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CHAPTER 1.

About Sejong University

SEJONG AT A GLANCE

FACTS & FIGURES



Why SEJONG?

- Located in Seoul, Korea
- Offers Bachelor, Master, and Ph.D.
- Number of International Students: 1,672
- Ranked 34 in World University Rankings Hospitality & Leisure by QS (Quacquarelli Symonds Ltd) 2019
- Ranked 301-350 in World University Rankings by THE (Times Higher Education) 2021



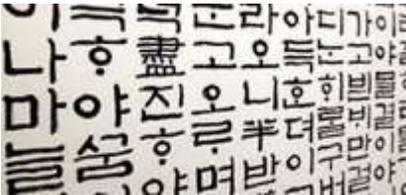
DEPARTMENTS

College of Liberal Arts

Location Room 801, Jiphyeon-gwan

Tel 02)3408-3520

- Department of Korean Language and Literature
- Department of International Studies (Major: English Language and Literature, Japanese Language and Literature, Chinese Trade and Commerce)
- Department of History
- Department of Education
- Department of Law



College of Social Sciences

Location Room 602, Jiphyeon-gwan

Tel 02)3408-3521

- Department of Public Administration
- Department of Media and Communication

College of Business and Economics

Location Room 809, Jiphyeon-gwan

Tel 02)3408-3486

- Faculty of Business Administration
- Department of Economics



College of Hospitality and Tourism Management

Location Room 501, Gwanggaeto-gwan

Tel 02)3408-3516

- Faculty of Hospitality, Tourism and Food Service Management

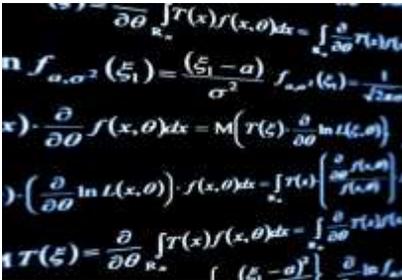


College of Natural Sciences

Location Room 105A, Yeongsil-gwan

Tel 02)3408-3523

- Faculty of Mathematics and Statistics
- Department of Physics and Astronomy
- Department of Chemistry



College of Life Sciences

Location Room 407B, Chungmu-gwan

Tel 02)3408-3528

- Faculty of Biological Systems
- Integrative Biological Sciences and Industry



College of Electronics and Information Engineering

Location Room 1107, Chungmu-gwan

Tel 02)6935-2546

- Department of Electrical Engineering



College of Software and Convergence Technology

Location Room 401, Daeyang AI Center

Tel 02)3408-3527

- Department of Computer Science and Engineering
- Department of Computer and Information Security
- Department of Software
- Department of Creative Studies (Major : Design Innovation, Comics and Animation Tech)

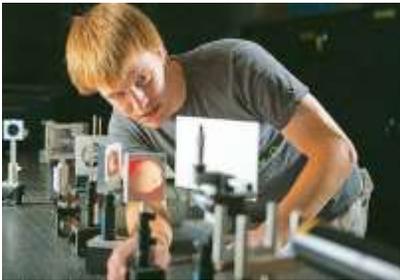


College of Engineering

Location Room 410A, Chungmu-gwan

Tel 02)3408-3524

- Faculty of Architectural Engineering
- Department of Civil and Environmental Engineering
- Department of Environment, Energy & Geoinformatics
- Department of Energy Resources and Geosystems Engineering
- Faculty of Mechanical and Aerospace Engineering
- Department of Nano Technology and Advanced Materials Engineering
- Department of Quantum and Nuclear Engineering



College of Arts & Physical Education

Location Room 408, Gunja-gwan

Tel 02)3408-3525

- Department of Painting
- Department of Fashion Design
- Department of Music
- Department of Physical Education
- Department of Dance
- Department of Film Art



FACILITIES

Office of International Affairs

- Location
2nd floor, Student Union Building
 - Tel 02-3408-3973
 - Office Hours
9 AM – 5.30 PM, Monday through Friday
 - Lunch Break 12 PM – 1PM
-

Woori Bank

- Location 1st floor, Gunja-gwan
 - Business Hours
9 AM – 4 PM, Monday through Friday
-

University Bookstore /stationery

- Location 1st floor, Gunja-gwan
 - Tel 02-3408-3384
 - Business Hours
9 AM – 6 PM, Monday through Friday
-

Student Union Building

- Location Refer to the map
- The map shows the main cafeteria (Level B1), the Global lounge (Level 2), and the CISS office

Health Care Center

- Location
Room 109, Jiphyeon-gwan
 - Tel 02-3408-3089
 - Office Hours
9 AM – 5.30 PM, Monday through Friday
 - Lunch Break 12 PM – 1PM
-

Library

- Location Refer to the map
 - Opening Hours
9 AM – 10 PM Monday through Friday, 9 AM – 5 PM on Saturdays, Closed on Sundays
-

English Zone

- Location
Room B07, Gwanggaeto-gwan
- Tel 02-3408-3971
- You can practice your spoken English skills with native teachers
- Opening Hours
9 AM – 5.30 PM, Monday through Friday

Fitness center

- Location 2nd Basement Floor, Student Union Building
- Tel 02-3408-3089
- Opening Hours
9 AM – 10 PM, Monday through Friday,
9 AM – 5 PM on Saturdays,
Closed on Sundays

Global Lounge

- Location
2nd floor, Student Union Building
- Opening Hours
9 AM – 5.30 PM, Monday through Friday
- Lunch Break 12 PM – 1PM

Global Lounge is open to everyone!

Come to the Global Lounge and meet the world. The Sejong Global Buddy and the International Student Association offer a variety of programs for international and local students such as language exchange, sports events and cultural excursions. You can also use the Global Lounge for a small conference and meetings, accommodating 20-50 people.



HOW TO GET TO SEJONG UNIVERSITY TO & FROM THE AIRPORT

Limousine Bus

Limousine buses to Seoul or other cities are available at Incheon Airport. You can buy tickets and also can get information at the Bus Ticketing Booth. A one-way ticket to Seoul usually costs 10,000~15,000KRW. Take Limousine bus 6013 in front of Exit 4 and

9. It will make a stop near the front entrance of Sejong University.



- * Internet booking for local bus ticket
: <http://www.airportbus.or.kr>
- * Schedule for Seoul and Gyeonggi-do
: <http://www.airport.or.kr> (Tel: 1577-2600)

Train and Subway

A train from the airport connects with the subway system. The AREX Commuter fare is 3,100 won and the AREX Express is 7,900 won. From the AREX Commuter train, transfer to the subway at Gimpo Airport Station. Then, take Line 9 Line at Gimpo Airport Station to Express Bus Terminal Station, transfer to Line 7. The 8th stop is Children's Grand Park (Sejong Univ.) Station. Sejong University is near Exit 6.



Taxi

Taxi Stands: Taxi stands are located on the arrival level (1F) at the passenger terminal between platform 4D and 8C. The fare to Sejong University is about 70,000KRW and it takes an hour.

4D	택시대기지역, 외국인 관광택시 Taxi Stand-by Area, International Taxi
5C 6C 6D	서울, 인천, 경기 Taxi for Seoul, Incheon, Gyeonggi
7C 8C	모범택시, 대형택시 Deluxe, Jumbo





CHAPTER 2.

Visa and Immigration

* Contents of this chapter, VISA AND IMMIGRATION, is provided by the Immigration Office and National Institute for International Education.

VISA TYPES AND APPLICATION

Anyone who wants to study abroad must obtain a student visa from a Korean Embassy or Consulate in their country of residence after preparing all required documents to enter Korea when one receives an admission letter. The type of VISA required differs according to what kind of course (Korean language training, regular degree, research, or exchange student at) will be taken at a university in the Republic of Korea. For a student visa, applicants require a D-2 Visa (for a degree that is higher than a professional school, research course, and exchange student course) and a D-4 Visa (Korean language study at language school in University). For more information on student visas, please visit the website of the Korea Immigration Service ([http:// www. immigration.go.kr/HP/IMM80/index.do](http://www.immigration.go.kr/HP/IMM80/index.do)).

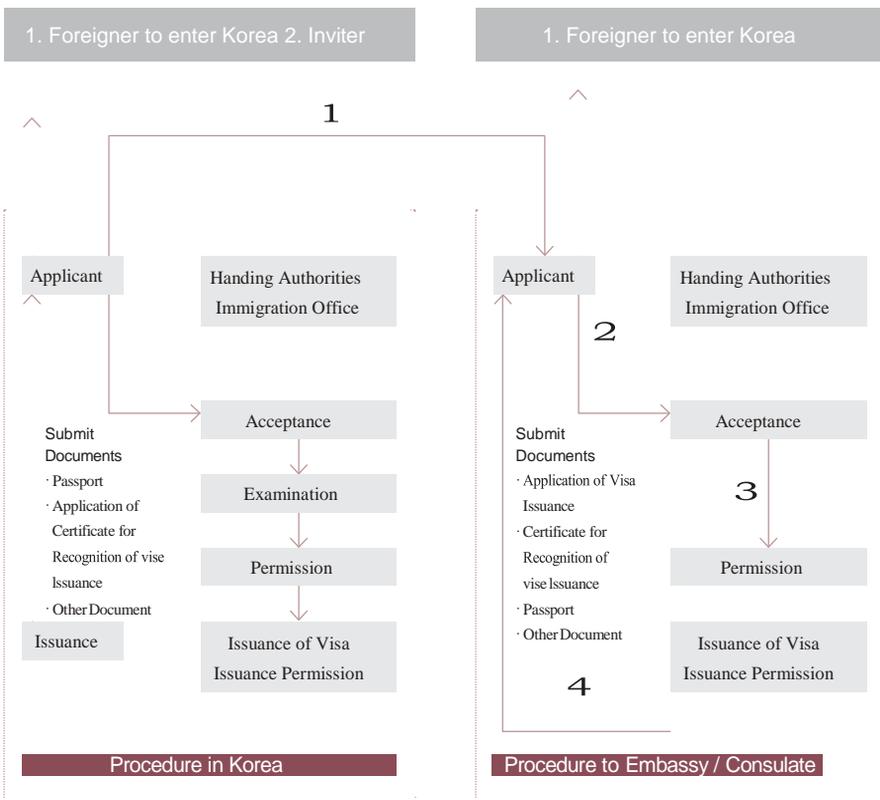
Certificate for Confirmation of Visa Issuance

To simplify the visa issuance procedure and period, the Korean Government operates an improved visa issuance certificate system with which the inviter living in Korea applies to Korea Immigration Service(<http://www.immigration.go.kr/HP/IMM80/index.do>) for the visa issuance for the foreign invitee and the certificate of visa issuance is issued to the invitee and then the Korean Embassy (or Consulate) issues the visa. Except in some special cases (such as overseas job training & employment, overseas Koreans, sightseeing and permanent residence), the Korean Government demands all foreigners who would like to stay in Korea for a long period of time to get their certificate of visa issuance before the visa application procedure.

To obtain the Certificate for Confirmation of Visa Issuance, the student himself or an inviter, who is in Korea (head of school which is planned to enter), must submit all required documents for visa issue and apply for a visa issue permit at the local immigration service (or branch office). If a foreigner who receives a Certificate for Confirmation of Visa Issuance (number) submits it (number) to the Korean governmental office in the applicant's country, one can receive the visa quickly. Its effective period is 3 months and it is only effective for that Certificate for Confirmation of Visa Issuance.

“Visa” may be more familiar to readers, but it is called “Sajeung” as a formal term by the Department of Justice in Korea. Both terms will thus be used interchangeably hereafter.

Procedure Flow Diagram for Certificate of Visa(Sajeung) Issuance



Student visa (D-2)

Q Who is eligible?

A foreigner who desires to pursue a regular course of education (undergraduate, graduate, Ph.D.) or to research a specific area at a two-year college, university, graduate school (including graduate school in evening time), which is established by the Higher Education Act, or at an academic research institute that is established and regulated by the Special Act and higher education than a two-year college.

Q How to apply?

Applicant submits a visa application form to a Korean embassy or consulate.

Q Required documents:

In principle, only Certificate of Admission will be required to submit to an embassy or consulate office for visa application for students of Sejong University, an IEQAS accredited university having illegal stay ratio of less than 1%. However, the embassy or consulate office may ask for additional documents and it is recommended to contact the embassy in advance for list of required documents.

Korean-Language Trainee (D-4-1)

Q Who is eligible?

If anyone wishes to enroll for a regular Korean study program (only recognized regular daytime courses) at a language school at university level.

Q How to apply?

Applicant himself submits a visa application form to the Korean embassy or consulate.

Q Required documents:

In principle, only Certificate of Admission will be required to submit to an embassy or consulate office for visa application for students of Sejong University, an IEQAS accredited university having illegal stay ratio of less than 1%. However, the embassy or consulate office may ask for additional documents and it is recommended to contact the embassy in advance for list of required documents.

VISA STATUS CHANGE

Visa change from C-3, D-2 (international student) visa → D-4 (training) visa (Limited to a language school in a University, although Korean language training at a lifetime education center or private school will be allowed.)

Required documents: Application form, passport, certificate of foreigner registration, photo, application fee, certificate of transcript and attendance at language institute (for D-4 visa holder), Certificate of Admission

* Please be informed that required documents may be added or reduced, and it is recommended to check them in advance to the immigration office.

* In case that a student holding a D-2 visa and enrolled in a university wants to study Korean language in the language institute of his/her university, visa change to D-4 is not required only if the study period is within a year.

Visa change from C-3 (general short-term), D-4 (training), etc.
– D-2 (international student) visa:

Required documents: Application form, passport, certificate of foreigner registration, photo, application fee, certificate of transcript and attendance at language institute (for D-4 visa holder), Certificate of Admission

* Please be informed that required documents may be added or reduced, and it is recommended to check them in advance to the immigration office.

VISA EXTENSION

Application for visa extension (length of stay) can be made two months before the expiration date at the local Immigration office and if the applicant violates any purpose of visa stay during his/her visit, the visa extension may be restricted.

Student visa (D-2)

1 Required documents: Application form, passport, certificate of alien registration, receipt of tuition payment, copy of bankbook or certificate of bank account transaction for the past three to six months (proof of living expenses during stay), 60,000-won fee, transcript, and confirmation on school attendance (if required).

2 Extension period: 1-2 years

** One Time within six months up to two years after regular course (one year for graduate degree)*

Training visa (D-4)

1 Required documents: Application form, passport, certificate of alien registration, certificate of student registration (which should state class attendance and training schedule), certificate of training expenses, copy of bankbook or certificate of bank account transaction for the past three or six months (proof of living expenses during stay), 60,000-won fee, transcript (if required).

2 Length of extension: 3-6 months

3 Limitation on extension: It will be not extended in case of frequent absence, possible illegal work, or long-term stay.

FOREIGNER REGISTRATION AND ENTRY DECLARATION

If a foreigner wants to stay in the Republic of Korea more than 90 days from entry date, he/she should personally visit the Korean Immigration office which oversees one's place of residence and register as a foreigner and receive a certificate of alien registration. The issued certificate of alien registration can be used as ID in Korea. In addition, a foreign student should declare his/her entry to Korea at his/her own embassy or consulate in Korea. There are 41 immigration services across the country and you can find information on the website (<http://www.immigration.go.kr/HP/IMM80/index.do>) by visiting your local office guide on an Introduction to the Korean Immigration Service.

- Required documents: Application form (It can be downloaded from www.hikorea.go.kr. Go to civil form application), passport, one colorphoto (size: 3.5*4.5, wallpaper: white color), certificate of enrollment, certificate of health examination form (only for those who are from the below listed 19 countries and have not submitted the form to the Korean embassy/consulate office in his/her home country when applying for a Korean visa)

* 19 countries: People's Republic of China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Mongolia, Pakistan, Indonesia, Bangladesh, The Philippines, Myanmar, Cambodia, Malaysia, East Timor, Kyrgyzstan, Laos

* If the certificate of alien registration is lost, one should apply for a reissuance within 14 days from the date of loss by visiting the Immigration office or its branch offices with passport, document explaining how one lost the certificate of alien registration, photo, and fee of 30,000 won

FOREIGNER REGISTRATION AND REPORT ON ADDRESS CHANGE

Foreign students must have in his/her possession at all times a certificate of alien registration issued by Immigration Service. Besides, if any one of the following is changed, one must report to the immigration service or its branch office within 14 days to change the foreign registration item.

- 1 Name, gender, date of birth, nationality
- 2 Passport Number, issue date, expiration date
- 3 Organization, institution, or school is changed (including name change) or added.

* If the above item is not reported within 14 days from change on registration item, you may be penalized by a fine of up to 1,000,000 won for violating Article 35 of the Immigration Act (reporting on change of foreigner's registration item).

In addition, for change of residence, one must report to the local government office or its branch office that administers one's residence within 14 days from change of residence. If you do not report within 14 days of address change, you may be subject to a fine of up to 1,000,000 won for violating Immigration Law of Article 36 (report on address change).

- Required documents (for change of school): Integrated application form, passport, certificate of alien registration, certificate of student registration for change of school and certificate from previous school
- Required documents (for change of residence): Integrated application form, passport, certificate of foreigner registration, proof of residence (e.g. rent agreement)

PART TIME JOBS

It is illegal for D-2 visa holders to obtain work outside of the university and earn an income without prior permission for activities outside the visa status. To obtain permission, you will need to submit the following forms and complete the necessary process before you can begin your work.

Procedure

- 1 Find a part-time job
- 2 Have your employer sign the Part-time Work of Foreign Student Confirmation Form & prepare a copy of a Certificate of Business Registration of the employer
- 3 Visit CISS office and have the confirmation form signed by the CISS staff member
- 4 Make an on-line reservation visit to the Immigration office or online application to apply for the permission at Hikorea
- 5 Get permission from the immigration office
- 6 Start working

Restriction on the permission

- 1 Students who do not have TOPIK level 3(for 1st~2nd year of undergraduate course), TOPIK level 4(for 3rd~4th year of undergraduate course and postgraduate course)
- 2 Students whose previous GPA is below 2.0
- 3 Students who have finished the course work at a university but the period of stay was exceptionally extended
- 4 Students who did not directly employed by an employer (dispatched work is not allowed)
- 5 Students with D-2-5 visa
- 6 Students who have worked without permission or violated the regulation on part-time work
- 7 Students employed by an employer who runs manufacturing business or have been punished for illegal employment and restricted on visa issuance

* Private lessons, high-tech industries or institutions, entertainment bars or salons, adult entertainment, speculation business like casino or gambling, or any business against social norms are not permitted. In order to check whether an activity will be allowed, in advance, please call 1345.

Time Limit

- Up to 1 year and 2 workplaces during stay
- For undergraduate students, up to 20 hours per week and postgraduate students, up to 30 hours per week (no limits during weekends and vacation)

Course	Year	TOPIK level	Time Limit		
			Weekdays	Weekends, Vacation	IEQAS Universities
Undergraduate	1~2 nd year	Till Oct. 1, 2018	20 hours	No limit	25 hours
		~ Level 2	10 hours		10 hours
		Level 3 ~	20 hours	No limit	25 hours
	3~4 th year	Till Oct. 1, 2018	20 hours	No limit	25 hours
		~ Level 3	10 hours		10 hours
		Level 4 ~	20 hours	No limit	25 hours
Postgraduate		Till Oct. 1, 2018	30 hours	No limit	35 hours
		~ Level 3	15 hours		15 hours
		Level 4 ~	30 hours	No limit	35 hours

Required Documents

- Application Form
- Passport
- Alien Registration Card
- Part-time Work of Foreign Student Confirmation Form
- Transcript
- TOPIK transcript
- Copy of a Certificate of Business Registration of your intended place of work
- Copy of employment contract

* Part-time Work of Foreign Student Confirmation Form should be signed by CISS staff member. You have to bring the form along with a copy of a Certificate of Business Registration of your intended place of work to CISS office.

Works exempted from Getting Permission

If a student engages in a certain activity and receives temporary rewards, he/she does not need permission as long as it is consistent with the purpose of stay as a student.

Examples

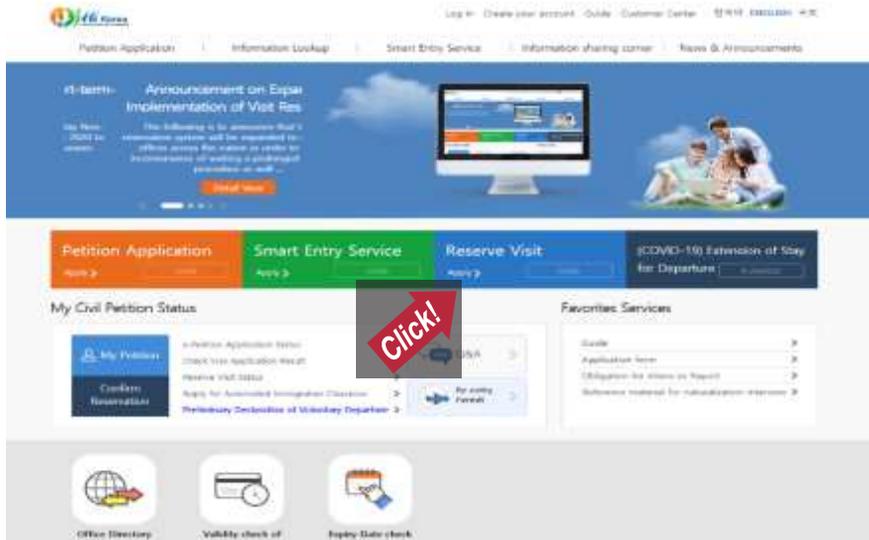
Participation in an internship or research project to receive credits, a teaching /research assistant or a librarian at a student's school, temporary housekeeping or assisting office work (not as a professional), a counselor/ connoisseur(not as a professional), participation in an event, appearing in a movie or a TV program(one time or irregular)

VISIT RESERVATION TO IMMIGRATION OFFICE

- Visiting without reservation, you may not be able to have your application processed directly, or experience inconvenience due to waiting for a long time.
- One-day advance policy: you should make a reservation at least one day prior to the potential appointment date.
- Cancellation of reservations: you can cancel a reservation until the day before the appointment date.
- Void reservation: if you do not appear after five minutes of the arranged time or designate a wrong office or counter, the appointment is cancelled.
- Please go to [My e-Applications > Manage e-applications] to check your reservation or print out a receipt.
- Available application:

Category	Application
Sojourn	Extension of stay for registered foreigners
	Extension of sojourn period for Overseas Koreans (F-4)
	Extension of stay for short-term visitor
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace
	Change of status for registered foreigners
	Change of status for short-term visitor
	Endowment of status to registered foreigners
	Endowment of status to short-term visitor
	Temporary extension of stay for departure of registered foreigners
	Temporary extension of stay for departure of short-term visitor
	Notification of change of residence.
	Foreigners registration application
	Notification of domestic residence for Korean nationals that are residing overseas.
	Permit for participating in activities not outlined by the current status of stay
	Re-issuance of registration card
Notification of change in registration information	
Re-entry permit (single, multiple)	
Visa	Issuance of visa issuance certificate
Nationality	Apply for naturalization
	Notification of reinstatement of nationality
	Notification of acquisition of nationality
	Notification of selection of nationality
	Notification of denationalization
	Notification of retention of nationality

1 Visit Immigration Office Website(https://www.hikorea.go.kr/Main.pt?locale=en)



2 Reservation Visit Page: Choose member/non-member



3-1 Identification (Non-Member):

Hi Korea
A Government for Foreigners

Integrated Search [SEARCH]

Home | Login | My Page | Add to favorites | Site map | Remote Assistant

E-APPLICATION RESERVE VISIT INFORMATION EMPLOYMENT INVESTMENT CUSTOMER SUPPORT ANNOUNCEMENT

RESERVE VISIT
예약신청

Online reservation
Appointment reservation status
Instructional Video on Visit Reservation

Identification

Click!

Identification with an Alien Registration No./Domestic Residence No. Identification with a passport No.

* Alien Registration No./Domestic Residence No. [input type="text"]
 * Issue date (enter numbers only) [input type="text"] (enter numbers only)

On the former alien registration card/domestic residence card, there is no such word as "Issue Date"; the date written on the upper side of the card is an issue date. (learn more.)

CONFIRM CANCEL

3-2 Identification (Non-Member):

Hi Korea
A Government for Foreigners

Integrated Search [SEARCH]

Home | Login | My Page | Add to favorites | Site map | Remote Assistant

E-APPLICATION RESERVE VISIT INFORMATION EMPLOYMENT INVESTMENT CUSTOMER SUPPORT ANNOUNCEMENT

RESERVE VISIT
예약신청

Online reservation
Appointment reservation status
Instructional Video on Visit Reservation

Identification

Click!

Identification with an Alien Registration No./Domestic Residence No. Identification with a passport No.

* Passport No. [input type="text"]

* Country/Region [dropdown menu]

RUSSIA
UNITED STATES
MONGOLIA
VIETNAM
INDIA
INDONESIA
JAPAN
CHINA P. R.
CHINA-HK/TW/Chinese Taipei
THAILAND
PHILIPPINES
ETC [Select]

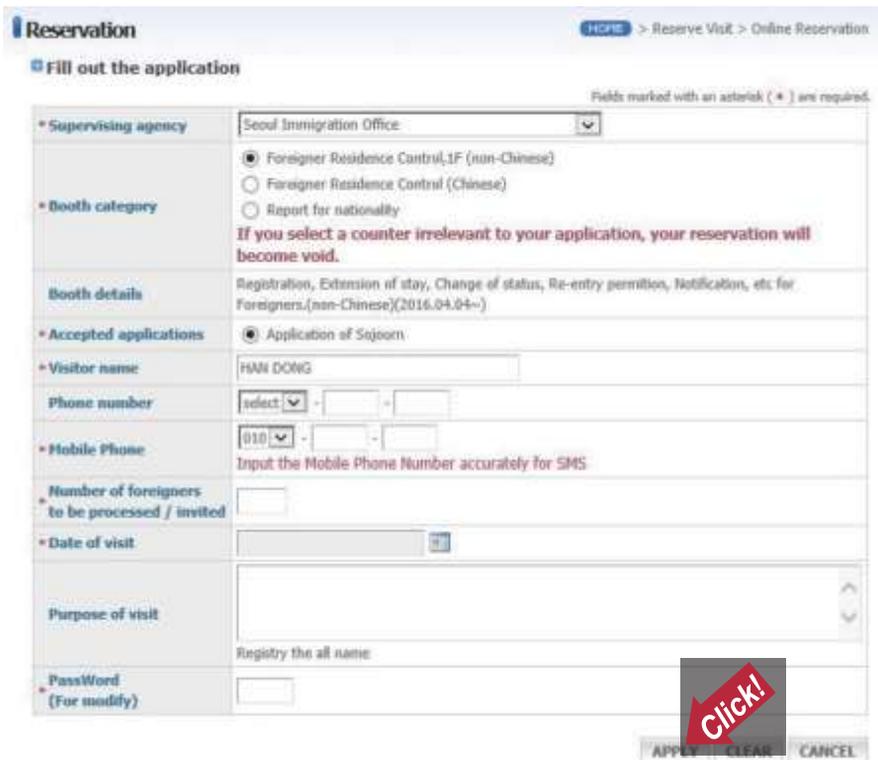
* Date of birth [input type="text"] (enter numbers only)

CONFIRM CANCEL

4 Select supervising agency: Seoul Immigration Office



5 Fill out the application form



6 Confirm reservation & Download application form

Confirm Reservation HOME > Reserve Visit > Online Reservation

- Appointment successfully reserved.
- Please print the following receipt and go to the immigration office on 2016.08.30 09:00.

Receipt

Reception number	SUAA16024387
Supervising agency	(Seoul Immigration Office)
Booth category	Foreigner Residence Control, IF (non-Chinese)
Call number	No.3
Visitor Name	KUMARI NIDHI
Date of visit	2016.08.30 09:00 ~ 09:08
Number of visitors	1
Purpose of visit	


PRINT CONFIRM

Filling out application form and purchasing tax stamp

- To ensure speedy procession, please have your application form and tax stamp ready before the appointment.

Void appointment and cancellation

- Reservations can be canceled until the day before the appointment. Please be advised that if the applicant cancels on the day of the appointment, or is more than 5 minutes late, then the reservation will be rendered void.
- If an applicant misses more than 3 appointments without prior notification, he/she will temporarily be denied reservation privileges.

Fill out application


Download application form

7 Confirm reservation

Submitted reservations HOME > MyPage > Submitted reservations

Search reserved appointments

* period ~ * status SEARCH

* Receipt no * Date of birth * Name

Print receipt

- Select the appropriate appointment from the following list to print out the receipt for that appointment.

List of reserved appointments Total applications : 1

No.	Date of appointment	Application	Status	Supervising agency
1	2016.08.30 09:00	Application of Sojourn	Reserved	Seoul Immigration Office (02-2650-6212)

E-APPLICATION GUIDE FOR HIKOREA

Registration Guide

1 Visit HiKorea(www.hikorea.go.kr) → Click“Join”

The screenshot displays the HiKorea website interface. At the top, there is a navigation bar with categories like E-APPLICATION, RESERVE VISIT, INFORMATION, EMPLOYMENT, INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. A prominent announcement banner reads "Announcement on visit reservation for foreign residents in Korea" with details about office operations and an effective date of Monday, 1 February, 2016. Below the banner is a login section with fields for ID and Password, and a "Join" button highlighted by a red box and a red arrow labeled "Click!". The page also features various service tiles for E-Application, Reserve Visit, and other user services, along with a sidebar with quick menu options and social media links.

2 Check “I have read accept.” → Check “Foreigners” → Click “Join”

MEMBERSHIP

MEMBERSHIP

Sign up (Join)
Find ID
Find Password

User Agreement HOME > Membership > Sign up

Hi Korea user agreement

Hi Korea User agreement

Information on comprehensive support service website for foreigners (Hi Korea)
The Hi Korea is a comprehensive web portal for supporting foreigners. It was created as a part of the Korean government's efforts to form an electronic government (e-Government), which is built by the Ministry of Justice (MoJ) being the main organization), the Ministry of Knowledge Economy, and the Ministry of Labor. It was designed to provide foreigners (those residing in Korea or other countries) with essential information on immigration, investment, employment, and everyday living; as well as means to take care of related civil services and issues on-line.

Chapter 1. General

Privacy policy

[Hi Korea] respects and upholds the following "Personal Information Protection Policy"
[Hi Korea] overview

- [Hi Korea] is a general support portal site for foreigners, jointly created by the Ministry of Justice, the Ministry of Knowledge Economy and the Ministry of Labor. It was created with the purpose of providing investment, employment, residence, and everyday living related information; as well as providing related on-line services from a single convenient location.
Automatically collected and stored information (Access Log)
- Upon using [Hi Korea]'s services, information about which page you view and while files get downloaded, etc. is collected and stored in our computer system.

I have read accept the user agreement and privacy policy.

※ To take advantage of our civil application services, such as desertion notification and extension of stay, you must register for private membership.
Please be aware that corporate members can only use investment-related services.

Private membership

Korean nationals reside
 Foreigners
 Overseas (F-4)

Business membership

Domestic business
 Foreign business

Join

3 Write your registration number

- Write your name * as written on your alien registration card
- Write the numbers as shown
- Click “CONFIRM”

▣ Please fill out the following form and click on the 'confirm' button. This information will be used only to confirm your identity. Thank you.

※ Please fill in the blanks. Be sure to refer to the following sample and information on your foreigner registration card.

Registered Foreigner	Short-term visit
<p>• Foreigner registration number ①</p> <p><input type="text"/> - <input type="text"/> <small>certification through public I-PIN</small></p>	
<p>• Name ②</p> <p>※ Enter your name as it appears in your foreigner registration card. Exception: If you're Chinese, then use the name exactly as it appears on your passport. Place a space between your family name and given name, while your given name must be entered as a single word without any spaces. (ex) YUAN RONGMEI</p>	
<p>• Confirm input</p> <p><input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/></p> <p>(Please enter the numbers shown.)</p>	
<p>Sample</p>	

Write!

Click!

CONFIRM CANCEL

4 Write all your personal information → Check “CONFIRM”

The screenshot shows the Hi Korea membership sign-up page. The page is titled "MEMBERSHIP" and includes a "Signup" section with the following fields:

- ID & PASSWORD:**
 - ID: [] **ID CHECK**
 - Password: [] (A combination of 4 to 12 alphanumeric characters)
 - Confirm Password: []
 - Password Hint Question: [] (Which is the most favorite place?)
 - Password Hint Answer: []
- Membership Info:**
 - Name: YUN JUNGJAE
 - Foreign registration number: 620114-5101295
 - Nationality: CHINA-KOREAN/Chinese Korean
 - Email: []
 - Phone No: []
 - Mobile Phone: []

At the bottom of the form, there are two buttons: **CONFIRM** and **CANCEL**. A red arrow labeled "Click!" points to the **CONFIRM** button.

An inset window titled "Find ID" is shown in the top right corner, with a red border. It contains the text: "Please enter a sign ID of your choice. Email to a combination of 4 to 12 alphanumeric characters." Below this text are input fields for "ID" and "SEARCH", and buttons for "USE THIS ID" and "CANCEL". A red arrow labeled "Write!" points to the "ID" input field.

The footer of the page includes logos for Korea Government, Hi Korea, KOREA.net, SHC, and other partners. Copyright information is provided at the bottom: "Copyright © 2007 by KOREA. All Rights Reserved." and contact information for various services.

E-Application Guide

1 Log in and click “E-Application”

The screenshot shows the Korea Visa Portal homepage. At the top, there is a navigation bar with links for E-APPLICATION, RESERVE VISIT, INFORMATION, EMPLOYMENT, INVESTMENT, CUSTOMER SUPPORT, and ANNOUNCEMENT. A search bar and utility links (Home, Login, My Page, etc.) are also present. The main content area features an announcement about visit reservations for foreign residents in Korea, effective from Monday, 1 February, 2016. Below the announcement, there is a 'LOGIN' section with a red box around the input fields and a red arrow pointing to the 'Login' button with the text 'Click!'. In the center, the 'E-Application' link is highlighted with a red box and a red arrow pointing to it with the text 'Click!'. The right sidebar contains a 'QUICK MENU' with links to Form, Site Info, Web Assistant, Service Q&A, and Electronic Certificate. At the bottom, there are various service icons and links, including 'VISA / SOJOURN GUIDE', 'Employment Support', 'Investment Promotion', and 'Office directory'.

2 Click the name of application

▣ General guide by field

▣ List of available applications

Application category	Application name	e-Application	Reserve an appointment	Processing organization	
Sojourn	Extension of stay for registered foreigners			Ministry of Justice	
	Extension of sojourn period for Overseas Koreans (F-4)			Ministry of Justice	
	Extension of stay for short-term visitor			Ministry of Justice	
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)			Ministry of Justice	
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			Ministry of Justice / Ministry of Employment and Labor	
	Change of status for registered foreigners			Ministry of Justice	
	Change of status for short-term visitor			Ministry of Justice	
	Endowment of status to registered foreigners			Ministry of Justice	
	Endowment of status to short-term visitor			Ministry of Justice	
	Temporary extension of stay for departure of registered foreigners			Ministry of Justice	
	Temporary extension of stay for departure of short-term visitor			Ministry of Justice	
	Notification of change of residence.			Ministry of Justice	
	Foreigners registration application			Ministry of Justice	
	Notification of domestic residence for Korean nationals that are residing overseas.			Ministry of Justice	
	Permit for participating in activities not outlined by the current status of stay			Ministry of Justice	
	Re-issuance of registration card			Ministry of Justice	
	Notification of change in registration information			Ministry of Justice	
	Re-entry permit (single, multiple)			Ministry of Justice	
	Visa	Issuance of visa issuance certificate			Ministry of Justice
	Nationality	Apply for naturalization			Ministry of Justice
Notification of reinstatement of nationality				Ministry of Justice	
Notification of acquisition of nationality				Ministry of Justice	
Notification of selection of nationality				Ministry of Justice	
Notification of denationalization				Ministry of Justice	
Notification of retention of nationality				Ministry of Justice	

3 E-Application Process:

1) Apply → 2) Pay Service Charge → 3) Submission of Required Documents → 4) Receive → 5) Process

* Please check if you have all required documents in scanned version!!!

* File name should be in Korean or English!!!

– Click “I agree” → Click “Apply(Principal)” and Apply

Required documents	<ul style="list-style-type: none"> • Common <ul style="list-style-type: none"> ○ Application form (Template #34) ○ Passport or Entry Permit for Foreigners ○ Foreigner Registration Card • Required documents for each status <ul style="list-style-type: none"> ○ Cultural Arts(D-1), Study Abroad(D-2), Industrial Training(D-3), General Training(D-4), Journalism(D-5), Religious Affairs(D-6), Supervisory Intra-company Transfer(D-7), Corporate Investment(D-8), Trade Management(D-9), Professorship(E-1), Foreign Language Instructor(E-2), Research(E-3), Technology Transfer(E-4), Professional Employment(E-5), Special Occupation (E-7), Non-professional Employment(E-9), Vessel Crew(E-10), Family Visitation (F-1), Residency(F-2), Dependence Family(F-3), Overseas Korean(F-4) with foreign nationality, Working Holiday(H-1)
Service charge for online application	<ul style="list-style-type: none"> • 56,000 KRW • Non-refundable if application was normally processed • Exemption by nationality : Argentinian minors (those under 14) • Exemption by status : Corporate Investment (D-8)
Administrative process	<ul style="list-style-type: none"> • e-Application Ⓞ Apply -> Ⓞ Pay service charge -> Ⓞ Receive -> Ⓞ Process • Reserving an appointment

Administrative organization	Local immigration office or branch office
Competent department	Visa & Residence Division Korea Immigration Service
Related laws and regulations	<ul style="list-style-type: none"> • Immigration Laws Article 25 or 37 • Immigration Laws Enforcement Ordinance Article 31 • Immigration Laws Enforcements Regulations Article 32
Phone Number	02-2650-6399
Miscellaneous	e-Applications can be applied between 3 to 60 business days before the expiration of the applicant's status. An appointment for visitation can be reserved until a day before the expiration date (reserving an appointment when there's more than 60 days to go before the applicant's status expires is not allowed without a reasonable cause. Thus, if such need for reservation arise, please consult the immigration office (02-2650-6399) before actually making the reservation).

※ Confirmation : I, the undersigned, hereby agree to allow my personal data and information required for process of this application to be viewed by the public servant in charge of the application. E-government Law No. 36, article 1.

I agree. **Check!**
 Reserving an appointment **Check!**
 Check!

4 Write all your information

This is an example for “extension of stay”

Extension of stay for registered foreigners

[HOME](#) > e-Application > File application

(*) These are required information, so please fill out all of them.

Applicant information

Name		Gender	Female
Country/region		Date of birth	
Foreigner registration number		Passport number	
Passport expiration date		* Phone number	<input type="text"/>
* E-mail		* Cell phone	<input type="text"/>
Expiration of stay		* Term of extension	
* Reason for application	<div style="border: 1px solid #ccc; width: 100%; height: 100%;"></div>		
Date of application	2016.06.09	* Local immigration office	Seoul Southern Immigration Office
* Scholarship student	※ Are you a government invited scholarship student?(Only if the certificate includes the request to exempt a fee) <input type="radio"/> yes <input checked="" type="radio"/> no		

Write!

5 Upload all required documents

This is an example for “extension of stay”

- Click “Apply

Required documents

1. Certificate of studentship	ADD DELETE	Search
2. Transcript	ADD DELETE	Search
3. Tuition fee payment receipt or certificate of scholarship	ADD DELETE	Search
4. Recommendation letter from a thesis director	ADD DELETE	Search
5. Certificate of (expected) course completion	ADD DELETE	Search
6. Others (Proof of sojourn expense, and etc.)	ADD DELETE	Search
7. Certificate for a government invited scholarship student	ADD DELETE	Search
8. proof of residency	ADD DELETE	Search

Mobile payment is only valid until 25th of each month.

If a realtime account transfer and mobile payment are canceled after the settlement day of that month, electronic payment charge(1000 WON) will not refunded.

APPLY CANCEL

6 Payment of Service Charge

1) Credit Card: Enter your credit card info → Transaction

2) Payment through mobile phone:

Enter your mobile phone number & alien registration number

* Check your text message containing the authentication number

* Enter the authentication number that you received (It will be added to your phone bill)

Hi Korea
Select → Verify Card → Confirm → Finish
e-payment inicio

Credit Card - Choose Card [help]

Product Name: Reentry (Single, Mul...
Product Amount: 31,200 Won

Please select payment service of the card you are about to use.

ISP Card	<input type="radio"/> KB, <input type="radio"/> BCB, <input type="radio"/> Woori
ANSIMCLICK	<input type="radio"/> Hyundai, <input type="radio"/> Samsung, <input type="radio"/> Shinhan, <input type="radio"/> LG, <input type="radio"/> KEB, <input type="radio"/> Lotte, <input type="radio"/> Hana, <input type="radio"/> CITI, <input type="radio"/> KorAm, <input type="radio"/> Shinsegye, <input type="radio"/> Gwangju, <input type="radio"/> Jeonbuk, <input type="radio"/> Suhyup, <input type="radio"/> KDB, <input type="radio"/> Choheung, <input type="radio"/> Jeju
General Card	<input type="radio"/> Nonghyup, <input type="radio"/> Overseas VISA, <input type="radio"/> Overseas Master, <input type="radio"/> Overseas JCB, <input type="radio"/> Overseas Diners

Interest-free Installment
The credit card company's certificate policy has changed, please confirm before proceeding with payment. [See More]

[submit] [cancel]

카드보도 SEED-CBC129K 키보드보안으로 안전합니다.

Hi Korea
정보입력 → 인증받기 → 정보확인 → 결제완료
e-payment inicio

휴대폰 - 정보입력 [도움말]

상품명: 등록외국인의 체류기?..
상품명액: 28000원

결제하실 휴대전화의 정보를 입력하시기 바랍니다.

휴대폰번호: [010] - [] - []
가입통신사: SKT KTF LGT
주민등록번호: [] - []

- 입력하신 휴대폰번호로 결제 승인번호가 전송됩니다.
- 다음 배편을 누르신 후 문자메세지(승인번호)가 도착할 때까지 잠시만 기다려 주십시오.
- 휴대폰 결제금액은 다음달 요금 고지서에 '소액결제' 항목으로 청구됩니다.

[다음] [취소]

이니케이 플러그인 5.0은 편리하고 안전한 결제를 제공합니다.

8 Issuance of receipt/permit

1) Depending on the status of your application, you can have an online receipt/permit

Details

Name of application	Reentry (Single, Multiple)		
Process status	Process Completion (Permission)	Department in charge	MINISTRY OF JUSTICE()

Payment details

Payment status	Transaction cancellation failed	Payment method	Account Transfer
Name of the person making payment	CL/	Payment amount	31,200

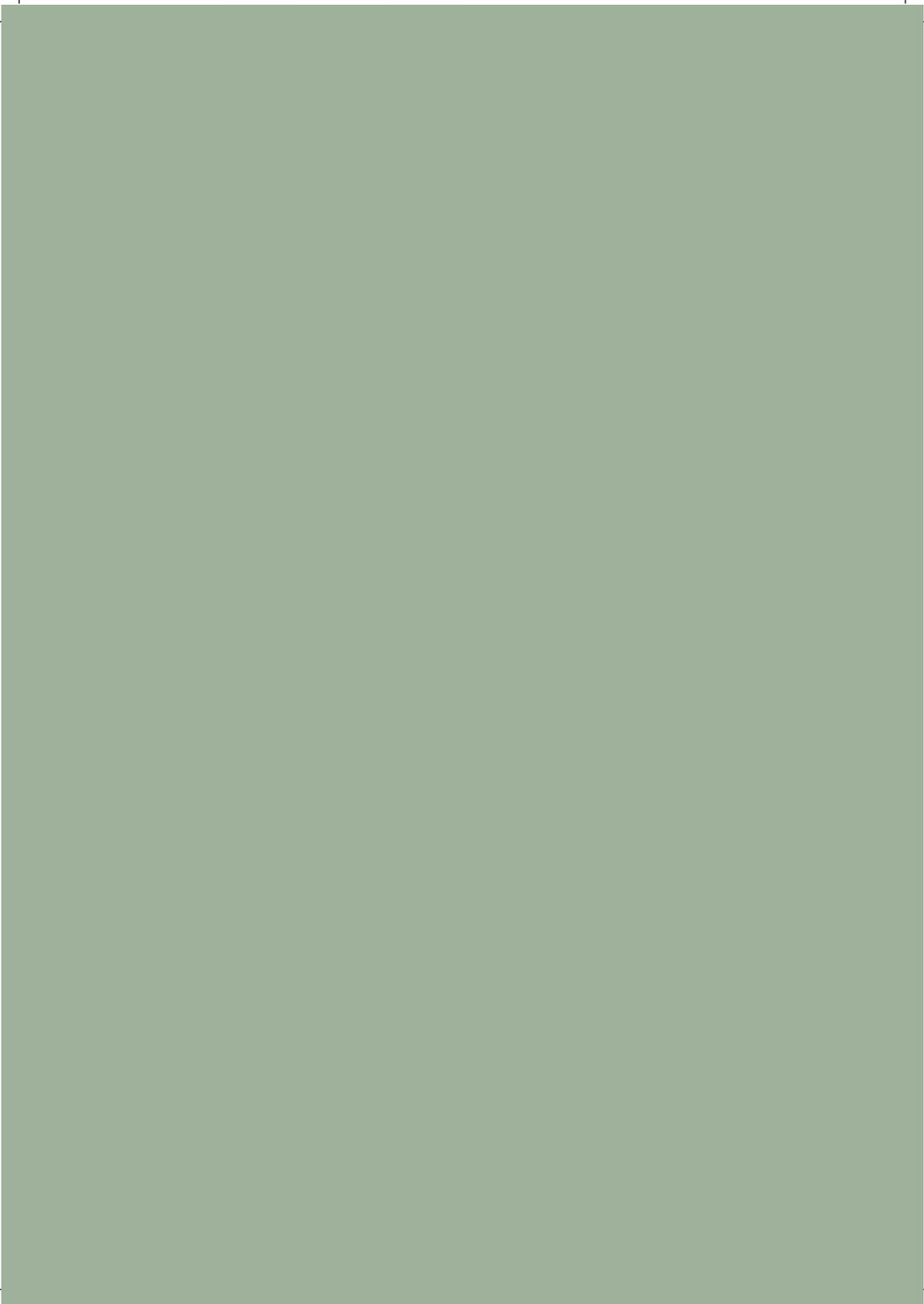
Progress

Number	Issuance number	Print	Status	Officer in charge	Process details	Processed date
1	2008000008566		Application			2008.01.11
2	P58F08000001	RECEIPT	Receipt	신해경		2008.01.11
3		CERTIFICATE	Process Completion (permission)	신해경		2008.01.11

* Should the applicant leave processed application uncollected for longer than 15 days, it can be rendered void as per Civil Application Law Enforcement Ordinance Article 16, Section 4.

* The service charge will be refunded if your application is rejected for any reason.

LIST





CHAPTER 3.

Academics

2021 ACADEMIC CALENDAR

Year	Month	Date	Schedule
2021	1	25 - 2. 5	Application for Leave of / Return from Absence
	2	15 - 18	Course Registration for Spring Semester
		19	Commencement Ceremony
		22	Freshman Convocation Ceremony
		22 - 26	Enrollment for Spring Semester
		16	Spring Semester Begins
	2	3 - 8	Course Add/Drop & Course Registration Confirmation
		24 - 26	Course Withdrawal Period
		4	19 - 23
	5	4.29 - 4	Spring Semester Midterm Examination Grades Check
		3 - 12	Application & Withdrawal for Double Major, Minor
		7	Foundation Day
	6	7 - 23	Spring Semester Course Evaluation
		14 - 18	Final Examination Period
		21	Summer Vacation Begins / Summer Session Begins
		24 - 28	Spring Semester Final Examination Grades Check

Year	Month	Date	Schedule	
2022	7	26 - 8. 1	Application for Leave of / Return from Absence	
	8	16 - 20	Course Registration for Fall Semester	
		20	Commencement Ceremony	
		23 - 27	Enrollment for Fall Semester	
		30	Fall Semester Begins	
		9	8.31 - 3	Course Add/Drop & Course Registration Confirmation
	9	23 - 27	Course Withdrawal Period	
		10	18 - 22	Midterm Examination Period
			28 - 11. 1	Fall Semester Midterm Examination Grades Check
	11	1 - 10	Application & Withdrawal for Double Major, Minor Application for Major	
	12	6 - 22	Fall Semester Course Evaluation	
		13 - 17	Final Examination Period	
		20	Winter Vacation / Winter Session Begins	
		23 - 27	Fall Semester Final Examination Grades Check	
	1	24 - 30	Application for Leave of / Return from Absence	
		2	14 - 17	Course Registration for Spring Semester
			18	Commencement Ceremony
21			Freshman Convocation Ceremony	
21 - 25			Enrollment for Spring Semester	

*Holiday: May 5 (Children's Day), May 7 (Foundation Day,) May 19 (Buddha's Birthday) September 20-22 (Chuseok)

*For academic calendar of Graduate School, please refer to the graduate school website (graduate.sejong.ac.kr).

STUDENT ID CARD

- Usage: Entrance to library, Book borrowings, Woori Bank cash card, etc.
- Required Documents (initial issuance): 3x4 size photo, alien registration card, student's cell phone
- Application (initial issuance): Bring the required documents to Woori Bank at 1st floor, Jiphyun-gwan (It usually takes about 3 weeks to get a student ID card).

*For inquiry about student ID card, visit Room 104, Jiphyeon-gwan (undergraduate) or Graduate School Office (graduate)



HOW TO MAKE A MOBILE STUDENT ID

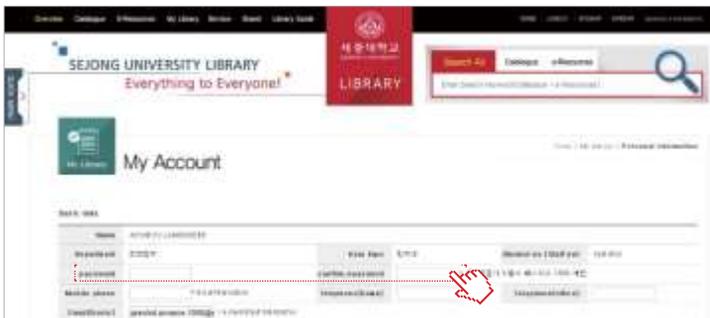
Step 1. Register an ID in Library website

- 1 Go to the library website and log in with your student ID
- 2 Your default password is your date of birth date (6 digits): YYMMDD

Use this link : <http://library.sejong.ac.kr/en/identity/Login.ax>



On this page you can change your password (optional)



3 Click Service >> Mobile Library



4 Upload your photo. Any of your photo less than 500 Kb can be accepted. Choose your mobile platform: Android /iOS

The screenshot shows the '모바일서비스-모바일서비스' (Mobile Service-Mobile Service) registration page. It includes a header with navigation tabs: '모바일서비스 발급신청', '모바일서비스 사용안내', and '모바일서비스 이용안내'. A red box highlights the '모바일서비스 발급신청' tab. Below the header, there is a red box containing instructions in Korean: '스마트폰 앱의 모바일인증용을 사용하여므로 도서관 출입 및 도서관대출을 이용할 수 있는 모바일인증용 발급 서비스입니다. *본인의 발급정보(학번, 이름, 소속)가 정확인지 확인후 발급하시게 바랍니다. *본인 및 가족 사그가 발생하지 않도록 유의하여 주십시오. *개인의 사용 부주의로 인한 사고 발생시 책임은 본인에게 있습니다. *등록사진 또는 그에 준하는 본인 확인이 가능한 사진을 사용하시게 바랍니다.' Below the instructions is a form with fields for '학번' (Student ID), '이름' (Name), '학과/스쿨' (Department/School), '성명확인증' (Name Verification), '성명' (Name), '학부/부' (Department/Division), '휴대폰번호' (Mobile Number), and '아이콘' (Icon). A 'Choose File' button is present with the text 'No file chosen' and 'File size 500Kb 미만의 본인 확인용 사진이 가능한 사진입니다'. A red box highlights the '발급신청' (Apply) button. Annotations include a green arrow labeled 'Android' pointing to the '휴대폰번호' field, a grey arrow labeled 'iOS' pointing to the '아이콘' field, and a red arrow labeled 'Register' pointing to the '발급신청' button.

In the "Mobile ID Issuance Service" screen, check your personal information and attach a photo

The screenshot shows the '모바일서비스-모바일서비스' (Mobile Service-Mobile Service) page with a success message. The message is displayed in a white box with a blue border: '모바일학생증 발급신청이 완료되었습니다.' (Mobile Student ID Issuance Application is completed). Below the message, there is a red box with the word 'SUCCESS' in white capital letters. The page also shows the '모바일서비스 발급신청 서비스' (Mobile Service Issuance Service) header and navigation tabs: '모바일서비스 발급신청', '모바일서비스 사용안내', and '모바일서비스 이용안내'. Below the message, there is a section for '신청받은 서비스' (Applied Service) with a red box containing the text '스마트폰 앱 (모바일인증용) 사용안내' and 'URL: 안드로이드: ...'.

Step 2. Download the app to your mobile device

- 1 Android: <https://play.google.com/store/apps/details?id=mmm.slpcck.sj>
- 2 iOS: https://appsto.re/us/4_cvX.i

Step 3. Run the app.

You can get an access to the library now with a QR code on the screen.



Important

- If you have an old mobile ID, please install the app to get a new mobile ID.
- If you do not have a smart phone, go to the Electronic Resources office on the second floor of the library to get a mobile barcode image.

You will be able to use your mobile ID as the authentication method to enter the library. Mobile student ID also can be used to access other services in the campus.

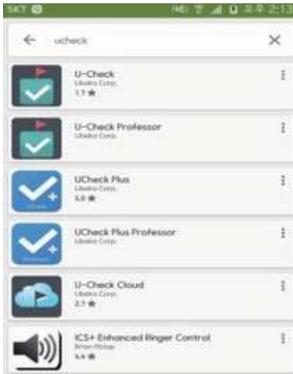


U-CHECK PLUS APP MANUAL

U-Check is a mobile app for registering roll call when you attend the class at Sejong University

Android UCheckPlus App Manual

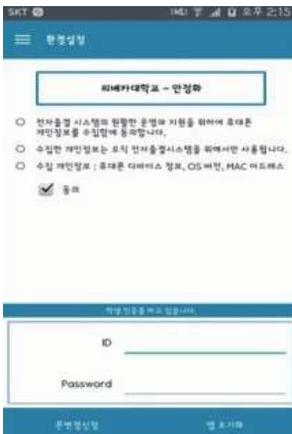
1. Search “ucheck” into the search bar on Google Play Store and then install “Ucheck Plus” app. * In Android OS 6.0 or higher, GPS must be switched on.



2. When the app is first run, type “세종대학교”, “세종대” or “sejong” into the search bar and click the “등록(Register)” button.



3 ID is student ID number and Password is the one registered in the Academic Information System. Enter your ID and Password and then click “학생증 (authentication)”. Once the authentication is successfully completed, click “확인(OK)” button and move to the initial page.



4 At the initial screen, click “출석체크(Attendance Check)” button of the class you are attending.



5 If you click  button, you can see the menu bar. There, you can select attendance check, notice, setting, Q&A, attendance test, etc.



6 You can check attendance data and attended time of each class in “출결조회/시간표 (Attendance/Absence Inquiry and schedule) menu.



* Notice

- In iPhone, Bluetooth must be switched on.
- In case list of courses is incorrect, please click  button.
- In case attendance check is not made, please retry with clicking  button.
- For system inquiries, find KaKao Talk ID “ucheck” and ask inquiries.
- Inquiries: IT (3408-3090), Course (3408-3410, 3426, 3429)

iPhone UCheckPlus App Manual

1 Search “ucheck” into the search bar on Apple’s Appstore and then install “Ucheck Plus” app.

* In iPhone, Bluetooth must be switched on.



2 When the app is first run, type “세종대학교”, “세종대” or “sejong” into the search bar and click the “등록(Register)” button.



③ ID is student ID number and Password is the one registered in the Academic Information System. Enter your ID and Password and then click “학생인증 (authentication)”. Once the authentication is successfully completed, click “확인(OK)” button and move to the initial page.



④ At the initial screen, click “출석체크(Attendance Check)” button of the class you are attending.



5 If you click  button, you can see menu bar. There, you can select attendance check, notice, setting, Q&A, attendance test, etc.



6 You can check attendance data and attended time of each class in “출결조회/시간표 (Attendance/Absence Inquiry and schedule) menu.

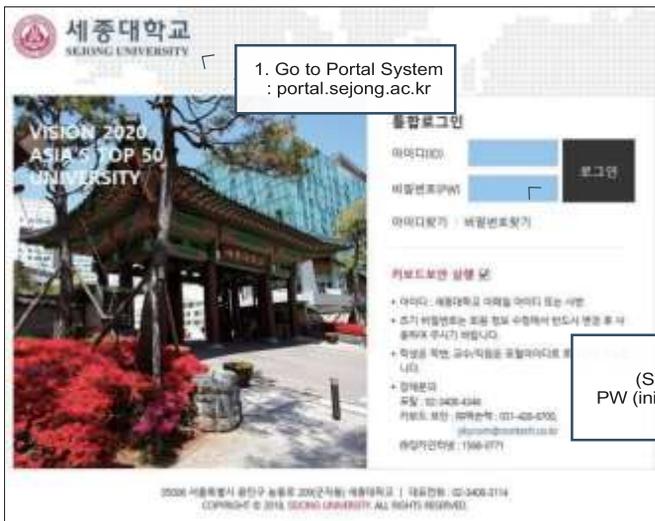
요일별 강의 시간표		
일	교수명	시간
Libeka-영어-시원용1-11D	함*준	09:00-09:50
CAD/CAM		
Libeka-영어-시원용1-11D	함*준	10:00-10:50
CAD/CAM		
창업실무-11B	안*석	10:00-10:50
강의실		
Libeka-영어-시원용1-11D	함*준	11:00-11:50
CAD/CAM		
특수차량공학-11B	이*현	11:00-12:50
강의실		
Libeka-영어-시원용1-11D	함*준	12:00-12:50
CAD/CAM		
Libeka-영어-시원용1-11D	함*준	13:00-13:50
CAD/CAM		

* Notice

- In iPhone, Bluetooth must be switched on.
- In case list of courses is incorrect, please click  button.
- In case attendance check is not made, please retry with clicking  button.
- For system inquiries, find KaKao Talk ID “ucheck” and ask inquiries.
- Inquiries: IT (3408-3090), Course (3408-3410, 3426, 3429)

BLACKBOARD

* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.



2. Login: ID
(Student ID No.),
PW (initial PW is 8-digit
DOB YYYYMMDD)

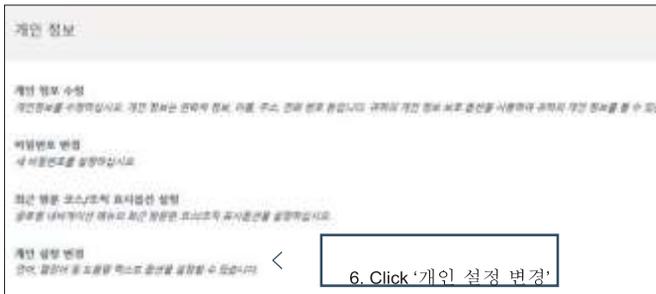




4. Click down arrow
(upper right corner)



5. Click '개인 정보'



6. Click '개인 설정 변경'



7. Scroll down and select 'English'
to change the language

LIBERAL ARTS COURSES FOR INTERNATIONAL STUDENTS

All international students are required to declare their language track first and then complete the relevant courses from 1. Core Courses and 2. Core Elective Courses in designated language track:

Core Courses(Year-Semester)

Course Title	Credit	Korean Track	English Track
사고와표현1 (Korean Ways of Thinking and Expression 1)	3	1-1	1-1
사고와표현2 (Korean Ways of Thinking and Expression 2)	3	1-2	1-2
한국의언어와문화1 (Korean Language and Culture 1)	3	1-1	1-1
한국의언어와문화2 (Korean Language and Culture 2)	3	1-2	1-2
대학생활과 진로설계 (Campus Life and Career Path Development)	1	1-1	1-1
세종사회봉사1 (Sejong Community Service 1)	1	1	1
한국전통문화의이해 (Korean Tradition and Culture)	3	1-1	.
서양철학의이해 (Introduction to Western Philosophy)	3	.	1-1
Total No. of Credit		17	17

* Students with TOPIK level 5 or 6 are exempt from 'Korean Ways of Thinking and Expression 1 & 2' from the above mentioned CoreCourses.

Core Selective Courses

A. All international students need to meet the below-mentioned minimum credit requirements by their college.

College of Liberal Arts, College of Social Sciences, College of Business Administration, College of Hospitality & Tourism Management, College of Law	Minimum 18 credits
College of Natural Sciences, College of Life Sciences, College of Electronics & Information Engineering, College of Software and Convergence Technology, College of Engineering, College of the Arts and Physical Education	Minimum 15 credits

B. Courses by Program

Students should take the program courses as much as they required by A. These courses are indicated as international student course in the course information book.

Semester	Spring	Fall
Korean Track (Language: Korean)	그리스로마신화의이해(Understanding of the Greek and Roman Myths) 세계사:인간과문명(World History: the Humanity & Civilization) 세종리더십(Sejong Leadership) 동서양의윤리(Eastern and Western Ethics) K-Pop Music 1 K-Pop Dance 1	한국현대사의이해(Introduction to the Contemporary History of Korea) 과학사(History of Science and Technology) 경제학의이해(Introduction to Economics) 동양의철학사상(Philosophical Ideologies of the East) K-Pop Music 2 K-Pop Dance 2
English Track (Language: English)	그리스로마신화의이해(Understanding of the Greek and Roman Myths) 세계사:인간과문명(World History: the Humanity & Civilization) 한국현대사의이해(Introduction to the Contemporary History of Korea) 경영학의이해(Introduction to Business Administration) K-Pop Music 1 K-Pop Dance 1	심리학의이해(Introduction to Psychology) 과학사(History of Science and Technology) 경제학의이해(Introduction to Economics) K-Pop Music 2 K-Pop Dance 2

Foundation Courses

The requirements for foundation course may vary depending on your department. Be sure to check your course requirements in the Freshman Course Guide.

Elective Courses

You may choose which elective courses you want to take. You may also choose courses offered in English by other majors.

HOW TO PAY TUITION

** When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.*

Steps

Steps	Schedule
a. Printout the tuition invoice at UIS Portal	2 weeks before the beginning of a semester
c. Pay the tuition fee	1 week before the beginning of a semester
b. Request for installment payment (if needed)	1 week before the beginning of a semester

Important Notes

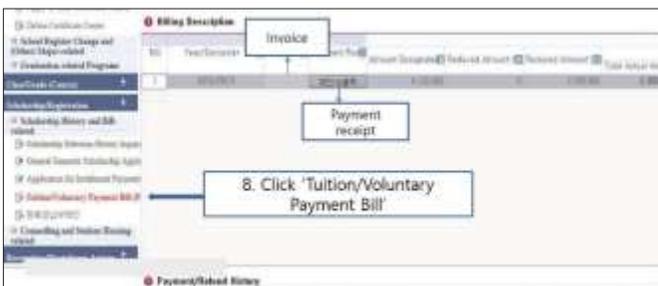
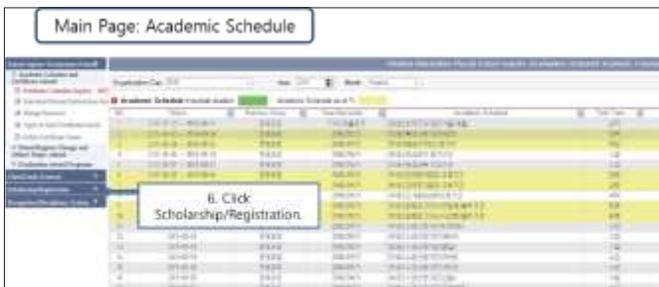
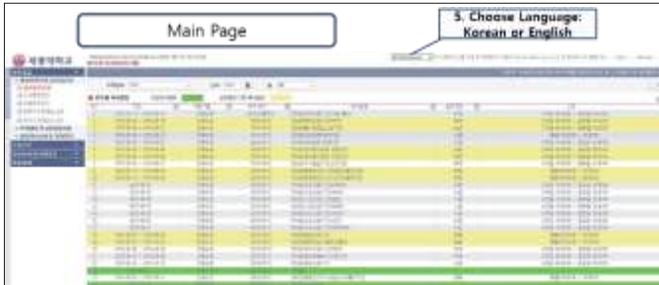
- Every semester, the amount (tuition fee, scholarship, insurance premium, etc.) and bank information for payment may be different.
- The recipient (Sejong Univ.)'s bank account is opened only for a designated period and accepts the exact invoiced amount only. Therefore, tuition payment should be made in KRW through a Korean bank account during the designated period.
- Tuition payment in foreign currencies or through a foreign bank account is not allowed in any case.
- The amount payable is {tuition fee – scholarship amount + insurance premium}.
- Students with 100% scholarship also need to pay insurance premium. Otherwise, enrollment is not completed.
- Installment payment can be allowed only when a student requested it during the first tuition payment period.
- For students who have failed to make timely installment payments in previous semesters, installment payment will not be allowed in following semesters.
- If the student fails to pay the first installment, the installment plan will be rescinded.

Check a tuition invoice & Request for installment payment

1. Go to Portal System
: portal.sejong.ac.kr

2. Login: ID
(Student ID No.),
PW (initial PW is 8 digit
DOB YYYYMMDD)

3. Click
'학사정보시스템 (School
Affairs Information System)



HOW TO CHECK GRADES

* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.

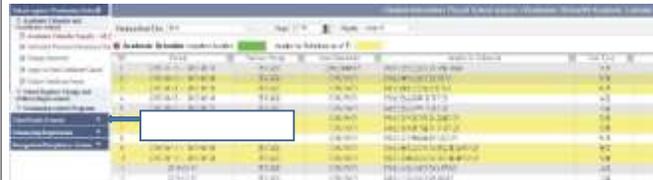
1. Go to Portal System : portal.sejong.ac.kr

2. Login: ID (Student ID No.), PW (initial PW is 8-digit DOB YYYYMMDD)

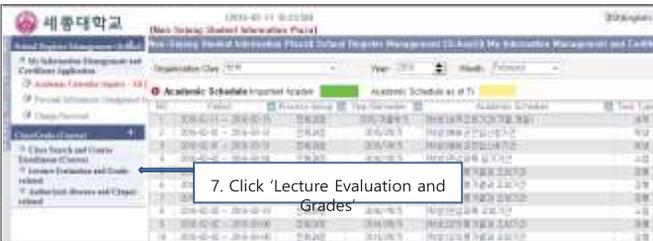
3. Click '학사정보시스템 (School Affairs Information System)

The image shows a two-step process for logging into the Sejong University Portal System. The first screenshot shows the login page with fields for ID and password, and a '로그인' (Login) button. The second screenshot shows the main menu with the '학사정보시스템' (School Affairs Information System) button highlighted. Annotations in boxes provide instructions for each step.

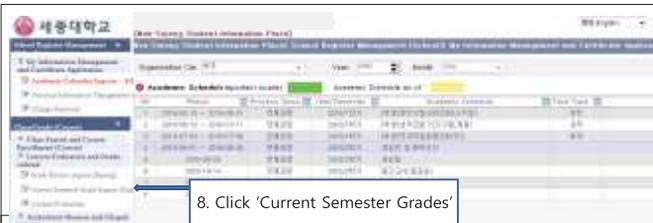
Main Page: Academic Schedule



7. Click 'Lecture Evaluation and Grades'



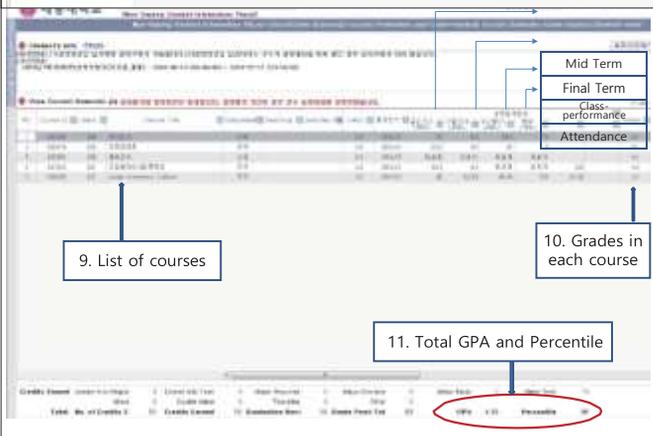
8. Click 'Current Semester Grades'



9. List of courses

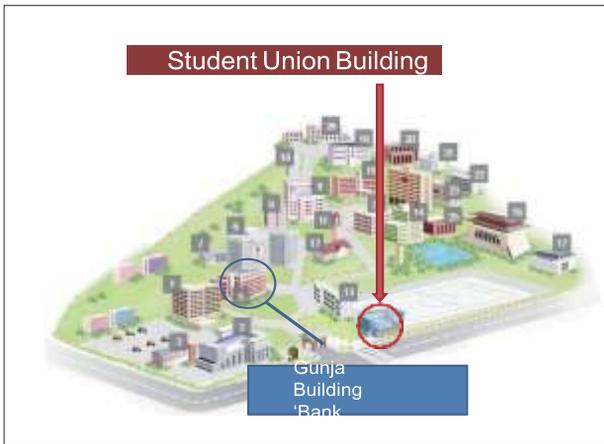
10. Grades in each course

11. Total GPA and Percentile



HOW TO PRINT CERTIFICATE OF ENROLLMENT

- Location of Certificate Machines



>> Student Union Building

- 1st Basement Floor
- On the right of the main entrance
- There are 2 certificate machines & both can be used to print the certificates.



How to operate Certificate Machines

*Make sure to check and update your personal info at the school system (especially your English name, mobile number) before using Certificate Machines. To update personal info, refer to page 83.

Step 1: Click 'ENGLISH' to change the language

Step 2: Click Undergraduate

Step 3: Click 'Attending/Leave of Absence/ Attendance Graduation'

Step 4: Enter your Student's ID Number

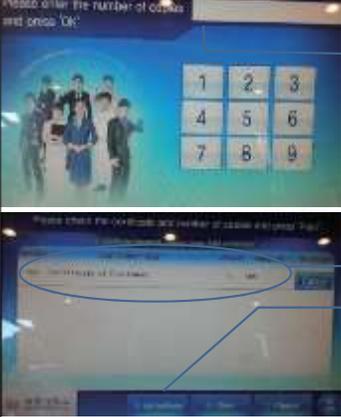
Step 5: Enter your 8 digits Date of Birth (yyyyymmdd)

Step 6: Click 'O.K.'

Step 7: Check your Name

Step 8: Click 'Close'

Step 9: Choose the type of Certificate E.g. Certificate of Enrollment



Step 10: Press the number of Certificate

Step 11: Choose the Language, Type of Certificate, Number of sheet & Amount to be paid (500 KRW/ Certificate)

Step 12: Add certificate if you want to print another certificate
OR
Press 'Print' to print selected certificate



Step 13: Select the method of payment e.g. Cash payment (easy method)

Step 14: Insert Coin of 500 KRW
OR

Step 14: Insert Note of 1000/5000/10,000 KRW

HOW TO CHECK COURSE SYLLABI

* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.

1. Go to Portal System : portal.sejong.ac.kr

2. Login: ID (Student ID No.), PW (initial PW is 8-digit DOB YYYYMMDD)

세종대학교
SEJONG UNIVERSITY

VISION 2020
ASIA 5 TOP 50
UNIVERSITY

통합로그인

아이디(ID) 로그인

비밀번호(PW) 로그인

아이디찾기 : 비밀번호찾기

키보드로보안 설정 순

- 아이디 : 재학생학교 학과를 입력 하거나 또는 서명
- 초기 비밀번호는 포털 상보 수첩에서 반드시 영문 후자 공백제 무시기 바랍니다.
- 학생은 학년, 교수직원은 유학아이디를 사용합니다.
- 관리자권 : 02-3408-4344
- 비밀번호 보안 : 021-428-4700, 021-428-4700, 021-428-4700, 021-428-4700
- 상담지원센터 : 1990-8771

2008 서울특별시 용인구 능동로 200(2차동) 세종대학교 | 대표전화: 02-3408-3114
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3. Click '학사정보시스템' (School Affairs Information System)

세종대학교
SEJONG UNIVERSITY

DRM PHICHEL-HAETSOI2714님 환영합니다. | 정보수정 | 로그아웃

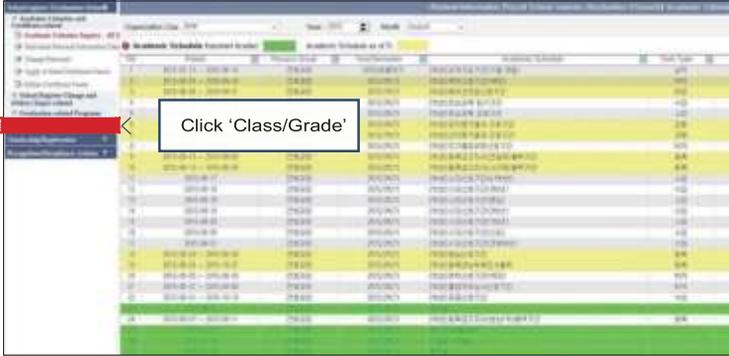
일반행정정보시스템 학사정보시스템

학사정보시스템

세종소식 YTN교육칼럼스트오여

대뉴얼 +

2017-05-20: 2월 10일 아시아 10대 명문대 아시아 TOP 10 대학 등급



Click 'Class/Grade'



Click 'Course Enrollment'



Click 'Course Syllabus'

HOW TO ADD COURSE OF INTEREST

* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.



1. Go to Portal System : portal.sejong.ac.kr

2. Login: ID (Student ID No.), PW (initial PW is 8-digit DOB YYYYMMDD)

세종대학교
SEJONG UNIVERSITY

VISION 2020
ASIA'S TOP 50
UNIVERSITY

통합로그인
아이디(ID) [입력] [선택]
비밀번호(PW) [입력] [선택] 로그인

아이디찾기 / 비밀번호찾기

키보드보안 설명 문

- 아이디 : 세종대학교 이메일 아이디 또는 서명
- 초기 비밀번호는 모든 정보 수정해서 반드시 영문과 숫자 4자리 이상입니다.
- 학업성적, 학년, 교수님들을 포함하여 아이디를 만듭니다.
- 장바코드
휴대 : 02-3408-4348
카카오 : 011-409-6700 (http://www.sejong.ac.kr/uis)
- 문의/자문전화 : 1566-0771

2008 서울특별시 용인구 효동로 200(주원) 세종대학교 | 대표전화 : 02-3408-2114
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3. Click '학사정보시스템' (School Affairs Information System)

세종대학교
SEJONG UNIVERSITY

DRIVE PHUBING-HA075052714님 환영합니다. | 정보수령 | 로그인/아웃

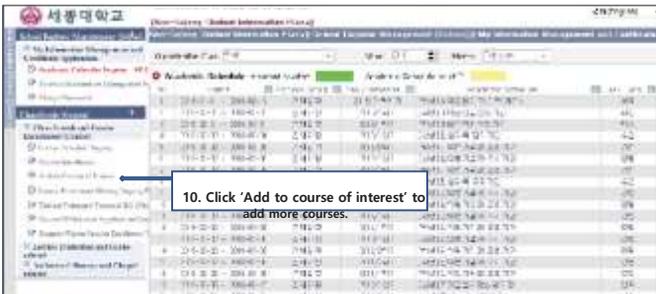
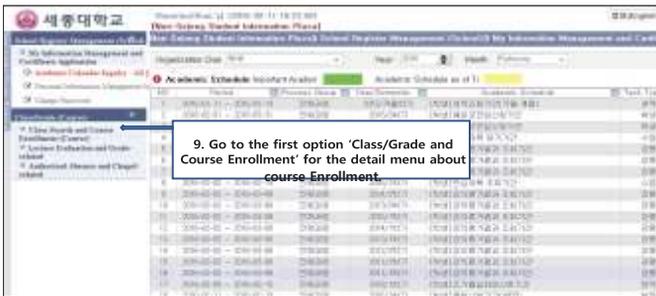
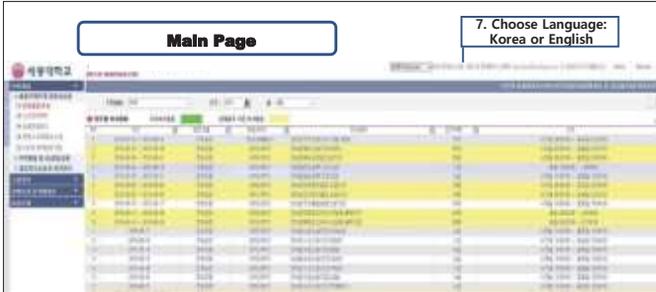
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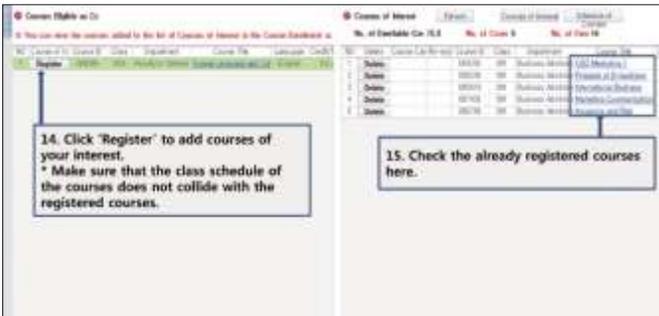
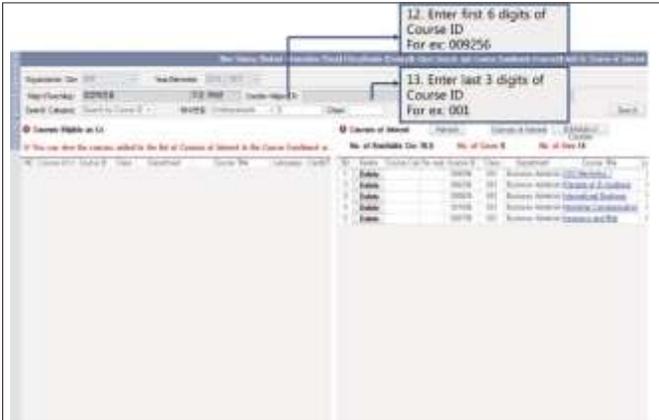
학사정보시스템

생존소식 | YTN교육발전포럼

메뉴열 +

2017 QS-중간일보 아시아 대학평가
아시아 TOP 1% 대학 등급



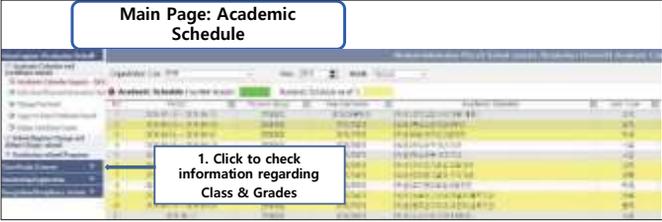


HOW TO REGISTER FOR COURSES AND CHECK REGISTERED COURSES

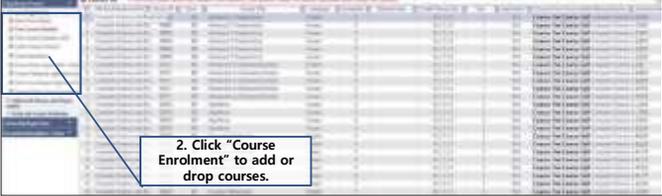
* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.

How to Do Course Registration

Main Page: Academic Schedule



1. Click to check information regarding Class & Grades



2. Click "Course Enrolment" to add or drop courses.



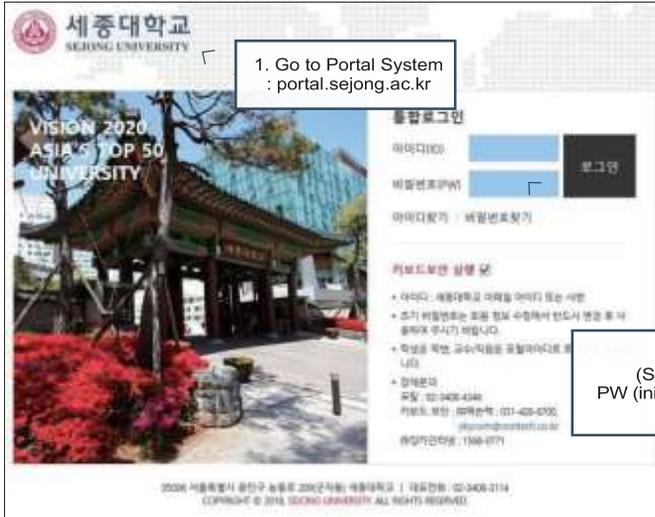
3. Enter the course ID and class no

4. Click here to register the course



5. Check the registered courses & schedule

How to Check registered courses



2. Login: ID
(Student ID No.),
PW (initial PW is 8-digit
DOB YYYYMMDD)



9. Go to the first option for the detail menu about Class/Grade

List of courses

10. Click 'Course Enrollment History' to check the registered list of courses

List of registered courses and schedule

11. Click to check the course schedule i.e. course name, day & time. Make sure that the timetable of 2 courses do not overlap each other. If it happens, you need to drop one course & add another with another schedule.

12. Course Syllabus & other details.

HOW TO USE A SEJONG UNIVERSITY E-MAIL

Most of important notices and contacts are provided by email. However, we understand many international students do not receive emails from the school due to systematical errors or sometimes students do not check emails regularly. In order to provide important notices and contacts efficiently and effectively, we have made a school email address for all international students.

1 Email address: id@sju.ac.kr

- User ID will be provided to your current email address which is recorded in the Academic Affairs System (학사정보시스템), or you can check it in your department office. Initial password is birth date (YYYYMMDD).
- Please change your initial password after the first login.

2 Email URL: portal.office.com

3 Students MUST change their email address to id@sju.ac.kr in the Academic Affairs System (학사정보시스템) so that departments and admin offices can know it. Please check the attached guideline for change of email address in the system.

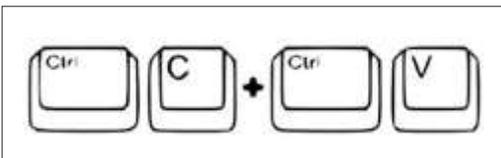
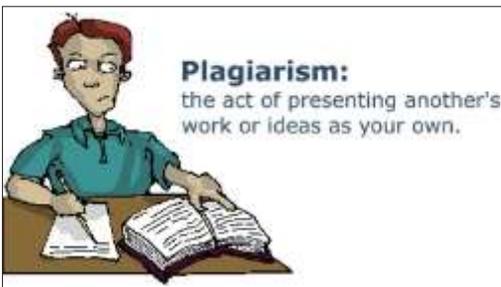
4 Language: Language used in the mail system is dependent to the browser's language preference setting.

5 Unsubscribing: When you drop out of school or graduate, you will be unsubscribed automatically.

6 For detailed information, please check the user manual. : <https://support.office.com/en-us/article/Office-365-training-396b8d9e-e118-42d0-8a0d-87d1f2f055fb>

CHEATING & PLAGIARISM

Sejong University will not tolerate academic cheating or plagiarism in any form. Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious violation of expected student behavior and may result in disciplinary action. Also, if plagiarism is detected, even slight one, you may fail a course. University policy can be summarized simply: As a student, you are responsible for your own work and you are responsible for your actions.



TOPIK IMPROVEMENT CLASS

Sejong University offers free TOPIK Improvement Classes for those who want to improve their Korean Language proficiency and TOPIK level.

Every February and August, CISS will notify the details of TOPIK Improvement Class on the University Webpage. Belows are rough information on TOPIK Improvement Class and please check detailed information in the notice board every semester.

Class Objectives	Getting higher TOPIK level
Class Contents	Korean Vocab & grammar for TOPIK (included mock tests)
Class Periods	From the 1st week of a semester, for about 12 weeks
Class Time	Further notice(2days per week/2 hours per day/night classes)
TOPIK Group registration periods	Late February/August
How to register	<p>Office : JiphyunGwan #913 Homepage : http://home.sejong.ac.kr/~seckc/6.html Phone: 02-3408-3103/2994/3109 E-mail : topik@sejong.ac.kr</p> <p>Please let us know your name, major, student ID number and way to contact(phone number & e-mail address). You need to pay a deposit for the class(100,000 won). You'll get the full deposit back on the last day of class, if your attendance is good(at least more than 80%)</p>

HOW TO UPDATE YOUR PERSONAL INFO AT SCHOOL SYSTEM

* When accessing UIS Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.

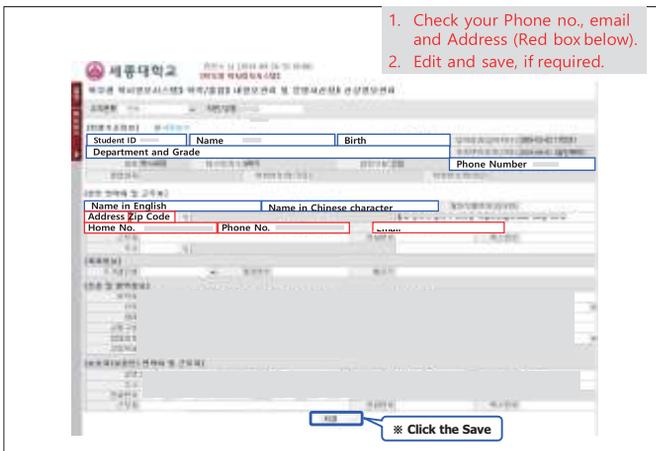
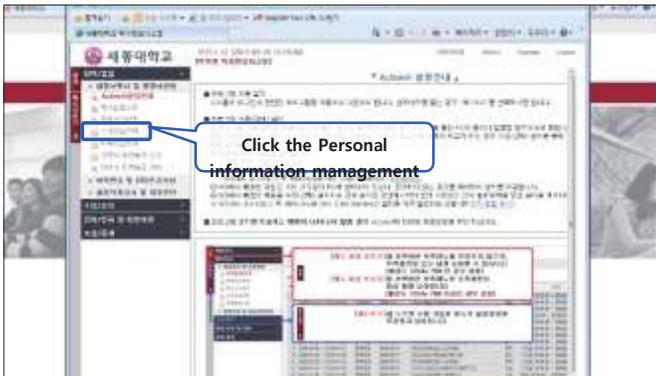
Every student MUST have the correct and latest personal information in the School Affairs Information System (학사정보시스템) in order to get in touch with school and get informed of required notification.

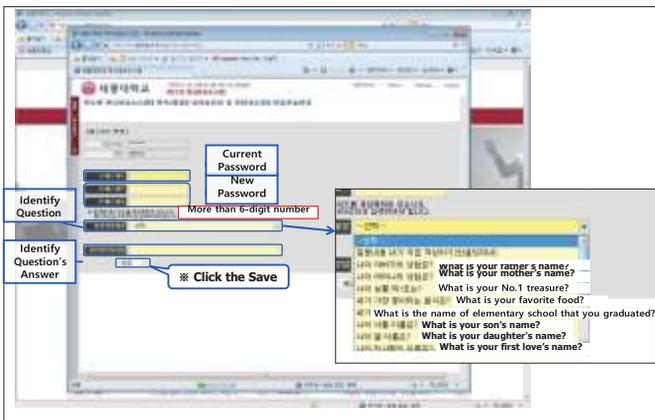
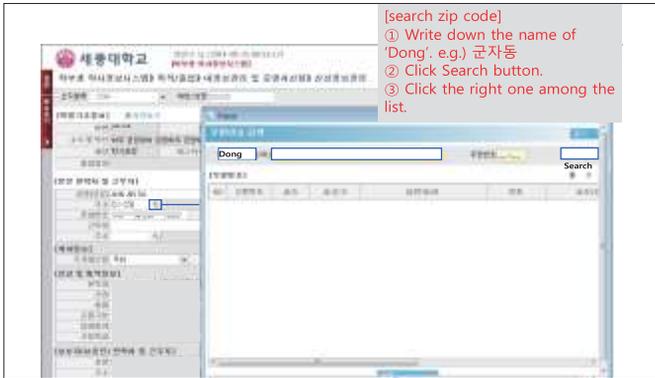
If your personal information such as phone number, email address or address changes please change the information in the system following this guideline and also email CISS (intadmission@sejong.ac.kr) on the change in personal information.

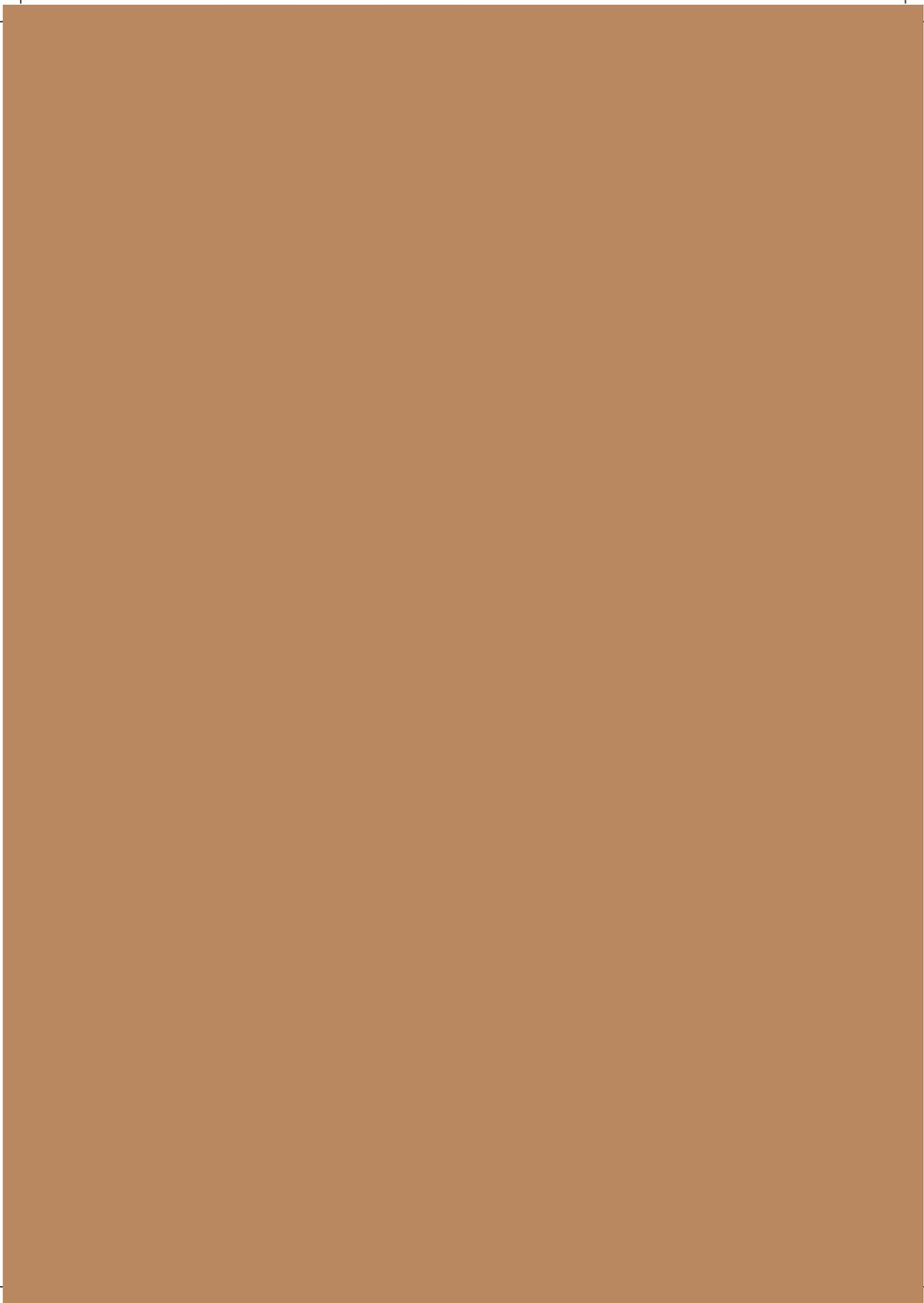
1. Go to Portal System
: portal.sejong.ac.kr

2. Login: ID
(Student ID No.),
PW (initial PW is 8-digit
DOB YYYYMMDD)

3. Click '학사정보시스템'
(School Affairs Information System)









CHAPTER 4.

Campus Life

DORMITORY

Halls of Residence

1 The Happy Dormitory

- Eligibility Undergraduate Students
- Room Type 2 Beds



2 Gwanggaeto-gwan

- Eligibility Exchange Students
- Room Type 3 Beds/4 Beds



3 Saimdang Dormitory

- Eligibility Graduate Students
- Room Type 2 Beds



4 Off-campus Housing

- Eligibility Undergraduate/Graduate Students
- Room Type 2 Beds – 4 Beds



How to Apply for Dormitory

- 1 Go to Sejong University Website : www.sejong.ac.kr
- 2 Choose English as your language



- 3 Go to Campus Life –Dormitory



4 Apply Online



Application Period

	To live in Spring Semester	To live in Fall Semester
Current Students	Apply in November	Apply in May
New Students	Apply in December	Apply in June

* Dormitory information is included in the admission packet for new students.

* For the following semesters, you should find notice on dormitory application in the bulletin board (in Sejong English Homepage) which will be posted in mid-January/July.

Contacts

E-mail	dormitory@sejong.ac.kr	Phone	82-2-6935-2629
Office	Global Lounge(2nd floor, Student Union Building)		

Medical Report for Dormitory



BUS 3216

Takes 15-20 mins

Fare: 1,350 won

Take the bus at the stop in front of the Main Gate and go for 5 stops. Get off at Gwangjin-gu Office



SUBWAY

Takes 30~40 mins

Fare: 1,350 won

Take the subway at the Children's Grand Park Stn. » Transfer to Line No.2 at Konkuk University Stn. » Exit No. 1 of Guui Stn.



TAXI

Takes 10-15 mins

Fare: 4,000-5,000 won

Tell the driver to go to Gwangjingu Office, or 광진구청 in Korean



How to Apply for a Medical Report

1 Registration: Pay 6,250 won at the registration desk

2 Items to be checked:
HVB(blood), T/B(X-ray), B형
간염, 결핵검사

3 Go back to Gwangjin-gu
Public Health Center to pick up
the result in 3-7days

Dormitory guidelines

1 Garbage disposal

- Gwangaeto, Saimdang dormitory: Sorting recyclable waste including papers, plastics, glass before disposal should be mandatory, food waste disposal should be done at the designated court.
- Off Campus Housing: papers, plastics, glass should be sorted and gathered at the collecting places. Using standard waste bags and food waste bags for common waste and food waste and dispose them on the garbage collecting date.

2 Firefighting training

- Venue: Gwangketo / Saimdang dormitory (Except for Happy dormitory & Off campus Housing)
- Purpose of training: know how to escape from fire outbreak.

3 Comment application

- Happy dormitory: room 313
- Off campus housing: Global lounge, Student Union bld. 2nd floor
- Gwangketo/Saimdang dormitory: Reception desk
- Working hours: 09:00 ~ 17:30 (weekdays)/ 10:00 ~16:30 (vacation)- global lounge

4 Dormitory manager meeting request

- You may check dormitory manager's schedule at Global Lounge and appoint a meeting

5 Leaving the dormitory for long time

- If you have to leave for your country (or other countries) for long time, you need to apply at least 3 days before at Global Lounge about it.
- If you leave the dormitory for longer period without reporting (such as travel) In case of accident situations, the damaged amount should be paid by the resident.
- You apply for leave at Global Lounge during office hours. Office hours 09:00 ~ 17:30 (Vacation period: 10:00 ~ 16:30)

6 Prohibited inside dormitory

- Smoking, drinking, use of candles, disgusting behavior, bringing in pets, bothering neighbors and other residents etc.
- Bringing family members, friends, acquaintances to the dormitory are not allowed. Upon detection, you may be forced to quit the dormitory immediately.

7 Prohibited items in the dormitory

- Heating equipment for heating the room: electric blanket, electric cushion, electric plate, electric heater, heater etc.
- Electric heating equipments: personal induction, highlights, portable gas range
- Others : Hair iron;
- Abovementioned items are prohibited because of generating high heat and high volume of electricity consumption. You may be given penalties if you use those items inside the dormitory

Standard Table of Penalty Points

>>Gwangaeto, Saimdang dormitory & Off campus Housing

	Details	Points
Penalty Points	1. Violation of the University Constitution 2. Maladjustment to group life 3. Violent behavior, sexual violence, sexual harassment, gambling, theft, arson within dormitory 4. Possession of dangerous objects and inflammables 5. Smoking within dormitory 6. Possession and consumption of alcoholic beverages within dormitory 7. Taking dormitory property (Card, vacuum cleaner etc.) out without authorization 8. Unauthorized entry of visitors (outsiders, opposite sex, other dormitory residents etc.) 9. Spreading false information or accusations on line (mobile, internet) 10. Disobeying instructions or behaving disrespectfully to dormitory management	Red Card
	11. Cooking within the dormitory room (Excluding Off-campus dormitory) 12. Possession or usage of prohibited objects (*refer to dormitory homepage residency rules) 13. Forgery or submitting false documents 14. Profit seeking activities within dormitory 15. Changing room without authorization 16. Entering prohibited areas (opposite sex occupied floor, rooftop etc.) 17. Entering other rooms after 10PM 18. Raising pet animals 19. Disturbance by causing loud noises (using noisy objects etc.) 20. Entering through areas other than the entrance door (emergency elevator etc.) 21. Relocation or damage of facilities (False operation of safety facilities, relocating furniture, nailing to the wall etc.) 22. Absence from community events or room inspections 23. Posting unauthorized notices or damaging public notices 24. Staying out overnight without notice or unauthorized late night Entrance (Excluding Off-campus dormitory) 25. Possession of food within dormitory (delivery included) (Excluding Off-campus dormitory) 26. Violation of time limit for community items (*return within 2 hours) 27. Unsanitary room condition, violation of separate trash collection policy, leaving trash unattended 28. Violation of service hours of community areas (laundry room, lounge, seminar room) 29. Taking or using other people's items without permission (mail, laundry etc.) 30. Borrowing or lending entrance card 31. Overdue documents 32. Leaving personal items in community areas (Hallway, lounge, lobby etc.)	Yellow Card
etc.	<ul style="list-style-type: none"> - Late night (1AM-5AM) entrance is prohibited. - Issued compliment-penalty points will be considered in the selection of future residents or scholarships. - The deposit and remaining boarding expenses will not be refunded in the case of eviction. (However, the deposit will be refunded to residents who have fulfilled the check-out procedure) 	

Standard Table of Penalty Points

>>Happy dormitory

	Details	Points
Penalty Points	1. Violation of the University Constitution 2. Maladjustment to group life 3. Violent behavior, sexual violence, sexual harassment, gambling, theft, arson within dormitory 4. Possession of dangerous objects and inflammables 5. Smoking within dormitory 6. Possession and consumption of alcoholic beverages within dormitory 7. Taking dormitory property (Card, vacuum cleaner etc.) out without authorization 8. Unauthorized entry of visitors (outsiders, opposite sex, other dormitory residents etc.) 9. Spreading false information or accusations on line (mobile, internet) 10. Disobeying instructions or behaving disrespectfully to dormitory management	-12
	11. Cooking within the dormitory room (Excluding Off-campus dormitory) 12. Possession or usage of prohibited objects (*refer to dormitory homepage residency rules) 13. Forgery or submitting false documents 14. Profit seeking activities within dormitory 15. Changing room without authorization 16. Entering prohibited areas (opposite sex occupied floor, rooftop etc.) 17. Entering other rooms after 10PM 18. Raising pet animals 19. Disturbance by causing loud noises (using noisy objects etc.) 20. Entering through areas other than the entrance door (emergency elevator etc.) 21. Relocation or damage of facilities (False operation of safety facilities, relocating furniture, nailing to the wall etc.) 22. Absence from community events or room inspections	-6
	23. Posting unauthorized notices or damaging public notices 24. Staying out overnight without notice or unauthorized late night Entrance (Excluding Off-campus dormitory) 25. Possession of food within dormitory (delivery included) (Excluding Off-campus dormitory) 26. Violation of time limit for community items (*return within 2 hours) 27. Unsanitary room condition, violation of separate trash collection policy, leaving trash unattended 28. Violation of service hours of community areas (laundry room, lounge, seminar room) 29. Taking or using other people's items without permission (mail, laundry etc.) 30. Borrowing or lending entrance card	-3
	31. Overdue documents 32. Leaving personal items in community areas (Hallway, lounge, lobby etc.)	-1
etc.	- Late night (1AM~5AM) entrance is prohibited. - Issued compliment-penalty points will be considered in the selection of future residents or scholarships. - Those who get 'Forced Leave-out (over -12 penalty points)' will not be accepted permanently. - The deposit and remaining boarding expenses will not be refunded in the case of eviction. (However, the deposit will be refunded to residents who have fulfilled the check-out procedure)	

Discharging waste and recyclable waste

Sortation	Item		Method of discharge
Recyclable materials	Can 	Styrofoam 	Discharge in a transparent plastic bag 
	Plastic 	Paper 	
	PET 	Plastic bag 	
Waste			Discharge in a standard plastic garbage bag (You can buy plastic bag at a convenience store)
Discharge Day	Discharge Hour	Discharge place	Notice
Mon, Wed, Fri	19:00 – 24:00	In front of the house	Unable at Holyday

Discharging Food waste

Waste	Way of discharging	Notice	
Food waste	<p>Food-only bags (purple) have to be placed in container in front of the house at the specified time and day of the week.</p> 	<p>You can buy the bags at the nearest supermarket or convenience store. You can receive or exchange discharge containers free of charge at the community center.</p>	
Discharge Day	Discharge Hour	Discharge place	Notice
Mon, Wed, Fri	19:00 ~ 24:00	In front of the house	Unable at Holyday

>>These are not Food waste. (Please use regular waste.)



Fish bone



Seafood shell



Egg shell



Coffee grounds



Crab shell



Nutshell



Chicken bone



Vegetable root

BANKING



Many banking, insurance, financial products and services are available in Korea. There can be some restrictions imposed to foreign students in banking or finance due to strict national regulations. Depending on the types of international transactions, there can be some specific stipulations on documents and transaction amount.

Opening an Account

Foreigners can open a bank account by visiting a bank whether he/she resides in Korea or not. A residing foreigner can refer to an individual who has been staying in Korea for more than 6 months while a non-residing foreigner can refer to a person who has been staying in Korea for less than 6 months.

Required Documents: Passport, Alien Registration Card.

Transfer

To send money overseas, you can transfer money at a bank. Through designated foreign exchange banks, you can transfer up to \$50,000 (remittance + exchange rate) a year, and if you have a document showing how the money was acquired, then you can transfer any amount within one's range of income. Different banks have different fees and restrictions on transfers, so it is recommended that you compare the information at different banks. It is convenient and fast to transfer money through telegraphic transfer. For such a transfer, you need to include the name of the recipient, address, account number, the name of bank, and other pertinent information in English.

Foreign Exchange

If you have a passport, you can easily exchange foreign money or traveler's checks for Korean money at Korean banks, including the Korean Exchange Bank, and the change booths at the airport. You can exchange up to \$10,000 (for one entry) at a time. The foreign exchange rates are not fixed and change depending on economic factors.

Useful Bank Related Websites

- KEB Hana Bank: <http://www.keb.co.kr>
- KB Kookmin Bank: <http://www.kbstar.com>
- Woori Bank: <http://spot.wooribank.com>
- Shinhan Bank: <http://www.shinhan.com>

Money & Currency in Korea

- Bills



50,000won



10,000won



5,000won



1,000won

- Coins



500won



100won



50won

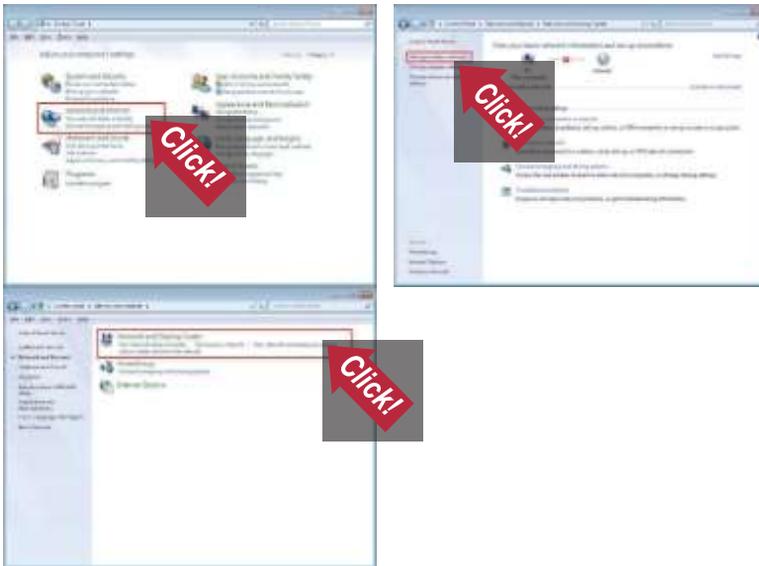


10won

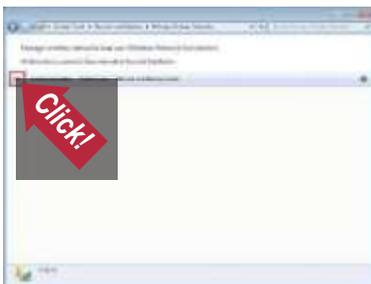
WIRELESS INTERNET CONNECTION ON CAMPUS

Wireless Internet Connection Windows

- 1 Go to Start » Control Panels » Network and Internet » Network and Sharing center » Manage wireless networks.



- 2 Click on Add



6 On Connection card check Connect automatically when this network is in range.



7 On Security card, set up another configuration:

Choose Security type WPA2-Enterprise and Encryption type AES.

For network verification choose Microsoft: Protocol PEAP ... and then click on Settings.

- Check Validate server certificate.
- Check certificate AddTrust External CA Root and UTN-USERFirst-Hardware
- Check Secured password (EAP-MSCHAP v2) and by button Configure in properties window uncheck automatically use my Windows logon



Continue by button
Advanced options on
Security card.

8 At card 802.1X settings check Specify authentication mode and choose User or computer authentication



8 If this is your first time connection or your password has changed, note the dialog for entering the credentials. The user name must be entered in form loginname@domain Where "loginname" and "password" get issued at the information desk.

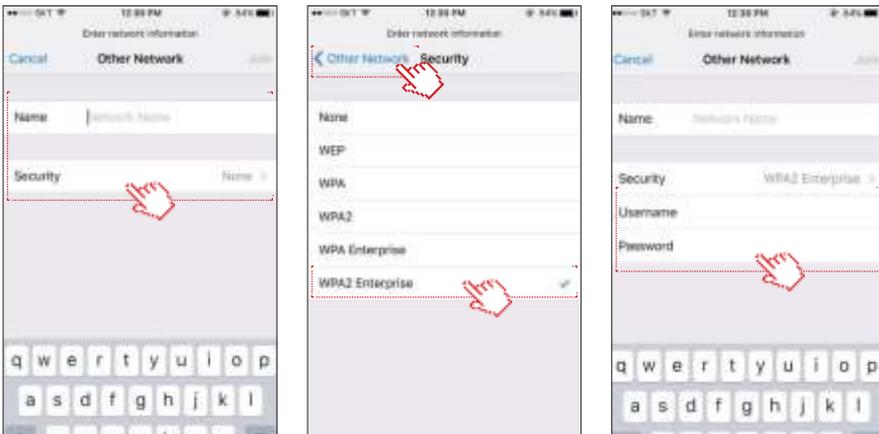


Wireless Internet Connection Apple iOS

1 'Settings' Touch » 2 'Wi-Fi' Touch » 3 'Other...' Touch (Don't touch 'sejong'!!)

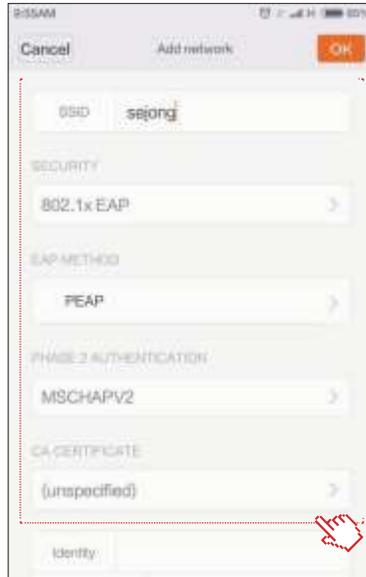
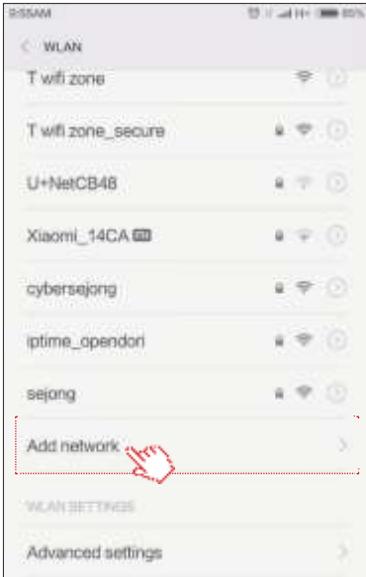


- » 4 Input Name : sejong (lower case) and 'Security' touch
- » 5 'WPA2 Enterprise' touch after 'Other Network' touch
- » 6 Input 'Student ID' in Username and 'Password'(Password at uis.sejong.ac.kr)



Wireless Internet Connection Android

- 1 'Add network' Touch(Don't touch 'sejong'!!)
- » 2 SSID : sejong
- » 3 SECURITY "802.1x EAP" Click
- » 4 EAP METHOD "PEAP" Click
- » 5 PHASE 2 AUTHENTICATION "MSCHAPV2" Click
- » 6 Identity : "Your Student ID"
- » 7 Password: Password at uis.sejong.ac.kr



POSTAL SERVICE

You can mail letters, postcards, and small parcels by putting them in a mailbox on the street or by visiting a post office in your neighborhood. You should go to the post office when using non-standard envelopes or postcards. The Sejong University post office located in 1st floor of Gunja-gwan.

Domestic Postal Service

National postal code directories are available at post offices. You can use domestic postal services by writing down the recipient's postal code and attaching stamps for regular mail or express mail. When you choose registered mail, you will get a receipt. Registered mail is more expensive than regular mail. However, the process of the delivery of registered mail is recorded, so it is possible to track the mail.

Contact information for foreigners

Business Hour : Mon-Fri, 9am-6pm

Location : 1st floor, Gunja-gwan

Tel. : 82-2-3408-3385

Overseas postal service

For overseas mail, a direct visit to a post office is required. Express Mail Service provides the fastest and safest international postal service that delivers urgent letters, documents, and packages. EMS is operated by the Korea Post under special agreements with reliable, overseas postal counterparts. Before sending your mail, make sure to write down the address and names of senders and recipients, phone numbers, the contents, quantities, and costs of items. Rates vary depending on the kind of mail and weight, so you need to check the information through homepages or at the post office counter. After sending your mail through EMS, airmail, or registered mail, you can check the status of delivery.

Door-to-door delivery

Door-to-door delivery refers to the service that provides direct delivery to the recipient. It is more costly, but safer and faster than regular mail. Because senders leave the receiver's contact information, it is less likely to lose the delivered items. With a call, an employee of a door-to door delivery company visits your place and delivers various items including documents, parcels, and heavy goods the next day of receiving the items anywhere in the nation (On holidays or in certain areas including islands or

mountainous areas, the delivery might be delayed for one or two more days). Other than calling, you can make a reservation through the homepage of the door-to-door delivery company.

Rates for the door-to-door service vary depending on the receiver's area, the kind and size of the items and the number of items. You can verify this information on the homepage of the door-to door delivery company.

Quick Service

Quick service is faster than door-to-door delivery service. Quick service delivers items to the recipient within 24 hours by a motorcycle or car. Many quick services are available through the Internet and operate 24 hours, all year round. You can pay for the service through various payment methods such as cash, credit cards, money transfer, or cell phones. Rates for quick service are different depending on the distance between the place of origin and the place of receipt of the item, and the size of items. Information for this service should be checked in advance on the websites of quick service companies.



HOW TO ORDER A MEAL USING QR CODE

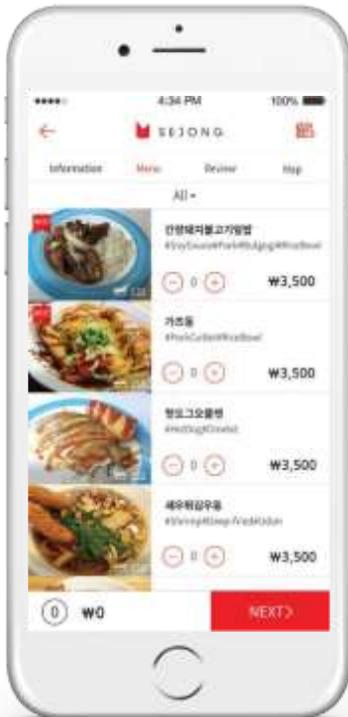
Sejong University is providing a meal order system using QR code for international students. This meal order system translates the meal menus and ingredients into 4 different languages. You can easily find the QR code stand in front of cafeterias.

MENU All the Sejong Cafeteria menus In 4 LANGUAGES

한국어, 中文, 日本語, English

You can see all the menus in 4 languages with pictures and details

* Scan this QR code, Whenever, Wherever



ORDER Without waiting in line, You can Order and pay in mobile

Mobile order service for SEJONG Foodcourt

- 1 QR Scan in Menustand
- » 2 Choose menu on your seat
- » 3 Pay with Point or show your mobile screen to cashiers
- » 4 Check your order number and Eat Delicious!



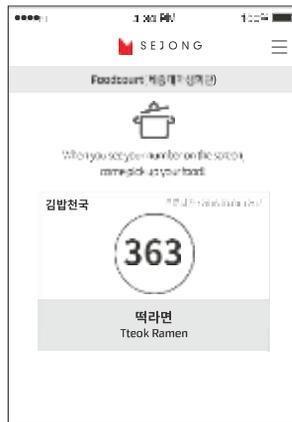
Service Access
(URL : Campus.redtable.kr)



Choose Menu



Pay with your points
(Purchase Point)



Order complete

HEALTH CARE AND INSURANCE

All international students are required to sign up for an international health insurance plan to help protect themselves from high or unexpected healthcare expenses incurred by diseases such as flu epidemics. Sejong University has made it mandatory for all international students to purchase insurance plans.

Health Care System in Korea

In Korea, it is common to visit walk-in clinics or local doctors. Local doctors are usually specialized in one field, such as the eyes, ears, skin, etc. If you have any special needs or need further treatment at a larger hospital, the doctor will refer you to an appropriate hospital. You may also go directly to general hospitals. However, the waiting time can be longer, and the fees are usually more expensive than local clinics.

National Health Insurance

Sejong University requires all international students to have a health insurance plan. The National Health Insurance Corporation (NHIC) covers a high percentage of your hospital and prescription drug costs. In the Korean insurance system, alternative therapies like acupuncture and homeopathy are sometimes also covered. International students can apply for National Health Insurance after their arrival in Korea. To apply for insurance, international students (holding D-2 visa) who have already registered as foreigners at the Immigration office, must visit the NHIC headquarters or one of its branch offices with their Alien Registration Card, passport and bank book (for automatic withdrawal). Unfortunately, billing is retroactive to the date you registered your residence in Korea. For example, if you decide to purchase insurance 6 months after your arrival in Korea, then you must also pay the monthly fee for the first six months you were not insured.

NHIC Headquarters

Subway: Line no. 5, Gongdeok Station, Exit no. 1 (10-minute walk)

Tel: 02) 390-2000

Website : www.nhic.or.kr

Sejong University Recommended Insurance Plan

- Covered period: 6 months
- Insurance Premium: 56,700 for male / 6 month, 64,400 KRW for female
- You are required to sign up when you make the tuition payment. It is mandatory, but you will get a refund if you submit proof of other current insurance.
- For details about SJU's recommended Insurance plan, please refer to the website at :
<http://eng.sejong.ac.kr/contents/eng/cor/insuranceforstudent.html>

ON-CAMPUS HEALTH SERVICE CENTER

The Health Center is responsible for attending to the health needs of Sejong students, faculty and staff. The center provides the following services

- Health advice
- Basic first aid supplies and medications (band-aids, painkillers, etc.)
- Basic checkup for blood pressure, blood sugar level, etc.
- Beds for rest

Business hours: 09:00-5:30 (Weekdays)

Location: 1st floor, Jiphyeon-gwan



HOW TO USE LIBRARY

How to get into the Library

To enter the library, you should swipe your mobile ID or student ID card on the entrance gate.

How to borrow and return

When borrowing, you will need to present your Student ID card at the Circulation Desk located on the 2nd floor. Note that there are many publications that cannot be lent.

- Assignment books: Books requested by the academic departments for student assignments.
- Reference books: Books whose call numbers include the alphabet letter.
- Serials: Books whose call numbers include the alphabet letter.
- Master's and doctoral dissertations: Books whose call numbers include the alphabet letter "T".
- Non-book items: Materials held in the Multimedia Room (only available for reading within the library).
- Rare books.

How to reserve group study rooms

The library has 30 group study rooms. These rooms can accommodate from 3 to 8 person and can be reserved for the use of Class group discussions, preparation for class presentations and so on. You can book these rooms by the hour, up to two hours at a time. Please visit the official website (<http://library.sejong.ac.kr/eng/>) for details such as the library guideline.

Library Hours

B2F, 1F Reading Rooms: 24 hours

2F ~ 9F: During Semester(Weekdays) : 09:00~22:00

/ During Semester(Saturday)/Vacation: 09:00~17:00



PLACES OF WORSHIP

Buddhist Temples

- The Seoul International Zen Center

Website : <http://www.seoulzen.org> E-mail :

seoulzen@yahoo.com

Tel.: 02) 900-4326

- Mu Sang Sa International Zen Center

Website : <http://www.musangsa.org> E-mail :

info@musangsa.org

Tel.: 042) 841-6804

Catholic 'Churches'

Place	Time	Language	Tel.
Myeong dong(Cultural Center)	Sun. 9 AM	English	02) 774-3890
Yoksam dong	Sun. 10 AM	English	02) 553-0801
Hannam dong	Sun. 9 AM	English	02) 793-2070
	Sun. 10 AM	German	
	Sun. 11 AM	English	
	Sun. 11:30 AM	Italy	
	Sun. 12:15	Spain	
	Sat. 6 PM	French	
Salesio labor center(Daelim 1 dong)	Sun. 11:30 AM	Tagalog (Philippine)	02) 765-0870
Philippine Center	Mon.~Sat. 8:30 PM		
Pastral Center	2 Sun. 11 AM	Spain (Latin American)	02) 928-2049
Pastral Center	Sun. 12:30	Vietnamese	02) 924-2706
	Last Sun. 3:00 PM	Thai	02) 924-2721

Protestant 'Churches'

- Yeoido Full Gospel Church

Tel.: (02) 782-4851

English Praise Service on Saturday 5:00 PM at the 2nd Education Building #901

English Worship Service on Saturday 10:45 AM at the 2nd Education Building #901

Sunday School(preschool & elementary) On Saturday 10:30 AM at the 2nd Education Building #902

日本語禮拜 每主日 午前 3時 第2教育館 9層 901號

Sunday School(teenager) On Saturday 10:30 AM at the 2nd Education Building #1003

中國語禮拜 每週主日 下午 1點 第2教育館 9層 907號

中國語主日學校 每週主日 下午 10點 40分 第1教育館 9層 907號

Pillipino Service On Sunday 3:30 PM

Servicio Hispano Martes, PM 5/Domingo PM 3 En 902, del Edificio de Educacion (#2)

Indonesian Service On Saturday 10:30 AM

- Onnuri Church

Website : <http://www.onnuri.or.kr>

Tel.: (02) 793-9686 Service: every Sunday, every two hours

- Sarang Community Church (New Harvest Ministry)

Website : <http://www.sarang.org>

Tel.: (02) 3479-7706

Service: every Sunday, every two hours

Islam

- Seoul Central Masjid

Website : <http://www.koreaislam.org/e-index2.php>

Tel.: (02) 793-6908

HALAL FOOD AND PRAYER ROOM ON CAMPUS

With the increasing number of Muslim students, Sejong University has made efforts to create a Muslim friendly campus environment.

Halal Food in Seoul

There are many restaurants, cafes and retail shops around Seoul that serve or sell halal food. You'll find a large concentration of halal establishments in Itaewon, Seoul's best-known multicultural neighborhood. However, distinction should be made between a Restaurant serving halal food and a halal-certified restaurant.

You may wish to inquire whether or not the establishment is certified by the Korea Muslim Federation (KMF) before visiting. Halal food becomes increasingly popular as the number of Muslims visiting Korea is on the rise, there is no doubt that more and more restaurants in Korea will offer halal options in the near future. There is a growing increase of halal-friendly menus so as to accommodate travelers with these dietary concerns. Here are a few recommended eateries listed below.

Babalndia LINK

Menu: Samosa and vegetable rolls, salad, curry, naan, lassi, etc.

Website : www.babaindia.co.kr (Korean only)

Inquiries: +82-2-521-4588

Kervan LINK

Menu: Kebab, pide (Turkish pizza), hummus, baklava, yogurt and other beverages, etc.

Website : www.kervanturkey.co.kr (Korean, English)

Inquiries: +82-2-792-4767

Persian Palace LINK

Menu: Palak paneer, tandoori chicken, naan bread, lamb shish kebab, kebab, etc.

Website : www.persianpalace.com (Korean, English)

Inquiries: +82-2-763-6050

MORE INFO

Visit this site (http://english.visitkorea.or.kr/enu/TRV/TV_ENG_3_5.jsp) to learn more about Muslim Friendly Restaurants in Korea

Prayer Room

One Muslim Prayer Room, Happy Dormitory #B10, is allocated for Muslim prayer. The prayer room facilities are capable of comfortably accommodating over 40 students at one time. Male and female prayers are separated by a high partition. It is open 24 hours.



SMOKING & DRINKING

You will find that smoking is prohibited in many of the buildings in the city. Smoking is allowed in some bars, restaurants, and cafes in designated smoking areas. Fine for smoking at prohibited areas is 100,000won.

The legal drinking age in Korea is 19. For many Korean people, drinking is an established part of their social life—this is how they relax or spend time with friends and get to know one another. There may be cases where Koreans will insist on going for a drink together. By doing so, Koreans feel it is easier to break the ice, especially when they first meet you. If you don't want to or cannot take any alcohol, you can always ask for a non-alcoholic drink instead. If you don't feel comfortable going to places that serve alcohol, explain this to your friends—there are lots of other places where you can meet. Bars in Korea are open to anyone and usually stay open till early in the morning.

SEJONG GLOBAL BUDDIES & ISA

ISA (International Students Association)

ISA stands for International Students Association and has been founded on 2014 by a group of enthusiastic international students. ISA is the main and only official student body to represent and support international students in Sejong University. Its aim is to make life of international students easy and comfortable, protect international students' rights, communicate students with the administration, provide useful information related to student life, academics, etc. Each year ISA organizes a number of events such as International Students Sports Festival, Korean Culture Trip, Movie Nights, Cultural Nights and so on. ISA also provides international and Korean student with opportunities to take part in voluntary activities to help people in need.

MORE INFO

ISA is available on the Facebook at <https://ko-kr.facebook.com/groups/isasejong/>

Global Buddy

Global Buddy is a volunteer group which helps international students at Sejong University to build a real friendship by multilateral ways of communication, further helping them to be accustomed to the unfamiliar life in Korea. Global Buddy focuses on building a personal bond between Korean students and international students through 'Buddy Matching'.

Each Buddy programs received fervent, positive feedback both from international Korean students. Global Buddy holds amazing events like International Welcoming Party where you can meet diverse Buddy members, M.T(Membership Training), and athletic events. These activities aim to promote a sense of connection and to make unforgettable memories by doing special activities. If you want to enjoy your life in Korea with awesome friends, Global buddy is right here for you.

MORE INFO

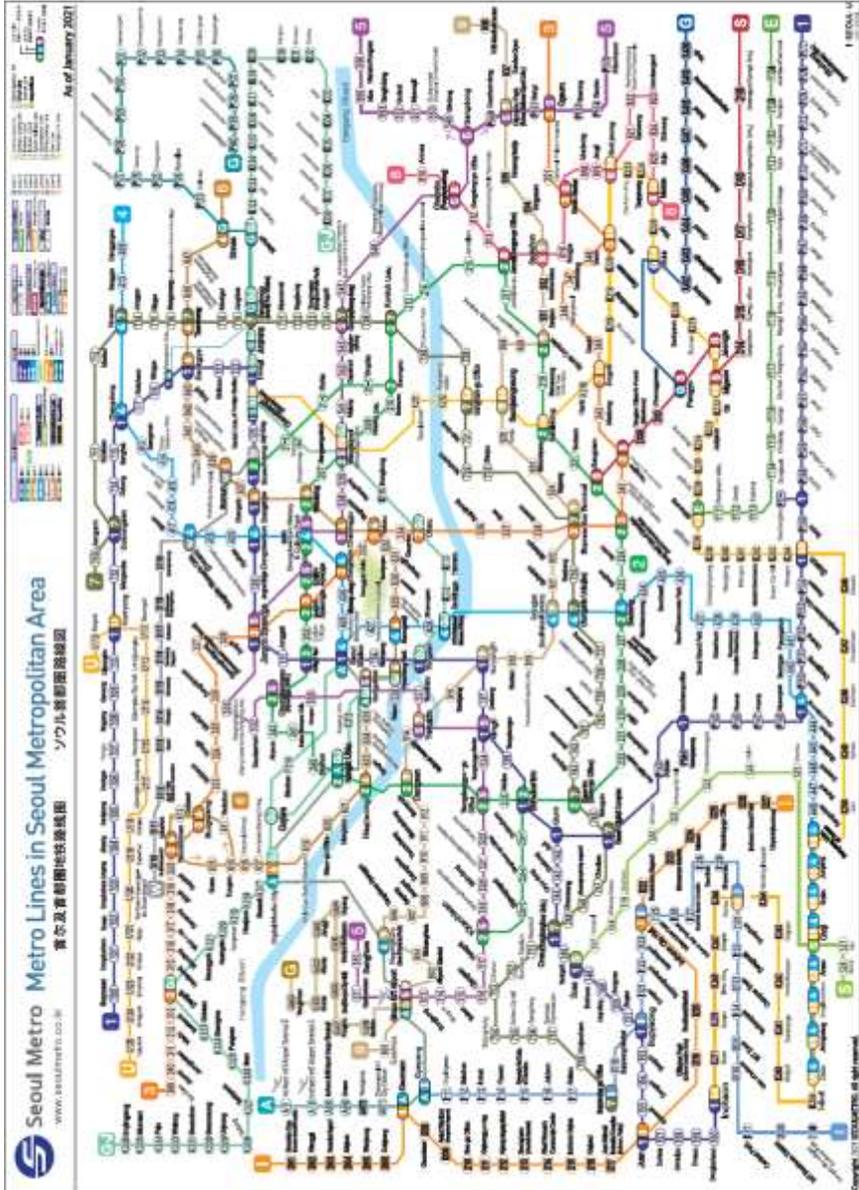
Global buddy is available on the Facebook at <https://ko-kr.facebook.com/sejonglobalbuddy/>





Appendix

SUBWAY LINES



CAMPUS MAP



- | | | |
|---------------------------------------|---|---|
| 1. Hapyeon-gwan | 21. Continuing Education Annex | 29. Asadal Pond |
| 2. Dacyang Hall | 22. Sejong Elementary School Auditorium | 30. Daeyang Tower |
| 3. Mozart Hall | 23. Yeongsil-gwan | 31. Aejiheon Chapel |
| 4. Gunja-gwan | 24. Chungmu-gwan | 32. Sejong Invention Center |
| 5. Gwanggaeto-gwan | 25. Yulgok-gwan | 33. Athletics Field |
| 6. Yidang-gwan | 26. Dasan-gwan | 34. Sejong-gwan |
| 7. Jingwan Hall | 27. Parking Garage | 35. Student Center |
| 8. Yongdeok-gwan | 28. Dongcheon-gwan(University Library) | 36. Saehsil-gwan(Continuing Education Center) |
| 9. Hong Jin Structure Research Center | 39. Hyeong-dang | 38. Mubang-gwan(Sejong Cyber University) |
| 10. Sejong Elementary School | 40. Sejong University Museum | |

USEFUL LINKS FOR SEOUL LIFE

Korea Immigration Service

<http://seoul.immigration.go.kr>

Seoul Global Center

<http://global.seoul.go.kr>

Hi Korea E-Government for Foreigners

<http://www.hikorea.go.kr/pt/index.html>

Korean Tourism Organization

<http://www.visitkorea.or.kr>

Korea Foundation Cultural Center

<http://kfcenter.or.kr>

Homestay Korea

<http://homestaykorea.com>

Seoul Craigslist

<http://seoul.craigslist.co.kr>

Around Seoul

<http://aroundseoul.com>

Adventure Korea

<http://adventurekorea.com/main/>

ISF (International Student Fellowship)

<http://isfkorea.org>

Korea Real Estate

<http://www.nicerent.com>

EMERGENCY NUMBERS

- Police 112
- Fire Department 119
- Emergency Patients / Ambulance 1339
- Korea Immigration Office 1345
- 24-hour International SOS for Foreign Travelers 02)790-7561
- Gwangjin Health Center 02)450-1114

EMBASSIES AND CULTURAL CENTERS IN KOREA

Embassies

Country	Contact	Tel.
USA	02-397-4114	http://korean.seoul.usembassy.gov/
UK	02-3210-5500	https://www.gov.uk/government/world/south-korea.co
France	02-3149-4300	http://www.ambafrance-kr.org/
Germany	02-748-4114	http://www.seoul.diplo.de/Vertretung/seoul/ko/Startseite.html
Japan	02-2170-5200	http://www.kr.emb-japan.go.jp/
China	02-738-1038	http://www.chinaemb.or.kr/kor/
Vietnam	02-734-7948	http://www.vietnamembassy-seoul.org/vi
Philippines	02-796-7387	http://www.philembassy-seoul.com/
Mongolia	02-794-1951	http://www.mongolembassy.com/
Thailand	02-795-3098	http://www.thaiembassy.org/seoul/
Cambodia	02-3785-1041	
Australia	02-2003-0100	http://www.southkorea.embassy.gov.au/seoul/home.html
Turkey	02-3780-1600	http://www.seul.be.mfa.gov.tr/
Malaysia	02-2077-8600	http://www.malaysia.or.kr/
Bangladesh	02-796-4056	
Indonesia	02-783-5675	http://kbriseoul.kr/kbriseoul/index.php/ko/
Nepal	02-3789-9770	http://www.nepembseoul.gov.np/
Russia	02-318-2116	http://www.russian-embassy.org/

Cultural Centers

Country	Contact	Tel.
USA	02-397-4647	http://korean.seoul.usembassy.gov/americancenter.html
UK	02-3702-0601	http://www.britishcouncil.kr/en/english
France	02-317-8500	http://www.institutfrancais-seoul.com/ko/
Germany	02-2021-2800	http://www.goethe.de/ins/kr/ko/seo.html?wt_sc=seoul_
Japan	02-765-3011	http://www.kr.emb-japan.go.jp/cult/cul_guide_hist.htm
China	02-733-8307	http://www.ccseoul.org/
Philippines	051-442-0025	http://cafe.naver.com/phil7107
Mongolia	02-446-4199	http://www.mongolcenter.org/
Turkey	02-3452-8182	http://www.turkey.or.kr/

OFFICE OF INTERNATIONAL AFFAIRS

Center for International Students and Scholars (CISS)

Working Hours

Monday – Friday 9:00 am ~ 5:30 pm (Lunch

Hour: 12:00 am ~ 01:00 pm)

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