

2023
Spring

Yonsei University Graduate School

Guideline for Admitted Students



연세대학교
YONSEI UNIVERSITY

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1. Accessing the Graduate School Internet Portal Service

YONSEI UNIVERSITY GRADUATE SCHOOL

■ Accessing the Graduate School Internet Portal Service (<http://portal.yonsei.ac.kr>)

[Log-in will be available from the date of selecting miscellaneous fee(s). Refer to Page 4.]

1. Go to <http://portal.yonsei.ac.kr>. Choose 'Eng' → Click "Academic Information System".

YONSEI SERVICE

- Academic Information System
- Undergraduate Course Enrollment
- Graduate Course Enrollment
- Course Catalogue and Syllabus
- Final Grades for Current Semester
- LearnUs

IT SERVICE

- Online Transcripts & Certificates
- Web Mail
- IT Service(Sinchon)
- IT Service(Mirae)
- Int'l Campus Shuttle Bus
- Wonju Shuttle Bus Notice

ACADEMIC LINK Common Sinchon Mirae

- Electronic Roster
- LearnUs
- Parent Service
- Graduate Admissions ...
- Inbound Study Abroad ...
- Issue Student ID

ADMIN. LINK Common Sinchon Mirae

- ERP Administration Info...
- Ethics Center
- Research Management
- Yonsei Researcher Inf...
- Space Reservation Syst...
- Issue ID Card
- Groupware

2. Type in Your Admission Application Number and Password
(Initial password is the 6 digits of birthdate in YYMMDD order)

나는 연세인
나의 미래를 만든다!
진리와 자유를 향한 연세의 도전

연세대학교 YONSEI UNIVERSITY

ID&PW 로그인 | 네이버 인증서 로그인

학번(사번) (IN No.)

비밀번호(Password)

로그인 정보 > ID : 교직원 번호, 초기비밀번호 : 생년월일 6자리
INFO > ID : Employee number, Init PW: BirthDay (6 digit)

로그인

① 이용 후 반드시 로그아웃 해주세요!
Please be sure to log out after use.

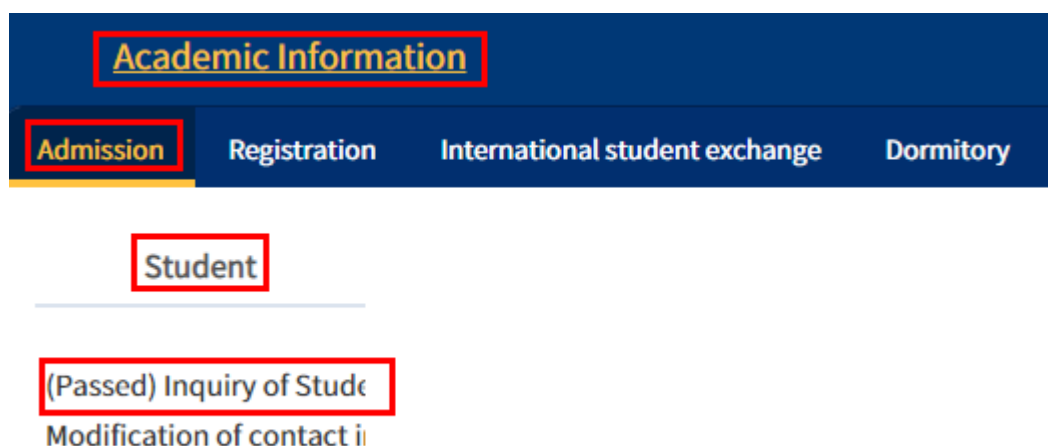
2. How to find your Student ID Number

YONSEI UNIVERSITY GRADUATE SCHOOL

- Yonsei Portal (portal.yonsei.ac.kr) Log-in (ID: Admission Application Number, PW: D.O.B. YYMMDD 6digits) → 'Academic Information' → 'Admission' → '(Passed)Inquiry of Student ID Number'

[※ Yonsei Portal Log-in will be available from the date of selecting miscellaneous fee(s).(Please refer to page 4. for tuition payment schedule and process)]

[※ Only those who have been confirmed to pay the tuition fee can check the student ID number from 2023. 2. 13.(Mon) 09:00. (Please refer to page 4. for tuition payment schedule and process)]



3. Tuition Payment Guidelines

YONSEI UNIVERSITY GRADUATE SCHOOL

I. Tuition Payment

1. Tuition Payment Process

(* For prompt issuance of 'certificate of admission', foreign students are to pay tuition during the designated period in January.)

What To Do	Dates and Notes	
	Foreigners*	Koreans
Select Miscellaneous Fee(s) to Pay	2023. 1. 9.(Mon) 9:30 ~ 1. 10.(Tue) 16:00	2023. 2. 2.(Thu) 09:30 ~ 2. 6.(Mon) 12:00
↓	<ul style="list-style-type: none"> Please mark ✓ for a miscellaneous fee(s) you wish to pay at Yonsei Portal Site (http://portal.yonsei.ac.kr), which is possible only during the period stated above. The payment will be made along with the tuition fee during the tuition payment period. 	
Print Tuition Invoice	2023. 1. 11.(Wed) 09:30 ~ 1. 16.(Mon) 17:00	2023. 2. 7.(Tue) 09:30 ~ 2. 9.(Thu) 17:00
↓	<ul style="list-style-type: none"> Go to http://portal.yonsei.ac.kr → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password → Click "Registration" → Click "Tuition Invoice Print" → Click Inquiry/Registration → Click "Print" You can print the invoice ONLY during the given period. Also, you can NOT print the invoice after paying the tuition. 	
Pay Tuition Fee (and Miscellaneous Fee(s))	2023. 1. 11.(Wed) 09:30 ~ 1. 16.(Mon) 17:00	2023. 2. 7.(Tue) 09:30 ~ 2. 9.(Thu) 17:00
	<ul style="list-style-type: none"> <u>Failure to pay tuition and/or other fees during the above period will result to cancellation of admission.</u> Tuition can be paid via internet banking, phone banking, ATM transfer and teller transactions from all banks to a designated Woori Bank account. We recommend that you complete the payment by 16:00 on the last day before the bank closes in order to avoid any unexpected problems, such as transaction limit excess. Tuition Fee Table (reference) : http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp 	

2. What is Miscellaneous Fees?

A. Overview of Miscellaneous Fees

Item	Amount(KRW)	Paid Semester	Related Association	Contact
Graduate Student Association Fee	11,000	Every semester	Graduate School Student Association	02-2123-3659
	·The association works to enhance the graduate students' welfare and rights. Its main activities include academic supports through special lectures, conferences and more, issuance of a newspaper and the design and distribution of student pocketbook. http://www.gradyonsei.com/			
Student Health Mutual-aid Association Fee	25,000	Every semester	Student Health Mutual-aid Association	Sinchon: 02-2123-3350,2 Wonju: 033-760-5430
	·The association refunds a part of medical and medicine fees paid to any of local hospitals. Those who paid for this fee are also entitled to a discount at Yonsei University Health Service Center. https://healthma.yonsei.ac.kr/			
Yonsei Coop Investment	5,000	1st semester	Yonsei University Coop Goods	02-2123-4038
	·The Coop seeks to improve its unionists' welfare. It grants a Coop scholarship, provides part-time opportunities and pays dividends (if there's a surplus). The investment paid will be returned when the status as a unionist terminates. * Applicable only to the students in Sinchon Campus https://www.yonseicoop.com/			

B. How to Select Miscellaneous Fees

Click "Registration" → Click "Print/Registration" → Click "Miscellaneous Fees Choice" → Click a miscellaneous fee(s) you wish to pay → fill out the consent form → Click the 'finalize' button

C. Note

- 1) Selection and correction of miscellaneous fees is only possible during the designated period.
- 2) During the designated period, you can correct the selection of miscellaneous fees after clicking 'Temporary Save'. However, **no correction is possible after you click** 'Print the Bill'.
- 3) Tuition Waivers and Scholarships do not appear on the menu of 'Miscellaneous Fees Choice'. Please go to the 'Browse/Registration' menu to check on them.

3. How to Pay Tuition

A. Virtual account transfer

- 1) Transfer the total amount to Woori Bank virtual account assigned on the tuition invoice.
- 2) Each student gets an individual virtual Woori Bank account number. When the students have transferred money to their virtual Woori Bank account, (even if the name of the remitter is different from the student's name) the student will automatically be enrolled.
- 3) **The total amount should be transferred at once** because if it is different from the amount of the bill, it will not be deposited. (Please check the transfer limitation at the bank before paying the tuition)

B. Credit card payments

- 1) Credit card payments can only be made by **Woori Bank credit cards**
(No other company's card, debit cards and corporate cards allowed).
※ Payments can be made at nationwide Woori Bank branches or through the Woori Bank website (<http://card.wooribank.com>). You can call the Woori Bank customer service center at 1588-9955 for further information.

C. Wire Transfer

- 1) If you are not able to pay tuition fee by any of methods stated above due to some conditions such as living abroad, please pay it by wire transfer.
- 2) Since only one time payment is allowed, **please consider the exchange rate and other charges for transferring the money**. If the money transferred is more than the tuition fee, the rest will be refunded to your bank account registered at Yonsei Portal during your 1st semester. (See below 6. for the bank account number registration)

Bank Information
<ul style="list-style-type: none">· Name of Bank(branch) : Woori Bank (Yonsei University branch)· Recipient : Yonsei University· Swift Code : HVBKKRSE (or HVBKKRSEXXX)· Bank Address : 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

D. Caution

- 1) Please be careful not to expose your virtual account number to other people when paying the tuition so that it is not wrongly used for any other purpose.
- 2) When paying tuition, it must be paid through an official financial institution and through a legal process to prevent involving any illegal case.

4. Entrance Fee Waiver

- A. Please refer to the table below for the eligibility. The tuition amount indicated on the invoice reflects the waived amount and is the fee you must submit.
* Go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Login by typing in ID and password (ID: Your admission application number; Password: 6 digit date of birth, YYMMDD) → Click "Registration" → Click "Print/Registration" → Click "Browse/Registration" → Click "Print the Bill" and check the amount of entrance fee on the pop-up invoice.
- B. Please contact the graduate school office(tel. 82-2-2123-3229) before you make a payment if you believe the invoice reflects the wrong amount.

Full Waiver	Half Waiver
<ul style="list-style-type: none"> ■ For those who have achieved Master's degree from YGS(Yonsei Graduate School) AND advance to higher degree program at YGS. ■ For those who have graduated from or are enrolled at YGS and enter into a different department of YGS. 	<ul style="list-style-type: none"> ■ For those who have completed research program at or achieved Master's or Doctoral degree from any of professional and/or specialized graduate schools at Yonsei University and enter any one of department of YGS

5. Verification of Tuition Payment

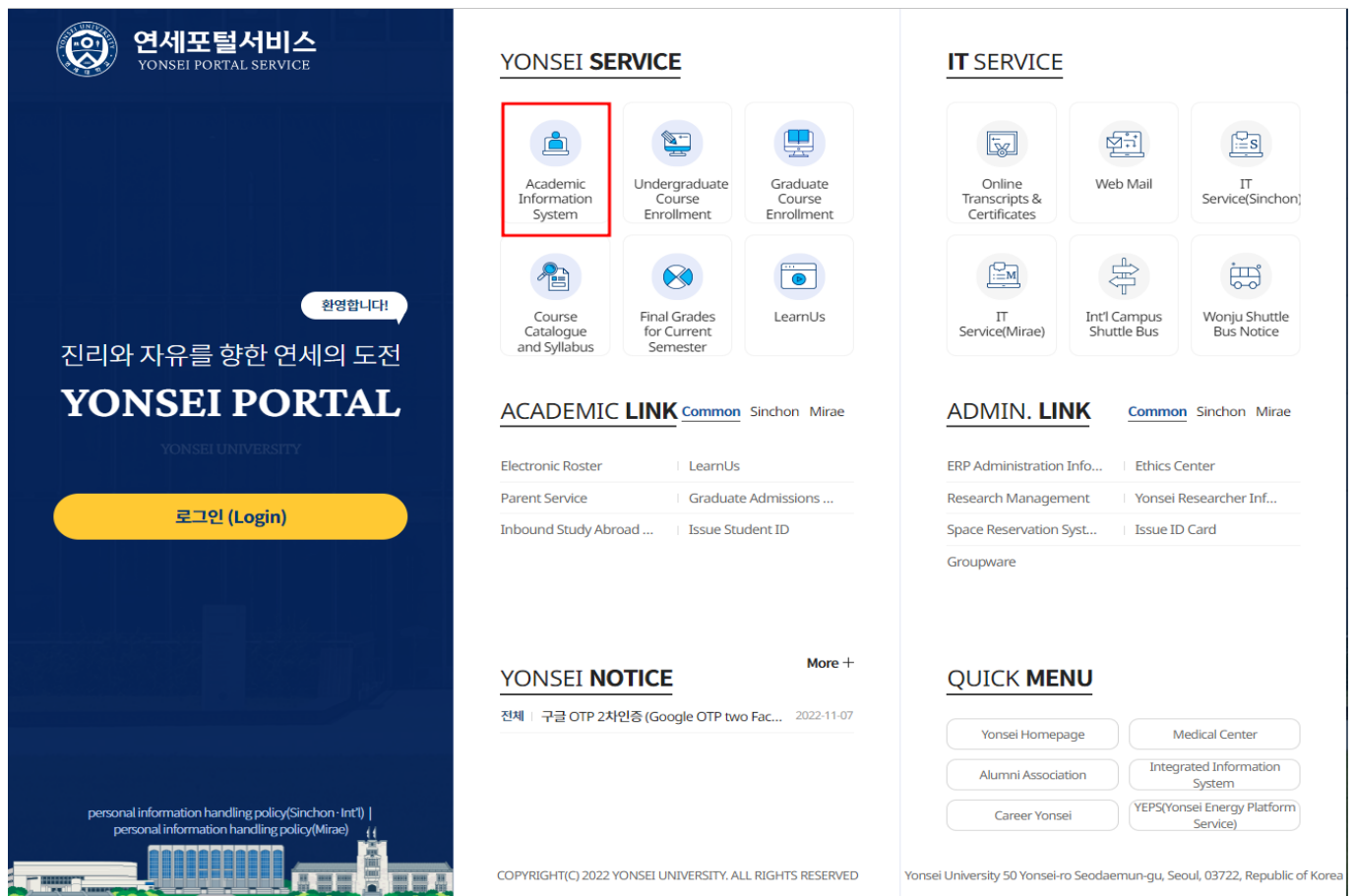
To verify your tuition payment, go to <http://portal.yonsei.ac.kr/> → Click on "Tuition and Payment" located on the bottom of the page → Click "Registration" → Click "Print/Registration" → Click "Print Payment Verification"

6. Entering Personal Bank Information

- Please register your personal bank account number to Yonsei Portal website. Your bank information is necessary for granting scholarships, returning the tuition balance and more.
- In case the name registered at Portal site and the name of account holder are not exactly the same, you may not be able to enter your bank account number successfully. In that case, please send a copy of your bank book and your student ID card to the Graduate School office (shlee0903@yonsei.ac.kr). You can also visit the graduate school office (Stimson Hall 2F, Building No. 502).
- How to Register : Go to <http://portal.yonsei.ac.kr/> → Yonsei Portal(Log-in) -> Academic Information -> Academic Affairs -> Student -> Academic information check -> Change of Bank Account info -> Insert 'Bank Type, Account Owner, Account number' -> Account Verification -> Save

Graduate School Tuition Fee Payment Guideline

1. Go to portal.yonsei.ac.kr → Click on "Academic Information system"



YONSEI SERVICE

- Academic Information System (highlighted)
- Undergraduate Course Enrollment
- Graduate Course Enrollment
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ACADEMIC LINK [Common](#) [Sinchon](#) [Mirae](#)

- Electronic Roster | LearnUs
- Parent Service | Graduate Admissions ...
- Inbound Study Abroad ... | Issue Student ID

ADMIN. LINK [Common](#) [Sinchon](#) [Mirae](#)

- ERP Administration Info... | Ethics Center
- Research Management | Yonsei Researcher Inf...
- Space Reservation Syst... | Issue ID Card
- Groupware

YONSEI NOTICE [More +](#)

전체 | 구글 OTP 2차인증 (Google OTP two Fac... 2022-11-07

QUICK MENU

- Yonsei Homepage
- Medical Center
- Alumni Association
- Integrated Information System
- Career Yonsei
- YEPS(Yonsei Energy Platform Service)

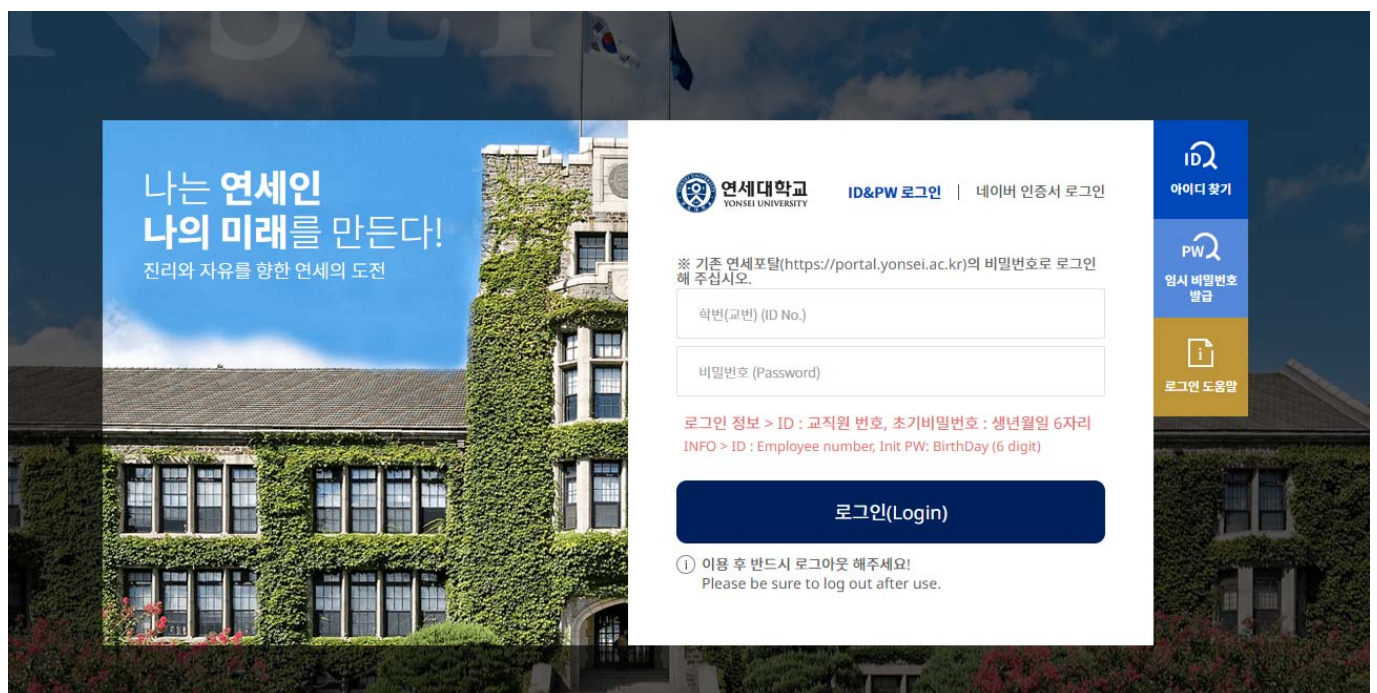
personal information handling policy(Sinchon - Int'l) | personal information handling policy(Mirae)

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Yonsei University 50 Yonsei-ro Seodaemun-gu, Seoul, 03722, Republic of Korea

2. Log In : Typing in ID and password

(ID: Your admission application Number, Password: 6 digits of date of birth, YYMMDD)



나는 연세인
나의 미래를 만든다!
진리와 자유를 향한 연세의 도전

연세대학교 YONSEI UNIVERSITY ID&PW 로그인 | 네이버 인증서 로그인

※ 기존 연세포탈(<https://portal.yonsei.ac.kr>)의 비밀번호로 로그인 해 주십시오.

학번(교번) (ID No.)

비밀번호 (Password)

로그인 정보 > ID : 교직원 번호, 초기비밀번호 : 생년월일 6자리
INFO > ID : Employee number, Init PW: BirthDay (6 digit)

로그인(Login)

① 이용 후 반드시 로그아웃 해주세요!
Please be sure to log out after use.

아이디 찾기
PW 찾기
임시 비밀번호 발급
로그인 도움말

3. **Select Miscellaneous Fees** : Click "Registration" → Click "Print out a notice of registration" → Click "Autonomous expense selection" → Click a miscellaneous fee(s) you wish to pay → fill out the consent form → Click the 'finalize' button

The screenshot shows the 'Autonomous expense selection' page. The sidebar on the left has a red box around 'Autonomous expense selection' with the label '1. click'. The main content area has a 'Notice' section and a 'Selecting the Miscellaneous Fees' section. A red box highlights the 'Finalize' button with the label '4. Click the \'finalize\' button'. Another red box highlights the 'fill out the consent form' instruction with the label '3. fill out the consent form'.

4. **Printing the Bill** : Click "Registration" → Click "Print out a notice of registration" → Click **"print"**
- The tuition invoice cannot be printed after the tuition is paid.
 - Please print the invoice before paying the tuition.

The screenshot shows the 'Print out a notice of registration' page. The sidebar on the left has a red box around 'Print out a notice of registration' with the label '1. click'. The main content area has a 'Notice' section and a 'Notification' section. A red box highlights the 'Print (KOR)' button with the label '2. click'.

School Register Status	Exceeded Standard Enrollment Status	New Affiliation
Virtual Account	Registered Date	Date of installment Payment Application
Amount Billed	Amount of Tuition Waiver or Discount	Tuition-Waiver
Amount paid	Remaining Balance	

5. Tuition Fee Payment: Tuition fee shown in the individually assigned virtual Woori Bank account must be paid in one installment.

- Each student is given an individual Virtual Woori Bank account: When the students remit money to their virtual Woori Bank account, (even if the name of remitter is different from the relevant student's name) the student will automatically be enrolled.

SPRING 2022 TERM BILL & RECEIPT (For Student)				SPRING 2022 TERM BILL & RECEIPT (For Bank)			
Name				Name			
College(Division) Department	INTERNATIONAL COMMERCE			College(Division) Department	INTERNATIONAL COMMERCE		
Year / Semester	2	Student ID		Year / Semester	2	Student ID	
How to deposit	ATM, Phone Banking, Internet Banking			How to deposit	ATM, Phone Banking, Internet Banking		
Account No.				Account No.			
Bank	Woori Bank Swift code : HVBKKRSE			Bank	Woori Bank Swift code : HVBKKRSE		
Amount Due	₩			Amount Due	₩		
Payment Period 2022-02-07 17:00:00 ~ 2022-03-03 23:59:59				Payment Period 2022-02-07 17:00:00 ~ 2022-03-03 23:59:59			

6. Verification of Tuition Payment : Click "Registration" → Click "Tuition payment confirmation printout" → Click "Print"

The screenshot shows the Yonsei Portal Service interface. On the left sidebar, the 'Registration' button is highlighted. The main content area displays the 'Tuition payment confirmation printout' page. A red box labeled '1.click' points to the 'Tuition payment confirmation printout' link in the sidebar. The main content area shows a 'Certificate of Tuition Payment' form with a 'Print (ENG)' button highlighted by a red box labeled '2. click'.

Caution: Overseas remittance

등록금 납부 시에는 적법한 절차로 공식 금융기관을 통하여 납부하여야 합니다.

특히 외국인 학생들이 등록금 납부할 때에 정식 금융기관을 이용하지 않고 불법 사설 환전소를 이용하는 경우, 혹은 지인을 통하여 환전 혹은 이체를 진행하는 경우에 그 과정에서 타인의 계좌를 해킹하여 등록금 가상계좌가 보이스피싱에 도용되는 일이 발생하고 있습니다.

학생들은 등록금 납부 시 이러한 문제가 발생하지 않도록 적법한 절차로 공식 금융기관을 이용하시기 바라며, 본인의 가상계좌번호가 타인에게 노출되지 않도록 유의하여 주시기 바랍니다.

등록금 납부가 적법한 절차로 진행되지 않아 불법적인 사건에 연루되는 경우, 해당 등록금 납부는 무효 처리(재등록을 하지 않을 시 제적)되며, 관련된 민·형사상 처벌을 받을 수 있으니 다시 한 번 유의 바랍니다.

When paying tuition, it must be paid through an official financial institution and through a legal process.

Recently, there are some cases that students' virtual accounts are used for voice phishing when students pay tuition through an illegal private currency exchange office or when they exchange or transfer money through an acquaintance, not through official financial institutions.

Students should use official financial institutions in a legal manner to prevent such problems when paying tuition fees and be careful not to expose their virtual account numbers to others.

If tuition payment is not carried out in a legitimate procedure and is involved in an illegal case, the tuition payment will be invalid (unregistered if you don't register again), and related civil and criminal penalties may be imposed.

缴纳学费时，请通过合法的途径和官方指定的方式进行缴纳。

近期发现有的学生通过非法的货币兑换方式实现学费缴纳，而不是通过官方指定银行或者金融机构走正常的转账程序。这样学生缴纳学费的虚拟帐号很容易被利用成为网络诈骗的工具。

学生在缴纳学费时应通过官方指定的金融机构，杜绝此类情况出现。切记不要将虚拟账号透露给他人。

未按合法程序缴纳学费并涉及违法行为的，缴纳的学费无效(如不重新注册，原有帐号会被取消)，并会被追究法律责任。

4. Guidance for Student ID Card Issuance

YONSEI UNIVERSITY GRADUATE SCHOOL

- 1. The student ID card** is a multi-purpose identification card for Yonsei University students. It is issued in collaboration with Woori Bank. It gives you access to university facilities such as libraries, sports facilities, computer rooms, etc. It also allows you to show electronically your attendance for classes. It can be used as a check card to pay at stationery stores, bookstores, and restaurants after opening a bank account at a campus Woori bank. Discounted price may be available at some stores on and off the campus if you show the card when purchasing. It can be also utilized as prepaid public transportation card in Korea after the cash charge in the campus ATMs. Please be aware that you can not get a refund for the amount left charged to your electronic currency if your ID card is lost or stolen.
- 2. Eligibility:** 2023 Spring Semester enrolled international students who consent to a personal information collection, utilization, and processing entrustment to a trustee

3. Application Period

Student	Date	Note
International Students	Feb. 23 (Thurs), 2023 at 10 am ~	Please refer to updated information at https://www.yonsei.ac.kr/en_sc/support/notice.jsp as of early Feb. 2023.

4. How to find your student number

- 1) Eligibility: Enrolled students for 2023 spring semester
- 2) Period: from 2023. 2. 13.(Mon) 09:00
- 3) How to find: Yonsei Portal Service(portal.yonsei.ac.kr) Log in with (ID: Admission Application Number, PW: D.O.B. in YYMMDD order) → Academic Information → Admission → (Passed)Inquiry of Student ID Number

5. How to Apply

Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) → Log in with your student ID number and PW (initial PW : D.O.B. in YYMMDD order) → Academic Information System → Issue Student ID → Apply for an ID card → Agree with personal info. collection, utilization, and processing entrustment to a trustee → Check applicant's information → 신청(Apply)

※ A photo file should be a JPG format with no more than 200KB.

6. ID Pick-Up Period and Location (TBA)

- ※ Please visit the Bank with your passport or alien registration card to receive the ID card.

7. Student ID Card with Check Card Function

If you want to use your Yonsei student ID card for cash deposit/withdrawal in ATMs, please take your alien registration card and a certificate of attendance to open a bank account to Woori bank on the campus. Please be advised that a certificate of attendance is available free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Service or at the University Service Center with payment from Sept 1. Alien registration card may take a maximum of one month to receive from Korea Immigration Service. If you are under processing to issue an alien registration, you must wait for receiving the card.

8. Student ID Card Reissuance

Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) -> Log in with your student ID number and PW -> Academic Information System -> Issue Student ID -> Press Lost/Damaged/Expired Card Mgmt. button -> Lost/Damaged/Expired Card -> Registration -> Register -> ID Card Mgmt. -> Apply for an ID card -> Follow the application steps as above. It takes usually one week to obtain the card at the campus bank without charge.

- How to Report a Lost/damaged ID Card : Register at Yonsei Portal Service to prevent the lost/damaged ID card from being used again. Call the Woori bank customer service center immediately at 1588-9955 to stop its use if it is connected with your Woori Bank Account.

9. Cancellation of Lost/Damaged/Expired ID Card Report

Yonsei Portal Service -> Log in -> Academic Information System -> Issue Student ID -> Present Condition and Cancellation of the Lost/Damaged/Expired Card -> Report Cancellation.

10. Office Hours: Mon-Fri 9 am ~ 5:20 pm

11. Inquiries

- University Service Center on Student ID Card: +822-2123-3200 (from overseas), 02-2123-3200 (in Seoul)
- Immigration Contact Center on Alien Registration Card: +82-1345 or +822-6908-1345 (from overseas), 1345 (in Seoul)
- Banking Service for international students at Woori Bank: +82-2-1599-2288 (from overseas), 02-1599-2288 (in Seoul)
- Student ID Distribution at Sinchon Campus: Woori Bank: +82-2-313-3198 Ext. 313 or 321 (from overseas), 02-313-3198 Ext. 313 or 321 (in Seoul)
- Student ID Distribution at Songdo Campus: Woori Bank: +82-32-822-6321 (from overseas), 032-822-6321 (in Seoul)
- Student ID Distribution at Wonju Campus: Woori Bank: +82-33-760-5159 (from overseas), 033-760-5159 (in Seoul)

UNIVERSITY SERVICE CENTER

5. Course Registration

- You are required to register for courses via Yonsei portal (<http://portal.yonsei.ac.kr>) during the course registration period. This is not for the current semester, but for the **upcoming semester**.
- Under Article 21, Section 2 (Academic Probation) of the University Statutes and Regulations, students shall be placed on academic probation if their GPA falls below 2.0, and if they are on probation for two semesters in total, they will be academically dismissed. Students may be readmitted after dismissal, however, **if they fail to meet the GPA requirement once again, they will not be able to apply for readmission**. Please bear this in mind and enroll for your courses after full consideration.

I. IMPORTANT INFORMATION

1. Registration Period for New or Current Students (Graduate and Supplementary Courses)

- **2023. 2. 13.(Mon.) – 2. 17.(Fri.)**
* Online registration: 10:00 – 23:59

2. Add/Drop Period (Graduate and Supplementary Courses)

- **2023. 3. 6.(Mon.) – 3. 8.(Wed.)**
* Online registration: 10:00 – 23:59

3. Course Selection

A. Course Catalog and Syllabus

You can browse our course catalog and view syllabi on Yonsei Portal.

<http://portal.yonsei.ac.kr>

- Yonsei Service → Course Catalog and Syllabus
- Academic Information System → Login → Courses → Course Handbook

- 1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.
- 2) Syllabus: Click on the [Plan] icon next to the course title to read the course syllabus.

B. Credits

- 1) How to check the number of credits you have earned
 - Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) → Academic Information System → Login → Grades → Overall performance check

Degree	Minimum Number of Credits Required for Graduation	Minimum GPA Required for Graduation	Note
Master's*	30 credits	3.0/4.3 (B0) or higher	Minimum credit requirement for graduation may vary by departments.
Doctoral	30 credits		
Joint	54 credits		

* : including students who have withdrawn from Joint Degree programs

※ Even though you register to audit a Major or credit course, it will count towards the number of credits you are allowed to take per semester. Those who are taking an additional semester will be charged for the extra credits. (For detailed information, please

refer to “4. Important Notes”)

※ Audited or supplementary courses with credits do NOT count towards the credit requirement for graduation.

2) Directed Research Course (Non-credit)

Under Article 2 of the Graduate School Thesis Regulations and Policies (submission requirements), students whose proposal has been accepted (or will be accepted in the upcoming semester) must enroll in Directed Research courses.

Degree	Regulations	Course Title
Master's*	After your proposal is approved, you should register for "Directed Research 1" course at least for one semester .	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "Directed Research 2" course at least for two semesters .	"Directed Research 2"

** : including students who have withdrawn from Joint Degree programs*

C. Retaking a course

- 1) **Courses with the identical code are considered to be the same; if you take the same course twice, it will count as a “retake”.** In this case, only one of them shall be credited. When you register for those courses, a notice will be given in a pop-up window.

※ You are allowed to retake a course once if you wish to achieve a better grade.

2) **The above rule does not apply:**

- if you register to “audit” the course (on a Pass/Not pass basis)
- if the course is a "supplementary" course (Undergraduate) whose title is the same as that of Graduate School
- if different departments offer courses with the same title

- 3) PhD students: if you register for the same course you took while doing your Master’s at Yonsei University Graduate School, it will NOT be considered as a retake. However, it might not fulfill requirements toward graduation, so please check with your department first.

4. Important Notes

A. Please make sure to **select the right option for the type of course** (eg. Major, Audit, Research, Supplementary).

B. Graduate students (Degree program) can register for **a maximum of 12 credits** per semester **(including supplementary courses)**.

- Non-degree students may take up to 6 credits per semester. They need to select the "Research" option for graduate courses and the "Audit" option for undergraduate courses.
- Students **MUST** check the time schedules for Intensive or Field Training courses. Soon-to-be graduates and KGSP (Korean Government Scholarship Program) students are allowed to enroll for those courses only if they are required to graduate.
- Students registering for the graduate school common course in Research Ethics must log into LearnUs website (<http://learnus.org>) to take the course. It opens on the first day of the semester and closes at 23:50 of the day (weekday) before the final exam period begins.

C. **Please consult with your advisor or the head of the department before enrolling in courses.**

D. Registration for Supplementary Courses

- 1) Requirements for supplementary courses may vary among the departments; if you gained your previous degree in a different field of study than your current one, please contact your department before registration. The maximum number of credits you can take for supplementary courses is 12 in total.
- 2) You can register for supplementary courses via Yonsei Portal.
- 3) You can choose to take those courses either on a supplementary (Graded) or an audit basis (Passed/Not Passed). They do not count towards the cumulative GPA or the credit requirement for graduation.

E. Registration for "Directed Research" Course

- 1) Under the regulations set by the Graduate School Management Committee, since Spring semester 2003, Directed Research Course (I for Master's candidates or those who have withdrawn from the Joint Degree program; II for Doctoral or Joint Degree candidates) has been automatically enrolled for students who are expected to graduate (Master's and Doctoral candidates in their 4th or later semester; Joint Degree candidates in their 6th or later semester). Please check whether you are properly enrolled in the course during the registration period, and if your thesis proposal has not yet been accepted (or will not be in the following semester), you can delete it.

※ If you meet your degree requirements earlier than your final semester, please submit the "Directed Research Registration Request Form" to the Graduate School Office during the course registration period in your third semester of Master's* program, second semester of Doctoral program, fifth semester of Joint Degree program, respectively.

* : *including students who have withdrawn from Joint Degree programs*

(You need to contact your department to get the form and ask about the degree requirements.)

- 2) 12% of your tuition will be charged for an **additional semester**, provided that you only take the Directed Research course.

F. **Your tuition fee for an extra semester** (5th or later semester of Master's/Doctoral program; 7th or later semester of Joint Program) **will be charged according to the number of credits registered for.** Please print your tuition invoice during the Additional Registration period.

1) Tuition fees

- ① 0 credit: 12% of tuition
- ② 1-3 credits: 1/3 of tuition
- ③ 4-6 credits: 2/3 of tuition
- ④ 7 credits or more: full tuition

G. You are required to take at least one course. If the course is canceled or you failed to get permission to take a supplementary course, please consult your department. Important notice about the course registration will be sent via email or text messages, so make sure to update your personal information on our portal (<http://portal.yonsei.ac.kr>) if there is any change.

■ Academic Information System → Login → Academic Affairs → Academic Information Check → Change of Personal Information

H. Credit Exchange Program (Cross-Registration)

- 1) You can enroll for courses in other specialized graduate schools of Yonsei University. You may take up to 6 credits per semester and 15 credits in total. Please note that the courses may NOT be audited.
- 2) Yonsei University Graduate School also has cross-registration agreements with other

graduate schools in Korea. You may enroll in their courses as well; the courses may not be audited and credits will be awarded in accordance with the agreements with the host universities.

- 3) Under the agreement between three graduate schools located in Sinchon area, you can register for courses offered by Ewha Womans University or Sogang University via Yonsei Portal during the course registration period.

- Choose “Ewha Womans university” or “Sogang University” in the list of departments.
- The information about timetables and lecture rooms can be found on their websites.

① Ewha Womans University → Study Guideline→ Timetable/Syllabus → Graduate school
(<http://eureka.ewha.ac.kr/eureka/hs/sg/openHssg504024q.do?popupYn=Y&englishYn=Y>)

② Sogang University → Graduate School → Information of Courses
(<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN>)

※ For the information about course registration in other graduate schools in Korea, please refer to the notice of our website (<http://graduate.yonsei.ac.kr>).

II. ONLINE COURSE REGISTRATION

1. How to Register for Graduate Courses

- A. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) and click "Graduate Course Enrollment" on the Main Portal Service menu. (This service will be available from 10:00 am on the first day of the course registration period.)
- B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- C. Start course registration

2. How to Register for Supplementary Courses

- A. Go to <http://portal.yonsei.ac.kr> → Login → Academic Information
- B. Click “Courses” → “Application for a supplementary course undergraduate”
- C. Select the college and department first and then click “Search” to check the list of courses available.
- D. You should choose to take supplementary courses either on a supplementary (Graded; letter grade such as A+, B0 on the transcript) or an audit basis (Passed/Not Passed; P/NP on the transcript).

III. IMPORTANT DATES

1. Course Withdrawal: 2023. 4. 6.(Thu.) - 4. 10.(Mon.)

- ※ Withdrawn courses are marked W in the Transcript.
- ※ Tuition is not refundable even in the case of course withdrawal

2. Course Evaluation, Survey for Improvement of Research Environment & Graduate Programs: TBA

3. Grade Confirmation & Request for Grade Change: TBA

6. Library Guide

1. Library Webpage: <https://library.yonsei.ac.kr>

Yonsei University Library holds about 2.6 million volumes and provides access to approximately 17,000 print journals, 120,000 e-journals, 560,000 e-books, and 200 academic databases. For more details about library services such as Library Catalog, Research Guide, and Purchase Request, please refer to the library website above.

2. Library Hours

Type	Name	During Semester		During Vacation	
		Mon. - Fri.	Sat.	Mon. - Fri.	Sat.
Central Library	24 hour Study Room(1F)	Opens 24 hours			
	Privileges Office(1F)	09:00-17:00	-	09:00-17:00	-
	Humanities Collections: Books(2F)	09:00-21:00	09:00-15:00	09:00-20:00	09:00-15:00
	Social Sciences & History Collections: Books(3F)				
	Science & Technology Collections: Books(4F)				
	Korean Classics Collection(5F)	09:00-17:00	-	09:00-17:00	-
	Graduate Study Room(5F)	06:00-23:00			
	Study Room 1(6F)	Opens 24 hours		06:00-23:00	
	Study Room 2(6F)	06:00-23:00		-	
Yonsei-Samsung Library	Y-Valley/Y-Smart Space(1F)	08:00-23:00			
	Y-Scape(1F)	10:00-17:00	-	10:00-17:00	-
	Information Commons(2F)	09:00-21:00	09:00-15:00	09:00-20:00	09:00-15:00
	Media Commons(3F)				
	Research Commons: Journals, References(5F)				
	Grand Study Room(4F)	08:00-23:00			
	Cafe(8F)	09:00-16:00	-	09:00-16:00	-
Branch Libraries	Law Library (Yonsei-Samsung Library 6F)	09:00-21:00	09:00-15:00	09:00-20:00	09:00-15:00
	Music Library (College of Music, New Bldg. 2F)	09:00-17:30	-	09:00-17:30	-
	Underwood Memorial Library (International Campus)	08:30-24:00	09:00-18:00	09:00-18:00	-

※ For more details about library hours, please refer to the library website.

3. Temporary access before Yonsei student ID card issuance

New students can enter the Library with presentation of a tuition payment receipt and an ID card at the information desks of the Library.

7. Yonsei Health Mutual-aid Association

YONSEI UNIVERSITY GRADUATE SCHOOL

1. **Website** : <https://healthma.yonsei.ac.kr>

2. Office

- Sinchon Campus Student Union Building Room 206 (☎ 02-2123-3350)
- Mirae Campus Student Union Building Room 212-1 (☎ 033-760-5430)

3. **Office Hour during Regular Semester** : Mon-Fri 9:00-17:00 (Lunch 12:00-13:00)

4. **Office Hour during Summer/Winter Breaks** : Mon-Fri 9:00-15:00 (Lunch 12:00-13:00)

5. Student Health Mutual-aid Association Qualification for Membership:

- Only eligible for Yonsei University Graduate enrolled students who have paid Student Health Mutual-aid Association fee (KRW 25,000 per semester) for the semester. (Not applicable to family members)

6. How to Sign-Up

Classification	Period	Object
Select Miscellaneous Fee	Tuition payment period (Select Student Health Mutual-aid Association Fee)	• Graduate students
Additional Sign-up	Spring Semester : March Fall Semester : September (Non-refundable fees) ※ In this case, membership will activate from the day after sign-up till the end of the semester.	• Students who did NOT pay for Mutual-aid Association fee during tuition payment period • Students on leave of absence • Students who have applied for a full refund of tuition
※ Students who have applied for a full refund of tuition must sign up separately (Excluding College of Medicine, Dentistry and Nursing, Wonju College of Medicine)		
※ For detailed information will be noticed during additional sign-up period.		

7. **Semesters** : Spring Semester : March 1 - end of August

Fall Semester : September 1 - end of February (following year)

8. Period of Deduction

Treatment Receipts(medical expenses) for the semester will be accepted until the next semester.

Please submit the receipt for medical expenses incurred at the beginning of the semester 20

days after the start of the course.

9. Materials to Prepare and Method of Deductions Application

- ① Treatment (medical expenses) Original Receipt: Payment(Insurance), Record of the division of Non-Payment(No Insurance) format, Treatment Date and Treatment Dept. (Copies will not be accepted)
- ② Student ID Card of Yonsei University (Statement of Enrollment) or your student ID number written down
- ③ Woori Bank Account Number of the Student (No need to copy account booklet - just record the account number)
- ④ consent to the Collection and Use of Personal Information(except for those who submitted in advance)

Classification	Campus	Place
Register by visiting	Sinchon	Sinchon Campus Student Union Building Rm. 206
	Mirae	Mirae Campus Student Union Building Rm. 212-1
Register by Receipt box	Mirae	[Wonju College of Medicine] In front of the Student Association Office in Wonju College of Medicine
	International	General Education Hall Lobby
Register by Mail	Sinchon	Student Health Mutual-Aid Association Rm. 206 Student Union Building, Yonsei University, 50 Yonsei-Ro, Seodaemun-ku, Seoul, Republic of Korea(03722)
	Mirae	Student Health Mutual-Aid Association Rm. 212-1 Student Union Building, 1, Yeonsedae-gil, Heungeop-myeon, Wonju-si, Gangwon-do, Republic of Korea (26493)

- * When the 4 items above are prepared, the medical expense deduction application (by proxy) is possible anywhere regardless of affiliation at Sinchon, Wonju, or the International Campus.

10. Available Hospitals / Range of Available Deductions

- Available hospitals : Any hospital located in Korea (Oversea hospitals are excluded)
- Range of Available Deductions : Limited to insurance payment of treatment expenses (Non-Insured Treatment and all the medicine costs that you purchase at the pharmacy and the Chinese medicine clinic are excluded)
- Limit : 1 million won with no division between treatment and hospitalization per semester

Treatment	Deducted Benefit Rate
Private Clinic	Student Payment's 50%
Hospital level	Student Payment's 40%

General Hospital	Student Payment's 30%
Special General Hospital	Student Payment's 20%
Health Service Center	90% (100% of self-pay for some medical treatment and medicine)
Hospitalization	Deducted Benefit Rate
Every Medical Institution	Student Payment's 30%

※ Non-Insured Treatment: National Health Insurance Corporation designated illnesses, delivery, non-life-threatening injuries or those not encumbering one's job or daily life as items not covered by the standard insurance plan to limit financial issues and to maintain fairness of social insurance payments. Typical examples of non-insured medical treatment are orthodontia, plastic surgery for beauty treatment, surgery for eyesight correction, diet and skin care. For details on insurance payment/non-payment, please inquire at the hospital where you receive the treatment.

※ The deductions shall not exceed the actual insurance payment of one's share.

11. International Students

Only international students who have signed up for the National Health Insurance in Korea can take the medical treatment fee deduction. Without the National Health Insurance, you can only receive support from Yonsei University Health Service Center.

8. Application Guidelines for Muak Dormitory

YONSEI UNIVERSITY GRADUATE SCHOOL

1. Eligibility & Selection Process

A. Eligibility (All of the following requirements should be met)

- 2023-Spring Semester Freshmen of Graduate School at Sinchon Campus
- Student whose parents' residence is not Seoul, Student whose nationality is not Korea.

B. Selection process: Online Application and Computerized Random Selection

C. Note

- 1) Students who are NOT required to submit additional documents
 - Students who major in law, dentistry, nursing
 - International students
- 2) Students of Law Department can ONLY apply to the Beophyeon House.
- 3) Students of Medicine College
 - a. Students of Department of Medicine can ONLY apply to Chejung House (Tel: 02-2228-2700)
 - b. Students of College of Dentistry and College of Nursing can ONLY apply to Muak #3
- 4) Students at Mirae Campus are NOT allowed to apply for dormitories at Sinchon Campus.
- 5) Students who were forced to leave the Sinchon Campus dormitory or Songdo Dormitory cannot apply for dormitory.
- 6) Making two applications for dormitories at Sinchon and Songdo Campus are NOT allowed.
- 7) If you take a leave of absence during the semester, you MUST check-out the dormitory

2. Dormitory Fee & Facilities

(※ If you select a dormitory that is not the target of residence, you will be automatically disqualified.)

Dormitory	Type	Object	Dormitory Fee	Size(평)	Shower room & Bathroom	Facilities
Muak #3	Double	Graduate Students of the College of Dentistry and Nursing (Male, Female)	"	4.27	Shared	Community room, Laundry room, Study room, Computer zone, Gym, Chapel & Prayer room, Self kitchen, Convenience store, Self-Cafe
Muak #4 Foreigners' Building (B-Wing 2~5F)	Single	Graduate(Female)	"	6.4	Inside the room	Community room, Laundry room, Study room, Computer room, Gym, Self-kitchen, Convenience store
	Double		"	8.6	Inside the room	
	Single	Handicapped students	"	6.4	Inside the room	
	Single	Severely Handicapped students (Parents accompanied)	"	8.6	Inside the room	
Beophyun House	Double	Graduate Students of the department of law (Male, Female)	"	6.9	Inside the room	Convenience store, Cafe, Restaurant, Study room, Gym, Lounge, Laundry room, Self-kitchen, ATM

3. Application

(※ For detailed schedule, please refer to the dormitory website after end of Dec., 2022.)

A. Period : **Early Jan. 2023**

B. **How to apply(Revised)** : **Yonsei Portal Service(portal.yonsei.ac.kr) Log in with (ID: Admission Application Number, PW: D.O.B. in YYMMDD order)**
→ **Academic Information → Dormitory**

4. Required Documents

* Document to be submitted by all applicants : One copy of the COVID-19 Safety Agreement
(Find the format from the dormitory website)

※ If you are a foreigner, you don't need to submit the following documents.

- A. Resident Registration Certificate
- B. Family Relation Certificate
- C. Resident Registration of Overseas Korean Certificate
- D. Certificate of Handicapped Person

5. Check-in date

A. Check-in date: **Feb. 28.(Tue) ~ Mar. 1.(Wed), 2023**

※ The above schedule is subject to change depending on school circumstances.

6. Contact Information

A. Muak Dormitories: 02)2123-8419, 3622

B. Beophyeon House: 02)2123-3617

C. Email : muakdorm@yonsei.ac.kr

※ **The information on the selection schedule, dormitory fee, and submission of documents may be changed, so please check the notice on the dormitory website.**

Housing Office

All notices regarding the operation of the International Campus Dormitory(Songdo Dormitory) for the 2023-1 semester will be announced through the Songdo Dormitory website (<https://yicdorm.yonsei.ac.kr>) in Mid-Jan., 2023.

Dormitory Management Team, International Campus

9. Visa Issuance for International Students

YONSEI UNIVERSITY GRADUATE SCHOOL

D-2 유학생 비자(석사: D-2-3, 박사: D-2-4)를 발급할 예정인 학생들은 **표준입학허가서**(합격증과는 다른 서류입니다. p.3 참조)를 신청해주시기 바랍니다. 다른 비자(A-1, A-3, D-1, D-5, D-9, E-1, E-7, F-1, F-6, H-2, 재외동포 비자 등)를 소지하여 입국 및 국내 체류에 문제가 없는 경우, 표준입학허가서를 별도로 신청하실 필요 없습니다.

※ 유의 사항

1. 국내에서 **학부를 졸업하고 대학원에 진학하는 경우, 학위과정이 변경되는 경우, 기존 비자는 만료**됩니다. 연세대학교 일반대학원에서 발급한 표준입학허가서를 지참하여 신규 비자를 취득하시기 바랍니다.
2. 유학생 비자는 학적변동(휴학, 졸업, 제적 등) 발생 시 비자만료일과 상관없이 학적변동일 기준으로 만료일자가 수정됩니다. 유학생은 학적변동일로부터 **30 일 이내 출국**해야합니다.
3. **등록금을 납부**하신 분에 한해 표준입학허가서를 발급해드릴 수 있습니다.
신입생 등록기간: 본 안내서의 4 페이지 참고

“The Certificate of Admission”(which is different from the Certificate of Acceptance that can be printed out on the Yonsei Portal) is issued for students who will apply for a D-2 visa (D-2-3: Master, D-2-4: Ph.D). If you hold any other visa(A-1, A-3, D-1, D-5, D-9, E-1, E-7, F-1, F-6, H-2, etc.) and can legally stay in Korea, then you don't need to apply for it.

※ Attention

1. **If you finish undergraduate program in Korea or in case that degree course is changed ex) master ->Ph.D etc. your current D-2 visa will expire on the date of graduation.** Please request for “The Certificate of Admission” and apply for a new D-2 visa.
2. In case of any change in the student's status(taking a leave of absence, graduation, expulsion due to withdrawal or unregistered status, etc.), D-2 visa will expire. You must leave the country within **30 days** from the date of change of the student's status.
3. We can issue the certificate of admission only for those **who have paid the tuition fee.**
Registration period : Please refer to Page 4. (Tuition payment)

비자 종류에 대한 자세한 사항은 링크를 통해 확인 하십시오.

https://www.visa.go.kr/openPage.do?MENU_ID=10102

Please refer to the following website for information about the various types of Korean visas.

https://www.visa.go.kr/openPage.do?MENU_ID=10102

D-2 비자를 신청하실 분들은 **등록금 납부를 완료하신 후** 표준입학허가서를 신청해주시기 바랍니다.

1] E-mail 제출 : 여권사본, 사진파일(3.5x4.5cm, JPG)

신촌캠퍼스 합격생: ysgrad@yonsei.ac.kr

미래캠퍼스 합격생: pds@yonsei.ac.kr

미래캠퍼스 원주의과대학 합격생: danb661@yonsei.ac.kr

미래캠퍼스 원주간호대학 합격생: ksbin@yonsei.ac.kr

2] 우편제출: 재정증빙 원본, 최종학위증명(아포스티유 혹은 영사확인) 원본, 성적증명 원본

* 중국 소재 은행 예금잔고증명서는 아래 요건 모두 충족시에만 유효 증명서로 인정

- ① 예금잔고증명서상 유효기간이 명시되어 있을 것
- ② 사증 발급 신청일 기준 30일 이내 발급된 원본일 것
- ③ 사증발급 신청일 기준 예금잔고증명서 유효기간(예금 동결 기간)이 최소 30일 이상 남아있을 것

우편발송 또는 방문 주소:

신촌캠퍼스 합격생: 03722 서울시 서대문구 연세로 50 연세대학교 일반대학원 (스팀스관 201 호)

미래캠퍼스 합격생: 26493 강원도 원주시 연세대길 1, 미래관 135 호

미래캠퍼스 원주의과대학 합격생: 26426 강원도 원주시 일산로 20 (일산동) 연세대학교 원주의과대학

☎ Tel (033) 741-0392

미래캠퍼스 원주간호대학 합격생: 26426 강원도 원주시 일산로 20 (일산동) 연세대학교 원주간호대학

☎ Tel (033) 741-0392

* 표준입학허가서는 이메일로 발송해드립니다.

※ 유의사항

재정증빙 원본, 최종학위증명(아포스티유 혹은 영사확인) 원본, 성적증명 원본 서류는 반드시 **원본서류**가 제출되어야 표준입학허가서가 발행될 수 있습니다. [외국인전형 최종합격자는 본 안내자료 32쪽을 반드시 확인바랍니다.]

After finishing the tuition fee payment, please apply us certificate of admission.

1] submission via E-mail :copy of your passport, a photo (3.5 x 4.5cm) in jpg format

Sinchon(Seoul) Campus: ysgrad@yonsei.ac.kr

Mirae(Wonju) Campus: pds@yonsei.ac.kr

Mirae(Wonju) Campus Medicine College: danb661@yonsei.ac.kr

Mirae(Wonju) Campus Nursing College: ksbin@yonsei.ac.kr

2] submission via Post/Ems : proof of funds(bank statement), Diploma (with Apostille or consular verification) , Official transcript

- A bank(in China) deposit balance certificate is recognized as a valid certificate only when ALL of the following conditions are met

- ① The validity period must be specified on the deposit balance certificate
- ② It must be an original issued within 30 days from the date of application for visa issuance
- ③ As of the date of application for visa issuance, the validity period of the deposit balance certificate (deposit freezing period) must be at least 30 days.

Address:

Sinchon(Seoul) Campus: 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Mirae(Wonju) Campus: 1, Yeonsedae-gil, Heungeop-myeon, Wonju-si, Gangwon-do, Republic of Korea, 26493 (Mirae Hall #135,Yonsei University, MIRAE campus)

Mirae(Wonju) Campus Medicine College:

Yonsei university Wonju college of medicine 20 ilsan- ro, Gangwon-do 26426, Korea

☎ Tel (033) 741-0215

Mirae(Wonju) Campus Nursing College:

Yonsei university Wonju college of Nursing 20 ilsan- ro, Gangwon-do 26426, Korea

☎ Tel (033) 741-0392

*We will send you the Certificate of Admission via E-mail.

※ Attention

We can issue the certificate of admission only for those who have submitted the **certified hard copy** of the degree certificate, official transcript, proof of funds.

※ Those who accepted in the international students track : ' Certificate of Admission' will be delivered for visa issuance after confirming the original documents for admission and confirming the full payment of tuition fees. (Refer to Page 3 from Application Guidelines for International students)

1) 비자를 신청하실 분은 메일로 발송해드리는 표준입학허가서와 기타 필수 서류 지참하여 대사관(영사관) 방문 및 비자 신청하시기 바랍니다.

With the Certificate of Admission and other required documents such as passport, application form, etc, please visit the nearest embassy in your country to apply for a D-2 visa.

2) 한국에서 비자 연장 또는 변경 신청을 하실 분들은 서울남부출입국외국인사무소에 문의 후, 필요한 제출서류와 함께 (예: 신청서) 여권, 표준입학허가서, 외국인등록증을 가지고 (예약 후) 방문하셔서 비자 연장/변경 신청을 하시기 바랍니다. (http://www.hikorea.go.kr/pt/main_kr.pt 또는 대표번호 1345)

If you want to extend or change your visa in Korea, please request it from the Southern Immigration Office (http://www.hikorea.go.kr/pt/main_kr.pt or just call 1345) about the detailed process or required documents. (eg. Application Form) We recommend you to visit the office after making a reservation. You will have to bring your passport, alien registration card, the Certificate of Admission, etc.

※ 유의사항: 표준입학허가서를 수령하신 후, 반드시 허가서에 나와 있는 정보가 본인의 정보와 일치하는지 확인하시고, 틀린 부분이 있을 경우 재발급 요청을 해주시기 바랍니다.

※ Attention

Please check whether all the information written on the certificate of admission is correct.

If there is any mistake, please let us know.

입시원서를 제출할 때 일부 서류를 제출하신 것을 알고 있지만, 원활한 업무 진행을 위해 다시 한 번 이메일로 제출 부탁드립니다.

We are aware that you have already submitted some of the documents when you applied to our school, but please kindly send us the documents again via email so we can continue this process.

Thanks in advance for your cooperation.

3) 담당자 연락처 Contact information

연세대학교 일반대학원 교학팀 황유리

Yuri, Hwang

Office of Academic Affairs, Yonsei Graduate School

Tel) 82-2-2123-3228, Email) ysgrad@yonsei.ac.kr

미래캠퍼스 대학원 행정지원팀 박다솜

Dasom Park

Graduate School Office, Wonju Campus

Tel) 82-33-760-5032, Email) pds@yonsei.ac.kr

미래캠퍼스 의과대학 교학팀 이정운

Medicine College, Wonju Campus

Tel) 82-33-741-0215, Email) danb661@yonsei.ac.kr

미래캠퍼스 간호대학 사무팀 김성빈

Nursing College, Wonju Campus

Tel) 82-33-741-0392, Email) ksbin@yonsei.ac.kr

10. Alien Registration and Insurance Policy

YONSEI UNIVERSITY GRADUATE SCHOOL

☐ Immigration Services

Call center: Dial 1345

HiKorea website: <http://www.hikorea.go.kr> - E-application

1. Application for Alien Registration Card

- A. Students must apply for an alien registration card at a local immigration office within 90 days of arrival in Korea
- B. Required Documents
 - Application Form (available at the immigration office), passport, 1 color photograph (3.5 x 4.5cm)
 - Certificate of Admission
 - Fee 30,000 KRW
- C. Immigration Office: Check your local immigration office and make sure you have prepared all the required documents before you visit the office. We advise you to make

a reservation (www.hikorea.go.kr) for the visit.

* Seoul(Sinchon) Campus : Southern Immigration Office

Address : 151 Mokdongdong-ro, Yangcheon-gu, Seoul

Tel : 02-2650-6212

Walking distance 10 minutes from the Mokdong station (line 5) and Omokgyo station (line 5)

* Mirae Campus: Chuncheon Immigration Office

Address: 12 Saam-gil, Dongnae-myeon, Chuncheon-si, Gangwon-do (29-1 Haggok-ri)

TEL: 033-269-3210

2. Requirement for Other Activities

- A. International students with a D-2 (student) visa who wish to work part-time must acquire permission from the immigration office
- B. International students attending a graduate school are allowed to work a maximum of 30 hours per week (Those of students whose TOPIK level is below 4 are only allowed half); a representative of school office must confirm the related documents (application form/business licence) before submission so please visit the [Office of International Affairs \(Baekyang Hall S308\)](#)([*inquiry: istudent@yonsei.ac.kr](mailto:istudent@yonsei.ac.kr))
- C. International students who have changed work places must report of this change at the immigration office or via www.hikorea.go.kr
- D. Required Documents : Application form (available at the immigration office), passport, alien registration card, part time employment recommendation (applicable fees are waived for D-2 (student) visa holders)

3. Applying for an Extension of Length of Stay

- A. Application Period : From two months prior to the expiration date to the date of the expiration (Penalties are imposed when expiration dates are violated)
- B. Required Documents : Application form (available at the immigration office), passport, alien registration card, application fee

4. Reporting Change of Residence

- A. Registered aliens must report a change of residence at a local immigration office within 14 days of the moving
- B. Required Documents: Application form (can be picked up from the immigration office), passport, alien registration card, document to prove residence
- C. Homepage: <https://www.hikorea.go.kr/Main.pt>

5. Reporting Changes in the Alien Registration Card

- A. All important changes (passport, name, gender, birth date, nationality) must be reported to a local immigration office within 14 days of the change

- B. Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card, document to prove change
6. Re-Entry
- A. The re-entry permit exemption which has been suspended since June 1, 2020 will be reimplemented as of April 1, 2022 (Please refer to the information below if you are eligible for re-entry)
- B. Required Documents : Passport, Alien Registration Card, Application form
- C. How to apply: hikorea.go.kr
7. Taking a Leave of Absence : International students who seek to take a leave of absence from their current education program must apply for the leave of absence at their schools and must depart Korea within 15 days of reporting. Alien registration cards must be returned to an immigration official at the airport at the time of departure.
8. Returning to School
- 1) Students who wish to return to school must apply for the reinstatement on the Yonsei Portal website during the specified application period.
- 2) Students must submit required documents to the graduate school office to acquire a new D-2 visa.
9. Electronic Civil Service
- A) Website for foreigner : www.hikore.go.kr
- B) Inquiry: tel)1345

■ Guidelines for International Students Subscribing to National Health Insurance

1. All the international students are subject to the mandatory subscription to the National Health Insurance. National Health Insurance Service(NHIS) automatically processes the registration according to your alien registration date.
2. Contributions payment: The contribution for the next month is due by the 25th of the current month(prepayment). NHIS sends a bill (by mail) around 10th of each month to the address (ARC registration address).
 - payment method: automatic transfer, website, NHIS office, mobile application
 - inquiry: Tel (1577-1000) / NHIS homepage (www.nhis.or.kr) / Mobile app (The건강보험, 모바일지로)
3. Insurance Benefits
 - Various Benefits are available including dental and oriental medical treatment, health checkups, and pregnancy and childbirth-related medical expenses. Treatments for diseases that do not affect work or daily life are not covered. (ex: plastic surgery)
4. Penalties for not paying the contribution
 - Health Insurance Benefits at medical care institutions are unavailable
 - Restriction on your visa extension
5. National Health Insurance Exclusion Application
 - Please check with NHIS for detailed exception conditions
 - Required documents: Documents verifying that medical guarantee is available
6. Inquiry
 - Tel 1577-1000 , Dial 7 for foreign language service
 - Tel 033-811-2000 Services in Foreign Languages (English, Chinese, Vietnamese, etc)
 - Service hour: 09:00~18:00, weekdays
7. Please refer to the following link for more information
graduate.yonsei.ac.kr -> Academic guide-> language /international- foreigner - 외국인 건강보험 안내

11. Submitting the original application documents

YONSEI UNIVERSITY GRADUATE SCHOOL

[Guideline for those who accepted in the international students track]

- 'Certificate of Admission' will be delivered for visa issuance after confirming the original documents(official graduate degree certificate, official transcript, proof of funds) for admission and confirming the full payment of tuition fees.

- Application Guidelines for International Students (Page 3)

■ **Submitting the original application documents (Refer to the page 5~6 for details)**

1. Those subject to Interview(including final acceptance only by document evaluation without interview) must submit all original application documents(official graduate degree certificate, official transcript, proof of funds) by mail or by visiting graduate school office from the date of notification of interview candidates till the start of the semester('Certificate of Admission' will be delivered for visa issuance after confirming the original documents and confirming the full payment of tuition fees.)
2. Applicants from overseas universities shall submit a certificate of degree with Apostille or consular verification(Applicants with a degree from universities in China: submit a certificate by CDGDC or CHSI)
3. **All the documents submitted are non-returnable. (According to guidelines from Ministry of Justice, 'Certificate of Admission' cannot be issued without original documents.)**

- Visiting or Mailing Address

[Shinchon Campus / International Campus]

50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Tel: Seoul / International Campus : +82-2-2123-3229

[Mirae Campus]

1 Yonseidae-gil, Wonju-si, Gangwon-do 26493, Korea

Yonsei University Mirae Campus, Mirae Hall (Room 135), Graduate School Office

Tel: Mirae(Wonju) Campus : +82-33-760-5032

12. Education Verification Notice

YONSEI UNIVERSITY GRADUATE SCHOOL

Students who graduated from schools outside of Korea must submit their [certificate of graduation and official transcript](#) to the graduate school office in person during the following period. (returnable after the verification process)

※ **Submission Deadline: ~ Mar. 10th, 2023 (Office hour: 09:00 ~ 17:00, Mon~Fri)**

[Shinchon Campus / International Campus]

50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Tel: Seoul / International Campus : +82-2-2123-3229

[Mirae Campus]

1 Yonseidae-gil, Wonju-si, Gangwon-do 26493, Korea

Yonsei University Mirae Campus, Mirae Hall (Room 135), Graduate School Office

Tel: Mirae(Wonju) Campus : +82-33-760-5032

◆ Campus map link : <https://www.yonsei.ac.kr/sc/intro/guide.jsp#XXX>

※ **All the documents submitted are non-returnable.** (According to guidelines from Ministry of Justice, 'Certificate of Admission' cannot be issued without original documents.)

※ Those who accepted in the international students track : 'Certificate of Admission' will be delivered for visa issuance after confirming the original documents(official graduate degree certificate, official transcript, proof of funds) for admission and confirming the full payment of tuition fees. (Refer to Page 3 from Application Guidelines for International students)

※ Please choose one of the following methods (for those students who have obtained their degrees in China, please refer to D.) If the submission is delayed due to any unavoidable circumstances, please contact the graduate school office in advance.

A. Degree certificate verified by Apostille

B. Degree certificate verified by the consul of the Korean embassy in your country or the consul of your country's embassy in Korea.

C. (If you cannot prepare for A. or B. before the deadline, you may submit the following documents first and visit again with A. or B. during the semester.)

Original copy of degree certificate AND the Letter of Consent

D. Certificates issued by 「China Credentials Verification」 OR 「China Academic Degrees & Graduate Education Information」

※ In case of a Chinese degree, it is a mandatory document. Please choose one of the following methods and submit it with your original copy of diploma. Certificates must be written in English.

1) China Credentials Verification's Certificate (<http://www.chsi.com/cn>)

2) Credentials Report from China Academic Degrees & Graduate Education Information (<http://www.cdgd.edu.cn>)

3) You can also apply through the official agency in Korea, Confucius Institute in Seoul (<http://www.cis.or.kr>) (02-554-2688)

YONSEI UNIVERSITY GRADUATE SCHOOL

Yonsei University Graduate School

50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Tel: Seoul Campus / International Campus :

+82-2-2123-3229

Email : ysgrad@yonsei.ac.kr

Mirae Campus : +82-33-760-5032

Email : ysgrad_mirae@yonsei.ac.kr

Website : <https://graduate.yonsei.ac.kr>

