



**HANYANG UNIVERSITY**

# 2024 Spring Semester Acceptance Guideline [Undergraduate School]

- Those who Failed the Korean Language Standards

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# 01 Main Schedule

2023.12.13  
- 2024.01.26

## Additional Document Submission

Refer to additional document submission page  
※ If the documents are not submitted by the deadline, your admission will be canceled

2024.01.08  
- 2024.01.26

## Tuition Payment

Pay with virtual accounts

## Certificate of Admission Application

CoA will be issued to students who have paid tuition and submitted all required documents  
※ If not, CoA will not be issued

2023.12.18  
- 2024.01.26

## Submission of Financial Affidavit

2024.01.03  
- 2024.01.05

## Dormitory Application

2024.02.16

## Notice of Student ID Number

To be noticed by email

2024.02.29 /  
2024.03.04

## Course Registration

2024.02.28

## HYU OIA Orientation

Academic affairs, scholarship, insurance etc.

2024.03.04

## Entry Deadline

If not entered by the deadline, the visa application will be canceled

## Semester Begins

# 01 Results Announcement

## ✓ Applicant Information

Check the applicant information below the [Application Information]

### > Applicant Information

Logout

Year of admission	Identification Number	Name	Department(Major)	High School
2024	Application Number	English Name	Applied Department Name	Applicant's High School Name

## ✓ Admission Result

Check the result below the [Admission Information] and print the Acceptance Certificate and Tuition Bill

### > Admission Information

Admission result	Acceptance Certificate	Tuition Bill
PASS	<a href="#">print</a>	<a href="#">click</a>

Acceptance Guidelines

[click](#)



# 01 Tuition Payment

## ✓ Print the Tuition Bill

Check the result below the [Admission Information], print the Acceptance Certificate and Tuition Bill

### > Admission Information

Admission result	Acceptance Certificate	Tuition Bill	Tuition Bill
PASS	<a href="#">print</a>	<a href="#">print</a>	

Click!

Click the [print] in the [Tuition Bill] to check the tuition and print the tuition bill (Refer to the picture on the right)

- You can print the Tuition Bill in Korean or English

- Must pay the tuition fee **with the insurance fee** [Payment amount = 'To be paid' in the bill + 'Insurance Fee']

※ International students must sign-up for both the University's International Student Insurance and the National Health Insurance

※ The second page of the Tuition Bill is only for the domestic students; international students need to pay the tuition fee refer to the acceptance guideline.

※ If the applicant was selected to receive the scholarship, must need to pay the 'Insurance Fee' to complete the register

## ✓ Tuition Bill print & Payment period

2024.01.08 - 2024.01.26

※ **Regardless of Korean language standard results, the university registration will be completed only upon payment of tuition fees after admission**

# 01 Tuition Payment



## Pay the tuition fee with the virtual account

- ① Print the tuition bill
- ② Visit the Bank or transfer the tuition fee into the virtual account specified on the bill

※ Tuition fee and the Insurance fee **must be paid all at once** when you make the payment

※ Do not allow any third party to be involved. Please make sure to visit the bank to get in-person assistance either by yourself or your parents to make the payment

※ If any trouble occurs (ex. Being involved in cybercrime), due to payments made through a third party, it's considered solely the student's responsibility and may be charged twice

## Overseas Payment Information

- ✓ Name of Bank: SHINHAN BANK (SHB)
- ✓ Recipient: Hanyang University
- ✓ Account number: The applicant's virtual account
- ✓ Swift code: SHBKKRSE
- ✓ Bank address: Shinhan Bank, Hanyang Univ. branch, Haengdang-dong, Seongdong-gu, Seoul, Korea,
  - ※ Students are responsible for all transaction fees
  - ※ To avoid underpayment, please deposit additional USD 30 (Will refund the overpaid amount after the semester begins)
  - ※ If the student did not pay the insurance fee, the register will be denied
  - ※ Contact (Regarding the Overseas Payment): +82-2-2281-6056 Shinhan Bank, Hanyang Univ. branch

# ! Notice for the Phishing



Crime Prevention Education Video  
by the National Police Agency

<http://oia.hanyang.ac.kr/notice/844471>

Recently, there has been an increase in the number of cases of voice phishing scams targeting international students. Please read carefully the following damage cases and take the crime prevention education to avoid potential scams.

## [Voice Phishing Involvement Cases]

### ① Use of a phishing account for currency exchange

- If you use a currency exchange agency to pay for tuition or dorm fees, the account will be frozen and the amount will be confiscated if the agency is found to have used the phishing account.
- ex) The agency recruits students who want to exchange currency on Wechat → the agency requests the student's bank account number → the student transfers the money to the agency → the agency does not make the transaction or transfer the money using a phishing account → after voice phishing is detected, the bank freezes the student's account
- Consequences: suspension of account and transactions, confiscation of payment amount, punitive measure, and re-payment required

### ② Part-time Voice Phishing Jobs

- High pay for simple part-time jobs such as package delivery, laptop rental, money deposit and withdrawal, and etc.
- If you are caught by the police for the actions you have unknowingly engaged in, you will be imprisoned for a maximum of 5 years or fined a maximum of 10 million won.

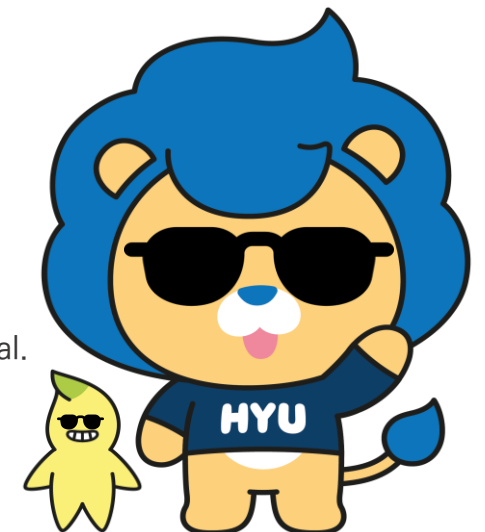
## [Voice Phishing Damage Cases]

### ① Impersonating officials (prosecutors, police), the embassy and the immigration office

- ex) You are informed that your credit card has been used illegally and that you must pay bail if you are unable to attend the trial.
- Using a fake prosecutor's ID, police ID, prosecutor's website, warrant, victim's death certificate, and voice phishing using official authorities' phone numbers

### ② Impersonating the university president/vice president

- Creates a fake profile using the professor's photo and steals the money by requesting currency exchange.



# Withdrawal & Tuition Refund

After paying tuition, students seeking to withdraw must follow these instructions for a refund. If the request is made after the semester begins, it will be considered a withdrawal (rather than voluntary), and the refund will adhere to withdrawal regulations.

## How to Apply

Application period:

**2024.02.21 ~ 2024.02.27(KST)**

Application Link:

<https://ko.surveymonkey.com/r/XJSWPCX>

Refund Date:

March 2024

## Note

- Email applications will not be processed for a refund (Apply via a link)
- Refunds will only be processed for students who apply within the application period
- If a student applies for a refund during a leave of absence, a 5/6 refund will be conducted regardless of the application period.

## Refund Regulations

According to the withdrawal period

- within 30 days from the semester begins  
**5/6 of tuition**
- within 60 days from the semester begins  
**2/3 of tuition**
- within 90 days from the semester begins  
**1/2 of tuition**
- After 90 days from the semester begins  
**None**



# 01 Submission of missing documents

## Submission of missing documents

If there are any missing documents, it is mandatory to submit the documents by 26<sup>th</sup> Jan. 2024  
(Will send the notify to the students who have missing documents)

※ If the documents are not submitted by the deadline, the admission will be canceled.

### Graduation Certificate

- ✓China  
Please refer to the Chinese Acceptance Guideline
- ✓Korea  
Original documents
- ✓Others  
Consular authentication or apostille  
(Korean or English)

### Official transcript

- ✓China  
Please refer to the Chinese Acceptance Guideline
- ✓Korea  
Original documents
- ✓Othera  
Consular authentication or apostille  
(Korean or English)

### Nationality documents

- ✓Identification Documents (Applicants' & Parents')  
Copy of Passport or ID Card  
(Drivers License is not acceptable)
- ✓Family Relationship Documents  
Original Documents  
(If not written in Korean or English,  
must submit the notarized translation)

Refer to the admission guidelines for detailed submission criteria of admission documents.

In case you are unable to submit the required documents, a Statement of Reasons must be submitted, detailing the reasons for non-submission.

Statement of Reasons: [한양대 국제처 - 2024-1학기 학부 지원자 제출 서류 및 사유서 작성 안내 / Guidelines for Submission of Application Documents and Statement of Reasons for Undergraduate Applicants for the 2024 Spring Semester / 2024-1学期本科申请材料和事由书提交指南 \(hanyang.ac.kr\)](#)

※ In the case of transfer admission, if not submit the final transcript may result in the omission of credit recognition from the previous university.

# 02 Leave of Absence



Those who have not passed or are not exempted from the Korean Language Standards will be automatically processed to take a leave of absence for their first semester in the first week of March

※ Students are not required to apply for the leave of absence



Students may take a leave of absence up to 1 year at a time. If you want to extend the leave of absence in a row or re-register, you must apply through the HY-In portal.

※ Maximum duration of leave of absence is 3 years

- ✓ If students do not apply for re-registration after the first leave of absence period (1 year), their academic status will be changed to “expelled”
- ✓ Those who do not fulfill Korean standards cannot apply for Student(D-2) Visa as they have to take a leave of absence for the first semester.
- ✓ Those who applied to Hanyang IIE can receive a Standard Certificate of Admission for Language Training (D-4) visa from the IIE.
- ✓ Students must re-register during the re-registration period, which will be announced on the OIA website (<http://oia.hanyang.ac.kr/>) once they fulfill the Korean language standards.  
(Re-registration application period: January –spring semester, July –fall semester)

# 02 Additional Language Document Submission



## Submission Period

By 26<sup>th</sup> December 2023



## How to Submit

**Submission In-person**  
Visit OIA Office to submit the documents

**Submission via E-mail**  
Send the document to [adminugrd@hanyang.ac.kr](mailto:adminugrd@hanyang.ac.kr)



## Validity Documents

Either one of the following ① or ②

① TOPIK level 4 or higher  
TOPIK, TOPIK IBT, TOPIK Speaking level 4 or higher

② Hanyang IIE  
Certificate of 2023 Fall semester level 4 or higher

Refer to the criteria on the left,  
if you submit additional Korean documents,  
you can start the degree program **without taking a leave of absence**

✓ Hanyang IIE winter semester(will end in February 2024)

If you wish to submit the document, it can only be accepted under the following conditions:

① Residing in Korea until March before the start of the semester (no departure)

② Completion of submitting supplementary documents and proof of financial ability

※ If the above conditions are not met, submitting the document will result in a leave of absence due to insufficient Korean language proficiency.

※ **Students who finish and pass the 2023 winter semester at Hanyang IIE must submit the certificate by February 16, 2024**



# 02 Hanyang IIE



## Hanyang IIE (Seoul Campus)

Website <http://iie.hanyang.ac.kr>

Contact Chinese +82-2-2220-1976, 1977  
Japanese +82-2-2220-1665  
English +82-2-2220-1663



## Hanyang IIE (ERICA Campus)

Website <http://ericaie.hanyang.ac.kr/>

Contact Chinese +82-31-400-5847  
English +82-31-400-5836,5842



If the students want to apply Hanyang IIE, information can be found on the website above

# English Placement Test



For the assessment of incoming students' English proficiency levels and course placement, the evaluation results will determine the subjects they can enroll in.

※ In case of non-participation, automatic classification will be made into the lowest grade.



## TEST Date

31<sup>st</sup> Jan. 2024 9:00 – 2<sup>nd</sup> Feb. 2024 18:00 (KST)

Can not take the Test after the test period



## TEST Type

1. Listening & Reading Test (60minutes)
2. Essay Writing Test (30minutes)

Must take both Test1 and Test2



## Subjects

All International freshmen for the Spring semester of 2024

Exception: ① Transferred students  
② Students of International Studies



## Note

During the 90-minute period, you will take two type of Tests.  
(Once you begin each test, pausing or taking breaks will not be allowed)

After completing the setup of your PC and internet environment, log in to take the Test.

**Do not** reference to any additional materials is during the exam.



## TEST Method

During the Test period, Click the link below to take the TEST

<https://www.ybmuniv.com/class/hyutest>  Click!

Prepare in advance with your application number, earphones, speakers, and other necessary equipment for a smooth online test.

Detailed guidelines will be notified by e-mail



## Result

21<sup>st</sup> Feb. 2024 14:00

Hanyang portal (HY-in) > Log-in > Services > Grades > Apply for Lectures/Exams > 신입생 영어 레벨테스트 '합격/통과'

(You can also find your level at the top right of the menu during the course registration period)



# English Placement Test



## Course Registration

Refer to the table below, register the **designated level**

Level	Course	Note	
A	-	✓ Exempted from taking both Basic Academic English and Professional Academic English ✓ 교양선택 > 글로벌 영역 > '고급 의사소통' Courses are recommended to take (Refer to the classes below) [계열별 글쓰기 능력 함양] ① Writing for Engineering and Sciences ② Persuasive Writing for Business and Social Science	[고급 토론 능력 함양] ① Advanced Discussion: Persuasion and Influence ② Advanced Discussion: Negotiation Skills
B	Professional Academic English	✓ Exempted from taking Basic Academic English	✓ Take Professional Academic English in the 2 <sup>nd</sup> year
C	Basic Academic English	✓ Take Basic Academic English in the 1 <sup>st</sup> year	✓ Take Professional Academic English in the 2 <sup>nd</sup> year

※Professional Academic English: IC-PBL 수업 및 계열별 수업 운영 [이공계(STEM), 인문계(HASS)], **mandatory to take in the 2<sup>nd</sup> year**



## Inquiry

College English Education Committee  
 02-2220-2275 | [ceec@hanyang.ac.kr](mailto:ceec@hanyang.ac.kr)

# Student ID Card



## Mobile Student ID

※ A Korean mobile phone number registered in your name is necessary

- ① Download 하이영캠퍼스 APP and Log-in
- ② Log-In to the HY-IN portal → Services → Facilities → Facility Access → Select Verification Method as Mobile
- ③ Confirm the popup terms and conditions, check the "Agree" box, and then click the [Confirm] button
- ④ Use the facilities with Mobile Student ID



## Physical Student ID Card

※ For the students who can not apply the Mobile Student ID

- ① Log-In to the HY-IN portal > Services > Student ID
- ② Visit the Student Support Team once issued
- ③ HY-in → Services → Facilities → Facility Access → Select Verification Method as ID Card
- ④ Confirm the popup terms and conditions, check the "Agree" box, and then click the [Confirm] button
- ⑤ Use the facilities with Student ID Card

# Dormitory Application

- ✓ Dormitories on the Seoul Campus will be assigned on a first-come, first-served basis and can only reside in the dorm during the first semester of enrollment
- ✓ Students who did not apply for the Dorms or were not assigned to the Dorms must find their own housing.
- ✓ After the application is finished, the information on the application can not be modified

## Application Period

Dormitory application:

2024.01.03 11:00 (KST) – 2024.01.05 12:00 (KST)

Payment period:

2024.01.10 11:00 (KST) – 2024.01.17 12:00 (KST)

※ If the payment is not made within the deadline,  
the application will be canceled

Check-In Period:

2024.03.01 – 2024.03.03

09:00 – 22:00 (KST)

Check-In Guidance

<http://eng.dormitory.hanyang.ac.kr/html/Check/checkin>

## Contacts

Website:

<http://eng.dormitory.hanyang.ac.kr/>

Tel:

+82-2-2220-1472

E-mail:

[yujin1@hanyang.ac.kr](mailto:yujin1@hanyang.ac.kr)

[ehjung23@hanyang.ac.kr](mailto:ehjung23@hanyang.ac.kr)



# Dormitory Application



## How to Apply Dormitory?

- ① Access the dormitory application page and log in (language can be changed in the bottom right corner under 'Language Settings').
  - ② Choose the campus as 'Seoul' and click [조회] (Search).
  - ③ Select preferred **dormitory building and room type**.
  - ④ Choose your religion and click [신청] (Apply).
  - ⑤ Click [호실 배정 신청] (Apply for Room Assignment).
  - ⑥ Confirm available floors.
  - ⑦ **Select floor, room, and bed number.**
- ※ If **no available** rooms are displayed, start again from step ①.
- ⑧ After making your selection, click [납부 확인] (Confirm Payment).
- ※ Confirm dormitory fees and virtual account number.

## Application Website

<https://portal.hanyang.ac.kr/haksa/ShwsAct/indexFormInternational.do?scheduleGb=002S#!Q09OVFJPTExFUiRAXiNoeWluQ29udGVudHMkQF5zY2hlZHVvsZUdiPTAwMIMmJEBeL2hha3NhL29wZW5QYWdlLmRvP3BnbUlkcPVAzMjAwMTYmdGs9ZjNIMjJINDU1NTNkMTc4YzFjZmRmOGQ4MmViMjdhNmU3OWNmZjhiODEwNjRiOGZkMDRmODUyNjVlY2U2NzRjYw==>

## Log-In

ID: Application number

PW: Date of Birth (YYMMDD)

## Overseas Payment Information

**Name of Bank:** SHINHAN BANK (SHB)

**Recipient:** Hanyang University

**Account number:** Applicant's virtual account number

**Swift code:** SHBKKRSE

**Bank address:**

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

# Hanyang Sibling Scholarship



## Qualification

Freshman whose brother or sister is already enrolled full-time at Hanyang University's undergraduate school



## How to Apply

Submit the documents to the Seoul Campus Student Support Team by the end of March 2024



## Required Documents

- ① Admission certificate  
(enrollment certificate after admitted)
- ② Enrollment certificate of a brother or sister  
(or a leave of absence certificate)
- ③ Original copy of family relationship certificate



## Benefit

50% waiver in tuition fee (first semester only)

# Contact List



Questions regarding the curriculum and classes, please contact to the Department Office.

## Engineering

TEL:  
02-2220-3116  
E-MAIL:  
alfo115@hanyang.ac.kr

## Engineering (Software)

TEL:  
02-2220-3137  
E-MAIL:  
xiahn@hanyang.ac.kr

## Humanities

TEL:  
02-2220-0740  
E-MAIL:  
rowls0330@hanyang.ac.kr

## Social Sciences

TEL:  
02-2220-0814  
E-MAIL:  
sjhan423@hanyang.ac.kr

## Natural Sciences

TEL:  
02-2220-0886  
E-MAIL:  
trip1992@hanyang.ac.kr

## Policy Science

TEL:  
02-2220-2762  
E-MAIL:  
jskim@hanyang.ac.kr

## Economic and Finance

TEL:  
02-2220-1020  
E-MAIL:  
alex941103@hanyang.ac.kr

## Business

TEL:  
02-2220-2435  
E-MAIL:  
jh001@hanyang.ac.kr

## Human Ecology

TEL:  
02-2220-1173  
E-MAIL:  
hit@hanyang.ac.kr

## Music

TEL:  
02-2220-1223  
E-MAIL:  
cje3595@hanyang.ac.kr

## Performing Arts and Sport

TEL:  
02-2220-1314  
E-MAIL:  
smile777@hanyang.ac.kr

## International Studies

TEL:  
02-2220-0288  
E-MAIL:  
geeny79@hanyang.ac.kr



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