



HANYANG UNIVERSITY

2024 Spring Semester Acceptance Guideline [Undergraduate School]

- Those who Passed or exempted the Korean Language Standards

CONTENTS

01

Schedule & Registration

- ✓ Main Schedule
- ✓ Results Announcement
- ✓ Tuition Payment
- ✓ Missing Document Submission

02

VISA Application

- ✓ Financial Affidavit
- ✓ COA Application
- ✓ Visa Application
- ✓ Group Visa Application

03

Others

- ✓ English Placement Test
- ✓ Student ID Card Pickup
- ✓ Dormitory Application
- ✓ Scholarship
- ✓ Contact List

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	print	click

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	print	print	

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

The image shows two identical sample Tuition Bill forms. Each form is divided into three main sections: '등록금 내역 및 영수증' (Registration Fee and Receipt), '등록금 내역' (Registration Fee Details), and '납부금 내역 및 영수증' (Payment Fee and Receipt). The '등록금 내역 및 영수증' section includes fields for '대학(명)', '모집단위', '수험번호', '성명', '납부 방법', '신용은행', and '등록금계'. The '등록금 내역' section includes '수입료', '책정금액', '감면금액', '강학내역', '등록금액', '기납부액', and '납부할금액'. The '납부금 내역 및 영수증' section includes '모집단위', '수험번호', and '보험료'. A red box highlights the '보험료' field in the top form. A red box highlights the 'print' button in the middle form. A red arrow points from the 'print' button in the middle form to the '보험료' field in the top form. The forms also include a signature line for '한양대학교 총장' (President of Hanyang University) and a note: '위 금액을 경히 영수합니다.' (We receive the amount above).

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.

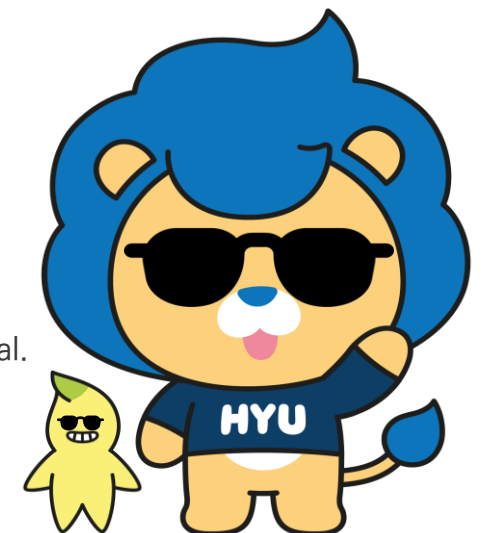
[Voice Phishing Damage Cases]

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 26th 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
- ✓Others
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 Financial Affidavit



Documents

A bank balance certificate in your name
(or in the name of your parent(s))

※ However, foreign residents holding an ARC in Korea must provide an original bank balance certificate issued in their name by a bank in Korea



Requirements

Financial Requirement

Equivalent to USD 18,000
[RMB 120,000 | KRW 20,000,000, etc.]

Included Information

Owner's (Account Holder's) Name,
Account Balance or Deposit Amount,
Date of Issuance,
Signature/Seal of the Financial Institution.



Validity Period

Either one of the following ① or ② must be fulfilled

① Issuance Date

Within 20 Days of the CoA application date

② Maturity Date

after March 4th, 2024

※ For chinese bank issued documents must fulfill **both** ① and ②

Refer to the criteria on the left,
submit the scanned copies by January 26, 2024,
followed by the submission of the original documents.

- ① Proof of financial affidavit documents should be scanned and uploaded at the time of application.
- ② Once issued and scanned, please send the original documents by mail to Hanyang University International Admissions Team.

※ If the original proof of financial affidavit documents is not submitted, the issuance of the CoA is **not possible**, regardless of tuition payment.

※ In the case of receiving scholarships from the home country embassy or external institutions, it is acceptable to submit a scholarship certificate proving full support for tuition and living expenses instead.



02 CoA Application



Apply for the CoA

Among students who satisfy Korean Language standards and need a student (D-2) visa

Application period: 8th Jan. 2024 – 26th Jan. 2024

Application Link: <https://ko.surveymonkey.com/r/38Z8J28>

※ According to regulations, if all required documents are submitted and the tuition fee has been paid, the original electronic file of the CoA will be sent to the email address provided during the application.

※ If you hold other visas (F, E, H visas, etc.) and do not need to change your visa status while residing in Korea, it is mandatory to upload a copy of the Alien Registration Card and enter its expiration date through the link below.

기타 비자 소지자: <https://ko.surveymonkey.com/r/VV6Y5CX>



Note to be noted

Can not change the information after the CoA issuance,
Please apply the CoA following the note below

- If the admission documents are insufficient, the issuance of the Certificate of Admission will be delayed until all of them are submitted. Please submit them as soon as possible.
- If you are accepted to more than one university, you should apply visa to one of them where you want to register.
- Those already have a D-2 or D-4 visa should apply for a new D-2 visa as well. Students who already have a D-2 visa must apply for a visa change because their current student visa (D-2) will be cancelled upon graduation.
- Please be certain of the location (in Korea or abroad) for which you are applying for a visa when filling out the form. Once you've received a COA, you won't be able to change it.

02 VISA Application

Overseas Residence

Visit the local Korean embassy with the following documents

※ Need to check if any other documents must be prepared

KOREA Residence

Visit the local embassy with the following documents

※ Make a reservation at Hikorea (www.hikorea.go.kr)

Inquiry: Tel) 1345

Documents of apply D-2 VISA

[All] Certificate of Admission, Copy of Business Registration Certificate, Application Form (Embassy form), Passport, a Photo (3.5cm×4.5cm), Family Relationship Certificate (only for those who submit the parent's bank balance certificate), TB Test Result

[Overseas Residence] soft copy of national ID

[KOREA Residence] Residence Card(ARC), Proof of residence (e.g., contract)

※If the local embassy or consulate requests additional documents (such as academic records or balance certificates), they must be submitted. Documents submitted to the Hanyang University International Office for admission cannot be returned. If needed, additional copies should be obtained and submitted.

※ Countries to submit TB test result

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

02 Group VISA Application



It is principle to apply for a study visa (D-2) and a residence card in person at the immigration office. However, considering the convenience for students, the OIA provides group visa applications (The detailed information, will be notified by e-mail)

VISA Change D-4 → D-2 | VISA Extension D-2 → D-2

※ “Certificate of Admission (overseas use)” is a document that allows you to apply for a visa in countries other than Korea.

※ ”Certificate of Admission (domestic use)” is a document that can only be used to apply for a visa in Korea.

※ Inquiry: <https://www.hirevisa.com/hyu> 

Overseas residents who plan to come to Korea after obtaining a D-2 visa

- ① Receive Certificate of Admission (overseas use)
- ② Visit a local embassy and apply for a visa
- ③ Entry to Korea
- ④ Apply for group residence card (In March)

Overseas residents who plan to apply VISA in KOREA

※Who holds the valid VISA or ARC

- ① Entry to Korea
- ② Receive Certificate of Admission (domestic use)
- ③ Apply for group visa
Change: Mid Feb.
Extension: Mid Feb. – Mid Mar.

Residents in Korea

※ Who have no plan to leave KOREA

- ① Receive Certificate of Admission (domestic use)
 - ② Apply for group visa
Change: Mid Feb.
Extension: Mid Feb. – Mid Mar.
- ※ Those who wish to apply individually by visiting an immigration office

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

31st Jan. 2024 9:00 – 2nd 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

21st 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 nd year
C	Basic Academic English	✓ Take Basic Academic English in the 1 st year	✓ Take Professional Academic English in the 2 nd year

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



Inquiry

College English Education Committee
 02-2220-2275 | 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

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#!Q09OVFJPTExFUiRAXiNoeWluQ29udGVudHMkQF5zY2hlZHVzZUdiPTAwMIMmJEBel2hha3NhL29wZW5QYWdlLmRvP3BnbUlklVAzMjAwMTYmdGs9ZjNlMjJlNDU1NTNkMTc4YzFjZmRmOGQ4MmViMjdhNmU3OWNmZjhiODEwNjRiOGZkMDRmODUyNjVIY2U2NzRjYw==>

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: SHBKRRSE

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



HANYANG UNIVERSITY