Guidebook for International Students

2024

Contents

Chapter Ⅰ Introduction : Inha University and the International Center

1. Introduction : Inha University

1-1. Establishment

In 1952, in the midst of the Korean War, the first President of Korea, Dr. Syng Man Rhee proposed the foundation of an educational institute that would provide expertise and hope to a lagging industrial sector.

The driving force behind the proposal was the will and determination of a group of Koreans who had emigrated to Hawaii 50 years earlier.

Financial resources for the foundation came from the proceeds of the sale of the Korea Christian Institute, an organization founded and managed by Dr. Rhee for the purpose of educating the children of the original emigrants, donations from Korean emigrants in Hawaii and domestic supporters, and a government subsidy. Incheon city donated a school site and in February, 1954, construction began in earnest, to finally have the Inha Institute of Technology opened later the same year.

1-2. History of Inha University

1952.12 The first President of Korea, Dr. Syng Man Rhee proposes the foundation of an educational institute in honor of a group of Koreans on the 50th anniversary of their emigration to Hawaii.

1954.04 The opening of the Inha Institute of Technology

1964.02 Organization of the Inha University Foundation

1968.09 Assumption to the position of Chairman of the Board of Trustees by Dr. Choong Hoon Cho, Chairman of the Hanjin group, and the 6th Dean by Dr. Jwa-Kyung Seong according to the reorganization of the Inha University Foundation

1996.05 Opening of Inha University Hospital (with 3 basements, 16 stories, 750 beds)

1997.10 Inauguration of Dr. Yang Ho Cho, Vice Chairman of the Hanjin Group, as Chairman of the Board of Trustees

2000.08 Opening of Dormitory Building #1

2003.09 Opening of Jungseok Memorial Library

2004.09 Ranked 9th in the nation-wide University evaluation by JoongAng Daily Newspaper

2005.02 Ranked 4th in the 2004 overall evaluation of universities by Korean Council for University Education

2006.02 Opening of Dormitory building #2 and Guest house

2007.07 APSL's specialized logistics project selected as the best project among the metropolitan area university specialization projects

2007.10 Opening of Law School

2008.01 Signed agreement for the construction of Global R&D Complex in Section 5/7 of Songdo Area, Incheon Free Economic Zone

2009.03 Opening of Law School and Medical School

2011.11 Received Excellence in Korean Universities Ranking in IT by the Ministry of Education, Science & Technology

2012.05 Selected LINC by the Ministry of Education, Science & Technology

2014.06 Formed an agreement to open Inha University in Tashkent (IUT)

2014.10 Opening of Inha University in Tashkent(IUT)

2015.04 Ranked as the Best University in Industry-perspective University Evaluation by the Ministry of Education in the areas of energy, environment and biomedicine

2016.02 Opening of the Inha University Station on the Suin Line

2017.10 Ranked 8th in the University Rankings by the JoongAng Ilbo

2018.11 Ranked 11th in university evaluations by the JoongAng Ilbo.

2019.12 Ranked 8th in Private University category in the National University Satisfaction Index (NCSI) by the Korea Productivity Center

2020.03. Opened the Graduate School of Counseling Psychology and the Graduate School of Manufacturing Innovation.

1-3. Education Ideals : Development of Character, Search for the Truth, and Service to Society

Founded in 1954 to fulfill the dearest wish of empowering and bringing prosperity to the nation, Inha University stands for the ideals of building students' character, searching for the truth and serving society in order to embody the University's founding principles of creativity, diligence and service.

1-4. Logo

| Symbol | Emblem |

The symbolism is emblazoned with a modified form of a shield, to represent the university and its protection of the truth. The pure white 仁 overlaid at the top, indicates the first letter of 仁荷(Inha), while the founding year of the university is firmly positioned at the base of the shield in white. The sky blue and deep blue on the shield represent the infinite flight and development of Inha as it aims toward the sky and sea

- Sky blue : symbolize the sky
- Dark blue : Symbols of the sea and sincerity, Izzie and the heart

1-5. On-campus Landmarks

	In-Kung Pond
	Located right at the heart of the Inha campus, 'In-Kyung Pond' is one of the most popular on-campus markers where young intellects' aspiration, passion, and wisdom flows through, and philosophy and recreation coexist.
	Woonam Aircraft
	First introduced in 1950, the Woo-Nam airliner placed in service for the Seoul-Kwangju-Gunsan route, operated by the first domestic airline, was the prelude to the nation's history of airlines. The monumental DC-3 aircraft 'Woo-Nam' serviced as a passenger plane during the era of Korean National Airlines (KNA) and crossed the Pacific Ocean for the first time in October 1955.
	Matching Tree
	The 'Matching Tree' now known nationwide after broadcast. The two branches on each end of the 55cm-wide seat are spreading wide open making the tree look like a bench. The tree's peculiarity can be felt even when seen at a distance. Rumor has it that if a couple fits in the tree seat, they are a perfect match and will marry each other, making this tree popular, not only, with campus couples but with Incheon citizens.
	Heidegeer Woods
	The abundant plane tree woods, dubbed the name of the German philosopher Heidegger, are located along the Woo-Nam road facing the buildings no. 6 and 9. The woods are especially popular in the summer where students like to read under the trees. In the fall, you can feel the romantic mood of the woods' colorful fallen leaves and the sound of walking on them.

1-6. Campus Map
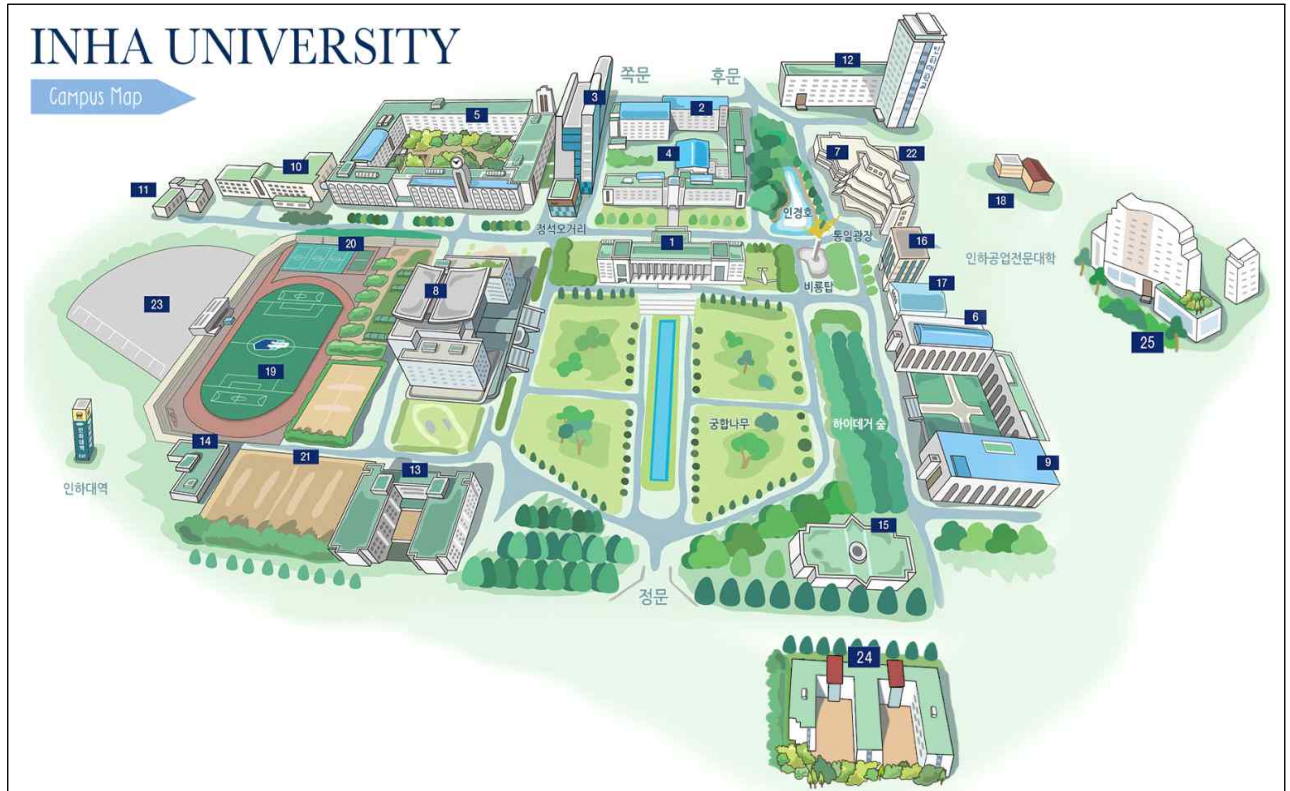
1. 1호관(본관)
   University Main Building
2. 2호관
   Building #2
3. 60주년기념관
   60th Anniversary Hall
4. 4호관
   Building #4
5. 5호관
   Building #5
6. 6호관
   Building #6
7. 7호관(학생회관)
   Student Center
8. 정석학술정보관
   Jungseok Memorial Library
9. 9호관
   Building #9
10. 서호관
    West Lake Building
11. 나빌레관
    Student Club Hall
12. 하이테크센터
    Inha Hi-Tech Center
13. 로스쿨관
    Law School
14. 학군단
    R.O.T.C. Building
15. 평생교육관
    Center for Continuing Education
16. 김현태 인하드림센터
    Kim Hyun Tae Inha Dream Center
17. 체육관
    Gymnasium
18. 인하드림센터 2·3관
    Inha Dream Center #2·3
19. 대운동장
    Sports Field
20. 농구장
    Basketball Field
21. 테니스장
    Tennis Court
22. C호관
    Building #C
23. 비룡 주차장
    Biryong Parking Lot
24. 제1생활관
    Woongbijae (Dormitory #1)
25. 제2, 3생활관
    Biryongjae (Dormitory #2)

Office of International Student Services

2. Introduction : International Center

2-1. Organization
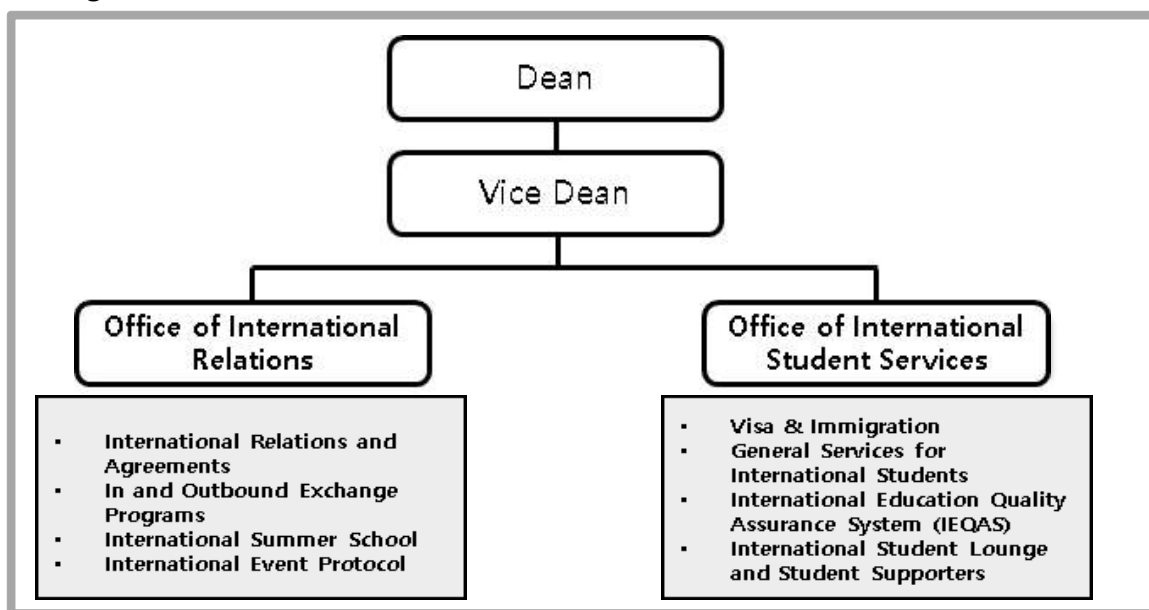
2-2. International Center and the Responsibilities

Office of International Relations	Responsibilities
• Telephone : 032−860−7031~4 (Fax : 032−867−7222) • Location : 313, 3rd floor, Student Center • E−mail:orir@inha.ac.kr	• International relations and partnerships, collaborations with overseas universities • Inbound/outbound exchange programs • International summer school • Administrative support for GU8 related affairs • Hosting visits by delegations from international universities and other public bodies • Managing a schedule of visits by Inha delegations to institutions overseas • Undertaking protocol duties for international events • Official International Correspondence and etc.

Office of International Student Services	Responsibilities
• Telephone : 032−860−7035~9 (Fax : 032−863−2930) • Location : 505, 5th floor, Student Center • E−mail : intersevice@inha.ac.kr	• Administrative support for immigration and visa related affairs for international students • International Education Quality Assurance System (IEQAS) • Administrative support for scholarship students from overseas • Administrative support for International student councils • ISL(International Student Lounge) & International Student Supporters • Extracurricular Korean Language Education • General administrative assistance and support for international students, etc.

Office of International Student Services

3. Academic Schedule 2024

Month & Date			Description
2024	Jan	01.03. ~ 01.04.	Application for Readmission
		01.08. ~ 01.09.	Registration for departmental transfer
		01.15.	Test for departmental transfer
		01.22.	Announcement of successful applicants changing their major
		01.22. ~ 01.23.	Application for Double Major, Minor, and Interdisciplinary Major
		01.22. ~ 01.24.	Application for Repetition
		01.24. ~ 01.26.	Early Course Registration
	Feb	02.01. ~ 03.29.	Registration for general leave of absence
		02.02.	Result for Early Course Registration for Spring Semester, 2023
		02.14. ~ 02.15.	Course Registration (Major and Required Courses)
		02.16.	Graduation Ceremony
		02.22.	Course Registration (All Courses)
		02.26. ~ 02.29.	Registration Period for Spring Semester
		02.24.	The 2023 Entrance Ceremony
		02.28. ~ 02.29.	Application for Early Graduation in August 2024
	Mar	03.04.	Classes begin
		03.08.	Course Add/Drop Period *College of Future Convergence: 03.08~03.10
		03.29.	Deadline for general leave of absence (1/4 of semester)
	Apr	04.01. ~ 04.03.	Course Withdrawal Period
		04.22. ~ 04.26.	Mid Term Examinations
		04.24.	School Foundation Anniversary
		04.26.	Holiday for School Foundation Anniversary (offices closed)
	May	05.24.	(3/4 of school days)
		05.27. ~ 05.28.	Course registration for Summer Session
		05.27. ~ 05.28.	Application Period for Achievement Certificate
	Jun	06.10. ~ 06.14.	Final Examinations
		06.17. ~ 06.21.	Make-up class week *Final examinations of e-learning courses : 06. 19 ~ 06.20
		06.24. ~ 07.17.	Summer Session Classes Begin
	Jul	07.09. ~ 07.10.	Application for Readmission
		07.24. ~ 07.26.	Early Course Registration
		07.29. ~ 07.30.	Application for Double Major, Minor, and Interdisciplinary Major
		07.29. ~ 07.31.	Application for Repetition

Office of International Student Services

Month & Date			Description
	Aug	08.01. ~ 09.27.	Registration for general leave of absence
		08.13. ~ 08.14.	Course Registration (Major and Required Courses)
		08.16.	Graduation Ceremony
		08.21.	Course Registration (All Courses)
		08.26. ~ 08.30.	Registration Period
		08.29. ~ 08.30.	Application for Early Graduation in February 2025
	Sep	09.02.	Classes begin
		09.06.	Course Add/Drop Period *College of Future Convergence : 09.06~09.08
		09.27.	The Deadline of general leave of absence (1/4 of semester)
		09.30. ~ 10.02.	Course Withdrawal Period
	Oct	10.16. ~ 10.20.	Mid Term Examinations
	Nov	11.22.	(3/4 of school days)
		11.25. ~ 11.26.	Course registration for Winter Session
		11.25. ~ 11.26.	Application Period for Achievement Certificate
	Dec	12.09. ~ 12.13.	Final Examinations
		12.16. ~ 12.20.	Make-up class week *Final examinations of e-learning courses : 12. 18 ~ 12.19
		12.23. ~ 01.15.	Winter Session Classes Begin
2025	Jan	01.02. ~ 01.03.	Application for Readmission
		01.06. ~ 01.07.	Registration for changing major
		01.13.	Test for changing major
		01.22.	Announcement of successful applicants changing their major
		01.22. ~ 01.23.	Application for Double Major, Minor, and Interdisciplinary Major
		01.22. ~ 01.24.	Application for Repetition
		01.22. ~ 01.24.	Early Course Registration
	Feb	02.01. ~ 03.28.	Registration for general leave of absence
		02.07.	Result for Early Courses Registration for Spring Semester, 2024
		02.12. ~ 02.13.	Course Registration (Major and Required Courses)
		02.14.	Graduation Ceremony
		02.19.	Course Registration (All Courses)

Office of International Student Services

4. International Student Support and services

○ Immigration and visa related support
- Certificate of admission for freshmen and returning students
- Part-time employment application
- Student visa extension
- Alien registration, finger print registration, and alien registration card distribution for freshmen

○ Information Desk : Information session open for two weeks at the beginning of each semester where students could freely visit to get help with their alien registration as well as other general inquiries necessary in the early weeks of the semester

○ Orientation for freshmen students : Orientation session at the beginning of the semester for freshman students featuring alien registration, course registration, etc.

○ Inha Buddy Program : Buddy matching program designed to help international students better adjust to their campus life at Inha by matching international students with Korean students 1 on 1.

○ Student ID Card distribution for international students(freshmen)
   ※ If the card is misplaced or lost, please visit the student services team(343, Student Center) to request re-issuance.

○ 'Phronesis Seminar' for International Students : Basic elective course offered to freshmen students designed to provides useful information for freshmen to help them understand how to start and carry through their study abroad at Inha university.
- Course contents : Academic system, immigration, Korean culture, crime prevention education, student counseling, etc.

○ Extracurricular Korean language education for international freshmen students
- All of our freshmen students are required to take online Korean language courses(titled "Inha Korean Ⅰ, Ⅱ in their first and second semester respectively.

○ International Student Supporters(ISN) based in International Student Lounge(ISL)
- International Student Supporters(ISN) : A group of student supporters recruited to provide general help to international students and to plan events or activities
- Activities : Welcome/farewell Party, Korean food/cultural experience, field trips, and etc.

1. Inha University Portal Service and Mobile App

1-1. Inha University Student Portal

※ URL: https://portal.inha.ac.kr/

	내용
Log-in	Enter your student ID("아이디 입력") and your password("비밀번호 입력").
Shortcut Links	I-Class, e-Mail, Course Registration, Remote Assistance, INHA Square, etc.
Mail Service	- E-mail service for current students at Inha and graduates (The scope of the service offered to graduates is subject to change depending on the service terms and policy.) - Log into the portal and click the 'Mail' on the menu bar on the top
Help desk	you can contact the IT help desk when you face problems using the portal or email. - Telephone : 032-860-9075, Email) mailadm@inha.ac.kr - Office : 1408, 60th Anniversary Hall ※ Inquiries regarding setting a password : 032-860-9063

1-2. When you forgot your ID or password

→ Click "아이디 찾기(Find your ID)" or "학생 비밀번호 재설정(Reset the password)' on the first screen

→ Click "아이디 찾기(Find your ID)" or "학생 비밀번호 재설정(Reset the password)'

→ Follow these procedures to find your student ID and to reset your password

    Office of International Student Services

(1) How to find your student ID

- First click on 아이디 찾기(학생, 비전임교원)

- Type in your information in the blanks for identification.

① Name : Enter our registered Korean name
② Date of birth : YYYYMMDD format
③ Department/Major : Enter the name of your department/major correctly in Korean

(2) How to reset your password

- First click on 학생 비밀번호 재설정

- Type in your information in the blanks for identification.

① Student number : Enter your 8-digit student number
② Name : Enter our registered Korean name
③ Date of birth : YYYYMMDD Format
④ Sex : 남(Male) or 여(Female)

Office of International Student Services

1-3. Inha University mobile Application

(1) Download Inha University's official mobile app from the app store

(2) Key functions : Mobile student ID card, course registration, OT contents for freshmen, COVID-19 self-diagnosis, I-class, Inha square, academic schedule, etc.

2. How to use I-Class
2-1. What is I-Class?

* I-Class : Online learning platform used at Inha university
* I-class is the online classroom where registered courses, notices, syllabi and grades are found and assignment submission, discussion, examination or quiz could take place.
* It is designed to foster communication between teachers and students beyond place-bound restrictions providing various functions ranging from attendance check, actual coursework, assignment, quiz to grading.

Office of International Student Services

2-2. Function of I-Class (URL: https://learn.inha.ac.kr/)

(1) How to log in

- You can log in by entering your student ID and password.
- If you cannot remember your ID or password, you can find it by clicking "아이디/비밀번호 찾기" below the log-in blanks.

(2) I-class Help desk(Remote Education Support Center)

- You contact the help desk if you need a support with I-Class
- Telephone : 032-860-7976~7978, 8919~8922 / Email : mooc@inha.ac.kr
- Location : 522, Jungseok Memorial Library

2-3. I-Class Configuration

Functions	Content(s)
Course List	· You can find the courses you have registered and enter into each course by clicking on it.
My Page	· You can find the important notices and the announcements from your courses. · 'Manage calender' allows you to check your whole course schedule including given assignments in the monthly calender format. You can also add new schedules to the calender as an additional reminder.
Curriculum	· You can enter into each classroom of the your courses you are currently taking as well as the courses from the previous semesters. · You can also apply for the assistant position or auditing.
Community	· Online community groups in I−class for sharing information and networking with other group members.
Guide	· Q&A regarding I−Class · I−Class User Manual

2-4. I-Class Menu

Menu	Contents
Course Summary	· Announcements, notices and course Q&A
Syllabus	· Course introduction and layout
All Week Course	· Learning materials, assignments, examination, participation links for real−time online class, video contents
Attendance	· Attendance from either online or offline records

Menu	Contents
Grade	· You can see the scores or grade obtained from assignments and mid-terms/finals
Students Notifications	· You can send messages in I-class selectively to your professor, teaching assistant and other fellow students.

<E-Learning & Blended Learning>

∗ E-learning : 100% online course which allows you to take classes anytime, anywhere by using the Internet. Your attendance will be marked as present if you have attended within the given period for attendance.

∗ Blended Learning : Combination of traditional in-person learning with online learning. Schedules for attending those two types of courses could differ that you need to check the class hours for both.

2-5. How to Submit Assignments on I-Class
(1) Find the assignment from under 'all week course' and click into it to find more about the given assignment.
(2) How to submit an assignment
 You will be asked either
 - to type directly onto the I-class assignment board or
 - to attach the work you have done.
 Click 'submit' at the end to complete your submission.

2-6. Examination on I-Class
(1) Click 'Quiz' to find more about the quiz.
(2) Click 'Start' to start
 - When the professor sets the test time, the quiz timer will be activated.
(3) After solving the questions, make sure you click 'Save' for any possible contingency.
(4) Click "Submit" to complete submitting your answers.

2-7. I-Class on Mobile Phone : Cosmos
- You can have access to most of the functions on I-Class with a mobile application named 'Cosmos'
 ※ The optimal setting for I-class is, however, using a PC with Chrome browser. There could be some instability with attendance records or other functions on I-class when you are using a mobile phone for taking a class. You are recommended to check to make sure if your attendance was marked properly after taking the class.

Office of International Student Services

3. Course Registration and Syllabus

3-0. Steps for Course Registration : Through "early course registration" to "Regular course registration"

1) Step 1 : Proceed with early course registration
2) Step 2 : Check out the results from the early course registration
3) Step 3 : Proceed with regular course registration
4) Step 4 : Add and Drop Period after the beginning of the semester
5) Step 5 : Confirm all the courses registered

3-1. How to register for a course

(1) When using a PC — course registration website : http://sugang.inha.ac.kr/
(2) When using a mobile phone - Inha university application(http://m.inha.ac.kr) - click '수강신청'
(3) Please refer to the course registration manual for detailed instructions you can access on the course registration website.

　※ Please keep in mind that the device that is primarily recommended for course registration is **computer** which offers the best compatibility for the system. You can still consider using your mobile phone but use them only as an auxiliary or supplementary.

3-2. How to find a syllabus

- Course registration website(http://sugang.inha.ac.kr) → Curriculum → Syllabus

3-3. Course Registration Period

- You can find the designated period for course registration at the course registration website(http://sugang.inha.ac.kr).

3-4. Changing Registered Courses

- Click and remove the course you want to change, and register for a new course after checking the vacancy.

3-5. Course Withdrawal

- It is impossible to arbitrarily withdraw courses after the registration is completed. If unavoidable, only one course is allowed to be withdrawn during the specified period.
- The credits remaining after withdrawing a course must be at least 13 and the students with the record of course withdrawal will be excluded from scholarship opportunities for that semester such as Jeongseok scholarship or merit-based scholarship.
- You cannot withdraw the course that you have registered to re-take.
- If you withdraw your course as a partial enrollment status for that semester, the tuition you have paid for the partial enrollment will not be refunded.

3-6. Course Registration Credits

- For students enrolled in regular majors requiring less than 132 credits, they may register for up to 19 credits per semester.
- For majors with graduation credits of 135 credits or more, they may register for between 16

to 20 credits per semester. However, the minimum credits for the last semester (8th semester, 10th semester for Architecture majors) are three or more.
- Students admitted to the Colleges of Engineering and Natural Sciences can apply for additional courses for less than two credits during the first year.
- If the number of credits taken in the previous semester is 16 credits (12 credits for 4th year students) and the average score is within the top 10% of each department without F's, the student can apply for more than three credits than the standard credits.
- Medical School students can take up to 30 credits, and Nursing students can take up to 23 credits.

3-7. Confirmation of Course Registration
- You are strongly recommended to check your registered courses and the details after your course registration is done.
- Failures to correct errors may result in zero credits or 'F' grade from those courses.
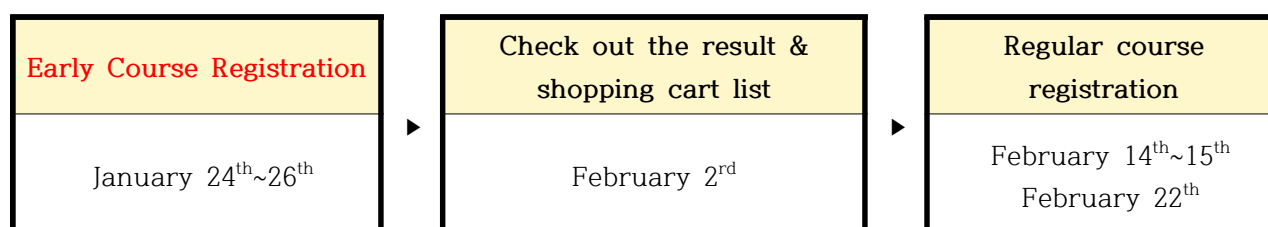
3-8. Early Course Registration
Inha University offers "Early Course Registration" before the regular course registration. This is an opportunity for you to enroll in the courses you desire to take before the actual regular course registration. If a course remains within its capacity not reaching past its upper limit after the early course registration, that course is saved and registered successfully for the upcoming semester. However, if the early registration of the students exceeds the given capacity of the course, no one is enrolled and those courses will remain unregistered and will just be moved to your shopping cart. You will need to register for those courses again during the regular registration period in that case.

Please make sure that you check to find your early course registration result on the 3rd of February. For the courses you failed to enroll for through this early registration, you can try to register once again during the regular registration period.

※ 2023-1 English Track excel sheet is subject to change. Exchange students can not only register for the courses taught by their own major/departments but also can choose to take the courses that are offered by other different major/departments than their own.

Please note that students can enroll in courses ONLY during the designated registration periods. Please refer to the attached files and read it through carefully.

Early Course Registration		Check out the result & shopping cart list		Regular course registration
January 24th~26th	▶	February 2rd	▶	February 14th~15th February 22th

※ For the courses that you failed to enroll for through the early registration, you can try again during the regular course registration if you still hope to take them.
※ The regular course registration system is on a first come first served basis. Some courses that are favored and sought after by many can be closed up very quickly.

3-9. General Education Curriculum for International Students

(1) For students admitted after 2021

Type	Title	Course Code	Credit
Core elective	Crossover Course 1: Humanities (All Students)	GEB1112	2
	Crossover Course 2: Natural Sciences and Computer Science	GEB1113	2
	Crossover Course 3: Economics, Business and Law	GEB1114	
Basic Elective	Phronesis Seminar *	GEB1116	2
	Academic Korean for Foreign Students I	GEF1105	3
	Software and the Future Society-for the Humanities and Social Sciences **	GEB1141	3
	Software and the Future Society-for the Natural Sciences and Engineering	GEB1142	
	Software and the Future Society-for the IT Engineering	GEB1143	
	English Communication: Pre-Intermediate***	GEB1107	3
	English Communication: Intermediate	GEB1108	
	English Communication: Advanced	GEB1109	
Essential Elective	Academic Korean for Foreign Students II	GEF1106	3
	Traditional Korean Society and Culture for Foreign Students	GEF1103	3
	Contemporary Korean Society and Culture for Foreign Students	GEF1104	3
	1 core elective course ****	–	3
Total			27

* International students are required to take the designated class for international students for "Phronesis Seminar" (not other general "Phronesis Seminar" classes open in many other majors)

** International student should choose "Software and the Future Society" in line with their major/department.

*** In accordance with the result(score) from the basic English test taken at the time of their admission, students need to choose to complete one of the three English Communication courses.

**** International students need to choose to complete one core elective course regardless of their fields of study(major/department).

(2) For students admitted in the 2016-2020

Type	Title		Course Code	Credit
Basic Core Elective	Phronesis Seminar Ⅰ : Value Formation & Career Exploration *		GEB1115	1
	Crossover Course 1: Humanities		GEB1112	2
	Crossover Course 2: Natural Sciences and Computer Science		GEB1113	
	Crossover Course 3: Economics, Business and Law		GEB1114	2
	Writing and Discussion for Foreign Students		GEF1101	2
	Academic Korean for Foreign Students		GEF1102	2
	General English **	English Communication: Pre-Intermediate	GEB1107	3
		English Communication: Intermediate	GEB1108	
		English Communication: Advanced	GEB1109	
	Advanced English ***	Advanced College English	GEB1203	3
		Practical English : Listening and Speaking	GEB1201	
		Practical English: Reading and Writing	GEB1202	
Essential Elective	Traditional Korean Society and Culture for Foreign Students		GEF1103	3
	Contemporary Korean Society and Culture for Foreign Students		GEF1104	3
	One Essential Elective Course****		–	3
Major-based Elective	Basic Elective courses in line with one's major/department		–	Curriculum for each department

* International students are required to take the designated class for international students for "Phronesis Seminar Ⅰ : Value Formation & Career Exploration" (not other general "Phronesis Seminar Ⅰ : Value Formation & Career Exploration" classes open in many other majors)

** In accordance with the result(score) from the basic English test taken at the time of their admission, students need to choose to complete one of the three English Communication courses.

*** You can choose to complete one out of these advanced English courses.

**** International students need to choose to complete one core elective course regardless of their fields of study(major/department).

4. Registration and Tuition Payment

- Students must complete the registration by paying the tuition within the specified period to have a valid enrollment status. Registration period and the detailed information will be available at the official website of Inha university(https://www.inha.ac.kr/)

4-1. Registration Period

- 1st semester : in late February
- 2nd semester : in late August
  ※ The specific dates can change year by year. So please refer to the notice posted every semester at the Inha university's official website(https://www.inha.ac.kr/)
- Tuition

4-2. Tuition Bill : Tuition bills are available at the student portal(학사행정 → Registration → 등록금납부 및 고지서인쇄)

4-3. Payment methods : Wire Transfer

- Transfer the exact amount of your tuition fee to the given virtual account of Hana bank
- You can visit a nearby bank or can use an ATM or internet/mobile phone banking services for the transfer
- Tuition Bills : http://www.inha.ac.kr → Academics Enrollment
- Inquiries : Finance Team 032)860-7126

5. Finding your grades

- Log into the registration website(https://sugang.inha.ac.kr during the given period for grade release.
- Grades will be open only after you complete the course evaluation.

6. Leave of absence and returning to school

Freshmen, re-admitted students, and transfer students cannot apply for a general leave of absence in the first semester after admission, except for military enlistment, illnesses requiring hospitalization for four weeks or longer (which will require a medical certificate issued by a university hospital or general hospital), or staying abroad with his/her parent(s) for more than six months for working at a overseas public institute branch or a company abroad.

6-1. Application Period and Procedure

* Within 1/4th of school days :
  Apply through the "Inha Portal System-Academic Administration-Academic-Academic Internet Application-(Application Type) General Leave", and the Leave of Absence will be processed upon approval of the college you belong to.
  Students can check the processing status on the website at "School internet application-View Application-General Leave.
* Leave of Absence after 1/4th of school days (Tuition will not be refundable. General leave is not allowed after 3/4th of school days). Visit the college administration office → Fill out and submit the application (available at the administration office) → Receive the Certificate of Leave of Absence

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6-2. Period of Leave of Absence

- There is **no limit on the number of leaves** of absence you can take.
- However, if a student wants to extend his or her leave, he/she must **request an extension**. (You can apply directly at the student portal site the same way you did the application for the first general leave of absence.)
- The number of semesters for consecutive absences is limited to a maximum of four semesters (two years)
- ※ Military leaves and leave of absences until the Fall 2019 will not be counted in the calculation above. If the reason for the leave of absence is childcare, illness, entrepreneurship, or exam, etc. it will be determined separately case by case upon application.

6-3. Cancellation of a Leave of Absence for the Semester

- Visit the administrative office of the appropriate College and fill out the "Cancellation of Leave of Absence" (unavailable after 1/4 of school days).
  (Even if the student registers the course and pays the tuition fee, it will not be processed automatically and acknowledged as a return to school.)

6-4. Tuition

- General leave of absence within 1/4th of school days : The tuition paid already will substitute for the tuition for the returning semester.
- General leave of absence after 1/4 of the school days: The tuition fee will not be refunded or given credit.

7. Departmental Transfer(Changing a Major)

 : The term "Departmental Transfer" refers to the transfer from one college(department) to another college(department).

7-1. Recruitment and Admission Process for the Departmental Transfer

- Selection is made within the scope of the admission quota for the 2nd, 3rd, and 4th year students by the department, and it will be confirmed after a separate review conducted by the transfer screening committee.
- Departments of the College of Education and College of Medicine and Nursing are permitted to accept transfer students only if there is availability within the admission quota of the unit of enrollment. However, the seats will be determined separately in accordance with the department regulations, related laws and etc.

7-2. Eligibility

Cases	Requirements	
	All Colleges	SGCS
Change in the **first semester** of the **2nd year**	− Registration for 2 regular semesters − Obtained credits : 32 or above	− Registration for two regular semesters − Obtained credits : 30 or above
Change in the **second semester** of the **2nd year**	− Registration for 3 regular semesters − Obtained credits : 32 or above	− Registration for 3 regular semesters − Obtained credits : 30 or above
Change in the **first semester** of the **3rd year**	− Registration for 4 regular semesters − Obtained credits : 65 or above	− Registration for 4 regular semesters − Obtained credits : 60 or above
Change in the **second semester** of the **3rd year**	− Registration for 5 regular semesters − Obtained credits : 65 or above	− Registration for 5 regular semesters − Obtained credits : 60 or above
Change in the **first semester** of the **4th year**	− Registration for 6 regular semesters − Obtained credits : 98 or above	− Registration for 6 regular semesters − Obtained credits : 95 or above

7-3. How to Apply

- Apply through the portal system. (For more information, visit the 'Notice' on the website and check the recruitment guidelines for department transfer.)
- Application for department transfer(changing major) is open once a year for a certain period around December to January along with an announcement posted on the notice board at Inha University website(https://www.inha.ac.kr).

8. Multiple majors

8-1. Types : Double major, Minor, Interdisciplinary Major

Types	Definition	Credits
Double major	The "Double Major System" is a system in which two majors are simultaneously completed in the current department (school) or another department (school) to obtain two degrees (e.g., Bachelors in Engineering and Literature) and two majors (e.g., Electronics and English literature).	42 credits or more (39 credits or more for students admitted from the year 2018)
Minor	"Minor" is a system that allows students to choose to pursue an in-depth understanding of other disciplines other than studying the curriculum they major in.	21 credits or more (30 credits for students in the teacher training course)
Interdisciplinary Major	Two or more majors form a separate interdisciplinary major course to flexibly operate in a "Customized Major" curriculum that is expected to meet the needs of the rapidly changing industrial and information society and reflects academic trends to ensure students have various major options.	42 credits or more (39 credits or more for students admitted from the year 2018)

※ Separate standards will be set for College of Education, College of Medicine, College of Humanities, Architecture, Biological Engineering, Social Welfare Studies.

8-2. How to apply for multiple majors

(1) Eligibility : Students in their first and second semester

(2) Major selection : You can choose one major as your double, minor, interdisciplinary major

(3) How to apply : You can use the portal to apply during the application period in late January, and late July when the related notice is announced.
 - Inha Portal → Enrollment Services → Request for Enrollment Status Change

(4) Dropping Double Major / Minor / Interdisciplinary Major
 - You can drop your double major / minor / interdisciplinary major during the given drop period.
 ※ Prospective graduates of the semester intending to give up a double major / minor / interdisciplinary major in the middle of the semester must fill out an application for giving up and submit it to their department(school) office after obtaining permission from the department double major / minor / interdisciplinary major is at.

(5) Changes : In principle, it is impossible to change from double major to minor and vice versa. For you to make a change, You have to drop your existing double major / minor / interdisciplinary major and apply for a new major again.

(6) The minimum number of acceptance : 30% of the regular admission quota or more per department

8-3. Micro Major

(1) Micro major overview

- "Micro majors" allows students to pursue studies related to the future industries and convergence academic fields and receive a certificate of completion by completing three courses(9 credits).

(2) Features

- Micro majors are offered basically during seasonal semesters(summer and winter term), free from course schedule overlaps and competition for a vacant spot for registration that are usually expected and witnessed from the regular course registration.
- Customized lectures will be provided for non-major students.
- After completing a Micro major, students who want to continue studying in the relevant field can expand into double, minor, interdisciplinary, or convergence majors.

(3) Eligibility

- All students can do micro majors except the students who are already majoring or double-majoring in the department running that micro major. (For it could be considered unequal for grading.)
  ※ No such limit applied for the micro major 'Digital Trade Convergence'

(4) Application Procedure

- Students should apply during the course registration period for the seasonal semesters and pay the tuition during the registration period.

(5) Required Credits

- Upon completion of three or more courses (nine credits) in the curriculum for each major, a micro major certification will be awarded, and the completion details will also be listed on the transcript.
- The principle is to take courses in the seasonal semester. However, if one took the same course during the regular semester, that could also be acknowledged as valid acquisition.

(6) Micro majors

Micro Majors	Department
AI & Data Science	Computer Science
Business Management	Business management
Big Data	Statistics
Smart IoT	Information and Communication Engineering
Digital Trade Convergence	Department of international trade
Consumer Insight	Department of consumer

※ The names of micro majors, course, opening semester, and etc. are subject to change.

※ If students complete multiple majors, credits earned in Micro major studies will only be recognized for the same subjects.

9. Expulsion/Withdrawal

9-1. Academic Warning and Challenge Semester

- Academic warning is given to students whose GPA comes below 1.70 each regular semester as well as to those who have failed to register for their courses within the designated period after enrollment for the semester.
- International students who have received academic warnings for two consecutive semesters or have recorded an accumulation of three academic warnings during the whole period of their study are to take the next semester off and undertake the challenge semester through which they are required to complete the assignment designated by the dean of office of international affairs.

9-2. Expulsion

- Expulsion occurs when a student fails to pay tuition fees, fails to return to school on the expected date of return after a leave of absence, consistent underachievement, or violation of school regulations regardless of his/her intentions.

    (1) Expulsion due to unpaid tuition : Students may be expelled from school by not paying tuition within the specified registration period.
    (2) Expulsion due to failure to return : Students may be expelled from school by failing to return to school or register for courses after their leave of absence expires.
    (3) Expulsion due to academic probation : Students may be expelled from school due to their poor academic performance (i.e. academic probation for a total of four times or three consecutive semesters) during their enrollment.
    (4) Expulsion due to disciplinary action : Students may be expelled from school due to poor grades and behavior, violation of school regulations, etc.

9-3. Withdrawal

- Withdrawal is when a student gives up their studies voluntarily due to personal reasons, such as family circumstances.
- Online withdrawal procedure : Inha Portal System (portal.inha.ac.kr) - Academic - Application for Academic Internet - Online application and print the application form from the withdrawal application menu → Sign the application form /guardian seal → Get application signed by student's advisory professor and department chairperson → Bring the completed application form and tuition payment certificate to the administration office → Upon approval of the withdrawal application, the student will officially be withdrawn from the registration.

9-4. Repetition

- "Repeating Courses" is a system in which students enroll in the same grade or semester again to improve their grade.
- Eligibility : Students who are currently enrolled or returning from the leave of absence
- Application Period
    (1) For the first semester : late January - early February

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(2) For the second semester : late July - early August

※ Please check the notice on repetition on the school website

- Application Procedure :

Apply online via "Inha Portal System(portal.inha.ac.kr) → Academics → Academic change → Apply at (Application type) Application for Repeating Courses → Print 'Certificate of Application for Repeating Courses" → get approval from the student's guardian, advisory professor, and department chairperson → Submit to the Academic Management with a report card for reference

- Repeating Courses Policy

Repeating Courses is available for the most recent, consecutive two semesters, and all grades for the semester will be deleted if the repetition is permitted. The tuition fees for the deleted semester(s) will not be refunded.

Chapter Ⅲ	Scholarships

○ Around 200 types of scholarships are offered at Inha university from out of both on and off-campus sources. As there are many different kinds of scholarship opportunities, their application procedures and selection criteria could also vary to a large degree. It is highly recommended to visit the school website to find more about the details of each scholarship.

> * http://www.inha.ac.kr > Academics > Scholarship > Office of Student Services 032)860-7074~7

1. Scholarship for freshmen and transfer students

1-1. Admission Scholarship for freshmen students (Global 1 Scholarship)

(1) Scholarship based on Korean language proficiency

Based on the Korean Language Proficiency Test (TOPIK)	Based on the completion of courses from Inha Korean language center
• TOPIK LEVEL 4 : 1 semester 30% tuition	• Applicants who had passed an interview for conditional acceptance and finished at least 2 semesters(including the semester immediately before the admission) at the Inha university Korean Language Center : Entrance fee waiver
• TOPIK LEVEL 5 : 1 semester half tuition	
• TOPIK LEVEL 6 : 1 semester full tuition	• Inha University Korean Language Center LEVEL 6 Graduate : 1 semester full tuition fee

(2) Scholarships based on GAOKAO(China) and English Proficiency
(except the SGCS department)

GAOKAO (高考) SCORE (CHINESE STUDENTS ONLY)	English Proficiency Score (TOEFL or IELTS) ※ Students from native English speaking countries are not eligible for this scholarship.
• Key Universities (一本大学) Admission Line + 70 ▶ 4-year full tuition fee (5 years for Architecture major) ▶ Monthly living expenses support of KRW 300,000 ▶ Dormitory expenses (4 person room)	• IELTS 9 or TOEFL IBT 115 or higher ▶ 4-year full tuition fee (5 years for Architecture major) ▶ Monthly living expenses support of KRW 300,000 ▶ Dormitory expenses (4 person room)
• Key Universities (一本大学) Admission Line + 50 ▶ 4-year full tuition fee (5 years for Architecture major) ▶ Monthly living expenses support of KRW 300,000	• TOEFL IBT 106 or IELTS 8 or higher ▶ 4-year full tuition fee (5 years for Architecture majors) ▶ Monthly living expenses support of KRW 300,000
• Key Universities (一本大学) Admission Line ▶ 1 year full tuition fee	• TOEFL IBT 96 or IELTS 7 or higher ▶ 1 year full tuition fee
• Second Universities (二本大学) Admission Line + [Key Universities (一本大学) Admission Line – Second Universities (二本大学) Admission Line] / 2 ▶ 1 semester half tuition fee	• TOEFL IBT 90 or IELTS 6.5 or higher ▶ 1 semester half tuition fee

(3) Scholarships for SGCS Freshmen Students

TOPIK Level 3 or higher	Without TOPIK
– English Proficiency Score (TOEFL or IELTS) ※ Students from native English speaking countries are not eligible for this scholarship.	– English Proficiency Score (TOEFL or IELTS) ※ Students from native English speaking countries are not eligible for this scholarship.
• IELTS 9 or TOEFL IBT 115 or higher ▶ 4-year full tuition fee ▶ Monthly supplement of KRW 300,000 ▶ Dormitory expenses (4 person room)	• IELTS 9 or TOEFL IBT 115 or higher : 2 year full tuition fee
• TOEFL IBT 106 or IELTS 8 or higher ▶ 4-year full tuition fee (5 years for Architecture major) ▶ Monthly living expenses support of KRW 300,000	• TOEFL IBT 106 or IELTS 8 or higher : 1 year full tuition fee
• TOEFL IBT 96, IELTS 7 or higher : 1 year full tuition fee	• TOEFL IBT 96, IELTS 7 or higher : 1 semester full tuition fee
• TOEFL IBT 90, IELTS 6.5 or higher : 1 semester half tuition fee	• TOEFL IBT 90, IELTS 6.5 or higher : 1 semester half tuition fee

1-2. Scholarship for International Transfer Students (Global 1 Scholarship)

(1) Scholarship based on Korean language proficiency

Based on TOPIK score	Based on the completion of courses from Inha Korean language center
• TOPIK LEVEL 5 or higher : 1 semester half tuition	• Applicants who had passed an interview for conditional acceptance and finished at least 2 semesters(including the semester immediately before the admission) at the Inha University Korean Language Center : Entrance fee waiver

(2) Scholarship based on English language proficiency

TOPIK LEVEL 4 or higher	below TOPIK LEVEL 4 or without TOPIK
– English Proficiency Score (TOEFL or IELTS) ※ Students from native English speaking countries are not eligible for this scholarship.	– English Proficiency Score (TOEFL or IELTS) ※ Students from native English speaking countries are not eligible for this scholarship.
• TOEFL IBT 96 or IELTS 7 or higher : 1 year full tuition	• TOEFL IBT 96 or IELTS 7 or higher : 1 semester full tuition
• TOEFL IBT 90 or IELTS 6.5 or higher : 1 semester half tuition	• TOEFL IBT 90 or IELTS 6.5 or higher : 1 semester half tuition

※ Admission scholarships are determined only after applicants have submitted their certifications before admission, and the final decision is made after the document screening procedure(These scholarships are mutually exclusive and cannot stack up on one another).

1-3. Revocation : Suspension and Loss / Global 1 Scholarship
※ eligibility will be revoked for students who obtain Korean citizenship.

Classification		Content
Admission Scholarship	4-year Full Scholarship (5 years for Architecture major) and Monthly Living Expenses Support Grant	1. Suspension of Scholarship - GPA of previous semester is less than 3.20 - Leave of absence in the 2nd, 3rd, and/or 4th year ※ GPA of previous semester less than 3.20: student shall pay full tuition and will not receive monthly living expenses support ※ GPA of previous semester less than 4.00 : student will not receive monthly living expenses support for 1 month. 2. Loss of Scholarship - GPA of 2 previous semesters is less than 3.20 - Leave of absence in the 1st year - GPA of previous semester is less than 2.50 ※ applied in accordance with global 2 scholarship standards after suspension or loss of global 1 scholarship
	2-year Full Scholarship	1. Suspension of Scholarship - GPA of previous semester is less than 3.20 - Leave of absence in the 2nd year ※ GPA of previous semester less than 3.20: student shall pay full tuition 2. Loss of Scholarship - GPA of 2 previous semesters is less than 3.20 - Leave of absence in the 1st year - GPA of previous semester is less than 2.50 ※ applied in accordance with global 2 scholarship standards after suspension or loss of global 1 scholarship
	1-year Full Scholarship	▶ Loss of Scholarship - GPA of previous semester is less than 3.20 : Student shall pay full tuition. - Leave of absence in the 1st year ※ After receiving global 1 scholarships, students will be eligible in accordance with the Global 2 Scholarship Standards.
Remarks		※ Except for the first semester, scholarship can be provided only when a student earned 15 credits and more from the previous semester after applying for at least 16 credits. (For the 8th semester (10th semester for Architecture majors) at least 9 credits should be earned, after applying for 12 credits or more.)

2. Merit-based Scholarship

2-1. Scholarships for Enrolled Students (Global 2 Scholarship)

Classification	General majors (except SGCS)	SGCS
Grades Payment Criteria	· 4.20 or above : full tuition fee · 3.75 or above : 2/3 tuition fee · 3.00 or above : 1/2 tuition fee · below 3.00 : no scholarships	· 4.30 or above : full tuition fee · 4.00 or above : 1/2 tuition fee · 3.50 or above : 1/3 tuition fee · 3.00 or above : 1/4 tuition fee · below 3.00 : no scholarships
Remarks	※ Except for the first semester, scholarship can be provided only when a student earned 15 credits and more from the previous semester after applying for at least 16 credits. (For the 8th semester (10th semester for Architecture majors) at least 9 credits should be earned, after applying for 12 credits or more.)	

3. Other Scholarships

3-1. Work Scholarship
- Eligibility : Students who work in specific departments on campus
- Qualification Standard : N/A
- Course drop : Possible
- Scholarship grant : Minimum hourly wage x (Type A : working 50 hours a month) or (Type B : working 46 hours a month)

3-2. Program Scholarship
- Eligibility : Students recognized for their achievements in academic/social service/internationalization/other competencies
- Qualification Standard : Students who meet the criteria for scholarship payment for a related program run on campus.
- Course drop : Possible
- Scholarship grant : Determined amount

### 3-3. TOPIK Scholarship (announced by the office of International Student Services)
- Eligibility : Students who have newly obtained TOPIK level 4 or above (for the first time)
- Qualification criteria : excluding senior students and students from the English track majors at SGCS, exchange students and graduate students
- Course drop : Possible
- Scholarship grant : 100,000 KRW (given only once during one's enrollment at Inha)

Chapter Ⅳ   Immigration and Visa

1. How to book your visit to the immigration office

1-1. How to book an appointment for your visit : Visit reservation → Application (non-members) →
Identification (passport/foreign registration card) → Application form

 ※ Incheon Immigration Office operates on a 100% reservation basis. Services may not be
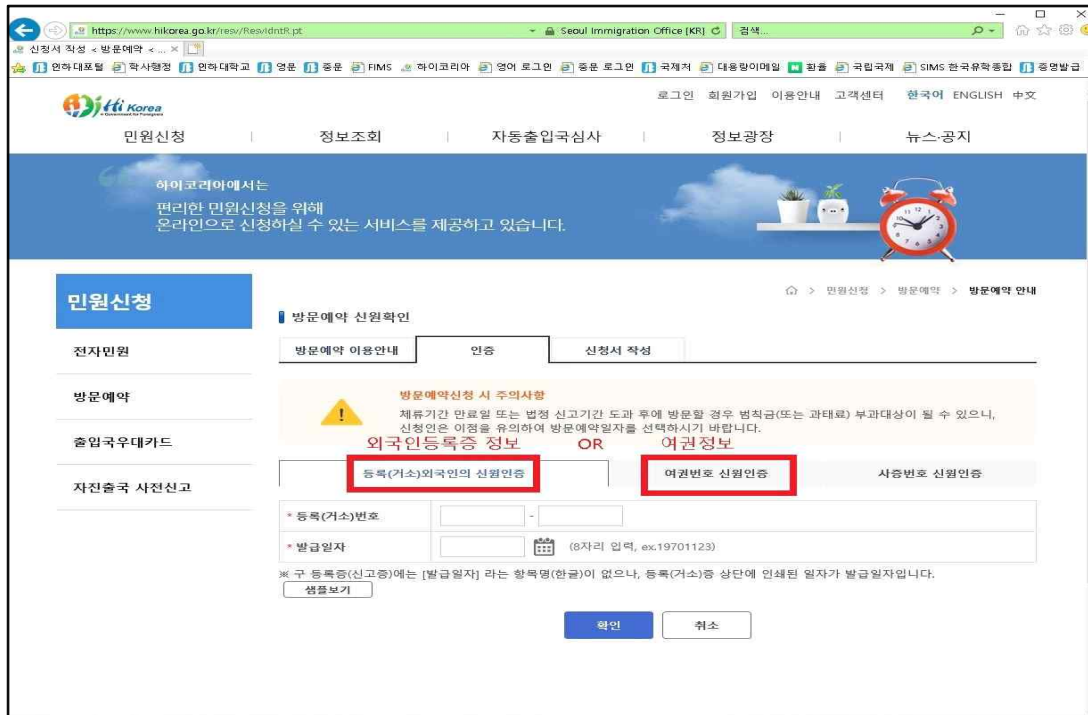available if you go to the immigration office without making a reservation prior to your visit.

(1) Go to the immigration service portal(www.hikorea.go.kr) and Click 'Application' on 'Reserve Visit'.
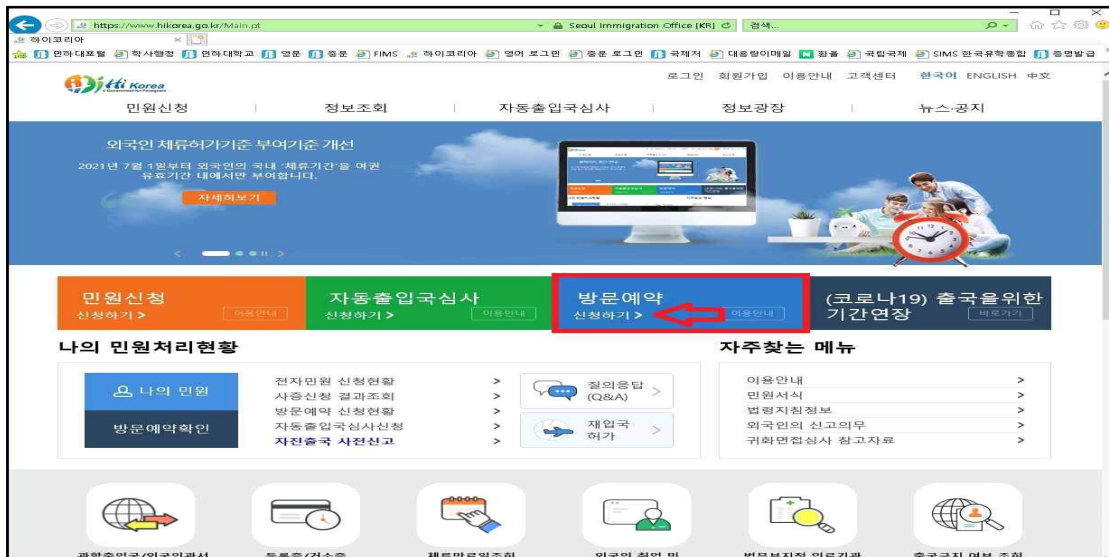
(2) Click 'Visit Reservation Application(Non-Members)' on the following page.
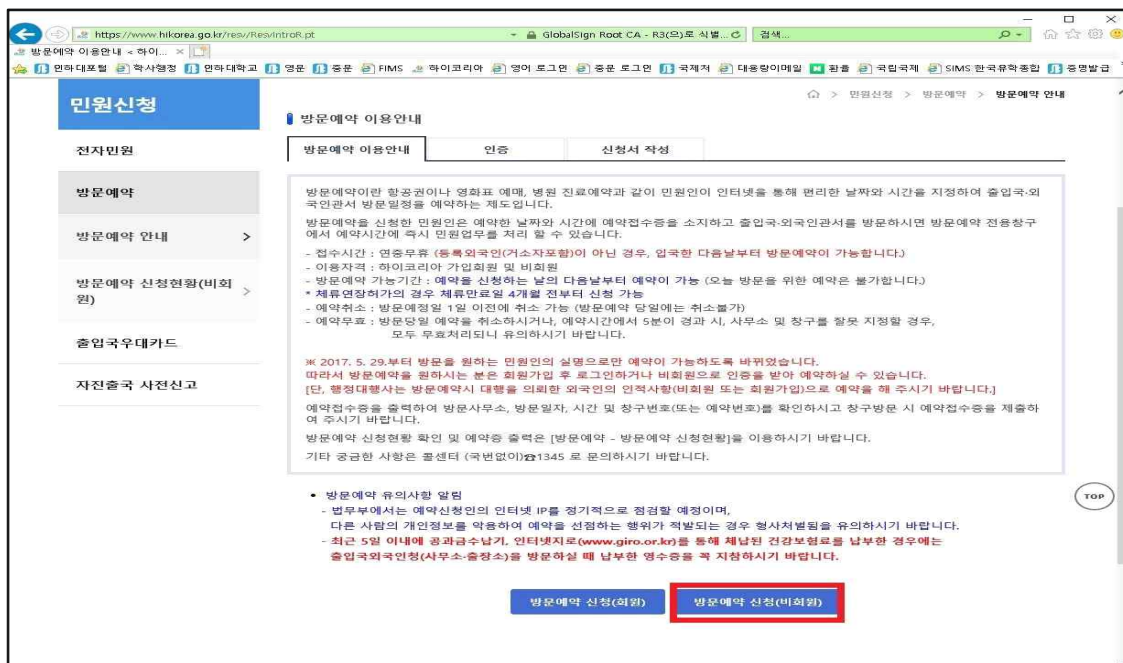
(3) Enter your alien registration number or passport number for identification.

(4) Fill out the application form.

- The regional immigration office for Inha university's international students is INCHEON Immigration Office.
- Address of Incheon Immigration Office : 393, Seohae-daero, Jung-gu, Incheon, Republic of Korea

2. Alien Registration

2-1. Notice : All foreign residents are required to complete **their alien registration within 90 days after arrival in Korea. You are not allowed to re-enter Korea without having your alien registration completed.** Please make sure to apply for your registration within 90 days after your arrival.

2-2. Required Documents for Alien Registration

Fee	30,000 KRW	
Estimated Time	About 4 weeks after fingerprint registration (you are not to leave Korea before the whole application process is completed.)	
Required Documents	Application form (Photo)	* A photo taken in the white background within the last 6 months should be attached to the application form.
	Passport	* Copy of the personal information pages
	Visa Grant Certificate	* https://www.visa.go.kr/ → Check Application Status → Check Application Status and Print
	Certificate of Enrollment	* Available at https://certpia.inha.ac.kr/ Or you can visit the office of academic affairs(303, Student Center)-
	Proof of Residence	* The exact address, tenant's information, and length of residence, must all be provided correctly. * Refer to the detailed information below for different types of residence.

2-3 Proof of Residence : what to prepare depending on the type of your residence

Residence type	Proof Document	Remarks
On-campus Dormitory	① Dormitory residence certificate	-
Residence (Lease agreement signed by you)	① Copy of the standard lease agreement	▶ Address, tenant and landlord information (including signatures) and duration of residence must all be accurately provided.
Goshiwon, Goshitel, Home stay, AirBnB, Sharehouse, Guesthouse, etc.	① Confirmation of Residence/Accommodation or an accommodation contract from your host ② Business registration of the host(for verifying the address) ③ Monthly rent payment receipt(for verifying the period of residence)	▶ The address on the "Confirmation of Residence/Accommodation" should be the same as the address on the business registration ▶ This must include the starting date of your residence period ▶ Receipt can be replaced by the records of your transfer. ▶ AirBnB receipt is available at the website, Please print it out for document submission.

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Residence provided by someone else	① Confirmation of Residence/Accommodation ② Copy of the provider's ID card(both sides-front and back) ③ Standard Lease Agreement under the provider's name	▶ This must include the starting date of your residence period ▶ If the address on the provider's ID card is the same as the address on the "Confirmation of Residence/Accommodation", document ③ will not be asked for. ▶ Otherwise, document ③ will be required.

3. Change of Visa

3-1. Notice : For those who have D-4 visa as a language school student, you are required to change your visa into D-2 for studying at a university in Korea. Even when your D-4 visa shows to have its expiration date in the future, you must change it to D-2 before your admission.

3-2. Documents for visa change for freshmen staying in Korea : ex) Korean Language Trainee (D-4) → University students (D-2)

Fee		130,000 KRW
Estimated Time		About 2-3 weeks after application (you are not to leave Korea before the whole application process is completed.)
Required Documents	Application form (Photo)	* A photo taken in the white background within the last 6 months should be attached to the application form.
	Passport	* Copy of the personal information pages
	Alien Registration Card	* Copy
	Certificate of Admission	* Provided by the Office of International Student Services
	Tuition Payment Certificate	-
	Official Bank Statement	* Bank Balance : 10,000,000 KRW or above ※ The bank balance required for Korean Language Center students at Inha University is KRW 10,000,000 or above.
	Remittance Certificate	-
	Family Relation Certificate	-
	Diploma (Final Academic Credential)	
	Certificate of Completion, Transcript, Attendance Report from Korean Language Center	-
	Proof of Residence	* The exact address, tenant's information, and length of residence, must all be provided correctly. * Refer to **2-3 'Proof of Residence'** for more detail.

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4. Visa Extension

4-1. Cautions : International students on **student visa(D-2)** should apply for visa extension before thee visa expires. Penalty will be imposed if you get behind on your application or fail to apply for extension in a timely manner.

4-2. Required documents for visa extension(D-2)

Fee	60,000 won	
Estimated Time	2-3 weeks after application (you are not to leave Korea before the whole application process is completed.)	
Required Documents	Application form	* Photo is not required for extension
	Passport & Alien Registration Card	* Copy
	Enrollment Certificate	* Available at https://certpia.inha.ac.kr/ Or you can visit the office of academic affairs(303, Student Center)
	Transcript	* If you have a F grade from your courses, you will be required to submit "Reasons for Underachievement". * Transcript is available at https://certpia.inha.ac.kr/ Or you can visit the office of academic affairs(303, Student Center)
	Tuition Payment Certificate	-
	Official Bank Statement	* Students who have scored an average GPA 2.0 or higher from the previous one year are exempted from this requirement. * Students on extra extension required after completion of the regular semester (four years of bachelor's degree, two years of master's degree, three years of doctor's degree). * Recognizes only the proof of balance of the domestic bank's name and financial ability of more than 10,000,000 KRW for a year. * Keep the balance until the extension is received and completed * If there is a sudden change in the balance (±3 million won), account details of the last 6 months are required
	Proof of Residence	* The exact address, tenant's information, and length of residence, must all be provided correctly. * Refer to **2-3 'Proof of Residence'** for more detail.

5. Reporting Changes(D-2)

If your personal information(passport number, address, name, etc.) provided for your alien registration changes, you need to report the change(s) to the immigration within 15 days of its occurrence. If you don't report within 15 days, you will be charged a fine.

5-1. Required documents

Required Documents	Remarks
Application form	–
Alien Registration Card	* Copy
Proof Documents for the Change(s)	* Examples - When changing passport information: New passport - When address is changed: New standard lease agreement

6. Part-time job Application for International Students

6-1. Cautions

- **Prior Permission Required :** Part-time work is possible only after getting permission from the immigration office

- **When caught without permission :** Students who are caught working without permission will be charged a fine (Minimum 3,000,000 KRW) or the visa will be revoked.

※ **One-strike Out Policy (construction industry) :** Especially, students who are caught illegally working in the construction industry will be deported immediately regardless of allowed period of stay.

6-2. Qualifications (* All should be met)

(1) Average GPA(2.0 or above) from the previous semester

(2) TOPIK Level

- Undergraduate(Freshman, sophomore) : TOPIK Level 3
- Undergraduate(Junior, Senior) & graduate students : TOPIK Level 4
* Exception for students in English track majors : TOPIK requirement will be replaced by TOEFL 530 (CBT 197, iBT 71) or IELTS 5.5 or CEFR B2 or TEPS 600 or above
  (Not applicable for students whose first language is English, from native English speaking countries)

6-3. Application Procedures

(1) Prepare the required documents
- Passport and alien registration card
- Part-time Work of Foreign Student Confirmation Form
- Standard Labor Contract
- Business registration
- Transcript
- TOPIK Score Report

(2) Visit the office of international student services(505, 5th Floor, Student Center) with the documents above and request a signature from the admin on the confirmation form.

(3) Apply for part-time job permit either online at www.hikorea.go.kr or by visiting the Incheon Immigration office.

(4) Wait for your application to be processed and begin to work part-time after the permit is granted.

6-4. Required Documents for Part-time Employment Application

Required Documents	Remarks
Passport and Alien Registration Card	–
Part-time employment confirmation	* Signature from the office of international student services
Transcript	* Available at https://certpia.inha.ac.kr/ or office of Academic Affairs (303, Student Center)
TOPIK Score Report	* English proficiency certificate (listed above) for the students in English track majors
Standard Labor Contract	* Specifying hourly wage, working hours, assigned duty
Business Registration	

6-5. Permitted Working Hours

Program	School year	TOPIK Level		Working Hours (Permitted Range)		Working hours (week days) for students from accredited university
				Week days	Weekend, Vacation period	
Undergraduate Students	1~2	'Before Oct. 1, 2018		20 hours	No limit	25 hours
		Level 3	×	10 hours		10 hours
			○	20 hours	No limit	25 hours
	3~4	'Before Oct. 1, 2018		20 hours	No limit	25 hours
		Level 4	×	10 hours		10 hours
			○	20 hours	No limit	25 hours
Graduate Students	All	'Before Oct. 1, 2018		30 hours	No limit	35 hours
		Level 5	×	15 hours		15 hours
			○	30 hours	No limit	35 hours

7. Alien Registration Card Re-issuance

- If the alien registration card is lost or damaged that you can no longer use the card, you can apply for its re-issuance.

7-1. Required Documents for Re-issuance

Required Documents	Remarks
Application Form	–
Statement of Reason for Loss	–
Passport	–
Proof of Residence	* The exact address, tenant's information, and length of residence, must all be provided correctly. * Refer to 2-3 'Proof of Residence' for more detail.
Fee	* 30,000 KRW
Photo	* Only if you wish to change your photo

Chapter Ⅴ   School life information

1. On-campus wireless LAN service

1-1. How to access the website guide for the on-campus wireless LAN

(1) Click 'Wireless LAN' at the bottom of the Inha University mobile application

(2) Or You can go to https://internet.inha.ac.kr on your PC or your smartphone

(3) Or you can go to the official website of Inha university(https://www.inha.ac.kr) and search "Wireless LAN" using the search bar.

1-2. Wireless LAN Connection Guide for Android Devices

Step 1	Step 2	Step 3	Step 4
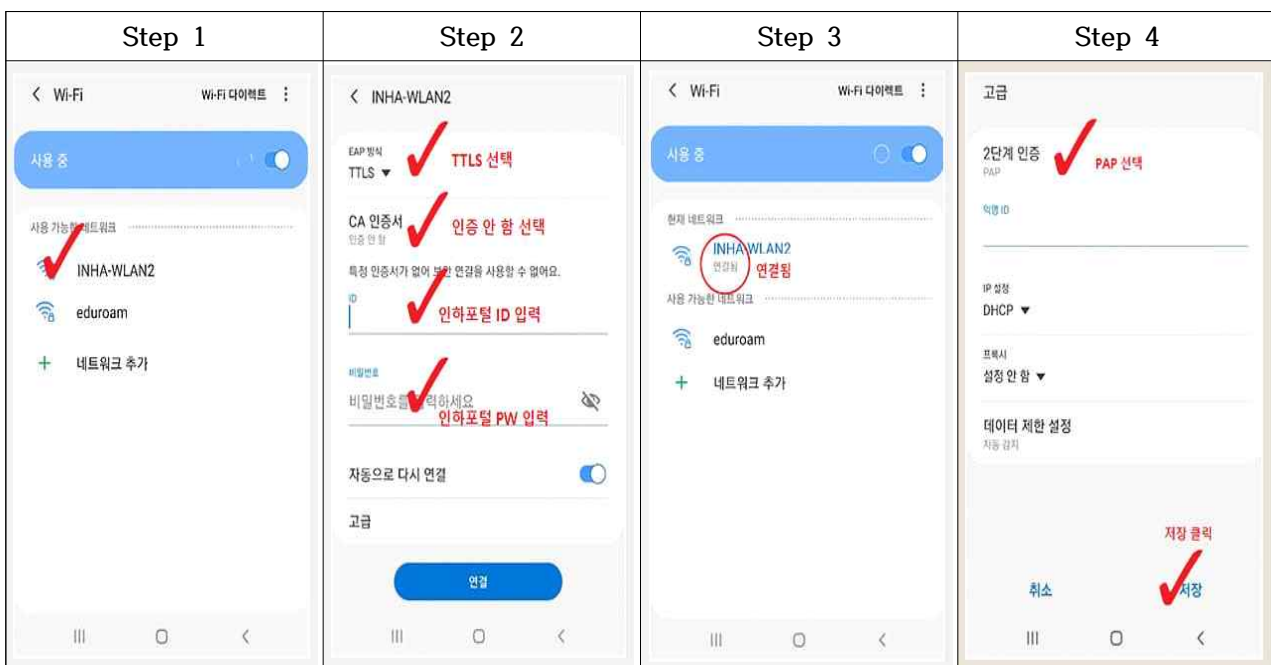
1-3. IOS Mobile Device Wireless LAN Connection

(1) Settings → Wi-Fi → Find and select "INHA-WLAN2"

 ※ For Macbook, select 'Automatic' as authentication type.

(2) User name : Student number / password : Password(used for portal log-in)

(3) When the INHA-Univ certificate shows up, click "Trust" in the upper right corner.

(4) iOS 11.1 : iOS 11.0 users must upgrade it to 11.1 to be able to use it.

 ※ How to check the iOS version : Settings - General - Version)

Step 1	Step 2	Step 3
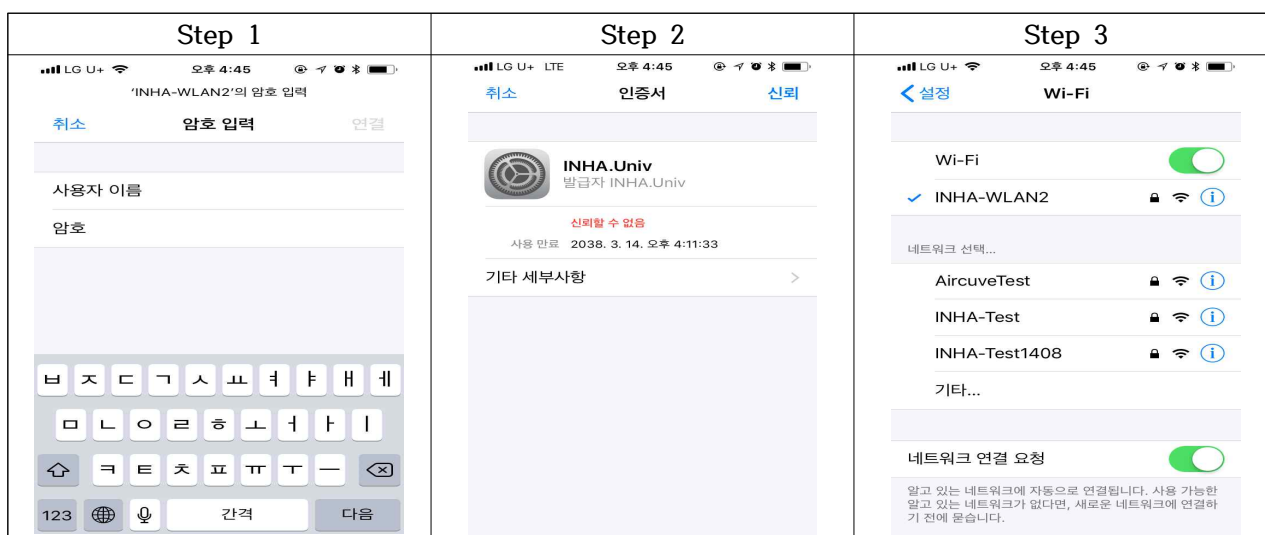
2. Student ID card

2-1. Range of use

(1) On-campus : Library, Lifelong Education Center(foreign language education), computer lab, entry-exit, Student Cafeteria, etc.

(2) Outside : Public transit payment (Seoul, Incheon, and Gyeonggi-do intercity bus and subways), cash withdrawals and check card (Hana Bank)

2-2. How to apply for a student card

(1) First Issuance

- For Freshmen students now enrolled for the first time who need to get their student cards
- Application : Individual application is not necessary. The cards will be prepared without application for the first issuance.
- Student card pick-up : Please visit the office of international student services(the related notice will be sent to students before the beginning of the semester).

(2) Re-issuance

- When the cards were lost or misplaced, you can apply for re-issuance.
- Estimated time : 1-2 weeks
- Application : Hana bank on campus
- Student card pick up : The office of student services(343, Student Center)
- Things to prepare : Fee(5,000 KRW), alien registration card
  ※ You need to send a image file of your ID photo to the staffer in charge.
  ※ How to change your photo on your student card : Visit Hana bank on campus with your ID photo to apply for re-issuance.

3. Jungseok Memorial Library

3-1. Opening Hours

Library	Floor	Facility	Day	
			Monday-Friday	Saturday
Jeong-Seok	5	Medical Library	09:00~18:00	closed
		Multimedia Center	09:00~21:00	closed
	4	Information Center : Social Sciences		09:00~17:00
	3	Information Center : Humanities		
	2	information Center : Natural Sciences		
	1	Jungseok Lounge		
	B1	1 Reading Room	00:00-24:00	
		2 Reading Room		
		3 Reading Room		
Law Library			09:00~21:00	closed

　　※ Opening hours can change depending on the situation. Please check out the notice board at the official website of Jungseok Memorial Library for more detail.

3-2. How to enter the library : You need to use your student ID card or mobile Student ID card to open the blockade.

3-3. Facility Guides

Facility name	Facilities
1st floor, Jeong–Seok Lounge	▷ There are 54 PCs, 59 Team–play seats, 79 seats for rest, 12 group study rooms at Jungseok Lounge. ▷ Users can take e–classes, access to various kinds of academic resources such as E–journal, Web–DB, e–Book etc by using PCs. ▷ Wireless Internet and LCD monitors for presentation practice are available at Group study rooms. ▷ Users can use Computers and group study rooms by making reservation from Library Facilities Reservation System. (http://librsv.inha.ac.kr) ▷ Reservation is possible from 24 hours before the time you want to use. Users can continually extend 2 hours of their reservation by renewing.
5th floor,	▷ Multimedia Center is a place where users can use various kinds of

Facility name	Facilities
Multimedia Center	▷ it is available to access the internet by using smart TV and record presentation with a recording system at smart group study rooms. It is necessary to make reservation(http://librsv.inha.ac.kr) to use multimedia Center facilities. Users can continually extend 2 hours of their reservation by renewing.
6th Floor International Conference Hall/Conference Room	▷ The International Conference Hall serves as a convention center for international academic conferences and is also used as a meeting, symposium, and seminar for the development of research culture at universities. The conference room has a screen sharing monitor for each seat. ▷ Inquiries about use: General Affairs Team 032-860-7097
B1F General Reading Room	▷ This floor has 1,334 seats in total including 410 seats in each the 1st and the 3rd reading rooms and 514 seats in the 2nd reading room. One third of the total seats can be reserved through the Internet and the rest are claimed on the first-come first-served basis. Reservation is possible from 24 hours before the time you want to use with application or reservation system. Application and library homepage offer user-guide (http://librsv.inha.ac.kr)
B2F Repository	▷ With mobile racks that can store over one million books, this repository preserves books that are not frequently used. It is operated as closed-stack. Books can be rented to students on their request. Users can learn how to make request for books in the repository at each floor's information desk or library homepage.
B2F Shower Room	▷ Shower rooms are available each for men / women. 6 shower booths are installed in men's shower room and 3 for women's. Hours of use : 07:30-21:00
B2F Locker	▷ There are 7/24 Lockers on B2F. Call 032-873-9138 for more information.

4. Certificates Issuance

4-1. Certificate Types and Fees

Certificate	Kind
Certificate of Korean Language	Graduation certificate, degree certificate, completion certificate, enrollment certificate, transcript, expulsion certificate, leave of absence certificate
Certificate of English Language	graduation certificate, degree certificate, completion certificate, degree certificate, enrollment certificate, transcript, expulsion certificate, leave of absence certificate

4-2. Certificate Issuance

(1) Internet Certificate Issuance Service

website	https://certpia.inha.ac.kr(Inha Certificate Issuance website)
Issuance Fee	Issuance fee (Korean : 500 KRW, English : 1,000 KRW) - Free of charge : students with enrollment status and students on the leave of absence (including graduate students)

(2) Certificate issuance machines on campus

Place	Office of academic affairs, 303, Student Center, (2 certificate issuance machines in place)
Service hours	- During the semesters : 9:00–18:00(Weekdays) / Lunch break 12:00–13:00 - During the summer and winter break 　* During the summer or winter term : 9:00–17:00(Weekdays) / Lunch break 12:00–13:00 　* After the end of the summer or winter term : 9:00–16:00(Weekdays) / Lunch break 12:00–13:00 ※ Closed on weekends and national holidays ※ The certificate issuance machines are available 24/7
Procedure	Identification with personal information(date of birth, student number, etc.) → Issuance
Issuance Fee	Documents in Korean : 500 KRW per document Documents in English : 1,000 KRW per document

5. Dormitory

- Inha University Dormitory strives to provide residents with a safe and pleasant living environment that includes amenities and services for your successful university life. The 1st dormitory was opened in 2000, and the 2nd and the 3rd dormitory in 2006 successively. Approximately 2,300 students are currently living on campus. Beyond simply being a place to stay, Inha University Dormitory offers a variety of facilities such as cafeteria, convenience store, computer room etc. that will complement your comfortable residence.

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http://dorm.inha.ac.kr/
First Dormitory (Woongbijae) 032-860-8317, 8319
Second Dormitory (Biryongjae) 032-860-7273-7274

5-1. Capacity

Details	First Dormitory	Second Dormitory	Third Dormitory
Site area	5,762 ㎡	13,990.08 ㎡	13,990.08 ㎡
Total Floor Area	13,497.54㎡	16,820.67㎡	2904.16㎡
Floors	B1 to 5th floor	B1 to 13th floor	1st Floor to 10th floor
Capacity/ Rooms	− Double occupancy rooms (shared public restroom) for 14 students including 3 rooms allocated to the handicapped students * breakdown : 6 rooms for 12 male students plus 1 room for 2 female students − Quad occupancy rooms for 1,004 students * breakdown : 132 rooms for 528 male students plus 119 rooms for 476 female students − Total * 138 rooms for 540 male students and 120 rooms	− Double occupancy rooms(private restroom) for 54 students including 6 rooms allocated to the handicapped students * breakdown : 21 rooms for 42 male students plus 8 rooms for 16 female students − Double occupancy rooms(shared public restrooms) for 152 students * breakdown : 48 rooms for 96 male students plus 28 rooms for 56 female students − Quad occupancy rooms for 944 students	− Double occupancy rooms (private restroom) **type A** for 40 students * breakdown : 8 rooms for 16 male students plus 12 rooms for 24 female students − Double occupancy rooms (private restroom) **type B** for 24 students * breakdown : 4 rooms for 8 male students plus 8 rooms for 16 female students − Triple occupancy rooms (private restroom) **type A** for 24 students * breakdown : 2 rooms for

Details	First Dormitory	Second Dormitory	Third Dormitory
	for 478 female students	* breakdown : 156 rooms for 624 male students plus 80 rooms for 320 female students − Total * 225 rooms for 762 male students and 116 rooms for 392 female students	6 male students, 6 rooms for 18 students − Triple occupancy rooms (private restroom) **type B** for 18 students * breakdown : 2 rooms for 6 male students, 4 rooms for 12 students − Total * 16 rooms for 36 male students and 30 rooms for 70 female students
	− Total capacity : 258 rooms for 1,018 students	− Total capacity : 341 rooms for 1,154 students	− Total capacity : 46 rooms for 106 students
Reading room	168,6㎡ / 84 seats	297.52㎡ / 190 seats * 124 seats for male, 66 seats for female students	
Cafeteria	694,21㎡ / 320 seats	925.62㎡ / 450 seats	
Snack bar and Lounge	− Snack bar : 152.9㎡ − Lounge : 85.95㎡	− Snack bar : 100.54㎡ − Lounge : 89.86㎡	
Amenities	− Laundry room (entrusted operation) : 72㎡ − Computer Lab : 77.76㎡ − Fitness Center : 79.2㎡ − Billiard room : 64.8㎡ − Table tennis room : 229.62㎡	− Laundry room (entrusted operation) : 76㎡ − Computer Lab : 109㎡ − Fitness Center : 165.29㎡ − Billiard room : 67.76㎡ − Table tennis room : 229.62㎡ − Multimedia room : 66.11㎡	

5-2. Application period for on-campus dormitory housing

(1) Dormitory housing for the spring semester : December to January

(2) Dormitory housing for the fall semester : June to July

5-3. How to apply

Apply for dormitory housing individually at Inha University Portal

5-4. Standards for Acceptance : GPA and Residential Areas

(1) Basic Principles : Students are selected for dormitory housing every semester. 65% of the

quota will be allocated for the students who are from the regions where it is considered not possible to commute to and from school, the rest 35% will go to students who are from the regions that are within commutable distance. For freshmen students, however, for their first enrollment, the ratio of non-commutable regions to commutable regions to will be 70% to 30%

(2) Grades Criteria
- Undergraduate students : GPA from the previous semester
- Freshman undergraduate : based on standard deviation
- Graduate school freshmen : Average GPA from their undergraduate program (not applied to international students)

(3) Regional Criteria(non-commutable regions)
- Incheon : Ganghwa-gun, Ongjin-gun
- Gyeonggi-do : Gapyeong-gun, Gwangju-si, Guri-si, Namyangju-si, Dongducheon-si, Anseong-si, Yangju-si, Yangpyeong-gun, Yeoju-si, Yeoncheon-gun, Osan-si, Yongin-si, Icheon-si, Paju-si, Pyeongtaek-si, Pocheon-si, Hanam-si, Hwaseong-si
- Other Si/Do areas: Busan Metropolitan City, Daegu Metropolitan City, Gwangju Metropolitan City, Daejeon Metropolitan City, Ulsan Metropolitan City, Gangwon-do, Chungcheong-do, Gyeongsang-do, Jeolla-do, Jeju Island, overseas citizens

(4) Allocation ratio depending on the grades
- Freshmen students : 50%
- Sophomore to Senior students : 45%
- Graduate students : 5%
  ※ The 3rd dormitory : 50% of undergraduate students + 50% of graduate students

5-5. Eligibility for preferential admission
(Quad occupancy rooms / double occupancy rooms for handicapped students)
(1) (Minimum) GPA requirement : Average GPA 2.1 or above
- Persons of distinguished service to the state : Certificate of tuition exemption required(once at the first entrance)
- Persons of livelihood protection by the state : Certificate of livelihood protection required
- Handicapped students : Disability Certificate(Rating 4 or above within the allocated capacity of the dormitory)
- Students who are selected to receive financial support for the dormitory fees from the office of student services at Inha university.

(2) Regardless of GPA
- In-bound exchange students
- GKS(Global Korea Scholarship) students
- International students (only for the first semester in the freshman year)

6. University health center

6-1. Location and hours of service

(1) Location : 215, 2F, Student Center

(2) Service hours

- During the semester : 09:00 to 18:00 (Mon-Fri)

- During Summer/Winter break : 09:00 to 17:00 (Mon-Fri),

※ The service hours are subject to change depending on the school policy.

(3) Doctor's Treatment (from Inha University Hospital) : Monday and Thursday 13:00 to 17:00
(during the semesters)

(4) Contact Information : T. 032-860-8311~2

6-2. Service Procedure

(1) Reception : Provide personal information and other health issues at the reception desk.

(2) Waiting : Wait in the waiting room until your turn comes

(3) Treatment : When your name is called, enter the office to receive a treatment

(4) Prescription : Get your medication following the diagnosis.

(5) Referral to outside medical institutions : If a certain disease is suspected that requires additional examination and advanced treatment at a higher level institution or for emergent situations, you can be referred to the university hospital or to other medical institutions outside school.

7. Student Counseling

7-1. Student Counseling Office : Individual/group counseling, psychological test, special lectures on psychotherapy, mental health enhancement programs, etc.

(1) Application for appointment : by visiting, email or by using the website application
(https://studlife.inha.ac.kr/)

(2) Contact Information

- Telephone : 032-860-8262-3, 032-860-9362-3

- Email : counsel@inha.ac.kr

- Location : 521, 5th floor, Jungseok Memorial Library

7-2. Support Office for Handicapped Students : Handicapped student education, support for study, general support for campus life, counseling, etc.

(1) Telephone/Fax : 032-860-7067/032-860-7069

(2) Location : 343, 3F, Student Center

7-3. Human Rights Counseling : Counseling, reporting, general supports for victims of human rights violations, power abuse and harassment at work, prevention education

(1) Application for appointment : by visiting, email or by using the website application

(2) Contact Information

- Telephone : 032-860-7141

- Email : humanrights@inha.ac.kr
- Location : 519A, 5th floor, Jungseok Memorial Library

7-4. Gender Equality Counseling Office : Counseling, reporting, general supports for victims of sexual harassment/sexual violence, prevention education, gender sensitivity improvement education, etc.

(1) Application for appointment : by visiting, email or by using the website application
(2) Contact Information
  - Telephone : 032-860-7141
  - Email : humanrights@inha.ac.kr
  - Location : 519A, 5th floor, Jungseok Memorial Library

8. Convenient Mobile Applications
8-1. Online Search Portals

네이버(NAVER)	다음(Daum)

8-2. Mobile Messengers

카카오톡(KakaoTalk)	라인(LINE)

8-3. Transportation Apps

Naver Map	Kakao Taxi	Subway	Bus
Maps, directions, traffic information, etc	You can conveniently call a taxi and check the estimated fare in advance	subway lines and operating hours	Bus stop and arrival information

8-4. Online Shopping Apps

G-Market	Coupang
English and Chinese language version available	Overnight shipping & delivery

8-5. Food Delivery App

Baedal Minjok	Yogiyo	Coupang eats

9. Opening a bank account in Korea

9-1. Required Documents

1) Passport	2) Certificate of Enrollment	3) Alien registration card
Required	Required	Required

9-2. Hana Bank Inha University Branch service hours : 09:30 ~ 15:30
 (strongly recommended to visit the bank at least one hour before the closing)

9-3. Location of Hana Bank university branch : 2nd floor, Student Center

9-4. Contact : +82-(0)32-863-1111

10. How to get a USIM Card

10-1. Where to Purchase : You are recommended to order USIM online before your departure.
 ▷ You can easily buy an USIM card from the websites of telecom providers.
   In Korea, LG UPLUS and KT are among the providers that are well known for their quality services.

10-2. Website link

▷ **LG UPLUS : Link to Provider's Website**
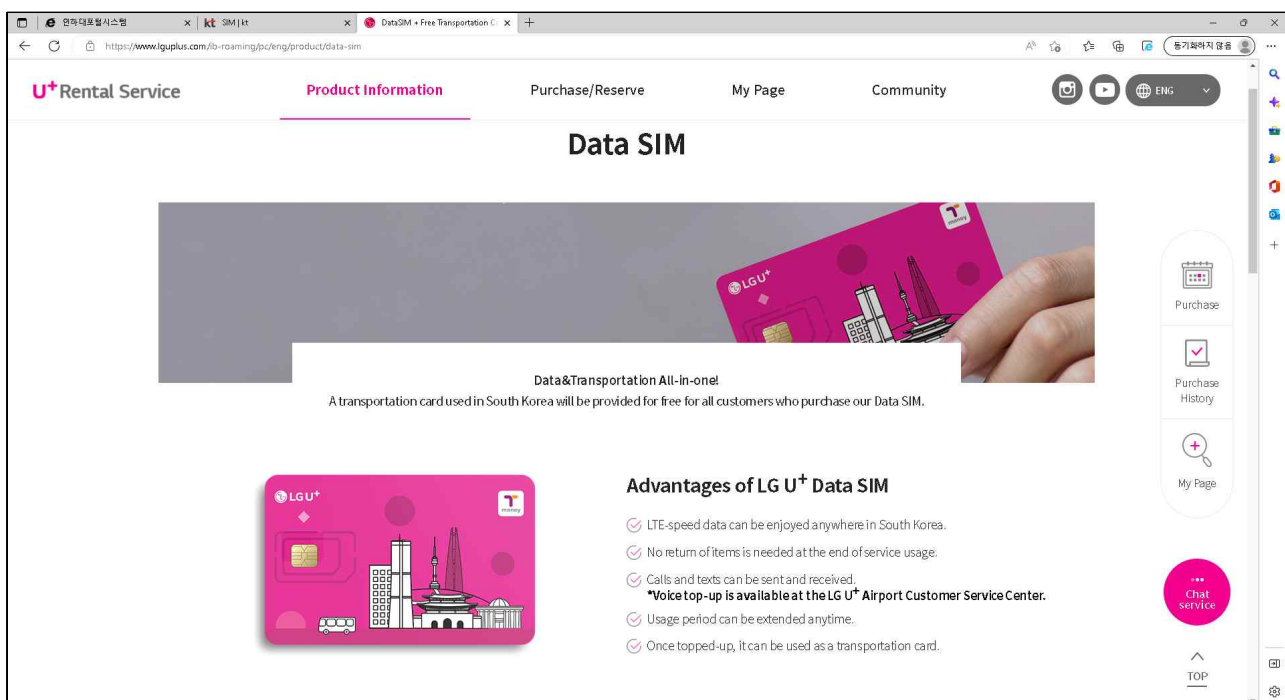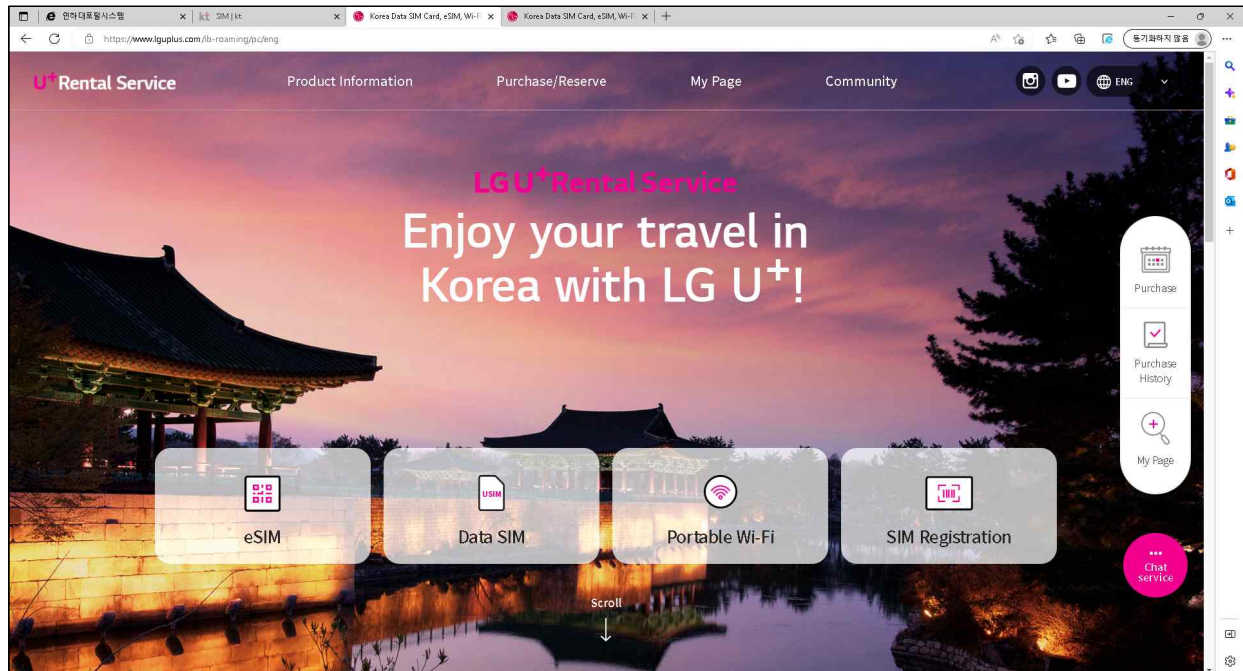
Usage price by period

*VAT is included

Usage period	5days (120hours)	7days (168hours)	10days (240hours)	15days (360hours)	20days (480hours)	30days (720hours)	40days (960hours)	60days (1440hours)
Charge	₩27,500	₩35,000	₩38,500	₩55,000	₩60,500	₩71,500	₩99,000	₩143,000
Reservation discount	₩25,000	₩32,000	₩35,000	₩50,000	₩55,000	₩65,000	₩90,000	₩130,000

How to use

Step 1	Step 2	Step 3	Step 4

▷ **KT : Link to Provider's Website**

9. International student councils

- International students are running their own communities based on their nationalities to help each other to adjust to studying in Korea and also to network and share information. You can find more about the councils and get into the network through the QR codes below.

Access	China	Vietnam	Mongolia	Kyrgyzstan
QR	(Wechat)	(Facebook)	(Facebook)	

Access	Uzbekistan		Malaysia	
QR	(Telegram)	(Facebook)	(Facebook)	(Instagram)

10. TOPIK(Test of Proficiency in Korean)

- TOPIK is Korean language proficiency test designed to measure the ability of non-native speakers in the areas of reading, writing, and listening comprehension in the Korean language.

10-1. Eligibility

Overseas Korean or non-Korean whose first language is not Korean and who :
- is currently learning Korean or wishes to study at a Korean college

- wishes to work for a Korean company or public agency based in or outside Korea.
- Korean national who is currently studying at or has graduated from a school abroad

10-2. Validity period : Valid for two years from the date of issuance

10-3. Organization : National Institute of International Education / Ministry of Education

10-4. Application fee : TOPIK I - 40,000 won / TOPIK II - 55,000 won

10-5. Grading : Level 1 to Level 6

Grading	TOPIK I		TOPIK II			
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
Scores	80 ~ 139	140 ~ 200	120 ~ 149	150 ~ 189	190~229	230 ~ 300

10-6. Test Composition

Test Level	Period	Areas	Question type	Number of Questions	Points	Total Points
TOPIK I	Period 1	Listening	multiple choice	30	100	200
		Reading	multiple choice	40	100	
TOPIK II	period 1	Listening	multiple choice	50	100	300
		Writing	Essay	4	100	
	Period 2	Reading	multiple choice	50	100	

Chapter VI

Chapter VI | Insurance

1. National Health Insurance

- The national health insurance policy has been revised to mandate the enrollment of foreign residents (including international students D-2 visa) in Korea from March 1, 2021

1-1. Enrollment

Visa type	Enrollment Standards
D-2	First entry to Korea → to be enrolled from the date of alien registration
	Re-entry after alien registration → to be re-enrolled from the date of re-entry
D-4	To be enrolled after six months of stay in Korea
Korean Citizens from Overseas or Korean Expatriates(F-4)	To be enrolled from the date of school enrollment. (It is required to submit the certificate of enrollment for signing up.)

1-2. Enrollment Procedures

(1) Automatic Enrollment : Enrollment will be automatically processed from the date of alien registration. Individual application is not necessary.
→ Health insurance card and Insurance information will be mailed to your registered address.

(2) Individual request/application is necessary in the following cases (by visiting the local NHIS branch office)
- Seoul, Gyeonggi-do, or Incheon residents should go to the regional NHIS international service centers.
- When you want to have your insurance bill paid along with your family member's
- When Korean citizens from overseas or overseas Korean expats(F-4) studying in Korea (for both cases) are signing up for the national health insurance
- When there is any change to your personal information such as your residence(address), passport number, visa, etc.

(3) Exclusion from health insurance :
Exclusion from the enrollment is possible when there is coverage (from an insurance plan from abroad) equivalent to the national health insurance (Article 41, National Health Insurance Act) warranted by the foreign statutes, foreign insurance, employment. To be exempt from the mandate, **you should apply for exclusion at the local NHIS branch office.**

1-3. National health insurance benefits (available from the enrollment date)

(1) Equal benefits(coverage) to Korean citizens : Dental and oriental medical treatment, examination, pregnancy and childbirth-related medical expenses, and so forth.

(2) Non applicable : The range of treatments for reasons that do not cause actual discomfort or inconveniences in day-to-day lives and for work, such as plastic surgery for beauty purposes.

(3) Automatic deduction on medical expenses - **Only a part of the expenses will be charged.**
 - Outpatient Treatment : Approximately from 30 to 60% of the total expenses will be charged.
 ※ It could differ depending on the types of medical institute and its location)
 - Inpatient Treatment : Approximately from 30% to 50% of the total expenses will be charged.

(4) Regular Medical Check-up : Free, once every two years (every year for non-office workers) based on the birth year

1-4. Inquiries

(1) 1577-1000 (press 7 for International language service)
(2) 033-811-2000 (English, Chinese, Vietnamese, and Uzbek)

2. How to pay insurance fee

2-1. Payment deadline : 25th every month for the next month's coverage.
 ※ Example : insurance bill for April, 2021 → to be paid by March 25th, 2021
    (Insurance bills will be sent to your registered address around 10th every month)

2-2. Payment methods : Autopay (Bank account/credit card), bank transfer, NHIS branch office

2-3. Disadvantages from arrears
 - Temporary suspension on the coverage from the 1st day of the month unpaid for
   (to be lifted upon complete payment)
 - Disadvantages on applications for visa extension
    ※ not in effect until the unpaid bills amount to be 500,000 KRW
 - Measures : Periodic reminders/notifications until a certain point in time after which it can lead to a possible seizure of your properties(real estate, vehicles, bank deposit, etc.)
    ※ Arrears can be paid in installments, and insurance benefits will be back up and running upon clearing up the unpaid bills.

3. Private Insurance

 - Every international students should register to private insurance from 1 March, 2024
 - The insurance covers the first semester after entering school
 - New students : Insurance fee is included in tuition (40,000 KRW)
 - Exchange Students : Insurance subscription will be made through orientation and welcome week. (You should bring 40,000 KRW in cash)

Chapter Ⅶ   Frequently asked questions (FAQ)

1.   Enrollment

Q. When is the registration period for paying the tuition?

A. You can expect it to be around February 20th (last week of February) for the spring semester and around August 20th (last week of August) for the fall semester. Registration is only made available during the given registration period. Students who fail to register in time are required to keep watch on the notice board at the school website for the addtional round of registration notice so that they could properly complete their registration.

Q. Does school send the paper tuition bill to individuals students?

A. No, we don't. It should be individually checked and printed from the Inha student portal.

Q. Where can I print out my tuition bill?

A. You can print out your tuition bill from the Inha student portal.
   Inha Student Portal(http://portal.inha.ac.kr) Login → 학사행정 → Registration → 등록금납부 및 고지서 인쇄

Q. Do I always have to go to the bank for the tuition?

A. No, you don't have to if you can easily access other means such as ATM or online banking services. After checking the tuition bill, you need to transfer that exact amount of tuition to the given virtual account (assigned to you for temporary single time use only) via those transfer methods available.

Q. How can I confirm the tuition payment?

A. You can find the tuition payment certificate through the route below.
   Inha Portal System (http://portal.inha.ac.kr) → Log in → Registration → Tuition Payment Certificate
   ※ Payment made before 17:00 : You will be able to find your certificate a hour after your payment.
     Payment made fee after 17:00) : You will be able to find your certificate after 10am the following day.

Q. What should I do if transfer doesn't work with the given virtual account?

A. If you are wiring an inaccurate amount even by a slight difference compared to the total tuition indicated on the bill, or if you are transferring form CMA or stock account, it will just not work. Please check if you are proceeding with your transfer in a proper manner.

| 2. | **General leave of absence** |

Q. Can I take a leave of absence after paying the tuition?

A. It's possible. If you take a general leave of absence within 1/4 of the school days, the tuition will be preserved for registration for the semester you will return to. Please consult with your department office if you need a detailed guidance on this.

Q. Do I have to pay my tuition if I take a leave of absence?

A. You can choose.

- taking a leave of absence from school without paying the tuition : You can simply pay your tuition during the registration period of the semester you are returning to school for.

- taking a leave of absence after tuition payment : The difference caused by the tuition adjustment (whether raised or lowered) will not be refunded or collected. the tuition paid will be processed for your registration for the semester you are returning to.

Q. How long can take a leave of absence from school?

A. There is no limit on the number of leaves you can take, but the period of leave shall not exceed two semesters at once. And consecutive leaves of absence are limited to maximum 4 semesters(2 years). Also, if you want to extend a leave of absence, you must apply for extension.

Q. Is it possible for freshmen to take a leave of absence from school?

A. Freshmen are not allowed to take the first semester off. If it is due to a disease or illness that requires hospitalization for four weeks or longer, they can apply for the leave of absence even in the first semester.

| 3. | **Course registration and Major** | .

Q. I couldn't register for the course. What should I do?

A. The course registration usually starts one month before the beginning of the semester (February and August), and if your course registration remains uncompleted for some reason, you need to complete your registration using the adjustment period scheduled for the first week of the semester.

Q. Where can I check the courses I have registered for?

A. You can find the courses you have successfully registered for through the course registration portal. (https://sugang.inha.ac.kr → log-in →Course registration verification)

Q. There are no seats remaining in some courses. What should I do?

A. All courses have limited numbers of openings or spots in accordance with the academic

regulation. Students need to do register as quickly as possible to take the courses they desire during the course registration period, especially the ones that are highly favored by many other students. If you failed to do so anyways, please contact your department office for help and guidance.

Q. I want to apply for multiple majors (multiple majors, linked majors, fusion majors, minor, micro majors). Is it possible for international students to study abroad?

A. International students can apply. you are first recommended to go to the university official website and find the related notice to check out the procedure and requirements in detail. You can also contact your department office for more information if you need more help.

4. Attendance and Grades, Graduation

Q. Do I get expelled if I don't get good grades?

A. Students with a GPA less than 1.70 (from regular semesters) each semester will receive an academic warning. When they receive two academic warnings in a row or a total of 3 academic warnings accumulated, they are assigned to undertake the challenge semester for which they need to take a leave of absence for one semester. And if students receive 3 consecutive academic warnings or a total of 4 academic warnings after the challenge semester, they will face expulsion from school.

Q. I can't go to class because I was admitted to the hospital for treatment. What should I do?

A. In accordance with the attendance guidelines, you need to get your attendance acknowledgement note from your department office and need to submit the document with a proof document attached within ten days of the occurrence of the incidence. your professor will decide whether to acknowledge your attendance based on it. In some cases, you will be assigned to carry out alternative assignments if considered necessary.

Reasons	Period	Proof Evidence
hospitalization due to illness or accident	Hospitalization period (up to 2 weeks per semester)	hospitalization certificate or doctor's note from a general hospital
Death of lineal family members	Up to 5(including the day of decease)	Death certificate, family relation certificate
Academic conferences, presentations, contests, etc.	period of event	Department dean's approval
Participation in training and in competitions (for student athletes)	period of event	Students services Office dean's approval

Reasons	Period	Proof Evidence
Job Interviews of prospective graduates	day of event	Confirmation from the company
Early employment of prospective graduates	period of event	Certificate of employment, National health insurance certificate
Other cases approved by the president	period of event	President's approval

Q. What are the graduation requirements?

A. Please contact your department's office to check the standard credits and curriculum to complete for graduation.

5. Certificate

Q. Where can I get my graduation certificate or enrollment certificate?

A. You can print it out through the Internet certificate issuance system(https://certpia.inha.ac.kr) or visit the office of academic affairs located at 303, the Student Center to ask for the certificate you need.

Q. Where can I get my student ID card?

A. For international freshmen students in the very first semester after admission, they can visit the office of international student services (505, 5th floor, Student Center) to pick up their ID cards.
If your card is lost or damaged that you need re-issuance, you need to go to the Hana bank on campus(2nd floor, Student Center) to request re-issuance. (Please see Chapter Ⅴ. School life information - 2. Student ID card)

6. Immigration-related

Q. When do I have to apply for alien registration after entering Korea?

A. All international students(Foreign residents on a long-term visa) must apply for alien registration within 90 days after arriving in Korea. Please see 'Chapter Ⅳ. Immigration & Visa' for more detail.

Q. Can I stay in Korea after graduation if my visa shows to have a remaining period of stay?

A. The period of stay (on the back of the alien registration card) could be for six-months, one year, or two years. But if your academic status changes following events such as graduation, leave of absence, expulsion, and etc. school needs to report this change to the immigration and your visa will lose its effect. In that case, you must leave Korea within 15 days from the date the change occurred.