

Re-registration for Fall Semester 2021 (Seoul campus)

■ Period of Re-registration: July. 12th (Mon) 10:00 ~ July. 26th (Mon) 17:00, 2021

*Additional period: August 16th(Mon) ~ August 20th(Fri) [Only for students who achieved Korean language standard in August]

■ 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 individual 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 may ask for additional document.
4. In person application by visiting Office of Int'l Affairs or email application is NOT ACCEPTED (Should apply only through HY-In portal website)

★★If you can't make use of certificate of admission due to visa restrictions or immigration issues, please contact Office of Int'l Affairs within 2 weeks. ★★

■ Who must re-register?

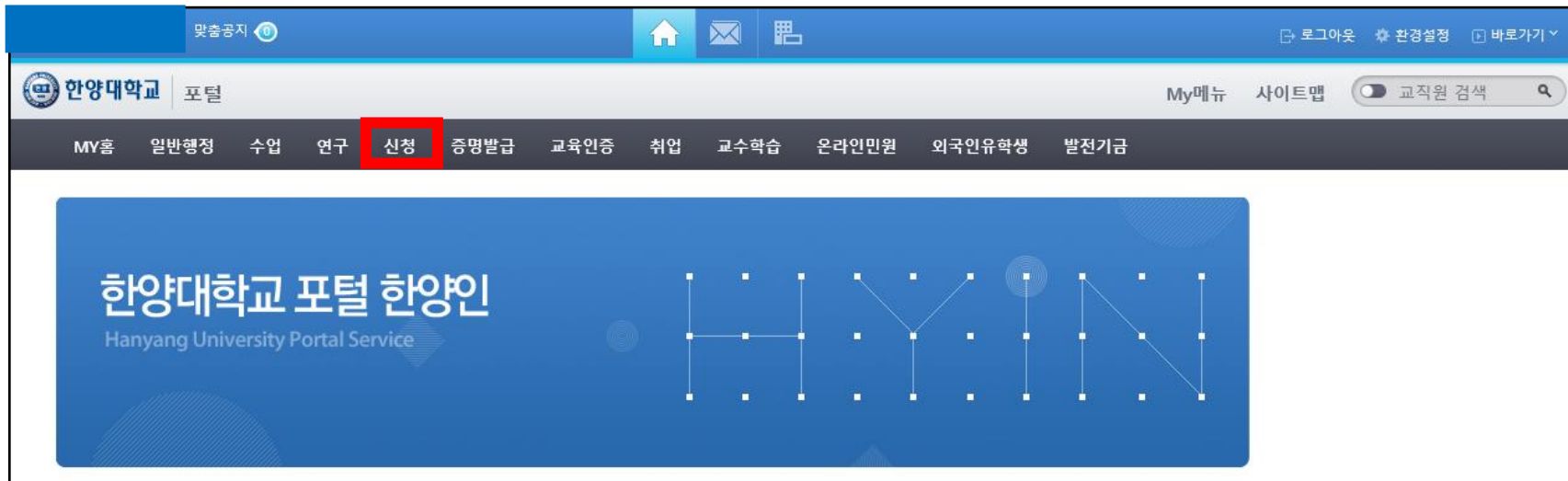
1. New re-registrer: Students who have met the following Korean language standards after admission and are re-registering for the first time.
★Standards: TOPIK level 4 or HYU Language Institute level 4 (for all undergrad and graduate students)
*Students who passed HYU Online Korean Test (held on 20.07.17/ 20.12.31/ 21.7.3) can also apply
→ Korean Language Test is only valid for 2021 Spring semester re-registration purpose, and cannot be used as Korean proficiency certificate to apply for scholarship like HIEA and TOPIK scholarship.
2. Regular re-registrer: Students who have taken at least 1 semester course from the university and would like to return to university after their leave of absence
*check Notes1 for leave of absence policy
3. Students who already took leave of absence for 1 year, which is the maximum that you can take at once. (If you do not re-register, you could be expelled from the HYU)
- Even if your Korean level has not met the standards for re-registration, you must re-register first and then take the leave of absence again.
4. Students who have taken leave of absence for 6 month after receiving academic probation for three times. (If you do not re-register, you could be expelled from the HYU)

■ Re-registering Documents

<p>Mandatory Documents</p>	<p>1. Passport and a copy of your passport 2. Re-registration form * Please use the HY-In Re-registration form placed in the upper right corner of the HY-In re-registration page 3. Proof of insurance: (*Refer to page 7) 1) Paid for their tuition before leave of absence: Sign up for Insurance and issue insurance certificate for submission 2) have NOT paid for tuition before leave of absence: pay for insurance fee together with tuition (insurance certificate submission not required)</p>
<p>Additional Documents</p>	<p>1. Front and back copy of Valid Residence Card(for holders) – Mandatory for F-Visa holders 2. *Korean proficiency certificate for New re-registeree (Must submit either one) 1) Certificate of TOPIK level 4 or above 2) Certificate of HYU language Institute Level 4 or above ★ Students who passed HYU Online Korean Test (held on 20.07.17/ 20.12.31/ 21.7.3) are not required to submit Korean proficiency certificate (will be automatically approved by international office)</p>

■ Re-registering Procedure

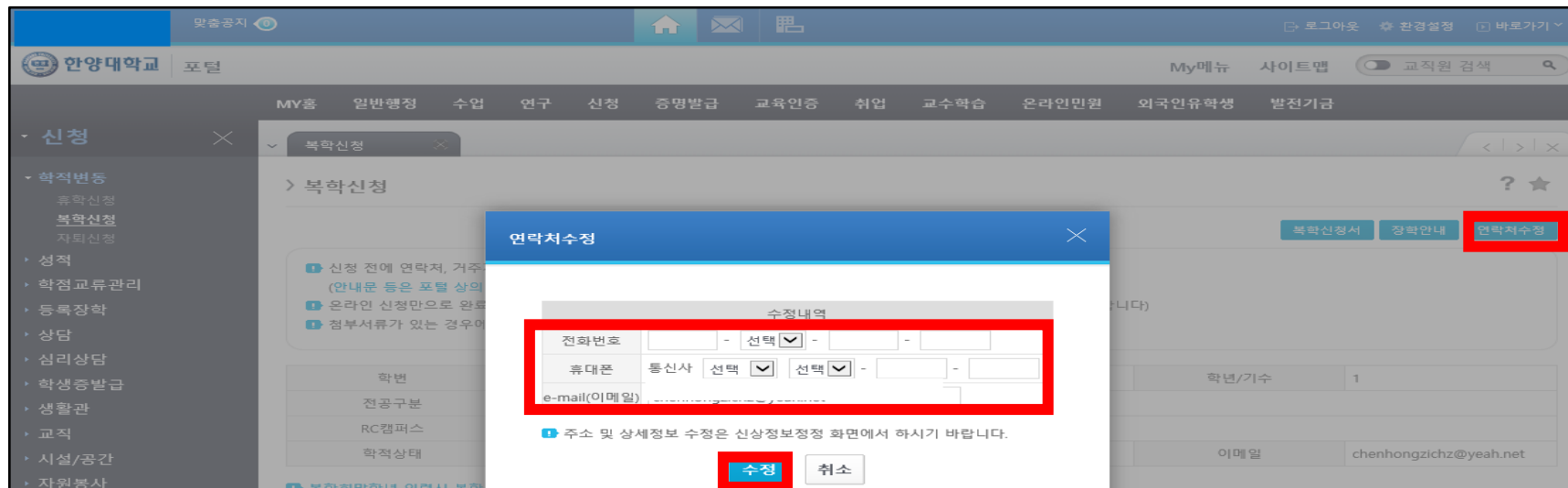
1. Log in to your HY-in account and click on “신청”



2. Click on “복학신청” under “신청” menu



3. Click on “연락처수정” → change your info → click on “수정” ※ All notice and visa documents will be sent to your email from this page



4. Click on “복학신청서”(=re-registration form) and fill out the form for submission



5. Fill out “복학희망학년”(=re-registering grade) (If you put in year & semester you have already completed then your grade for the semester will be deleted and you will be re-registering for the deleted semester so please be aware!!)

(Requirements: All- re-registration form, passport copy, insurance certificate / new re-registered- Korean certificate(TOPIK, IIE completion certificate)/ F-visa holder- Residence Card Copy)

복학희망학년 입력시 복학구분이 적용됩니다.

변동구분	정규복학	변동사유	
복학예정학년	2021 년도 1 학년 2학기	결재결과	
복학희망학년	2021 년도 1 학년 1학기	무등록여부	무등록
복학전공	서울 경영대학 경영학부	신청일자	2021년 07월 06일
군필여부	비대상 (전역예정자는 미필로 체크하시기 바랍니다.)	성적폐기구분	
증빙파일첨부			
복학신청서	파일업로드	여권사본	파일업로드
한국어능력증서	파일업로드	외국인등록증 앞·뒷면	파일업로드
		보험증서	파일업로드

6. Fill out the rest and click on “저장” to complete application

학적 처리를 위해 개인정보가 포함된 본 증빙서류의 보관에 동의하십니까?

비자종류(Type of Visa)	기타(Others) ▼
비자만료일(Visa Expiration Date)	2020.09.30
현재 체류지(Country of residence)	
해외연락처(Phone number outside Korea)	8613605363065
Address in China	<input type="text"/> <small>*중국에 체류중인 학생만 작성하세요(Applicable only to Chinese students who are currently staying in China)</small>
Level of Korean Language	선택 ▼ <small>*한양대학교 어학원 재학생만 선택하세요(Applicable only to students who currently attend Hanyang Language Institute)</small>

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

저장

※How to check your re-registration approval status:

From your recent application, if “결재” is shown under “결재결과” column then your re-registration is approved.

▶ 변동내역확인

변동일자	변동구분	변동			학적변동사유	예정			결재결과	출력
		연도	학년	학기		연도	학년	학기		
2020.09.02	일반휴학	2020	1	2학기	어학연수	2021	1	2학기	결재	
2020.09.01	신입학	2020	1	2학기		2020	1	2학기	결재	

■ Regular Re-registeree Tuition Payment Guide

1. Who must pay tuition?

1) Students who did not pay for tuition before taking leave of absence

2) Students who were under involuntary leave of absence as disciplinary sanction

2. Even if you complete your re-registration process, if your tuition is not paid to full, you cannot enroll for this semester.

3. Registration(Tuition payment) Guideline for 2021 Fall semester : <http://finance.hanyang.ac.kr/-12>

■ How to Apply for Visa after Re-registration Procedure

A. Students currently in Korea(Applying for D-2 VISA)

D-2 Visa Application Procedure and Required Documents	<p>1. After successfully completing re-registration application, Office of international Affairs will send Certificates of Admission and Business Registration to Students' HY-In portal email. Other documents should be prepared by the students themselves (Documents listed below)</p> <p>2. Make reservation for visit to Seoul Immigration Office and apply for Visa and Residence Card (*check Notes 3)</p>
	<p>1. Passport and a copy of your passport</p> <p>2. Residence Card/ Alien Registration Card</p> <p>3. 1 passport photo (3.5cm X 4.5cm) *taken within 6 months</p> <p>4. Application fee of KRW 130,000</p> <p>5. Certificate of Residence (Housing contract or a proof of residence in dormitory)</p> <p>6. Attendance record/ Transcript of Korean language courses – only for new re-registeree</p> <p>7. Integrated application form (placed at the immigration office)</p> <p>8. Admission Certificate, HYU Business Registration (provide by Office of Int'l Affairs)</p> <p>9. Tuberculosis(TB) Certificate* - only for students from the following countries (*check Notes 2)</p>

B. Students currently abroad(Applying for D-2 VISA)

D-2 Visa Application Procedure and Required Documents	<p>1. After successfully completing re-registration application, Office of international Affairs will send Certificates of Admission and Business Registration to Students' HY-In portal email. Other documents should be prepared by the students themselves (Documents listed below)</p> <p>2. Make reservation for visit to Korean Embassy in your country of residence and apply for Visa (You must apply for residence card after you enter Korea)</p>
	<p>1. Passport and a copy of your passport</p> <p>2. Identification card of your country</p> <p>3. 1 photo (3.5cm X 4.5cm) *taken within 6 months</p> <p>4. Application fee (may differ by countries, please check with embassy)</p> <p>5. Application form (provided in Korean embassy)</p> <p>6. Admission Certificate, HYU Business Registration (provide by Office of Int'l Affairs)</p> <p>7. Tuberculosis(TB) Certificate* - only for students from the following countries (*check Notes 2)</p>

■ Proof of Insurance Document Submission Guide

In order to help international students to stay safely within Korea and to prevent any future accidents, the Office of International Affairs announces the guidelines for applying for private insurance for international students as follows.

1. Eligibility: All foreign students enrolled in Hanyang University who have been accepted through the Office of Int'l Affairs Foreigner Admissions System.

2. Insurance Fee: 20,000 krw /1 Semester (6 Months)

3. How to Subscribe:

1) If the Insurance fee is stated in the Tuition Bill : Pay the required amount of money to the Virtual Account stated in the Tuition Bill.

2) If the Insurance Fee is not stated in the Tuition Bill:

① Access n.foreignerdb.com/hanyang -> ② Click "Insurance Application for Foreign Students" -> ③ InsuranceSubscription and Payment of Insurance Fees to the Virtual Account.

4. Inquiries

-Insurance Company 02-776-8500 (Korean and English) / 02-3481-2133 (Chinese)

-Office of International Affairs Staff 02-2220-2844

■ Inquiry

Ms. Wongyung Moon

Email : wmoon3@hanyang.ac.kr

Contact number : 82-2-2220-2844

OIA website : study.hanyang.ac.kr

<Notes>1 Leave of Absence Policy

▶ Application period for 2021 Fall semester leave of absence: 2021.07.26(mon)~07.30(fri)

** leave of absence notice will be sent by e-mail or posted on our website notice board.

▶ Undergraduate students

- You can take maximum 1 year of leave at once
- You will be withdrawn from the University if you don't re-register after your leave of absence expires. If you want 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
- You must re-register if you are in involuntary leave of absence(6m) after 3 consecutive academic probation expires

▶ Graduate students

*General Graduate school

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

- **master's or doctor's degree:** Maximum 2 years during the period of attendance at university. (In total 4 times)
- **combined master's and doctoral degree:** Maximum 3 years during the period of attendance at university(In total 6 times)

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

<Notes>2 Tuberculosis Test Guide(Issued within 3 month from application)

1. Students currently in Korea : Designated testing site by ministry of law / Korea Association of Health

Promotion <http://www.kahp.or.kr/> (prepare passport and krw 7000)

2. Students currently abroad : Inquire to the Embassy for designated hospital for Tuberculosis test

*Tuberculosis Test Countries

[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

<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	15 minutes walk from exit No. 7 at Omok-kyo station(line no. 5)

5. Direction

