

## Re-registration for Spring Semester 2021 (Seoul campus)

■ **Period of Re-registration: Jan. 11th (Mon) 10:00 ~ Jan. 25th (Mon) 17:00, 2021**

### ■ Precautions

1. All of our notice including re-registration and leave of absence are noticed on our OIA website. Although we send an email to students, you may not receive the email due to unexpected errors. So please check our notice board regularly.

2. When there is a problem we will contact you based on your personal information which is written on the HY-in Portal. Please double check your personal information on the website in advance. OIA does not take any responsibility of you not receiving notice due to incorrect information provided.

**3. Depending on an individual's personal circumstances, Immigration Office or Embassy ask for additional document.**

4. Students can't visit Office of Int'l Affairs for applying Re-registration.

**★★If Embassy not allow apply VISA and can't use certificate of admission, please contact Office of Int'l Affairs within 2 weeks.★★**

### ■ 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 (same for undergraduate and graduate students)

\*Students who passed July 17<sup>th</sup> and Dec 31<sup>th</sup> ,2020 Korean Language Test as a Replacement of TOPIK can apply Re-registration

→Korean Language Test as a Replacement of TOPIK only for 2021 Spring semester Re-registration, can't use as TOPIK certificate for apply scholarship like HIEA and TOPIK scholarship on enrolled period.

**2. Students who received more than 1 credit and took a leave of absence for personal reasons.**

\*check Notes1

**3. Students who already took a leave of absence for 1 year, which is the maximum that you can take at once.**

- It's for undergraduate and general graduate students.  
- If your Korean level is not enough for returning to the university, **you must re-register first and then take a leave of absence again.**

**4. Being placed under the academic probation for three times, students who have taken leave of absence for 6 month. (If you do not re-register, you could be expelled from the HYU)**

<Student division>

	division
Students currently in Korea	Go to A
Students currently abroad	Go to B
Students with F-Visa	Go to C

■ Students who need to pay tuition

1. Who need to pay tuition?

1) Students when take leave of absence, didn't pay tuition

2) Students who take leave of absence by force

2. If you complete your Re-registration process but didn't paid tuition, can't enroll this semester.

3. Website link for pay 2021 Spring semester tuition : <http://finance.hanyang.ac.kr/-12?>

A. Students currently in Korea(need to apply D-2 VISA)

Required documents for Re-registration	<p>1. Passport and a copy of your passport                  2. Re-registration application form  <b>*Don't need to upload HY-in re-registration application form.</b>  <b>*Please upload Office of Int'l Affairs attached re-registration application form.</b>  <b>3. Proof of insurance: Required documents will be announced after re-registration period starts *Refer to D.</b>  <b>(Re-registration will be approved early on yet if you do not submit the required document announced later then your re-registration approval will be canceled)</b>  <b>*Students who meet the standard of Korean language level for admission (choose one below and upload)</b>                  1) certificate of TOPIK                  2) certificate of HYU language Institute level 4  <b>★Students who passed July 17<sup>th</sup> and Dec 31<sup>th</sup> 2020 Korean Language Test as a Replacement of TOPIK don't need to submit certificate</b>  <b>(Office of Int'l Affairs will check the list of passer and approve Re-registration)</b></p>
How to apply Re-registraiton	<p>1. Log into HY-in(<a href="https://portal.hanyang.ac.kr/sso/lgin.do">https://portal.hanyang.ac.kr/sso/lgin.do</a>) → Apply for re-registration online : <a href="https://portal.hanyang.ac.kr/sso/lgin.do">https://portal.hanyang.ac.kr/sso/lgin.do</a>  <b>2. Upload required documents and click save</b>                  3. Please wait for your Admission Certificate and business license that will be sent from the Office of Int'l Affairs by email.  <b>* Admission Certificate and business license only for students who complete 1&amp;2 re-registration application</b>                  4. Students need to prepare other documents(check below)                  5. Visit the Immigration Office for the D-2 Visa. Please make a reservation first (<b>*check Notes 3</b>)</p>
<b><u>Required Document s for apply D-2 VISA</u></b>	<p>1. Passport and a copy of your passport                  2. Alien Registration Card - only for ARC holders                  3. 1 photo (3.5cm X 4.5cm) <b>*within 6 months</b>                  4. Application fee of KRW 130,000                  5. Certificate of Residence (Housing contract or a proof of residence in dormitory)</p>

	<p>6. Attendance records of Korean language courses – <b>only for students who took leave of absence for studying Korean</b></p> <p>7. Integrated application form (at the immigration office)</p> <p>8. Admission Certificate, Business license of HYU (from Office of Int'l Affairs)</p> <p>9. Tuberculosis(TB) Certificate* - only for students from the following countries *check Notes3</p> <p>10. A certificate authenticating bank balance of over USD20,000 *within 30 days issued certificate by application date *expired date – over 2021.08</p> <p>11. A certificate of graduation(notarial certificate) *check Notes2</p> <p>12. A certificate Family Relation; notarial certificate(only for submit a certificate authenticating bank balance of parent's name)</p>
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## B. Students currently abroad(need to apply D-2 VISA)

Required documents for Re-registration	<p>1. Passport and a copy of your passport</p> <p>2. Re-registration application form <b>*Don't need to upload HY-in re-registration application form.</b> <b>*Please upload Office of Int'l Affairs attached re-registration application form.</b></p> <p><b>3. Proof of insurance: Required documents will be announced after re-registration period starts *Refer to D.</b> <b>(Re-registration will be approved early on yet if you do not submit the required document announced later then your re-registration approval will be canceled)</b></p> <p><b>*Students who meet the standard of Korean language level for admission (choose one below and upload)</b></p> <p>1) certificate of TOPIK 2) certificate of HYU language Institute level 4</p> <p><b>★Students who passed July 17<sup>th</sup> and Dec 31<sup>th</sup> 2020 Korean Language Test as a Replacement of TOPIK don't need to submit certificate</b> <b>(Office of Int'l Affairs will check the list of passer and approve Re-registration)</b></p>
How to apply Re-registraiton	<p>1. Log into HY-in(<a href="https://portal.hanyang.ac.kr/sso/lgin.do">https://portal.hanyang.ac.kr/sso/lgin.do</a>) → Apply for re-registration online : <a href="https://portal.hanyang.ac.kr/sso/lgin.do">https://portal.hanyang.ac.kr/sso/lgin.do</a></p> <p><b>2. Upload required documents and click save</b></p> <p>3. Please wait for your Admission Certificate and business license that will be sent from the Office of Int'l Affairs by email. <b>* Admission Certificate and business license only for students who complete 1&amp;2 re-registration application</b></p> <p>4. Students need to prepare other documents(check below)</p> <p>5. After you receive these documents, visit the Korean embassy in your country to apply for your D-2 VISA</p>
<b><u>Required Documents for apply D-2 VISA</u></b>	<p>1. Passport and a copy of your passport</p> <p>2. Identification</p> <p>3. 1 photo (3.5cm X 4.5cm) *within 6 months</p> <p>4. Application form (Korean embassy in your country)</p> <p>5. Admission Certificate, Business license of HYU (from Office of Int'l Affairs)</p> <p>6. Tuberculosis(TB) Certificate* - only for students from the following countries *check Notes 3</p> <p>7. A certificate authenticating bank balance of over USD20,000 *within 30 days issued certificate by application date</p>

	<p>*expired date – over 2021.08</p> <p>8. A certificate of graduation *check Notes3</p> <p>9. A certificate Family Relation(only for submit a certificate authenticating bank balance of parent's name)</p>
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### C. Students with F-Visa

Since students who hold F-Visa do not need to issue D-2 Visa, please find the following information to re-register.

- 1) Log into HY-in(<https://portal.hanyang.ac.kr/sso/lgin.do>) → Apply for re-registration online
- 2) **Upload copy of your F-Visa(ARC)and certificate of pros and cons qualification from National Health Insurance Corporation**
- 3) **★★You must upload the attached file. If not, we cannot admit your application of re-registration★★**
- 4) **F-VISA holders who apply 신입복학(Students Who meet the following standard of Korean language level for admission) must submit a certificate of Korean language**

### D. Insurance Document [Non-F visa holder(D2 visa applicant or students studying abroad)]

Since the implementation of the national health insurance system for foreign students under the revision of the National Health Insurance Act by the Ministry of Health and Welfare has not been disclosed at present, the submission of insurance certificates will proceed after re-registration application period begins.

Depending on the enforcement plan, signing up for the University DB insurance in the school year 2021-1 may become mandatory and if so, you must submit insurance certificate according to the classification below.

- 1) **Students who paid tuition and took a leave of absence at the time being: Submit Insurance certificate after paying for insurance fee**
- 2) **Students who took a leave of absence without paying tuition fees at the time of their leave of absence: pay for the insurance fee during the registration period**

Please note that there will be a notice later, and **if you do not submit your insurance certificate after the deadline stated in the notice, your re-registration approval will be canceled** so please be aware.

### E. Inquiry

Person in charged : Ms. Wongyung Moon

Email : [wmoon3@hanyang.ac.kr](mailto:wmoon3@hanyang.ac.kr)

Contact number : 82-2-2220-2844

OIA website : [study.hanyang.ac.kr](http://study.hanyang.ac.kr)

## <Notes>1 the policy for leave of absence

▶ Period of applying for 2021 Spring semester leave of absence: **2021.01.18~01.25**

\*\*We will inform again about leave of absence by e-mail or on our website notice board.

### ▶ Undergraduate students

- You can take maximum 1 year of absence at once
- You will be put on academic probation if you don't re-register after 1 year. If you would like to take more than 1 year, you should re-register first then take another leave of absence
- You can take maximum 3 years during the period of attendance at university (In total 4 times)
- You must re-register if put on academic probation 3 times straight for 6 months.

### ▶ Graduate students

#### \*General Graduate school

- You can take maximum 1 year of absence at once
- **The master's or doctor's degree** : maximum 2 years during the period of attendance at university (In total 2 times)
- **The combined master's and doctoral degree**: maximum 3 years during the period of attendance at university (In total 3 times)

\* **Professional/Specialized graduate school**: maximum 6 months at once. Maximum 2 years during the period of attendance at university. (In total 24times)

**\*\* You must double-check with your departments regarding the maximum period for leave of absence**

## How to re-register at HY-in

### 1. Log in to your HY-in account

The screenshot shows the Hanyang University Portal Service interface. The '신청' (Application) menu item is highlighted with a red box. Below the navigation bar, there are sections for '학사/장학공지' (Academic/Scholarship Notices), '취업정보' (Job Information), and '서비스 바로가기' (Service Direct Links).

학사/장학공지	MORE+	취업정보	MORE+	서비스 바로가기
[S-장학] [장학] (한양대학교 없는) ...	07/02	타겟기업별 취업스터디-공기업반...	07/02	· 포트폴리오
[E-학사] 2015년 8월 졸업유보 신청...	07/01	롯데 모의면접 선착순 접수...	07/02	· 장애학생지원
[E-학사] 2015년 8월 조기졸업 추가...	07/01	한양대생을 위한 OPIc 대학연합...	07/02	· 서울   ERICA
[H-장학] 제주특별자치도 대학생 학...	06/30	[ERICA]7/23-24 고학년 취업캠프...	07/01	· 해외교환학생안내
[H-장학] 2015년 정음시민장학재단 ...	06/26	ERICA커리어개발센터/ 청년취업...	07/01	· 수강편람 및 수강신청
[E-학사] [ERICA]2015-여름계절학기 ...	06/24	ERICA 커리어개발센터 / 취업자...	06/30	· 시약/연구장비검색

## 2. Find 신청 on the tap and click 복학신청

The screenshot shows the Hanyang University Portal with a navigation menu. The '신청' (Application) tab is selected, and a dropdown menu is open. The '복학신청' (Re-enrollment) option is highlighted with a red box. Other options in the menu include '학적변동' (Academic Change), '성적' (Grade), '학점교류관리' (Credit Transfer Management), '어학연수학점인정' (Foreign Language Study Credit Recognition), '등록장학' (Registration Scholarship), and '상담' (Counseling).

Below the menu, there is a list of news items under the heading '학사/장학공지' (Academic/Scholarship Notice):

- [S-장학] [장학] (한양대학교 없는) ...
- [E-학사] 2015년 8월 졸업유보 신청...
- [E-학사] 2015년 8월 조기졸업 추가...
- [H-장학] 제주특별자치도 대학생 학...
- [H-장학] 2015년 정음시민장학재단 ...
- [E-학사] [ERICA]2015-여름계절학기 ...

## 3. Fill out the form and upload the attached file-> click save(저장)

복학신청

휴학 신청 전에 본인 및 보호자 연락처, 거주주소, 이메일주소 등을 확인하시고 변경된 경우에는 정확하게 정정해주시기 바랍니다.  
(성적표/ 각종 통지서/ 등록금고지서는 보호자 거주지 주소로 발송 됨)

휴학여소는 휴학신청 기간 내에만 가능하며, 휴학 결정시에 수강신청 내역이 취소되므로 휴학취소시에는 수강신청을 다시 해야 합니다.  
(단, 중간고사 이후 입대휴학은 제외됨)

학적변동신청시 제출서류가 있는 경우(입대휴학, 병가휴학)에는, 3일 이내에 소속대학 행정팀으로 제출하시기 바랍니다.

학번		성명		학번/기수	1
전공구분	주전공(제1전공)	소속정보			
RC캠퍼스	서울	RC소속			
학적상태	휴학생	휴대전화번호		이메일	

복학희망학년 입학시 복학구분이 적용됩니다.

변동구분	정규복학	변동사유	
복학예정학년	2015 년도 1 학년 2학기	결과결과	
복학희망학년	2015 년도 1 학년 1학기	무등록여부	무등록
복학전공		신청일자	2015년 07월 02일
군필여부	비대상 (전역예정자는 마일로 체크하시기 바랍니다.)	성적패기구분	

비자종류(Type of Visa)   
 비자만료일(Visa Expiration Date)   
 현재 체류지(Country of residence)   
 해외연락처(Phone number outside Korea)   
 Address in China   
\*중국에 체류중인 학생만 작성하세요(Applicable only to Chinese students who are currently staying in China)  
 Level of Korean Language   
\*원양대학교 어학원 재학생만 선택하세요(Applicable only to students who currently attend Hanyang Language Institute)

아래사항을 확인해주세요!  
 본인이 신청하고자 하는 학년, 학기 및 복학시기가 맞습니까?

## <Notes>2 check Tuberculosis and certificate of graduation

1. Students currently in Korea for check Tuberculosis : Seongdong-gu Health Center

<http://bogunso.sd.go.kr/01intro/info.jsp>

2. Students currently Abroad for check Tuberculosis : Ask Embassy about designated hospital for check Tuberculosis and take a certificate

### \*Who should check Tuberculosis?

[Countries] ①Cambodia ②Myanmar ③Philippines ④Pakistan ⑤Bangladesh ⑥Mongolia ⑦Indonesia ⑧India  
 ⑨Nepal ⑩Vietnam ⑪Thailand ⑫Russia ⑬Malaysia ⑭Uzbekistan ⑮China ⑯Sri Lanka ⑰East Timor  
 ⑱Kyrgyzstan ⑲Laos

3. A certificate of graduation

- 1) Documents of Apostille certificaion
- 2) Graduation certificate(consul's confirmation)
- 3) Chines student

-Graduated from Regular high school: online CHSI certificate of high school graduation

-Graduated from non-regular high school: choose 1 of the below

①issued from high school with the Ministry of Education and Consul's confirmation

②issued from the Ministry of Education with Consul's confirmation

(Minister notification country) MOJ notified occur frequently illegal immigration country  
 Notification 21 country: Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri lanka,  
 Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, china, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru,  
 Philippine

- priority manage 5 countries (After take D-2 or D-4 Visa, abuse VISA for asylum application in expedient way,  
 confirm financial capabilities are inadequate): Guinea, Mali, Ethiopia, Uganda, Cameroon

=> No applies to Minister notification country or priority manage 5 countries, excuse submit graduation certificate and a certificate authenticating bank balance

**\*\*But, Students who graduated from Korea school and get diploma, don't need to take confirmation**

## <Notes>3 How to get to the Seoul Immigration Office

1. Telephone 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

