute level 4

- ② Students who already took leave of absence for 1 year, which is the maximum that you can take at once.
→ Even if your Korean level is not enough for returning to the university, you must re-register first and then take leave of absence again.

- ③ Students who wish to re-register after taking a leave of absence .
(students with the record of taking at least 1 credit from HYU previously)

- ④ Students who have taken leave of absence for 6 month as a result of academic probation for three successive times.
(If you do not re-register, you will be expelled from HYU)

2) How to apply

: HY-in login → Click Application → Click Leave of absence or Re-registration → Upload required documents

3) Required Documents : Application form, Certificate of TOPIK level 4 or Hanyang language institute level 4 (regular re-registration students excluded), Copy of Alien Registration card or Copy of Passport, (Those who took leave of absence after paying their tuition) Copy of HYU Insurance Certificate (students with F-VISA need to submit a certificate of pros and cons qualification from National Health Insurance Corporation)

4) Cautions

- ① If students apply for re-registration while they are abroad, they have to re-apply for visa in their country of residence. (During the Re-registration application

period, you have to complete Re-registration application to receive **Admission Certificate, Business Registration Certificate** from office of international affairs. after then, you can apply for visa at the Korean consulate office in your country of residence.)

- ② If students apply for re-registration after leave of absence for the purpose of Korean language training, they have to achieve TOPIK level 4 or complete level 4 or above at Hanyang international language institute.

1.2 Leave of Absence

1) How to apply : HY-in log in - Application - Leave of Absence - Upload required documents

2) Required documents: Copy of Alien registration card (Only for holders)

3) Cautions

- ① Those who are on the leave of absence, they must return to their own countries in 30 days, regardless of their visa validity period.
- ② Universities are required to report the list of students who take a leave of absence or are not attending school to the Immigration Office each semester. Students who stay in Korea without attending school are subject to fines from the Immigration Office.
- ③ When you go back to your country after taking a leave of absence, you have to return your alien registration card in the airport.
- ④ Students who stay and work in Korea illegally while on leave of absence might have disadvantages when returning to the school.
- ⑤ If the purpose of a leave of absence is for Korean language training, you have to change your visa type from D-2(study abroad) to D-4(training).

4) General leave of absence regulation

① Undergraduate student

- You can take a leave of absence for 1 year(Max) per 1 time.
- If you don't do Re-registration after 1 year, you can be expelled from the HYU.
- You can apply for the leave of absence up to Max 4 times(Total period can't exceed 3 years).
- Students who take leave of absence for 6 months because of three successive

academic probations must do Re-registration.

② Graduate student

- (1) General graduate school : you can take a leave of absence for 1 year(Max) at once
 - Master/Doctor Program : During studying at school, you can apply for the leave of absence Max 2 times(Total 2 years).
 - Combined Master's and Doctorate program : During studying at school, you can apply for the leave of absence Max 3 times(Total 3 years).
 - (2) Special graduate school: you can take leave of absence for 6 months(Max) at once
 - You can apply for the leave of absence up to Max 4 times.(Total period can't exceed 2 years)
- ※ First of all, you have to visit your department office and check how long you can take a leave of absence.

5) Inquiries : OIA 02-2220-2844

2. Scholarship Program

2.1 “Hanyang International Excellence Awards”

1) Qualifications

- ① Foreign degree student who have already studied for more than 1 semester at HYU and who are admitted through admission by office of international affairs(foreign student whose parents are both foreigner/ international graduate student who have completed the entire elementary to undergraduate education outside korea)
- ② Those whose previous semester GPA is higher than 3.0(Undergraduate) / 4.0(Graduate) and who have a TOPIK level certificate. (TOPIK certificate must be valid)
- ③ Those who are receiving other scholarships from other organizations, including KGSP, Pakistan, Vietnam, Undergrad Samsung Dream Scholarship, Chung Mong-Koo foundation scholarship, can't apply for this scholarship
- ④ If you take a leave of absence after receipt, you will be disqualified for scholarships.
- ⑤ Extra points will be given depending on the TOPIK level

2) Selection process : Document screening

3) Benefits

- ① Scholarship period: 1 semester
- ② Award amount: Recipients will receive 100%, 70%, 50% or 30% tuition reduction according to the evaluation results.

4) Application Period : Every year beginning of March and September (Announcement will be made through official homepage of Office of International Affairs.)

5) Scholarship payment method : Tuition fees must be paid during the payment period, and HIEA will refund the appropriate amount to the recipients.

6) How to apply : applying for HIEA on the HY-in portal website within the scholarship application period.

※ After finishing the period for every process for HIEA application, we can start to screen HIEA scholarship.

7) Inquiries: OIA 02-2220-2451

2.2 “Global Korea Scholarship”

1) Qualifications (MUST satisfy All)

- Students who have been selected for the Global Korea Scholarship twice cannot apply.

- Applications are not allowed for those who are taking a leave of absence in 2021 or who are scheduled to take a leave of absence in 2021, those who have completed the regular semesters (8th semesters) and remained 9th or 10th semesters for graduation, exchange students in 2021 or overseas students, early graduates, or online students living abroad.

① As of March of the application year in 2021, international students who have completed at least two semesters of courses while attending undergraduate courses at domestic universities (including junior colleges) and have remained at least two semesters of study.

※ Those who enrolled in senior year without obtaining a grade, graduate courses or cyber universities can't apply for the GKS scholarship.

※ Transfer Students: Those who can submit transcripts for more than one year(2

semesters) in domestic university.

※ Those who are recipients of similar scholarships provided as living expenses more than 500,000KRW a month by the Korean government, universities or other institutions can't apply for the GKS scholarship.

② Must hold minimum Cumulative G.P.A. 80 or above on a 100 scale

③ Must hold G.P.A. 80 or above on a 100 scale from a previous semester

④ Must hold TOPIK level 4 or above (there is no limit on 2 years of validity)

※ TOPIK certification within five years as of January 1, 2021 is recognized only.

⑤ May duplicate with HIEA (Hanyang International Excellence awards)

2) Selection Process: Online application → Documents screening by NIIED

① Online application (www.studyinkorea.go.kr) → Print out application form

② Submit the required document and application - Naver Form

[Required documents]

- Application

- Copy of passport

- Certificate of Enrollment and Transcript

- Self introduction and Study Plan in Korean

- TOPIK certificate (level 4 or above)

- Documentary evidence of activities (Certificate of overseas Korean issued by diplomatic office)

※ Transfer Students: Those who should submit a transcript of whole semesters that you studied that in a previous domestic university or college.

3) Benefits: Monthly allowance 500,000 KRW (10 months)

4) Application period: Announcement will be made through an official website of NIIED on February every year

5) Procedures for the Scholarship payment : Allowance will be transferred to recipients' bank account at the end of every month after checking the selected students in Korea each month

6) How to apply: Check the announcement as the scholarship guidelines and upload the required documents in NAVER form

7) Person in Charge : OIA 02-2220-2448

2.3 “TOPIK Scholarship”

1) Application requirements

- ① Foreign student who is currently enrolled for a degree program and has obtained TOPIK score after the admission.
- ② Those who are expected to graduate, in leave of absence, completed studies but haven't graduate or doing extended semester cannot apply.
- ③ Can be awarded with other on-campus scholarships.

2) Application Criteria

| Category | Amount(KRW) | Requirements |
|-------------|-------------|---|
| Scholarship | 500,000 KRW | Applicants who did not obtained TOPIK Level 4 before and received TOPIK Level 4 or higher level (ex) No certificate -> Level4, Level 2-> Level 5 |
| | 300,000 KRW | Applicants who obtained TOPIK Level 4 or higher and received higher Level (ex) Level 4 -> Level 5, Level 4 -> Level 6 |

* TOPIK Exam's application fees has included in this scholarship.

3) Application procedure

- ① Apply for the Exam -> Participate in the exam -> After the exam result announced, submit the exam result to OIA during the TOPIK scholarship application period.

4) Application Documents

- ① Scholarship Application Form
- ② New TOPIK certificate
- ③ Previous TOPIK certificate(only for those who have)
- ④ Copy of bank account
- ⑤ History of test trial.

5) Inquiries: Office of International Affairs 02-2220-2845

3. Academic Warning

1) Academic Warning

| Year | Description | Expulsion standards |
|------------------|-------------|--|
| Freshman | GPA < 1.50 | Three warnings in a row → Forced leave of absence & Retaking the previous semester → 4th warning in first semester after re-registration → Expulsion |
| Sophomore | GPA < 1.50 | |
| Junior | GPA < 1.75 | |
| Senior or higher | GPA < 1.75 | |

2) Notice

- ① If your term GPA is below standards, you will be given academic warning. Three academic warnings in a row will cause forced leave of absence and retaking the previous semester. Academic warning in the semester of re-registration will cause expulsion.
 - ② The record of academic warning on your transcript will be deleted once you retake the semester but it will remain on the university's student record.
 - ③ Academic warning will not be recorded for the semester of forced leave of absence (previous academic warning remains), but it will be recorded on university's student record.
 - ④ You are allowed to re-enter the university two semesters after the first expulsion. However, if you receive another forced leave of absence from 3 warnings and again receive a warning after the re-registration, then you will be permanently expelled from the university.
 - ⑤ After forced leave of absence, you have to re-register after **one semester**, otherwise you will be expelled.
 - ⑥ For those who register less than 12 credits in a semester (credits that can be included in GPA), will receive academic warnings for GPA below standards, but will not be counted for expulsion.
- ※ Academic Warning can cause penalty on Visa extension procedure. Please mind your grades.

4. Dismissal / Withdrawal

1) Ground for Dismissal

- ① Expiration of temporary absence from school: when a student fails to return to school after his or her temporary absence from school without legitimate reasons.
- ② Failure to enroll: when student fails to enroll in the given enrollment period
- ③ Accumulated Academic Probation: Three academic warning in a row → Forced leave of absence & Retaking the previous semester → 4th warning in first semester after re-registration → Expel
- ④ Withdrawal: when student applies for withdrawal
- ⑤ Disciplinary Action: when student gets expelled as a disciplinary action

2) Withdrawal: student wishing to withdraw must consult with the Office of International Affairs and submit required documents. Refund amount will depend on the date when the withdrawal application is submitted. Students who withdraw from school while in temporary leave for language training may only receive 5/6 of tuition fees as refund.

* The admission fee is not refundable. The maximum refund amount is 5/6 of the tuition fee. The refund amount can vary depending on the time of drop out from school.

※ Foreign students cannot change their major. After withdrawal, one should re- apply for the major which he/she wants on the next semester.

5. Seasonal Semester: Summer School and Winter School

1) Course period: 3 weeks(15 days) during summer/winter vacation. offered in weekdays (mon~fri)

2) Qualification: Regular students enrolled in Hanyang university, Students on leave of absence, Credit exchange students from other universities

※ It is impossible for a student that is on leave of absence to graduate by meeting graduation requirement after taking seasonal semester while on leave of absence.

3) Available courses: 2 , 3 credit courses and 2 credit computer related course (major / elective courses), 2credit online courses

4) Course registration: registration date, list of open courses, and course schedule are announced at a separate time, prior to the registration. Course registration is carried out through HY-in system in the same way as regular semesters.

※ Students cannot retake the course taken in semester just prior to the seasonal semester.

(Students of 2021 summer semester (seasonal semester) cannot retake the course that was taken in 2021 Spring semester. Candidates of graduation is excluded)

5) Grading system

① The method of calculation of grades acquired in seasonal semesters is identical with that of the regular semester.

② Grades earned from seasonal semesters are transcribed in grade reports separately

from the regular semesters, and are included in total acquired credits as well as in making a calculation of average grades, but are not acknowledged as credits for scholarships, the order of precedence, awarding, etc.

6) Course fee:

Regular enrolled students and domestic credit exchange student \87,000 per credit

7) Maximum possible credits : Maximum of up to 6~8 credits can be registered depending on class type

6. Reissuing Student ID Card

1) Issuance Procedure: after applying online at HY-in Portal, visit the Department of Students

Support, on the 2nd floor at Student Union Building and collect your ID card

(log on to HY-in → apply → student ID card issuance → apply for reissuance of student ID card)

2) Required Documents: alien registration card, and in case you wish to change the picture, a picture of under 30KB size, in JPG format, in a USB

3) Fee

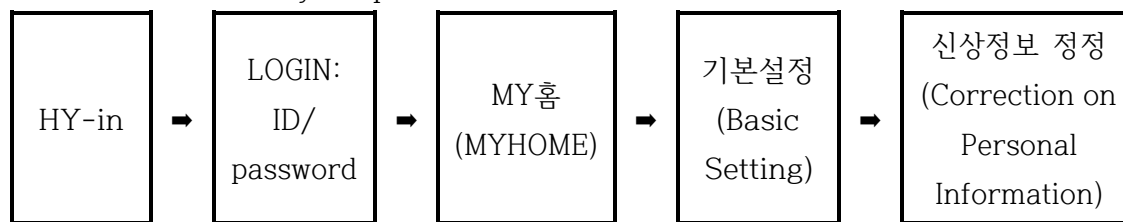
① First Issuance: free

- ② Reissuance: KRW3,000 (free, when returning old ID card without damage)
- ③ T-money Balance
 - With public transportation card function: refundable at ATM on campus to a bank account
(card to be returned after the refund)
 - Without public transportation card function: refundable at Shinhan bank on campus
(card to be returned to the bank)
- ※ The Department of Students Support is located on the 2nd floor at Student Union Building (Tel. 02-2220-0085)

7. Certificate Issuance

- 1) The certificate of graduation or transcript may be printed at Academic Affairs Team (New Administration Bldg. 3rd floor), at an Automated Issuing Machine in the campus, or through the internet.
- 2) Issuing the document
 - ① Types: Korean / English
 - ② Automated Issuing Machine: Use any machine located in both campus (Seoul, ERICA)
 - ③ By mail: Log on to HY-in -> Certificate Issuance -> Apply for certificate issuance by mail
-> make payment to designated account -> Certificate will be sent by fast registered mail
 - ④ Internet: Log on to HY-in -> Certificate Issuance -> Internet Issuing -> Pay with credit
card/mobile phone -> Print
 - ⑤ Certificate of Enrollment / Certificate of Expecting Graduation can be issued after registering for the current semester
- 3) Updating Biographical Information
 - ① To update any changes on the Biographical Information(name, alien registration number), students must fill out application form and other required forms and submit it to Office of Academic Affairs located in 3rd floor of Administration building(New).
 - ② Failing to update information on the Biographical Information may result in various disadvantage after graduation
 - ③ Photos registered on the Biographical Information may not be replaced.
 - ④ To alter English/Chinese name, address, contact number and email address, please access HY-in website and follow the guideline specified as below

※ Guideline to alter your personal info



※ Detail Information about Automated Issuing Machine in the campus

| | |
|-----------------------------|---|
| Place | 1st floor, Community Room of Hanyang Plaza 1st floor, HIT Building In front of Bookcafe at Student Union Bldg.(2nd floor) |
| Payment | Credit Card, Debit Card, Transportation Card (No Cash Accepted) |
| Available Time | 24 hours/day, Open year-round |
| Types | Certificate of Graduation, Certificate of Expected Graduation, Certificate of Enrollment, Certificate of Leave of Absence, Academic Transcript, Certificate of Degree, Certificate of Expected Degree, Certificate of Achievement, Proof of Enrollment, |
| Required Information | HY-In ID and password(HY-in Portal) |

※ Fees: Enrolled Students - KRW500/ Graduates - KRW1,000/ English version- KRW1,000

※ Types of Free Certificate (from portal)

- Certificate of Scholarship(Kor/Eng), Receipt/certificate of tuition payment(Kor/Eng)

※ For more details, log on to HY-in "Certificate Issuance" → "Certificate Info"

III. Campus Facilities

1. Student Health Care Center

| | |
|---------------|--|
| Campus | Seoul |
| Location | Student Union Hall 3rd floor Room No. 318 (02-2220-1466 / https://hc.hanyang.ac.kr/home) |
| Opening Hours | During Semester: 08:30 ~ 17:30 During Vacation: 10:00 ~ 17:00 Lunch: 12:00 ~ 13:00 |

2. Using Hospitals

1) Tips for using Hanyang University Hospital

- ① Log in to the Web-site : <https://portal.hanyang.ac.kr>
- ② Select 'Certification and Verification' on menu
- ③ 'Certification and Verification' -> 'PORTAL verification'
- ④ Click '대학/대학원' on left side and '진료할인 의뢰서' on right side.
- ⑤ fill out the required info and print out the form to visit the hospital then you will receive 10~20% discount.

2) Hanyang University Hospital info

| Center | Seoul Center | Guri Center |
|---------------|--|---|
| Contact No. | 02-2290-8114 | 1644-9118 |
| Address | 222-1, Wangsimni-ro, Seongdong-gu, Seoul | 153, Gyeongchun-ro, Guri-si |
| Business Hour | Weekdays: 08:30~17:30 Saturday: 08:30~12:30 Emergency Center operates 24/7 | |
| Web Address | https://seoul.hyumc.com/ | https://guri.hyumc.com/ |

3. How to use the library

Hanyang University has Paiknam Library & Academic Information Center (Main Library), Medical Resources Center, Law Resources Center and Music Resources Center in Seoul Campus and Erica Library & Information Center in Erica Campus. All the resources are sorted according the themes and majors.

1) Library hours

| Room | Location | Semester | | Vacation | | Holiday | |
|----------------------|---|-------------------|--|------------------|-------------|-------------|--------|
| | | Week days | Sat | Week days | Sat | | |
| Paiknam Library | Subject Materials Room | Paiknam L. 2,4,5F | 09:00~22:00 | Closed (Covid19) | 09:00~19:00 | Closed | Closed |
| | Integrated Information Center (Loan/Return) | Paiknam L. 1F | | | | | |
| | Serials Room | Paiknam L. B2 | | | 09:00~17:00 | 09:00~17:00 | Closed |
| | e-Information | Paiknam L. 1F | 09:00 ~ 22:00 (Weekday) Closed(Sat. Holiday) * Due to Covid-19 | | | | |
| | Leejonghun Leesunkyu Lounge | | | | | | |
| | Debure Forest | Paiknam L. 1F | 09:00 ~ 22:00 (Weekday) Closed(Sat. Holiday) * Due to Covid-19 | | | | |
| | Reading Room 1 | Paiknam L. B1 | 09:00 ~ 22:00 (Weekday) Closed(Sat. Holiday) * Due to Covid-19 | | | | |
| | Reading Room 2 | | | | | | |
| | Reading Room 3 | Paiknam L. 3F | 09:00 ~ 22:00 (Weekday) Closed(Sat. Holiday) * Due to Covid-19 | | | | |
| | Reading Room 4 | | | | | | |
| Music Library | College of Music 2, 2F | 09:00~19:00 | Closed | 09:00~17:00 | Closed | Closed | |
| Architecture Library | Architecture Building B1F | 09:00~17:00 | | | | | |

| Room | Location | Semester | | Vacation | | Holiday |
|-----------------|---|-----------------|--------|-----------------|--------|---------|
| | | Week days | Sat | Week days | Sat | |
| Law Library | College of Economics & Finance 1F | 09:00~ 19:00 | Closed | 09:00~ 19:00 | Closed | Closed |
| Medical Library | College of Medicine, Main Building 2F | 09:00~ 22:00 | | 09:00~ 22:00 | | |

(<http://library.hanyang.ac.kr>)

2) Borrowing & Returning

| | Printed Materials | | Non printed materials | | Extension |
|------------------------|--|----------|---|----------|--|
| | quantity | duration | quantity | duration | |
| Graduate students | 20 | 30 days | 3 | 3 days | Printed materials : Through webpage Non printed materials : Extension not possible, |
| Undergraduate Students | 10 | 14 days | 3 | 3 days | |
| Return/Borrow Spot | Paiknam: UIC Music, Law, Medical: Each section | | · E-resources : E resources center · Music resources : Music resource center | | |

① Borrowing

All materials in Paiknam Library & Academic Information Center should be directly searched by the user. The following is the process from finding the materials you want to borrow.

- Through the library website, check whether there are materials in the library catalogue and see if the materials can be checked out on the date you wish.
- Check the number of the location where the materials are at.

- At the UIC on the 1st floor, show the materials you are going to borrow with your student card.

② Returning

- You should return the borrowed materials at the UIC center on the 1st floor.
(Tel: 02-2220-1367)
- * Books borrowed from college libraries/reference rooms should be returned to respective ones.
- If the materials which you checked up includes auxiliary materials such as CD ROMs or Music Tapes, everything in full set has to be returned.
- You should remember the due date and late charge for late return is 100 won per day.
- If you have not returned any materials which you should have, or if your late charge has reached over 1,000 won, you will not be allowed to borrow any material at the library. Once you pay the late charge or returned all materials, you will be able to check out books right away.
- Automatic return machines installed at the 1st floor of Paiknam library and Law Resources Center. (If the materials include non printed materials or auxiliary materials, these have to be returned at the counter at UIC.)

3) Late return and damaged materials

- If you do not return the materials by the due date, 100 won/day of late charge will have to be paid per material. (Maximum 18,000 won per book will be charged)
- Overdue days include Saturday, Sunday and holidays.
- If you have not returned any materials which you should have, or if your late charge has reached over 300 won, you will not be allowed to borrow any material at the library.
- If you do not return materials for more than 6 months, you will be added to the black list and all types of certificates will not be issued to that person.

4) Group study rooms

- Go to the Library website → Click “서비스(Service)” → “그룹스터디룸예약(Booking)” → Choose the date, the study room and time
- * Booking is required only for weekdays (09:00~21:00). You can use the group study rooms without booking during weekends.

5) Purchase request

- You may request purchase of materials which are not yet in the library catalogue.
- The materials which you have requested will be separately purchased according to the language of the contents.
- You must have your personal information saved on the database of the library website in order to get proper information about purchase on time.
- ※ If the material which you have requested already exists in the library or is considered inappropriate according to common sense, purchase request can be declined.
- How to use
- * Homepage(<http://library.hanyang.ac.kr>) Log-in -> My Library
- * Input details of purchase request
(Title/Author/Publisher/Published Year/Edition/ISBN/Price)
- * Mandatory Input: Title/Publisher/Published Year
- * Make sure to enter the ISBN of the book and fill it out as accurately as possible.
- * Double check the title to check possession of the book
- * Click on the ‘apply’ button at the bottom if it is verified that the book is not found at our library.

6) DDC Service

The purpose of DDC service is to let students get easy access to information and materials which are not in the library of Hanyang University. Students can receive copies of those materials by request. Through RISS(www.riss.kr) and NDSL(<http://scholar.ndsl.kr>), you may request DDC service.

7) Campus exchange service

You can check out materials which only exist at Erica campus library at Seoul campus and vice versa. You can apply for this service from the library website.

8) Year-round library education

Year-round education for how to use the library is held at the fourth floor of the library at the Social Sciences section. If you contact a librarian there, you will be told how to use the library. Korean and English service is available, and services in other languages are also available.

For other information contact the following website.

- Seoul Campus : <http://library.hanyang.ac.kr/>
- Erica Campus : <http://information.hanyang.ac.kr>

9) Other services

| Type of services | Telephone |
|---|-------------|
| General info. | 2220-1354 |
| Return, Late return, Campus exchange service, Black list, certification | 2220-1367 |
| Book Donation, Reading Program | 2220-1359 |
| E-materials /Multimedia materials | 2220-1362 |
| Law Library Service | 2220-1638 |
| Medical Library Service | 2220-1376-7 |

IV. Introduction of Clubs and OIA

1. Hanyang Global Student Union (HOW)

HOW is a student organization which not only speaks out for foreign students enrolled at Hanyang, but also promote various international exchange programs. We also run the "International-Lounge", further encouraging culture exchange and friendship between local and foreign students. We await enthusiastic students willing to participate.

2. GLOBAL 사랑漢大

GLOBAL 사랑漢大(love HYU) is a student-led group introduced by OIA to promote the globalization of Hanyang University. Our primary goal is to inspire the international students to be proud and honored to be a part of the community. Since 2010, which was the year it was formed, GLOBAL 사랑漢大 has a great reputation for numerous accomplishments, such as promoting foreign visitor campus tours, international admission lectures, publishing international student newsletters, and holding various cultural festivals and activities for students. Especially, not only Korean students, but also international students play an important role in assisting the GLOBAL 사랑漢大.

3. Office of International Affairs

1) Main tasks

① Admission

- Admissions, Orientation and Services for International students
- VISA Information Service
- Management of Scholarships for International students
- Insurance, School register change for International students
- Field trip for International students
- Management of International Supporters Program
- Counseling Services for international students

② International Relations

- Establishment and management of sisterhood relationship with foreign universities

- General Administrative duties of International Exchange students
- International programs for Hanyang students
- Summer School for International students
- International Exchange Program (Exchange students and professors)

2) Office hours

- ① During semester : 08:0 ~ 17:30 (closed on weekend and holiday)
- ② On Vacation : 10:00 ~ 17:00 (closed on Saturdays and Sundays)
- ③ Lunch Time: 12:00 ~ 13:00

3) Contact Information

- ① Web-site : <http://study.hanyang.ac.kr/>
- ② Phone: 02-2220-2444~2451

V. Support Program for International Students

1. Counseling for International Students

1) Introduction

Office of International Affairs (OIA) provides international students counseling programs concerning their studies, school life, scholarship, and other academic matters. Students are able to take psychological tests measurement and 1:1 counseling about what they feel in their school life. OIA supports your adaptation and helps you to resolve and overcome your difficulties in mind. We guarantee that your words on counseling is confidential.

2) Program Overview

① Individual counseling: A professional counselor will help you resolve problems that you do not know any solutions through regular one-to-one counseling.

- Difficulty of adaptation on study abroad and college life
- Difficulty on study
- Problems on future career
- Problems on relationship with others
- Difficulty on family issues or personal problems
- Psychological or affective problems that you cannot resolve by yourself, etc.

② Group counseling: With a professional counselor you are able to talk with others who have similar problems, understand others, and resolve problems together as advisors.

- Group counseling is going to be enforced through specific periods with notice via OIA website and email. So, if you find some interesting topics, please apply for the counseling.

③ Psychological Testing: Psychological testing is an objective tool to inform you individual psychological problems which you cannot understand and resolve in your daily life.

- Characteristics examination: MBTI,
- Psychological/affective points: MMPI-2. SCT

3) Counseling application: Visit International Building Room 218, call 02-2220-2450 or email (klpark@hanyang.ac.kr) to apply

4) Available time: Monday to Friday (9:00~17:00)

5) Available Language: English, Korean, Chinese

6) Contact

- Office of International Affairs(Seoul), Tel. 02-2220-2450

2. Global Information Center Volunteers “Welcome HYU”

1) Introduction

You will help foreign students by solving their problems and providing information about job openings, diverse programs and activities in/outside of the university while taking 1 credit of community service, which is one of graduation requirements. Volunteers will be selected through interviews and will do active works at Global Information Center which is located on 2nd floor of the International Building.

2) How to Apply

Students will be informed by e-mails regarding the recruitments every semesters or vacations start -> Send us your application forms via email

3) For more information

You can drop by the Global Information Center anytime if you have any inquiries.

VI. Campus Information

1. Traffic Information

① Bus: 121, 302, N62(night bus), 2012, 2014, 2016, 2222 take off at 'Hanyang University Station'

성동03-2 (take off at "Front Gate of Hanyang University" → "Hospital" →
→ "HIT" → "Human Ecology bldg.")

② Subway: Line No.2 at Hanyang University Station, Exit No.2