

2022年度
외국인 유학생 대학 생활 안내
外国留学生大学生活指南
Handbook for International Students



한세대학교 국제교류교육원
韩世大学 国际交流教育院
Office of International Affairs, Hansei University



Name : _____

Student ID: _____

| | Portal | | Wi-Fi Info | |
|----------|-----------------|--|------------|--|
| ID | Portal ID | | Portal ID | |
| | | | | |
| Password | Portal Password | | Student ID | |
| | | | | |

Handbook List

| | |
|--|------|
| I . Introduction of Office of International Affairs, Hansei University | p.01 |
| II . Academic Information | |
| 01. Guide for Departments | p.02 |
| 02. Academic Calendar(Undergraduate School) | p.03 |
| Academic Calendar(Graduate School) | p.05 |
| 03. Major Administrative Departments | p.07 |
| 04. Student Information Services(Homepage & Hansei Portal System) | p.08 |
| 05. Enrollment for Undergraduate School | p.10 |
| Enrollment for Graduate School | p.12 |
| 06. Semester Registration | p.15 |
| 07. Academic Performance | p.16 |
| 08. Managing Graduation Requirement | p.17 |
| III . School Life | |
| 01. Scholarship Program for International Students | p.18 |
| 02. Electronic Attendance System | p.19 |
| 03. Guidelines for Secondary Authentication of Hansei Portal Site | p.20 |
| 04. E-class System | p.24 |
| 05. E-mail Registration Verification for Online Class(Zoom) via E-class | p.25 |
| 06. How to Access Live Online Class(Zoom) via E-class | p.27 |
| 07. How to Use Library | p.29 |
| 08. How to Use Korean Language Institute | p.30 |
| 09. Dormitory | p.31 |
| 10. How to Use Counseling Center | p.32 |
| 11. Guidelines for Health, Safety & Insurance for International Students | p.33 |
| 12. Application for Student ID / 13. Etc | p.34 |
| IV . Information on Facilities around School | |
| 01. Information on Facilities around School | p.35 |
| 02. Outside Hospitals for International Students | p.36 |
| 03. School Cafeteria / 04. School Fitness Facilities | p.37 |
| V . COVID-19 Quarantine & Personal Hygiene Care | |
| 01. Entry Quarantine for International Students | p.38 |
| 02. International Students' Obligation during Self-quarantine Period after Entry | p.38 |
| 03. Procedures of Entry in School Buildings | p.39 |
| VI . Immigration Control(VISA) | |
| 01. Alien Registration / 02. Status of Residence(VISA) | p.44 |
| 03. Foreigner Information Center(www.hikorea.go.kr/ / ☎ 1345) | p.45 |

I. Introduction of Office of International Affairs, Hansei University

Hansei University's Office of International Affairs is dedicated to fostering professionals who will lead the new era of internationalization and have high quality and competence in internationalization. In order to achieve the internationalization of the campus by converging academic talents from all over the world, it strives to provide the best academic environment to our students.

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 Chinese +82-31-450-5216
 E-mail : iec.hansei@gmail.com

1. Department Task

A. International Exchange.

- 1) Internationalization planning & project operation.
- 2) International task-related correspondence.
- 3) A protocol for visitor from overseas.
- 4) Participating in various international conferences & promoting HSU.
- 5) Enactment & management of sister university agreements in oversea.
- 6) Recruiting International students and promoting in overseas.
- 7) Management and operation of homepage.



韓世大學

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SNS www.facebook.com/hansei_OIA

SNS kakaotalk : OIA Hansei univ

B. Support for International Students.

- 1) Admission, visa, school affairs, scholarship & life support for international students.
- 2) Management of the comprehensive information system for international students in Ministry of Justice.
- 3) Management of Study in Korea(Study abroad information system).
- 4) Recruiting government-invited scholarship student & support management
- 5) Hold various cultural events for international students.
- 6) Support management of counseling & part-time employment for international students.
- 7) Operation of a buddy mentoring program for international students.
- 8) Dispatch of enrolled students to overseas & operating the exchange student program.
- 9) Inviting foreign sister university exchange students program(E.S.P) &visiting students program(V.S.P).
- 10) Operation of a short-term special program.

C. Korean Language Institute.

- 1) Operation of Korean Language Institute(regular, short-term & special course)
- 2) Holding various cultural events for language trainees(D-4).
- 3) Support management for counseling & visa extension for language trainees.
- 4) Support management for language trainees(D-4) to enter the regular degree course(D-2).

2. Staffs

| Title | | Name | | Numbe |
|------------|-------------|------|---------------------|-------|
| 国际交流教育院 院长 | Director | 崔鍾寓 | Cui, Zhong yu | 020 |
| 主任 老师 | Team Leader | 李勳載 | Hoon-Chai Rhee | 872 |
| 老师 | Staff | 黃杰 | Geul Hwang | 871 |
| 老师 | Staff | 朴恩惠 | Eun-Hye Park(Grace) | 183 |

II . Academic Information

01. Guide for Departments

* Bachelor(Undergraduates)'s degree

| Department | Major |
|---|---|
| Department of Theology | Theology, Christian Education, Counseling |
| Department of Humanities & Social Science | Media Advertising, International Business, Police Administration, International Tourism, English, Chinese |
| Department of Information Technology | Electronic Software, Information & Communication Technology, Industrial Security |
| Department of Art | Music, Art, Performance |
| Department of Design | Visual Information Design, Interior Architecture Design, Textile Fashion Design |
| Department of Nursing & Social Welfare | Social Welfare, Nursing |

* Master's degree

| Department | Major |
|--|--|
| Department of Music | Strings, Accompaniment, Voice, Organ, Composition, Piano, Music therapy, Choir, Music & Cultural Management |
| Department of Psychology & Counseling | Psychology & Counseling |
| Department of Design | Design |
| Department of Social Welfare | Social Welfare |
| Department of IT Convergence | IT Convergence |
| Department of Theology | Old Testament, New Testament, Systematic Theology, History Theology, Spiritual Teaching & Pastoral Psychology, Mission Theology, Youngsan Theology, Christian Counseling |
| Department of Theology (Youngsan Theology) | Theology(M. Div.) |

* Doctor's degree

| Department | Major |
|-----------------------------------|--|
| Department of Business Management | Business Management |
| Department of Music | Strings, Accompaniment, Voice, Organ, Composition, Piano, Piano Pedagogy, Choral Conducting, Music therapy, Music & Cultural Management |
| Department of Counseling | Counseling |
| Department of Design | Design |
| Department of Social Welfare | Social Welfare |
| Department of IT Convergence | IT Convergence |
| Department of Theology | Old Testament, New Testament, Systematic Theology, History Theology, Spiritual Teaching & Pastoral Psychology, Mission Theology, Youngsan Theology, Christian Counseling |

02. Academic Calendar(Undergraduate School)

Schedule for the 1st semester of 2022

| Month | Week | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Schedule | |
|-------|---------|-----|-----------------------|-----------------|----------------------------|---------------------|-------------------------|-----|---|--|
| Mar | 1W | | | 1 Samil-jeol | 2 | 3 | 4 | 5 | 02(W) 08(T) | 1 st semester starts. Entrance ceremony & Opening service for 1 st semester. |
| | 2W | 6 | 7 | 8 | 9 Presidential Election | 10 | 11 | 12 | 02(W)~08(T) | Additional tuition payment period. 1 st installment payment period. |
| | 3W | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 04(F)~08(T) 14(M)~18(F) | Correction of course registration. Tuition payment period for overage students. |
| | 4W | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 23(W)~25(F) | Withdrawal of course application & its printing. |
| Apr | 5W | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 28(M)~29(T) | Submission of application for withdrawal of registration. |
| | 6W | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 29(T) 28(M)~01(F) | 1/4 of the total classes. 2 nd installment payment period. |
| | 7W | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 31(T) 07(T) | 30 days from the start of semester. 1/3 of the total classes. |
| | 8W | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 18(M)~22(F) 20(W)~26(T) | 3 rd installment payment period. Mid-term examination. |
| | 9W | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 26(T) 27(W)~05.03(T) 30(S) | 1/2 of the total classes. Dropping period of multi-major. 60 days from the start of semester. |
| May | 10W | 1 | 2 | 3 | 4 | 5 Children's Day | 6 School anniversary | 7 | 06(F) | Closed on the school anniversary. |
| | 11W | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 10(T)~11(W) 13(F) | Pentecost Festival. |
| | 12W | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 16(M)~20(F) 24(T) | 2/3 of the total classes. 4th installment payment period |
| | 13W | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 25(W)~31(T) | 3/4 of the total classes. Re-admission, changing department(major) & registering multi-major. Application for summer school |
| Jun | 14W | 29 | 30 | 31 | 1 Local elections | 2 | 3 | 4 | 30(M) | 90 days from the start of semester. |
| | make up | 5 | 6 Memorial Day | 7 | 8 | 9 | 10 | 11 | 30(M)~03(F) 03(F)~08(W) 7(T) | Submit a certificate of completion for multi-major. Register for summer school. 1 st semester ending service. |
| | 15W | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 08(W)~14(T) 15(W)~21(T) 15(W)~28(T) | Make-up week. Final-term examination. |
| | Session | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 21(T) 22(W)~07.12(T) | Enter & check grades for 1 st semester. The end of 1 st semester. Summer school. |
| Jul | Session | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 27(M)~01(F) | Application for returning in 2 nd Semester(1st). |
| | Session | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 30(T)~03(S) 05(T) | Correction of grades for 1 st semester. Confirmation of grades in 1 st semester. |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 13(W)~15(F) 18(M)~19(T) | Enter grades for summer school. Correction & confirmation of grades for summer school. |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 25(M)~08.05(F) | Application for returning in 2 nd semester(2nd). |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| Aug | | 31 | 1 | 2 | 3 | 4 | 5 | 6 | | |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 16(T)~28(S) 16(T) | Application for leave of absence in 2 nd semester. *Summer Graduation Ceremony in 2021 Enrollment 2 nd semester. |
| | | 14 | 15 Gwan-g-bok-jeol | 16 | 17 | 18 | 19 | 20 | 17(W)~19(F) 22(M)~31(W) | Tuition payment period for 2 nd Semester. Application period for installment payment for 2 nd Semester. |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |

Schedule for the 2nd semester of 2022

| Month | Week | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Schedule | |
|-------|---------|----------------|--------------------------|--------------------------|-----------------|-----|--------------|----------------|--|--|
| Sep | 1W | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 01(T) 01(T)~07(W) 06(T) 02(F)~08(T) 14(W)~20(T) 22(T)~26(M) | 2nd semester starts. Additional tuition payment period. 1 st installment payment period. Opening service for 2 nd semester. Correction of course registration. Tuition payment period for overage students. Withdrawal of course application & its printing. |
| | 2W | 4 | 5 | 6 | 7 | 8 | 9 Chuseok | 10 Chuseok | | |
| | 3W | 11 Chuseok | 12 Substitute holiday | 13 | 14 | 15 | 16 | 17 | | |
| | 4W | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| Oct | 5W | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 27(T)~28(W) 26(M)~30(F) 28(W) 30(F) 04(T) 07(F) 20(T)~26(W) 26(W) 27(T)~11.02(W) | Submission of application for withdrawal of registration. 2 nd installment payment period. 1/4 of the total classes. 30 days from the start of semester. Hansei Sports Day. 1/3 of the total classes. Mid-term examination. 3 rd installment payment period. 1/2 of the total classes. Dropping period of multi-major. |
| | 6W | 2 | 3 Gaecheon-jeol | 4 | 5 | 6 | 7 | 8 | | |
| | 7W | 9 | 10 Substitute holiday | 11 | 12 | 13 | 14 | 15 | | |
| | 8W | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| | 9W | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| Nov | 10W | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 30(S) 14(M) 14(M)~18(F) 23(W) 24(T)~30(W) | 60 days from the start of semester. 2/3 of the total classes. 4th installment payment period 3/4 of the total classes. Re-admission, changing department(major) & registering multi-major. Application for winter school |
| | 11W | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| | 12W | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
| | 13W | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| Dec | 14W | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 28(M)~02(F) 29(T) 02(F)~06(T) 6(T) 08(T)~14(W) 15(T)~21(W) 17(S)~28(W) 21(W) 22(T)~01.11(W) 26(M)~30(F) 30(F)~01.02(M) | Submit a certificate of completion for multi-major. 90 days from the start of semester. Register for winter school. 2 nd semester ending service. Make-up week. Final-term examination. Enter & check grades for 2 nd semester. The end of 2 nd semester. Winter school. Application for returning in 1 st Semester(1st). Correction of grades for 2 nd semester. |
| | make up | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| | 15W | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| | Session | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| | session | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| Jan | Session | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 06(F) 12(T)~14(S) 16(M)~17(T) 25(W)~02.10(F) | Confirmation of grades in 2 nd semester. Enter grades for winter school. Correction & confirmation of grades for winter school. Application for returning in 1 st semester(2nd). |
| | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 New Year | | |
| | | 22 New Year | 23 New Year | 24 Substitute holiday | 25 | 26 | 27 | 28 | | |
| Feb | | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 13(M)~28(T) 14(T) 15(W)~17(F) 16(T)~17(F) 20(M)~21(T) 20(M)~28(T) | Application for leave of absence in 1 st semester. *Winter Graduation Ceremony in 2022. Enrollment period for 1 st semester. Freshman Orientation. Tuition payment period for 1 st Semester. Application period for installment payment for 1 st Semester. |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| | | 26 | 27 | 28 | 1 Samil-jeol | 2 | 3 | 4 | | |

2) Academic Calendar(Graduate School)

Schedule for the 1st semester of 2022

| Month | Week | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Schedule | |
|-------|---------|-----|----------------------|-----------------|----------------------------|---------------------|-------------------------|-----|--|---|
| Mar | 1W | | | 1 Samil-jeol | 2 | 3 | 4 | 5 | 3.02(W) 02(W)-08(T) | The first semester starts. Additional tuition payment period 1st payment period for installment tuition Subject of thesis and application for an advisor. Correction of course registration. |
| | 2W | 6 | 7 | 8 | 9 Presidential election | 10 | 11 | 12 | 02(W)-11(F) 04(F)-08(T) 07(M)-11(F) | Application for the qualification exam. Payment period for tuition fees for those who have exceeded the limit |
| | 3W | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 14(M)-18(F) 16(W)-21(M) 21(M)-23(W) | Payment for the qualification exam. Application for withdrawal of course registration |
| | 4W | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| Apr | 5W | 27 | 28 | 29 | 30 | 31 | 1 | 2 | 3.29(T) 3.28(M)-4.01(F) 3.28(M)-4.08(F) | 1/4 of the number of classes. Payment in installment 2nd payment period Submission of thesis plans and research ethics pledges. 30 days from the start of the semester. |
| | 6W | 3 | 4 | 5 | 6 | 7 | 8 | 9 | | Qualification examination (foreign language / scholarship /Bible) will be conducted. |
| | 7W | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 3.31(T) 01(F) | Payment of thesis guidance fee. Qualification test (major) will be conducted. |
| | 8W | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 04(M)-11(M) 07(T)-09(S) 11(M)-15(F) | Submission of application for preliminary thesis presentation (Doctor). 1/3 of the class. midterm examination |
| | 9W | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 07(T) 20(W)-26(T) 18(M)-22(F) 18(M)-29(F) | Payment in installments 3rd payment period Submit the preliminary thesis review result report (Doctor) and the main examination(Public screening) application (Master/Doctor) 1/2 of the class days. 60 days from the start of the semester. |
| May | 10W | 1 | 2 | 3 | 4 | 5 Children's Day | 6 School anniversary | 7 | 04(W)-13(F) 06(F) 09(M)-12(T) 13(F) | Payment for the thesis examination fee Closed on the anniversary of school day. Application for additional qualification exams. |
| | 11W | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 16(M)-20(F) 23(M)-27(F) | 2/3 of the number of classes. The 4th payment period for tuition. Application for the summer semester/Payment of the additional qualification examination fee. |
| | 12W | 16 | 16 | 17 | 18 | 19 | 20 | 21 | 24(T) 23(T)-27(F) | 3/4 of the number of classes. Re-admission, major change application. |
| | 13W | 22 | 23 | 24 | 25 | 26 | 27 | 28 | | |
| Jun | 14W | 29 | 30 | 31 | 1 Local elections. | 2 | 3 | 4 | 5.30(M) 5.30(M)-6.12(S) 5.31(T)-03(F) | 90 days from the start of the semester. Application for scholarship. Payment of tuition for the summer semester. makeup lesson class |
| | make up | 5 | 6 Memorial Day | 7 | 8 | 9 | 10 | 11 | 08(W)-14(T) 15(W)-21(T) | final examination Enter and check your grades for the first semester. |
| | 15W | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 15(W)-28(T) 13(M)-24(F) | Submit the final main examination result report (Master/Doctor) Submit the final main examination (public examination) result report (Doctor) |
| | Session | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 21(T) 20(M)-21(T) 22(W)-7.12(T) | The end of the first semester. Additional qualification tests. Summer season class. |
| Jul | Session | 26 | 27 | 28 | 29 | 30 | 1 | 2 | 6.27(M)-7.07(T) 6.27(M)-7.08(F) | Postponing graduation, deleting credits, applying for early graduation, and applying for graduation. Submit a thesis requesting a degree. |
| | Session | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 6.30(T)-7.03(S) 05(T) | Correction of grades in the first-semester grades. First-semester grades are confirmed. |
| | | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 13(W)-15(F) 18(M)-19(T) | Enter grades for the summer semester. Correction and confirmation of grades for the summer semester. |
| | | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 25(M)-8.05(F) | Application for returning to school to the 2nd sem. |
| | | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | |
| Aug | | 31 | 1 | 2 | 3 | 4 | 5 | 6 | 16(T)-28(S) 16(T) | Application for a leave of absence for the 2nd sem. Graduated after 2021 |
| | | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 17(W)-19(F) 22(M)-31(W) | Registration for the 2nd semester. Payment period for tuition for the 2nd semester Application period for installment payment |
| | | 14 | 15 Gwang-bok-jeol | 16 | 17 | 18 | 19 | 20 | 24(W)-25(T) | Registration for New students and transferred students in the 2nd sem. |
| | | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |

Schedule for the 2nd semester of 2022

| Month | Week | Sun | Mon | Tue | Wed | Thu | Fri | Sat | Schedule | |
|-------|----------|----------------|--------------------------|--------------------------|-----|-----|--------------|----------------|--|--|
| Sep | 1W | 28 | 29 | 30 | 31 | 1 | 2 | 3 | 9.01(T) 01(T)-07(W) 01(T)-13(T) 02(F)-08(T) 05(M)-08(T) 14(W)-20(T) 16(F)-21(W) 26(M)-30(F) | The 2nd semester starts. Payment period for additional tuition. 1st payment period for tuition. Subject of thesis and application for an advisor. Correction of course registration. Application for the qualification exam. The period of payment for the tuition fee for those who have exceeded the limit. Payment for the qualification exam. Second payment period for tuition. |
| | 2W | 4 | 5 | 6 | 7 | 8 | 9 Chuseok | 10 Chuseok | | |
| | 3W | 11 Chuseok | 12 Substitute holiday | 13 | 14 | 15 | 16 | 17 | | |
| | 4W | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| Oct | 5W | 25 | 26 | 27 | 28 | 29 | 30 | 1 | 28(W) 9.26(M)-28(W) 9.26(M)-10.07(F) 9.30(F) 9.30(F) 04(T)-11(T) 07(F) 06(T)-8(S) 11(T)-17(M) 17(M)-21(F) 20(T)-26(W) 20(T)-26(W) 26(W) 24(M)-28(F) 30(S) | 1/4 of the class days. Application for withdrawal of course registration. Submission of thesis plans and research ethics pledges. 30 days from the start of the semester. Qualification examination (foreign language / scholarship / Bible) will be conducted. Payment of thesis guidance fee. 1/3 of the class days. Qualification test (major) will be conducted. Application for preliminary thesis review (Doctor) submission of Ph.D. Submit the preliminary thesis review result report (Doctor) and the main examination (open examination) application (Master/Doctor) midterm examination Payment in installments 3rd payment period 1/2 of the class days. Payment for the thesis examination fee. 60 days from the start of the semester. |
| | 6W | 2 | 3 Gaech eon-je ol | 4 | 5 | 6 | 7 | 8 | | |
| | 7W | 9 | 10 Substitute holiday | 11 | 12 | 13 | 14 | 15 | | |
| | 8W | 16 | 17 | 18 | 19 | 20 | 21 | 22 | | |
| | 9W | 23 | 24 | 25 | 26 | 27 | 28 | 29 | | |
| Nov | 10W | 30 | 31 | 1 | 2 | 3 | 4 | 5 | 03(T)-09(W) 14(M) 14(M)-18(F) 23(W) 21(M)-24(T) 22(M)-25(F) | Application for additional qualification exams. 2/3 of the number of classes. Payment in installments 4th payment period 3/4 of the class days. Payment for additional qualifications. Application for the winter semester. Re-admission, major change application. |
| | 11W | 6 | 7 | 8 | 9 | 10 | 11 | 12 | | |
| | 12W | 13 | 14 | 15 | 16 | 17 | 18 | 19 | | |
| | 13W | 20 | 21 | 22 | 23 | 24 | 25 | 26 | | |
| Dec | 14W | 27 | 28 | 29 | 30 | 1 | 2 | 3 | 11.29(T) 11.28(M)-12.11(S) 11.29(T)-12.02(F) 8(T)-14(W) 15(T)-21(W) 12(M)-23(F) 17(S)-28(W) 21(W) 22(T)-22.1.11(W) 23(F) 30(F)-22.1.2(M) | 90 days from the start of the semester. Application for scholarship. Payment of tuition for the summer semester. makeup lesson class final examination Enter and check your grades for the first semester. Submit the final main examination result report (Master/Doctor) Submit the final main examination (public examination) result report (Doctor) The end of the 2nd semester. Winter season class. Additional qualification tests. Correction of grades in the 2nd semester |
| | make up | 4 | 5 | 6 | 7 | 8 | 9 | 10 | | |
| | 15W | 11 | 12 | 13 | 14 | 15 | 16 | 17 | | |
| | Sessi on | 18 | 19 | 20 | 21 | 22 | 23 | 24 | | |
| | sessi on | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | |
| Jan | Sessi on | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 12.26(M)-06(F) 02(M)-08(S) 06(F) 12(T)-14(S) 16(M)-17(T) 24(T)-2.09(T) | Submit a thesis requesting a degree. Postpone graduation, delete credits, apply for early graduation, apply for graduation. 2nd semester results are confirmed. Enter grades for the winter semester. Correction and confirmation of grades for the winter semester. Application for returning to school in the 1st. Sem. |
| | | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| | | 15 | 16 | 17 | 18 | 19 | 20 | 21 New Year | | |
| | | 22 New Year | 23 New Year | 24 Substitute holiday | 25 | 26 | 27 | 28 | | |
| Feb | | 29 | 30 | 31 | 1 | 2 | 3 | 4 | 13(M)-28(T) 14(T) 15(W)-17(F) 22(W)-23(T) 20(M)-28(T) | Apply for a leave of absence from school in the 1st semester. The ceremony for granting a degree . Registration for the first semester students and returning students. New students and transfer students in the 1st sem.. Application period for installment payment of tuition. |
| | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | | |
| | | 12 | 13 | 14 | 15 | 16 | 17 | 18 | | |
| | | 19 | 20 | 21 | 22 | 23 | 24 | 25 | | |
| | 26 | 27 | 28 | 1 Samil-jeol | 2 | 3 | 4 | | | |

03. Introduce the management department by major

1. Office of International Affairs : Admission, visa extension, scholarship, and quarantine support for foreign students.
2. Department of Education and Innovation(for undergraduate's): Registration, courses (including exams), graduation, and other business consulting offices
Graduate admission team (master's and doctorate's)

| | Work | Office Phone Number |
|--------------------------------|-------------------------------|----------------------------|
| DPMT of Education & Innovation | Academic records & grades | 031-450-5019 |
| | Class. | 031-450-5162 |
| Graduate admission team. | Admission and thesis. | 031-450-5188 |
| | Academic record & scholarship | 031-450-5125 |
| | Class | 031-450-5072 |

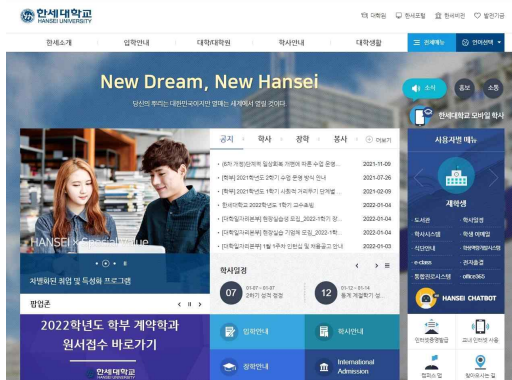
3. the academic and graduate administration departments
 - Curriculum consultation, professional arrangement, Academic affairs such as grade management
 - Credit management (leave of absence, government studies, re-admissions, double degrees, early graduation, etc.
 - Transfer student credits approved, completed, Administrative tasks such as business conditions, progress of activities by department, Curriculum setting, etc.
 - Student mentors, scholarships, Student Affairs such as Discussion, Freshman Orientation, etc.
 - Processing with various degree activities and degree counseling, etc.

| Department | Major | Office Phone Number |
|--------------------------------|---------------------------------------|----------------------------|
| Theology | Theology | 031-450-5180 |
| | Christian Education and counseling | 031-450-5023 |
| Humanities and Social Sciences | Media video advertising | 031-450-5028 |
| | International business administration | 031-450-5223 |
| | police administration | 031-450-5342 |
| | International tourism | 031-450-5163 |
| | English philology | 031-450-5281 |
| | Chinese philology | 031-450-5132 |
| IT | electronic software science | 031-450-5170 |
| | ICT Convergence Science | |
| | Industrial security | 031-450-5342 |
| Design | Visual Communication Design | 031-450-5147 |
| | Textile fashion design | 031-450-5220 |
| | Interior Architectural Design | 031-450-5035 |
| Arts | Musicology | 031-450-5141 |
| | performing arts | 031-450-5090 |
| Social welfare. | nursing science | 031-450-5382 |
| | social welfare science | 031-450-5266 |
| | Liberal Arts. | 031-450-5179 |
| Graduate admission team. | Admission and thesis. | 031-450-5188 |
| | Academic record & scholarship | 031-450-5125 |
| | Class | 031-450-5072 |

04. Online information service for students. (Homepage, Hansei Portal System)

A. Homepage of University

1. URL: <https://www.hansei.ac.kr>



2. characteristics

- Various notification instructions for students (notification in Korean Language only without login)

| division | URL |
|------------------------|---|
| undergraduate students | https://www.hansei.ac.kr/kor/1698/subview.do |
| graduate students | https://graduate.hansei.ac.kr/graduated/641/subview.do |

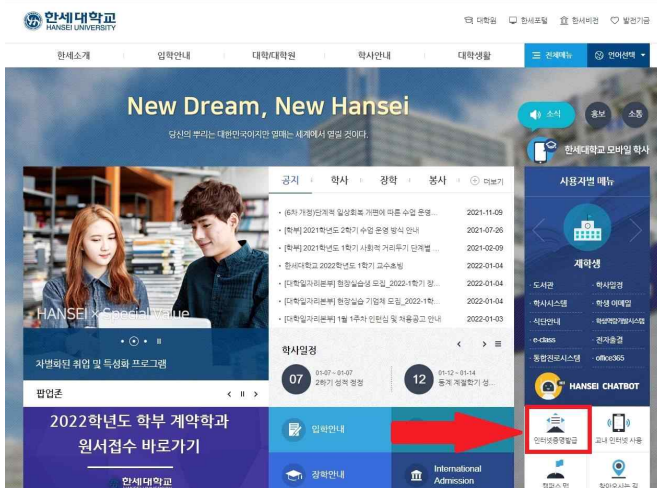


- Inquiry of student's information (admission, registration, Academic record, scholarships, courses, thesis. etc.)

- Certificate download & print method

* Electronic version, certificate download

URL (<https://uni.webminwon.com/servlet/WMINDEX?COMMAND=CHOICE>)



* Using Self-Download Devices on Campus : <https://www.hansei.ac.kr/kor/321/subview.do>

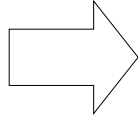
Student: Number of students / password of Portal, graduate (exempt student): Number of students / date of birth (6 digits)

* Issued by fax request : <https://www.hansei.ac.kr/kor/322/subview.do>

* Issued by overseas mail. : <https://www.hansei.ac.kr/kor/323/subview.do>

B. Hansei Portal System

1. URL: <https://portal.hansei.ac.kr/>
2. ID Login



통합아이디 등록

★ 통합아이디를 등록하시려면 **학번 또는 교번으로 먼저 로그인**하셔야 합니다.

- 기존에 사용하시던 **학번 또는 사번(교번)**으로 로그인 하시면 됩니다.
- 신/편입생 등 처음 오신 분은 **주민번호 앞 6자리를 추가 비밀번호**로 이용하시기 바랍니다.
- 초기 비밀번호는 반드시 비밀번호를 변경하여 사용하시기 바랍니다.

- ID account number: student number
- Code: Initial code, the first six digits of the Resident registration number

3. Change Personal Information

- If the student's residence address and contact number (phone number) are changed, it must be changed.

step1: click \

step2: write your email

step1: click \

step2: click \

step3: write your cellphone # & email

05. Application for classes

A. Common

1. Course registration time

- ※ will be posted on the school website 1 month before the commencement of the course.
- ※ Course enrollment and withdrawal period are open am10:00 on the start date and 16:00 on the end date.
- ※ Students register for classes on their own.
However, foreign students [department and university] Office of International Affairs will help you apply for a course only for the first semester after admission.

2. Basic procedure.



※The preliminary course registration function is not provided in the first semester of admission for new students.

B. Registration for undergraduate courses.

1. register for courses credit

| | |
|--|-------------------|
| Graduation, completion, 130 credits. | 12 to 18 credits. |
| Graduation credits, 140 credits (Nursing) | 12 to 19 credits. |

- 주요 전공별 수강신청 방법은 학과 사무실 및 대학원 교학팀에 확인 필요.

3. Chapel(Worship)-related guidance.

- [Graduation Requirements] There is a mandatory course system for all student chapel courses based on the educational ideology of this school. (0 credits)
- New students must complete seven semesters out of eight semesters of enrollment, and transfer students must complete three semesters out of four semesters of enrollment to graduate.
- [Application] During school worship 3 times a week [Tuesday morning, Friday afternoon], the Theology Department applies twice a week (Tuesday morning, Friday afternoon), and the General Department applies once a week (Tuesday morning, Friday afternoon).
- All students must attend the opening service (first week of the semester) and the closing service (week before the final examination) regardless of the chapel time they applied for.
- [주관부서] 교목실
- [위치] 본관 2층
- [연락처] 031-450-5047, 5302

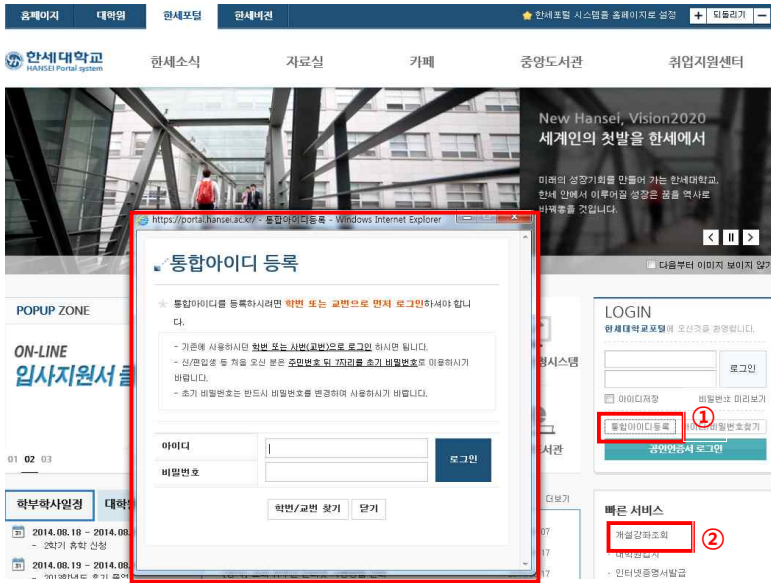
4. Korean language training.

- Students with TOPIK level 2 or higher need to complete at least 300 hours of Korean language training for one year after admission.
- In the case of conditional admissions, it is necessary to complete a prescribed Korean language training for the first 12 months after admission.

5. How to register for a course (undergraduate, Incoming exchange student)

1) Hansei Portal System: <http://portal.hansei.ac.kr/>

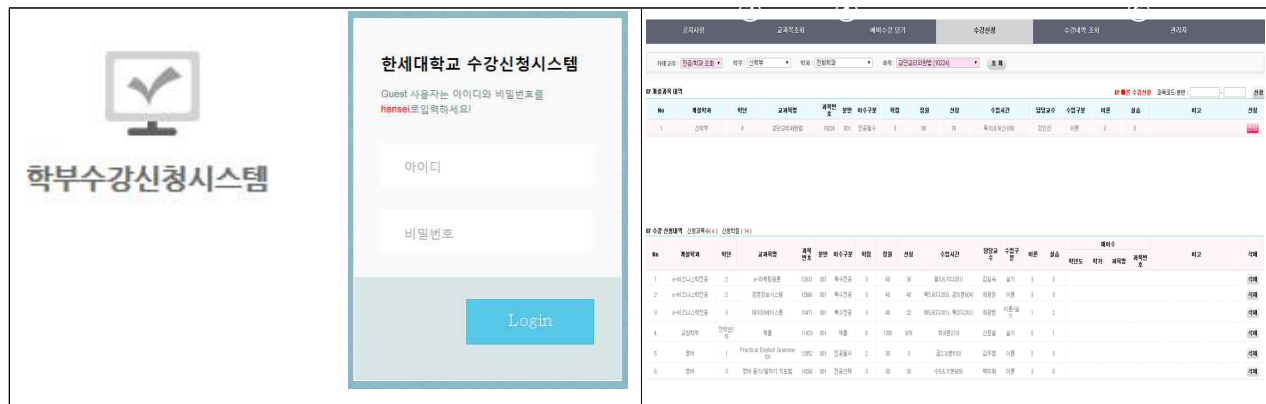
---> Issuing an integrated ID and checking the course manual in a quick service (opening course inquiry).



2) Academic administration(학사행정) > Click on the undergraduate course registration system.(학부수강신청)



3) 학부수강신청 시스템에 아이디(ID), 비밀번호(Password)로 로그인(Log in) After that, the course registration progressed.



- ① 한세포털 ☞ 학부수강신청시스템 메뉴 (또는 <http://sugangnew.hansei.ac.kr:8808> 접속)
- ② 한세포털에서 발급한 통합아이디로 로그인 (학번부여 전에는 hansei/hansei로 임시로그인)

- ③ 상단의 '공지사항' 메뉴에서 자세히 확인(중요)
- ④ '교과목조회'에서 과목 조회
- ⑤ '수강신청' 메뉴에서 신청 완료
- ⑥ '수강내역조회'에서 수강내역 최종 확인

C. Application for master's and doctoral courses in graduate school.

1. Course registration procedure.

- 1) Graduate students apply for courses they want to complete within a certain period through the school website by receiving guidance from the department's major professor or department office.
- 2) If you do not register for the course, you will not be willing to take it and it will be handled according to the school regulations.
- 3) When registering for classes, please check the lecture time, day of the week, classroom, and credits in detail.
- 4) After completing the course entry, print out and store the course materials.

2. Credit for enrollment.

- 1) Course registration credits can be applied according to the course registration credits.
- 2) At least 12 credits must be completed to be eligible for scholarships, so please refer to it when revising and withdrawing the course.
(6 credits for general graduate school and 16 credits for Youngsan Theological Seminary)

* Refer to the Enforcement Rules of Graduate School.

Article 13 (Class Application Credit) The credits for each semester course are determined as follows.

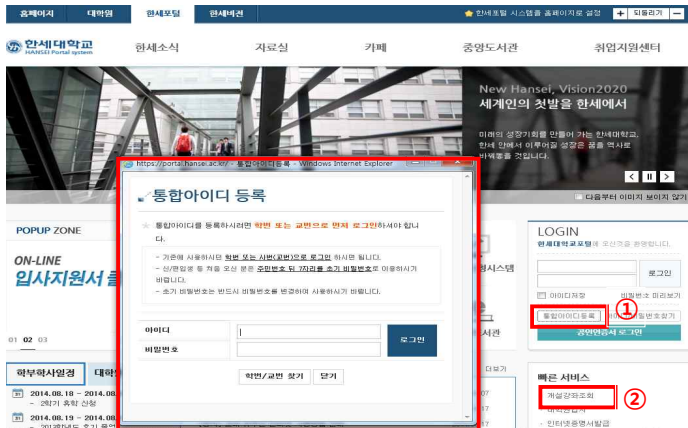
1. Ph.D. in theology: 6 to 12 credits (Revised March 17, 2015)
2. Doctor of Engineering: 6 to 9 credits.
3. Doctor of Music: 6 to 9 credits.
4. Doctor of Police: 6 to 9 credits.
5. Doctor of Social Welfare: 6 to 9 credits in the major of social welfare, 6 to 12 credits in the major of counseling psychology (Revised March 17, 2015)
6. Doctor of Counseling: 6 credits to 12 credits (new October 13, 2015)
7. Doctor of Design: 6 to 9 credits (new October 13, 2015)
8. Master of Theology (Th.M.) : 6 credits to 12 credits (Revised March 17, 2015)
9. Master of Police Studies: 6 to 9 credits.
10. Master of Pastoral Studies (M. Div): 16 to 19 credits
11. Master of Music: 6 to 12 credits.
12. Master of Arts: 6 to 12 credits
13. Master of Engineering: 6 to 12 credits
14. Master of Social Welfare: 6 to 12 credits
15. Master of Education: 6 to 9 credits
16. Master of Police, Master of Law: 6 to 9 credits
17. Master of Design: 6 to 9 credits
18. Master of Business Administration: 6 to 9 credits
19. Master of Psychological Counseling: 6 to 12 credits
20. Master of Art: 6 to 9 credits (new August 29, 2014)
21. Master of Sports Management: 6 to 9 credits (new August 29, 2014)
22. Master of Industrial Security and Safety: 6 to 9 credits (new October 13, 2015)

3. Korean language training.

- Students with TOPIK level 2 or higher need to complete at least 300 hours of Korean language training for one year after admission.
- In the case of conditional admissions, it is necessary to complete a prescribed Korean language training for the first 12 months after admission.

4. How to register for a course (graduate student)

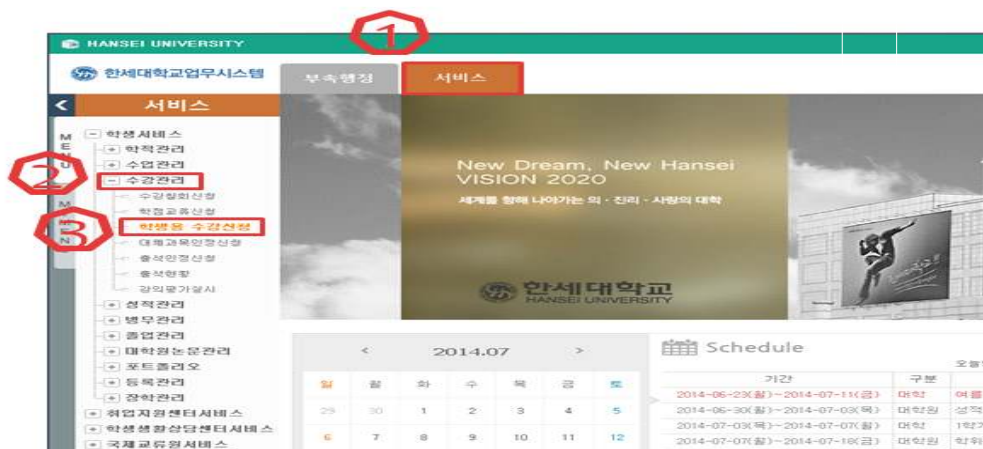
1) Hansei Portal System: <http://portal.hansei.ac.kr/>



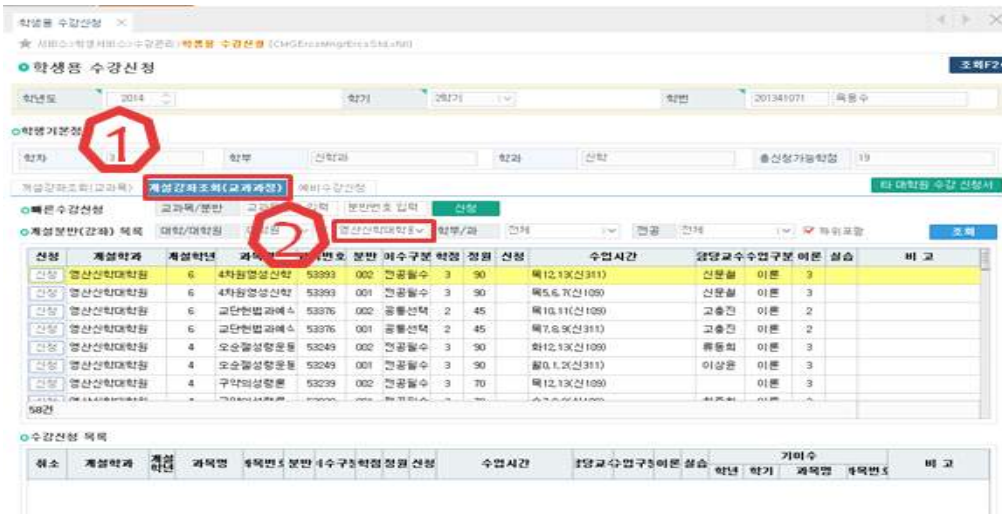
2) Click on the academic administration. (학사행정)



3) Click Service(서비스) -> Course Management(수강관리) -> Student Application in the Hansai School System. (업무시스템)

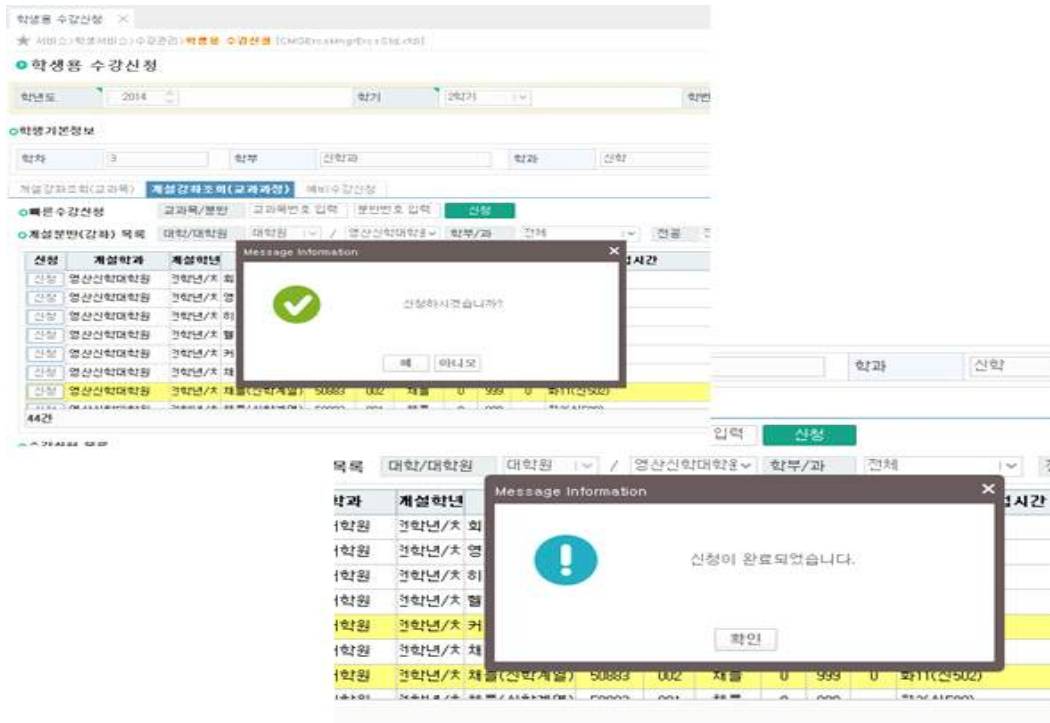


4) Click 개설강좌조회(Opening course inquiry) -> Click '전체' -> Click '조회'



5) Do you want to apply if you click Apply on the list?

If you click "Yes", you can sign up for the course.



※기타 대학원 수강신청 문의사항은 대학원 교학팀으로 문의 (031-450-5072)

06. Registration for the semester.

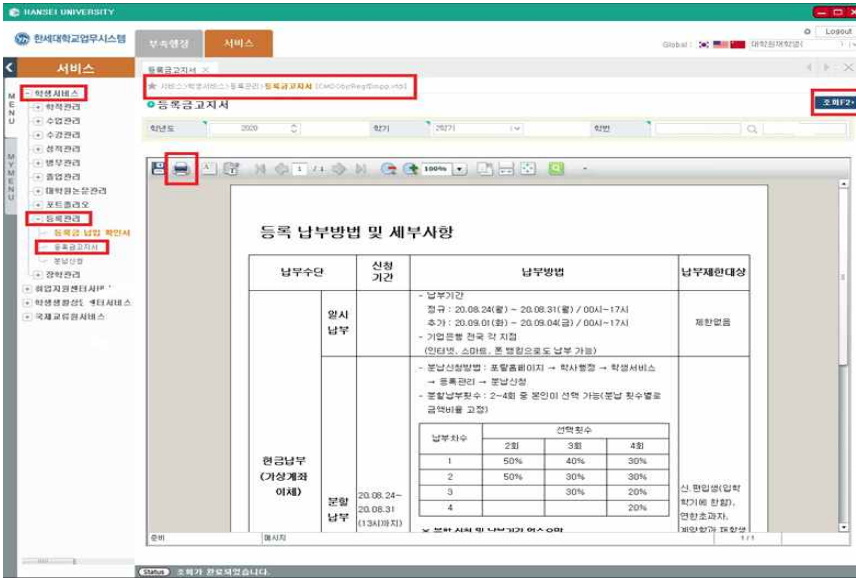
1. The notification and payment management of tuition fees are in charge of the DPMT of Education and Innovation (undergraduate) and the Graduate admission team (Master's/Doctor's).

- Students will be eligible for graduation by paying tuition fees, admission fees, etc. within each semester's registration period, and all students except for early graduation must complete their regular registration for the 8th semester (4th year of graduate school master's degree/6th year of Ph.D.).

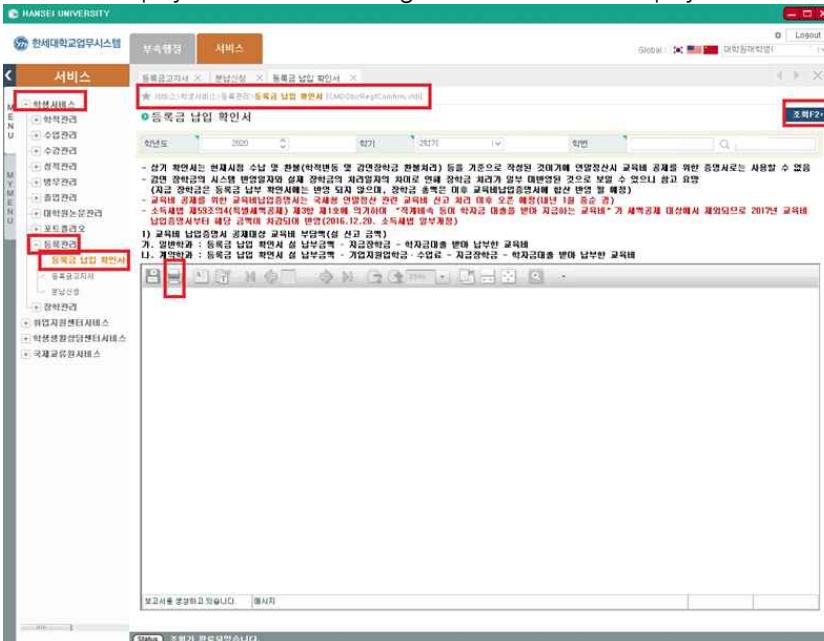
- Printing out the tuition bill.

Print out a notice of payment of tuition on the school website and pay it to the designated bank within the registration period.

(You can print out a tuition certificate from "Hansei Portal - 학사행정(Academic Administration) - 학생서비스(Student Service) - 등록금관리(Registration Management)")



- You can pay the tuition and get a certificate of payment from the next day.



- It is not possible to return tuition fees due to leave of absence or other personal reasons (Refund regulations in accordance with each undergraduate/graduate school enforcement regulations)

- In the case where the tuition or admission fee is overpaid, the full amount of overpaid is returned.

- Tuition payment and scholarship benefits for foreigners will be provided separately.

07. Management of academic performance

1) Common.

- In charge of grade management, the DPMT of Education and Innovation (Undergraduate) and the Graduate admission team (Master's/Doctor's)

2) Undergraduate {학부 학칙 제 37조 및 시행세칙 제26조[성적평가]}

A. Performance evaluation.

- In principle, it is evaluated by synthesizing test scores, learning tasks, and attendance.(Experiment, practice, practical skills, and other equivalent methods of evaluating the grades of special subjects may be determined separately.)
- Subjects that are absent from at least a quarter of the actual class hours each semester shall be deemed to be overlooked without recognizing the academic performance of the relevant semester (F-handled).
- The average score for the semester is calculated by dividing the total score by the number of credits registered for the course.

B. Evaluation method.

- In principle, grade evaluation shall apply the relative evaluation method for each class unit. However, exceptions may be made to practical (practice) subjects and fourth graders.

C. Evaluation grade and ratio (undergraduate)

| 등급 | A+ | A | B+ | B | C+ | C | D+ | D | F |
|----|-----|-----|-----|-----|-----|-----|------|------|---|
| 평점 | 4.5 | 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 1.50 | 1.00 | 0 |

3) Master's/Doctor's {대학원 학칙 제 18조 및 시행세칙 제30조[성적평가]}

A. Performance evaluation.

- By subject, C grade (average 2.0) or higher is recognized as acquisition credit, and B grade (average 3.0) or higher is recognized as completion and graduation grade in total average grades.
- A person who is absent from more than a quarter of the number of school days each semester does not recognize credits for the subject he/she applied for (F processed)
- P(Pass): P(Pass) is given when passing the evaluation results of practice, practical skills, and thesis. However, it is recognized as an acquisition credit, but is not evaluated as a grade, score, or rating.

B. Evaluation method.

| 등급 | A+ | A | B+ | B | C+ | C | F |
|----|--------|-------|-------|-------|-------|-------|------|
| 점수 | 100~95 | 94~90 | 89~85 | 84~80 | 79~75 | 74~70 | 69이하 |
| 평점 | 4.5 | 4.0 | 3.5 | 3.0 | 2.5 | 2.0 | 0 |

※ The evaluation method is based on absolute evaluation in principle. However, the A+ ratio cannot exceed 50% of the number of students.(Exceptions may be made for practical subjects with not more than 5 students, and Youngsan Theological Graduate School conducts relative evaluation, and exceptions for subjects with less than 15 students.)

08. Managing graduation conditions

1) Common

- Graduation management is in charge of the DPMT of Education and Innovation (Undergraduate) and the Graduate admission team (Master's/Doctor's).
- Office of International Affairs collects Korean language proficiency test scores of foreign students and delivers them to undergraduate and graduate schools (graduation management managers).

2) Requirements for undergraduate graduation. {학부 학칙 제 44조 및 시행세칙 제97조[졸업]}

- A person who has completed a prescribed curriculum and has obtained graduation credits under Article 42 (see the graduation credits guide).
- A person with a cumulative grade of 1.50 or higher.
- Those who have completed reverence training (Chapel) for at least 7 semesters (including foreign students)
- A person who passed the comprehensive graduation exam (choose date of graduation thesis, graduation exam, graduation performance, graduation work, etc.: determined by each undergraduate (major)).
- A person who meets the qualifications of the "English and Chinese Graduation Certification System" (not applicable for foreign students)
- Those who have acquired level 4 (level 3 of TOPIK in arts and sports) or higher (for foreign students)
- A person who meets the other requirements set by each department (major).

3) Graduate school graduation requirements. {대학원 학칙 제 20조 및 대학원학위수여규정 제 30조}

- Those who have obtained a prescribed credit after studying at least the period of study (4 master's degrees, 6 doctoral degrees) prescribed in the school regulations and detailed enforcement regulations (except for early graduates)
- Graduation is recognized only for those who have completed the degree course and submitted a thesis requesting a degree (only for thesis contributors) and passed the screening within their enrollment period, and those eligible for graduation shall be awarded the relevant degree for each graduate school.
- Person with a total average score of B grade (3.0 GPA) or higher.
- Those who have acquired level 4 (level 3 of TOPIK in arts and sports) or higher (for foreign students)
- A person who meets the other requirements set by each department (major).

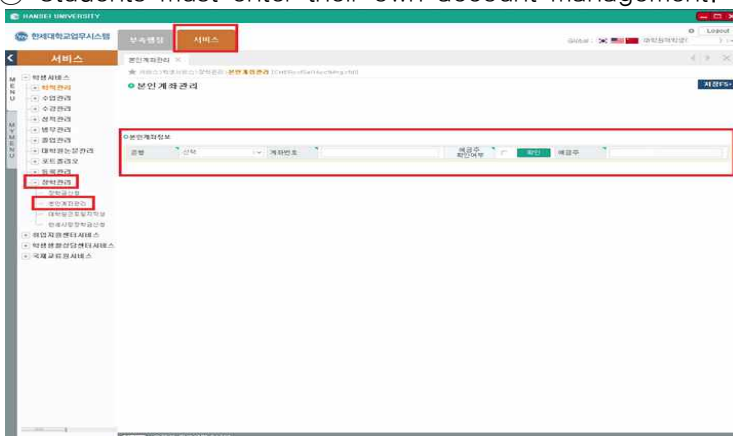
4) Submit a certificate of Korean proficiency.

- Students wishing to apply for graduation before the end of the semester.
Submit your accredited Korean Language Proficiency (TOPIK) transcript to the International Exchange Institute (iec.hansei@gmail.com).

III. Campus life

1. Scholarship system for international students

- 1) For scholarships for foreign students, please refer to the regulations related to scholarships in our undergraduate, graduate school, and international exchange education centers.
 - 2) All foreign students enrolled in this school can receive the benefits of foreign scholarships based on the scholarship payment ratio set at the time of admission. However, the maximum ratio of scholarships for foreign students in the semester shall not exceed the maximum ratio of scholarships for foreign freshmen in the semester of admission. (Applied from admission to 2018-2 semester)
 - ① Undergraduate students may receive scholarships when they complete 12 credits or more in the previous semester (see Article 9 of the Scholarship Regulations), and graduate school students complete the lowest credits in the previous semester as stipulated in Articles 13 and 48 of the Graduate School Enforcement Rules.
 - ② In the case of foreigners, scholarships can be paid even if there is an omission (F) in the previous semester.
 - ③ In the case of undergraduate students, scholarships may be paid for 12 credits or more until the first semester after completion (see Article 15 (beneficiary period) of the Scholarship Regulations), and for graduate school courses until the first semester (Yongsan Theological Graduate School applies for 10 credits and 4 or more credits, excluding thesis).
 - ④ Those who have a grade of less than 2.0 and a bachelor's warning for the previous semester are excluded from the scholarship.
- ※ Minimum GPA: 12 credits for the undergraduate school and the graduate school can pay scholarships when completing the lowest GPA for the previous semester as prescribed by Articles 13 and 48 of the Enforcement Rules of the Graduate School Regulations (see below).
- 3) Excellent Korean language Scholarship (Entered from the 1st semester of 2021)
 - ① Those who submit grade 5 or higher grades of the Korean Language Proficiency Test (TOPK) by the date of submission of admission documents: 50% of the tuition fee for the first semester.
 - ② After admission, a person who submits grade 5 or higher grades of the accredited Korean Language Proficiency Test (TOPK) and pays a limited KRW500,000 scholarship once.
 - 4) Scholarship for entering this school (refer to the regulations of the International Exchange Education Center)
 - ① When a person who has taken the Korean Language Institute of this school for more than one year enters the school, he/she is exempted from admission fees and applies a scholarship with a 20% reduction in tuition fees.
 - ② When a graduate of a degree course of this school enters a higher degree course of this school, he/she is exempted from admission fees and applies a scholarship with a 20% reduction in tuition fees.
 - 5) Managing student's own bank account to receive scholarships.
 - ① Click Service → Scholarship Management → Manage Your Account in the Hansai Portal System.
 - ② Students must enter their own account management.



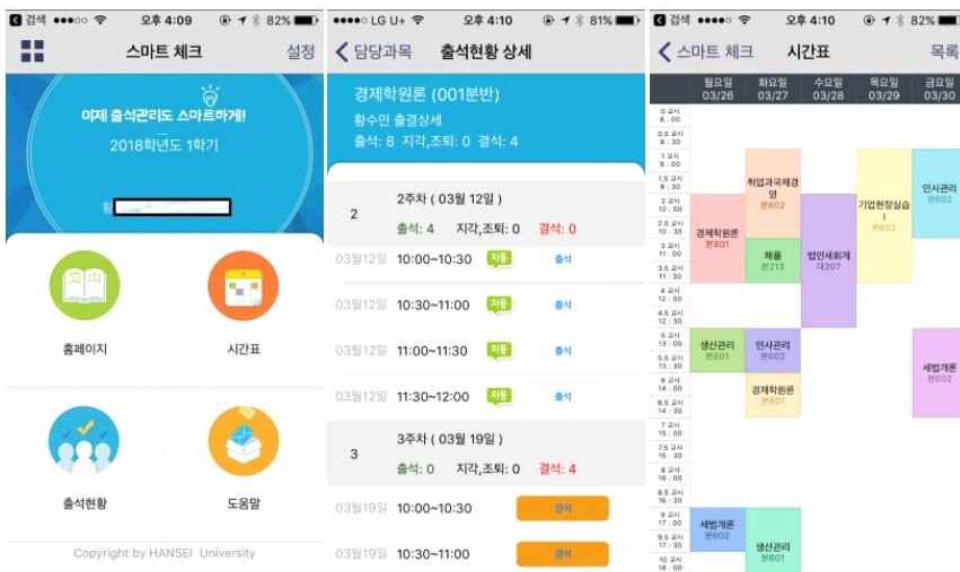
- ③ If you do not register your bank account information to receive the scholarship, you may not be able to receive the scholarship.

02. Online attendance check system

1. Since: From the second semester of 2017,
2. Subject: All courses to be opened (excluding chapel and cyber lectures)
3. Cooperation: Installation and login of the electronic attendance app before class attendance is completed.

※ URL이나 QR 코드를 이용하여 설치

- URL : <http://attend.hansei.ac.kr/app>
- QR 코드 :

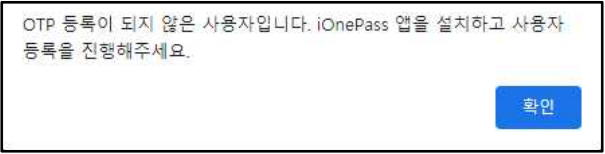
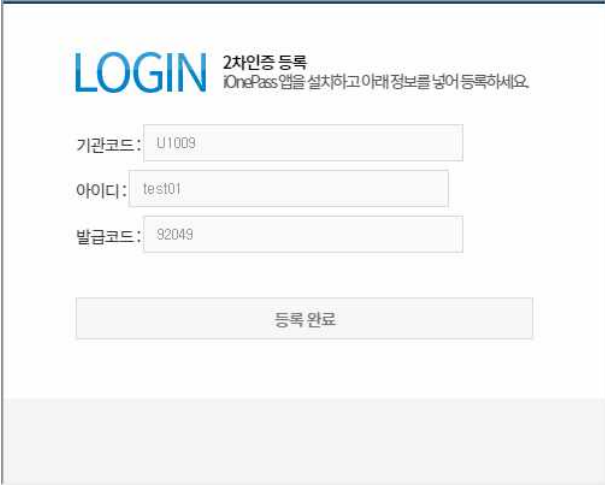
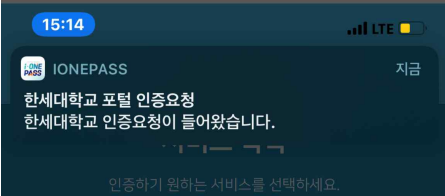
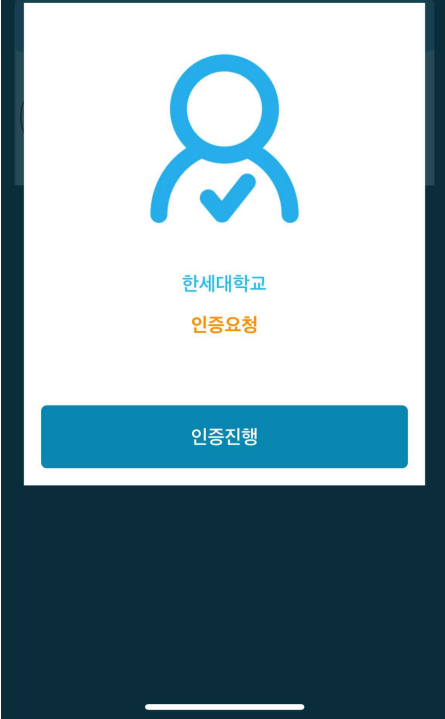



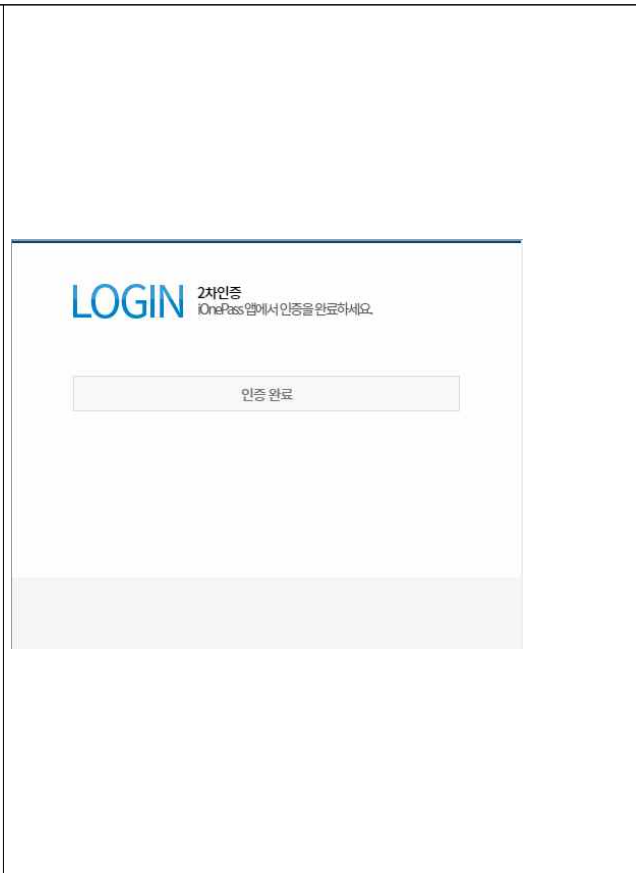
4. How to operate the online attendance check system.
 - A. Install an electronic attendance app on your smartphone before entering class.
 - B. After logging in, according to the professor's electronic attendance declaration, he/she checked whether he/she was automatically attended.
 - C. If an error occurs in attendance, request the professor to correct attendance processing.

※ In the case of feature phone (2G phone) users, they can proceed after registering with the professor's application.
5. Attendance management for international students.
 - A. In the event of two absences for each subject, notification of the relevant student himself/herself.
 - B. In case of absence more than three times for each subject, notification to the department office and professor.
 - C. Identify the reasons for absenteeism of at least 1/3 of each subject and send a home correspondence to academic warnings (end of semester)
6. 문의 : 교무학사팀/수업 031-450-5347, 5162

03. Guidelines for Secondary Certification of School online information service

1. According to Article 6 (Access Control) (2) of the Personal Information Safety Measures Standard and Article 57 (Remote Work Security) and Article 74 (Password Management) of the Ministry of Education, we would like to guide you on how to use it.
2. This 2nd certification has applied the solution applied to the "Mobile Academic Information System," those who have completed the certification process through the "ionepass Integrated Certification App" do not need to proceed with the certification process again.
3. The second authentication procedure on the portal website (the second authentication procedure only requires registration once for the first time.)

| For users who have not registered for secondary authentication, | For users who have already registered for the 2nd certification, |
|---|--|
| <p>1. Log in with ID/PW on the portal website.</p> <p>2. Check the warning message and registration information screen.</p>   | <p>1. Log in with ID/PW on the portal website.</p> <p>2. Click the push notification on your phone or access the app to authenticate.</p>   |
| <p>3. Search and install 'ionepass' on your smartphone in 'Play Store' or 'App Store'.</p> | <p>3. Click the Complete Authentication button on the portal.</p> |



Launch the ionass app.

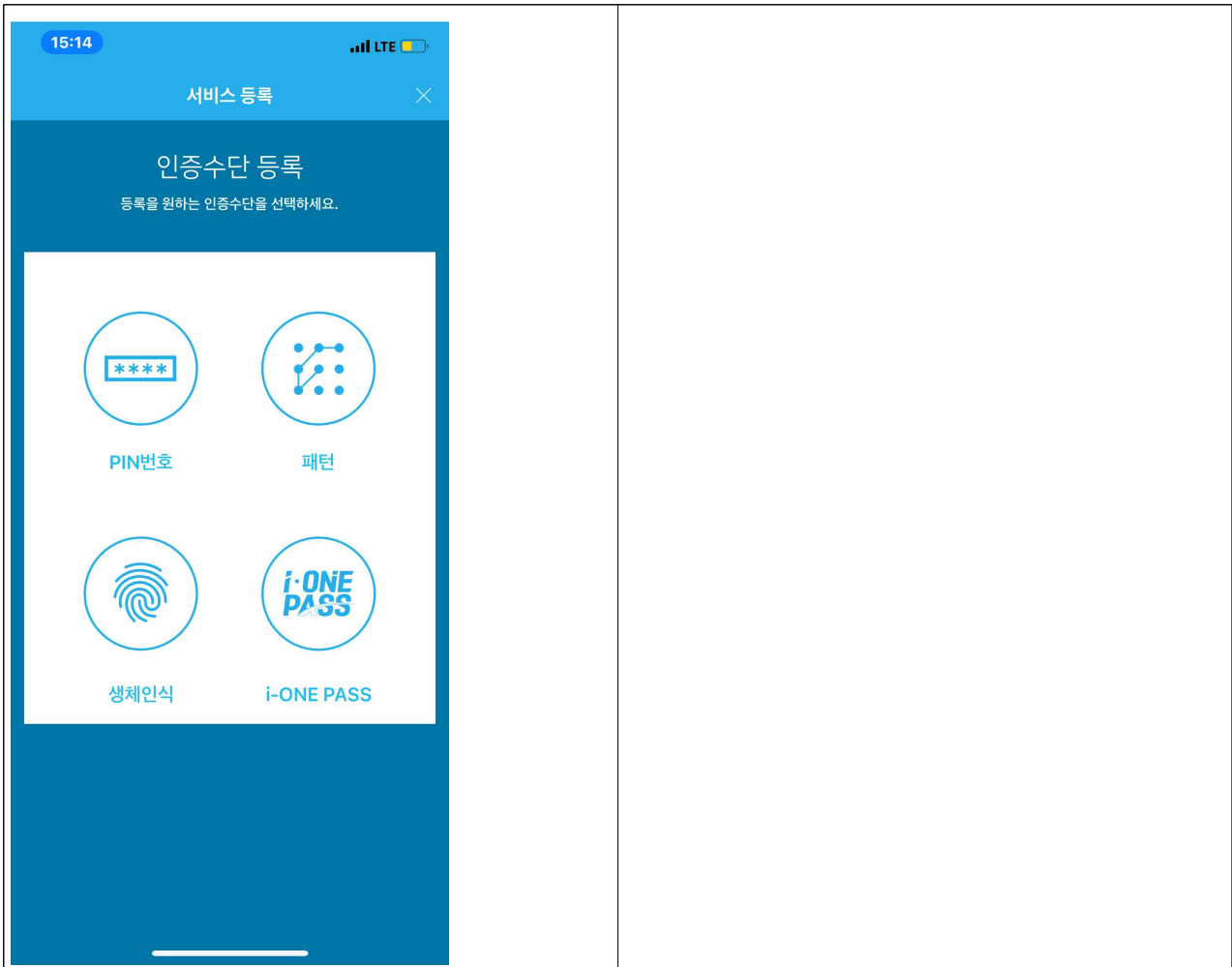
- 기관코드(Institutional code): U1009.
- 아이디(ID): Your portal ID.
- 발급코드(Issuance code): Enter the value of the disposable issuance code provided by the registration guide screen on the portal website.



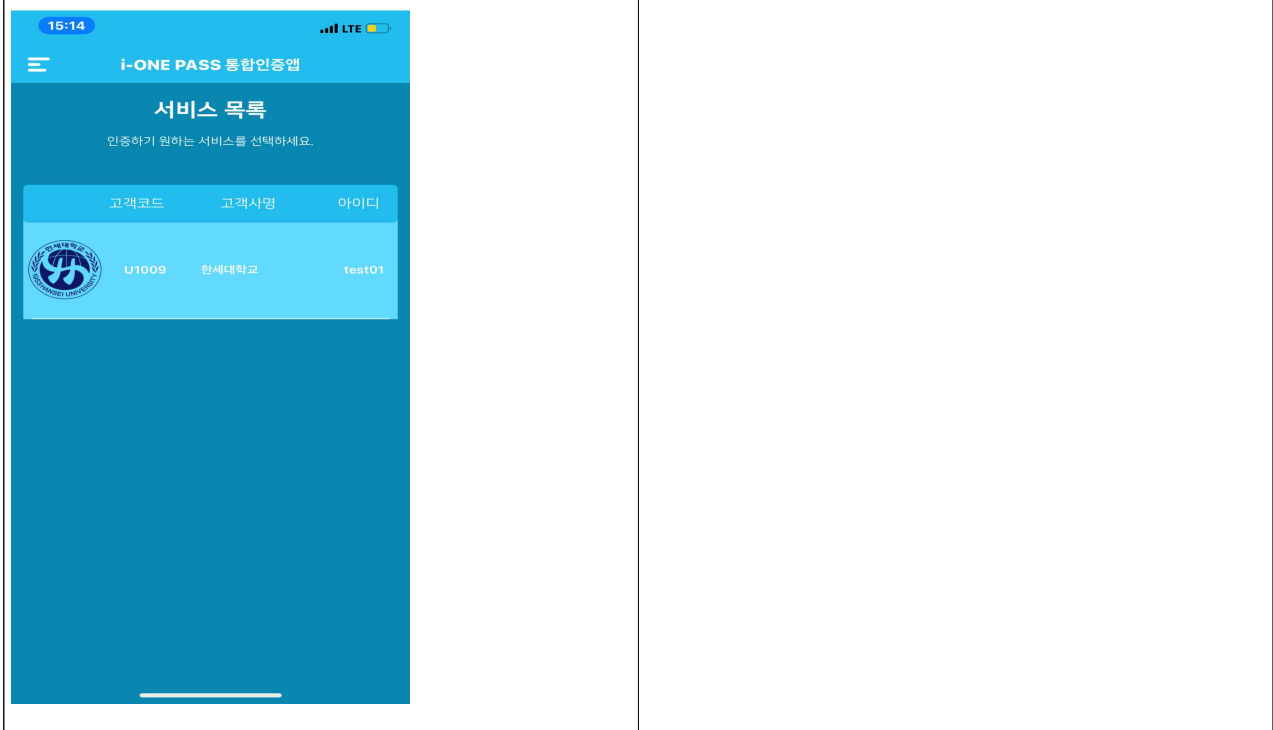
4. After the 2nd authentication, move to the main screen automatically.

5. (인증수단등록)Certification means registration
-> Certification registration completed.

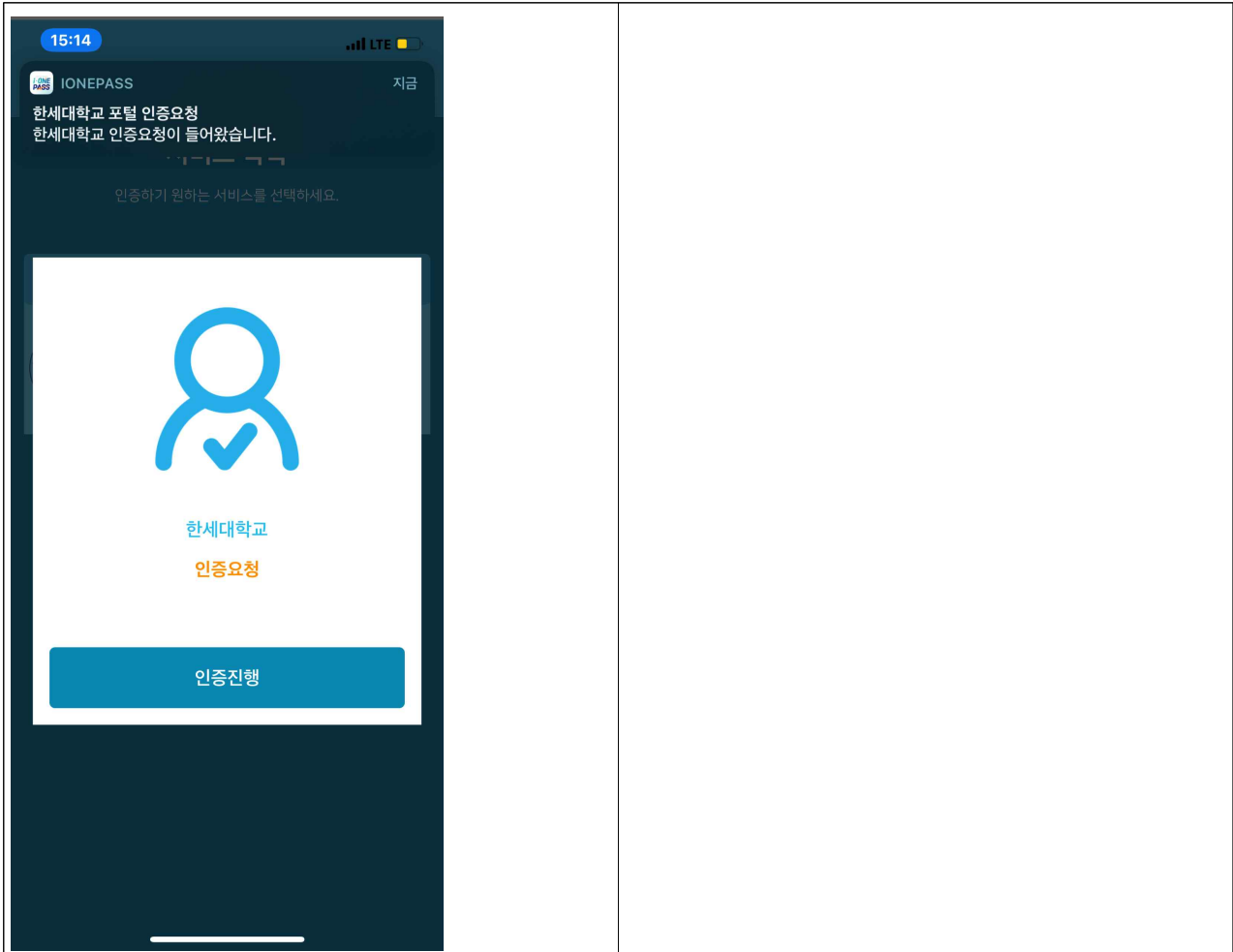




6. Show the authentication guide screen



7. Click the app push notification or access the app to authenticate.



8. Click the Complete Authentication button on the portal.



9. After the 2nd authentication, move to the main screen automatically.

04. e-class System

1. Overview.

e-Class is a community space where you can support the effective operation of classes and freely exchange materials and opinions between professors—students and students.

| 교수(Professor) | 학생(Student) |
|---|--|
| Conveniently deliver the contents of the class to students, collecting assignments, collecting opinions, and efficient management of school plans and references. | Easily solve school plans and class-related information and present free questions and opinions. |

2. Access method: Portal access → login → e-service → e-class

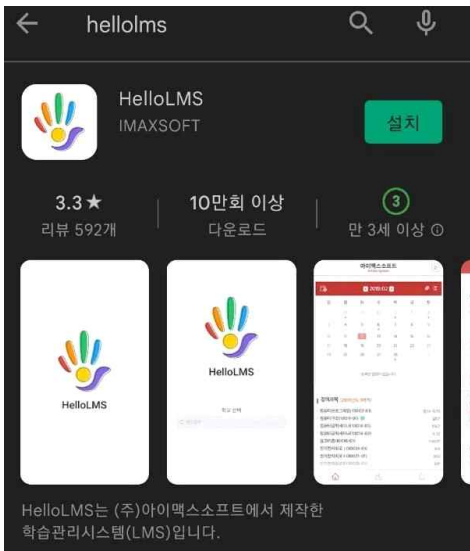


3. Detailed user manual. : http://eclass.hansei.ac.kr/ilos/manual/student_ko.pdf

4. Mobile e-class Program (HelloLMS app by IMAXSOFT)

*Smart phone or Tablet PC case, "HelloLMS" App Download and install.

(학교선택 School choice = 한세대학교, Login : ID & Password = Portal system)



05. Non-face-to-face (Zoom) class via e-class, E-mail registration authentication

Since the second semester of 2021, real-time non-face-to-face classes have been conducted through Zoom according to the professor's teaching method.

Students must have the same email to be used in Zoom and the email entered in e-class real-time lectures for real-time lecture attendance linkage.

Therefore, please go through the email registration authentication process in the e-class real-time lecture for the first.

If you access Zoom without email authentication or access with an unauthenticated ID, the e-class attendance check information may be marked with an external account (N), which may cause problems in reflecting the attendance check system.

Please note this and keep in mind that Zoom access can be made with authentication procedures and certified IDs before participating in Zoom classes.

(Pre-preparation) Zoom ID is required for the e-class real-time lecture menu to link Zoom accounts.

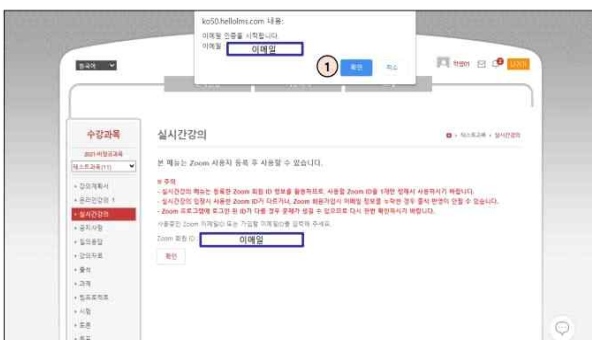
- Step 1) Proceed with the procedure to link personal Zoom IDs to Zoom accounts owned by Hansei University.
- How to sign up for Zoom. : <https://youtu.be/YBulVcPd5Yg>



① You need to get email authentication to use the real-time lecture menu.

In order to link attendance through real-time lectures, the email to be used in Zoom and the email to be registered here must be the same.

② Enter the email to register and press OK..



① Click 확인(OK) and go to the corresponding email to check the authentication number..



① Check the authentication number and go back to the homepage.



① Email authentication is completed when you enter the authentication number and press 확인(OK).



① You can check that the email has been registered. Non-face-to-face real-time lecture menus are now available.



- ① If you want to change your registered email, click the registered email.
- ② If you fill out a new email and press the blue diskette icon, the authentication process will be re-authenticated. You will step on it.

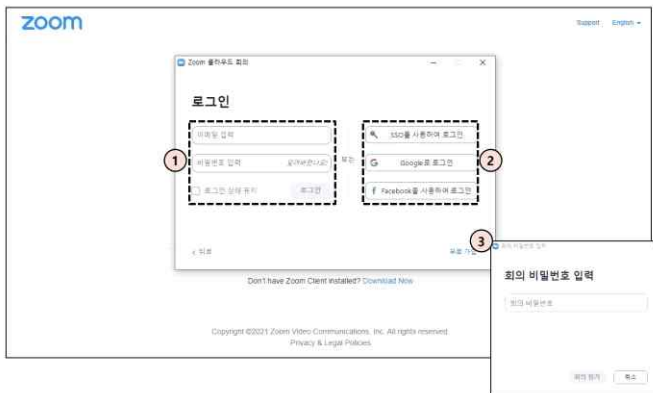
06. How to access Non-face-to-face (Zoom) class through e-class

Non-face-to-face real-time classes through Zoom from the second semester of 2021.

LMS Real-time Lecture Manual (for students) : <https://youtu.be/ICh-RBmtBlo>



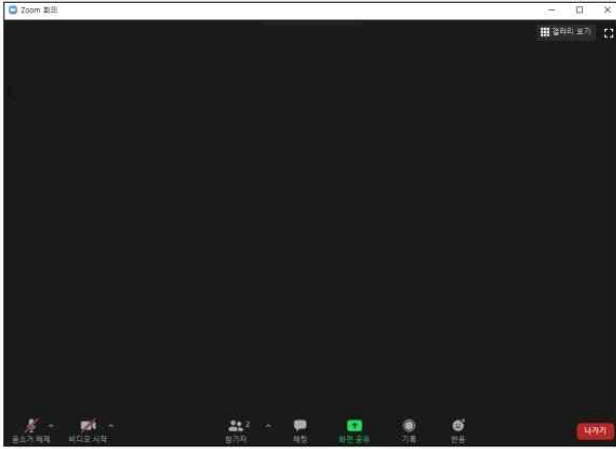
- ① Click the participation URL to enter the professor's real-time lecture.
- ② This is the password you have to enter when entering the professor's real-time lecture room.
- ③ Click URL 1 and click Open Zoom Meetings when a new window appears to enter.



- ① If you press the participation URL, this is the login window that comes out to enter the meeting. Enter your account information and log in. If you are logged in automatically, you will immediately move on to the next screen without this process.
- ② If you log in with the three buttons on the right, you will never use these items because attendance will not be linked.
- ③ After logging in, enter the meeting password to participate in the meeting.



- ① This is the screen in the waiting room of the conference room. The professor must have the student enter to participate in the meeting. (If the meeting does not have a waiting room setting, enter the meeting immediately without this process.)



① This is the screen that entered the conference room. Now you can take classes.

* Attendance check for real-time lectures.



This screen reflects the results of the real-time lecture conducted by the professor. (Professor needs to reflect the results to change the screen.)

① You can check the participation information. If the student linked the email normally, the record of the student's participation will also appear normal.

07. Guide for Library use

Information on facilities and hours of use.

| division | F | Facility | Seats Size | Hours | |
|----------|----|--|---|--|--|
| | | | | Academic | Non-Academic |
| | | | | M ~ F | M ~ F |
| 도서관 | 1F | Multipurpose room, seminar room 1, 2, storage room, security room. | | 09:00 ~ 21:00 | Changing the opening time during vacation. |
| | 2F | New arrival data/recommendation data, PC data reading room for book search. | | 09:00 ~ 21:00 | |
| | 3F | Continuous publication, multimedia center, data reading room, multifunction printer. | 26 seats at the multimedia center. | 09:00 ~ 21:00 | |
| | 4F | Reference materials/binding books/degree papers/foreign books / Domestic (social science) data reading | | 09:00 ~ 21:00 | |
| | 5F | Reading room, group study room. 1, 2 | | 09:00 ~ 21:00 | |
| | 6F | General Room 1, 2, Group Study Room 3, 4, 5. | General room 1-84 seats. General room 2-48 seats, | 06:00 ~ 23:00 (Open 24 hours during exam period) | |

Lending and returning books.

| division | Amount of books / Length of rental period |
|---------------------------------------|---|
| Professors and full-time instructors. | 20 volume / 90 days |
| Staff and part-time instructor. | 10 volume / 30 days |
| Graduate student | 7 volume / 15 days |
| Undergraduate student. | 5 volume / 10 days |

- 대출 : 본인이 직접 대출대에 [학생증, 모바일열람증(신분증 제시)]으로 대출
- 반납 : 반납기한 내 각 층 대출대에 반납
- 도서반납 기간 경과시 : 연체 1일당 50원의 연체료 부과

타도서관 이용방법

- 도서관 3층에서 '상호대차열람증' 교부 받아 이용

복사 및 제본

- 구내서점 및 구내복사실에서 복사카드 구입하여 복사

08. Guide for the Korean Language Institute of Hansei University

Location: 4th floor of Design Hall.

Main schedule.

1. Academic schedule (Spring, Summer, Fall, Winter, 4 Quarter courses/year)

1) Regular course Quarter: 10 weeks (about 3 months, one semester)

/ Monday, Tuesday, Wednesday, Thursday, Friday / 4 hours a day (09:00-13:00)

/ 200 hours.

| Quarter | The class period. (Class starts and ends) | Orientation | Deadline for filing and registration of documents. | |
|---------|--|-------------|---|-----------------------------------|
| | | | Staying in Korea residents. | Staying in overseas residents. |
| Spring | 2M 말 ~ 5M 초 | 2M 말 | 2M 중 | 12M 말 |
| Summer | 5M 중 ~ 7M 말 | 5M 중 | 4M 중 | 3M 중 |
| Fall | 8M 말 ~ 11M 초 | 8M 말 | 8M 중 | 6M 말 |
| Winter | 11M 중~익년 1M말 | 11M 중 | 10M 중 | 9M 중 |

* The schedule for the above quarter can be changed depending on the circumstances of the operation headquarters.

< 2022 schedule, Test of Proficiency in Korean (TOPIK) >

| 구분 | 지역 | 접수 기간* | 시험일 | 성적발표 |
|------|-----|-------------------------|---------------------|-----------|
| 제80회 | 국내 | 2021.12.7.(화)~12.13.(M) | 1.23.(일) | 2.22.(화) |
| 제81회 | 국내외 | 2.8.(화)~2.14.(M) | 4.9.(토)~4.10.(일) | 5.19.(목) |
| 제82회 | 국내 | 3.8.(화)~3.14.(M) | 5.15.(일) | 6.30.(목) |
| 제83회 | 국내외 | 5.24.(화)~5.30.(M) | 7.9.(토)~7.10.(일) | 8.18.(목) |
| 제84회 | 국내외 | 8.2.(화)~8.8.(M) | 10.15.(토)~10.16.(일) | 11.24.(목) |
| 제85회 | 국내 | 9.6.(화)~9.13.(화) | 11.13.(일) | 12.15.(목) |



09. Guide for the Dormitory

- ◆ International students of Hanse University can use the internal dormitory of the school. Dormitory management and supervision are conducted by the Student Support Office, and the Office of International Affairs provides support for foreign language communication.

Please refer to the dormitory website. (<http://town.hansei.ac.kr>)

A call from the dormitory management office.: 031-450-5130

1) Dormitory inside the school.

A) Youngsan Vision Center

B) Vision Hall.

(1) Cost.

(2022년 기준)

| Division | Cost | Period | Memo |
|-----------------------------|-------------------|----------|--------------------------|
| During Regular semester. | KRW700,000 | 16 Weeks | The room for 3-4 people. |
| During Non-semester period. | Applied per week. | 09 Weeks | |

※ There is no deposit. (However, lost key, compensation for actual expenses)

- (2) Facilities: Bed, desk, personal locker, shared bathroom, shared laundry, reading room, lounge.
- (3) Please check with the person in charge of foreign students in the dormitory for the period of use such as admission and exit.

2) Supplies.

- (1) Health certificate (only original documents issued within three months from hospitals and public health centers in Korea are recognized)
 - * Essential four types of tests: AIDS (HIV antibody), hepatitis B test, chest direct imaging P-A,
 - * If you enter the dormitory from abroad and enter the dormitory, submit it within one week after entering the dormitory.
- (2) COVID-19 vaccination certificate.
- (3) Personal supplies: bedding, single-sized bed cover, toiletries, laundry detergent (liquid detergent for drums), Multi-Power cord, personal laptop and Internet router, and Lan line (Depending on your needs).

3) Additional guidance.

- (1) If it is difficult to move items such as personal bedding (including bed covers) to baggage upon arrival by flight, they can be delivered to the dormitory address by cargo transport. (However, if the cargo is lost, the manager is not responsible)
- (2) Dormitory Address: 경기도 군포시 한세로 30 한세대학교 기숙사 비전관 000 (your name)
15852, 30, Hansei-ro, Gunpo-city, Gyeonggi-do, Korea.
Office of Vision Hall(Dormitory), Phone: 031-450-5130
To: Your name

10. Guidance on how to use the Counseling center for students

Location: 1st floor of the graduate school building

※ Counseling call: 031-450-5173

Operation time.

The counseling center is a volunteer organization for students and graduates, and conducts various psychological tests, personal counseling, group counseling, and various programs to help all students of Hansei experience campus life throughout campus life.

Monday~Friday 9am~9pm / Saturday 9am~5pm

Types of counseling.

1) Personal counseling.

By sharing difficulties that are difficult to solve alone with professional counselors and expanding the scope of awareness of themselves and others, they want long-term counseling once to 10 times or more and can be extended during the semester or vacation as much as necessary. Everything in the counseling process is confidential and free.

① 1st consultation time: Around 50 minutes.

② Short-term counseling: Around 1-10 sessions.

③ Long-term counseling: 10 times or more. - 1 year or less.

2) Group counseling.

Group counseling is to help people with similar concerns gather to solve problems and discover and develop themselves. Various group counseling programs are conducted during the semester. 1-2 weeks before the group consultation, applications are received on a first-come, first-served basis through advertisements on the school bulletin board and Internet school website, and participation fees are free.

Example) Career group counseling, self-growth training, self-expression training, family treatment group counseling, art therapy group counseling, doll therapy group counseling, exercise therapy group counseling, Gardening food therapy group counseling, pastoral counseling, etc.

Gender Equality Counseling Center.

As one of the functions of the student counseling center, it operates a gender equality counseling center that helps and mediates sexual violence problems for school employees and students.

① Sexual violence and prevention education: Sexual violence prevention education is provided to students and faculty members of this school once or twice a year.

② Report and related counseling on sexual harassment and sexual violence damage: We provide counseling on sexual harassment and sexual violence damage to students and faculty members of this school at all times.

School violence counseling center.

As one of the functions of the student counseling center, it operates a school violence counseling center that helps and mediates the problem of school violence among students in the school.

① School violence prevention education: School violence prevention education is provided to students attending this school once or twice a year.

② Receipt of reports of school violence and related counseling: We provide counseling on reports, processing, and related issues for students attending this school at all times.

11. Health and safety guidelines and international student's insurance

A. Simple health and safety guidelines.

: Minor injuries, diseases, etc. can be treated using the "health center" (1st floor of the student hall) in the school.

B. International student insurance.

: All international students attending Hansei School (including exchange students) must purchase insurance.

a. National Health Insurance (D-2, D-4).

: International students who have been staying for more than 6 months are automatically enrolled in the National Health Insurance Service without reporting to the National Health Insurance Service (Article 109(3) 2(b) of the National Health Insurance Act, Article 61-2(3) of the Enforcement Rules of the National Health Insurance Act, see attached Table 9).

| Distinguishing stay. | When to sign up. |
|--|---|
| Studying abroad (D-2) | When entering the country for the first time: the date of registration as a foreigner. |
| | When a foreigner re-enters the country after registration: the date of re-entry. |
| General training (including language training) (D-4) | Sign up 6 months after the date of entry. |

b. Group loss medical expenses insurance (D-4).

: Conditions for joining a corporate organization Insurance subscription fee.

- 06 months = KRW 42,000 (2022.02.18.-2022.08.17).

- * Students who subscribe to insurance at home or personally may submit a copy of the insurance certificate.
- * How to sign up: If you visit the International Exchange Education Center and pay insurance premiums, related employees will support you to process your application for subscription instead.

<http://foreignerdb.com/hansei1>

* Warning:

1. The insurance subscription period is set because it is a group subscription condition.
2. After signing up, you must check your insurance coverage period.

C. Precautions for leaving the country after admission.

- Be sure to visit the "International Exchange Education Center" before leaving for vacation or personal reasons!
- If you change your cell phone and address, please let me know at the International Exchange Education Center!

12. About student ID card

- Undergraduate and exchange students

(after issuing a certificate of alien registration) Visit the (IBK 기업은행)Industrial Bank of Korea in front of the school to apply for a student card. (Bring 1ea photo), it can be issued at least 6 months after entering Korea.



- Graduate students

– distributed by the Graduate admission team (to be processed after receiving documents from the Office of International Affairs)



13. Other information

- There are many large roads in front of the school and vehicles going to and from the school, so please pay special attention to safety.
- Please note that this school is a Christian university, and smoking cessation is not allowed on campus.
- If an outsider, not a student or faculty member of Hanse University, comes into the campus and asks for help to foreign students or if they want to volunteer together, please report it to the International Exchange Education Center first.
- Be aware of the difference between Korean culture and the culture of your country in advance so that there is no inconvenience.
- The library (Youngsan Vision Center) can be used by entering and lending books with a student ID card.
- Student counseling is provided at least once per semester, so I hope it helps a lot. In addition, students who want to receive professional counseling can visit the Student Life Counseling Center to conduct counseling such as personal counseling, group counseling, and psychological tests, and if they need an interpreter, get help from the International Exchange Education Center.

IV. Information on facilities inside and outside the university

1 본관 4 환경친화연구동 7 영산비전센터 10 신학관 13 산학협력단
 2 대학원관 5 음악관 8 이공관 11 학생회관 14 비드교육센터
 3 디자인관 6 로댐관 9 비전관 12 평생교육원



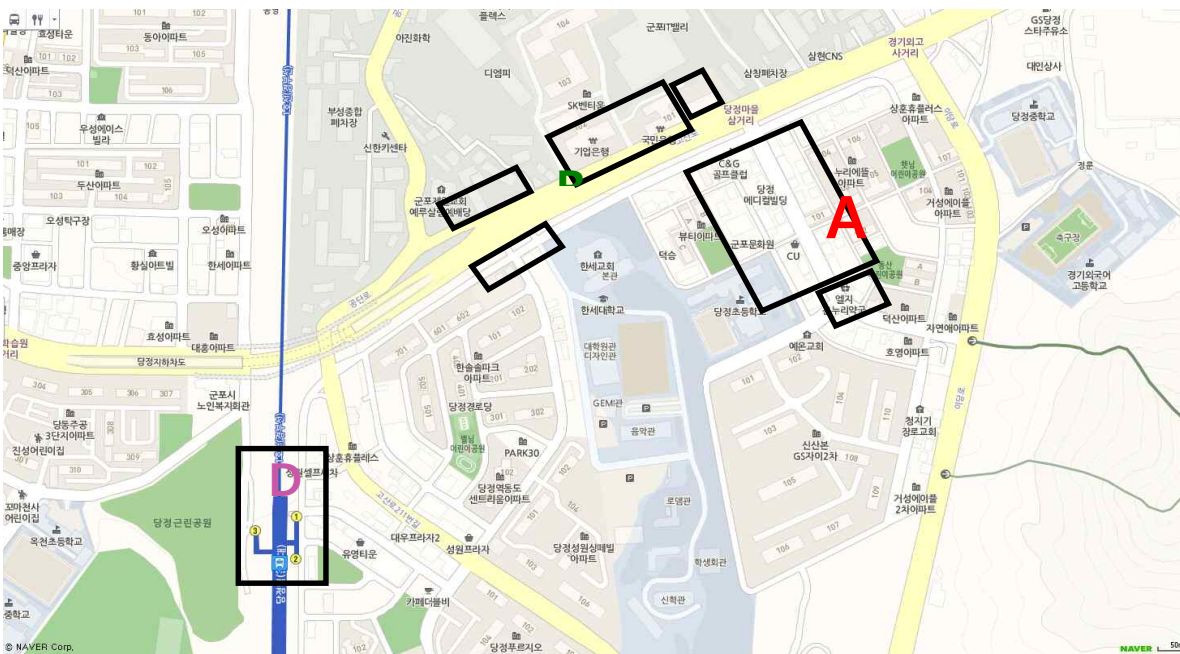
HANSEI UNIVERSITY

본관



9F 교수연구실
 8F 총장실, 기획처, 행정처, 대외협력처
 7F 전산정보센터
 6F 글로벌교육센터, 외국인교수 연구실
 5F 학생처, 교무처, 재무팀
 4F 학위논문실/열람서고 1,2/Loan Desk
 3F 인계개발원, 교무처 입학팀, 관광정보실습실, 강의실, 경비실
 2F 대강당, 교목실, 한세교회행정실, 예루살렘성전
 1F 학내식당, 매점, 커피전문점
 B1 체육관, 축구장, 농구장, 한세트레이닝센터

01. Information on schools and surrounding facilities



| How to get to Incheon Inter. Airport and Gimpo Inter. Airport. | | | |
|--|--------|---------|-------------------|
| Going up to Incheon International Airport. | | | |
| 한세대 | 공항버스 | BUS No. | 정류장 |
| | 군포(산본) | A4200 | 군포시립도서관, 광정동사무소 옆 |
| | 안양(범계) | | 범계역 동안경찰서 앞 |
| | 안양역 | | 롯데백화점 정문 앞 |

| Going up to Gimpo Airport. | | | |
|----------------------------|---------|---------|--------------|
| | 공항버스 | BUS No. | 정류장 |
| | 안양(범계역) | A4300 | 범계역 동안경찰서 앞 |
| | 의왕(고천) | | 1번국도 고천파출소 앞 |

| Bus fare. | 6,000원 - 11,000원 | The fare varies depending on the destination. |
|-----------|------------------|---|
|-----------|------------------|---|

02. Introduction to external hospitals for international students

A. Hospital name: Gunpo G.SAM Hospital.

B. Address: 591 G.Sam Hospital, Gunpo-ro, Gunpo-si, Gyeonggi-do, Republic of Korea
www.samhospital.com

C. Counseling Phone:

- Korean: +82-70-7545-9114
- English: +82-31-389-3865.
- Chinese: +82-31-389-3863

D. Counseling email: samhospital1@gmail.com

E. Operating hours.

- Weekdays: 08:30-17:30pm
- Saturday : 08:30~ 12:30pm
- Emergency room is available 24 hours a day.
- Lunch break time: 12:30 to 13:30



F. Distance traveled from school.

- Walking: It takes 30 minutes.
- Taxi: It takes 8 minutes.



03. Introduction to the cafeteria

● Discontinued operation in the situation of social distancing due to COVID-19.

1. 운영 시간

1) 학기 중

학생식당 (중식, 석식) 11:00 ~ 19:00 (배식가능시간 18:40 까지)

교직원 식당 (중식) 11:00 ~ 13:30 (배식가능시간 13:20 까지)

2) 방학 중

교직원 식당 (중식) 11:00 ~ 13:30 (배식가능시간 13:20 까지)

2. 메뉴 및 가격

1) 학생식당 (단가: 3,500원)

일품 메뉴(양식, 일식, 중식)

또는 한식메뉴 (떡배기, 돌솥 비빔밥 등)

특이사항 : 14시 이후 라면 배식 가능

2) 교직원 식당 (단가 : 4,000원)

메뉴 종류 : 1식 5찬(김치포함) 한식류

3. 수용인원

학생식당 318석, 교직원 식당 135석



04. Introduction to the School Fitness facilities

● Discontinued operation in the situation of social distancing due to COVID-19.

1. Physical fitness center, 1st basement floor.



2. Tennis court.



3. Basketball court.

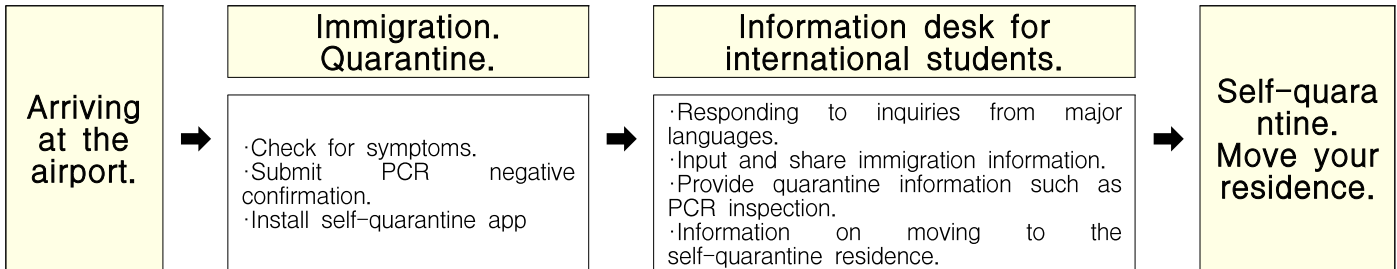
4. Table tennis court.

V. COVID-19, Quarantine and personal hygiene protection

01. Information on immigration prevention for international students

1. Continuous implementation of protection and management at each stage of entry of international students (as of Feb. 2022).

- (Before entering the country) For 7 days after entering the country, PCR inspection is conducted within 48 hours before departure, including self-isolation obligations and sanctions in case of violation.
- (At the time of entry), the operation of a information window exclusively for international students at Incheon International Airport (co-operated with the Seoul Metropolitan Government), the provision of transportation means between the airport and the quarantine residence (university-local government collaboration), and the route.



- The Ministry of Justice and the Ministry of the Interior and Safety share information on international students' departure and entry and self-quarantine apps with universities, and establish a dual management system for international students through cross-validation.

- Before the start of quarantine (after entering the country) - Before the release of the PCR test, monitoring at least once a day, and guidance on compliance with self-isolation obligations to prevent infection in universities and communities.
2. Securing a self-quarantine residence for international students.
- Enter the country after securing a self-quarantine residence where independent living is possible in self-quarantine facilities (local government temporary living facilities) and studio apartments.
3. Self-quarantine facility.
- Students apply for search and use on their own.
4. Additional guidance.
- The release of self-quarantine is a 7-day shortened quarantine on the condition that the test is negative before the release of quarantine, and if the PCR test is not performed before the release, quarantine is required for 7 days (12:00 p.m. the day after 7 days).
 - Self-quarantine kits (other than disposable body temperature papers) may be provided as the address of self-quarantine facilities in local organizations.

02. International students' obligations during the Self-quarantine period

1. During the immigration and quarantine process, the Ministry of Justice issued a notice of quarantine in the name of the head of the Korea Centers for Disease Control and Prevention (self-quarantine period is confirmed).
2. Installation and input of an app for self-isolation management => Management of local government health centers (It was temporarily suspended on March 1st 2022)
3. Office of International Affairs's participation in monitoring their health status.
 - Inform the quarantine manager of Office of International Affairs of the address and contact information of the self-isolation facility.
 - Provide a picture of your body temperature measurement to the person in charge of quarantine of the Office of International Affairs.
 - Notify in the morning (until 10:00)
 - Notify in the afternoon (until 14:00)
 - Provide a picture of the PCR test results to the quarantine manager of Office of International Affairs.

03. Information on the use of university entrances for personal sanitation control

(QR code scanning and body temperature measurement are mandatory)

: To prevent the spread of COVID-19, all building access procedures in our university have been changed according to the quarantine guidelines, so university members (students, faculty members (including instructors) and university visitors (outsiders) should comply with the following university building access procedures. (Change to COVID-19 self-diagnosis app report on February 25, 2022)

*대학구성원: "한세대학교 중앙도서관" You can scan the QR code after downloading the app.



한세대학교 중앙도서관
한세대 도서관
LibTech Co.
무료

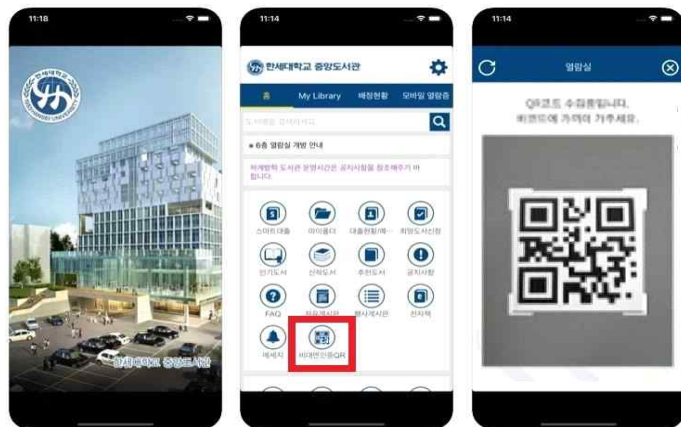


Google



iPhone

iPhone 스크린샷



* Visitor: Write the entry list on paper.

* Select the Covid-19 symptom check menu in the Hansei University Library app (if you do not see the menu, you must search on the Google playstore or Iphone, etc.) and Update this app.

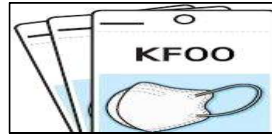
04. COVID-19 Quarantine Rules to follow at School

If you have **suspicious symptoms of Corona(COVID)-19**(fever above 37.5°C, cough, sorethroat, etc.) inform your parents and teacher, **and visit a screening clinic to take treatment and test.**

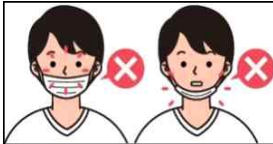
Wear the proper mask anytime, anywhere



Always wear a mask during school hours



Just in case, bring an extra mask



Wear a mask that fits your face well so that your nose and mouth are not exposed



Do not touch while wearing the mask

At the classroom



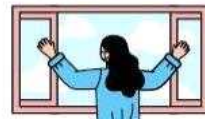
Checking of temperature before entering the classroom



Disinfect daily your table



Disinfect frequently the common items and as much as possible use personal items



Open the window frequently to ventilate, do it more than 1 time in 1 hour

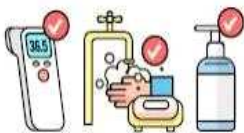
Break time



Wash your hands thoroughly with soap in a running water (frequently after exercise, break time, before meal, etc.)

Avoid unnecessary movement and contact

Meal time



Before meal check your temperature and sanitize your hand



Maintain appropriate distance (more than 1m) and avoid talking while waiting for the food



Remove the mask immediately before eating and wear it immediately after eating



Eat quietly in a designated place

Going home (Dormitory)







Go home immediately after school even at the academy keep the quarantine rules as it like in school

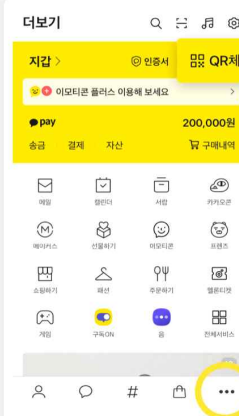


05. Information on how to prove Covid 19 Vaccination

- QR Check-in & Vaccination Certificate at the Same Time -

□ Naver

| App Install or Update | Execute Naver App & Shake (QR Check-in) | Agreement to Terms&Conditions (QR Check-in & Proof of Vaccination) | QR × COOV Certificate |
|--|---|--|---|
|  <p>iPhone 사용자 네이버 앱 다운로드</p> <p>Android 사용자 네이버 앱 다운로드</p> |  |  |  |
| <p>If your Android phone is not the latest version of the Naver App, use Google Play, Iphone is connected to the App Store.</p> | <p>Those who are unvaccinated use QR check-in, for those who are vaccinated press the 'recall vaccination information', to change to a QR code that confirms whether or not vaccinated.</p> | <p>Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.</p> | <p>A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).</p> |

□ Kakaotalk

| Click QR Check-in at the top of the KakaoTalk 'More' tab | "접종 정보 불러오기" Click | Collect/Provide Personal Information Agreement to Terms and Conditions | Vaccination information filled QR × COOV Issue Completed |
|---|---|--|---|
|  |  |  |  |
| <p>In the KakaoTalk App, click the QR check-in button at the top of the More (...) tab.</p> | <p>Those who are unvaccinated use QR check-in, for those who are vaccinated press the 'recall vaccination information', to change to a QR code that confirms whether or not vaccinated.</p> | <p>Before recalling vaccination information, agree to the terms and conditions of collecting/providing information only stored within the user's smartphone.</p> | <p>A QRxCOOV is created that can check whether or not you have been vaccinated. (Please update the information for the second vaccination).</p> |

Vaccination guide for foreign nationals in Korea



Foreign nationals can book their COVID vaccine by using the same method offered to Korean nationals. Please read the booking guideline and eligibility information provided below and book your Covid vaccine.

Check your allocated booking period by referring to "코로나19 백신 예방접종 계획 (vaccination schedule plan)" at KDCA website. Please note the website is only available in Korean language only.



Eligibility and booking methods

① You can book your vaccination date in line with the national vaccination plan as guided by "코로나19 백신 예방접종 계획 (vaccination schedule plan)" **If you are a registered foreign national, You can book a date via online or telephone.**

- If a message indicating that you are not eligible for vaccination appears during online booking you can book your vaccine after registering at your local healthcare centre.

☑ Booking methods



Via online (* A helper can book your vaccine on your behalf)

Visit <http://ncvr2.kdca.go.kr> and book your vaccine. Please note that the website is available in Korean only.



Via telephone (* A helper can book your vaccine on your behalf)

Contact a) **1339 KDCA call centre** or b) visit <https://ncv.kdca.go.kr> → Place your mouse pointer "예방접종 현황 (Vaccination coverage statistics)" → Click the sub menu "코로나19 예방접종 권역별 운영현황 (List of local call centre contact information)" and **find a centre** run by your municipal government. Please note that the website is available in Korean only.

② **Foreign nationals without a registration number** (incl. illegal residents) **CANNOT book their vaccine via online or telephone.** This group of people can book their vaccine with a temporary code, which can be obtained by presenting their passport at their local healthcare centre.

① Foreign nationals without a residence card cannot book their vaccine via online or telephone as well. ①

③ **Short-term visitors**, who are staying in Korea for less than 90 days for tourism etc. **are not eligible for vaccination** in Korea.

※ NOTICE ※

- If you wish to receive guides on vaccine booking, you must visit your local immigration office and update your mobile phone number.
- Personal information will solely be used for vaccination purpose only. Your identity and illegal stay history will NOT be relayed to immigration authorities as mandated by relevant law.
- Your vaccination centre option may be limited depending on whether you are subscribed to national health insurance.
- Please visit <https://ncv.kdca.go.kr> for more information. Please note that the website is available in Korean only.



법무부



질병관리청

07. COVID-19 Vaccine Pass announcement.

1. Overview.

- The vaccine pass is a system that restricts the use of multi-use facilities by unvaccinated people for the purpose of supporting the daily recovery of COVID-19 vaccinated people and safely using high-risk multi-use facilities.
- Vaccine pass holders may be restricted from entering indoor facilities such as restaurants and shopping due to quarantine guidelines.
- How to prove your vaccine pass: Paper or electronic vaccination certificate (including QR check-in)

2. How to register for those who are vaccinated against COVID-19 overseas.

Visit a local public health center and receive it in person.

- Public health centers around the school: Gunpo Public Health Center or Uiwang Public Health Center

- How to travel: Recommendation by Taxi

International student with certificate of alien registration

- o Supplies.
- Certificate of alien registration, certificate of overseas vaccination (both 1st and 2nd), mobile phone under your name.
- => If you have a cell phone under your name, you can authenticate it through QR check-in or other methods through identity authentication.

International student who has not yet received certificate of alien registration

- o Supplies.
- Passport, certificate of vaccination. (Both 1st and 2nd)
- => If you don't have a cell phone under your name, use the vaccine pass as a paper certificate issued by the public health center.

Additional guidance

- o About visiting the health center.
- Those who visit the public health center for PCR tests, which take place one day before the release during the 10-day self-quarantine period after entering the country, are still unable to proceed with the registration of vaccination history at the public health center.
- You must visit after being released from quarantine.

VI. Guidance for immigration VISA

01. Alien registration card

- Applications to the competent immigration office within 90 days of entry.
- Submission documents: application form, passport, photo (within 6 months), Certificate of enrollment, certificate of residence, fee



02. VISA type change registration

1. Change of stay status.

A. Application documents (when changing the status of stay from language training (D-4) to studying abroad (D-2))

: Passport, alien registration card, application form, standard admission permit, tuition payment certificate, final education certificate, and Educational background certificate documents, family-related documents (confirmation of parents' English names), financial certificate documents (in the case of the same university, Korean bankbook of KRW 13 million), Certificate of enrollment at a language school (check attendance rate and fill out training period), certificate of residence, copy of passport and visa, fee of KRW 130,000.

* Certificate of educational background: Select one of the following documents

- ① Check Apostille.
- ② Certificates such as academic background, etc. that have been confirmed by the Korean Consulate in the host country or the consulate of the official residence in Korea.
- ③ Academic background and degree certification report issued by the Chinese Ministry of Education's educational background and degree certification center

2. Extension of stay.

A. Applications for general degree courses (academic, master's, doctoral, etc.)

: Passport, alien registration card, application form, enrollment certificate, transcript, tuition payment certificate, residence certificate, Bank balance certificate (over 13 million won in Korean bank account), 60,000 won in commission.

B. The foreign application document being prepared for the thesis after completing the regular degree course.

: Passport, alien registration card, application for extension of stay, recommendation for supervisor, fee of KRW 60,000.

3. Permission to extend the period of stay for job search after graduation (D-10).

A. Target: A person who acquires a degree (including prospective persons) or higher between domestic universities or academic research institutes, etc.

If an international student (including prospective students) has completed a research course (average credit is less than 3.0), A person recommended by the supervisor or the head of the department)

B. Permission period: 6 months per time (maximum 1 year)

C. Application documents: passport, alien registration card, application form, graduation certificate, transcript, A letter of recommendation for an advisor (if the average credit is less than 3.0), a job search plan, and a fee of 130,000 won.

03. Introduction, www.hikorea.go.kr (The 1345 Immigration Contact Center)



외국인종합안내센터

재한외국인 행정·생활 종합안내는
다국어 지원 외국인종합안내센터로...

According to the Framework Act on the Treatment of Foreigners in Korea, the Foreigners General Information Center is a multilingual civil complaint guide that provides civil counseling and information necessary for foreigners in Korea to adapt to their lives online and over the phone.

The Foreigners' General Information Center consists of Hi Korea, a comprehensive foreign support portal that provides online information guidance in four languages, including Hangeul, English, Chinese, and Japanese, and 1345 telephone counseling services that provide counseling in Korean and 19 foreign languages.

(Phone call from foreigners: 1345)

긴급전화안내



| 단체 및 기관 | 전화번호 |
|---------------|-----------------|
| 화재/구급/구조신고 | 119 |
| 응급질병상담 및 병원안내 | 1339 |
| 범죄신고 | 112 |
| 아동학대 | 1577-1391 |
| 미야·가출신고 | 182 |
| 청소년 상담전화 | 1388 |
| 여성긴급전화 | 1366, 1577-1366 |
| 성매매 피해여성 신고 | 117 |
| 인권침해·차별행위신고 | 1331 |
| 대한법률구조상담 | 132 |
| 보건복지콜센터 | 129 |
| 사이버 명예훼손 | 1377 |

the Foreigners General Information Center : <http://www.hikorea.go.kr>



04. Information on the use of major facilities around the school.

1. Transportation card.

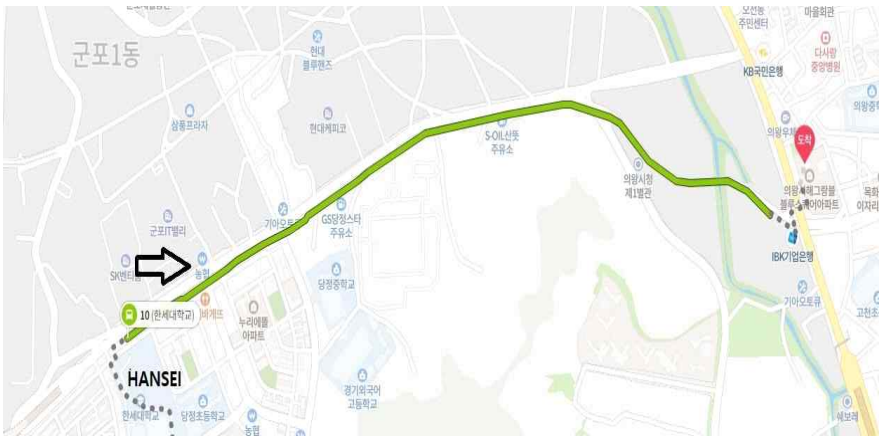
- You can buy it at a convenience store.
- Taxi, buses, subways, and other public transportation are available.

2. Shopping mall.

- Name: E-Mart Uiwang Branch (10:00–22:00, Week 2 of every month, Week 4 of the week closed)
- Transportation: Using the bus stop next to the main gate of the school.

Taxi (2.5.km, 5,000 won)

Bus (Village bus number 10,250 won, regular number 87, 1,450 won.)

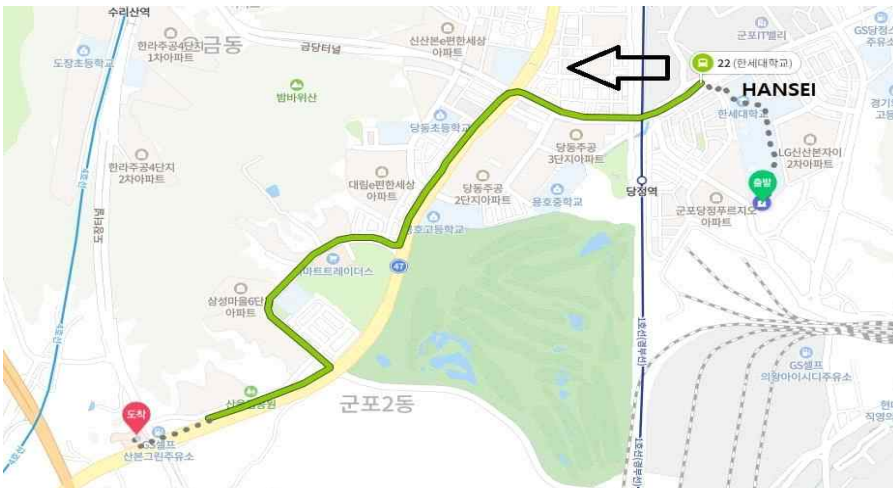


3. Local health center.

- Name: Gunpo Public Health Center (09:00–18:00 weekdays, 12:00–13:00 lunch break)
- Transportation: Using the bus stop across the main gate of the school.

Taxi (3.2.km, 5,000 won)

Bus (regular number 22, 1,450 won)



05. Information on using the wireless internet inside the school.

免费WiFi上网的方法

교내 와이파이 사용방법은 아래와 같습니다.

How to use WiFi on campus is as follows.

免费WiFi上网的方法

SSID : HSU-WIFI

ID : '포털아이디(Hansei portal ID)'

学校网站ID

PW : '학번(School student number)'

学号



<Information on the use of SNS for international students, 留学生SNS指南>

1. 문자 안내 (Message, 文字信息)

1) KAKAO TALK: OIAHANSEIUNIV

2. 사진 및 공지문 안내 (Photos and Notice, 照片和公告)

1) FACEBOOK: HANSEI OIA

2) WEIBO: OIAHANSEIUNIV

INQUIRY

소통 沟通

Kakao Talk

ID: OIA Hansei Univ



E-Mail:

iec.hansei@gmail.com

Facebook

Hansei OIA



微博 **weibo.com**

Hanseiuniversity



06. How to create a bank account in Korea for international students

1. Overview

- When you open a new bank account in Korea(R.O.K), you can transfer and withdraw up to 300,000 won per day from Internet mobile banking, an automatic teller machine (ATM), and 1 million won from a branch window per day. If you submit various supporting documents, you will be provided with a 'financial transaction limit account service' in which the limit is lifted.

- If an international student with a limit account needs to pay tuition of 1 million won or more, he or she can visit a bank branch and submit a tuition bill as a supporting document to make financial transactions up to the tuition limit.

2. Preparations

- Passport or alien registration card, proof of enrollment (in the case of exchange students, standard admission confirmation), seal (signature possible), money to save.

3. How to open a bank account

a. Take a numbered ticket, sit down and wait until it's your turn.

b. When your number is displayed on the electronic display, go to the corresponding window.

c. Tell the bank staff the business (opening a bank account, remittance, deposit, etc.).

(If you need cash/debit/transport card, apply together.)

※ Undergraduate students can apply for a student ID and cash withdrawal card

(You need to prepare to add your own photo file)

※ Cash withdrawal card: A card that allows you to deposit and withdraw cash using an automatic teller machine (ATM) without a passbook or stamp.

d. Follow the instructions of the bank staff to fill out and submit the documents.

e. When a bankbook is created, bring it with you along with your ID.

※ The password is known only to you and should never be shared with others.

4. Register your bank account number in the school Portal system (refer to P18. of the International Student Handbook)

기초 한국어 회화 안내

(Basic Korean Conversation, 基本韩语会话指南)

1. 안녕하세요 (an-nyöng-ha-se-yo) Hello, 你好
2. 만나서 반갑습니다. (man-na-sö pan-kap-söp-ni-ta) Nice to meet you. 认识你很高兴
3. 나는 외국인 유학생입니다. (na-nün oe-kuk-in yu-hak-saeng-ip-ni-ta)
I am a foreign student. 我是外国留学生
4. 나는 한세대학교에서 공부하고 있습니다.
(na-nün han-se-tae-hak-kyo-e-sö kong-pu-ha-ko iss-söp-ni-ta.)
I am studying in Hansei University. 我在韩世大学学习。
5. 나는 쇼핑을 위해서 산본 이마트에 가고 싶습니다.
(na-nün syo-p'ing-ül wi-hae-sö san-pon i-ma-t'ü-e ka-ko sip'-söp-ni-ta.)
I want go to Sanbon E-mart for shopping, 我想去Sanbon Emart购物。
6. 나는 한세대학교에 가고 싶습니다.
(na-nün han-se-tae-hak-kyo-e ka-ko sip'-söp-ni-ta.)
I want to go to Hansei University. 我想去韩世大学。
7. 나는 은행을 찾고 있습니다.
(na-nün ün-haeng-ül ch'ach-ko iss-söp-ni-ta.)
I am looking for a bank. 我在找银行。
8. 나는 식당을 찾고 있습니다.
(na-nün sik-tang-ül ch'ach-ko iss-söp-ni-ta.)
I am looking for a restaurant. 我在找餐厅。
9. 나는 기숙사에서 살고 있습니다.
(Nna-nün ki-suk-sa-e-sö sal-ko iss-söp-ni-ta.)
I live in a dormitory. 我住在宿舍。
10. 감사합니다. (kam-sa-hap-ni-ta.) Thank you, 谢谢

Lecture Time Table

| | | MON | TUE | WED | THU | FRI | SAT |
|-------|----|-----|-----|-----|-----|-----|-----|
| 09:00 | 1 | | | | | | |
| 10:00 | 2 | | | | | | |
| 11:00 | 3 | | | | | | |
| 12:00 | 4 | | | | | | |
| 13:00 | 5 | | | | | | |
| 14:00 | 6 | | | | | | |
| 15:00 | 7 | | | | | | |
| 16:00 | 8 | | | | | | |
| 17:00 | 9 | | | | | | |
| 18:00 | 10 | | | | | | |
| 19:00 | 11 | | | | | | |
| 20:00 | 12 | | | | | | |
| 21:00 | 13 | | | | | | |

"Thank U. grazie. terima kasih. Danke. cảm ơn bạn. شكرا. အထူးကျေးဇူး. Merci.
 Та бүхэнд баярлалаа. спасибо. obrigado. ありがとう. 谢谢. 감사합니다.



한세대학교
HANSEI UNIVERSITY

한세대학교, 국제교류교육원

대한민국 경기도 군포시 한세로 30 우편번호 15852

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WWW.HANSEI.AC.KR

HTTP://HSIEC.HANSEI.AC.KR

WWW.HSKLI.COM

