



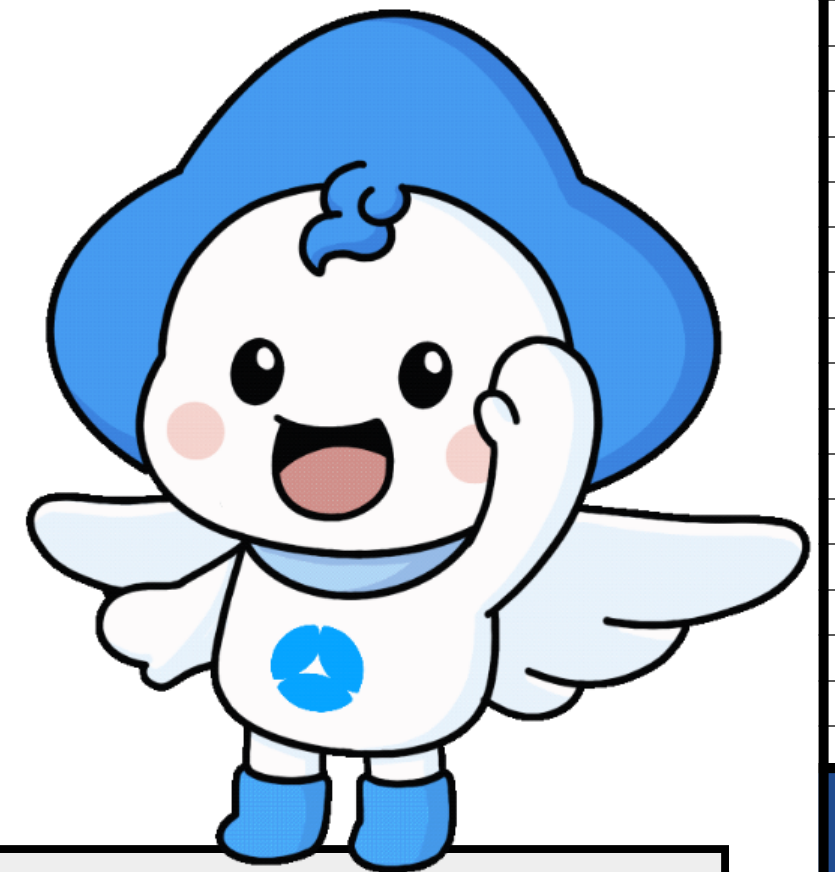
삼육대학교
SAHMYOOK UNIVERSITY

○ 2025.08 ○

삼육대학교 외국인 신/편입생

Orientation

○ 삼육대학교 학부생활 안내 지침서 ○



Presenter: 국제교육원

Date: 2025.08.25 10am

Home page: <https://iie.syu.ac.kr/>



• INDEX

목차

01

Introduction to the international centre

02

Living support guide

03

Graduation credit requirements

04

General education course guide

05

Course registration guide

06

Scholarship and work-study regulation guide



01

Introduction to the international center



**Location: Daniel Hall,
Room 108**

- Management of Korean language course programs/ TOPIK scores
- Support for international students and visa extension services
- International exchange programs such as student exchange and language training



02

Visa Extension

Required Documents

| | | | |
|-----------------------------|-----------------------------|---|---|
| Application fee: 60 000 KRW | Application form | | Passport |
| | Certificate of enrollment | | Academic Transcript |
| | Tuition payment certificate | | Foreigner registration card |
| | Application fee: 60 000 KRW | | Proof of Financial Resources (e.g., bank statement with sufficient balance) |
| Proof of Residence | Dormitory Residence | Certificate of Residence in the Dormitory | |
| | Off-campus Residence | Contractor | Contract |
| | | Resident | Name on the Housing Contract, Accommodation/Residence Provision Certificate (kept at the International Education Center), ID of the Contract Holder(copy) |

- Visa extension must be reserved at least 4 months before expiration
- Visit HiKorea(<https://www.hikorea.go.kr/>) → Civil Petition Application → Reservation for Visit



03

Foreigners' Health Insurance Guide



- ☑ Date of Acquisition: Date of Entry (Alien Registration Date upon First Entry)

- ☑ Benefits: (Same benefits as Korean nationals)
You can enjoy various benefits such as dental treatment, traditional Korean medicine (Oriental clinic) services, health check-ups, and medical expenses related to pregnancy and childbirth.

- ☑ Monthly insurance fee: 76,390 KRW (effective from January 2024)

- ☑ Notification: Sent by mail to the Alien Registration address or domestic residence

- ☑ Consultation: 1577-1000 (Press 6 for foreign language support), 033-811-2000 (English, Chinese, Vietnamese, Uzbek)



04

Immigration Law Guidelines



Obligation to Carry Alien
Registration Card



Report of Change of
Residence



Report of Passport
Change



Attendance/Gra
des



Permission for Activities
Outside the Scope of Visa
Status



04

Immigration Law Guidelines

Obligation to Carry Alien Registration Card

Failure to Carry Alien Registration Card

A fine of 100,000 KRW will be imposed for not carrying your Alien Registration Card.

(According to Article 27 and Article 98, Paragraph 1 of the Immigration Control Act)

Report of Change of Residence

Failure to Fulfill Reporting Obligations Within 14 Days

A fine ranging from 100,000 KRW to 1,000,000 KRW may be imposed. You must report to the Immigration Office, city or county office, or eup/myeon/dong community service center within the required period.

(According to Article 36, Paragraph 1 and Article 98, Subparagraph 2 of the Immigration Control Act)

Attendance/Grades

Low Academic Performance (GPA below 2.0)

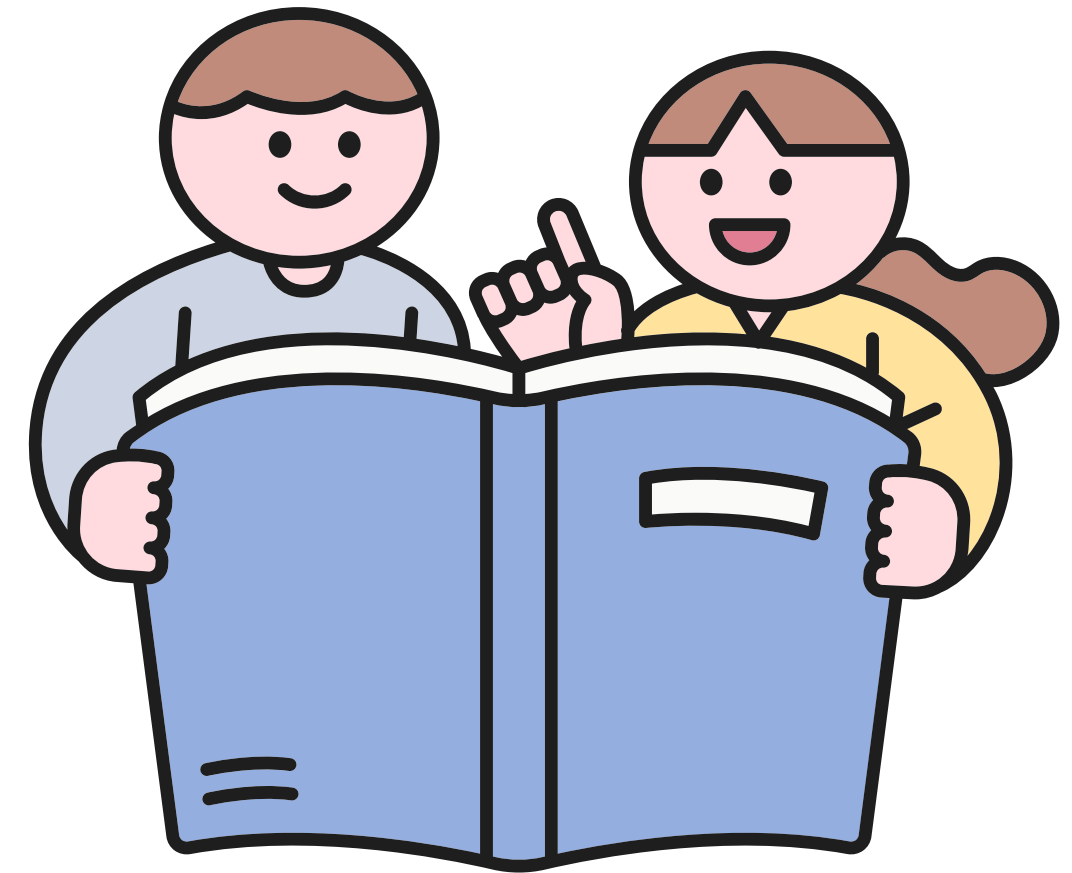
May result in disadvantages when applying for visa extension or change. Please also make sure to notify us in advance of any other changes such as leave of absence, withdrawal, or returning to your home country.



05

Writing Support Program

This is a program designed to support international students at Sahmyook University with their Korean writing skills. Foreign students can receive corrections and explanations for Korean writing related to language learning or coursework assignments.



| Recruitment Information | Overview of Participation Activities |
|---|---|
| <p>Eligibility: Students enrolled in Korean language courses and newly admitted transfer students</p> <p>Purpose: To support international students in adapting to campus life and succeeding academically, with the help of Sahmyook University student mentors.</p> | <ul style="list-style-type: none">Students can receive corrections from mentors on assignments or academic difficulties related to university courses before submitting them. |



06

**Academic Guide
(Required General Education Courses for Foreign Students)**

| Category | General Education Required Courses | | Elective General Education | | | | |
|----------------------------------|---|--|--|---|--------|-----------------------|---|
| | General Education (Basic Academic Foundation) | Core General Education (Academic Trust) | General Electives (Area-Specific General Education) | | | | |
| Credits Required (33 Credits) | 8 | 7 | 18(Elective) | | | | |
| Subjects / Areas | Thinking and Expression (3) Global English 1 (3) Life Planning and Career Exploration 1,2 (2) | <table border="1"> <tr> <td>Core 1 (Choose 2)</td> <td> Religion and Human Life (2) Human Nature and Society (2) Life and Ethic(2) History and Culture (2) </td> </tr> <tr> <td>Core 2</td> <td>Language and Arts (3)</td> </tr> </table> | Core 1 (Choose 2) | Religion and Human Life (2) Human Nature and Society (2) Life and Ethic(2) History and Culture (2) | Core 2 | Language and Arts (3) | University Korean 1, 2 (6) University Korean Reading (3) University Korean Speaking (3) University Korean Writing (3) Korean Society and Culture (3) Practical Korean 1,2,3 (9) (KLEC) University Korean Reading 1,2 (6) (KLEC) University Korean Speaking 1,2 (6) (KLEC) University Korean Writing 1,2 (6) |
| Core 1 (Choose 2) | Religion and Human Life (2) Human Nature and Society (2) Life and Ethic(2) History and Culture (2) | | | | | | |
| Core 2 | Language and Arts (3) | | | | | | |

- University Korean Reading and Writing (Offered in the 1st semester)
- University Korean Speaking, Korean Society and Culture (Offered in the 2nd semester)



06

**Academic Information
(Credit Completion Table for International Students)**

| Category | Graduation Credits | General Education | | Major | | Free Elective Credits |
|-------------------------|--------------------|-------------------|---------------|---------|---|-----------------------|
| | | Required | Area Required | Major | Double Major / Interdisciplinary / Convergent / Self-Designed / Minor / Teaching Certificate / Lifelong Education Teacher | |
| Single Major | 120 | 15 | | 69학점 이상 | | 18 |
| Double Major | 120 | 15 | 18 | 39 | 36 | 12 |
| Interdisciplinary Major | 120 | 15 | 18 | 39 | 36 | 12 |
| Minor/Optional Major | 120 | 15 | 18 | 54 | 21 | 12 |



06

**Academic Information
(Credit Completion Table for International Students)**

| 구분 | 2학년 | 3학년 | 4학년 |
|------------------|--|---|---|
| 유사 전공 편입생 | Graduation Requirement: 86 credits (63 major credits + 23 elective credits) | Graduation Requirement: 60 credits (51 major credits + 9 elective credits) | Graduation Requirement: 30 credits (21 major credits + 9 elective credits) |
| 비유사 전공 편입생 | Graduation Requirement: 86 credits (63 major credits + 23 elective credits) | Graduation Requirement: 60 credits (51 major credits + 9 elective credits) | Graduation Requirement: 45 credits (36 major credits + 9 elective credits) |

Academic Probation

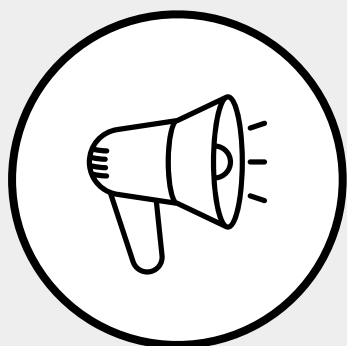
GPA below 1.0: 1st Academic Probation
2 Academic Probations: Visa issuance
restriction



07

Course Registration Guide

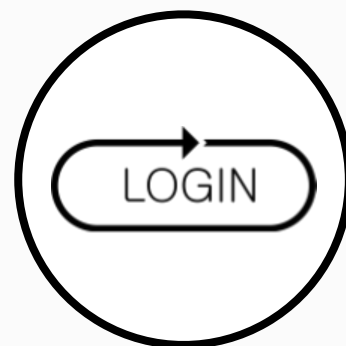
STEP 1



Check Announcements

Check the SU-WINGS course catalog.

STEP 2



Log into Your Account

SU-WINGS
ID: Student Number
Password: Set by Yourself

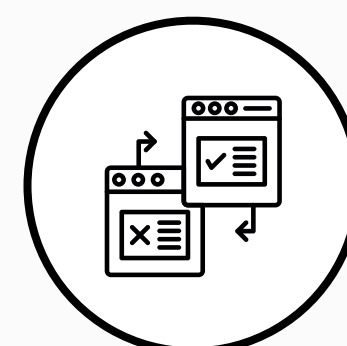
STEP 3



Main Course Registration

10:00 AM, September 1, 2025

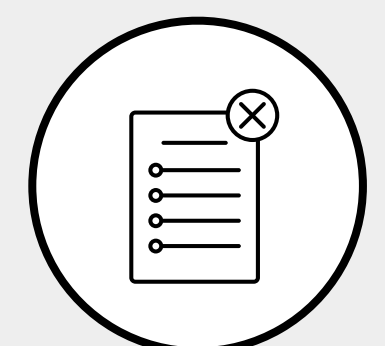
STEP 4



Course Registration Confirmation & Adjustment Period

From 10:00 AM on September 1, 2025 (Mon) to 3:00 PM on September 5, 2025 (Fri)

STEP 5



Course Withdrawal

From 10:00 AM on September 22, 2025 (Mon) to 5:00 PM on September 24, 2025 (Wed) (Deadline strictly observed)



07

Course Registration Guide

Course Registration Website

<http://sugang.suwings.syu.ac.kr/login.jsp>

University Integrated Portal

<https://suwings.syu.ac.kr/sso/login.jsp>



07

Course Registration Guide

Starting from the second semester, it will be more convenient if you add courses to your "Course Basket" first before registering.

You can register for up to 17 credits.

If your GPA in the previous semester is 3.7 or higher, you may register for up to 20 credits.



07

Course Registration Guide

| 강좌번호 | 과목명 | 시간표 |
|------|--------------------|---------|
| 141 | 한국 사회와 문화 | 수4-6 |
| 354 | 대학한국어 말하기 | 수1-3 |
| 1650 | 대학한국어 1 | 화4-6 |
| 380 | 언어와 예술 | 수5-7 |
| 90 | (KLEC)대학한국어 읽기III | 월-금 1-4 |
| 1853 | (KLEC)대학한국어 말하기III | 월-금 1-4 |
| 1854 | (KLEC)대학한국어 쓰기III | 월-금 1-4 |



08

ID / Password Setup Guide

SU-WINGS Sahmyook University Worldwide Integrated Next Generation Systems

STEP 2

로그인 OTP 공동인증서

아이디

비밀번호

학번(아이디)/비밀번호 찾기 비밀번호변경

Korea English

로그인시 유의사항

- 원하는 서비스를 이용하신 후 자리를 비우게 될 경우에는 반드시 로그아웃 하시기를 바랍니다.
- 비밀번호는 주기적으로 변경 관리하시고 타인에게 노출되지 않도록 주의하시기 바랍니다.

그룹웨어/웹메일 (Groupware) Click

중앙도서관 (Library) Click

e-Class Click

수강 신청 (Course Enrollment) Click

삼육대학교 SAHMYOOK UNIVERSITY

01795 서울특별시 노원구 화랑로 815번지 TEL : (02) 3399-3636 FAX : (02) 979-5318
Hwarangro-815 nowon-gu, Seoul 01795 Korea
all contents copyright 2014 . sahmyook university. all rights reserved. [개인정보처리방침](#)

SU-WINGS Website

<https://suwings.syu.ac.kr/sso/login.jsp>



08

ID / Password Setup Guide

SU ID 찾기 - Chrome

주의 요함 | suwings.syu.ac.kr/websquare/websquare.html?w2xPath=/...

ID 찾기

● 생년월일과 이메일로 찾기

ID찾기 **비밀번호 찾기** 삼육의명대 학번찾기

ID, 생년월일을 입력하면 아래 등록된 휴대폰 번호로 비밀번호가 발송됩니다. 휴대폰번호가 미등록되거나 다른 경우 담당부서로 문의하세요.

휴대폰으로 전송

▶ ID

▶ 이름

▶ 생년월일 **휴대폰번호 찾기**

EMAIL로 전송

▶ ID

▶ 이름

▶ 이메일주소 @ **EMAIL 주소확인**

닫기

SU-WINGs Sahmyook University Worldwide Integrated Next Generation Systems

로그인 OTP 공동인증서

아이디 **로그인**

비밀번호

학번(아이디)/비밀번호 찾기 비밀번호변경

Korea English

로그인시유의사항

- 원하는 서비스를 이용하신 후 자리를 비우게 될 경우에는 반드시 로그아웃 하시기 바랍니다.
- 비밀번호는 주기적으로 변경 관리하시고 타인에게 노출되지 않도록 주의하시기 바랍니다.

그룹웨어/웹메일 (Groupware) **Click**

중앙도서관 (Library) **Click**

e-Class **Click**

수강 신청 (Course Enrollment) **Click**

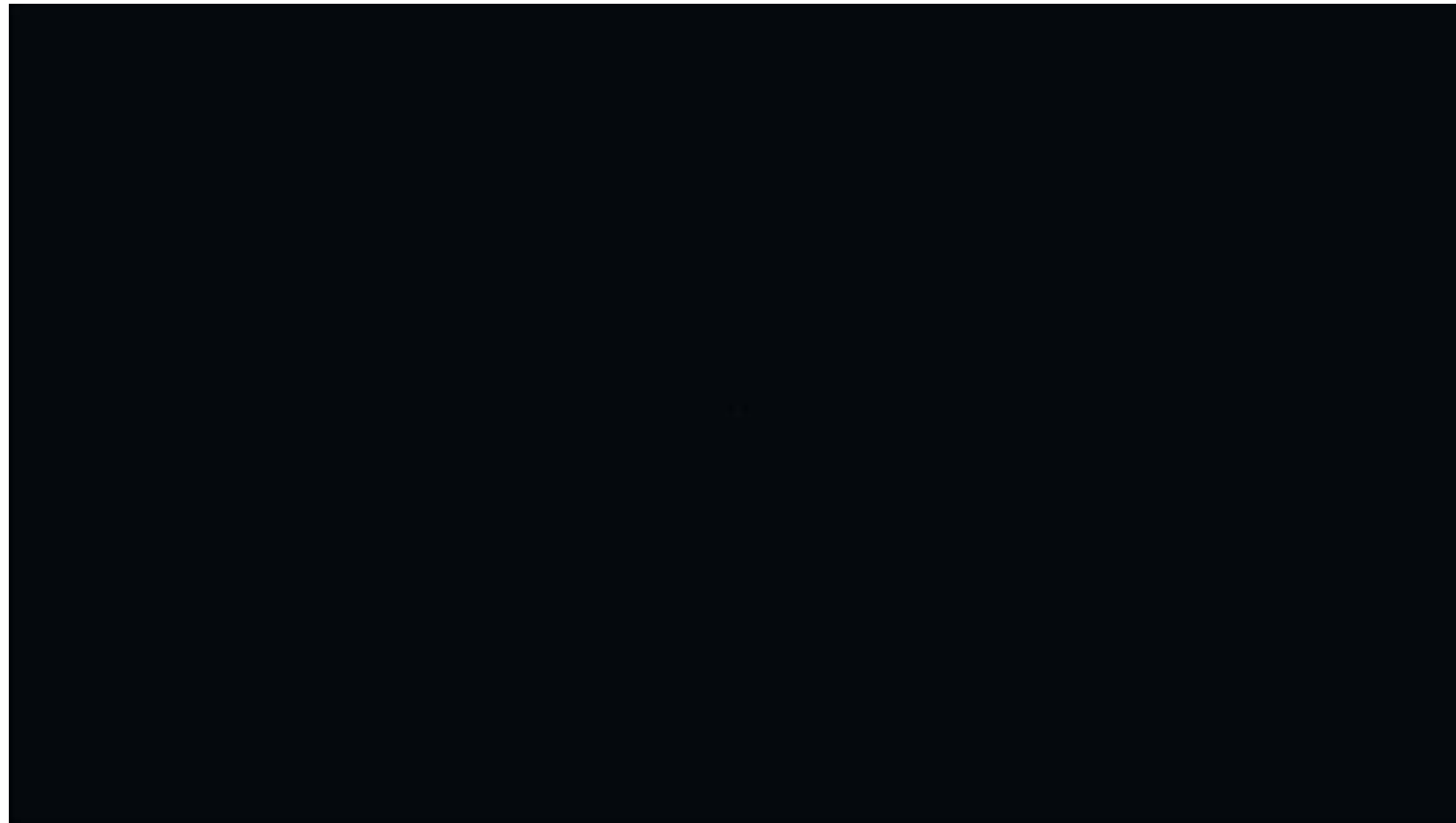
삼육대학교 SAHMYOOK UNIVERSITY

01795 서울특별시 노원구 화랑로 815번지 TEL : (02) 3399-3636 FAX : (02) 979-5318
Hwarangro-815 nowon-gu, Seoul 01795 Korea
all contents copyright 2014 . sahyook university. all rights reserved. [개인정보처리방침](#)



08

ID / Password Setup Guide(Video)





09

Department Office Contact Information

For Inquiries

International
Education Center

02-3399 -
3603 ~3606

Department Office

| Department | Phone Number |
|-------------------------|----------------|
| Art & Design | 02-3399-1835 |
| Nursing | 02-3399-1593 |
| Business Administration | 02-3399-1566 |
| Counseling Psychology | 02-3399-1679 |
| Global Korean Studies | 02-3399-1663 |
| Physical Therapy | 02-3399-1638 |
| Music | 02-3399-1818~9 |



10

Part-time Employment Guide

| | | |
|---------------------|--|---|
| Time | From the time of admission (for exchange students), students may work up to 25 hours per week. Unlimited working hours are allowed during the periods indicated below. | |
| Requirements | 1st & 2nd year students | 3rd & 4th year students |
| | TOPIK Level 3 required | TOPIK Level 4 required |
| Grades | A minimum grade of C or higher in all previous semesters | |
| Application | Apply personally through the HiKorea website. | |
| | Application submitted through the international student coordinator | |
| Documents | Passport, Alien Registration Card, Application Form, Part-time Employment Recommendation Letter | Academic Transcript or Attendance Certificate, Proof of Korean Language Proficiency |

| Type | Year | Korean | Start Time | Allowed Hours | | |
|--------------------------|--------------|---------|------------|----------------|-------------------|----------------|
| | | | | Weekday | Weekend, Vacation | |
| Language Training | Any | Level 2 | X | After 6 months | 10 hours | |
| | | | O | After 6 months | 20 hours | |
| Undergraduate | 1st~2nd year | Level 3 | X | No restriction | 10 hours | No restriction |
| | | | O | | 25 hours | No restriction |
| | 3rd~4th year | Level 4 | X | No restriction | 10 hours | No restriction |
| | | | O | | 25 hours | No restriction |
| Graduate (Master's /PhD) | Any | Level 4 | X | No restriction | 10 hours | No restriction |
| | | | O | | 25 hours | No restriction |



11

Scholarship Information

| 구분 | 기준 | 금액 |
|---|--|---|
| Academic Excellence for International Students | (Previous Semester GPA) 2.5 or higher | 25% of tuition |
| | 3.0 or higher | 35% of tuition |
| | 3.5 or higher | 45% of tuition |
| | 4.0 or higher | 60% of tuition |
| Korean Language Program at Our University | Completed at least 1 year | 30% of tuition |
| At the time of admission, must have obtained a TOPIK certificate. | Level 6/4.0+ (Previous Semester) | 100% tuition for 4 years |
| | Level 5/3.5+ | 100% tuition for 1 year / 50% for transfer students |
| | Level 4/3.5+ | 50% tuition for 1 year |
| | Level 3 | 25% tuition for the first semester only |

| 이름 | 설명 | 금액 |
|---------------------------------------|--|---|
| Assistance Scholarship | Student recommended by the department for volunteer and work contributions. | Department Assignment |
| Work-Study Scholarship | Students who have worked in various departments on campus | Hourly pay (varies annually) |
| Scholarship for Double Major Students | Regularly enrolled students in their 4th year or above pursuing a double major (including interdisciplinary majors). | 500,000 KRW (one-time during enrollment) |
| Ambassador Scholarship | Students who served as student ambassadors during the respective semester | PR Department announcement at the start of the semester |
| Student Officer Scholarship | Student self-governing organizations, media clubs, and department officers | - |



12

Attendance/Leave of Absence/Changing Majors Guide

Changing majors

- You can change your major starting from the second year, based on your individual admission semester, every semester (e.g., 2nd year 1st semester, 3rd year 1st semester, 4th year 1st semester, etc.).
- Requirements: Earn at least 26 credits per year and maintain a GPA of 1.0 or higher.
You can apply for a major change once during your time at the university, and it can only be done after one year of enrollment.

Attendance recognition

- Death of parents/grandparents or the student's own wedding - 10 days.
- Attendance will be recognized after submitting supporting documents.



12

Leave of Absence

- A leave of absence is possible within one year.
- If re-enrollment is not possible without a valid reason, the student will be expelled.
- If a student misses more than three times the weekly class hours, they will receive an FA (Failure due to excessive absence).
- Tardiness of 10 minutes or more = Absence
- 3 instances of tardiness or 2 instances of leaving early = 1 unexcused absence.
- In case of unavoidable absences, the student must submit supporting documents and obtain approval within 3 days of the reason arising.

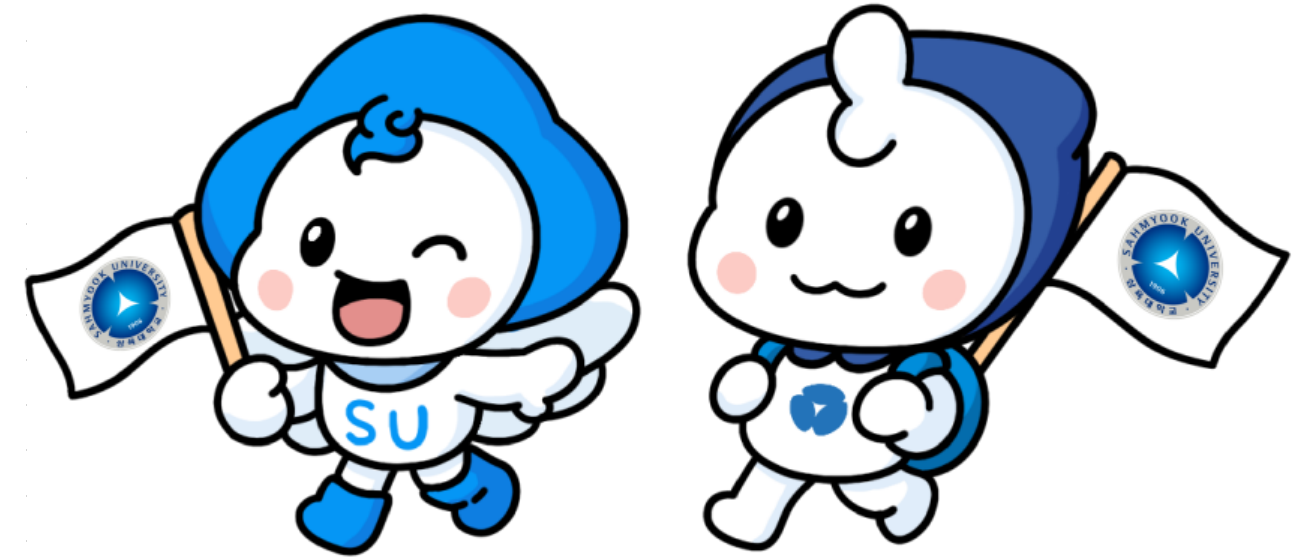


13

Academic Calendar Information

September academic schedule

- Start of Semester : 9.1 Monday
- Course Registration Confirmation & Adjustment Period : 9.1 ~ 5



September Academic Calendar

| SUN | MON | TUE | WED | THU | FRI | SAT |
|-----|-----|-----|-----|-----|-----|-----|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| | → | | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| | | | | | | |



13

Academic calendar

2025 - 9

| | |
|---------------|------------------------------------|
| 09.01 | Beginning of Semester |
| 09.01 ~ 09.05 | Course Add & Drop Period (Week 1) |
| 09.22 ~ 09.24 | Course Withdrawal (Week 4) |
| 09.29 | Cheonbo Festival (School Festival) |
| 09.30 | Athletics Day |

2025 - 10

| | |
|---------------|--|
| 10.03 | National Foundation Day (Holiday) |
| 10.06 ~ 10.08 | Chuseok (Korean Thanksgiving, Holiday) |
| 10.09 | Hangul Day (Holiday) |
| 10.10 | Foundation Day (Anniversary of University) |
| 10.13 ~ 10.31 | Mid-term Course Evaluation (Week 7) |
| 10.20 ~ 10.24 | Mid-term Exam (Week 8) |

2025 - 11

| | |
|---------------|---------------------------------|
| 11.03 ~ 11.07 | Love Sharing Festival Week |
| 11.24 ~ 11.26 | Registration for Winter Session |

2025 - 12

| | |
|---------------|-----------------------|
| 12.08 ~ 12.12 | Final Exam (Week 15) |
| 12.08 ~ 12.19 | Period of grade entry |
| 12.22 ~ 12.26 | Grade Inquiry Period |



14

Other Information



“

Professor of Counseling for International Students: Professor Lee Seung-yeon
seungylee72@naver.com

”

- 국제교육원 1 02-3399-3603
- 국제교육원 2 02-3399-3606
- 학사지원처 02-3399-3155

Contact Information

- Location: 108, 1st floor, Daniel Hall



15

Other Information



School Bus

<https://www.syu.ac.kr/school-life/school-bus/>

Directions to the location

<https://www.syu.ac.kr/eng/about-sahmyook/location/>



16

How to use SU-Talk

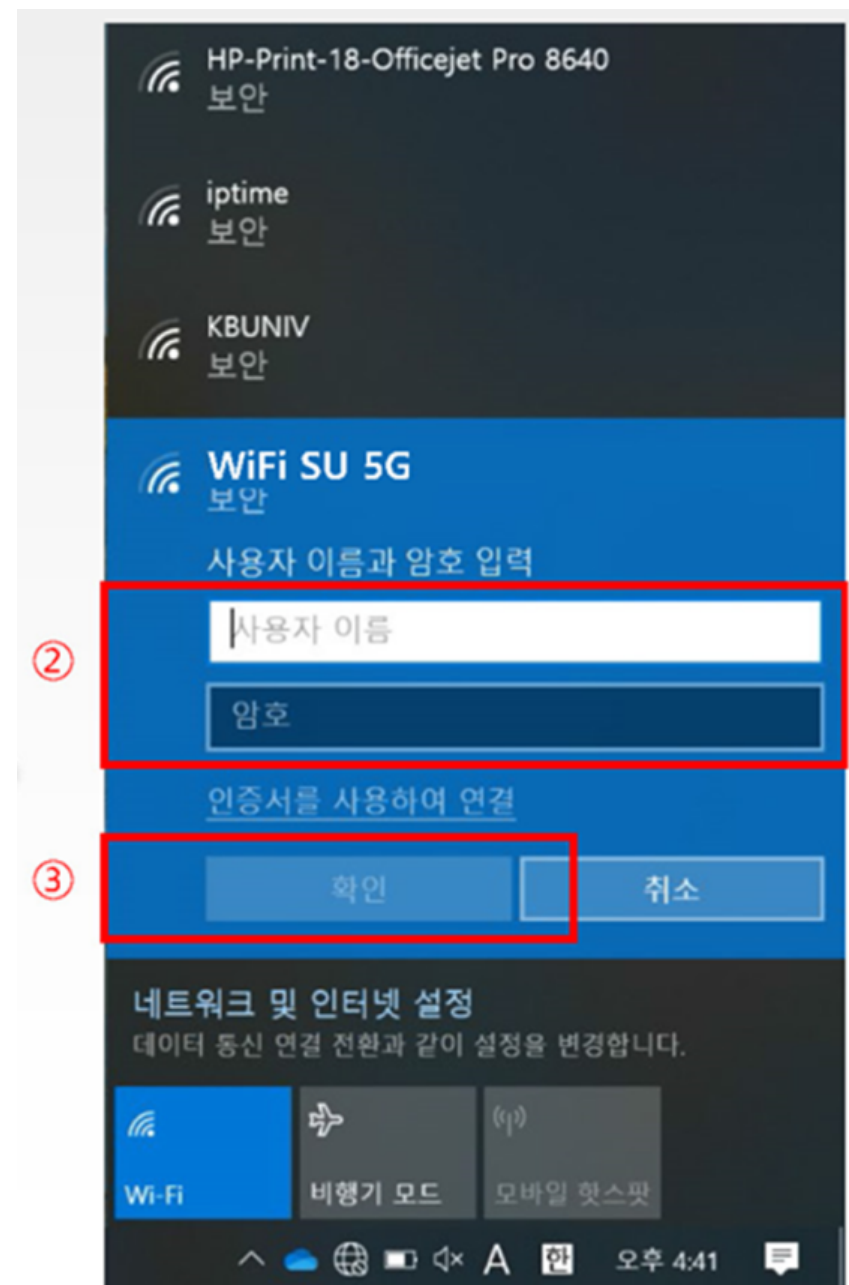
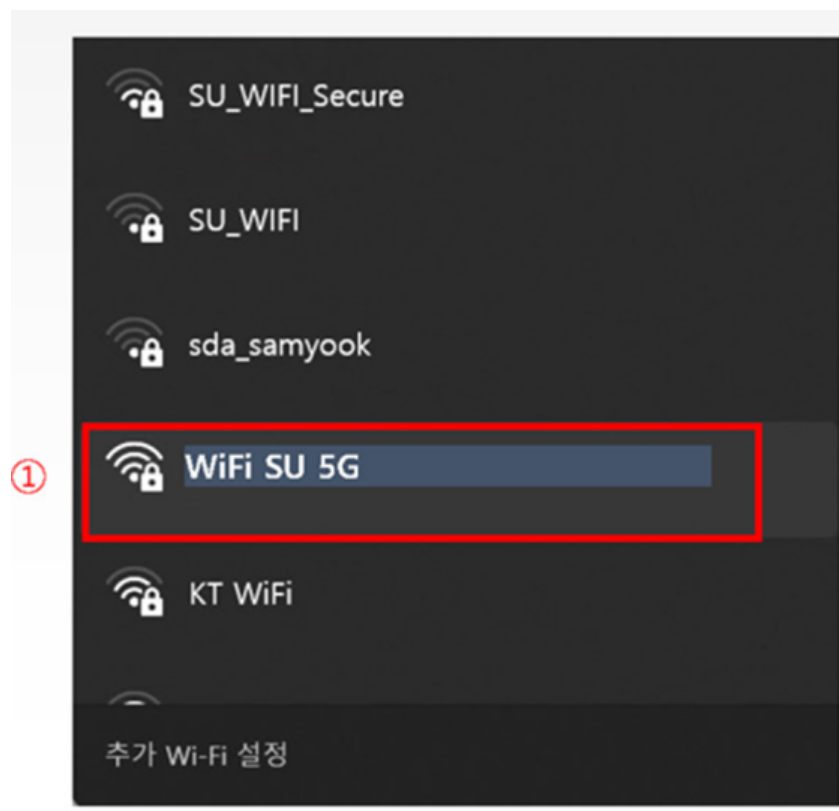
Quick access QR code



- Download the app and log in with the ID (student number) and password used on the school website.
- You can check the notice and advertisement sent by the school.
- Attendance can be checked through electronic attendance.
- You can also use various services provided by the school, such as school bus information and classroom rental.

17

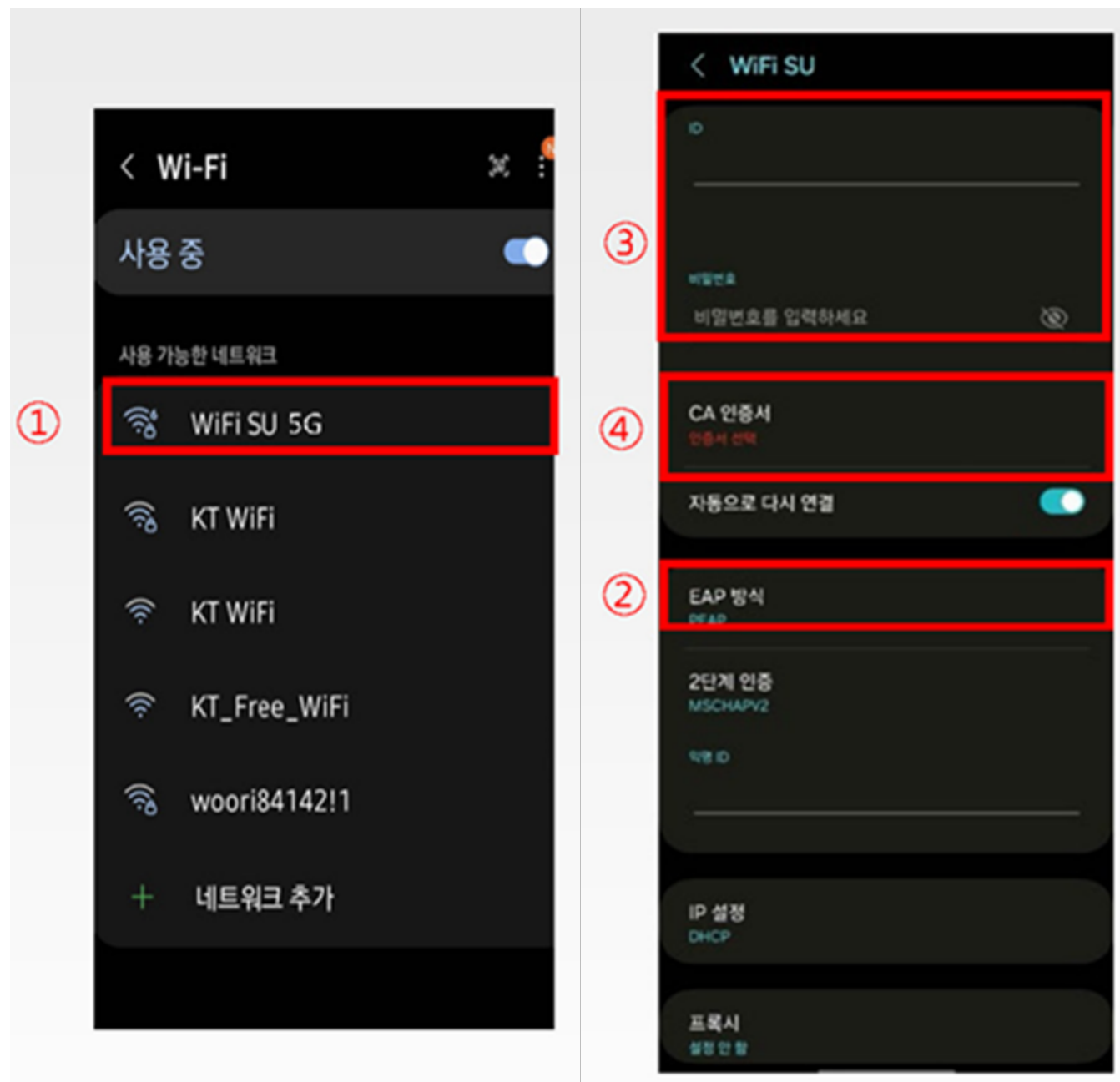
How to use WIFI (Laptop)



- 1) Choose Wifi SU 5G or Wifi SU 2.4G
- 2) Insert ID/PW (same with SU-wings ID/PW).
- 3) Click 확인 box (③ red box)

17

How to use WIFI (Android)

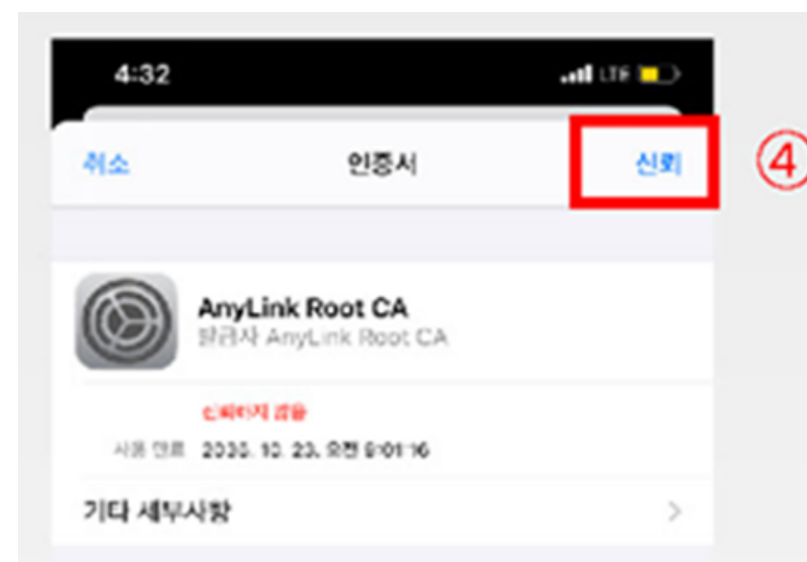
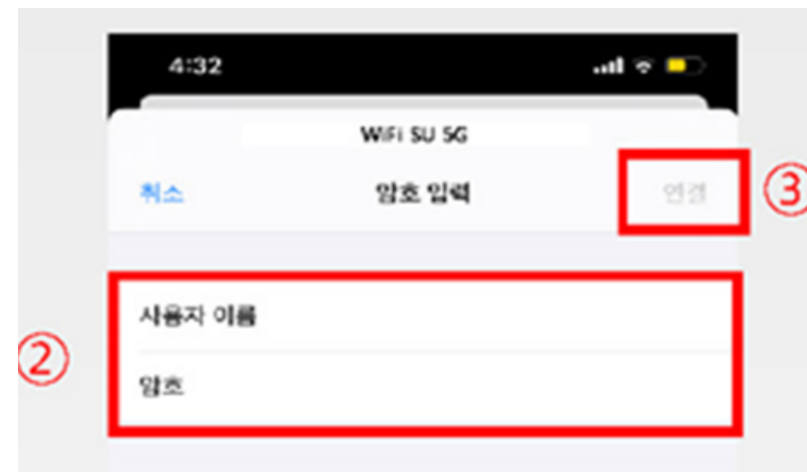
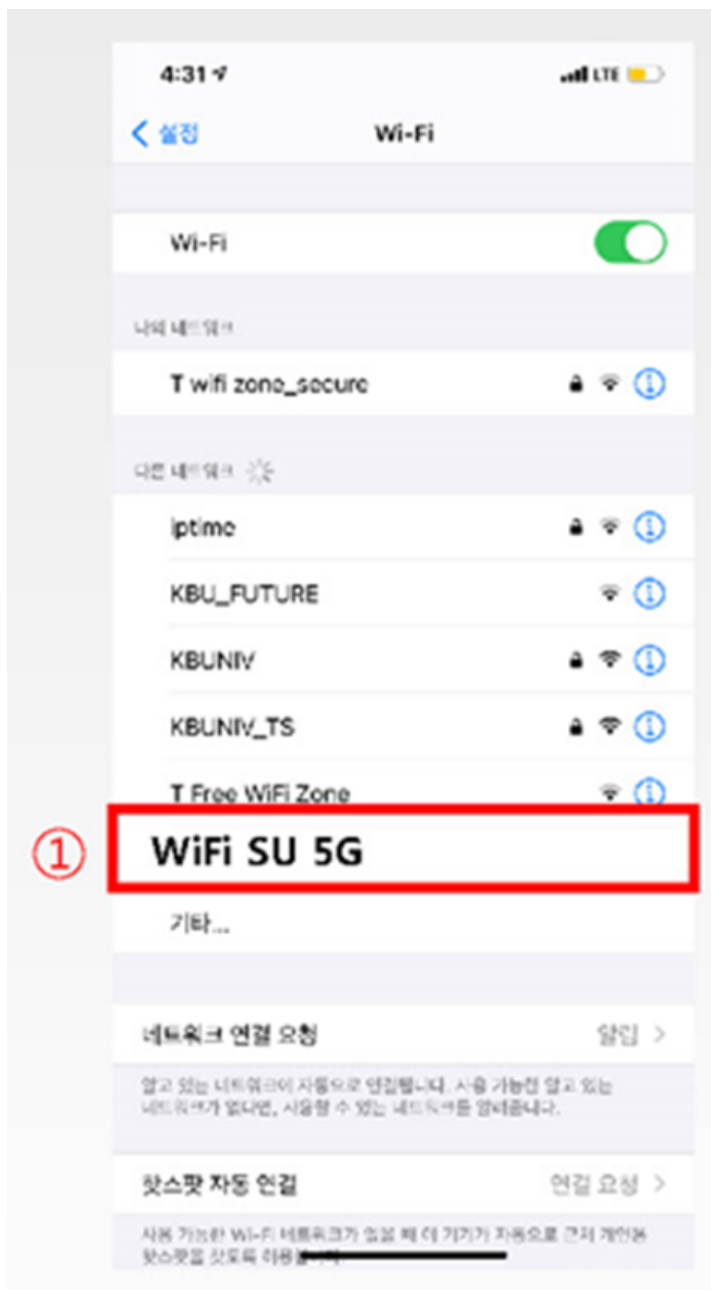


- 1) Choose Wifi SU 5G or Wifi SU 2.4G
- 2) Change EAP method to TTLS
- 3) Insert ID/PW (same with SU-wings ID/PW).
- 4) Click CA certificate and choose Don't validate
- 5) Connect

If Wi-Fi connection failed,
Change Phase 2 authentication to GTC or pap
And connect.

17

How to use WIFI (I phone)



- 1) Choose Wifi SU 5G or Wifi SU 2.4G
- 2) Insert ID/PW (same with SU-wings ID/PW).
- 3) Click connect
- 4) Click trust and connect



18

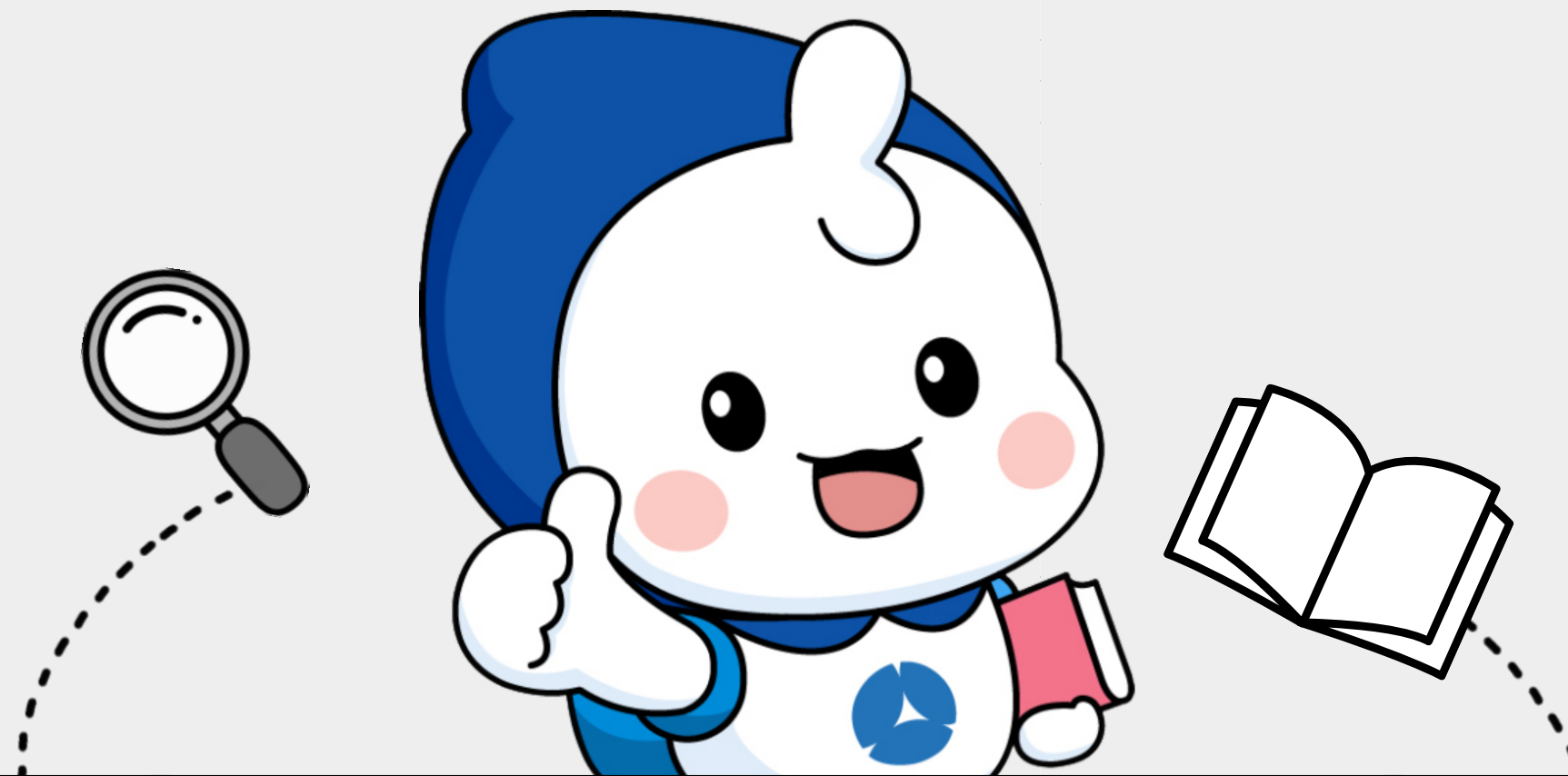
Other Information



- Download an app "YAMMI" from app store.
- Pine house provides "1000 won meal" in the morning
- Offering Time : 8 - 10 am



삼육대학교
SAHMYOOK UNIVERSITY



Thank you!

This time with you was very precious and meaningful.

We look forward to achieving success and growing together in the new semester.

If you have any questions or need assistance at any time, please do not hesitate to contact us.

We are always ready to support you and be with you.