



# EWHA

## WOMANS UNIVERSITY

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외국인 유학생 핸드북

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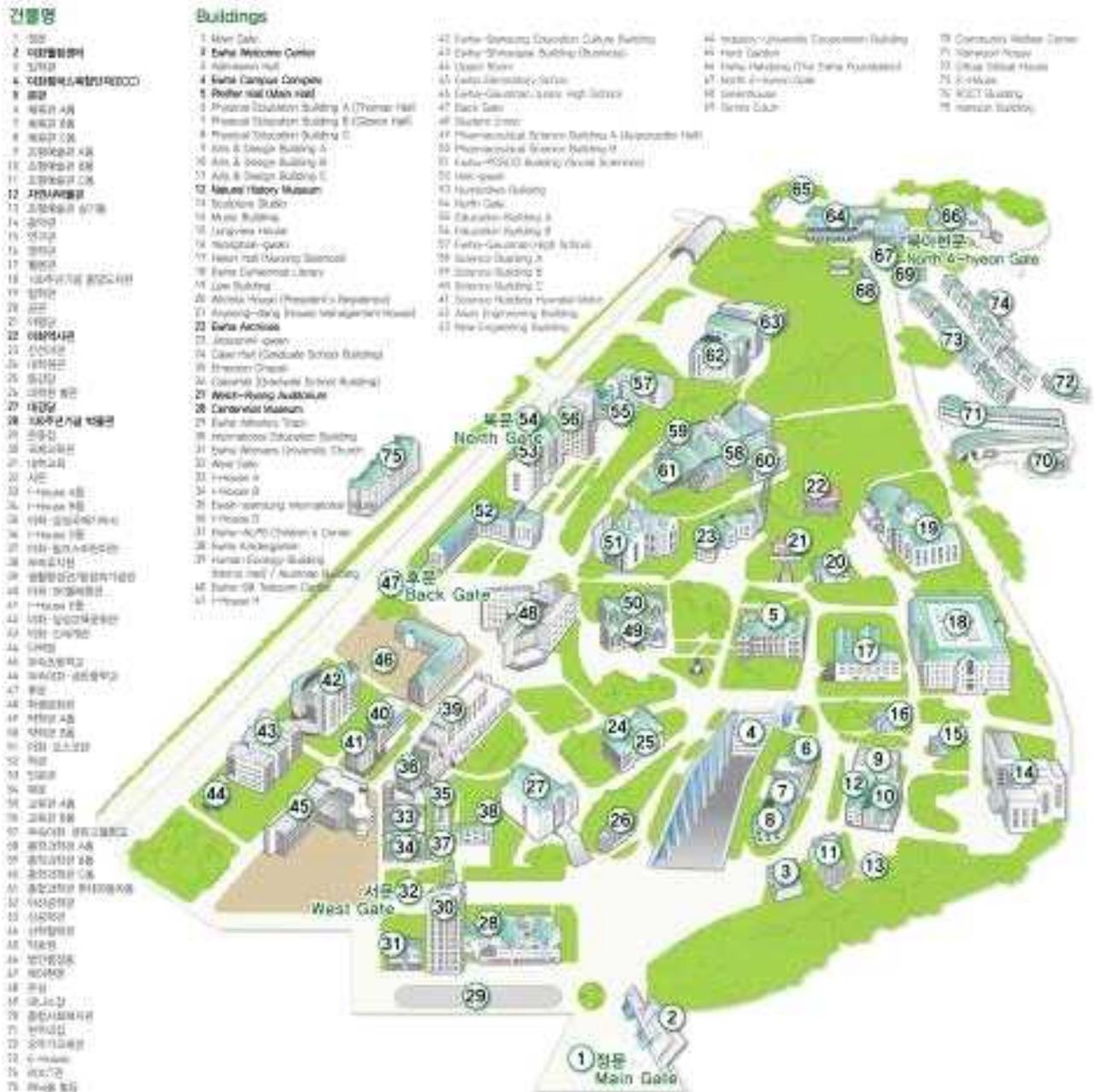
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# 1 WELCOME TO EWHA

Whether you are familiar with Korea or not, adjusting to a new environment is never easy. You will often encounter difficult situations and will likely have many questions. Please feel free to contact International Student Affairs Team (ISAT) with your questions or concerns. We will try our best to make your life at Ewha memorable and valuable, and we will be here for you whenever you have difficulties. We sincerely hope you enjoy your experience here at Ewha Womans University!

# 2 CAMPUS MAP



## 3

## IMPORTANT DATES FOR 2022 SPRING SEMESTER

## 1) Important Dates for Incoming Degree-Seeking Students

2022 FEB	16(Wed)-18(Fri)	Course Registration for General Graduate Students	Course Registration System 2/16(Wed) 09:00 - 2/18(Fri) 17:00
	22(Tue)-23(Wed)	Course Registration for Undergraduate Students	Course Registration System 2/22(Tue) 09:00 - 2/23(Wed) 17:00
	25(Fri)	Matriculation Ceremony	
2022 MAR	2(Wed)	First Day of Spring Semester	Students must check 'Class Schedule' and 'Classroom' at EUREKA before the class starts.
	2(Wed)-8(Tue)	Confirmation & Change (Add/Drop) Period for Undergraduate Students	Course Registration System 3/2(Wed) 09:00 - 3/8(Tue) 15:00
		Course Registration for Incoming Transfer Students	
	3(Thu)-10(Thu)	Confirmation & Change (Add/Drop) Period for Graduate Students	Course Registration System 3/3(Thu) 09:00 - 3/10(Thu) 15:00
	10(Thu)-11(Fri)	Registration Change Period for Students who Registered for Cancelled Courses (Undergraduate)	<ul style="list-style-type: none"> <li>▪ 3/10(Thu) 13:00 - 3/11(Fri) 12:00</li> <li>▪ Check for Cancelled Courses : After 3/9(Wed) 13:00, Notice board at <a href="http://www.ewha.ac.kr">www.ewha.ac.kr</a></li> <li>▪ Course Registration System: Registration change is only allowed for those who registered for cancelled courses</li> </ul>
	11(Fri)	Registration Change Period for Students who Registered for Cancelled Courses (Graduate)	<ul style="list-style-type: none"> <li>▪ 3/11(Fri) 13:00-17:00</li> <li>▪ Check for Cancelled Courses : After 3/10(Thu) 22:00, Notice board at <a href="http://www.ewha.ac.kr">www.ewha.ac.kr</a></li> <li>▪ Written submission at Registrar(To be informed individually) for those who registered for cancelled courses</li> </ul>
	21(Mon)-25(Fri)	Course Withdrawal Period	Course Registration System 3/21(Mon) 09:00 - 3/25(Fri) 17:00
2022 JUNE	21(Tue)	End of Spring Semester	
	28(Tue)	Start of Summer Semester	

※ Course Registration System (<http://sugang.ewha.ac.kr>)

※ Please note that the above dates are subject to change.

## 1) Student ID Card

One of the most important things during the first few days at Ewha is making your Student ID Card. Your card will have many functions at Ewha, including borrowing books in the library, access to buildings in the campus, reading room seat reservations, attendance verification, cash withdrawal (debit card:optional), photocopy, etc.

### A. Issuing New Student ID Card

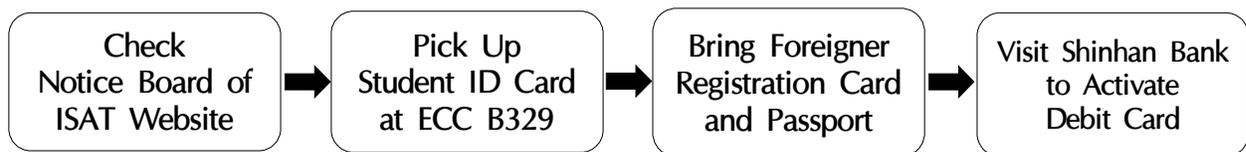
- ① Group Application: Fill out an application form and apply through online

(\*Please refer to the notice from the notice board of ISAT website regarding the submission of required documents)

- ② Individual Application: Visiting Student Service Center(ECC B303)

### B. Picking Up Your Student ID Card and Using It as a Debit Card

Degree-seeking students can use their student ID as a debit card after activation with Shinhan Bank. You can use it to withdraw money from ATM. Several ATMs are located on our campus.

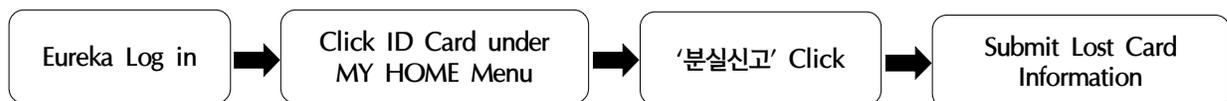


※ Location of ATM

- ① Global ATM : Shinhan Bank at ECC B4 & International Education Building 2F  
 ② General ATM : Helen Hall, Engineering Building, Human Ecology Building, Student Union Building, Science Building, Ewha-Samsung Education Culture Building, Main Gate

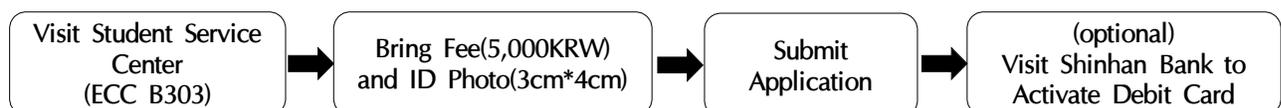
### C. Reporting a Lost Student ID & Replacement

- ① Report Lost ID



- ② Deactivating the Debit Card Function: Visit Shinhan Bank(ECC) or Call 1544-7200

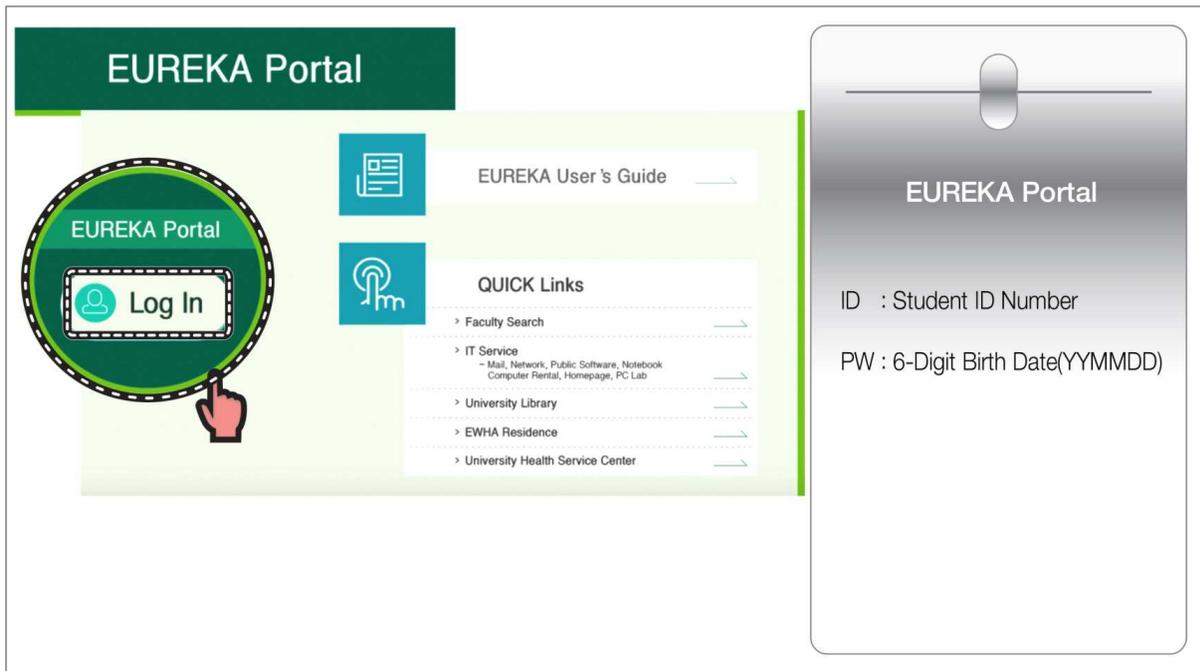
- ③ Reissuing of Your ID Card When Lost



## 2) Ewha Portal (Eureka) and Email

### A. How to Start Eureka (<http://eportal.ewha.ac.kr>)

- Click the 'English' letter on upper right side of the eportal page.



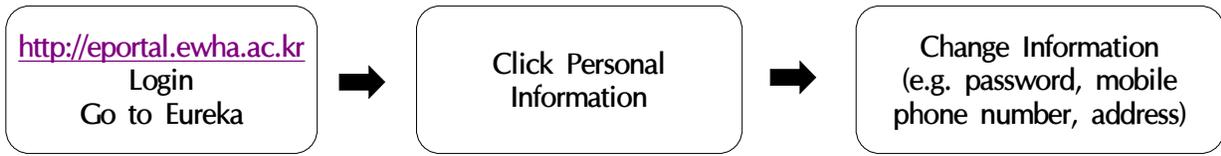
The screenshot shows the EUREKA Portal interface. A red callout box with a hand icon points to the 'EUREKA' menu item in the green navigation bar. The navigation bar also includes 'MYHOME', 'Research\_Industry', 'THEPORTFOLIO', 'CyberCampus', 'Library', 'Ewhain', and 'eDrive'. Below the navigation bar, there are sections for '받은편지함(Gmail)', 'Today's Schedule', 'Notice For Ewha', 'Free Message Board', and 'Message Board (Student)'. A callout box on the right side of the screenshot contains the text: 'EUREKA Portal', 'Green Menu Bar shown on the Top', and 'Please Click EUREKA'.

## B. Eureka Menus

※ Eureka Key Menus: Course Schedule/Syllabus, Tuition Bill, Verification of Tuition Payment, Grade, Student Counseling, etc.

The screenshot shows the Eureka Portal interface. The top navigation bar includes '이화여자대학교' (Ewha Womans University), 'Academic affairs', 'Student service', and 'Career'. The main content area features a calendar for February 2021, with the 10th highlighted. To the right of the calendar is a 'View Graduation Confirmation' section. Below the calendar is a 'Recently used menu' section with a list of items: 'Installment Bill', 'Career Chart', 'View Course Registrat...', 'Course Evaluation', '학수번호별 강의물기...', 'Graduate-level Cours...', 'Cancelled Courses', 'View courses accepte...', and 'Retake Representative...'. A 'PUSH' notification for '1 Case' is also visible.

### C. How to Edit Personal Information and Change Password at Eureka



※ Please update your contact information on Eureka including your mobile phone number

- ① ISAT and other offices at Ewha send out notices and information through SMS. Also, in case of individual notice, ISAT may directly contact you by mobile phone.
- ② Often *Yahoo, Hotmail, QQ or 163* users cannot receive emails from Ewha. ISAT highly recommends using email accounts **other than Yahoo, Hotmail, QQ or 163**.
- ③ Check your email and notice board at ISAT website regularly in order not to miss any notice or information.

## D. How to Use ewhain.net Email Account

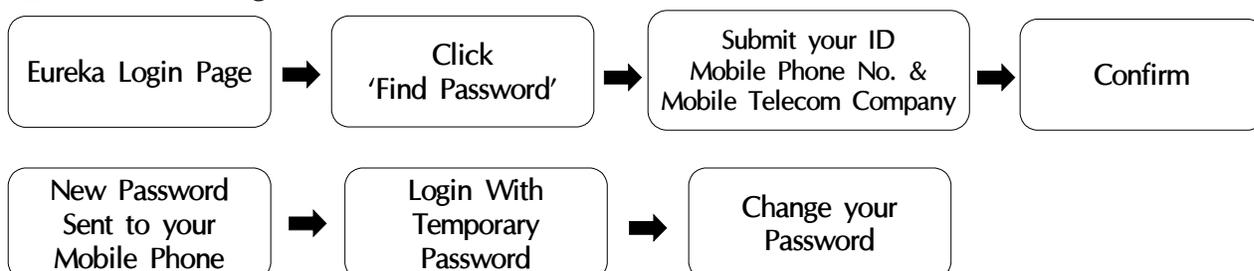
### ① @ewhain.net (Gmail)

Official email notifications from the university are sent **ONLY** to your **ewhain.net** account. You should check your ewhain email account for **important and useful** information regarding courses, scholarships, events and job recruitment. Be sure to check your ewhain.net email frequently and to empty your inbox before it becomes full.

### ② Login "@ewhain.net" email



### ③ When You Forgot Your Password



### Password Inquiry (In case you cannot find your password through Eureka system)

- Undergraduate/Graduate Students: Student Service Center(ECC B303, 02-3277-2064)
- Professional/Special Graduate Students: Each Graduate School Office

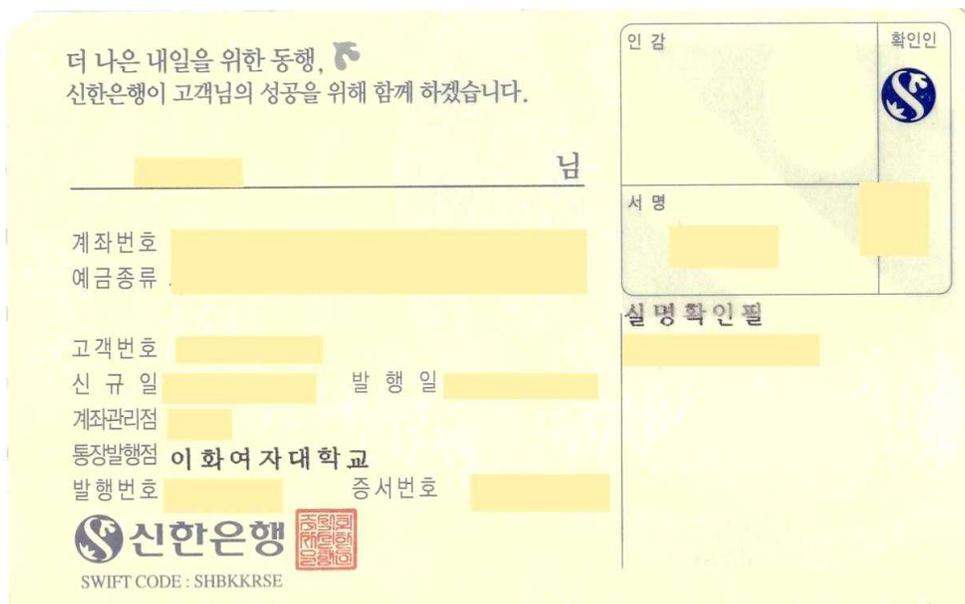
## E. Updating Your Bank Information On Eureka System



The screenshot shows the 'Personal Information' page in the Eureka system. The 'Bank Acc. Info.' section is highlighted with a red box. It contains the following fields and options:

- Bank:** A dropdown menu.
- Account No.:** A text input field with a note: "Enter numbers only, without hyphens ('-')." Below the field.
- Account Holder:** A text input field.
- I hereby agree to provide EWhA and banks with my account number.

- ① When you open a bank account in Korea, you **MUST** update your bank account information on the Eureka system, since scholarships and tuition refunds will be given through the bank account you provide.
- ② If you have difficulty in updating it by yourself, please contact the **Scholarship and Welfare Office**([scholarship@ewha.ac.kr](mailto:scholarship@ewha.ac.kr)) with (1)your name, (2)student ID number, and (3)a scanned copy of your bank book's first page.



※ Sample of the First Page of Bank Book

### 3) Wechat Pay Tuition Payment Service

Chinese freshmen and enrolled students can use Wechat Pay to make tuition payment. To prevent voice phishing crime, Wechat Pay is highly recommended.

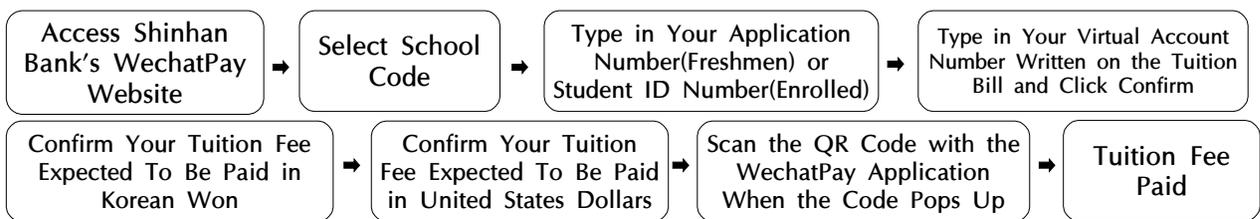
#### A. Payment by Wechat Pay

Regular Semester tuition (summer/winter course tuition and dormitory fees cannot be paid with Wechat Pay)

※ Payment in installments is not allowed by Wechat Pay

B. Link for Shinhan Bank Wechat Pay: <https://www.shinhan.com/hpe/index.jsp#041007010000>

#### C. Method of Payment



The screenshot shows the 'WechatPay Tuition Payment Service' registration page on the Shinhan Bank website. The page title is '등록금 납부' (Tuition Fee Payment). The main heading is '위챗페이(Wechat Pay) 등록금 결제 서비스' (Wechat Pay Tuition Fee Payment Service). Below this, there are instructions in Korean and Chinese, and a WeChat Pay logo. The registration form includes fields for '학교 선택' (Select School), '수령번호/학번 입력' (Input Receipt Number/Student ID), and '개인가상계좌번호 입력' (Input Personal Virtual Account Number). A '확인(确认)' (Confirm) button is at the bottom. To the right of the form, a box lists school codes: Undergraduate/Freshman: 49802, Undergraduate: 43109, Graduate/freshman: 47005, Graduate: 47004. Below this box, instructions in English guide the user to type in their application number or student ID, their virtual account number, and click '확인'.

\* School Code for Undergraduate Transfer: 58309

등록금 납부

수업번호: 023456789 | 등록금 내역: 學費明細

학부: 00 대학교 00학부  
 수업번호(학번): 1234567890  
 학생명: 김신한  
 등록금: KRW 4,338,000

금액 확인(金額確認)

WechatPay Tuition Payment Service

Confirm your tuition fee expected to be paid in Korean Won

등록금 납부

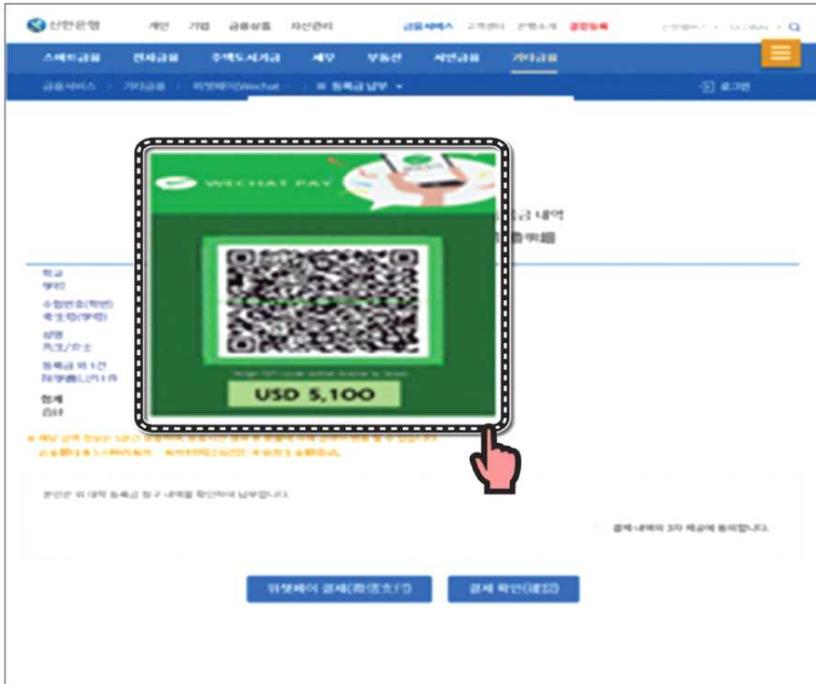
수업번호: 023456789 | 등록금 내역: 學費明細

학부: 00 대학교 00학부  
 수업번호(학번): 1234567890  
 학생명: 김신한  
 등록금: USD 3,843.94

결제 확인(確認)

WechatPay Tuition Payment Service

Confirm your tuition fee expected to be paid in United States Dollars



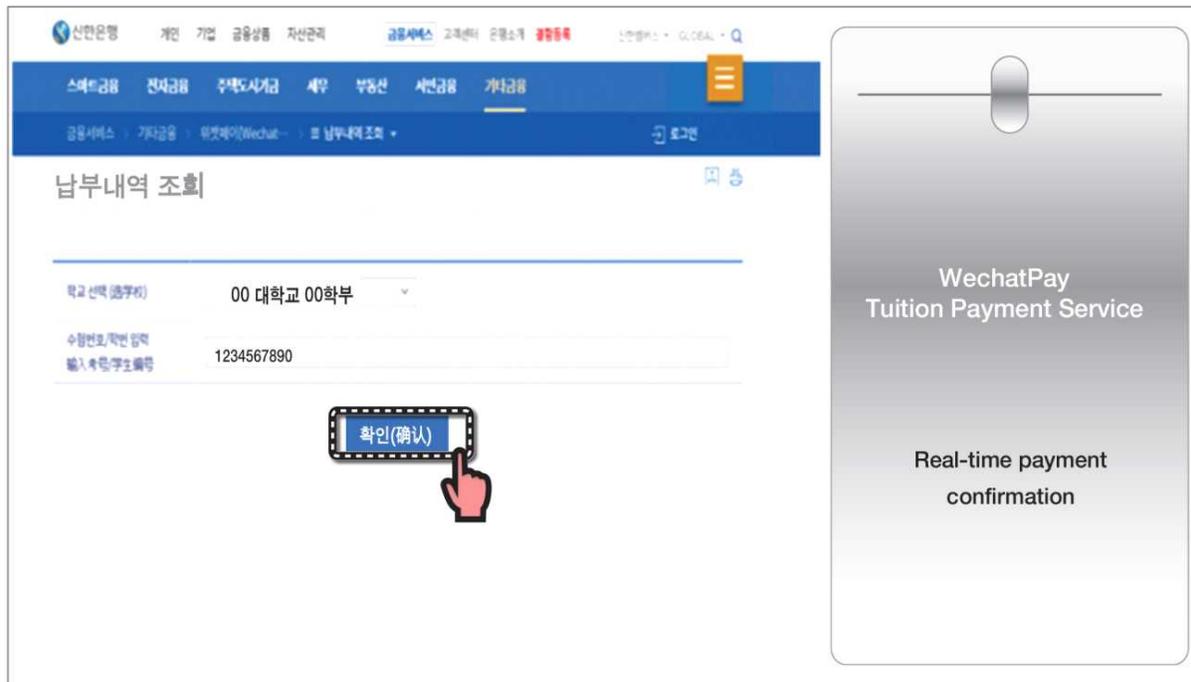
WechatPay  
Tuition Payment Service

Scan the QR code  
with the WechatPay application  
when the code pops up



WechatPay  
Tuition Payment Service

Tuition fee paid



※ Inquiry: Accounting Team (02-3277-3410, 2088)

## 5

## ACADEMIC LIFE AT EWHA

These suggestions and explanations are provided to help students become familiar with the Korean academic environment. If you have any questions, do not hesitate to approach fellow students, academic advisors, teaching assistants, professors, or staff members in the International Student Affairs Team(ISAT).

### 1) Tips for Academic Success

#### A. Choose Your Courses Wisely

- ① Choose a combination of more and less demanding courses. Check to see how many papers and exams are required. Have a clear understanding of the reading assignments in a course. For this information, you can refer to the course syllabus or ask senior students.
- ② Search for 강의시간표/강의계획안 under the menu of 학사안내 at Ewha website and ask your peers for the recommendation of each course.
- ③ Taking too many courses may result in feelings of discouragement and poor academic performance.
- ④ Requirements and requisite courses before graduation are all different depending on the majors and admission types. Check course schedule and notice from Ewha carefully.
- ⑤ Visit the corresponding department office or website to better understand the academic curriculum policies and graduation requirements for individual department or major.  
(Look for Appendix 7 for contact information of your department office)

## **B. Talk with Instructors**

- ① Ask for clarification or help from the professor right after a lecture whenever necessary. You need to understand the course content and all the instructions clearly.
- ② If you have any concerns, ask your academic advisor or a counselor at the counseling center. When you have any problem, it is important to consult with the people around you and make an effort to solve it.

## **2) What is Expected in an Ewha Classroom**

### **A. Active Participation by Students**

- ① Some courses have sessions devoted to class discussion. Being silent in the discussions can be interpreted as having no interest or being unprepared for class.
- ② Some courses have team projects for assignments. Being able to work as a team is one of the key elements of school life. Devote your time, communicate with your peers and commit to the assignments.

### **B. Taking Responsibility and Being Self-Motivated**

- ① Attendance is always important for a student. If you are absent more than a third of the class, you will receive an F grade (failure).
- ② In some courses, students will do most of the work as a team and this work will contribute to a significant part of their grade.
- ③ Contents not only those covered in the lecture, but also the extra materials, such as supplementary textbooks and additional readings, may be on the exams. Always be prepared and search for necessary materials that are relevant to the lecture on your own. You should make a habit of self-directed learning.

## **3) Academic Honesty & Plagiarism**

### **A. Academic Honesty**

- ① Academic dishonesty will cause serious consequences in school life.
- ② Dishonest conduct including cheating and plagiarism will cause deducted marks for the exams and assignments, and even an F grade (failure).
- ③ Academic dishonesty may be listed on the student record and subject to disciplinary action such as suspension or expulsion.
- ④ Proxy attendance could lead to suspension or expulsion.

### **B. Plagiarism**

- ① Plagiarism refers to using others' words and/or ideas as your own.
- ② When using someone else's words and/or ideas, you must cite the source.
- ③ Cite the source correctly.
- ④ It is plagiarism if you use someone else's ideas without giving credits even if you don't use the exact wording.

## 1) Course Registration

### A. Important Notes

Confirm the mandatory courses at the department office. Detailed information on regulations and required courses can be found in the course registration guide book.

### B. Course Registration

Decide which courses you will take during the 2022 Spring semester and register online at Course Registration System (<http://sugang.ewha.ac.kr>). During the course registration period (February), registration will be blocked once the quota is full. During add/drop period (March), you can register for courses with “Delayed Cancellation System”, Please refer to the <Course Registration Manual> in Course Registration System for further details.

### C. Course Information

To learn more about course registration, please download the ‘Registration Guide for International Students’ in PDF format from the Ewha website.

- ① List of available courses for undergraduate students: Ewha website → 학사안내 → 강의시간표/강의계획안 → 학부 강의시간표/강의계획안 보기 → 조회하기
- ② List of available courses for graduate students: Ewha website → 학사안내 → 강의시간표/강의계획안 → 대학원 강의시간표/강의계획안 보기 → 조회하기
- ③ To see the list of courses conducted in English, please visit the English version of Ewha web site(<http://www.ewha.ac.kr/ewhaen>) → Academics → Courses → Undergraduate/Graduate → English-Taught Courses

### D. How to Register for Courses (<http://sugang.ewha.ac.kr>)

- ① Login ID: Student ID Number or Application ID(Before student ID number confirmation) / Password: 6-digit birth date(YMMDD)
- ② You can find more detailed information with registration guides at course schedule menu of Ewha web site.

Students		Course Registration Period	Confirmation & Change (Add/Drop) Period
Under-graduate	Freshmen	2/22(Tue) 09:00 - 2/23(Wed) 17:00	3/2(Wed) 09:00 - 3/8(Tue) 15:00
	Incoming Transfer Students	3/2(Wed) 09:00 - 3/8(Tue) 15:00 -This schedule is tentative and subject to change, so please try finding the newest version of schedule if any further updates occur at Course Registration System( <a href="http://sugang.ewha.ac.kr">http://sugang.ewha.ac.kr</a> )	
Graduate	All	2/16(Wed) 09:00 - 2/18(Fri) 17:00	3/3(Thu) 09:00 - 3/10(Thu) 15:00

### ③ Tips for Using the Course Registration System

**STEP 1. Student ID Check for New Incoming Students**

- Undergraduate Freshmen & Incoming Transfer Students & First year graduate students need their Application ID to find student ID number.
- Find your student ID on the Notice Board of Ewha website(www.ewha.ac.kr)
- You must have your application number to check your student ID. The password is your 6-digit birth date(Yymmdd).

**STEP 2. Log in to <http://sugang.ewha.ac.kr> and read <Course Registration Manual>**

- During the course registration period(February), new incoming students can register for courses with **waitlist system**.
- Available options for course registration: ① View/Register with Wish List  
② View/Register for Courses ③ Direct Input  
Available options for wish list: ① View/Register for Courses ② Direct Input
- During add/drop period(March), you can register for courses with **Delayed Cancellation System**

### ④ Time Blocks for Class Schedule

Class schedules are presented in time blocks. The time blocks can be understood as:

Period	1	2	3	4	5	6	7
Time	08:00-09:15	09:30-10:45	11:00-12:15	12:30-13:45	14:00-15:15	15:30-16:45	17:00-18:15

## 2) Course Withdrawal

Students may withdraw from courses without penalty during the period of **3/21(Mon) 9:00 to 3/25(Fri) 17:00** through the Sugang website (<http://sugang.ewha.ac.kr>). Once you withdraw a course, you can not undo it. Enter the course number and class number that you would like to withdraw, and click '철회신청.' There are some courses that cannot be withdrawn, so make sure to check 'NOTE' on the course schedule before you register for your courses.

## 3) Grading System

### A. GPA\* by Grade

Grade	GPA								
A+	4.3	B+	3.3	C+	2.3	D+	1.3	F	0
A0	4.0	B0	3.0	C0	2.0	D0	1.0		
A-	3.7	B-	2.7	C-	1.7	D-	0.7		

\*GPA: Grade Point Average

### B. Sign of Pass or Fail

- ① S(Satisfactory)/U(Unsatisfactory): S counts in the total number of credits, but it is not included in the grades. (Example: Choir, Freshmen Seminar etc.)
- ② P(Pass)/F(Fail): Not included in the total number of credits or grades. (Example: Thesis,

## 4) Chapel Registration

### A. Eligibility: All Degree-Seeking Undergraduates

### B. General Requirements

- ① Students who have completed 7 semesters or less are automatically assigned a fixed day of the week for the Chapel according to their college and academic year. Thus, only those who want to change the assigned date have to register.
- ② Returning students, re-admitted students, transfer students, and students in or past their 8<sup>th</sup> semester must register in person for the Chapel.
- ③ Training credits (Chapel) are limited to 1 credit per semester. Students may additionally register for training credits (Chapel) not completed in the previous semester.
- ④ Students can make-up for their absences of the Chapel by registering supplementary Chapels (1-day or special make-up).
  - ※ More detailed information will be announced by the Office of the Chaplin.
- ⑤ Students who have not completed Chapel credits (a total of 8 credits) until their last semester before graduation may not graduate according to article 48 clause 3 of Ewha Regulations. (Students transferring as juniors must complete 4 credits.)
  - ※ Please note that Chapel credits are not counted as graduation credits but taking Chapel is mandatory for graduation.

### C. How to Register for Chapel

- ① Period: Confirmation & Change(Add/Drop) period 3/2(Wed) 9:00 - 3/8(Tue) 15:00
  - ② Registration: Go to 'Course Registration System' <http://sugang.ewha.ac.kr> → Click 'Chapel Registration' → Select your preferred date and time → Save to register
  - ③ To Change or Cancel: Chapel Registration → Search for the day you have registered → Select and Cancel it → Find another designated day and time → Select and Save to register
- ※ Students who have not completed Chapel credits of the previous semester can make up for the credits by registering for more Chapel courses.

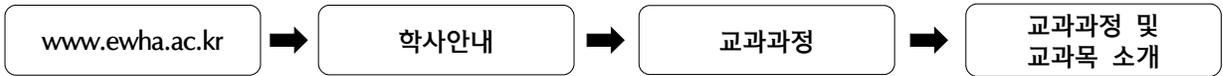
### D. How to Check Absences or Make up for Absences

- ① Check Absences:
  - a. Eureka → Course/Chapel → View Chapel Absences
- ② Make-up Chapel Registration:
  - a. 1-day & Special Make-up Chapel Registration: Eureka → Course/Chapel → Chapel Absences Supplementary

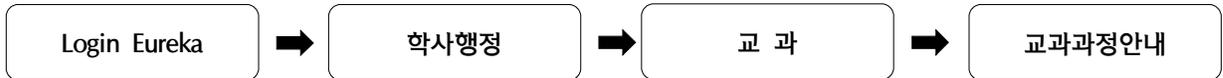
## 5) Required Courses

For Undergraduate Students Only

### A. View Curriculum at Ewha Website(www.ewha.ac.kr) (Korean Only)



### B. View Curriculum via Eureka (Korean Only)



The screenshot shows the Eureka system interface. The navigation path is: 학사행정 > 교과 > 교과과정안내. The interface includes a search bar, a sidebar menu, and a main content area with various tabs like '학생종합정보', '교과', '수강/채움', '성적', '등록금', and '장학'.

Input your Incoming Year in '교과과정년도' (Incoming Year -2 for Transfer Students)

Select your College, Department, Major and Click '출력'

※ For more details, please inquire to each college department office. (Refer to Appendix 7)

HSS1000133(1601103)

Date : 2021/07/16

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## 교과과정안내

인문과학대학 학부/학과 : 인문과학부 전공 : 영어영문학 출력구분 : 주전공

졸업학점-선민	졸업학점-권입	졸업평균점	영어강의 이수학점	인문학관련 교양 이수학점	영교과목 이수학점	다과인정제한학점	신평정공성치여부				
129	64.5	1.7	18	8	-	6	설치				
구분	영역명 (학수번호) *신청교과목	교과목명	이수 필수년	점수 범위	시간	평점	필수 여부	특사 관인생 제외여부	계선택과목	2020학년 2학기 계선택여부	비고
영문영문	[이공계대외(영문)]	[2영역 5학점 이수]					필수	Y			
	-기독교와세계	[1과목 3학점 이수]					필수	Y			
	10023 기독교와세계		1	1.2	3	3	필수		기독교	Y	
	-다문화어문	[1과목 2학점 이수]					필수	Y			

## 6) Korean Language Course

**\*\* ALL international undergraduates must submit TOPIK level 4 scores before graduation. (exception: Students from the Division of International Studies) \*\***

### A. Korean Language Course Details for 2022 Spring Semester

#### a. Undergraduate/Graduate Korean Language Course

	Course Number		Course Title	TOPIK Level	Credit		Grading type	Schedule	2022-1 open
	Under graduate	Graduate			Under graduate	Graduate			
1	11375		Practical Korean 101	-	0	0	For under graduates : A+~F	Tue, Thu 6-7 (6hrs in a week)	O
2	11376		Practical Korean 102	1					O
3	11377		Practical Korean 201	2					O
4	11378		Practical Korean 202	2					-
5	11411		Practical Korean 301	3					-
6	11412		Practical Korean 302	3					-
7	11405	11413	Practical Korean 401	4	3	0	For graduates: P/F	Mon~Thu 1-2 (12hrs in a week)	-
8	11406	11414	Practical Korean 402	4					-
9	10986		Korean 1	~ 1	0	0	For graduates: P/F	Mon~Thu 1-2 (12hrs in a week)	O
10	10987		Korean 2	2					O
11	10988		Korean 3	3					O
12	10989	11158	Korean 4	4	6	0	For graduates: P/F	Mon~Thu 1-2 (12hrs in a week)	O
13	11197	-	Korean 5	5					-
14	11198	-	Korean 6	6					-
15	10984	10990	Academic Korean 1	5					O
16	10985	10991	Academic Korean 2	6					-
17	11311	11313	(For Foreign Students) Writing Report and Thesis	5~6	3			Thu 6-7 (3hrs in a week)	O

\* Registration: [sugang.ewha.ac.kr](http://sugang.ewha.ac.kr) → [Course Registration](#) → search [Opening Courses/Register](#) → select [Undergraduate](#) → [Course #](#) → enter the course number and search

\*\* 'Academic Korean 1' will be opened only until the 2022-2 semester, and from 2023 semester, it will be subdivided into 'Academic Korean 1: speaking and listening' and 'Academic Korean 1: reading and writing', so those who are scheduled to retake the course must retake 'Academic Korean 1' within 2022.

\*\*\* Undergraduate students have different credits and grades assigned to each academic number, and graduate students are all 0 credits (P/F).

## b. Korean Language Course from GDKS GSIS

Type of Students	Course #	Course Title	TOPIK Level	Credit	Grading Type	Schedule
Graduate	KS533	Academic Korean 1: Speaking and Listening	5~	3	A+~F	Fri 4-5

\* Registration: sugang.ewha.ac.kr → [Course Registration](#) → search [Opening Courses/Register](#) → select [Graduate School of International Studies](#) → [Course #](#) → enter [KS533](#) and search

\*\* This course aims to help students practice debates and discussions in their major field of study. 3 credits will be given and students need to check their own completion grade.

## c. Contact

① Email: koreange@ewha.ac.kr

② Tel: 02-3277-2106/6614

## ※ Precautions

- If you have a valid test score in TOPIK, please present it on the first day. Students can register without a TOPIK score but a Korean Language level test can be held on the first day of the course, and your class can be rearranged to another class according to your level.
- Registering only one course for each semester. Cannot register more than 1 class.

## B. For undergraduate students who completed Ewha Language Center(ELC)'s Korean Intensive Program prior to admission

Students who have completed Korean Intensive Program level 4...	...are eligible to receive 6 credits with "Korean Language and Korean Culture: Introduction" (한국어와한국문화:기초)
Students who have completed Korean Intensive Program level 5...	...are eligible to receive 6 credits with "Korean5" (한국어5)
Students who have completed Korean Intensive Program level 6...	...are eligible to receive 6 credits with "Korean6" (한국어6)

① Spring 2022 incoming new students: Undergraduate students entering the Spring semester of 2022, having completed the ELC's Korean Intensive Program level 4~6 within a year prior to admission are eligible for credit recognition for up to 6 credits in their first semester(Spring 2022).

② Spring 2022 incoming transfer students: Undergraduate transfer students entering the Spring semester of 2022, having completed the ELC's Korean Intensive Program level 4~6 within a year prior to admission are eligible for credit recognition for up to 6 credits in their first semester(Spring 2022).

**CAUTION**

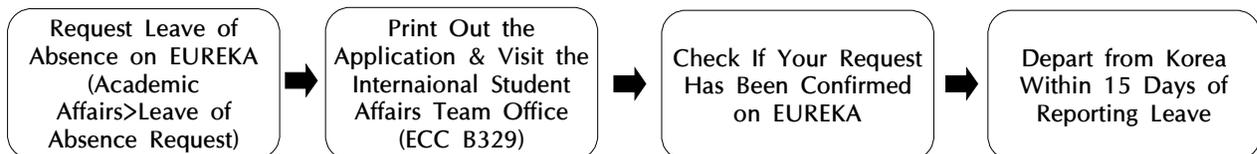
International Student Affairs Team is obliged to report to the Immigration Office when a foreign student with a D-2 visa receives permission of entrance, takes a leave of absence, returns to school from leave, gets academically dismissed, completes their course, postpones graduation or graduates from school. **For D-2 visa holders, the visa will automatically expire when you are reported as leaving, being dismissed, or graduated.** Accordingly, you must leave Korea within 15 days from the date of the report. If not, you will be reported as an illegal immigrant and the Immigration Office will not approve any future visa applications.

- \* D-10 visa: This visa is given to those who fulfill all requirements and are seeking to work in South Korea. Only those who are graduating soon, or have already graduated, can apply for this visa.
- \* F-4 visa: As a visa for overseas Koreans, F-4 visa will remain valid even after completion of all credits. If you are an F visa holder (F-1~F-6), you are not obliged to get a D-2 visa - you may study with your existing F visa.

**1) Leave of Absence****A. Application Period for Leave of Absence**

	Spring Semester	Fall Semester
Before Start of Semester	(Previous year)Mid-Dec. - (This year)Late Feb.	Mid-Jun. - Late Aug.
During Semester (After Registration)	First day of Semester - Last day of Leave of Absence Application Period	

- \* Deadlines for leave of absence application can be found in the Academic Calendar posted on the Ewha website ([www.ewha.ac.kr](http://www.ewha.ac.kr) >Academics>Academic Calendar) and notice board.

**B. Procedure & Precautions**

- \* You must apply online for 'leave of absence' first on the Eureka system, print out the completed Leave of Absence Form and receive confirmation by International Student Affairs Team.
- \* When you cannot request a 'Leave of Absence' due to an issue with your bank account number on Eureka, send a scanned copy of the first page of your local bankbook to [scholarship@ewha.ac.kr](mailto:scholarship@ewha.ac.kr) with your name, Student ID number and reason for the request (ex. Leave of Absence).
- \* More details are in Academics → Academic Resources → School Register → Leave of Absence menu or Notice Board at [www.ewha.ac.kr](http://www.ewha.ac.kr).
- \* Your D-2 visa will automatically be terminated upon receiving confirmation for a leave of absence.
- \* Those who are planning to extend leave of absence must apply for leave of absence on Eureka: leave of absence is not automatically extended.

## C. Tuition Refund

Leave of Absence Submission Date	Refund Amount
2 weeks from the first day of semester	Full tuition
Up to 30 days from the first day of semester	5/6 of tuition
Up to 60 days from the first day of semester	2/3 of tuition
Up to 90 days from the first day of semester	1/2 of tuition

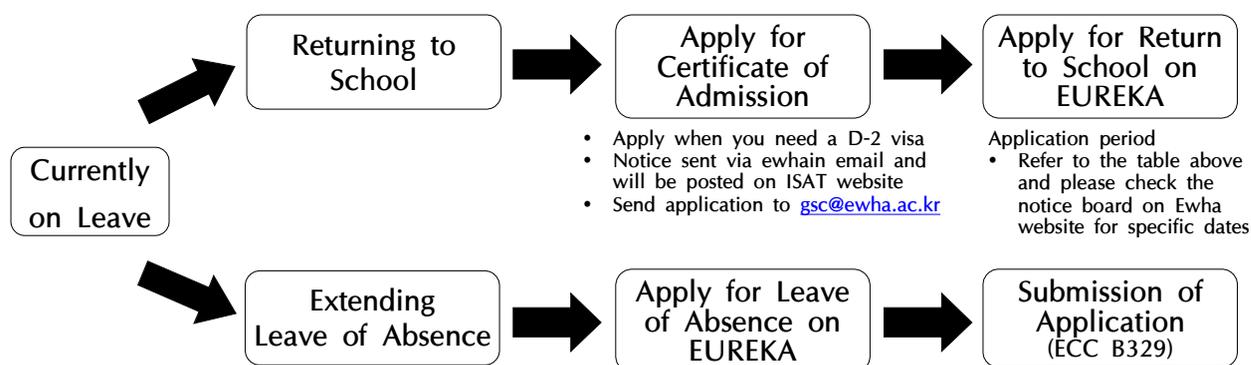
- ※ The first day of semester: March 1, September 1.
- ※ Students taking leave after registration will receive a tuition refund according to the submission date of leave of absence application.
- ※ Tuition refund will be made to the bank account entered in the Eureka system. The bank account must be under the student's name.

## 2) Returning to School from Leave

### A. Application Period

		Spring Semester	Fall Semester
General Return		Early to Late Feb.	Early to Late Aug.
Early Return*	1 <sup>st</sup>	Early to Late Jan.	Early to Late July
	2 <sup>nd</sup>	Early to Late Feb.	Early to Late Aug.
(*Returning after one semester having requested a leave of absence for a year)			

### B. Procedure & Precautions



- ※ At the end of each semester, a notice regarding returning to school will be sent to the student's ewhain.net email and will be posted on the website of the International Student Affairs Team. Do not forget to check the notices.
- ※ Students who need to obtain a D-2 visa must contact ISAT ([gsc@ewha.ac.kr](mailto:gsc@ewha.ac.kr)) by no later than 50 days prior to the beginning of the semester, and receive a new certificate of admission (표준입학허가서).

### 3) Academic Dismissal

[Refer to University Regulations Article 28 (Academic Dismissal), Article 31 (Re-admission), Article 41 (Regulations for Students with Academic Probation), Article 59 (Disciplinary punishment)]

Students will be academically dismissed from the university if any semester ends under the following terms:

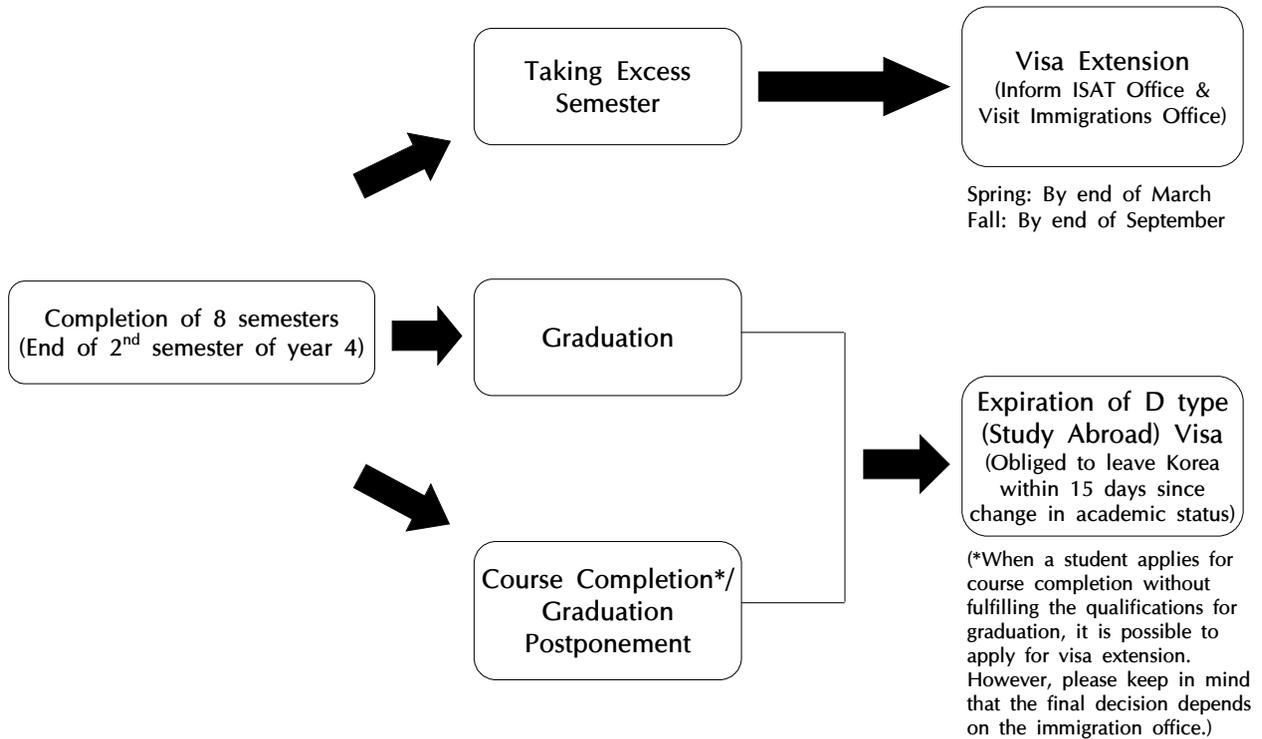
#### A. Terms of Dismissal

Terms	Conditions
Failure to Return from Absence	<ul style="list-style-type: none"> <li>• Failure to return from absence without a good reason within 3 weeks of leave of absence expiration</li> <li>• Failure to return after the limit of leave of absence period has run out</li> <li>• Maximum length of period of leave of absence for undergraduate students: Ewha website &gt; 'Academics' &gt; 'Academic Resources' &gt; 'School Register' &gt; 'Leave of Absence'</li> </ul>
Failure to Register	<ul style="list-style-type: none"> <li>• Failure to pay tuition or other fees by designated deadline</li> </ul>
3 Consecutive Academic Probation	<ul style="list-style-type: none"> <li>• Below 1.60 GPA (Grade Point Average) for 3 consecutive semesters</li> </ul>
Expiration of Attendance Years	<ul style="list-style-type: none"> <li>• Failure to complete the entire required courses within the attendance years</li> <li>• For students with a foreign nationality: Up to 9 years (4 years if transferred or 5 years if transferred and double majored)</li> <li>• Varies depending on department. Check with the office of each department.</li> </ul>
Disciplinary Punishment	<ul style="list-style-type: none"> <li>• Expelled according to the University Regulations of Ewha Womans University</li> </ul>

※ Your D-2 visa will be automatically terminated from the date that you are academically dismissed. You must leave the country within 15 days from the date you have been dismissed.

#### 4) Course Completion and Graduation Postponement

	Course Completion	Graduation Postponement
Definition	<ul style="list-style-type: none"> <li>Deferring graduation after fulfilling all requirements for graduation except graduation thesis</li> </ul>	<ul style="list-style-type: none"> <li>Deferring graduation after fulfilling all requirements for graduation including graduation thesis, graduation exams, etc.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>Enrolled students who have completed 7 or more semesters OR who have completed 8 or more semesters and are currently on leave</li> </ul>	<ul style="list-style-type: none"> <li>Students who are not willing to graduate after fulfilling all requirements for graduation including graduation thesis</li> </ul>
	<ul style="list-style-type: none"> <li>Students who have acquired credits for graduation but have not yet graduated due to graduation thesis (and/or graduation exam, graduation presentation, experiment report)</li> </ul>	



※ Your D-2 visa will be automatically terminated from the date that your academic status changes to course completion or graduation postponement. You must leave the country within 15 days from the date your status changes. However, in case of the status 'Course Completion', you may apply for D-2 visa extension if you need to stay in Korea in order to fulfill the qualifications for your graduation. You will need confirmation from your academic advisor and the staff at ISAT. You may apply for visa extension, but please keep in mind that the final decision is made by the Immigration Office.

- ※ The guide below applies to students enrolled in 'The Graduate School'. For students enrolled in 'Professional or Special Graduate School', please ask your Administrative Office.
- ※ For detailed information, please visit our website (<http://graduate.ewha.ac.kr>) → 학사안내 → 학적변동

## 1) Leave of Absence

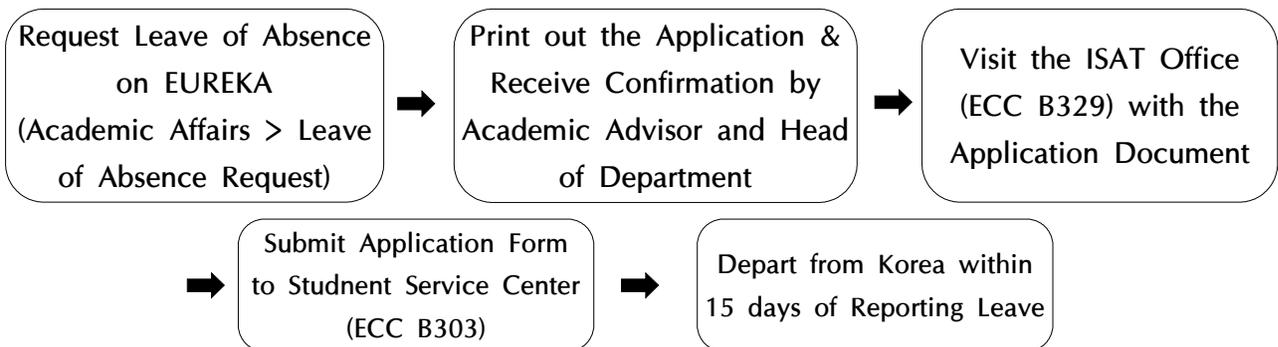
### A. Application Period

	Spring Semester	Fall Semester
Before Start of Semester	(Previous year)Mid Dec.- (This year)Late Feb.	Mid Jun.-Late Aug.
During Semester (After Registration)	First day of Semester - Last day of Leave of Absence Application Period	

- ※ Deadlines for leave of absence application can be found in the Academic Calendar posted on the Ewha website ([www.ewha.ac.kr](http://www.ewha.ac.kr) >Academics>Academic Calendar) and notice board.

### B. Procedure & Precautions

You must apply online first on the Eureka system, print out the Leave of Absence Application Form and receive approval from your academic advisor and the Head of the Department and visit ISAT. After receiving the three previously stated confirmations, you must submit the form to the Student Service Center at ECC B303.



- ※ When you cannot request a 'Leave of Absence' due to an issue with your bank account number on Eureka, send a scanned copy of the first page of your local bankbook to [scholarship@ewha.ac.kr](mailto:scholarship@ewha.ac.kr) with your name, Student ID number and reason for the request (ex. Leave of Absence).
- ※ More details are on the Graduate School of Ewha Womans University website (<http://graduate.ewha.ac.kr>).
- ※ Your D-2 visa will automatically be terminated upon receiving confirmation or a 'Leave of Absence.'
- ※ Those who are planning to extend leave of absence must apply for leave of absence on Eureka; leave of absence is not automatically extended.

### C. Tuition Refund

Leave of Absence Submission Date	Refund Amount
2 weeks from the first day of semester	Full tuition
Up to 30 days from the first day of semester	5/6 of tuition
Up to 60 days from the first day of semester	2/3 of tuition
Up to 90 days from the first day of semester	1/2 of tuition

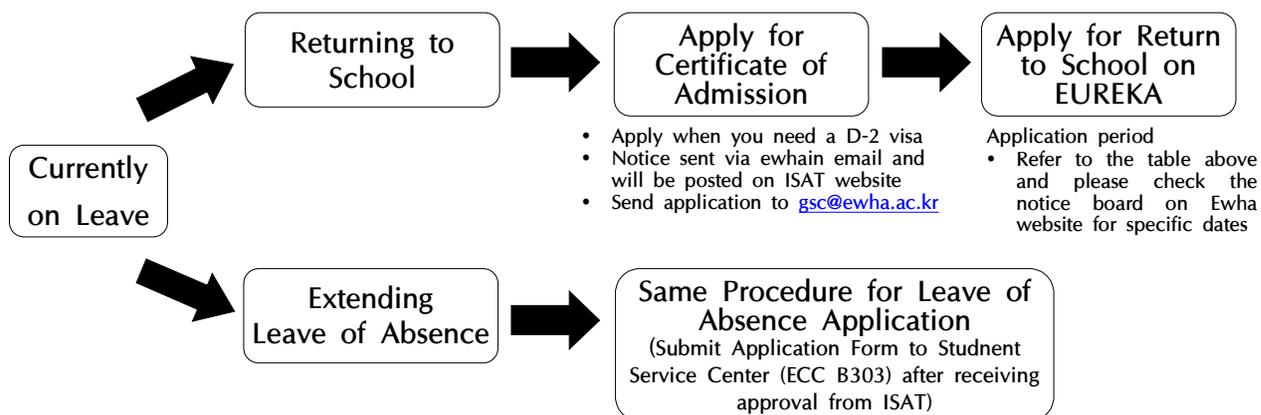
- ※ The first day of semester: March 1, September 1.
- ※ Students on leave after registration will receive a tuition refund according to the submission date of application for leave of absence.
- ※ Tuition refund will be made to the bank account entered in the Eureka system. The bank account must be under the student’s name.

## 2) Returning to School from Leave

### A. Application Period

Spring Semester	Fall Semester
Early to late Feb.	Early to late Aug.

### B. Procedure & Precautions



- ※ Find more details on the Graduate School of Ewha Womans University website (<http://graduate.ewha.ac.kr>).
- ※ For Professional or Special Graduate School, please refer to each Administrative Office.
- ※ At the end of each semester, a notice for returning to school will be sent to the student’s ewhain.net email and will be posted on the website of the International Student Affairs Team. Do not forget to check the notices.
- ※ Students who need to obtain a D-2 visa must contact ISAT ([gsc@ewha.ac.kr](mailto:gsc@ewha.ac.kr)) by no later than 50 days prior to the beginning of the semester, and receive a new certificate of admission (표준입학 허가서).

### 3) Academic Dismissal

[Refer to Article 18 of the Graduate School Regulations and Article 13 of the Enforcement Decree of the Graduate School Regulations]

Students will be academically dismissed from the university if any semester ends under the following terms:

#### A. Terms of Dismissal

Terms	Conditions
Failure to Return from Absence	<ul style="list-style-type: none"> <li>• Failure to return from absence without good reason within 3 weeks of leave of absence expiration</li> <li>• Failure to return after the limit of leave of absence period has run out</li> <li>• Limit of leave of absence period for graduate students: Master's program 2 semesters (4 semesters for the double degree program), Doctoral program 4 semesters, Combined Master's and Doctoral program 6 semesters</li> </ul>
Failure to Register	<ul style="list-style-type: none"> <li>• Failure to pay tuition or other fees by designated deadline</li> </ul>
2 Consecutive Academic Probation	<ul style="list-style-type: none"> <li>• Below 2.50 GPA (Grade Point Average) for 2 consecutive semesters</li> <li>• Readmission is not permitted to students dismissed due to 2 consecutive Academic Probation</li> </ul>
Expiration of Attendance Years	<ul style="list-style-type: none"> <li>• Maximum number of attendance year limits: Master's-7 years, Doctoral-11 years, Combined-13 years</li> </ul>
Disciplinary Punishment	<ul style="list-style-type: none"> <li>• According to Graduate School Regulations of Ewha Womans University</li> </ul>

\* Your D-2 visa will automatically be terminated from the date that you are academically dismissed. You must leave the country within 15 days from the date you have been dismissed.

### 4) Course Completion and Degree Conferment

#### A. Definition

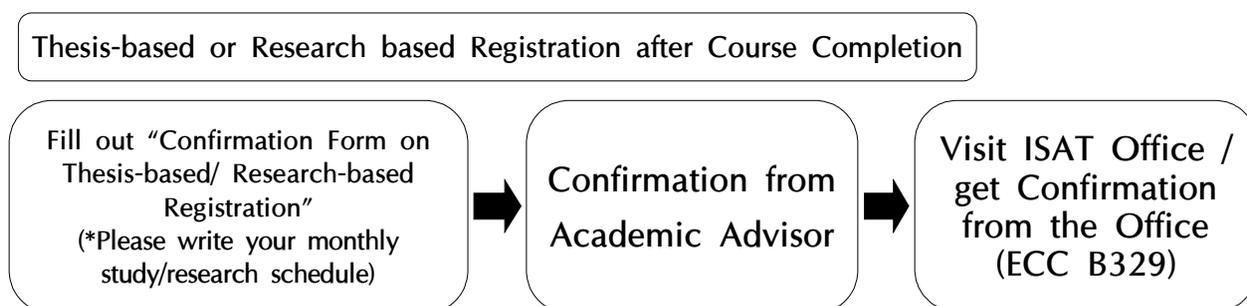
- ① Course Completion: Completion of Coursework is available after taking all required courses and enrollment of full-time registration required to graduate.
- ② Degree Conferment: Complete Coursework and fulfill thesis qualification exam, submit thesis and pass thesis evaluation or qualify the requirements of alternative thesis track.

## B. Qualification of Course Completion

Classification	Master's program		Doctoral program		Combined master's and doctoral program	
Enrolled Semesters	Minimum 4 regular semesters (Minimum 3 regular semesters for interdisciplinary bachelor and master's program)		Minimum 4 regular semesters		Minimum 8 regular semesters (It may be shortened by one year or less)	
Credits Required for Course Completion	- 24 major course credits - Extra credits (if applicable) - 15 minor course credits (if applicable)		- Admitted in or after 2016: 36 major course credits + extra credits (if applicable) - Admitted in or before 2015: 60 major course credits (including credits recognized from master's degree program) + extra credits (if applicable)		- 60 major course credits - Extra credits (if applicable)	
Grade	Cumulative GPA of 3.0 or above					
Research Ethics	Compulsory for those admitted in or after 2014					
Qualifying Exam	Foreign language exam and comprehensive exam		Foreign language exam and comprehensive exam		Foreign language exam, comprehensive exam, and qualification exam for combined master's and doctoral program	
Degree Accreditation *	Thesis Evaluation	At least once (including Oral examination)	Thesis Evaluation	At least twice (including Oral examination)	Thesis Evaluation	At least twice (including Oral examination)
	Research achievement as the alternative to the thesis	Thesis publication in KCI or higher level of academic journal as principal/corresponding author				
	Taking Courses as the alternative to thesis	9 Credits				
Thesis Publish	-		Admitted in or after 2014: Submission of 1 thesis or more during enrollment (principal author: lead author or corresponding author)		Admitted in or after 2014: Submission of 1 thesis or more during enrollment (principal author: lead author or corresponding author)	

\* Thesis alternatives are applicable to students admitted from Spring 2020 Semester only.

A D-2 visa holder who is going to apply for either a thesis-based or research-based registration next semester should submit “Confirmation form on thesis-based/ research-based registration” by the last day of the tuition registration period as below.



- **To cancel a thesis-based registration, please follow the process below.**
  - ① The Graduate School: Confirmation from the thesis advisor, the department chair, associate dean of college, and dean of college → Confirmation from International Student Affairs Team (ISAT) (ECC B329) → Submit the confirmation to the Office of Registrar
  - ② For D-2 visa holders, your visa will be automatically expired on the date of thesis-based registration cancellation. You must leave Korea within 15 days from the day of application for the cancellation of thesis-based registration.
  
- **A D-2 visa holder who has completed the coursework but does not apply for either a thesis-based or research-based registration during the payment period will be reported to the Immigration Office.**
  - ① Your D-2 visa will be automatically expired when you are reported. Accordingly, you must leave Korea within 15 days from the day of application regardless of the dates in your visa.
  - ② If you would like to stay in Korea, you must apply for either **a thesis-based or research-based registration.**
  
- ※ **Inquiry:** Immigration Office(call 1345), International Student Affairs Team(gsc@ewha.ac.kr) or each Graduate School office.

## 1) Medical Insurance

All international students are required to enroll in BOTH “A” and “B” health insurance plans as below. Failure to have “A” (National Health Insurance) fees duly paid or to enroll in “B” (private health insurance) will result in restrictions or penalties with regard to students’ visa and/or academic status in Korea. Such students will be restricted from having official university certificates issued.

### A. National Health Insurance (NHI)

International students holding a D-2 visa will be mandatorily enrolled in the Korean National Health Insurance (NHI) (those entering Korea for the first time and not registered as foreigners: will be enrolled as of their foreigner registration date). No action is required from students, as students will be enrolled automatically. Students must follow the instructions by the National Health Insurance Service and pay their monthly insurance fee accordingly.

Enrollment	<ul style="list-style-type: none"> <li>- D-2 visa holders: Automatically enrolled as of date of entry into Korea</li> <li>* Those entering Korea for the first time and not registered as foreigners: Automatically enrolled as of foreigner registration date</li> <li>- F-4 visa holders: Enrolled as of date of admission into university after entry into Korea</li> <li>* Submission of Enrollment Certificate is required for F-4 visa holders as the NHIS is not able to confirm whether an F-4 visa holder is an international student</li> </ul>
Insurance Premium	<ul style="list-style-type: none"> <li>- February 2022: 30% of the average monthly insurance fee paid by foreigners in year 2022</li> <li>- March 2022 - February 2023: 40% of the average monthly insurance fee paid by foreigners in year 2022</li> <li>- March 2023 - : 50% of the average monthly insurance fee paid by foreigners in that year</li> <li>* The above reduction rate is subject to change and may not be applied depending on the annual income of students</li> </ul>
Payment	The insurance premium for the next month must be prepaid by the 25 <sup>th</sup> of the previous month
Inquiries/Website	1577-1000 (Korean), 033-811-2000 (English, Chinese, Vietnamese, Uzbek) <a href="http://www.nhis.or.kr">www.nhis.or.kr</a>

## B. Private Health Insurance

For coverage on medical care not covered by the NHI and for essential services including guarantee of payment, all international students at Ewha must also enroll in one of the private health insurance plans from below throughout their entire period of study.

(1) University-designated plan: no need to submit proof upon enrollment

Enrollment	Apply online at <a href="http://n.foreignerdb.com/ewha2">http://n.foreignerdb.com/ewha2</a>		
Insurance Period & Premium	March 1, 2022 00:00 - March 1, 2023 00:00 (60,000 KRW for 12 months) March 1, 2022 00:00 - September 1, 2022 00:00 (42,000 KRW for 6 months)		
Coverage	Coverage		
	Maximum		
	Accident	Death and Disability	50,000,000 KRW
		Medical expenses(Benefit) Medical expense(Non-benefit)	(Hospitalization) 30,000,000 KRW
			(Outpatient&Prescription) 150,000 KRW
	Sickness	Death and Disability	10,000,000 KRW
		Medical expenses(Benefit) Medical expense(Non-benefit)	(Hospitalization) 30,000,000 KRW
			(Outpatient&Prescription) 150,000 KRW
	[Overseas] Medical expenses of accident	30,000,000 KRW	
	[Overseas] Medical expenses of sickness	30,000,000 KRW	
Liability of reparation	10,000,000 KRW		
Evacuation / Repatriation	30,000,000 KRW		
Non -Benefit	Manipulation	3,500,000 KRW	
	Injection	2,500,000 KRW	
	MRI/MRA	3,000,000 KRW	
Inquiries	02-722-3200 (Korean), 02-3481-2142 (English), 02-3481-2133 (Chinese), 070-4254-8501 (Vietnamese)		

(2) Other private insurance plans: Students enrolled in other private insurance plans must submit proof of insurance via email ([ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr)). Proof of insurance must be provided in Korean or English and must include student's full name, date of birth, coverage dates, coverage details, etc.

## 2) On-Campus University Health Service Center

The University Health Service Center is a student welfare organization that provides students with health care services including Primary care, pharmacy, health examination, and vaccinations.

- ① Location: B1 at the Human Ecology Building (p.1 MAP 39)
- ② Office hours: Mon-Fri 09:00-12:00, 13:00-17:00
- ③ Website: <http://ehealth.ewha.ac.kr>
- ④ University Health Service Center FAQs

### Q1. How can I use the Health Service Center?

A: Membership is obtained immediately after paying the student health fee(23,200 KRW).  
Membership is valid every semester.

### Q2. How do I pay the student health fee?

A: You can make payment with your tuition fee or visit the University Health Service Center with your student ID card.

### Q3. Do I need a student ID card to visit the University Health Service Center?

A: Yes. Please show your student ID card at the reception desk.

### Q4. Should I make an appointment?

A: An appointment is necessary for vaccination, student health exam, etc.

### Q5. How can I make an appointment?

A: Visit the Health Service Center website and login with your student ID for online reservation.

### Q6. What is the cost for service?

A: There is no additional cost for services except for some designated surgical treatment materials & specific drugs, vaccinations and examinations etc.

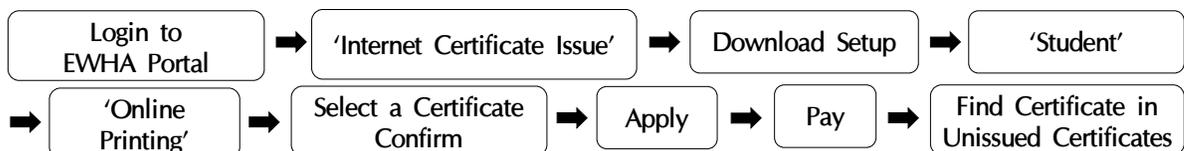
## 3) Issuing Official Certificates

- ※ To find more details on types of certificates and issuance fee, please look up the webpage (<http://service.ewha.ac.kr>)
- ※ All certificates cannot be provided in electronic file format(JPG, PDF, etc.)
- ※ Log-in information: To find your student ID and password you may find help on Ewha main webpage or call the Student Service Center. When you forget your student ID & password, please see p.7 of this handbook.

### A. How to Issue Official Certificates (ex. Transcript, Certificate of Enrollment, etc.)

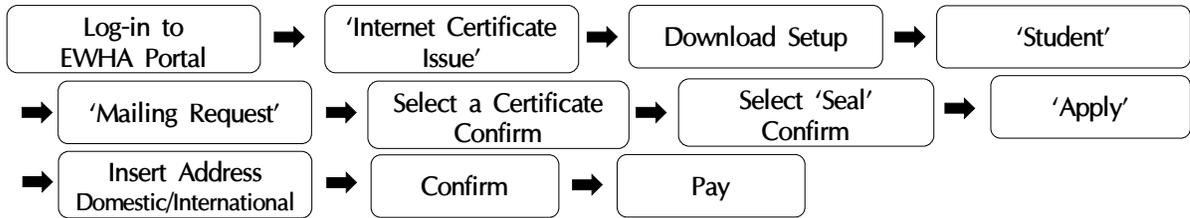
- ① Online Certificate Issuance (<http://service.ewha.ac.kr>)

Print(personal printer or certificate exclusive printer only) your certificate from the above webpage after logging-in to Ewha Portal. You may send link to print your certificate to an email address from the 'Unissued Certificates' box.



② Online Certificate Mailing Request (<http://service.ewha.ac.kr>)

Request Ewha Student Service Center online to send your certificate via Post Mail . Post mail fee and certificate issuance fee will be charged together. The university is not responsible for items lost in transit so please check the address once more before you apply.



③ ECC Certificate Issuing Machine

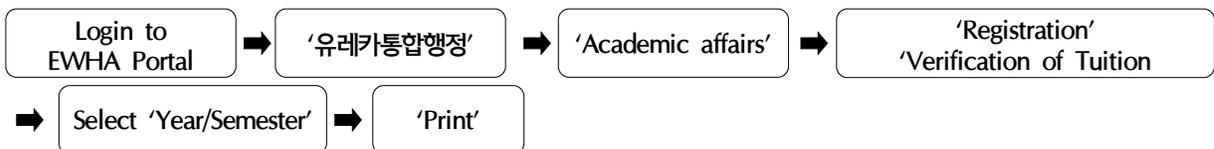
- Location: ECC Gate 1, on your left(in front of the ECC lockers)
- Operation Hours: During ECC Gate opening hours(05:00~22:00)
- Other: Cash and (Credit)Card available

④ ECC Student Service Center (When you fail to issue at the machine)

- Location: ECC B303 (Gate 1)
- Operation Hours: Mon-Fri 9:00-17:00(Closed for Weekends and Holidays)
- Other: Personal Identification Card/Passport/Student ID card required
- Only cash available (Currently Enrolled: 500KRW/copy, Graduates: 1,000KRW/copy)

\* A currently enrolled international student who fail to present proof of appropriate and valid medical insurance will not be able to have official university certificates issued until she submits a certificate of insurance to the International Student Affairs Team(ECC B329).

**B. Print Verification of Tuition Payment**



**4) Library**

Ewha has Central Library and 5 branch libraries including Engineering Library, Law Library, Theological Library, Music Library and Medical Library.

**A. Library Open Hours**

Category	Semester		Vacation	
	Mon-Fri	Sat	Mon-Fri	Sat
Central Library Stacks (p.1 Map 18)	09:00-22:00	09:00-15:00	09:00-19:00 (Summer)	09:00-15:00
			09:00-17:00 (Winter)	
Engineering Library	09:00-17:00	Closed	09:00-17:00	Closed
Law Library	Same as Central Library			
Theological Library	09:00-17:00 09:00-18:30(Tue/ Thu)	Closed	09:00-17:00	Closed

Music Library	09:00-19:00 09:00-17:00(Fri)	Closed	09:00-17:00	Closed
Medical Library	09:00-18:00	Closed	09:00-17:00	Closed
ECC Reading Room (p.1 Map 4)	09:00-22:00			

## B. Library FAQs

### Q1. How do I use the library?

A : You need your student ID(or Mobile ID) when you access the library, borrow materials and reserve a seat.

### Q2. What is my ID for the library website?

A : Your student ID number is your login ID for the library website. You can log in to the library website through EUREKA.

### Q3. How many books can be checked out at each time?

A : A maximum of 10 books for two weeks can be checked out for undergraduate students, and 20 books for 30 days for graduate students.

### Q4. Can I extend the return date?

A : Yes, Please renew at library homepage [My ELIS → Material Use → Renew/Reserve/Branch Loan]. You can apply for up to two renewals for each item. (The scheduled date of return is extended within the lending period, starting from the date you applied for extension. Course reserved materials, reserved books and overdue books cannot be renewed.)

### Q5. Are there photocopy machines in the library?

A. Yes. Copy machines (Use with debit card or T-money card) are located at every floor. Please check the library website for more information.

### Q6. How can I use a seat of the reading rooms?

A. You can use a seat of the reading rooms by issuing a seat ticket from seat allocation machine located in the library or selecting 'Mobile Seat' from Ewha mobile application. Please return your seat ticket with the machine or the application when you leave the reading room.

※ For more information, please check usage guide on the library website (<https://lib.ewha.ac.kr>) and library blog (<https://ewhalibnews.tistory.com>).

## 5) On-Campus Cafeterias and Restaurants (Campus Map p.1)

Category	Name	Location		Menu	Hours
Cafeteria	Jinseonmi-gwan Cafeteria	Jinseonmi-gwan 1F	Map 23	Korean	Mon-Sat
	Helen Hall Cafeteria	Helen Hall 3F	MAP 17	Korean & Western	Mon-Fri (Temporarily closed due to COVID-19) *Vacation: Closed at dinner time
	Hanwoori Hall	Hanwoori B.D.101 B1	MAP 71	Korean & Western	Meal time notified by Dormitory *There may be operational changes to dining halls due to COVID-19, check dormitory webpage
	E-House (B.D.201)	E-House B.D.201 B2	MAP 73	Korean & Western	Meal time Notified by Dormitory

				& Snack	*There may be operational changes to dining halls due to COVID-19, check dormitory webpage
	Engineering Building Cafeteria	Engineering B.D. B2	MAP 63	Korean	Mon-Fri (Temporarily closed at dinner time due to COVID-19) *Vacation/Fri(Semester): Closed at dinner time
	Food Court	ECC B4	MAP 4	Korean & Western	Mon-Sat(Closed on Saturday due to COVID-19)
	Dr. Robbin	ECC B4	MAP 4	Italian, Drinks, Ice cream	Mon-Sun
	Salady	ECC B4	MAP 4	Salad, Bagel	Mon-Sun(Closed on public holidays)
	BLUEPOT	Helen Hall 1F	MAP 17	Bakery, Drinks	Mon-Sun
	OBONG DOSIRAK	Ewha-POSCO B1	MAP 51	Korean	Mon-Fri(08:00-20:00) Sat(09:00-18:00) *Subject to change due to COVID-19
Cafe	Starbucks	ECC B4	MAP 4	Coffee & Bakery	Mon-Sun
	TOUS les JOURS	ECC B4	MAP 4	Bakery, Sandwich, Drinks	Mon-Sat(Closed on Saturday due to COVID-19)
	Smoothie King	ECC B4	MAP 4	Drinks	Mon-Fri(Temporarily closed due to COVID-19)
	PARIS BAGUETTE	Ewha-POSCO B1	MAP 51	Bakery, Sandwich, Drinks	Mon-Fri(08:00-20:00) Sat(09:00-18:00) *Subject to change due to COVID-19
	the Venti	Ewha-POSCO B1	MAP 51	Coffee & Drinks	Mon-Fri(08:00-20:00) Sat(09:00-18:00) *Subject to change due to COVID-19
	Cafe La matinee	E-House B.D.203 B2	MAP 73	Coffee Bakery, Sandwich, Drinks	Mon-Sat(09:00-21:00) *The coffee machine is available 24 hours. *Subject to change during vacation *Subject to change due to COVID-19
	Bottle Ground	Hanwoori B.D.101 B1	MAP 71	Coffee & Drinks	Mon-Sun(07:30-19:00) *Subject to change during vacation *Subject to change due to COVID-19
Convenience Store	GS 25	ECC B4	MAP 4	Retort, Snacks, Drinks	Mon-Sun
	CU	Ewha-POSCO B1	MAP 51	Retort,	Mon-Sat(Closed on

				Snacks, Drinks	Saturday due to COVID-19)
	Emart 24	E-House B.D.203 B2	MAP 73	Ready-to-eat food, Snacks, Drinks	Mon-Sun
	CU	Hanwoori B.D.101 B1	MAP 71	Ready-to-eat food, Snacks, Drinks	Mon-Sun

※ Subject to change due to COVID-19

## 6) Postal Service

### A. Post Office

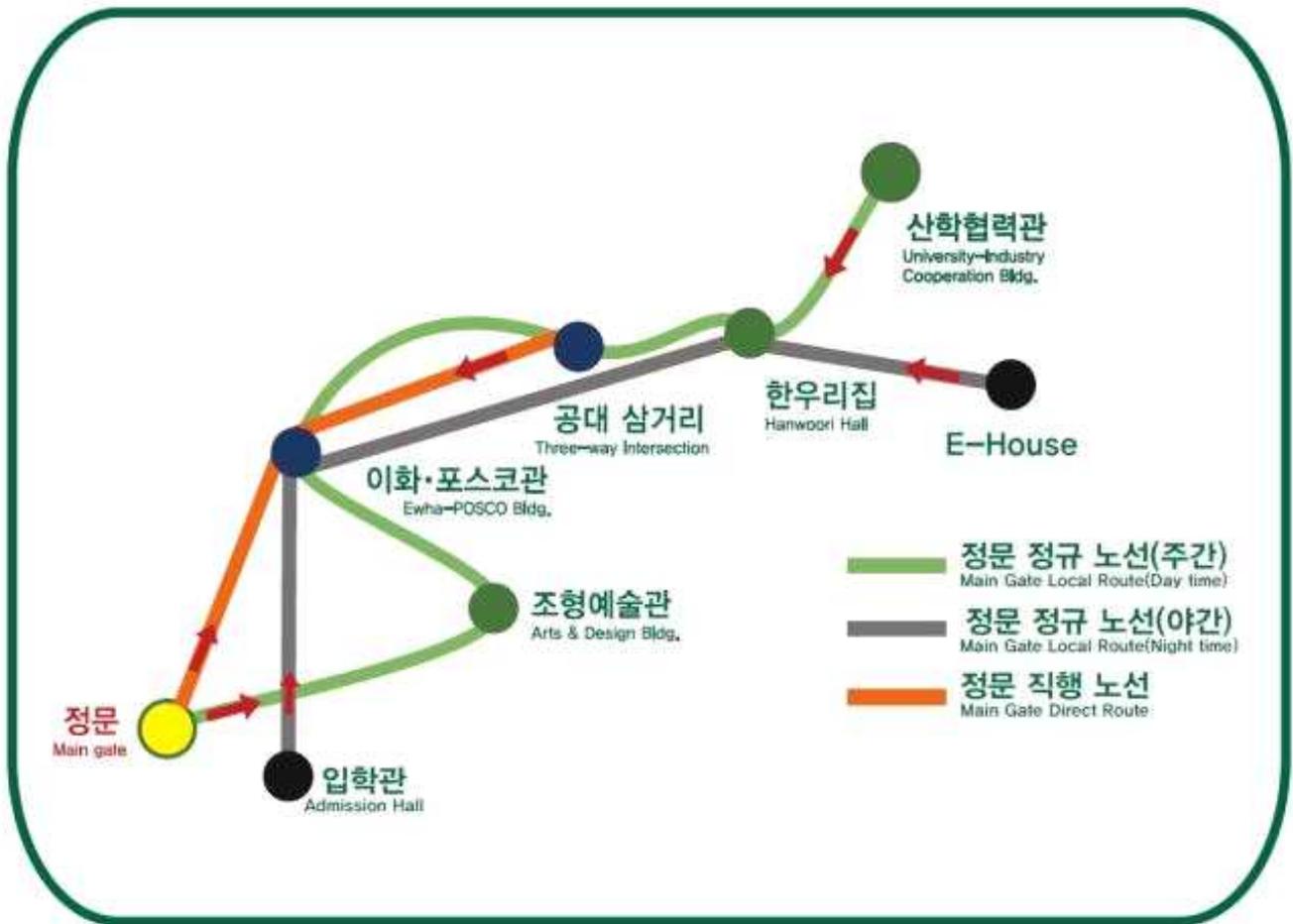
- ① Location : Human Ecology Building(B1F) (p.1 MAP 39)
- ② Office Hours : Mon-Fri, 09:00-18:00(Closed for Weekends and Holidays)
- ③ Services : Mail, Parcel, Registration, EMS, etc.

### B. DHL Express on-campus

- ① Location : Student Service Center, ECC B303 (p.1 MAP 4)
- ② Operation Hours: Mon-Fri 9:00~17:00(Closed for Weekends and Holidays)
- ③ Service : DHL Air Express (Orders made before 15:00 will be shipped on the day order is made)

## 7) Shuttle Bus

### A. Operating Time and Route



- ① Except Main Gate Local Route(Night time), all Routes operate only on weekdays.
  - ② Suspension of the Main Gate Local Route(Night time): Sundays, New Year's Day(1/1), Christmas(12/25), Labor Day(5/1), Foundation Day(5/31), Chuseok holiday, Regular holidays during summer/winter vacation
    - \* Other legal(substitute) holiday: Regular hours of operation
      - Mon-Fri: 19:10~21:00 Main Gate Local Route(Day time) / 21:10~23:40 Main Gate Local Route(Night time)
      - Saturday: Main Gate Local Route(Night time)
  - ③ Depending on the circumstances of the shuttle bus, there may be differences from the actual operation time. (Non-operating hours : 12:00~13:00)
  - ④ Bus service may be suspended due to traffic situation, emergency disinfection and heavy snow. In case of emergency suspension, it will be announced on Ewha Website.
- ※ For Inquiries : General Affairs Team (02-3277-2074)

### B. How to View Real-Time Shuttle Information

Ewha Website → 'About Ewha' Menu → 'Campus Map' Menu → Shuttle/Bus → Click 'Real-time' for each route

## 8) IT Service

### A. IT One-Stop Service Center

① Location : ECC B205

② Operating Hours : 09:00-12:00, 13:00-17:00

※ No service is available during lunchtime (12:00-13:00) and weekends.

③ Provided Service

a. IT inquiries

b. Rental Services : Laptop

### B. Free Wi-Fi on Campus

Choose Wifi 'Ewha' and log in with your student ID number and Eureka password.

(<http://www.ewha.ac.kr/ewha/life/wifi01.do>)

### C. Computer Labs in the Campus

Building	Computer Lab (Room)	Building	Computer Lab (Room)	Building	Computer Lab (Room)
Education Building A	207	Ewha-Shinsegae Building	B118	Student Union	110-2
Education Building B	155	ECC	B204	Hanwoori House (Building 101)	S481
Central Library	B101	Ewha-POSCO Building	B154		
Law Building	345	Arts & Design Building A	416		

### D. Office365 Service

Office365 is a free Microsoft Cloud service that provides Office, mail, document management, collaboration, etc. for students.

\* Office365 Account Registration: Eureka Portal Login → Click [Office365] → Service Apply (Application confirmed within 30 minutes, and available by accessing Office365)

\* Login also available via <https://i.ewha.ac.kr>



## 9) Location of Important Offices

International Student Affairs Team	Degree-Seeking International Students	ECC B329	p.1 MAP 4
International Exchange Affairs Team	Exchange-Visiting Programs	ECC B334	
Career Development Center	Career, Job-Seeking	ECC B307	
IT Service Center	IT Rental, Wireless Service	ECC B205	
Student Service Center	Student ID Card, Certificate, Lost and Found	ECC B303	
Ewha Language Center	Korean, Foreign Language Courses	Ewha-Samsung Building	p.1 MAP 42

## 10) Websites for Important Offices

Ewha Language Center	<a href="http://elc.ewha.ac.kr">http://elc.ewha.ac.kr</a>
Ewha Library	<a href="http://lib.ewha.ac.kr">http://lib.ewha.ac.kr</a> → English
Hanwoori & E-House & I-House	<a href="http://my.ewha.ac.kr/dorm">http://my.ewha.ac.kr/dorm</a> → English
Health Service Center	<a href="http://ehealth.ewha.ac.kr">http://ehealth.ewha.ac.kr</a> → English
Campus Life Overview (Housing / Dining / Health / Facilities / IT Service / Student Life)	<a href="http://www.ewha.ac.kr">www.ewha.ac.kr</a> → English → Campus Life

## 11) Sports Facilities

### A. ECC Fitness Center

- ① Location : ECC B4 (p.1 MAP 4 - Gate 4)
- ② Program : PT(1:1, 1:5), GX(Group Exercise) (Pilates, Yoga, Sling, TRX, Tabata, SPS, Centaur, Golf, Climbing etc.)
- ③ Operating Hours : summer season (Mar - Nov) → 06:30 - 21:30 (Mon-Fri), 09:00-17:00 (Sat)  
winter season (Dec - Feb) → 07:00 - 20:30 (Mon-Fri), 09:00-17:00 (Sat)
- ④ Contact : 02-3277-2559

### B. Physical Training Center

- ① Location : Student Union Building B1 (p.1 Map 48)
- ② Programs : GX(Group Exercise) (Yoga, Zumba Dance, Pilates, Ballet, K-POP Dance, Strength exercise, Posture correction exercises), Squash, Tennis, etc.
- ③ Contact : 02-3277-2938

### C. How to Register for a Sports Program

My Eureka → 'Others' Menu → Community Sports Education Center → Registration of Membership  
→ Registration of a Program → Fee Payment

### D. Webpage : <http://home.ewha.ac.kr/ewhasports>

## 12) University Student Clubs

University clubs offer students opportunities to share broad range of social, cultural, and scholastic interests. University Student Club rooms are located in the Student Union building (p.1 Map 48).

Performance	Activities	Room	Sports	Activities	Room
ESAOS	Orchestral	215	Ewha Kendo	Training and learning mutual respect	531
Jazz Two Five	Jazz	521	Ewha Yacht	Yachting	512
Film-making Club Noue	Documenting films on social issues	441-1	Ewha Mountain Climbing	Mountain climbers	404
Siloam Mandolin Orchestra	Mandolin	418	Ewha Taekwondo	Taekwondo	511
Central Pungmul Band Aec-mae-gi	Pungmul (traditional folk percussion)	424	Skin Scuba	Skin scuba diving	420
Classical Guitar Society Yeyulhwe	Classical guitar	214	Ewha Han-kyeol	Traditional Korean martial arts	401-4
Ewha Choir	Chorus	419	FC Qok	Football Club	402-4
University Drama Club	Theatre Performance	426	Ssom	Shooting	402-1
Folk Drama Society Tal	Korean mask play	425	Ewha Play-Girls	Baseball Club	302-3
Band Hansori	Band	423	Ewha Ski Team	Ski Club	514
PYRUS	Cheerleading	402-3	Ewha Jujitsu	Training Jujitsu skills and self-defence	-
Tuhon	Dance for liberation movement	401-3	Bouncy	Basketball Club	-
Action	Pop Dance	402-2	Ecock	Badminton Club	-
Rock Band Release	Rock band	341	Ewha Lacrosse	Lacrosse Club	-
Hangaram Puppet Play Society	Puppet theater	502-2	Cheonwha	Korean archery club	-
E-MU	Amateur musical theater	502-3	<b>Religion</b>	<b>Activities</b>	<b>Room</b>
Raon Soul	Hiphop club	502-4	CCC	Campus evangelism	302-2
View Hallo	Jazz dance	B106-1	JOY	Campus evangelism	403-3
Lilyewha	Traditional Music	526	IVF	Campus evangelism	301-2
<b>Volunteering</b>	<b>Activities</b>	<b>Room</b>	Youth with a Mission	Campus evangelism	302-4
Rotaract	Global volunteer work	529	Gemma	Catholic community	301-4
Kibitan	Local volunteer work	515	Ewha Buddhist Student Society	Study of Buddhist doctrines	523
Howoohwe	Philanthropy through volunteer work	401-1	Jeungsando Student Society	Meditation and tai chi	522
Cham-woori	Local volunteer work	415	The Navigators	Encouraging Christians	519
Baby Kiss	Volunteer work for disabled children	413	SFC	Encouraging Christians	528
Dajung	Educating migrant women	520	Ewha Won Buddhist Student Society	Won-Buddhism	301-3
Little Chai House	Aid for children in developing countries	401-2	Salmon	Gospels	342
Ewhaus	Habitat activity	518	<b>Social Sciences</b>	<b>Activities</b>	<b>Room</b>
Ekles	Korean language tutoring	체육관B 102	Korean Modern & Contemporary History Society Minmac	Modern & Contemporary History	412
True Ewha	Education mentoring volunteer	-	New Day PhiloSocietyophy	Fostering autonomy	411
EWHA P.I.E	Sharing cultural experience with international students	-	Movement Ewha	Social criticism	502-1
			Ewha Butterfly	Solving the issue of the military sexual slavery by Japan	-

Culture	Activities	Room	Academy	Activities	Room
Cartoon Club Minmi	Cartoon Club	441-2	Polaris	Astronomy observation	441-3
Bando Literary Society	Literature	416	Wild Bird Watching Club Saerang	Wild bird watching club	517
Literary Society Sebyuk	Literary criticism and Book Discussion	403-2	ECC	Research on computers	504
Ewha Literature Club	Creative writing	403-1	AIIESEC	Helping local communities	513
Ehyanghoe	Korean traditional calligraphy	417	Ewha Baduk	Baduk (Korean chess) club	516
Dayeonhoe	Tea ceremony	530	ENC	Debate on Newsweek articles	527
Photo Trace	Photograph	524	Ecube	Green living practices	414
Winee	Wine	301-1	Soft Brain	Patents and Inventions	302-1
Ewha Bagel	Baking	-	Ewha Investment Analysis	Analyzing industries	525
EGG	Computer gaming club	-	Ewha International Law Club	Studying on International law	-
SPOONGIRLS	City agriculture club	-	S.E.E.D	Economic Discussion	-
			Ewha Commercial Law Studies	Studying and research on commercial law	-
			EWHA-CHAIN	Studying and research on blockchain	-

## 1) Center for Human Rights

The Center for Human Rights seeks to make Ewha free of sexual harassment and violence. The center is also committed to creating an atmosphere of trust and respect, which is essential for a pleasant academic environment.

### A. What Center for Human Rights Does

- ① Providing educational programs and activities to eliminate sexual harassment and violence
- ② Receiving and processing reports of sexual harassment and violence on campus
- ③ Providing counseling services for the victims of sexual harassment and violence
- ④ Advocating on behalf of victims of sexual, dating and gender violence

#### What is sexual harassment?

Center for Human Rights at 'The Ewha Regulations' define "sexual harassment" as the act of causing feelings of sexual shame or disgust through verbal sexual expressions or sexual actions in work, educational, or research-related environment, or enforcing disadvantage against the victim, when the victim does not consent to verbal sexual expressions/innuendos or sexual actions.

### B. Online Human Rights and Two Major Gender Equality Education

Ewha provides 'Online Two Major Gender Equality Education(mandatory education) and Human Rights Education' for Ewha students in accordance with our school's regulation (Human Rights Center Regulation Article 7) and related laws. Please refer to the following information and make sure that **all** students participate in online gender equality education and human rights education **once a year or more**.

- ① Target of Education : All students of Ewha Womans University
- ② Purpose of Education : Cultivation of healthy values on sexuality and prevention of sexual violence
- ③ Education course : Online Human Rights and Two major Gender Equality Education(sexual violence, domestic violence)
- ④ Participation Method
  - a. Access Cybercampus (<http://cyber.ewha.ac.kr>)
    - Click 'Human rights and sexual violence, domestic violence prevention education' content on the screen
    - Access the detailed screen and click the video button on the bottom



- b. Download Cybercampus application on smartphone/tablet PC
    - Completion of the course can also be done by smartphone/tablet PC
- ⑤ Course progress check : Progress can be checked at Grades/Attendance → 'Progress Status' from the left side of the menu
- ⑥ Print of certification: Certification can be printed out from Non-curriculum → 'Completion Check' from the left side of the menu

### C. Opening Hours and Location

- ① Open Hours : Mon - Fri 09:00-12:00, 13:00-17:00
- ② Location : Ewha-Samsung Education Culture Building Rm 622
- ③ Phone Counseling : 02-3277-3229
- ④ Email : humanrights@ewha.ac.kr

## 2) Student Counseling Center

### A. Website : <http://my.ewha.ac.kr/escc>

If you need counseling or have problems that require professional advice/counseling, please sign up through Eureka system, following the detailed process of 'How to Sign Up' below.

### B. Sessions and How to Sign Up

- ① **Individual Counseling:** Counseling is confidential. One-to-one free counseling session will be held once every week.
    - a. Common counseling topics: Depression, anxiety, emotional difficulties, habits, career, stress, school adjustment.
    - b. How to Sign Up : Eureka → Student service → Student counseling → Apply for visiting counseling → Fill out the Application
  - ② **Online Psychological Test:** EFMHS(Ewha Foreign Student Mental Health Scale) is a self-assessment mental health test for international students. The test is provided in English and Chinese.
    - a. Contents of Test: Consists of 52 questions regarding well-being, school adjustment, depression, anxiety, alcohol and current psychological status
    - b. How to Take a Test: Eureka → Students Service → E-care → EFMHS → Choose a Familiar Language → Take a Test
- ※ For further details, please refer to Student Counseling Center leaflet.

International Student Affairs Team (ISAT) under the Office of International Affairs at Ewha Womans University strives to promote a globalized international education system and provide the best service. The ISAT is dedicated to assisting international students with their social, academic and cultural life in Korea. Based on multi-cultural backgrounds and expertise, our staff endeavors to enrich students' experiences through educational programs, more opportunities for interaction, cultural activities, and other events.

### A. ISAT Website: <http://isa.ewha.ac.kr>

Important information is available on the ISAT website. We strongly recommend that all international students add the webpage to their favorites and visit as often as possible. Official forms are available under the Archives menu and up-to-date information can be found on the Notice Board on the website.



### B. Location and Contacts

- ① Location : ECC B329 (p.1 MAP 4)
- ② Office Hours : Mon-Fri 09:00-12:00, 13:00-17:00
- ③ Tel : 02-3277-6989
- ④ Fax : 02-3277-7175
- ⑤ E-mail
  - General, insurance related: [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr)
  - Sojourn, visa, school registry related: [gsc@ewha.ac.kr](mailto:gsc@ewha.ac.kr)

## 1) Ewha Mate (Mentoring Program for Degree-Seeking Students)

For Undergraduate Incoming & Transfer Students

The Ewha Mate program pairs incoming international students with enthusiastic, friendly Ewha student mentors to help them settle down in Korea and adjust to life at Ewha. We strongly recommend international undergraduate students to participate in the Ewha Mate program during their first semester at Ewha.

### A. Mentoring Participants

- ① Mentor : Current Ewha undergraduates
- ② Mentee : Incoming international undergraduate students  
(both freshmen and transfer students)

### B. Minimum of 15 hours of mentoring activities required per semester

### C. Important Notes

- ① Please do not change or cancel your appointment with your Ewha Mate mentor, especially last minute. Continuing to disregard appointment may result in disadvantages applying for scholarships or internships.
- ② Please keep in mind when reaching out to your mentor that they are also fellow students whose academic work is of most priority.
- ③ Asking your mentor to do your assignment for you is strictly prohibited. You may, however, seek advice on study methods using various on/offline sources, utilizing the academic assistance center, finding an on-campus tutor, etc.
- ④ Please contact the ISAT office if you experience any issues with your mentor or the Ewha Mate program.

## 2) Course Registration Support Service

For Degree-Seeking Undergraduate Students Only

ISAT provides 'Course Registration Support Service' during the course Add/Drop period every semester. Volunteer students at Ewha will be available at ISAT office to share their knowledge on course registration with regard to finding courses online, using the Sugang system, managing time schedules, understanding the course guide book, etc. If you are unsure about course registration or are confused with the course guide book, please visit ISAT during this period. For your major courses, check with the office of your major or department for accurate information. Please refer to the back of the handbook (Appendix 7) for the location of the administration office of the department of your major.

### 3) Ewha International Student Ambassador For Degree-Seeking Students Only

ISAT recruits student ambassadors who will be committed to promoting Ewha Womans University to prospective international Ewha students in their home countries. Ambassadors will be representative individuals that are an essential component of Ewha's public relations outreach. Ambassadors' duties include introduction of Ewha to their alma maters (high school or university) via presentations or meetings and consultations with prospective students regarding admission application and campus life. Ambassadors are eligible for receiving support for activity expenses and a certificate of ambassador. Recruitment usually starts at the end of each semester (early June or early December) and information will be posted on the ISAT website. If you want to be a student ambassador, please contact [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr) and submit an application form during the application period which will be notified on the notice board.

### 4) TOPIK Exam Fee Support For Degree-Seeking Students Only

International degree-seeking students can receive TOPIK Exam Fee Support by ISAT. International degree-seeking students who newly obtain a higher TOPIK level (level 4 ~ level 6) should fill out the application form and submit all the documents. Details are posted on the ISAT website.

### 5) TOPIK Preparation Program For Degree-Seeking Students Only

All degree-seeking international students can take a TOPIK Prep Course offered by the Ewha Language Center. The course objective is to obtain a TOPIK level 4 or above, which is a graduation requirement for degree-seeking undergraduate students (exception: students from Division of International Studies) and also contributes to eligibility when applying for International Student Scholarships. The university will support the course fee with conditions. Details will be posted on the ISAT website.

### 6) Happy Hour For Degree-Seeking Students Only

#### A. What is Happy Hour?

Happy Hour is an event where degree-seeking international students come together and enjoy tasty food and music. Happy Hour is held once or twice a semester and all degree-seeking international students are invited to mingle and meet the ISAT staffs. ISAT welcomes all international students to Happy Hour for relief from the stress of studying abroad. Dates will be notified on the notice board of ISAT website and sent to your [ewhain.net](mailto:ewhain.net) email.

## B. Who Can Participate?

All degree-seeking international students in the undergraduate and graduate programs as well as their Ewha Mates are welcome to attend.

## 7) Korean Culture Programs

For All International Students

Get out of the campus or Seoul for the day by enrolling in one of our exciting programs. It will be a great way to meet new people, see new things, experience more of Korea and try new activities. Upcoming events are posted on the notice board of ISAT website.

## 8) EAASIS[iasis]

For Degree-Seeking Students Only

### (Ewha Academic Assistance System for International Students)

EAASIS is a major/division based system aiming to support international students. Independent majors/divisions organize and run their own specialized EAASIS programs(mentoring, special lectures and gatherings(among students, and with professors), etc.) based on characteristics of students and respective fields. Please find below to get more information about EAASIS.

#### A. Independent Majors/Divisions (Contact point: each office)

Korean Language & Literature	Division of Business Administration
Public Administration	Department of Fashion Industry
Sociology	Nutritional Science & Food Management
Consumer Studies	(GSIS) International Studies
Communication & Media	(GSIS) Korean Studies
Division of Design	(GSTI) Korean-Chinese/Korean-Japanese
Fashion Design	(MBA) Graduate School of Business
Department of Korean Language Education	

#### B. Others (Contact point: ISAT)

ISAT runs programs for students from non-independent major/divisions, and also for all international degree-seeking students. Information about all programs is announced on ISAT website(isa.ewha.ac.kr).

- EAASIS mentoring(by major/division)
- Special lectures on career and job
- 1:1 Korean Clinic
- Networking event(Get Together)
- Basic Korean/English support program

The International Student Scholarships are offered every semester to degree-seeking international students enrolled full-time.

Scholarship Title	Eligibility	Coverage	How to Apply
ISS M (Merit-based) _Undergraduate	Undergraduate students admitted through the special admissions process for international applicants, and are fully enrolled, having earned a minimum of 15 credits without failure in the previous semester, and shown outstanding academic achievement * Students with TOPIK level 4 or above (exception: Division of International Studies)	Varied amounts of tuition (based on ranking)	Recipients are automatically selected and will be notified individually
ISS M (Merit-based) _Graduate	The Graduate School students admitted through the special admissions process for international applicants, and are fully enrolled, having earned a minimum 3.5 GPA (out of 4.3) in the previous semester, and shown outstanding academic achievement * Students with TOPIK level 4 or above (exception: Asian Women's Studies)	Varied amounts of tuition (based on ranking)	Apply online to the International Student Affairs Team each semester (early January, early July)
ISS V (Volunteer-based) _Undergraduate, Graduate	International undergraduate and The Graduate School students, fully enrolled, having completed at least 10 credits (undergraduate) or 6 credits (graduate), and earned a minimum 2.0 GPA (out of 4.3) in the previous semester * Students with TOPIK level 4 or above (exception: Division of International Studies, Asian Women's Studies) * Recipients' roles: ISAT Student Assistant or Online Ambassador	Varied amount	
ISS TOPIK _Undergraduate	Undergraduate students admitted through the special admissions process for international applicants, and are fully enrolled, earned a minimum 2.0 GPA (out of 4.3) in the previous semester, and obtained new TOPIK level 6 within a year * EGPP, GKS, ISS F and FH1(HH1) recipients are not eligible * Eligible to apply only once during the enrollment period	Varied amount of tuition	

\* Please make sure to check the ISAT website regularly as conditions for scholarships are subject to change. For more information or inquiries, please contact ewhaglobal@ewha.ac.kr.

## 14 VISA ISSUANCE (D-2)

### Important Notice

A D-2 visa is for international students who intend to study in a regular course. Please make sure that if you do not enroll in the course within the registration period, take a leave of absence, withdraw from school, have completed the course, postpone graduation or did not apply for thesis-based/research-based registration, the International Student Affairs Team is under obligation to report to the Immigration Office your changes in academic status. After being reported at the Immigration Office, your D-2 visa will automatically be expired and you must leave Korea within 15 days from the day of application. If not, you will be reported as an illegal immigrant, and the Immigration Office may not approve your future visa applications. Also, any changes in visa status should be reported to ISAT. You must check if your current visa allows you to study in Korea. If your current visa does not allow you to study at Ewha, you must change your current visa to the study abroad visa immediately.

### 1) Check Your Current Visa Status

Possession of Visa	Current Country of Residence	Current Visa Status	How to Apply
I DO NOT have a visa to study in Korea	Abroad	• No visa -> Apply for Study Abroad Visa (D-2)	Refer to type 1 below
	in Korea	• Tourist Visa (C-3-9)	
		• General Training Visa (D-4)	Refer to type 2 below
I DO have a visa that permits studying in Korea	in Korea	• Currently studying in Korea with a D-2 visa, planning to proceed to an advanced degree program	Refer to type 3 below
		• F-1~F-6 visas or A-1 or A-3 visas, etc. (If you are holding a visa that is not stated in this table, please check if your visa allows you to study in Korea)	No need to apply

- ※ You may be charged with a penalty fee for failing to obtain a visa or change your visa to its correct status before the start of school on March 1<sup>st</sup> 2022. We strongly advise you to apply for your visa well in advance as the processing time may take more than 3 weeks. You may need to wait longer during peak season (February and August) of the Immigration Office, as most applications are submitted right before the start of school.
- ※ Check the list of required documents for the D-2 visa in advance from the Immigration Office website(<http://hikorea.go.kr>) and the embassy or consulate of the Republic of Korea in the country that issued your passport.

## 2) How to Apply for a Visa

Type	Current Visa Status	Information
1	No Visa	<ul style="list-style-type: none"> <li>Applying for visa in Korea is <b>not</b> permitted. You must get your visa issued before arriving in Korea</li> <li>Check the list of required documents for the D-2 visa in advance from the Immigration Office website and the embassy or consulate of the Republic of Korea in your home country</li> </ul>
	Tourist Visa (C-3-9)	<ul style="list-style-type: none"> <li>Prepare the required documents and apply for the Study Abroad Visa (D-2) at the embassy or consulate of the Republic of Korea in your home country</li> </ul>
2	General Training Visa(D-4)	<ul style="list-style-type: none"> <li>Apply for a change to a Study Abroad Visa(D-2) before the expiration of your current D-4 visa</li> <li>D-4 visa status must be valid until the D-2 visa is issued.</li> <li>If you leave Korea, you may not be permitted re-entry to Korea if your D-4 visa has expired. In this case, you must newly apply for a D-2 visa at the embassy or consulate of the Republic of Korea in your home country</li> </ul>
3	Study Abroad Visa(D-2), (Ewha & Non-Ewha Student)	<ul style="list-style-type: none"> <li>Convert your current Study Abroad Visa (D-2) status in Korea (e.g. If you are pursuing a master's program after completing a bachelor's degree program at Ewha, you must convert to a master's degree visa. You cannot use the same visa issued for your previous degree. Likewise, students who have graduated from a school in Korea other than Ewha should convert their visa to a new D-2 visa.)</li> <li>Prepare a newly issued Certificate of Admission and apply for a conversion to a study abroad visa by visiting the local Immigration Office or applying online</li> </ul>

## 3) Application for Study Abroad Visa (D-2)

※ **NOTE** : Conditions are subject to change. You may visit [www.hikorea.go.kr](http://www.hikorea.go.kr) for the most up-to-date visa information. Please contact the foreign language call center of the Immigration Office by dialing 1345.

### A. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport (Both original and photocopy)
- ③ Color passport photo (3.5cm \* 4.5cm) (Appendix 8)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of admission (a copy or a scanned version is accepted at the diplomatic offices. In case the consular requests an original document, please inform the ISAT)
- ⑥ Legal document verifying relationship between applicant and both parents (e.g. family relation certificate, only required when submitting bank statement under the name of one's parents)
- ⑦ Financial document (e.g. bank balance certificate - minimum 20,000 USD)
- ⑧ Documents proving the final level of education (e.g. Graduation certificate)
- ⑨ Fee (Please ask the Korean Embassy at your home country)
- ⑩ Medical certificate for tuberculosis examination result

※ Subject(35 countries)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos, Nigeria, South Africa, Belarus, Mozambique, Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru

## 4) Extension of Study Abroad Visa (D-2)

### A. Application Eligibility

A student with a Study Abroad Visa (D-2) can apply for an extension from 4 months before the expiration date. Online application is also possible through the hikorea website.

### B. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport
- ③ Residence Card(RC)
- ④ Certificate of studentship • Certificate of completion(for thesis-based / research-based registration)
- ⑤ Academic transcripts
- ⑥ Documented proof of your financial ability (e.g. Copy of bank account over 10,000 USD, Receipt of tuition fee, Certificate of scholarship, etc.)
- ⑦ Acceptable documents for proof of residency (e.g. Lease contract, confirmation of provided residence, receipt of university housing fee, etc.)
- ⑧ Confirmation form for faculty advisor on a student's thesis schedule (Thesis-Based / Research-Based Registration ONLY, Appendix 4)
- ⑨ Confirmation Form for Faculty Advisor on a Statement's Extra Semester (Students taking extra semester, Appendix 5)
- ⑩ Fee (60,000 KRW)

### ※ How to Issue University Transcripts and Statements

Online	Offline	For Those Living Outside of Korea
Eureka Login → Internet Certificate Issue Menu	Certificate Issuing Machine at Student Service Center (ECC B303)	Student Service Center (service@ewha.ac.kr)

※ Caution: All official documents issued by the school can be issued only when the student has submitted her health insurance documents.

\*Please see 31p of this hand book for official certificates issuance

### C. Maximum Extension Period

Please first check the maximum extension period and apply for visa extension.  
Note that after the maximum deadline, D-2 visa extension is prohibited.

Course of Study	Maximum Extension Period
Bachelor	Within 2 years of completion of study (수료)*, within 6 years from matriculation
Master's	Within 3 years of completion of study (수료), within 5 years from matriculation
Doctoral (including Combined)	Within 5 years of completion of study (수료), within 8 years from matriculation

\*Postponement of graduation is included in the terms after completion of study

## 5) Change in Visa Type (to D-2)

### A. Application Eligibility

A person with a short term stay visa (for travel person from the country with visa exemption agreement) or a person staying in Korea with an foreigner registration.

(e.g. A foreigner with D-4 who needs D-2 to study in Korea, an international student who graduated and has a bachelor's degree (D-2-2) planning to go for graduate school (D-2-3).)

**\*Please note that C-3-9 visas cannot be changed to a D-2 visa. Please note that there can be other visa types that cannot be changed to a D-2 type in Korea or there can be a fine when changing your visa status from one to a D-2.**

### B. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport (Both original and photocopy)
- ③ 1 Color passport photo (3.5cm \* 4.5cm) (Appendix 8)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of Admission (A copy or a scanned version is accepted unless told otherwise)
- ⑥ Residence Card (Both original and photocopy)
- ⑦ Documents proving the final level of education (e.g. Graduation certificate)
- ⑧ Fee (100,000 KRW)
- ⑨ Medical certificate for tuberculosis examination result

※ Subject(35 countries)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos, Nigeria, South Africa, Belarus, Mozambique, Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru

## 1) Foreigner Registration

According to Korean law, to **reside in Korea for more than 90 days**, you must apply for a Residence Card(Former Foreigner Registration Card or ARC) **within 90 days of arriving in Korea**. This permit is required regardless of your visa status, and it is of your advantage to obtain it as soon as possible. When you leave Korea during the semester for a short period, you must bring your Residence Card with you to maintain your D-2 visa for re-entry to Korea. If you leave without foreigner registration and issuance of Residence Card, your visa will be expired regardless of your stay and you may not be able to enter the country or you may need to re-issue your visa.

※ **NOTE** : If you do not apply for your Residence Card within 90 days of entry, you may be subjected to a fine, so do apply upon your arrival in Korea with the right visa.

### A. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport (Both original and photocopy)
- ③ A copy of visa page
- ④ Color passport photo (3.5cm \* 4.5cm) (Appendix 8)
- ⑤ A certificate of studentship
- ⑥ Acceptable documents for proof of residency
- ⑦ Fee (30,000 KRW) - Scan and submit the passport to the Immigration Office ATM and pay

### B. Re-Issuance of Lost or Damaged Residence Card

If your Residence Card is lost or damaged, **you should apply for a new card** at your local or district Immigration Office that has jurisdiction over your area of residence **within 14 days**. You may be subjected to a fine if you do not apply for re-issuance within the time.

#### ※ Required Documents

- ① Passport
- ② Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ③ Evident documents about the reason for re-issuance (re-issuance due to loss)
- ④ Color passport photo (3.5cm x 4.5cm) (Appendix 8)
- ⑤ Old Residence Card (re-issuance due to physical damage)
- ⑥ Fee (30,000 KRW)

## C. Notification of Changes in Registration Information

In the event of changes in any of the information listed below, you must report the status change by yourself within **14 days from the date of change by visiting the Immigration Office**. You may be subjected to a fine if you do not apply for re-issuance within the time and may be unable to extend your visa. Especially, there are many students who move and have changes in their addresses - do notify the Immigration Office on time.

### ① Report Details

- a. Name, gender, date of birth, nationality
- b. Address (Including room change at the dormitory)
- c. Passport information (number, date of issue, expiration date, etc.)
- d. School (including change in school name)
  - To enroll in an equivalent degree course (e.g. Master's → Master's) at another university, you must leave Korea and apply for a new visa.

### ② Due Date of Report: **within 14 days from the date of change**

### ③ Method of Report

- a. By visiting the Immigration Office or filing E-Application at [www.hikorea.go.kr](http://www.hikorea.go.kr)
- b. Changing address can be also done at district office

### ④ Required Documents for Notification of Change

- a. Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- b. Passport
- c. Residence Card
- d. Documents proving the change (e.g. new contract for moved house, newly issued passport)
- e. Certificate of attendance from the new school (where applicable)

## 2) Regulations on Residence Card Return

You should observe the expiration date on your Residence Card. You should not hold an expired Residence Card and violations can result in fines or re-entry / visa issuance / visa extension failure. It is the responsibility of the student to understand and abide by immigration regulations. Please be aware of your responsibilities regarding sojourn and visa issues.

### A. Reasons for Returning Residence Card

- ① Upon final departure (**when you cannot maintain current enrolled student status** as following applications such as leave of absence, graduation, voluntary withdrawal, not registered etc.)
- ② Upon acquiring Korean citizenship (return within 15 days of citizenship acquisition)
- ③ In case of death (within 15 days of acknowledgement of the death / within 30 days of the death)

### 3) Part-Time Work for International Students

The job start date must be after the student obtains permission from the Immigration Office.

However, unpaid internships to acquire credits, participating in a school research program, being a teaching assistant at one's school and students with a work scholarship are exceptions from eligibility.

#### A. Application Eligibility

A D-2 visa holder who has studied for more than one semester and is confirmed by a person in charge of the international student program.

\* Examples of Places for Work

- Interpretation, translation, restaurant assistant, office assistant, etc.
- Tour guide assistant, duty-free shop sales assistant
- Store salesperson, restaurant server, event personnel, foreign language camp, etc.

#### B. Work Hour Limit

	Undergraduate	Postgraduate
Weekdays During Semester	Max. 25 hours / week	Max. 35 hours / week
Vacation & National Holidays, Weekends	No limit	

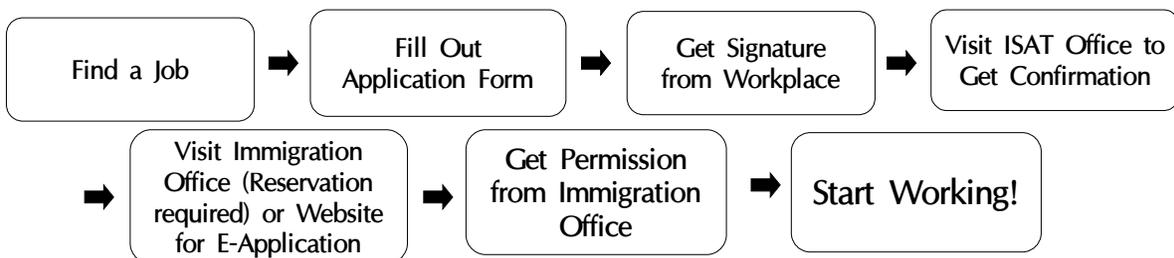
- \* **Note:** ① Students must have acquired a minimum GPA of 2.0 in the previous semester.  
 ② TOPIK 3 is required for 1-2 year of undergraduates, TOPIK 4 or above is required for 3-4 year of undergraduates / TOPIK 4 or above is required for graduates

#### C. Regulation: Up to 1 year within your period of sojourn, up to 2 work places

#### D. Required Documents

- ① Passport
- ② Residence Card
- ③ Application form (Appendix 2)
- ④ Part-time work confirmation form (Appendix 3)
- ⑤ Academic transcripts
- ⑥ Language proficiency test score reports or certificates
- ⑦ Copy of the business registration certificate of the workplace
- ⑧ Copy of the employment contract

#### E. Steps



※ **Note:** Once you complete “Part-time Work of Foreign Student Confirmation Form”, visit ISAT(ECC B329) then the coordinator from ISAT will check the “Confirmation from a Uni. Official” part. You can start working after you get permission from the Immigration Office or through HiKorea website with submission of the required documents. You must follow the order of application.

#### 4) Seoul Southern Immigration Office Information

A. **Call Center** : 1345 (without area code) (Multiple language service provided)

B. **Website** : <http://www.hikorea.go.kr> (e-Application)

C. **Address** : 48, Magokseo-1 ro, Gangseo-Gu, Seoul

D. **Office Hours** : 09:00-12:00, 13:00-18:00 (Closed on weekends and holidays)

E. **Direction to Immigration Office (Subway)**

- ① Take subway line 5 and get off at Magok(마곡) station.
- ② Take Exit no.1 and walk straight for about 5 minutes.

### 1) Useful Off-Campus Organizations

Immigration Office (Call 1345)	<a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a>	Visa and Sojourn
Seoul Global Service Center	<a href="http://global.seoul.go.kr">http://global.seoul.go.kr</a>	Job recruitment, Cultural activities, Consultation on living in Seoul, etc.
Korea Tourism Organization	<a href="http://www.visitkorea.or.kr">www.visitkorea.or.kr</a>	Travel information
National Railroad	<a href="http://www.korail.com">www.korail.com</a>	Reservation, Travel package

### 2) Online Application Regarding Visa & Sojourn : e-Application

※ NOTE : Conditions are subject to change. You may visit [www.hikorea.go.kr](http://www.hikorea.go.kr) for the most up-to-date notice or please contact the foreign language call center for the Immigration Office (1345).

#### A. List of Available Applications

- ① Extension of stay for registered foreigners
- ② Change of status for registered foreigners
- ③ Permission for part-time work
- ④ Notification of change in registration information (Residence, Passport number, Date of Passport Issuance, Expiration Date of Passport, etc.)

#### B. Advantages of e-Application

- ① Lower application fee compared to making a visit to the immigration office
- ② Faster process

## C. Steps for e-Application

### ① Registration Guide

a. Visit hiKorea (www.hikorea.go.kr) → Change language to 'English' → Click "Join"

The screenshot shows the hiKorea website interface. At the top right, the 'Create your account' link is highlighted with a red box. The navigation menu includes 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. The main banner features a 'Guide to Online Application for Re-entry Permit' with a 'Detail View' button. Below the banner are four service categories: 'Petition Application', 'Smart Entry Service', 'Reserve Visit', and 'Lodging Registration'. The 'My Civil Petition Status' section includes links for 'My Petition' and 'Confirm Reservation', with a list of services like 'e-Petition Application Status' and 'Check Visa Application Result'. The 'Favorites Services' section includes links for 'Guide', 'Application form', 'Obligation for Aliens to Report', and 'Reference material for naturalization interview'.

b. Check “I agree to all of the above” → Check “Create your account”

HiKorea provides convenient online application services.

Membership

Create your account

Find ID

Find password

Membership from ScS to HiKorea

Create your account

Terms of Use

Hi Korea User agreement

Information on comprehensive support services website for foreigners in 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 turn an electronic government (e-Government), which is led 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 seeking a Korea or other countries with essential information on immigration, investment, employment, and everything being as well as trends or data base of related and personal and social in life.

Chapter 1. General

Article 1. (Objective)

I agree/Disagree

Privacy Policy - HiKorea

Hi Korea requests and obtains the following "Personal Information Protection Policy" for Korea homepage

- 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 logs)
- Users using Hi Korea's services information about which page you view and which files get downloaded are collected and stored in our servers without your explicit consent. The information can not be used to track or identify an individual by itself and it is not used to analyze specific user profile. Its purpose is strictly to generate page data to help improve our site.

I agree

Consent to Collection and Use of Personal Information in accordance with Article 15 of the Personal Information Protection Act

Consent to Collection and Use of Personal Information in accordance with Article 15 of the Personal Information Protection Act

1. Purpose of Collection and Use of Personal Information

The HiKorea website uses personal information to provide on-line services and does not use it for any other purposes. HiKorea collects and uses personal information at the minimum required level to provide on-line services, including a applications, web reservation and immigration-related information services, and agrees to personal information is stored except for relevant officers in charge.

2. Items to be collected

Name, Date of Birth, Residence Card No., Resident Registration Card No., e-Mail, Nationality, Contact Number, Address, etc.

I agree

I agree to all of the above

Create your account

c. Click “Registered foreigners”

Member type Selection

Please select type of member.

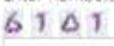
<h3>Individual Membership</h3> <p>Type of Individual member includes nationals, foreigners, overseas compatriots.</p> 				<h3>Corporate Membership</h3> <p>Corporate membership is divided into domestic and overseas company.</p> 		
Korean nationals	Registered foreigners	Short-term residents	Overseas Compatriots	Domestic Company	Overseas Company	Administrative Agency

d. Write your registration number → Write your name (as written on your Residence Card) → Write the numbers as shown → Click “Confirm”

Please fill out the following form and click on the 'confirm' button.

Refer to your Alien Registration Card and the specimen shown below to complete required fields.

A registered foreigner(an Alien Registration Card holder)

* Alien registration number①	<input type="text"/> - <input type="text"/>
* Name②	<input type="text"/> ※ Enter your name in the same order as the name on the Alien Registration Card If the name is long and includes '-', enter the name without '-' ※ Enter the name on your Alien Registration Card.If you are Chinese, enter a space between the last name and the first name. Please enter the first name without spaces. (An example) YUAN RONGMEI
* Confirm input	Enter numbers displayed in the picture below.  <input type="text"/> (Please enter the numbers shown.)
See an example	

e. Write all your personal information and click “Confirm”

## ② e-Application Guide

※ e-Application Process: Apply → Pay Service Charge → Submission of Required Documents → Receive → Process

- Please check if you have all required documents in scanned version
- File name should be in Korean or English

### a. Log in and click “e-Application”

The screenshot displays the KLI Korea website interface. At the top, there is a navigation bar with the KLI Korea logo on the left and links for "Log in", "Create your account", "Guide", "Customer Center", and language options "한국어", "ENGLISH", and "中文". Below this is a secondary navigation bar with "Petition Application" (highlighted with a red box), "Information Lookup", "Smart Entry Service", "Information sharing corner", and "News & Announcements".

The main content area is divided into several columns:

- e-Application** (highlighted with a red box): Includes "Reserve Visit".
- Enquiry submission result**: Lists "e-Application", "Reserve Visit", and "Confirmation of Visa Issuance".
- Other Services**: Lists "Office Directory", "Check Registration Card Validity", "Expiry Date check", "Search Integrated Report of Change in Employment", and "Confirm e-Application Certificate Issuance".
- SeS Information**: Includes "What is Smart Entry Service?", "Eligibility", "How to use SeS Auto-gate", and "SeS Enrollment Centers and Airports".
- Mutual Use**: Lists "Korea US(SeS-GE)", "SeS/e-Channel", "SeS-APC", "SeS/e-Gate", and "SeS-EasyPASS".
- Contact Us(only SeS)**: A section for user contact.
- Living in Korea**: Includes "Immigration/Stay Guide", "Nationality/Naturalization Guide", "Social Integration", "Immigrant Investor", "Investment", and "Employment Support".
- Notice**: Includes "Press release", "Data Library", "Application form", "Newsletter", and "COVID-19 Information".

At the bottom, there are two main sections:

- My Petition**: A blue button with a user icon.
- Confirm Reservation**: A dark blue button.
- e-Petition Application Status**: A list of links with right-pointing arrows: "e-Petition Application Status", "Check Visa Application Result", "Reserve Visit Status", "Apply for Automated Immigration Clearance", and "Preliminary Declaration of Voluntary Departure".
- Q&A**: A button with a speech bubble icon and a right-pointing arrow.
- Re-entry Permit**: A button with a blue icon and a right-pointing arrow.
- Guide**: A button with a right-pointing arrow.
- Application form**: A button with a right-pointing arrow.
- Obligation for Aliens to Report**: A button with a right-pointing arrow.
- Reference material for naturalization interview**: A button with a right-pointing arrow.

b. Select the name of petition

Petition Application > e-Application > o-Application

### e-Application

1. Select Civil Petition    2. verification    3. Please complete your enquiry    4. Enquiry submission result

Type     Apply(principal)     Apply(agent)

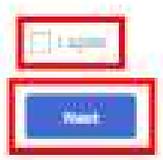
- Re-entry Permit
- Permit to change employment for foreign worker with a Non-professional Work Visa (E-9)
- Extension of stay for registered foreigners
- Extension of Sojourn period for Overseas Korean (F-4)
- Permission for Extension of stay for short-term visitor
- Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace
- Change of status for registered foreigners
- Permission for Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Report Part Time Work of International Students (D-2) and Language Trainees (D-4-1)
- Address change declaration
- Report Change of Domestic Residence of Overseas Korean
- Declaration of C3 re-entry person's place of residence
- (COVID-19) Temporary extension of stay for departure of registered foreigners
- (COVID-19) Extension of Stay for Departure
- Notification of changes in registration information

c. Click “I agree” → “Next”

Required documents	<ul style="list-style-type: none"> <li>• <b>Common</b> <ul style="list-style-type: none"> <li>• Application form (Formosa 118)</li> <li>• Receipt in 1019 Point for Immigrant</li> <li>• Income tax/return of tax</li> </ul> </li> <li>• <b>Required documents for each status</b> <ul style="list-style-type: none"> <li>• Change (including name change) in official registration or unregistered application (Article 10(1) 1), Study contract (1) 2), Contract (Contract 4), work/working visit (1) 2) other notice / certificate of business</li> <li>• Name change of the official registration or unregistered application in accordance to Regulation (Article 10) 1), business visit contract (Article 1) 1), Corporate Governance (1) 1), Your Management (1) 4) other notice / Certificate of business</li> <li>• Change in passport number: Article 10(1) 1) or Article 12(1) 1) newly issued passport</li> <li>• Changes in the facts (gender with date of identity) - newly issued passport and documents to prove the reason for the change</li> </ul> </li> </ul>
Service charge	Not applicable
Administrative process	<ul style="list-style-type: none"> <li>• • Application           <ul style="list-style-type: none"> <li>1) Apply - 2) Pay service charge - 3) Review - 4) Process</li> </ul> </li> <li>• Resolving an appointment           <ul style="list-style-type: none"> <li>1) Visit and examine at appointment - 2) Visit the immigration office in its central office at the required date - 3) Apply - 4) Review - 5) Process</li> </ul> </li> <li>• Applications that were not processed at that day can be found under <b>Index of an application</b></li> </ul>
Time received (Time processed)	<ul style="list-style-type: none"> <li>• Reception time           <ul style="list-style-type: none"> <li>• • Application - Available on weekdays from 07:00 to 12:00 (not available on Saturdays, Sundays and holidays)</li> <li>• Resolving an appointment - Available 24 hours at the relevant website</li> </ul> </li> <li>• Process time           <ul style="list-style-type: none"> <li>• • Application - within 3 days</li> <li>• Resolving an appointment - Immediately</li> </ul> </li> </ul>
Administrative organization	Local immigration office or branch office
Competent department	Visa & Residence Division Home Immigration Service
Related laws and regulations	<ul style="list-style-type: none"> <li>• Immigration Law Article 88</li> <li>• Immigration Law Enforcement Ordinance Article 44</li> <li>• Immigration Law Enforcement Regulation Article 48 Section 2</li> </ul>
Phone Number	Immigration Contact Center (1340, without area code)
Miscellaneous	• Applications can be applied within 10 days of the change. An appointment for reception can be reserved within 14 days of the change.

If you apply for a change of status or change may check the identity information is applied to the work through sharing Administrative Information pursuant to Article 36 of the Migration Enforcement Act

Immigration authorities may request you to appear at a local immigration office for review of application or conduct fact finding investigations in accordance with the Immigration Act. In addition, applications may be denied based on review results.



d. Write All your Information (This is an example for “notification of change in registration information”)

**e-Application Status**

- 1.Select Civil Petition
- 2.Verification
- 3.Please complete your enquiry
- 4.Enquiry submission result

▼ Notification of change in registration information

**Civil Petitioner Information**

Name	<input type="text"/>	Gender	<input type="text"/>
Nationality	<input type="text"/>	Date of Birth	<input type="text"/>
Alien registration number	<input type="text"/>	Passport No.	<input type="text"/>
Passport Expiry Date	2025-06-06	* Phone Number	<input type="text"/>
* Email address	<input type="text"/>	* Phone Number (Mobile)	<input type="text"/>

e. Upload All Required Documents (This is an example for “notification of change in registration information”) → Click “Apply”

**The information to report**

* Enter passport information①	<input type="text"/>	<p>▶ Passport Sample ◀</p> 
* Reenter your new passport information③	<input type="text"/>	
* Your new passport's issuance date②	<input type="text"/>  (Enter 5 characters, ex.19701123)	
* Your new passport's expiration date④	<input type="text"/>  (Enter 5 characters, ex.19701123)	
* Phone Number	<input type="text"/>	
* Phone Number (Mobile)	<input type="text"/>	
* Email address	<input type="text"/>	
Date of application	2022-01-15	
* Competent Immigration Office for foreigners	SEOUL SOUTHERN IMMIGRATION OFFICE	

\*Please note filing a false report is punishable by the Immigration Act.

**Required Documents**

\* 1.Passport Information Page Image

파일 선택
선택된 파일 없음

Add
Delete

\* Please attach files less than 1MB (1,024KB) in the format of jpg, bmp, png, gif, tif and pdf (JPG files with 95KB or less only for ID pictures)

\* Files may not be attached if the attached file name or path contains any foreign words except for English.

Go back to previous page
Apply

f. Payment of Service Charge

㉠ Credit Card: Enter your credit card info → Transaction



㉡ Payment Through Mobile Phone:

Enter your mobile phone number & foreign registration number

- Check your text message containing the authentication number
- Enter the authentication number that you received
- Make a Payment (your payment will be added to your mobile phone bill)



**g. Confirm Status of Application**

- Ⓐ My page → Manage e-application to view the list of applications that you've submitted
- Ⓑ Click the application number on the menu and you can check details of application

HiKorea provides convenient online application services.

**MY Page**

Membership

1:1 support

e-Application Status

Reserve Visit Status(member)

Smart Entry Service Status

Membership Extension (SeS)

My Page

Sign-up Information

ID		Name	
Nationality		Main e-Mail	

Portal Usages

Type	Explanation
Application Status	You can check your e-Applications and status.
Visit Reservation Status	You can check your Visit Reservations.
Smart Entry Service Status	You can check your Smart Entry Service Status.

e-Application Status

Application term: 2021-01-18 - 2022-01-18

Application name:

☎ If you have any questions, please contact the Call Center (1345 without area code).

Total applications : 2item(s)

Application number (Date of application)	Name	Application category	Process Status	Processing Organization Contact
2022002801292 (2022-01-18.)		Address change declaration	Cancellation of application	
2021002682595 (2021-10-29.)		Extension of stay for registered foreigners	Processed (Granted)	SEOUL IMMIGRATION OFFICE

## h. Issuance of Receipt / Certificate

- Ⓐ Depending on the status of your application, you can issue an online receipt or permit

Progress

	Issuance number	Print	Status	Person in charge	Processed content	Processed date
1	20210		Applied			2021-10-29
2	SUBF21	Registration	Received	장지영		2021-11-01
3		Confirmation	Processed (Granted)			2021-11-12

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

List

### ※ Online Service Fee Discount (As of 2022.1.25.)

20% off the service fee (Please check with the Immigration Office for details)

## 1) Emergency Contact Information

- Hanwoori Hall : 02-3277-5001
- E-House : 02-3277-5905
- Campus Police : 02-3277-5000
- Police : 112
- Emergency Assistance : 119
- Immigration Office : 1345

## 2) Fire Safety Guidelines

### A. Evacuation Plan

- If you discover that a fire has started, loudly call out "Fire!" to let others know.
- Press the fire alarm.
- Do not use the elevator. Use the stairs instead.
- If it is impossible to go downstairs during an evacuation, go to the roof instead.
- Stay low and follow the instructions of the person in charge.
- When passing through burning areas, wrap your body and face with a wet blanket or towel.
- Before opening a door, touch the door with the back of your hand or lightly touch the door knob.
  - If the door knob doesn't feel hot to the touch, open the door carefully and step through.
  - If the door knob is hot, do not open the door and find another way out instead.
- After evacuating, stand upwind as you wait for help.
- Once you have gotten out, do not attempt to re-enter the building.
- If you cannot find an exit, wait until a rescue team arrives.
- Stuff door crevices with wet clothes or bedding to prevent smoke from entering the room.
- Important reminders about dense smoke
  - Mostly a clear air layer is under a smoke layer.
  - Crawl on your hands and knees when you move a place with a full of smoke. Do not let your abdomen touch the floor.
  - Use a wet towel to cover your nose and lips to protect your lung from inhaling toxic gas.
  - If your clothing catches on fire, cover your eyes and mouth with both hands and then roll on the floor.

## **B. Reporting a Fire**

- Press the fire alarm and immediately report the incident to the fire station.
- Dial 02-3277-5000 (on Ewha Campus) or 119 calmly. Report the fire.
- Calmly describe the details of the fire: location, building, etc. (e.g. "A fire broke out in ECC B333.")
- Hold the line until the fire department acknowledges the report.
- Emergency calls (119, 112, etc.) are available for free at public phones by pressing the red Emergency Call button.

## **3) Fire Prevention**

### **A. In Buildings and On Campus**

- Smoking is strictly prohibited on campus. If you smoke, you will be fined up to 100,000 KRW.
- Be careful and follow the guidelines when disposing of flammable liquids (e.g. alcohol, gasoline) or flammable gases (e.g. butane).
- Do not leave electrical wires and cables hanging or lying in places that are difficult to see, e.g. under carpets and behind wardrobes.

### **B. In Dormitories**

- Unplug all electrical devices after use and before exiting the room.
- Do not use multiple plug connectors and do not insert multiple plugs into a single electrical outlet.
- Use only cords meeting the specifications for electrical capacity and voltage of each electrical device.
- Be aware of balcony emergency exits or partitions leading to neighbors and be sure not to obstruct these exits and passages with furniture or other objects.
- If the evacuation stairs are filled with smoke, escape from the smoke and get fresh air via balconies or windows.

### **C. In Laboratories**

- Ensure unobstructed access to all exits, fire extinguishers, electrical panels, emergency showers, and eyewashes.
- If leaving a lab unattended, turn off all ignition sources and lock the doors.
- Do not store heavy items above table height. Overhead storage of supplies on top of cabinets should be limited to lightweight items. Also, remember that a 36" diameter area around all fire sprinkler heads must be kept clear at all times.
- Spills should be cleaned up immediately.

- Avoid using extension cords. If you must use one, obtain a heavy-duty extension cord that is electrically grounded, with its own fuse, and install it safely. Extension cords should not go under doors, across aisles, hang from the ceiling, or be plugged into other extension cords.
- Participate in fire drills on a regular basis and be fully aware of safe evacuation routes during a fire.
- If an electrical device is not functioning properly or if you notice a strange smell from the device, immediately unplug and ask an expert to examine it.
- If an electrical cord is partially damaged or the coating is stripped, replace it.
- Protect cords that are extended to the floor or the wall from damage and use only cords that meet the specified electrical capacity.
- Do not place electric heaters near the wall or around combustible materials.
- Designate someone to be responsible for unplugging electrical devices in use when leaving the office and examining them on a daily basis.

#### 4) Contact Information for Risk Management

##### A. Contact Information for Related Institutions in Ewha

- Center for Human Rights 02-3277-3229/3230
- Student Counseling Center 02-3277-3219
- Health Service Center 02-3277-3178
- Dormitory 02-3277-5909
  - Hanwoori House 02-3277-5001
  - Dormitory for Graduate Students 02-3277-6010
  - I-House (Ewha/Samsung) 02-3277-6001

##### B. Embassy Contact Information

<b>Australia</b>	02-2003-0100	<b>Malaysia</b>	02-2077-8600	<b>Sweden</b>	02-3703-3700
<b>Canada</b>	02-3783-6000	<b>Mexico</b>	02-798-1694	<b>Taiwan</b>	02-6329-6000
<b>China</b>	02-756-7300	<b>Myanmar</b>	02-790-3814	<b>UK</b>	02-3210-5500
<b>Germany</b>	02-748-4114	<b>Norway</b>	02-727-7100	<b>USA</b>	02-397-4114
<b>Italy</b>	02-750-0200	<b>Philippines</b>	02-796-7387	<b>Vietnam</b>	02-725-2487
<b>Japan</b>	02-2170-5200	<b>Singapore</b>	02-774-2464		

### C. Foreigner Clinic Information

This is the list of general hospitals in Seoul that run clinics for foreigners.

Hospital	Operation Hour	Website	Call	Foreigner Service
Ewha Womans University Medical Center(Mokdong)	Mon-Fri (09:00-17:30) Saturdays (09:00-12:00)	<a href="https://mokdong.eumc.ac.kr">https://mokdong.eumc.ac.kr</a>	1666-5000	02-6986-3100
Ewha Womans University Medical Center(Seoul)	Mon-Fri (08:00-12:00, 13:00-17:00) Saturdays (09:00-12:00)	<a href="https://seoul.eumc.ac.kr">https://seoul.eumc.ac.kr</a>	1522-7000	02-2650-5890
Soon Chun Hyang University Hospital	Mon-Fri (09:00-17:00) Saturdays (09:00-12:00)	<a href="https://www.schmc.ac.kr/seoul">https://www.schmc.ac.kr/seoul</a>	02-709-9114	02-709-9158 02-709-9119
Samsung Medical Center	Mon-Fri (09:00-17:00) Saturdays (09:00-12:00)	<a href="https://www.samsunghospital.com">https://www.samsunghospital.com</a>	1599-3114	-
Sinchon Severance Hospital	Mon-Fri (09:30-12:30, 13:30-17:30) Saturdays (09:30-12:30)	<a href="https://sev.iseverance.com">https://sev.iseverance.com</a>	1599-1004	02-2228-5800,5810 02-2228-8888,6566

- Kangbuk Samsung Hospital : 1599-8114  
-Foreigner Service : 02-2001-5100
- Shinchon Yonsei Hospital : 02-337-7582

# Appendices

## Appendix 1) Campus Building and Abbreviations

Abbreviation	Building
SHINSEGAE	Ewha-Shinsegae Building (Business)
ENG-A	Asan Engineering Building
ENG-B	New Engineering Building
ENG-AUD	Asan Engineering Building Auditorium B1F
EDU-A	Education Building A
EDU-B	Education Building B
S-EDU	Ewha-Samsung Education Culture Building
CHURCH 301	Ewha Womans University Church 3rd Floor Chapel
I-EDU	International Education Building
LAW	Law Building
MAIN	Pfeiffer Hall (Main Hall)
ECOL	Human Ecology Building (Morris Hall)
PHM-A	Pharmaceutical Science Building A (Appenzeller Hall)
MUSIC	Music Building
MUSIC B119	Music Building B1F, Audiovisual Room
MED-A	Medical Science Building A
ART-A	Arts & Design Building A
ART-B	Arts & Design Building B
ART-C	Arts & Design Building C
TELE	Ewha-SK Telecom Building
TELE-B01	Ewha-SK Telecom Building B1F, Convention Hall
SCI-A	Science Building A
SCI-B	Science Building B
PHY-A	Physical Education Building A (Thomas Hall)
PHY-B	Physical Education Building B (Gibson Hall)
PHY-C	Physical Education Building C
ECC	Ewha Campus Complex
POSCO	Ewha-POSCO Building (Social Sciences)
HAK	Hak-gwan
HELEN	Helen Hall (Nursing Science)
R.H.	Hak-gwan 6F, Recreation Hall

## Appendix 2) Application Form (Report Form)

### 업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	PHOTO 여권용사진(35mm×45mm)  외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Alien Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name In Full	성 Surname	명 Given names	漢字姓名	성별 Gender	<input type="checkbox"/> 남 M <input type="checkbox"/> 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (If any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality / Others
여권 번호 Passport No.	여권 발급일자 Passport Issue Date		여권 유효기간 Passport Expiry Date		
대한민국 내 주소 Address In Korea					
전화 번호 Telephone No.		휴대 전화 Cell phone No.			
본국 주소 Address In Home Country			전화 번호 Telephone No.		
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.		전화 번호 Telephone No.	
재입국 신청 기간 Intended Period Of Reentry		이메일 E-Mail			
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration					

신청일 Date of application	신청인 서명 또는 인 Signature/Seal
-------------------------	----------------------------

신청인 제출서류	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고
담당공무원 확인사항	「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기 사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우

### 행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. \*동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.  
I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. \*If you disagree, you will present all related documents yourself.

신청인 Applicant	서명 또는 인 신청인의 배우자 signature/seal Spouse of applicant	서명 또는 인 신청인의 부 또는 모 signature/seal Father/Mother of applicant	서명 또는 인 signature/seal
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### 공 용 란 (For Official Use Only)

기본 사항	최초입국일	체류자격	체류기간
접수 사항	접수일자	접수번호	
허가(신고) 사항	허가(신고) 일자	허가 번호	체류자격 체류기간
결 재	담 당		소 장 가 / 부

수입인자 첨부란 (Revenue Stamp Here) / 수수료 면제(exemption) <input type="checkbox"/> (면제사유 )	심사 특이사항
--	---------

Appendix 3) Part-time Work of Foreign Student Confirmation Form (For the Immigration Office)

<b>Part-time Work of Foreign Student Confirmation Form</b>				
<b>Appli -cant</b>	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		e-mail	
<b>The expected place of employ- ment</b>	Company name			
	Business registration No.		Type of industry	
	Address			
	Employer	(Seal/Sig)	Tel No.	
	Period of working		Wage (per hour)	
	Working hours	Weekday:	Sat-Sun:	
<p>I hereby confirm that the above named student is enrolled at our university, and considering his/her academic and research progress hitherto, I believe that the part-time job indicated above will not impede his/her learning (research) in school.</p> <p align="center">20 . . . .</p>				
<p>○ ○ The head of immigration (branch) office</p>				
<b>Confirmation from a Uni. Official.</b>	Uni.		Name	(Seal/Sig)
	IEQAS	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Job Position (Tel No.)			

**Appendix 4) Confirmation Form for Faculty Advisor on a Student's Thesis Schedule (For the Immigration Office)**

<b>Confirmation Form for Faculty Advisor on a Student's Thesis Schedule</b>				
<b>Student</b>	Full Name		Nationality	
	Alien Registration Number		Degree Program (Master, Ph.D)	
	Program of Study (Major)		C.G.P.A	/
	Matriculation Date		Graduation Date	
	Telephone		E-mail	
<b>Thesis Schedule</b>	<b>Date</b>	<b>Guidance Remarks</b>		
<p>I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her (Master/Ph.D) thesis/dissertation under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish writing his/her thesis/dissertation.</p> <p align="center">20 . . .</p>				
<b>Faculty Advisor</b>	Job Title			
	Full Name	(Stamp or Signature)	Tel	
<b>Administration</b>	Job Title			
	Full Name	(Stamp or Signature)	Tel	
<p><b>To. The Head of ○ ○ Immigration (Branch) Office</b></p>				

**Appendix 5) Confirmation Form for Faculty Advisor on a Student's Extra Semester Schedule  
(For the Immigration Office)**

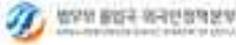
<b>Confirmation Form for Faculty Advisor on a Student's Extra Semester</b>				
Student	Name		Nationality	
	Alien Registration Number		Degree Program (Undergraduate, Master, Ph.D)	
	Program of Study (Major)		C.G.P.A	
	Matriculation Date		Graduation Date	
	Telephone		E-mail	
Extra Semester Schedule	Date	Guidance Remarks		
<p>I hereby confirm that the student above has completed his/her courses of study and is currently preparing for his/her additional semester under my guidance, therefore, I request the Ministry of Justice to extend the student's permitted period of sojourn so that he/she can finish his/her semester.</p> <p align="center">20 . .</p>				
Faculty Advisor	Job Title			
	Name	(Stamp or Signature)	Tel.	
Administration	Job Title			
	Name	(Stamp or Signature)	Tel.	
<b>To. The Head of ○ ○ Immigration (Branch) Office</b>				



## Appendix 7) College Administration Offices

업무	부서명 Department	전화번호 Phone Number	위치 Location
대학 행정실 Office of College	인문과학대학 College of Liberal Arts	02-3277-2134,2128~9	동창회기념관 127호 Alumnae Building Rm 127
	사회과학대학 College of Social Sciences	02-3277-3580	이화·포스코관 210호 Ewha-POSCO Building Rm 210
	자연과학대학 College of Natural Sciences	02-3277-2283~4	종합과학관 B동 311호 Science Building B Rm 311
	엘텍공과대학 ELTEC College of Engineering	02-3277-3533~4	신공학관 367호 New Engineering Building Rm 367
	음악대학 College of Music	02-3277-2403, 2409	음악관 117호 Music Building Rm 117
	조형예술대학 College of Art & Design	02-3277-2482~4	조형예술관 A동 201호 Arts & Design Building A Rm 201
	사범대학 College of Education	02-3277-2613	교육관A동 314호 Education Building A Rm 314
	경영대학 College of Business Administration	02-3277-3543~4	이화·신세계관 309호 Ewha-Shinsegae Building Rm 309
	신산업융합대학 College of Science & Industry Convergence	02-3277-2538	체육관 C동 207호 Physical Education Building C Rm 207
	의과대학 College of Medicine	02-3277-1951	*의예과 종합과학관 D동 DB 102호 Science Building D DB 102
	약학대학 College of Pharmacy	02-3277-3002~3	약학관 A동 209호
	간호대학 College of Nursing	02-3277-2875	헬렌관 104호 Helen Hall Rm 104
	스크랜튼대학 College of Scranton	02-3277-3653~4	국제교육관 707호 International Education Building Rm 707
호크마 교양대학 HOKMA College of General Education	02-3277-6975, 2158	ECC B323-2호, B115호 Ewha Campus Complex Rm 323-2, Rm B115	
장학금 Scholarship	학생처 장학복지팀 Office of Scholarship & Welfare	02-3277-2274	학생문화관 203호 Student Union Rm 203
수강신청 Course Registration	교무처 학적팀 Office of Registrar	02-3277-2030, 2033	본관 108호 Pfeiffer Hall Rm 108
기숙사 Dormitory	기숙사 사무실 Dormitory Office	02-3277-5001	한우리집 101동 1층 사무실 Hanwoori House 101 S141
		02-3277-5905	E-House 201동 B279 E-House Building 201 B279
		02-3277-6001	I-House A·B동 지하2층 G220호 I-House Building A·B. B2F G220
등록금납부 Tuition	총무처 회계팀 Office of Accounting	02-3277-2086~2088	본관 201호 Pfeiffer Hall Rm 201

Appendix 8) Photo Standard for Foreigner Registration


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# 외국인등록용 사진규격 안내

## Information on photo size for foreigner registration

**표준사진 Standard photo**

사진크기 : 가로 3.5cm × 세로 4.5cm  
Photo size : 3.5cm × 4.5cm

6개월 이내에 촬영한 흰색 바탕에 정면의 정면 얼굴 사진  
Color photograph of face, front view, on white background, taken within the past six months



<p><b>배경 Background</b></p>  <p>1. 흰색을 기본배경으로 사용해야 합니다. 1. White background is compulsory.</p> <p><b>얼굴 좌측 Face Left</b></p>  <p>1. 정면의 정면 얼굴을 찍어야 합니다. 1. Photographs should be taken from the front of the face.</p> <p><b>표면 Expression</b></p>  <p>1. 표정 중립을 유지하여 자연스러운 표정을 찍어야 합니다. 1. The face should be neutral, and there should be no smile or frown.</p> <p><b>안경 Goggles</b></p>  <p>1. 렌즈를 착용하거나 안경이 눈에 띄는 안경을 착용하지 않습니다. 1. Do not wear goggles or glasses that obscure the eyes.</p> <p><b>악세사리 Accessories</b></p>  <p>1. 몸에 튀어나오거나 눈에 띄는 악세사리를 착용하지 않습니다. 1. Do not wear accessories which protrude or are visible.</p>	<p><b>사진 품질 Photo Quality</b></p>  <p>1. 사진 촬영은 30도 각도를 유지하여 촬영하거나 사진의 각도가 90도인 경우 촬영하지 않습니다. 1. Photographs should not be taken using a 30-degree angle or a camera software which allows 90-degree rotation.</p> <p><b>얼굴 방향 Face Direction</b></p>  <p>1. 정면의 정면 얼굴을 찍어야 하며 기울기 각도를 찍지 않습니다. 1. The face should be taken from the front and should not be tilted to one side.</p> <p><b>표정 Expression</b></p>  <p>1. 입을 닫고 중립적인 표정을 찍어야 합니다. 1. The mouth should be closed, and the expression should be neutral.</p> <p><b>눈동자 Eyes</b></p>  <p>1. 렌즈를 착용, 렌즈에 눈이 띄는 안경을 착용하거나 렌즈를 착용하지 않습니다. 1. Eyes should be correctly straight ahead, and there should be no one eye effect and no reflection from the camera lens or glasses.</p> <p><b>머리카락 Hair</b></p>  <p>1. 머리카락이 머리카락 선을 넘어서 튀어나오지 않게 정리하여 찍습니다. 1. The hair part of the body should be pulled down to the hairline, and the position of the hair should be natural.</p>
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