



**HANYANG UNIVERSITY**

**2024 Fall Semester Acceptance Guideline  
[Undergraduate School]**

- Applicants who did not satisfy the Korean Language Standards

# CONTENTS

01

## Schedule & Registration

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

02

## Korean Language

- ✓ Registering for a Leave of Absence
- ✓ Additional Submission for Language Document
- ✓ Application for Hanyang IIE

03

## Others

- ✓ English Placement Test
- ✓ Dormitory Application
- ✓ Seoul Campus Contact List

# 01 Main Schedule

2024.06.15  
- 2024.07.19

## Additional Document Submission

Refer to additional document submission page

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

2024.06.25  
- 2024.07.17

## Tuition Payment

## 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

2024.07.01  
- 2024.07.03

## Dormitory Application

2024.07.26

## Notice of Student ID Number

Will be noticed by email

2024.08.07 /  
2024.08.14

## Course Registration

2024.09.02

## 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

2024.06.25 - 2024.07.17

※ **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

# 01 Tuition Payment



## Pay the tuition fee with the Credit Card

- ① Access to <https://www.shinhan.com/hpe/index.jsp#041007010000> 
- ② Choose Hanyang University(56717 한양대 국협 학부 신입입) and put your virtual account
- ③ Confirm your total amount of tuition(KRW)
- ④ Confirm the predicted payment amount in USD
- ⑤ Scan the QR code and make the payment

\* Operation hours: 10AM to 7PM during bank working day (closed on weekend)

※ 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

# ! 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.

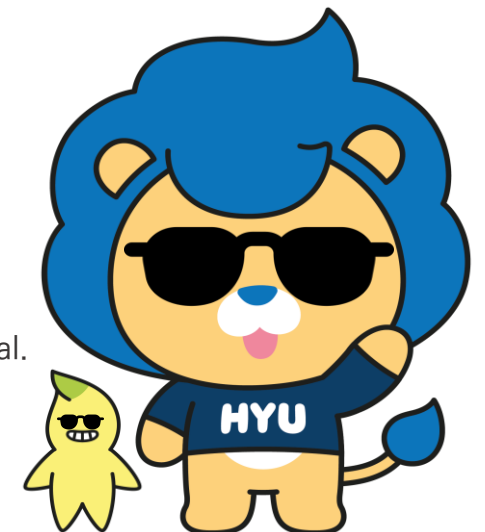
## [Voice Phishing Damage Cases]

### 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 who wish to withdraw must follow these instructions for a refund.

If the request is made after the semester begins, it will be considered as a withdrawal (rather than voluntary), and the refund will adhere to withdrawal regulations.

## How to Apply

Application period:

2024.08.19 ~ 2024.08.23(KST)

Application Link:

[https://ko.surveymonkey.com/r/Withdrawal\\_and\\_refund](https://ko.surveymonkey.com/r/Withdrawal_and_refund)



Refund Date:

Around September 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 19<sup>th</sup> Jul. 2024  
(Will notify the students who have missing documents by e-mail)

※ 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 - 2024-2학기 학부 지원자 제출 서류 및 사유서 작성 안내 / Guidelines for Submission of Application Documents and Statement of Reasons for Undergraduate Applicants for the 2024 Fall Semester / 2024-2学期本科申请材料 and 事由书提交指南](#)

※ In the case of transfer admission, non-submission of the final transcript may cause 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 September

※ 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 did 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 12<sup>nd</sup> July 2024



## 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 **Copy of TOPIK Certificate**  
TOPIK, TOPIK IBT, TOPIK Speaking level 4 or higher

② **Copy of Hanyang IIE Certificate**  
Certificate of 2024 Spring semester level 4 or higher

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

- ✓ Students who submitted a valid Korean Proficiency Certificate, please refer to the [guideline for Korean Standard Pass or exemption] to prepare the Semester
- ✓ Students who got a certificate of Hanyang IIE Summer Semester cannot be accepted due to the registration schedule

**※ Students who submitted a valid Korean Proficiency Certificate cannot take a leave of absence regardless of the course registration**



# 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.

※ Non-participation will automatically result in the lowest grade.(Grade C)



## TEST Date

17<sup>th</sup> Jul. 2024 10:00 – 18<sup>th</sup> Jul. 2024 17:00 (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 Fall semester of 2024

Exception: ① Transferred students  
② Students of International Studies



## Note

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** refer to any additional materials during the exam



## TEST Method

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

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

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

1<sup>st</sup> Aug. 2024 15:00

Hanyang portal (HY-in) > Log-in > Services > Grades > Apply for Lectures/Exams > 신입생 영어레벨테스트 '합격/통과여부' > A,B or C Grade  
(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)

# 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.
- ✓ Once the application is finished, the information on the application can not be modified

## Application Period

Dormitory application:

2024.07.01 11:00 (KST) – 2024.07.03 12:00 (KST)

Payment period:

2024.07.10 11:00 (KST) – 2024.07.19 15:00 (KST)

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

Check-In Period:

2024.08.30 – 2024.09.01

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)

[yunino@hanyang.ac.kr](mailto:yunino@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 the dormitory fees and virtual account number.

## Application Website

<https://portal.hanyang.ac.kr/haksa/ShwsAct/indexFormInternational.do?scheduleGb=002S#!Q09OVFJPTExFUiRAXiNoeWluQ29udGVudHMkQF5zY2hlZHVvsZUdiPTAwMIMmJEBeL2hha3NhL29wZW5QYWdlLmRvP3BnbUlzPVAzMjAwMTYmdGs9ZjNIMjJINDU1NTNkMTc4YzFjZmRmOGQ4MmViMjdhNmU3OWNmZjhiODEwNjRiOGZkMDRmODUyNjVlY2U2NzRjYw==>

## 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

# Contact List



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

## Engineering

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

## Engineering (Software)

TEL:  
02-2220-3137  
E-MAIL:  
xiahn07@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:  
love1234@hanyang.ac.kr

## Economic and Finance

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

## Business

TEL:  
02-2220-2435  
E-MAIL:  
wmoon3@hanyang.ac.kr

## Human Ecology

TEL:  
02-2220-1173  
E-MAIL:  
jinny@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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