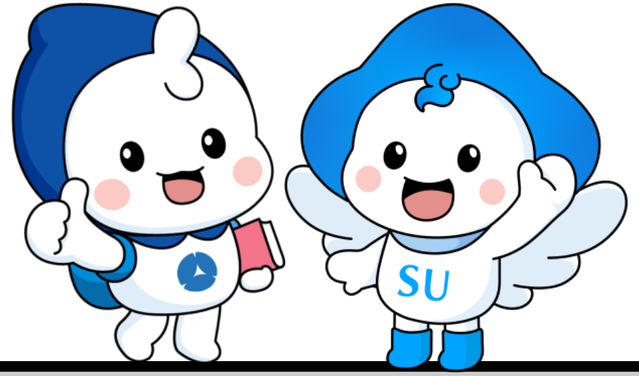
삼육대학교
외국인 신/편입생
Orientation



01. Introduction to the IESO











Location: Daniel Hall, Room 108

- Visa Extension
- Part-time Work Permit
- Exchange Student
- Korean Language Course
- Academic Affairs
- International Students' Admission(KLP & Bachelor's Degree)

02. Visa Extension

Required Documents

Common documents	Integrated application form		Passport
	Certificate of enrollment		Academic transcript
	Certificate of tuition payment		Alien Registration Card
	Bank Balance Certificate		Proof of financial support (bank balance/deposit confirmation) approx. 13,000,000 KRW
Certificate 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 ,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**
- **Visa Extension Fee (60,000 KRW)**

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

- [x] Obligation to Carry Alien Registration Card
- [x] Report of Change of Residence
- [x] Report of Passport Change
- [x] Attendance/Grades
- [x] 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)

Report of Change of Your Passport

You should report to the immigration office if you renew your passport, otherwise a fine of 100,000 KRW will be imposed (Relevant provisions: Article 27 and Article 98(1) of the Immigration 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. Academic Guide (Required General Education Courses for Foreign Students)

Category	Total Credits required for graduation	General Education		Major		Free Elective Credits
		Required	Required by Area	Primary Major	Double Major / Interdisciplinary Major / Convergence Major / Integrated Major / Self-Designed Major / Minor / Teaching Profession Track / Teacher Certification Program / Lifelong Educator Certification	
Single Major	120	15	18	Minimum 69 credits		18
Double Major	120	15	18	39	36	12
Interdisciplinary Major	120	15	18	39	36	12
Optional (Minor)	120	15	18	54	21	12

05. Academic Information (Credit Table for Transfer Students)

구분	Sophomore	Junior	Senior
Similar Major	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)
Non-Similar Major	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

06. General Education Courses

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)	Core 1 (Choose 2)	Religion and Human Life (2) Human Nature and Society (2) Life and Ethic(2) History and Culture (2)	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 2	Language and Arts (3)	

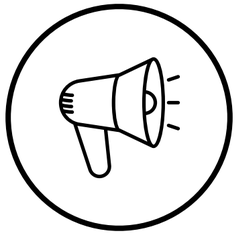
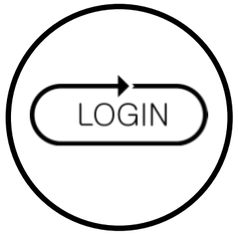
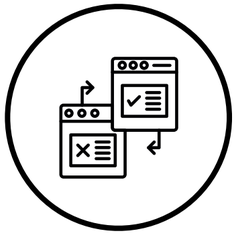
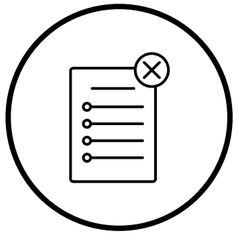
07. Class Schedule

*** Please visit website below to check your class schedule and assigned classrooms next week.**

***For Global Liberal Studies students, class schedule will be updated later through the our official website.**

http://iie.syu.ac.kr

08. Course Registration Guide

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
				
Check Announcements	**Log into Your Account**	**Main Course Registration**	**Course Registration Confirmation & Adjustment Period**	**Course Withdrawal**
Check the SU-WINGS course catalog.	SU-WINGS ID: Student Number Password: Set by Yourself	Feb 26 - 27	March 3 - March 9	March 24 - 26

08. 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

08. Course Registration Guide

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

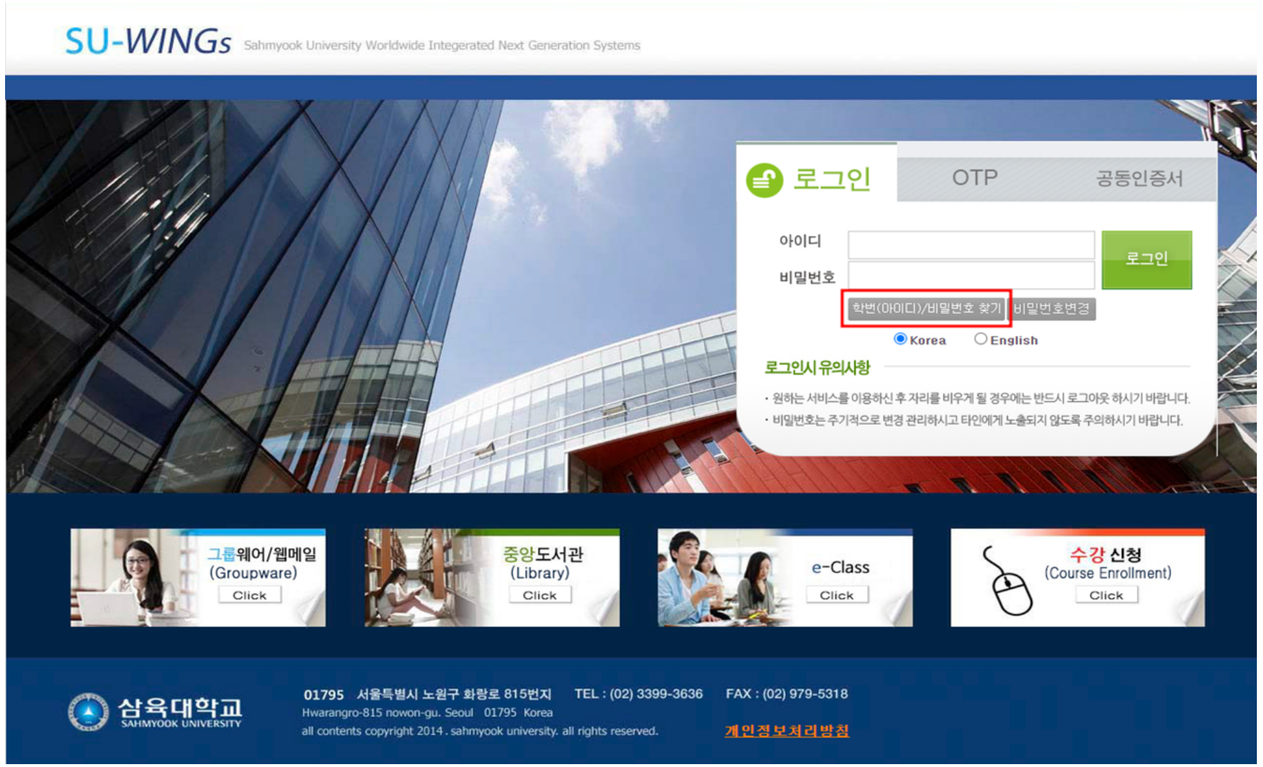
- **You can register for up to 17 credits.**
  If your GPA in the previous semester is 3.7 or higher, you may register for up to 20 credits.

16. Important Information for International Students

- Prepare your documents for ARC and apply as soon as possible
- Your academic performance is important for your visa extension.

  If your average GPA is lower than 2.0, your visa extension will not be approved.
- Once your ARC is issued, make a Korean Bank Account as soon as possible because it will be needed for your visa extension.

09. ID / Password Setup Guide



SU-WINGS Website
Call 02-3399-3215 if you have problem finding your Student ID and setting PW

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

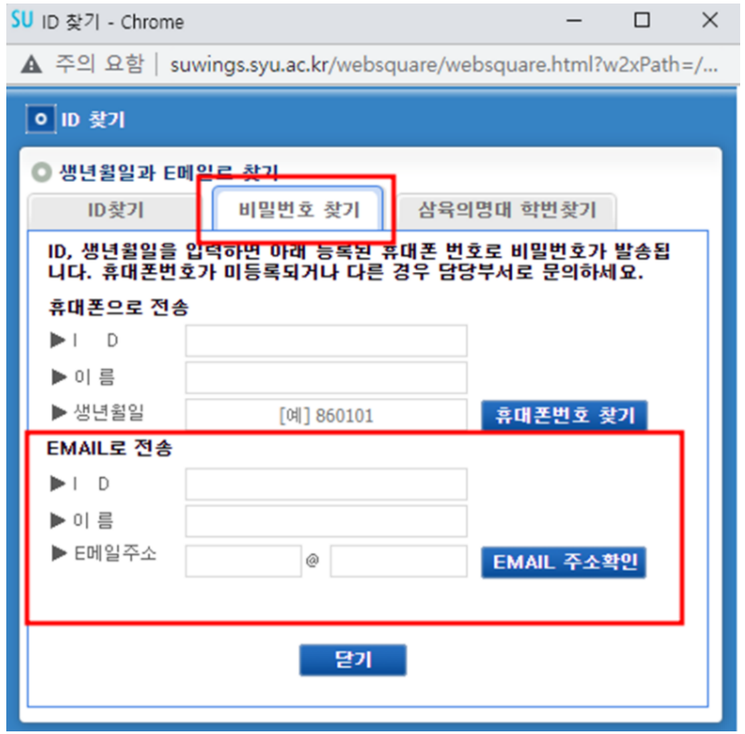
09. ID / Password Setup Guide

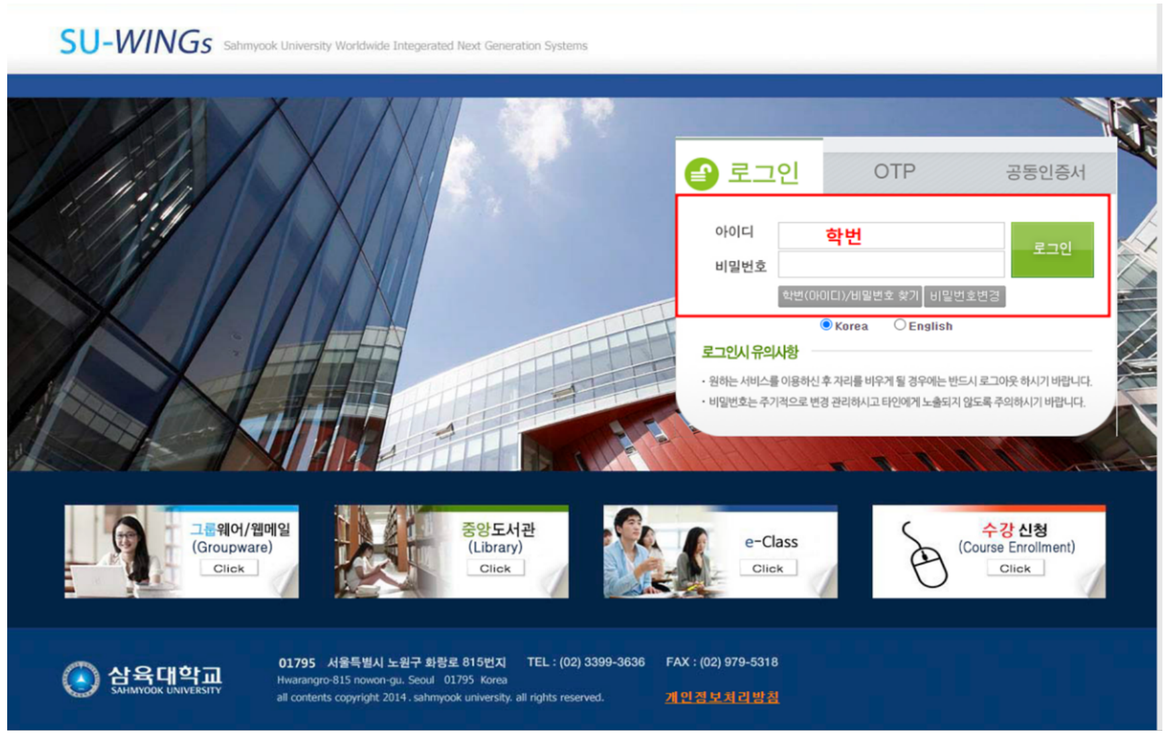


- 이름(Name): Type your name as it is written on your Passport or ARC

- E메일주소(E-mail Address): Put your E-mail address correctly.

09. ID / Password Setup Guide





10. Department Office Contact Information

Department Office

Department	Phone Number
Early Childhood Education	02-3399-1576 Practical Education Bldg. 305
Aviation Tourism and Foreign Languages	02-3399-1546 Paul Hall 406
Integrative Biotechnology	02-3399-1951 Ezra Hall 310

Department Office

Department	Phone Number
Global Korean Studies	02-3399-1663 Ezra Hall 104
AI Convergence	02-3399-1804 02-3399-1568 Practical Education Bldg. 214
Business Administration	02-3399-1566 (Korean) 02-3399-1567 (English) Paul Hall 201

11. Part-time Employment Guide

Language Requirements	TOEFL 530(CBT 197, iBT 71) / IELTS 5.5 TEPS 601 / NEW TEPS 327 / CEFR B2 TOPIK level 3(Freshman & Sophomore) TOPIK level 4(Junior & Senior)
Grades	A minimum grade of C or higher in all previous semesters
Application	Apply Online through Hi Korea Website
	Book a date in advance and apply in person t hrough visiting Sejong-ro Immigration Office
Documents needed for work-permit	1. Application Form 2. Transcript 3. Certificate of Enrollment 4. University Business Registration Document 5. Employer's Business Registration Document 6. Copy of Employer's ID Card 7. Copy of your Language Test Score 8. Copy of your ARC 9. Contract

Type	Language Test Score	Start Time	Allowed Hours	
			Weekday	Weekend, Vacation
Bachelor's Degree	No	After ARC is issued	10 hours	
	Yes		30 hours	No limit

- **In the case of CEFR, only the score report corresponding to the FCE (First, upper-intermediate level) of the Cambridge English examination (UK), which is recognized under the CEFR framework, will be accepted.**
- **Working without approval from Immigration, or starting work before receiving permission after applying for part-time employment, is illegal. Both the student and the employer will be fined, and there have been cases where fines reached up to 2 million KRW. Please make sure to start working only after receiving official approval.**

12. Scholarship Information

구분	기준	금액
Merit-Based Scholarship	3.0 or higher	35% of tuition
	3.5 or higher	45% of tuition
	4.0 or higher	60% of tuition

13. Attendance/Leave of Absence

ATTENDANCE

- Electronic attendance is conducted using the SU-Talk app.
- If proxy attendance is detected, both the student who requested it and the student who provided it will immediately receive an F grade.
- If your attendance rate is poor, you will receive an FA grade regardless of your exam or assignment scores, and it may negatively affect your future visa extension.

Leave of Absence

- Allowed for up to one year
- If re-enrollment is not possible without a valid reason → Dismissal

Excused Absences

- Death of a relative up to an uncle/aunt (5 days): Death certificate and family relationship certificate required
- Student's hospitalization (general hospital) (maximum 2 weeks): Hospitalization certificate required
- University events recognized by the President and equivalent cases (actual required period)

14. Academic Calendar

- **March Academic Schedule**

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
	No Class	Start of Class Course Add & Drop Starts				
6	7	8	9	10	11	12
	Course Add & Drop Ends					
13	14	15	16	17	18	19
Deadline for Arrival						

- **If you are unable to enter Korea because you have not received your visa approval within two weeks after the start of the semester, your admission may be canceled.**

15. ARC Registration Guide

Application Period
• Application Period: 26.08.24 ~ 09.25 • Deadline for Submission of Additional Documents: 26.09.30(Tue) • Finger Print Registration Date : TBD

- **Apply Through Hire Visa Platform by using website below.**
- **http://api2.hirevisa.com//m/univ/21/21/55/guide/extension**



16. Important Information for International Students

- Completion of 7 chapel sessions is required to meet graduation requirements
- You may change your major only after completing one year (at least two semesters).

  Detailed information regarding the eligibility requirements for changing majors will be announced separately at a later date.
- If fraudulent attendance is detected, the student will receive an F grade for the course

16. Important Information for International Students

- Students who need to open a Korean mobile phone line should visit the office with their passport. We will assist you with a free SIM card activation.
- Students who need assistance with course registration, checking their student ID number, setting the initial password for SU-Wings, or applying for an Alien Registration Card are requested to visit the office during working hours. We will be happy to assist you. If possible, please visit on Thursday the 26th or Friday the 27th.
- Students who wish to receive assistance with applying for an Alien Registration Card should bring their passport and housing contract with them.

17. Prohibited Activities on Campus

- Alcohol consumption is prohibited on campus.
- Smoking is strictly prohibited on campus. Smoking is only permitted in the designated smoking area (located right next to the back gate security office).
- The use of electronic cigarettes (e-cigarettes) is also prohibited on campus.
- If you are living in the dormitory, please refrain from cooking foods with strong odors and avoid any behavior that may cause excessive noise.

18. SU-TALK APP

- [x] Download SU-Talk APP through app store (Play Store)

- [x] Log-in with your Student ID and PW same as SU-Wings System

Everyone must download this app to check important notices through SU-Talk messenger for the 1st semester.

- [x] You may visit our office for help if you can't log-in by yourself.

18. Other Information



Office Working Hours

Monday - Thursday 8:30 am ~ 5:30 pm
Friday 8:30 am ~ 3pm
Lunch Break 12pm ~ 1pm

- **Korean : 02-3399-3603**
- **English : 02-3399-3609**
- **English : 02-3399-3610**

Multi-Language Guidance

- **Korean / Chinese**
- **Bengali / English**

- **Multilingual assistance is available only when a student staff member who speaks the relevant language is on duty. (Guidance in Korean, Chinese, and English is available at all times.)**

18. Other Information



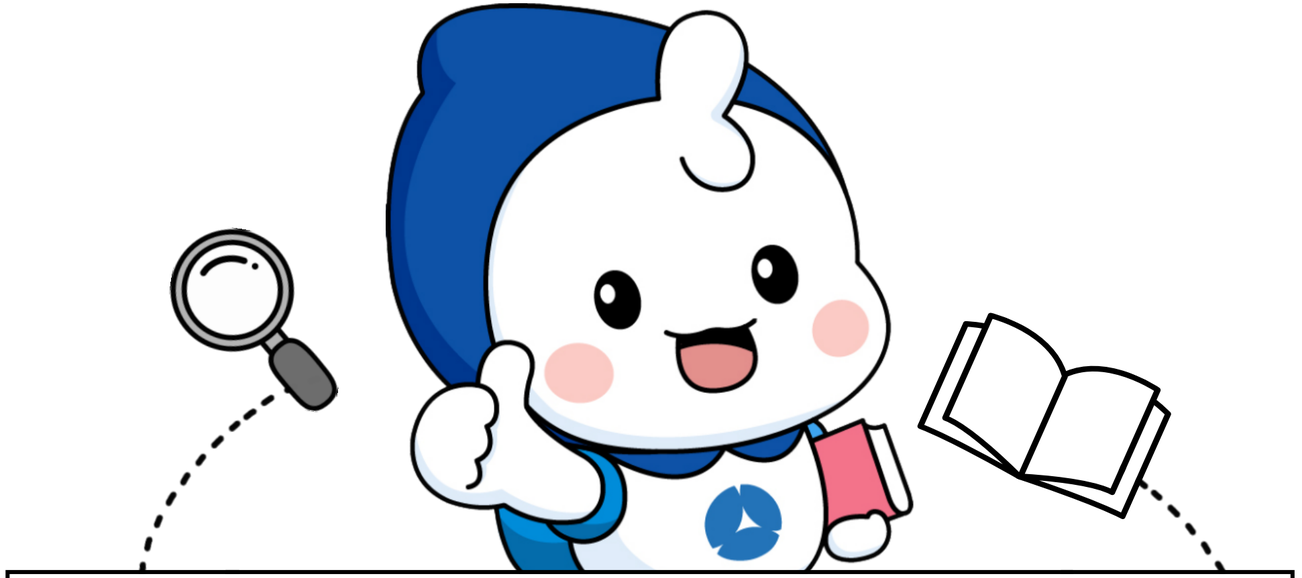
School Bus

You can board the school bus at the bus stop next to the Main Auditorium.

Morning - Hwarangdae Station to university
Afternoon - Seokgye Station or Taereung Station to university

Nearby Subway Stations

- **Byeollae Byeolgaram Station (Line 4)**
- **Byeollae Station (Line 8, Gyungchun Line)**
- **Hwarangdae Station (Line 6)**
- **Taereung Station (Line 6 & 7)**
- **Seokgye Station (Line 1 & 6)**



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.