

2023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	

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## 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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#703, 7<sup>th</sup> Floor, Graduate School Building,  
TEL : General +82-31-450-5140  
Chinese +82-31-450-5216  
E-mail : [iec.hansei@gmail.com](mailto: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**  
韓世大學 國際交流教育院

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SNS [www.facebook.com/hansei\\_OIA](http://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
科长	Manager	黃杰	Geul Hwang	871
代理	Assistant manager	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, Vocal Music, 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, Vocal Music, 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 Spring(1st) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Mar	1W				1 Samil-jeol	2	3	4	02(Th) 07(T)	1 <sup>st</sup> semester starts. Entrance ceremony & Opening service for 1 <sup>st</sup> semester.
	2W	5	6	7	8	9	10	11	02(Th)~08(W)	Additional tuition payment period. 1 <sup>st</sup> installment payment period.
	3W	12	13	14	15	16	17	18	02(Th)~08(W) 13(M)~17(F)	Correction of course registration. Tuition payment period for overage students.
	4W	19	20	21	22	23	24	25	22(W)~24(F)	Withdrawal of course application & its printing.
Apr	5W	26	27	28	29	30	31	1	27(M)~28(T)	Submission of application for withdrawal of registration. 1/4 of the total classes.
	6W	2	3	4	5	6	7	8	29(W) 27(M)~31(F)	2 <sup>nd</sup> installment payment period. 30 days from the start of semester.
	7W	9	10	11	12	13	14	15	30(Th) 07(F)	1/3 of the total classes. 3 <sup>rd</sup> installment payment period.
	8W	16	17	18	19	20	21	22	17(M)~21(F) 20(Th)~26(W)	Mid-term examination. 1/2 of the total classes.
	9W	23	24	25	26	27	28	29	26(W) 29(Sa)	60 days from the start of semester.
May	10W	30	1 Labor Day	2	3	4 School anniversary	5 Children's Day	6	1(M) 04(Th)	Closed on Labor Day Closed on the school anniversary.
	11W	7	8	9	10	11	12	13	9(T)~10(W) 15(M)	Pentecost Festival. 2/3 of the total classes.
	12W	14	15	16	17	18	19	20	15(M)~19(F) 24(W)	4th installment payment period 3/4 of the total classes.
	13W	21	22	23	24	25	26	27 Buddha's birthday	25(Th)~31(W)	Re-admission, changing department(major) & registering multi-major. Application for summer school
Jun	14W	28	29	30	31	1	2	3	5.29(M) 29(M)~02(F)	90 days from the start of semester. Submit a certificate of completion for multi-major.
	make up	4	5	6 Memorial Day	7	8	9	10	02(F)~09(F) 13(T)	Register for summer school. 1 <sup>st</sup> semester ending service.
	15W	11	12	13	14	15	16	17	08(Th)~14(W) 15(Th)~21(W)	Make-up week. Final-term examination.
	Sessi on	18	19	20	21	22	23	24	15(Th)~28(W) 21(W) 22(Th)~07.12(W)	Enter & check grades for 1 <sup>st</sup> semester. The end of 1 <sup>st</sup> semester. Summer school period.
Jul	Sessi on	25	26	27	28	29	30	1	26(M)~30(F)	Application for returning in 2 <sup>nd</sup> Semester(1st).
	Sessi on	2	3	4	5	6	7	8	30(F)~03(M) 05(W)	Correction of grades for 1 <sup>st</sup> semester. Confirmation of grades in 1 <sup>st</sup> semester.
	Sessi on	9	10	11	12	13	14	15	13(Th)~16(Sun) 17(M)~18(T)	Enter grades for summer school. Correction & confirmation of grades for summer school.
		16	17	18	19	20	21	22	24(M)~08.04(F)	Application for returning in 2 <sup>nd</sup> semester(2nd).
		23	24	25	26	27	28	29		
Aug		30	31	1	2	3	4	5	17(Th)~31(Th)	Application for leave of absence in 2 <sup>nd</sup> semester.
		6	7	8	9	10	11	12	21(M)~23(W)	course registration 2 <sup>nd</sup> semester.
		13	14	15 National Liberation Day	16	17	18	19	21(M)~31(Th)	Tuition payment period for 2 <sup>nd</sup> Semester. Application period for installment payment for 2 <sup>nd</sup> Semester.
		20	21	22	23	24	25	26	22(T)	<b>*Summer Graduation Ceremony in 2022</b>

\* August 22nd (Tue) No degree ceremony will be held.

# Schedule for the Fall(2nd) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Sep	1W	27	28	29	30	31	1	2	01(F) 01(F)~07(Th)	2nd semester starts. Additional tuition payment period. 1 <sup>st</sup> installment payment period. Opening service for 2 <sup>nd</sup> semester. Correction of course registration. Tuition payment period for overage students. Withdrawal of course application & its printing.
	2W	3	4	5	6	7	8	9	05(T) 01(F)~07(Th)	
	3W	10	11	12	13	14	15	16	13(W)~19(T)	
	4W	17	18	19	20	21	22	23	21(Th)~25(M)	
Oct	5W	24	25	26	27	28 Chu Seok	29 Chu Seok	30 Chu Seok	25(M)~2(M) 25(M)~6(F) 26(T)~27(W)	Dropping period of multi-major. 2 <sup>nd</sup> installment payment period. Submission of application for withdrawal of course application 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 <sup>rd</sup> installment payment period. 1/2 of the total classes.
	6W	1	2	3 Gaeche on-jeol	4	5	6	7	28(Th) 30(S) 04(W)	
	7W	8	9 Hangul day	10	11	12	13	14	09(M) 20(F)~26(Th)	
	8W	15	16	17	18	19	20	21	26(Th)	
	9W	22	23	24	25	26	27	28		
Nov	10W	29	30	31	1	2	3	4	30(M) 14(T)	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	5	6	7	8	9	10	11	13(M)~17(F) 23(Th)	
	12W	12	13	14	15	16	17	18	24(F)~30(Th)	
	13W	19	20	21	22	23	24	25		
Dec	14W	26	27	28	29	30	1	2	27(M)~12.01(F)	Submit a certificate of completion for multi-major. 90 days from the start of semester. Register for winter school. 2 <sup>nd</sup> semester ending service. Make-up week. Final-term examination. Enter & check grades for 2 <sup>nd</sup> semester. The end of 2 <sup>nd</sup> semester. Winter school period. Application for returning in 1 <sup>st</sup> Semester(1st). Correction of grades for 2 <sup>nd</sup> semester.
	make up	3	4	5	6	7	8	9	29(W) 05(T)~08(F) 5(T)	
	15W	10	11	12	13	14	15	16	08(F)~14(Th) 15(F)~21(Th) 15(F금)~28(Th)	
	Sessi on	17	18	19	20	21	22	23	21(Th) 22(F)~01.15(M) 26(T)~29(F)	
	sessio n	24	25 Christmas	26	27	28	29	30	30(S)~01.02(T)	
Jan	Sessi on	31	1 New Year	2	3	4	5	6	04(Th)	Confirmation of grades in 2 <sup>nd</sup> semester. Enter grades for winter school. Correction & confirmation of grades for winter school. Application for returning in 1 <sup>st</sup> semester(2nd)
	Sessi on	7	8	9	10	11	12	13	15(M)~16(T) 17(W)~18(Th)	
	Sessi on	14	15	16	17	18	19	20	26(F)~02.08(Th)	
		21	22	23	24	25	26	27		
Feb		28	29	30	31	1	2	3	16(F)~29(Th)	Application for leave of absence in 1 <sup>st</sup> semester. Course registration period for 1 <sup>st</sup> semester. (enrolled student) *Winter Graduation Ceremony in 2023. Freshman Orientation. Course registration period for 1 <sup>st</sup> semester. (Freshman student) Tuition payment period for 1 <sup>st</sup> Semester. Application period for installment payment for 1 <sup>st</sup> Semester.
		4	5	6	7	8	9 Lunar New year	10 Lunar New year	19(M)~21(W)	
		11 Lunar New year	12 Substitu te holiday	13	14	15	16	17	20(T)	
		18	19	20	21	22	23	24	21(W)~22(Th) 27(T)~28(W) 26(M)~29(Th)	
		25	26	27	28	29	1 Samil-jeol	2		

## 2) Academic Calendar(Graduate School)

# Schedule for the Spring(1st) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule
Mar	1W				1 Samil-jeol	2	3	4	1(W) 2(Th) 7(T)  the opening of the first semester the first day of the semester Admission ceremony and 1st semester opening service
	2W	5	6	7	8	9	10	11	2(Th)-8(W) Additional tuition payment period (no holiday collection)
	3W	12	13	14	15	16	17	18	2(Th)-10(F) 2(Th)-10(F) First payment period in installments application for a graduate scholarship Subject of thesis and application for advisor
	4W	19	20	21	22	23	24	25	2(Th)-8(W) 6(M)-10(F) 13(M)-17(F) Correction of course registration. Application for the qualification exam. Period of collection of tuition fees for those who exceed the limit (no holiday collection) Payment for the qualification exam. Application for withdrawal of course registration
Apr	5W	26	27	28	29	30	31	1	16(Th)-22(W) 22(W)-24(F) 1/4 of the number of classes. Payment in installment 2nd payment period Submission of thesis plans and research ethics pledges.
	6W	2	3	4	5	6	7	8	3.29(W) 3.27(M)-31(F) 3.27(M)-4.7(F) 30 days from the start of the semester. Qualification examination (1st. foreign language/ sermon/ Bible) will be conducted.
	7W	9	10	11	12	13	14	15	3.30(Th) 3.31(F) Payment of thesis guidance fee. Qualification test (1st. major) will be conducted.
	8W	16	17	18	19	20	21	22	3(M)-10(M) 5(W)-7(F) 11(T)-14(F) Qualification examination (2nd. foreign language/ sermon /Bible/ major) will be conducted.
	9W	23	24	25	26	27	28	29	7(F) 10(M)-14(F) 1/3 of the class days. Submit a preliminary thesis presentation application (Doctor)
May	10W	30	1 Labor Day	2	3	4 School anniversary	5 Children's Day	6	17(M)-21(F) 17(M)-28(F) 3rd payment period for tuition split Submission of preliminary thesis review result report (Doctor) and main examination (public development table) application <b>Midterm examination</b> 1/2 of the class days. 60 days from the start of the semester
	11W	7	8	9	10	11	12	13	01(M)/04(Th) 8(M)-12(F금) 8(월)-11(목) 15(M) Labor Day/school holiday Payment of thesis examination fee
	12W	14	15	16	17	18	19	20	Apply for additional qualification exams 2/3 of the class days 4th payment period in installments
	13W	21	22	23	24	25	26	27 Buddha's birthday	24(W) 24(W)-30(T) 3/4 days of class days Summer Seasonal Semester Application/Payment of Additional Qualification Examination Fees/ Re-admission application, major change application
Jun	14W	28	29	30	31	1	2	3	5.29(M) 2(F)-9(F) 90 days from the start of the semester Summer Seasonal Semester Registration Supplementary class week
	make up	4	5	6 Memorial Day	7	8	9	10	8(Th)-14(W) 12(M)-23(F) Submit the final review result report Submit the final review (public development table) result report
	15W	11	12	13	14	15	16	17	15(Th)-21(W) 15(Th)-28(W) <b>Final examination</b> Enter and inquire grades for 1st semester
	Sessi on	18	19	20	21	22	23	24	21(W) 22(Th) 22(Th)-7.12(W) <b>the end of the first semester</b> Implementation of additional qualification tests Summer class period
Jul	Sessi on	25	26	27	28	29	30	1	26(M)-7.7(F) 26(M)-30(F) Submission of thesis for degree application Application for return to school for the second semester (1st round)
	Sessi on	2	3	4	5	6	7	8	6.26(M)-7.6(Th) Postponement of graduation, deletion of credits, early graduation application, graduation application
	Sessi on	9	10	11	12	13	14	15	29(Th)-03(M) 4(T) the correction of one' in the first semester Confirmation of grades for the first semester
		16	17	18	19	20	21	22	13(Th)-14(F) 17(M)-18(T) Enter grades for the summer season semester Revision and determination of grades for the summer seasonal semester
Aug		23	24	25	26	27	28	29	24(M)-8.4(F) Application for return to school for the second semester (2nd)
		30	31	1	2	3	4	5	16(W)-28(M) 22(T)-24(Th) Application for a second semester off Application for classes for students returning to school in the second semester
		6	7	8	9	10	11	12	22(T) 22(T)-31(Th) <b>*Late graduation for the 2022 school year</b> Tuition payment period for the second semester (holiday collection is not possible)
		13	14	15 National Liberation Day	16	17	18	19	20



# Schedule for the Fall(2nd) semester of 2023

Month	Week	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Schedule	
Sep	1W	27	28	29	30	31	1	2	28(M)-29(T) 1(F) 1(F)-7(Th)	Application for classes for new and transferred students in the 2nd semester <b>Semester Start Date / 2<sup>nd</sup> Semester Starts</b> Additional tuition payment period (no holiday collection) First payment period in installments (planned) Application for scholarship Course registration correction Subject of thesis and application for advisor Application for Qualification Examination Period of payment of tuition fees for those who exceed the limit (no holiday collection) Payment of qualification examination fee Application for withdrawal of course registration
	2W	3	4	5	6	7	8	9	1(F)-8(F) 1(F)-7(Th) 1(F)-12(T) 4(M)-8(F) 13(W)-19(T) 15(F)-20(W)	
	3W	10	11	12	13	14	15	16	21(Th)-25(M)	
	4W	17	18	19	20	21	22	23		
Oct	5W	24	25	26	27	28 Chu Seok	29 Chu Seok	30 Chu Seok	9.25(M)-10.4(W) 9.25(M)-10.6(F)	2nd payment period in installments of installment Submission of thesis plan and research ethics pledge Qualification examination (foreign language/preaching/bibliography) 1/4 of the class days 30 days from the start of the semester Qualification test (major) implementation Payment of thesis guidance fee 1/3 of school days Submit a preliminary thesis review application Submission of preliminary thesis review result report (Doctor) and main examination (public development table) application <b>Midterm examination</b> Lesson days 1/2 Paper review fee payment/division 3rd payment period
	6W	1	2	3 Gaeche on-jeol	4	5	6	7	9.27(W) 9.28(Th) 30(S) 4(W)-6(F) 4(W)-11(W) 9(M) 10(T)-16(M)	
	7W	8	9 Hangul day	10	11	12	13	14	16(M)-20(F)	
	8W	15	16	17	18	19	20	21	20(F)-26(Th) 26(Th) 23(M)-27(F)	
	9W	22	23	24	25	26	27	28		
Nov	10W	29	30	31	1	2	3	4	10.30(M) 2(Th)-8(W) 14(T) 13(M)-17(F) 20(M)-23(Th)	60 days from the start of the semester Apply for additional qualification exams 2/3 of the class days 4th payment period in installments Payment of additional qualification examination fees 3/4 days of class days Application for winter semester Re-admission application, major change application
	11W	5	6	7	8	9	10	11	23(Th) 23(Th)-30(Th)	
	12W	12	13	14	15	16	17	18		
	13W	19	20	21	22	23	24	25		
Dec	14W	26	27	28	29	30	1	2	11.29(W) 5(T)-8(F) 8(F)-14(W) 11(M)-22(F)	90 days from the start of the semester Winter Seasonal Semester Registration a supplementary class week Submit the final main audit result report Submit the final main audit (public development table) result report <b>Final examination</b> Enter and inquire grades for the 2nd semester <b>the end of the second semester</b> Implementation of additional qualification tests winter seasonal classes period Submission of thesis for degree application Application for returning to school for the first semester (1st round) 2nd-semester grade correction
	make up	3	4	5	6	7	8	9	15(F)-21(Th) 15(F)-27(W) 21(Th) 22(F) 22(R)-1.15(M) 12.22(F)-1.5(F) 26(T)-29(F)	
	15W	10	11	12	13	14	15	16	30(S)-1.2(T)	
	Sessi on	17	18	19	20	21	22	23		
	sessio n	24	25 Christm as	26	27	28	29	30		
Jan	Sessi on	31	1 New Year	2	3	4	5	6	2(T)-7(Sun)	Postponement of graduation, deletion of credits, early graduation application, graduation application Confirmation of grades for the second semester Enter grades for the winter season semester Revision and determination of grades for the winter season semester Application for returning to school for the first semester (2nd)
	Sessi on	7	8	9	10	11	12	13	5(F) 12(F)-15(M) 16(T)-17(W)	
	Sessi on	14	15	16	17	18	19	20	25(Th)-2.8(Th)	
		21	22	23	24	25	26	27		
Feb		28	29	30	31	1	2	3	13(T)-29(Th) 20(T)-22(Th)	a leave of absence for the 1st semester Registration of students returning to school for the first semester <b>2023 academic year degree ceremony</b> Application for classes for new and transferred students in the first semester Tuition period for the first semester Application period for installment payment for the first semester
		4	5	6	7	8	9 Lunar New year	10 Lunar New year	20(T) 27(T)-28(W)	
		11 Lunar New year	12 Substitu te holiday	13	14	15	16	17	26(M)-29(Th)	
		18	19	20	21	22	23	24		
		25	26	27	28	29	1 Samil-jeol	2		

### 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)

	<b>Work</b>	<b>Office Phone Number</b>
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

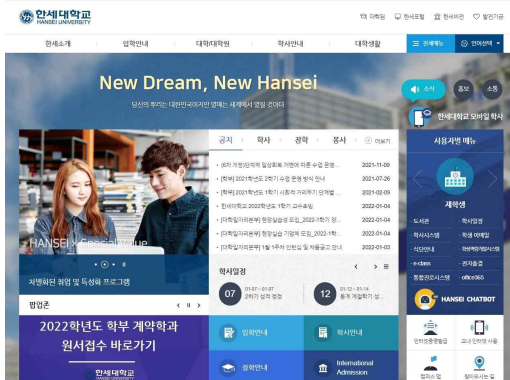
3. the academic and graduate administration departments
  - Curriculum consultation, professional arrangement, Academic affairs such as grade management
  - Credit management (leave of absence, government studies, re-admissions, double degrees, early graduation, etc.
  - Transfer student credits approved, 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.

<b>Department</b>	<b>Major</b>	<b>Office Phone Number</b>
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.	031-450-5189
	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	<a href="https://www.hansei.ac.kr/kor/1698/subview.do">https://www.hansei.ac.kr/kor/1698/subview.do</a>
graduate students	<a href="https://graduate.hansei.ac.kr/graduated/641/subview.do">https://graduate.hansei.ac.kr/graduated/641/subview.do</a>

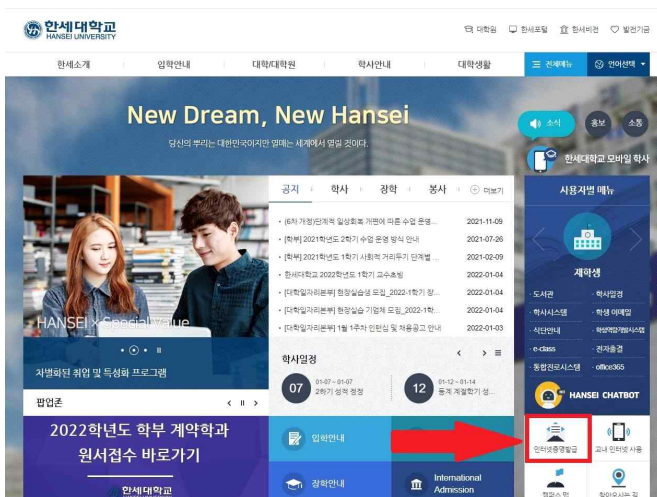


- Inquiry of student's information (admission, registration, Academic record, scholarships, courses, thesis. etc.)

- 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>

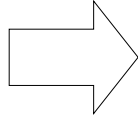
Student: Number of students / password of Potral, graduate (exempt student): Number of students / date of birth (6 digits)

\* 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

step3: write your cellphone # & email

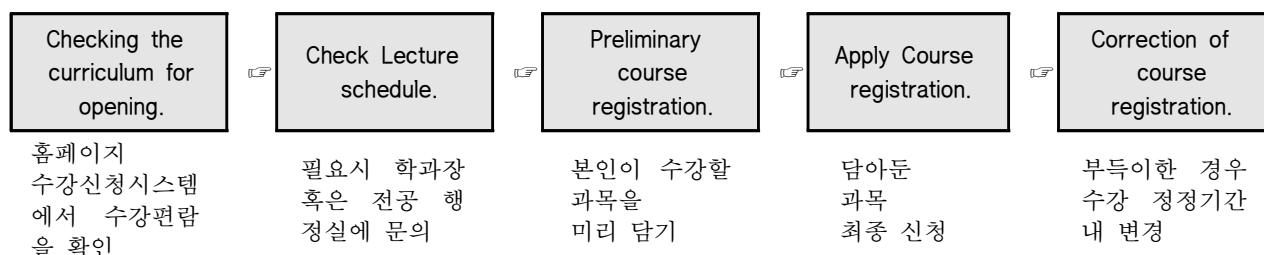
## 05. Application for classes

### 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

<b>Graduation, completion, 130 credits.</b>	12 to 18 credits.
<b>Graduation credits, 140 credits (Nursing)</b>	12 to 19 credits.

- It is necessary to check with the department office and graduate school admission team how to apply for classes by major

#### 3. Chapel(Worship)-related guidance.

- [Graduation Requirements] There is a mandatory course system for all underground's student chapel courses based on the educational ideology of this school. (0 credits)
- New students must complete six 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 & afternoon], the Theology Department applies twice a week (Tuesday morning & afternoon, Friday afternoon), and the General Department applies once a week (Tuesday morning & 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.
- [The department in charge] School Pastor's Office
- [Location] 2nd floor of the main building
- [Contact] 031-450-5047, 5302

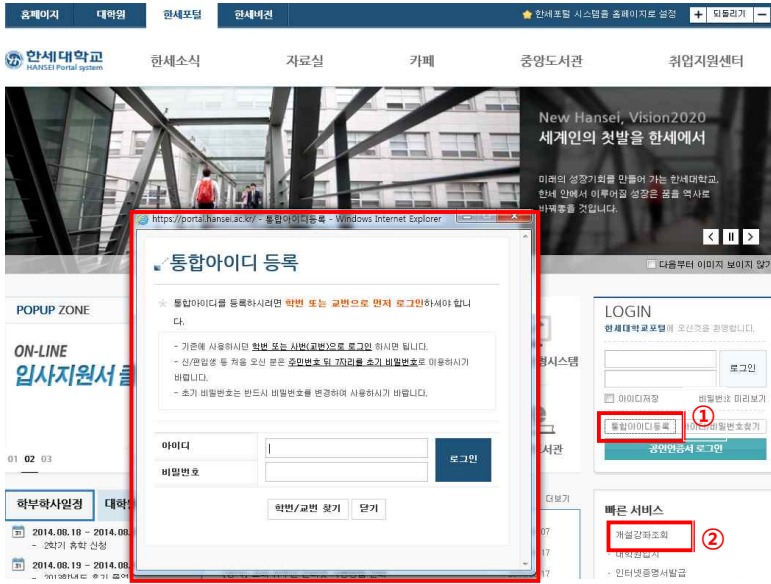
#### 4. Korean language training.

- 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) Log in with ID and password in the undergraduate course application system After that, the course registration progressed.

<p>① 한세포털 &gt; 학부수강신청시스템 메뉴 (또는 <a href="http://sugangnew.hansei.ac.kr:8808">http://sugangnew.hansei.ac.kr:8808</a> 접속)                  ② 한세포털에서 발급한 통합아이디로 로그인 (학번부여 전에는 hansei/hansei로 임시로그인)</p>	<p>③ 상단의 '공지사항' 메뉴에서 자세히 확인(중요)                  ④ '교과목조회'에서 과목 조회                  ⑤ '수강신청' 메뉴에서 신청 완료                  ⑥ '수강내역조회'에서 수강내역 최종 확인</p>

## 6. Exchange of domestic university credits (only undergraduate students can apply)

### 1) Exchange of credits between Gyeonggi and Incheon regional universities

#### Summary

A system to improve the quality of university education by providing various learning opportunities to students by opening lectures at each university located in the Gyeongin area

#### Completion range

- Subjects: All subjects offered during regular and seasonal semesters
- Up to 6 credits per semester, up to 21 credits while enrolled

#### Eligibility Requirements: Students who have completed the first year or higher and have not been disciplined by school regulations

#### Procedure

- Check the course registration period of the desired school → Fill out and print the 'Gyeongin Regional University Credit Exchange Application' on the portal → Approve the department head and department head in charge → Submit offline documents to the Academic Affairs Team → Receive the 'Credit Exchange Recommendation' → Electronically at the school Principle of sending a letter of recommendation to the school in an official letter (request to check with the school's credit exchange manager later)

#### Submission deadline

- Submission deadline: Submit at least 2 days before the recommended deadline set by each exchange partner university.

#### Exchange agreement universities (30 universities)

- Refer to the university life guide by Academic Affairs Team

### 2) University e-Learning-based Credit Recognition Consortium

#### Summary

To provide various learning opportunities to students by opening lectures of each university in the Seoul area online

#### Completion range

- Subjects: All subjects opened during the regular and seasonal semesters (check the course registration website of the university)
- Up to 6 credits per semester, up to 21 credits while enrolled (including credit exchange with other universities)

#### Eligibility Requirements: Students who have completed the first year or higher and have not been disciplined by school regulations

#### How to register for courses: Register for courses in the course registration system of our university

#### Courses you can take

- Refer to the university life guide by Academic Affairs Team

## 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)

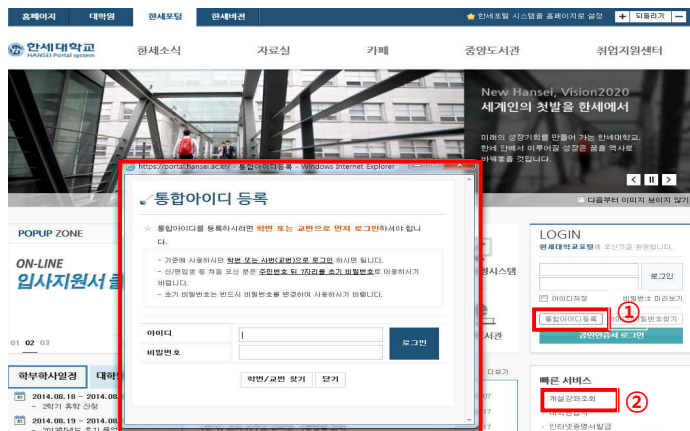
### 3. Korean language training.

- 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.

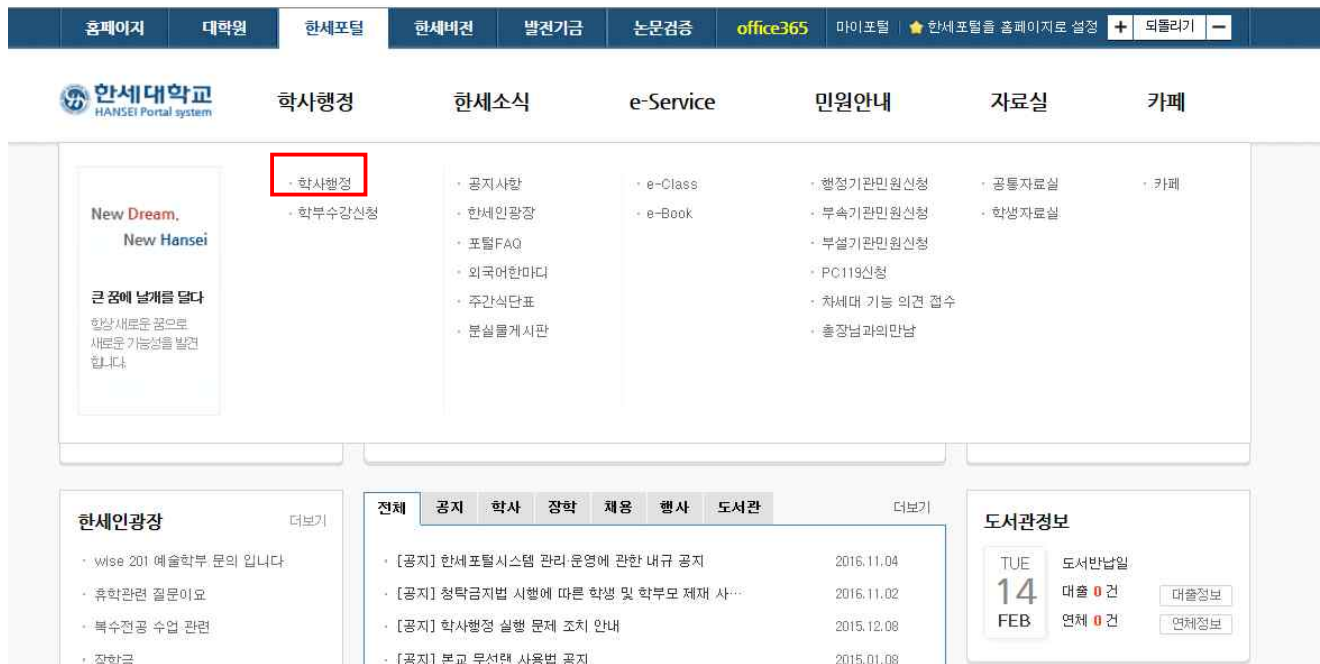


#### 4. How to register for a course (graduate student)

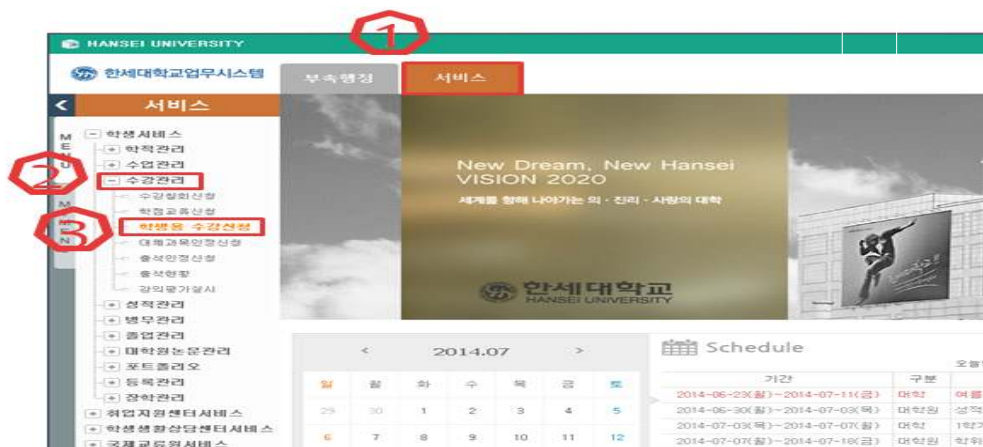
1) Hansei Portal System: <http://portal.hansei.ac.kr/>



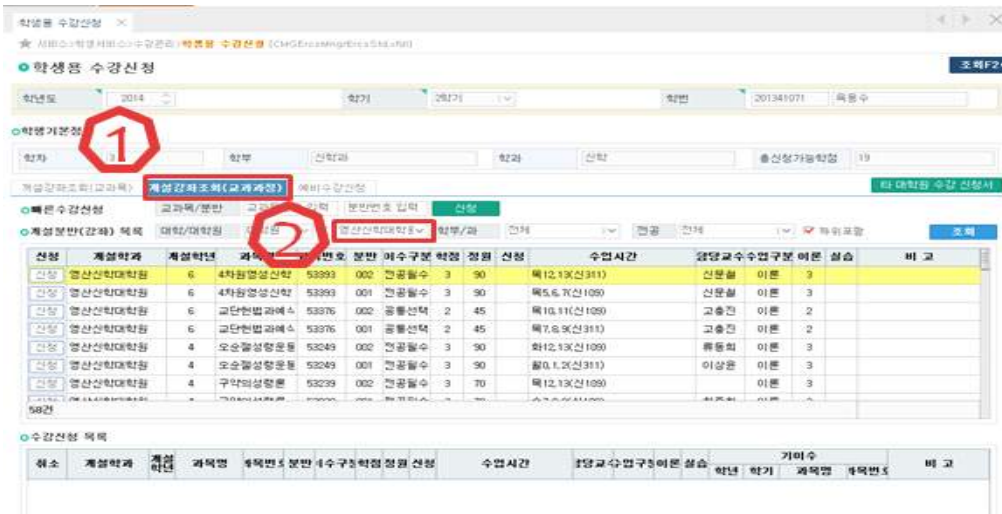
2) Click on the academic administration. (학사행정)



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

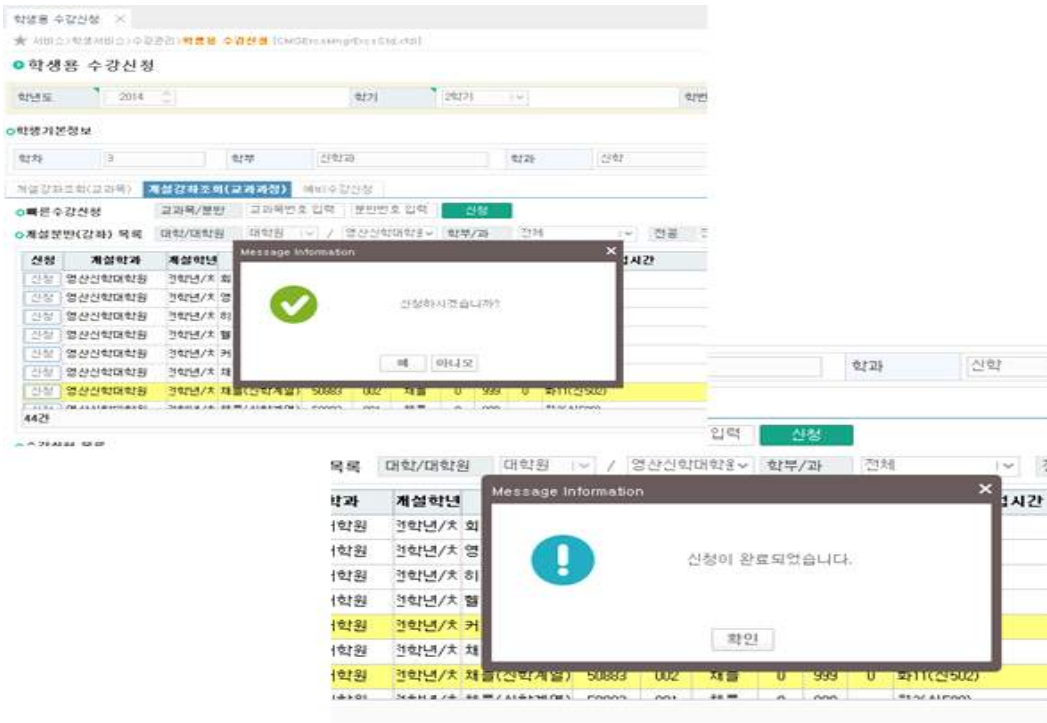


4) Click 개설강좌조회(Opening course inquiry) -> Click '전체' -> Click '조회'



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)

For other questions about applying for graduate school classes, contact the Graduate School Admission Team

## 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)")

납부수단	신청기간	납부방법	납부제한대상
원시 납부	20.08.24(13:00) ~ 20.08.31(17:00)	현금납부 신용카드	신입생(입학 허가제 포함) 재입학자
현금납부 (가상계좌 이체)	20.08.24 ~ 20.08.31 (13:00~17:00)	현금납부 신용카드	신입생(입학 허가제 포함) 재입학자

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

납부수단	신청기간	납부방법	납부제한대상
원시 납부	20.08.24(13:00) ~ 20.08.31(17:00)	현금납부 신용카드	신입생(입학 허가제 포함) 재입학자
현금납부 (가상계좌 이체)	20.08.24 ~ 20.08.31 (13:00~17:00)	현금납부 신용카드	신입생(입학 허가제 포함) 재입학자

- 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.

- Overseas remittance is not possible because the exact amount designated for each individual must be deposited into a virtual account from the second semester of admission. Tuition payment must be made using a bank account opened in Korea.

## 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 제20조, 제21조 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).

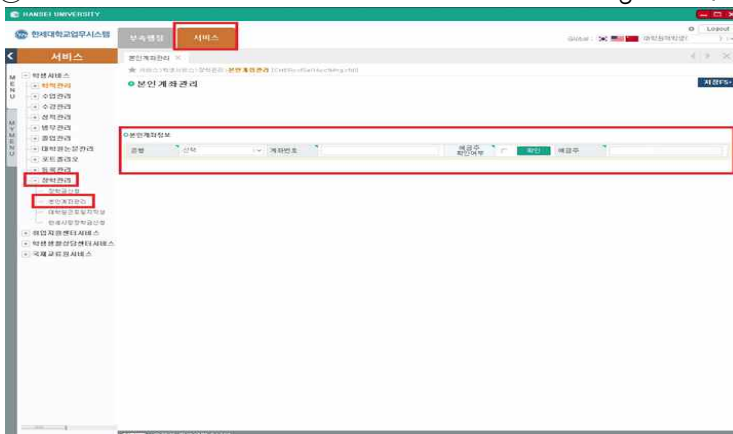
### 4) Submit a certificate of Korean proficiency.

- Students wishing to apply for graduation before the end of the semester.  
Make sure to check the expiration date and submit your certified Korean Language Proficiency (TOPIK) transcript to the Office of International Affairs (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 (TOPIK) 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 :

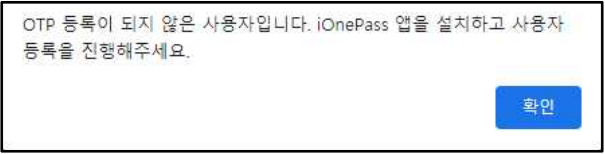
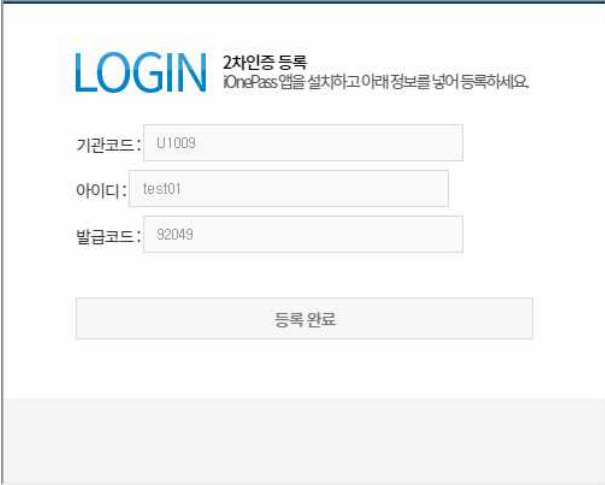
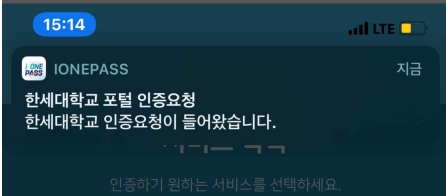
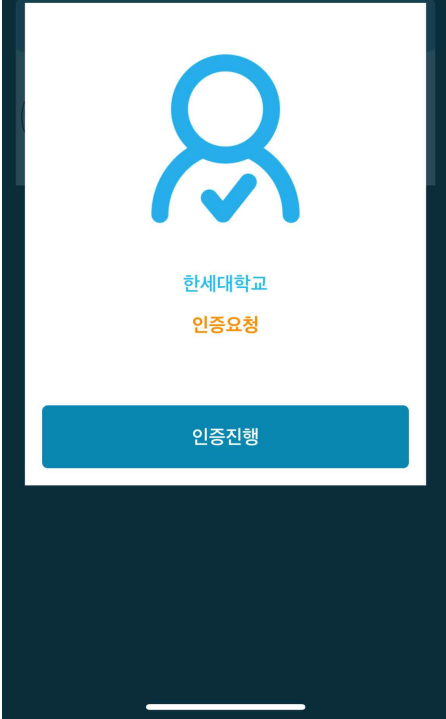



4. How to operate the online attendance check system.
  - A. Install an electronic attendance app on your smartphone before entering class.
  - B. After logging in, according to the professor's electronic attendance declaration, he/she checked whether he/she was automatically attended.
  - C. If an error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

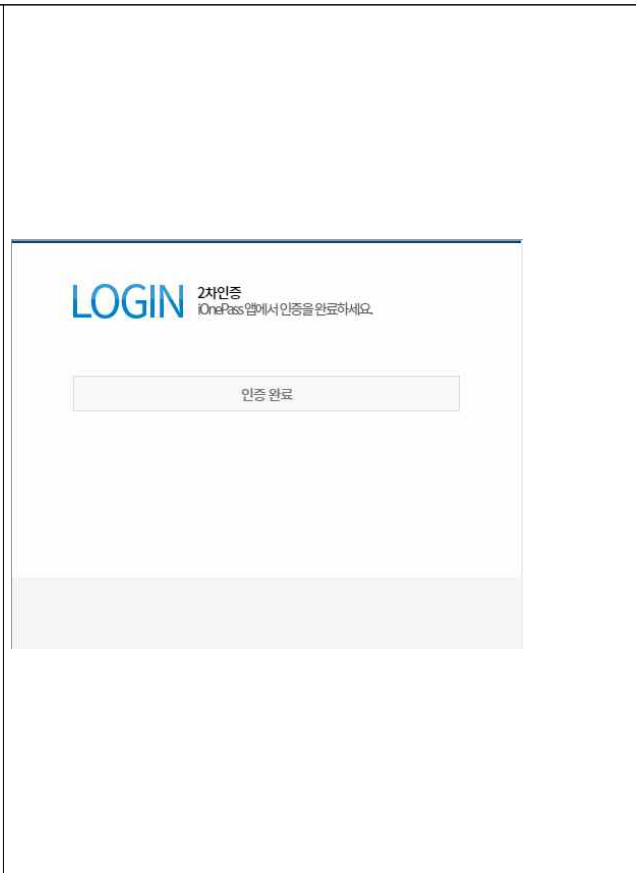
※ In the case of feature phone (2G phone) users, they can proceed after registering with the professor's application.
5. Attendance management for international students.
  - A. In the event of two absences for each subject, notification of the relevant student himself/herself.
  - B. In case of absence 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.)

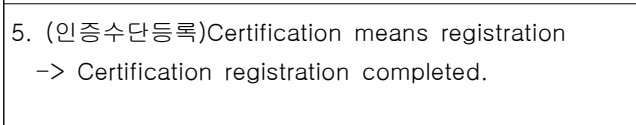
For users who have not registered for secondary authentication,	For users who have already registered for the 2nd certification,
<p>1. Log in with ID/PW on the portal website.</p> <p>2. Check the warning message and registration information screen.</p>  	<p>1. Log in with ID/PW on the portal website.</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>





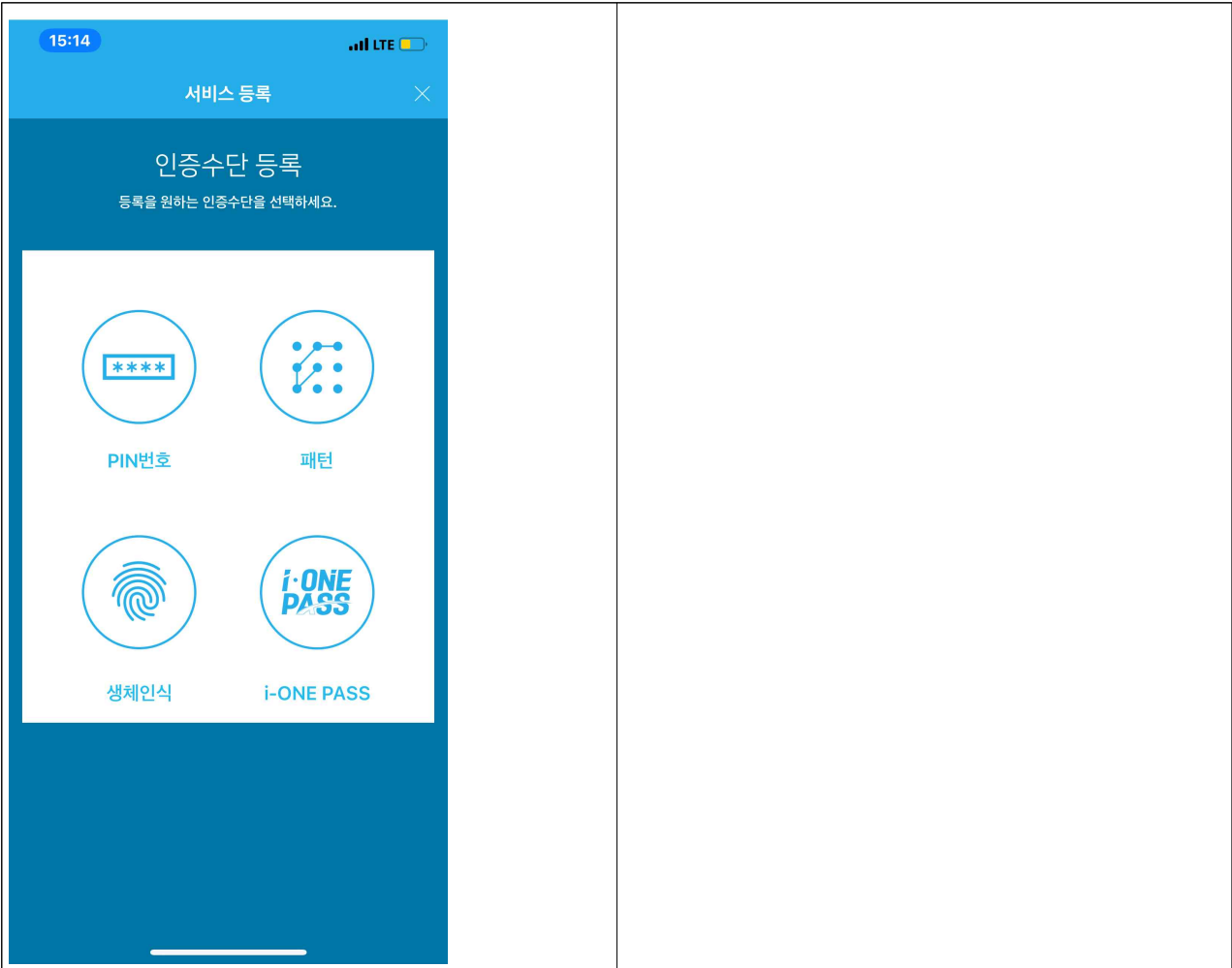
Launch the ionass app.

- 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.

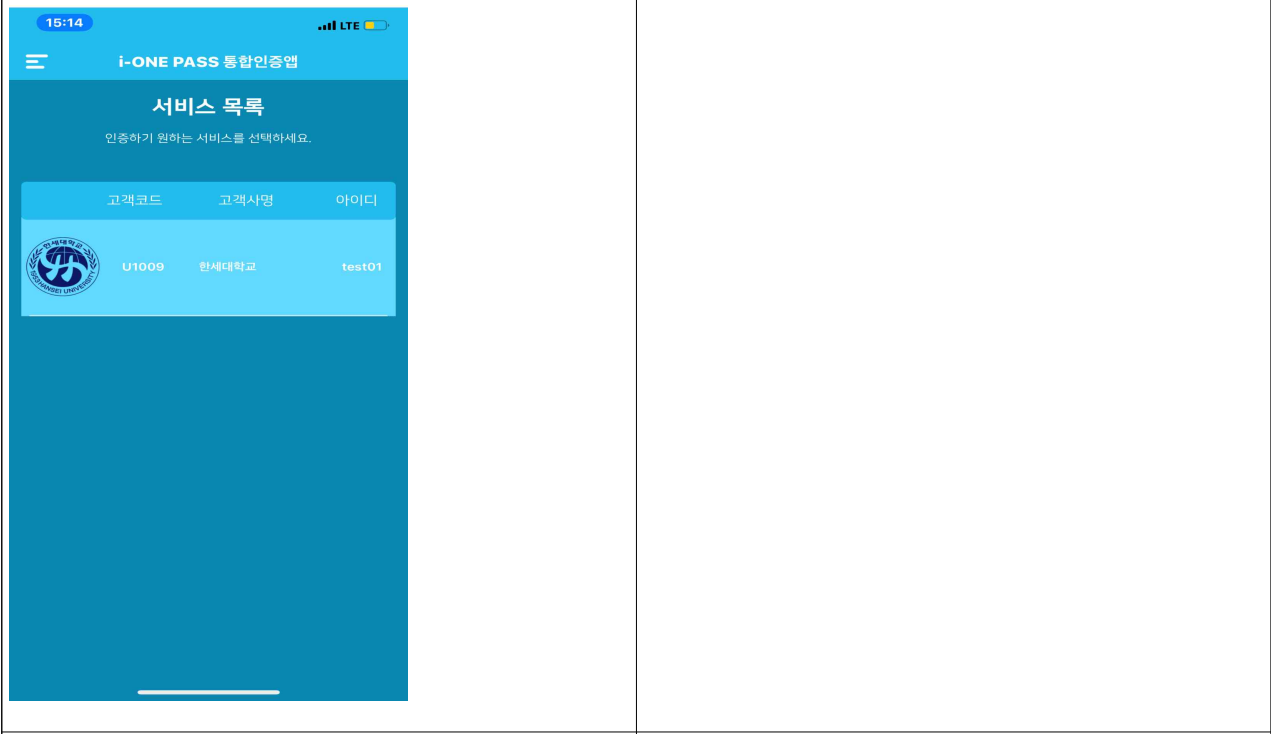


4. After the 2nd authentication, move to the main screen automatically.

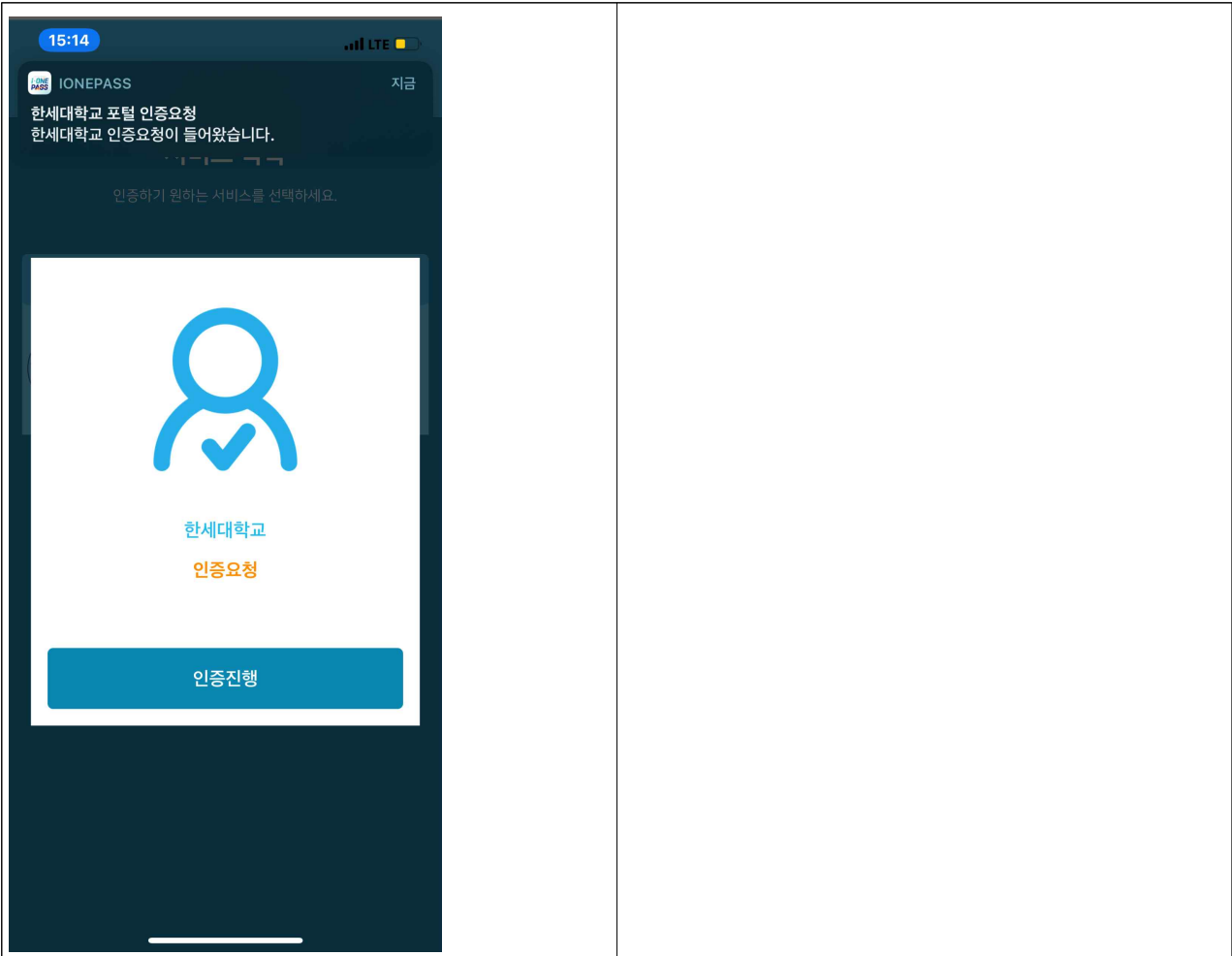
5. (인증수단등록)Certification means registration  
 -> Certification registration completed.



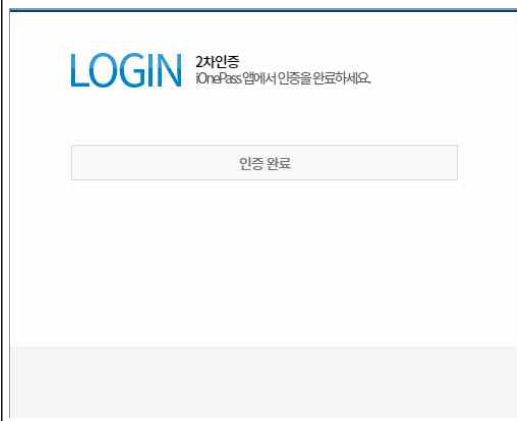
6. Show the authentication guide screen



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, LMS(Learning Management System) 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

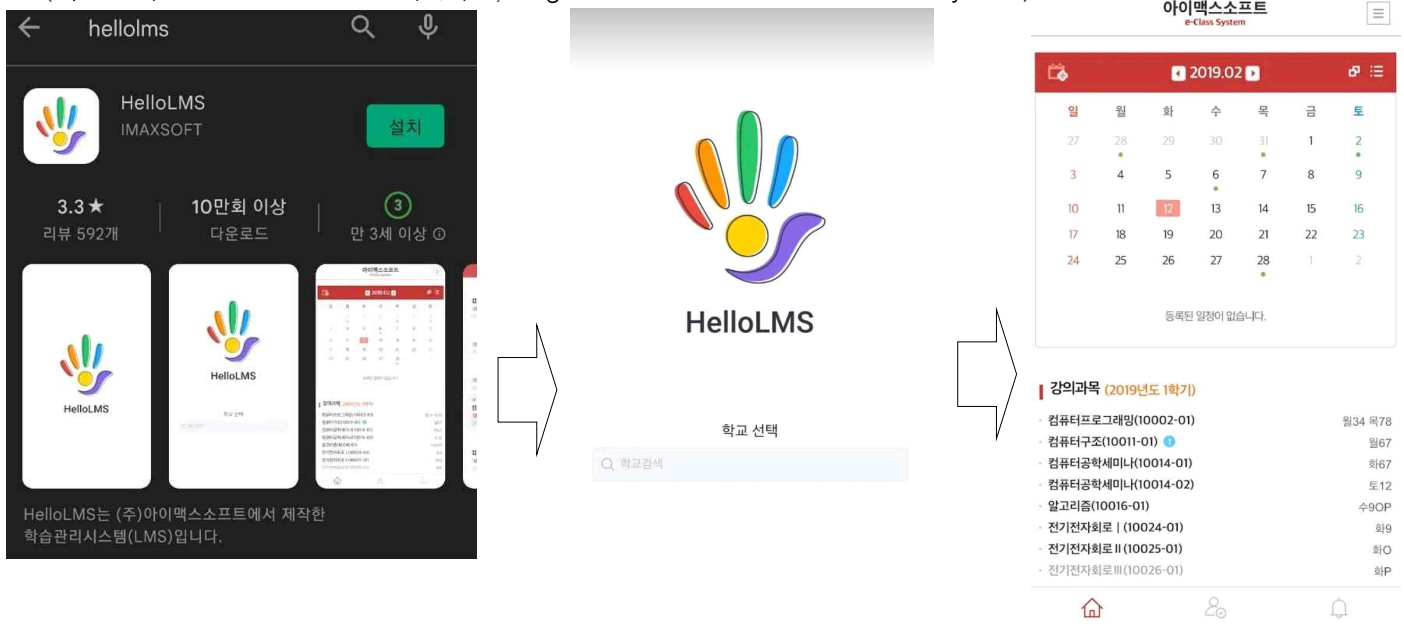


## 3. Detailed user manual. : [http://eclass.hansei.ac.kr/ilos/manual/student\\_ko.pdf](http://eclass.hansei.ac.kr/ilos/manual/student_ko.pdf)

## 4. Mobile e-class, LMS Program (Hello LMS app by IMAXSOFT)

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

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



## 5. Points to note when using Apple operating system PCs and smart devices

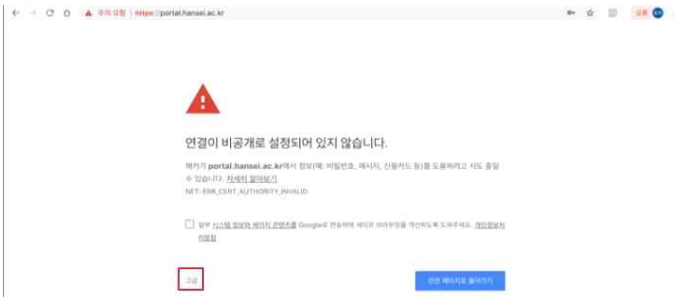
- By default, the Hansei University Portal is MS. Supported only on Windows operating systems.
- If you want to access the school's e-class through Apple's iPad, iPhone, or Mac's laptop, Please use the method given below to access.

### 1. Assuming you are using Apple's iPad,

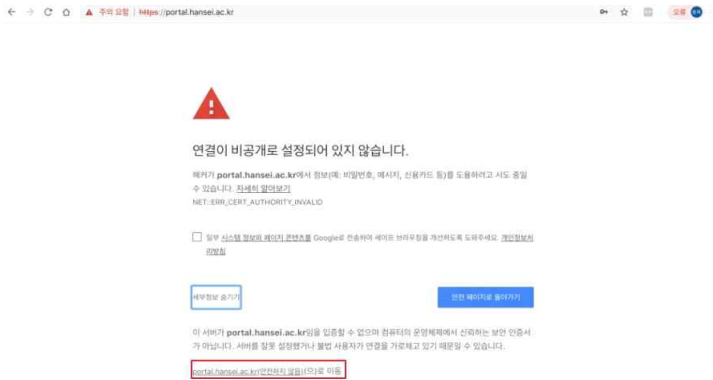
- 1) Launch iPad Safari
  - 2) Enter mp.hansei.ac.kr in the browser address bar and press Enter
  - 3) Click the menu button in the upper right corner and log in with your portal homepage account
  - 4) Menu button at the top right -> External link -> Connect to e-Class
- Please use the above method to connect to e-Class.

### 2. How to use the Portal on Apple's Mac OS

- 1) Access <https://portal.hansei.ac.kr> in Chrome browser, not Safari.  
(Make sure to access via https)



- 2) Click the "고급(Advanced)" button and click "Go to portal.hansei.ac.kr (안전하지 않음, not secure)"



- 3) If you log in with your portal ID and password, you can access the screen normally.

## 6. Hansei University Office 365 Service Usage Guide

· Our school is servicing Microsoft Office 365 to provide better computing services to members of the school.

○ Eligibility: Faculty and university (graduate) students who are currently working (students) at our school

○ Service contents

- Provides installation of up to 5 devices (PC, smartphone, tablet PC, etc.) for each individual Office product
- Online Office provided
- OneDrive 1TB provided
- Various Office 365 functions provided

<Sign-up process>

1. After logging in to Hansei University portal account, click office 365 at the top of the portal
  2. Click the Office 365 Sign Up button in the pop-up window
  3. After agreeing to the terms and conditions, enter your subscription information to complete your subscription
- ※ Office 365 account is not related to Hansei University portal account, so please read ID and password carefully.

<How to use>

- Online use on PC (Windows, Mac OS)
  - After creating an account, log in or  
Log in to <https://login.microsoftonline.com/> to use the service
- Install and use on PC (Windows)
  - After creating an account, log in through the office 365 page of Hancell Hair  
Download and install the program you want
  - Mac OS is not supported.
- Smartphone / Tablet PC (Android, IOS)
  - After installing Office through the APP store, log in to use it

## 7. Guide to using Hansei University's Copy Killer service for Verification of reports and academic papers

· In order to comply with the research ethics of the members of the school, the school provides thesis verification using the plagiarism check function using the partner company Copy Killer.

○ Eligibility: Faculty and university (graduate) students who are currently working (students) at our school

○ Service contents

- By analyzing and analyzing 6.5 billion cases of comparative data, we conduct a plagiarism check on the author's report and thesis and provide the test result



## 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.

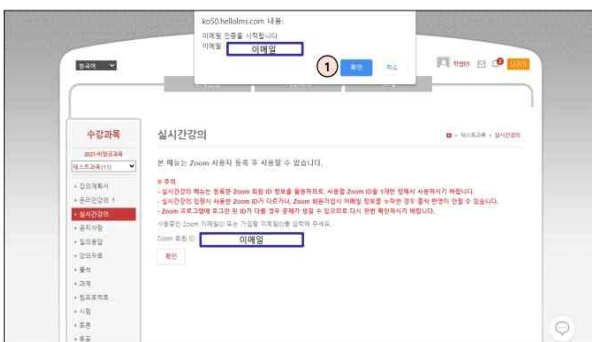
- Step 1) Proceed with the procedure to link personal Zoom IDs to Zoom accounts owned by Hansei University.
- How to sign up for Zoom. : <https://youtu.be/YBulVcPd5Yg>



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.



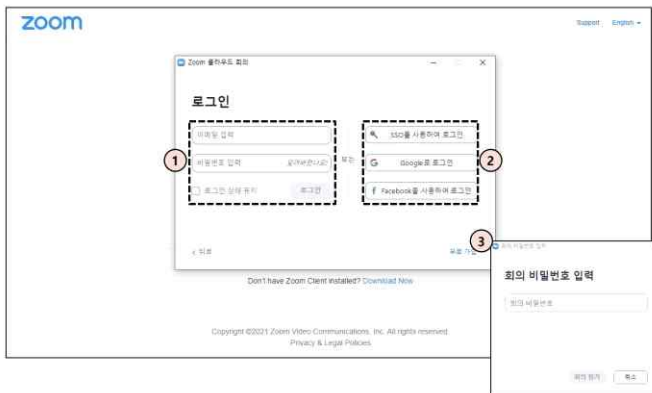
## 06. How to access Non-face-to-face (Zoom) class through e-class

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>



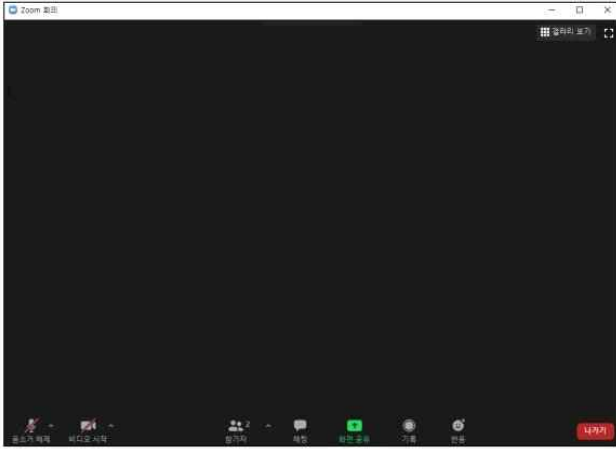
- ① Click the participation URL to enter the professor's real-time lecture.
- ② This is the password you have to enter when entering the professor's real-time lecture room.
- ③ Click URL 1 and click Open Zoom Meetings when a new window appears to enter.



- 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
library	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

- Book Loan: Direct loan to the loan stand [student ID card, mobile reading card (show ID card)]
- Book Return: Return to each floor loan stand within the return deadline
- When the book return period elapses: KRW 50. in arrears per day is imposed

### Library interloan service

- If you can't find the materials you want in our library, you can borrow materials from other libraries that got the agreement with our school.
- It can be used when reading books and thesis materials not owned by the school library.
- After receiving user authentication through 'Application for Mutual Loan' using the designated application form on the 2nd floor of the library, you can use online or offline reading of books and materials in the relevant external library.

### Copy and binding

- Purchase a copy card at the premises bookstore and premises copy office and make a copy

## 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 oversea residents.
Spring	Late February to early May	Late February	Mid-February	Late Dec.
Summer	Mid-May to Late July	Mid-May	Mid-April	Mid-Mar.
Fall	Late August to early November	Late August	Mid-August	Late-June
Winter	From mid-November to the end of January of the following year	Mid-November	Mid-October	Mid-Sep.

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

Type	Round	Application accepted by Korean standard	examination day			Announce ment of grades
			Korea	Asisa, 유럽(일부)	미주·유럽·아프리카· 오세아니아, 아시아(일부)	
TOPIK	제86회	'22.12.6.(화)~12.12.(월)	1.29.(일)			2.23.(목)
	제87회	2.7.(화)~2.13.(월)	4.9.(일)	4.9.(일)	4.8.(토)	5.25.(목)
	제88회	3.7.(화)~3.13.(월)	5.14.(일)			6.22.(목)
	제89회	5.30.(화)~6.5.(월)	7.9.(일)	7.9.(일)	7.8.(토)	8.17.(목)
	제90회	8.1.(화)~8.7.(월)	10.15.(일)	10.15.(일)	10.14.(토)	11.30.(목)
	제91회	9.5.(화)~9.11.(월)	11.12.(일)			12.14.(목)
TOPIK IBT	제1회	9.19.(화)~9.29.(금)	11.18.(토)			12.19.(화)

\* The period of overseas application is different from the period of application in Korea, so be sure to check with the overseas local implementation agency



## 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).

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.

- Enrollment procedure: Automatic enrollment processing during the 'alien registration card' approval process without the need for international students to report separately to the National Health Insurance Corporation
  - / After automatic enrollment, health insurance card and enrollment information are sent to the place of residence (residence) in Korea
- It is impossible to subscribe to the National Health Insurance before alien registration.
- When an international student is issued an alien registration card, the National Health Insurance Corporation sends a payment notice by mail instructing the payment of insurance premiums to the student's residence. (You can apply for a change to an e-mail bill or mobile bill instead of mail)



- Insurance premium for international students: KRW 58,000/month (as of March 2022)
  - / Insurance premiums for international students are calculated according to the same standards as local residents, considering each individual as one household.
  - / If the status of residence is study abroad (D-2) or general training (D-4), health insurance premiums are reduced according to the following categories.
    1. Monthly premium from March 2021 to February 2022: KRW 145,000 on average for Koreans \* 70% reduction = KRW 43,500.
    2. Monthly premiums from March 2022 to February 2023: KRW 145,000 on average for Koreans \* 60% reduction = KRW 58,000
    3. Monthly premiums from March 2023 onwards: KRW 145,000 on average for Koreans \* 50% reduction = KRW 72,500
  - / Resident status overseas Koreans and overseas Koreans (F-4) graduate students are excluded from insurance premium reduction.
- Payment method:
  - / Pay by visiting the nearest bank using the payment notice received by mail by the 25th of each month (window / utility bill collection machine)
  - / Pay by direct debit on the 25th of every month from your bank account opened in Korea through direct debit application
- Benefits of National Health Insurance: The same benefits as for Koreans, available from the date of registration
- Penalties for not paying insurance premiums
  - / (Limited insurance benefits) You cannot receive insurance benefits at hospitals, etc. from the 1st of the month following the payment deadline until the premium is paid in full
  - / (Restriction on visa extension, etc.) Penalties occur when applying for a residence permit such as visa extension to the Ministry of Justice
  - / (Disposition of arrears) If you set a deadline and do not pay premiums by the deadline, you may be subject to a compulsory collection procedure that seizes real estate, automobiles, and deposits.
- Foreign language (English, Chinese, Vietnamese, Uzbek) related to National Health Insurance Tel: 033-811-2000

### b. Group Indemnity Medical Expense Insurance (D-2, D-4)

- Conditions for joining a corporate group Insurance subscription fee
  - \* 06 months = 45,000 won (2023.02.20 to 2023.08.19, insurance premiums may vary depending on the timing and conditions of subscription)
- D-2 international students who are eligible to join the National Health Insurance can also choose to purchase additional group medical expenses insurance separately from the National Health Insurance in preparation for medical expenses that may occur

during the period of about 1-2 months from entry to Korea and issuance of alien registration card. has exist.

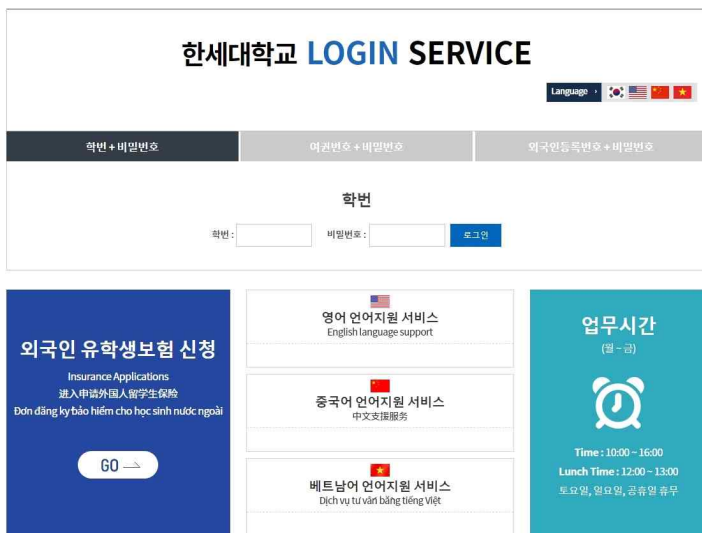
- Recommendations for group medical expenses insurance: 인스마스터(ISAMASTER)

Tel: 070-4201-2454~5 / Fax: 0504-098-0531 / E-mail: info@isamaster.co.kr

\* How to join: If you visit the Office of International Affairs and pay your insurance premium, the relevant staff will handle the application for you.

\* Caution) As it is a condition of group subscription, the insurance subscription period is fixed.

<http://www.isamaster.co.kr/DF0001.php?sn=hansei>



(Kakao Talk Counseling Account)

English:MILE74

Chinese: ISACHINA

Vietnamese: ISAVIETNAM

- c. Etc
  - International students are obliged to protect themselves against any medical expenses that may arise during their stay in Korea.
  - International students must be protected by national health insurance, group medical insurance, or insurance that can cover overseas medical expenses in their home country.

- C. Precautions to be taken when leaving and re-entering overseas after admission
  - The International Exchange Team manages the safety of international students through immigration control.
  - All international students are kindly requested to cooperate with the International Exchange Team in checking the place of residence of international students during the vacation period and in the investigation of the re-entry period of overseas residents.
  - All international students must be careful to inform the Office of International Affairs of any unusual matters that occurred during the immigration process (eg, when an alien registration increase is collected by an employee of the Ministry of Justice during the immigration process) so that they can receive appropriate support.
  - All international students, when leaving the country during the semester or vacation, be sure to notify the International Exchange Team so that they can be informed about departure and re-entry matters.

- D. Other.
  - For personal safety and management of stay, all international students must report changes to their cell phone and address to the International Affairs Team. (In the case of a change of address, you must report the change of place of residence.)



## 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 Hansei 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 영상비전센터	10 신학관	13 산학협력단
2 대학원관	5 음악관	8 이공관	11 학생회관	14 비드교육센터
3 디자인관	6 로템관	9 비전관	12 평생교육원	



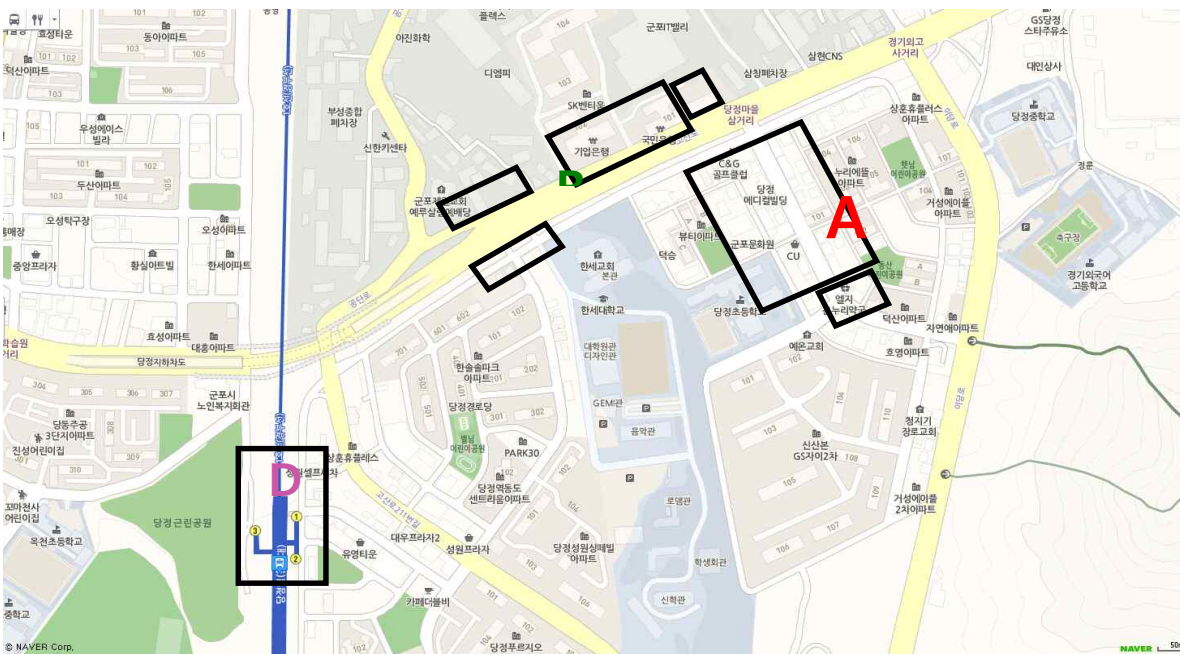
HANSEI UNIVERSITY



**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, 관광정보실·실, 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.			
	안양(범계역)	A4300	범계역 동안경찰서 앞
	의왕(고천)		1번국도 고천파출소 앞

Bus fare.	KEW6,000 – KRW11,000	The fare varies depending on the destination.
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## 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](http://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](mailto: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

### 1. Operating hours

#### 1) During the semester

Student Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:40)

Staff Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:30)

#### 2) During vacation(Non-academic semester)

Staff Cafeteria (Lunch) 11:30 ~ 14:00 (Serving time until 13:20)



### 2. Menu and price

#### 1) Student cafeteria (unit price: KRW 5,000)

Special Note: Ramen can be served after 14:00

#### 2) Staff cafeteria (unit price: KRW 6,000)

### 3. Capacity

318 seats in the student cafeteria,

135 seats in the faculty cafeteria



## 04. Introduction to the School Fitness facilities

### 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

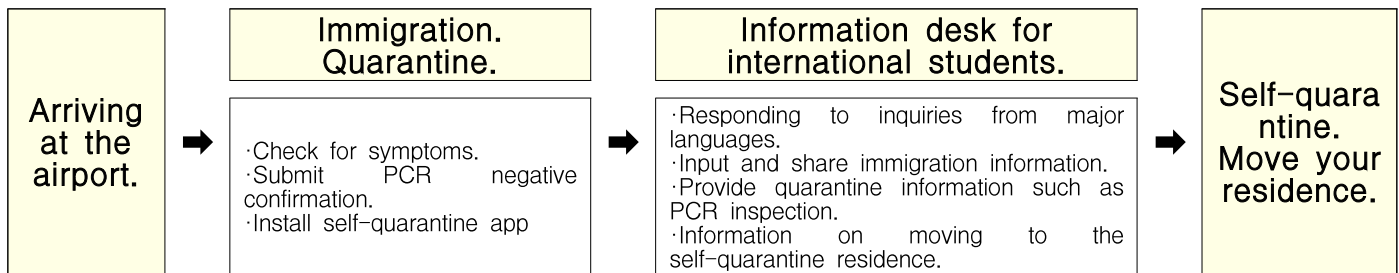
1. Continuous implementation of protection and management at each stage of entry of international students (as of Jan. 2023).

- (Before entering the country) The obligation to submit pre-entry inspections (PCR, RAT) and voice confirmations, which have been applied to all inbound travelers, will be suspended from midnight (Saturday) on September 3, 2022 (based on domestic entry)

However, from January 2, 2023(Monday), those who are scheduled to leave China and enter overseas are obligated to use Q-CODE.

Obligation of pre-entry inspection for Korean immigrants departing from China: PCR negative confirmation (within 48 hours) or RAT negative confirmation (within 24 hours) Bring it on board the plane.

- (At the time of entry), Operation of information counters exclusively for international students at Incheon International Airport (co-operation with Seoul Metropolitan Government)



- (After entering the Korea) – In the case of inbound travelers arriving in Korea from China, the obligation to inspect PCR on the first day after entering Korea is maintained, and RAT on the sixth to seventh days after entering Korea is recommended.

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. Foreign students are obligated to participate in monitoring the confirmation period during their stay in Korea

1. When a person is confirmed as a confirmed patient as a result of self-examination and PCR test during his stay in Korea,

2. Installation and input of an app for self-isolation management => For management of local public health centers (temporary suspension on March 1, 2022.03.01.)

3. Obligations of confirmed international students

- Those with a positive self-test (RAT) result should visit a local public health center and undergo additional PCR tests to confirm the results.
- As a result of PCR test, the confirmed person shares the positive confirmation text received from the public health center with the quarantine officer of the international exchange team.
- As a result of the PCR test, the confirmed person shares the quarantine period information that he/she received from the public health center to the quarantine officer of the international exchange team.
- As a result of PCR test, the confirmed person notifies the person in charge of quarantine of the international exchange team of his/her self-quarantine address.

### 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

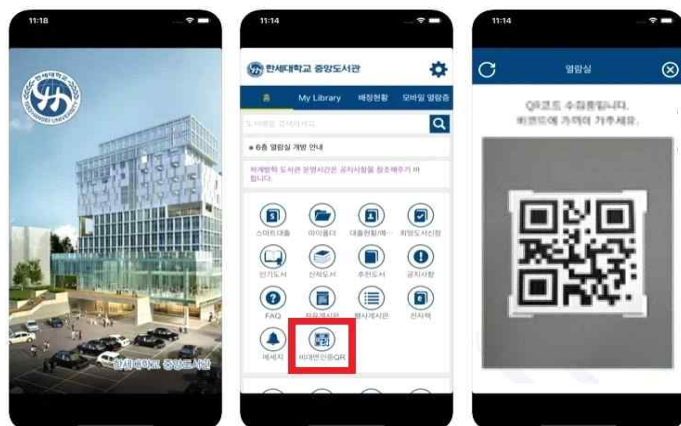


Google



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.

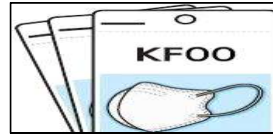
## 04. COVID-19 Quarantine Rules to follow at School

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.**

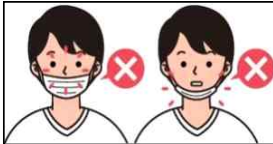
### Wear the proper mask anytime, anywhere



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



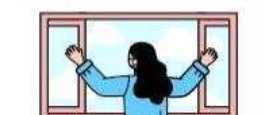
Checking of temperature before entering the classroom



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

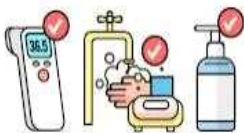
### Break time



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

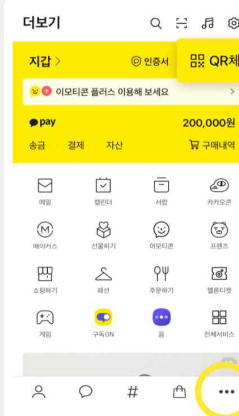


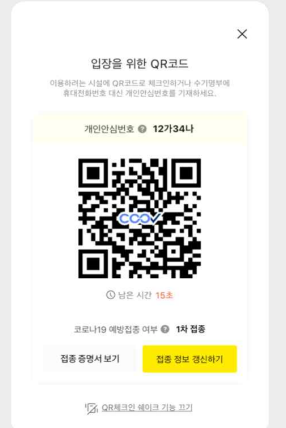
## 05. Information on how to prove Covid 19 Vaccination

### - 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.

## 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, KRW 5,000)

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



##### 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, KRW 5,000)

Bus (regular number 22, KRW 1,450)



## 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 potal 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-süp-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-süp-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'-süp-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'-süp-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-süp-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-süp-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-süp-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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