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# EWHA

## WOMANS UNIVERSITY

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외국인 유학생 핸드북



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# 1

# WELCOME TO EWHA

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

# 2

# CAMPUS MAP



## Campus Map

- |  |   |
|--|---|
| 1 Main Gate                                      | 40 Human Ecology Building<br>(Morris Hall)/Alumnae Building |
| 2 Ewha Art Pavilion                              | 41 Ewha-SK Telecom Center                                   |
| 3 Admission Hall                                 | 42 Ewha-Samsung Education Culture Building                  |
| 4 Ewha Campus Complex(ECC)                       | 43 Ewha-Shinsegae Building<br>(Business)                    |
| 5 Pfeiffer Hall(Main Hall)                       | 44 Upper Room   |
| 6 Physical Education Building A<br>(Thomas Hall) | 45 Ewha Elementary School                                   |
| 7 Physical Education Building B<br>(Gibson Hall) | 46 Ewha-Geumman Junior High School                          |
| 8 Physical Education Building C                  | 47 Black Gate   |
| 9 Art & Design Building A                        | 48 Student Union  |
| 10 Art & Design Building B                       | 49 Pharmaceutical Science Building A<br>(Appetzeller Hall)  |
| 11 Art & Design Building C                       | 50 Pharmaceutical Science Building B                        |
| 12 Natural History Museum                        | 51 Ewha-POSCO Building<br>(Social Sciences)                 |
| 13 Sculpture Studio                              | 52 Hak-gwan   |
| 14 Music Building                                | 53 Humanities Building                                      |
| 15 Longview House                                | 54 North Gate   |
| 16 Yeonghak-gwan                                 | 55 Education Building A                                     |
| 17 Helen Hall(Nursing Science)                   | 56 Education Building B                                     |
| 18 Ewha Centennial Library                       | 57 Ewha-Geumman High School                                 |
| 19 Law Building                                  | 58 Science Building A                                       |
| 20 Wichita House<br>(President's Residence)      | 59 Science Building B                                       |
| 21 Aryeong-dang                                  | 60 Science Building C                                       |
| 22 Ewha Archives                                 | 61 Science Building Hyundai Motor                           |
| 23 Jinsorim-gwan                                 | 62 Asan Engineering Building                                |
| 24 Case Hall<br>(Graduate School Building)       | 63 New Engineering Building                                 |
| 25 Emerson Chapel                                | 64 University-Industry<br>Cooperation Building              |
| 26 Clara Hall<br>(Graduate School Building II)   | 65 Research Cooperation Building                            |
| 27 Welch-Ryang Auditorium                        | 66 Herb Garden, Green house                                 |
| 28 Centennial Museum                             | 67 Ewha Haldang<br>(The Ewha Foundation)                    |
| 29 Ewha Athletics Track                          | 68 North A-hyeon Gate                                       |
| 30 International Education Building              | 69 Tennis Court   |
| 31 Ewha Womans University Church                 | 70 Community Welfare Center                                 |
| 32 West Gate                                     | 71 Hanwoori House<br>(Undergraduate Student Dormitory)      |
| 33 I-House A                                     | 72 Ottogi Global House                                      |
| 34 I-House B                                     | 73 E-House  |
| 35 Ewha-Samsung International<br>House           | 74 ROTC Building  |
| 36 I-House D                                     | 75 Harisof Building   |
| 37 I-House E                                     | 76 Ewha-Ottogi Child Care Center                            |
| 38 Ewha-ALPS Children's Center                   |   |
| 39 Ewha Kindergarten                             |   |

## 3

## IMPORTANT DATES FOR 2025 SPRING SEMESTER

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

2025 FEB	17(Mon)-19(Wed)	Course Registration for General Graduate Students	Course Registration System 2/17(Mon) 09:00 - 2/19(Wed) 17:00
	25(Tue)-26(Wed)	Course Registration for Undergraduate New Students	Course Registration System 2/25(Tue) 09:00 - 2/26(Wed) 15:00
2025 MAR	4(Tue)	First Day of Spring Semester	Students must check 'Class Schedule' and 'Classroom' at EUREKA before the class starts.
	4(Tue)-10(Mon)	Confirmation & Change (Add/Drop) Period for Undergraduate Students	Course Registration System 3/4(Tue) 09:00 - 3/10(Mon) 15:00
		Course Registration for Incoming Transfer Students	
	5(Wed)-11(Tue)	Confirmation & Change (Add/Drop) Period for Graduate Students	Course Registration System 3/5(Wed) 09:00 - 3/11(Tue) 15:00
	11(Tue)-12(Wed)	Registration Change Period for Students who Registered for Cancelled Courses (Undergraduate)	<ul style="list-style-type: none"> <li>• 3/11(Tue) 13:00 - 3/12(Wed) 12:00</li> <li>• Check for Cancelled Courses : After 3/11(Tue) 09:00, Notice board at <a href="http://www.ewha.ac.kr">www.ewha.ac.kr</a></li> <li>• Course Registration System: Registration change is only allowed for those who registered for cancelled courses</li> </ul>
	12(Wed)	Registration Change Period for Students who Registered for Cancelled Courses (Graduate)	<ul style="list-style-type: none"> <li>• 3/12(Wed) 13:00 - 17:00</li> <li>• Check for Cancelled Courses : After 3/12(Wed) 09:00, Notice board at <a href="http://www.ewha.ac.kr">www.ewha.ac.kr</a></li> <li>• Written submission at Registrar(To be informed individually) for those who registered for cancelled courses</li> </ul>
	24(Mon)-28(Fri)	Course Withdrawal Period	Course Registration System 3/24(Mon) 09:00 - 3/28(Fri) 17:00
2025 JUN	23(Mon)	End of Spring Semester	
	30(Mon)	Start of Summer Semester	

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

※ Please note that the above dates are subject to change

## 1) Student ID Card

One of the most important things during the first few days at Ewha is making your Student ID Card. Your card will have many functions at Ewha, including borrowing books in the library, access to buildings in the campus, reading room seat reservations, attendance verification, cash withdrawal (debit card:optional), photocopy, etc. **Please make group application**, since the individual application will not be available until mid-March.

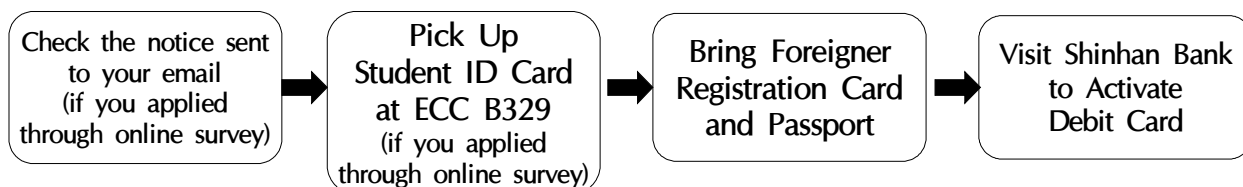
### A. Issuing New Student ID Card

- ① Group Application: Fill out an application form and apply through online
- ② Individual Application: Apply through Eureka Portal

(\*Please refer to the “2025-1st Student ID Application Guideline for Freshman Students” notice, which will be posted on Ewha Website in February)

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

Students can use their student ID card as a debit card after activating them with Shinhan Bank. These cards can also be used to withdraw cash from ATMs. Several ATMs are conveniently located on our campus.

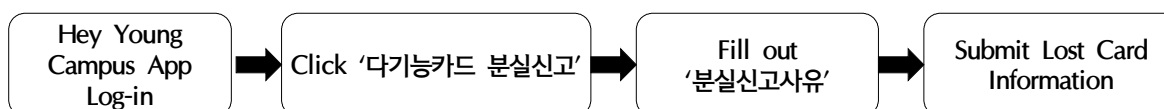


※ Location of ATM

- ① Global ATM : Shinhan Bank at ECC B4
- ② General ATM : Engineering Building, Ewha-POSCO Building, Ewha-Samsung Education Culture Building, Ewha-Shinsegae Building, Hanwoori House, Helen Hall, Science Building, Student Union Building, Hak-gwan

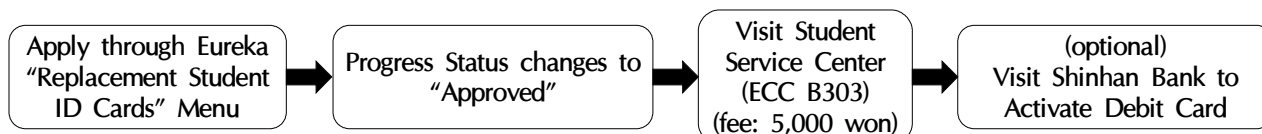
### C. Reporting a Lost Student ID Card & Replacement

- ① Report Lost ID Card



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

- ③ Reissuing of Your ID Card When Lost



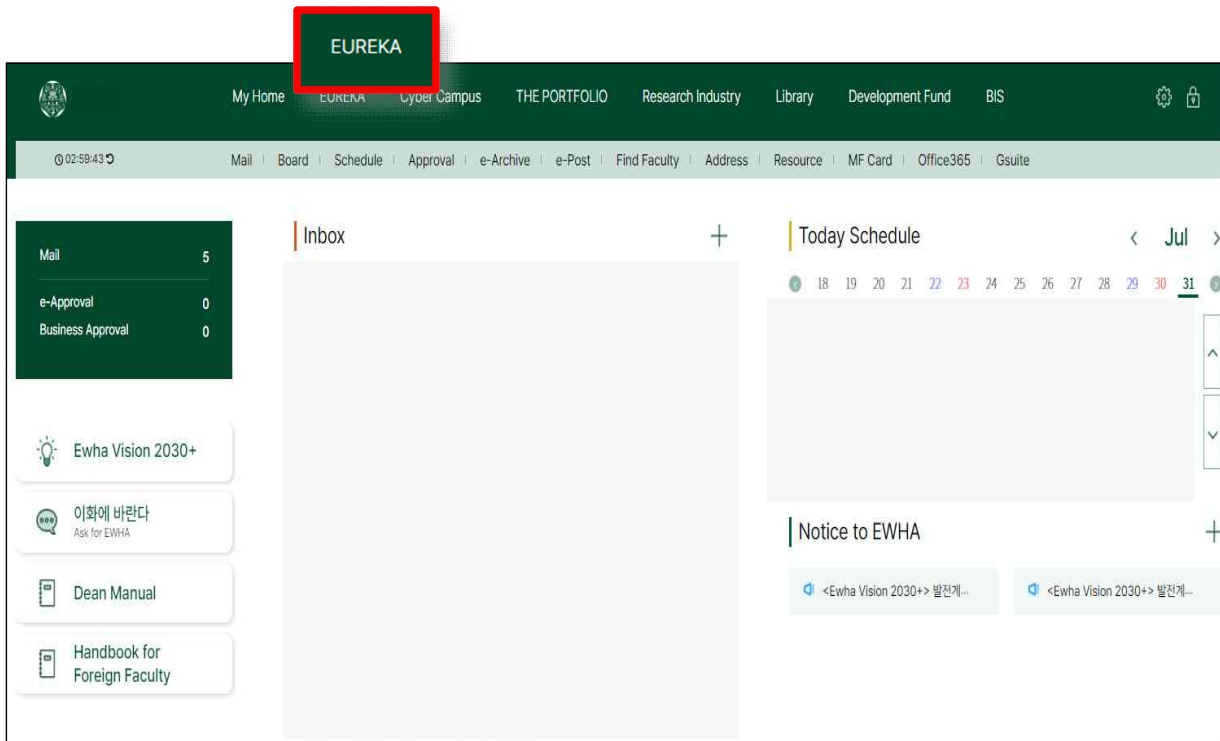
## 2) Ewha Portal (Eureka) and Email

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

- Click the 'English' letter above the login button.

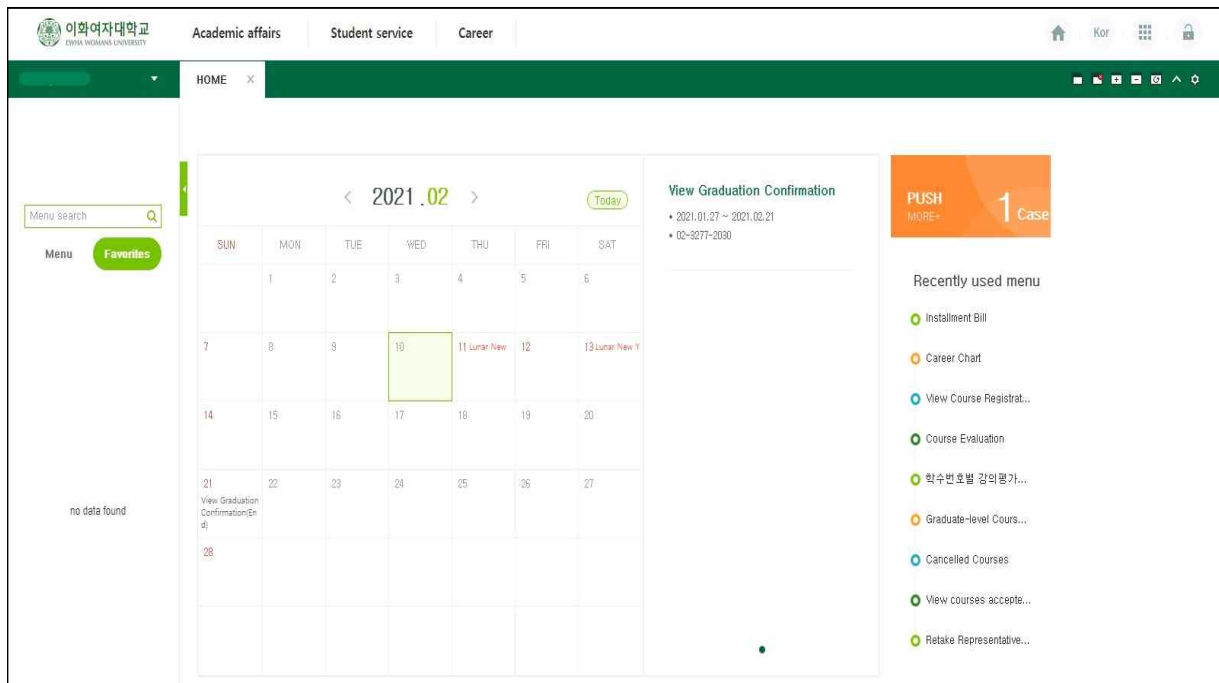
The screenshot shows the Eureka portal homepage. On the right side, there is a login section for the '이화표탈정보시스템' (Ewha Portal Information System). This section is highlighted with a red rectangular box. It includes the Ewha Women's University logo, the text '이화여자대학교 EWHA WOMANS UNIVERSITY 이화표탈정보시스템', and input fields for 'ID' and 'PASSWORD'. Below the password field, there are checkboxes for 'ENGLISH' (checked) and 'SAVE ID'. A green 'LOGIN' button is positioned below the input fields. At the bottom of the login area, the text 'PHONE / PASSWORD' is partially visible.

The screenshot displays the Eureka portal user interface. At the top, there is a dark green navigation bar with the university logo and various menu items: 'My Home', 'EUREKA', 'Cyber Campus', 'THE PORTFOLIO', 'Research Industry', 'Library', 'Development Fund', and 'BIS'. Below this is a secondary navigation bar with links for 'Mail', 'Board', 'Schedule', 'Approval', 'e-Archive', 'e-Post', 'Find Faculty', 'Address', 'Resource', 'MF Card', 'Office365', and 'Gsuite'. The main content area is divided into several sections: a 'Mail' summary card on the left showing 5 emails; an 'Inbox' section with a large empty space; a 'Today Schedule' section with a calendar view for July; and a 'Notice to EWHA' section with two notification cards for '<Ewha Vision 2030+> 발전계...'. On the far left, there is a vertical sidebar with icons and text for 'Ewha Vision 2030+', '이화에 바란다 Ask for EWHA', 'Dean Manual', and 'Handbook for Foreign Faculty'.

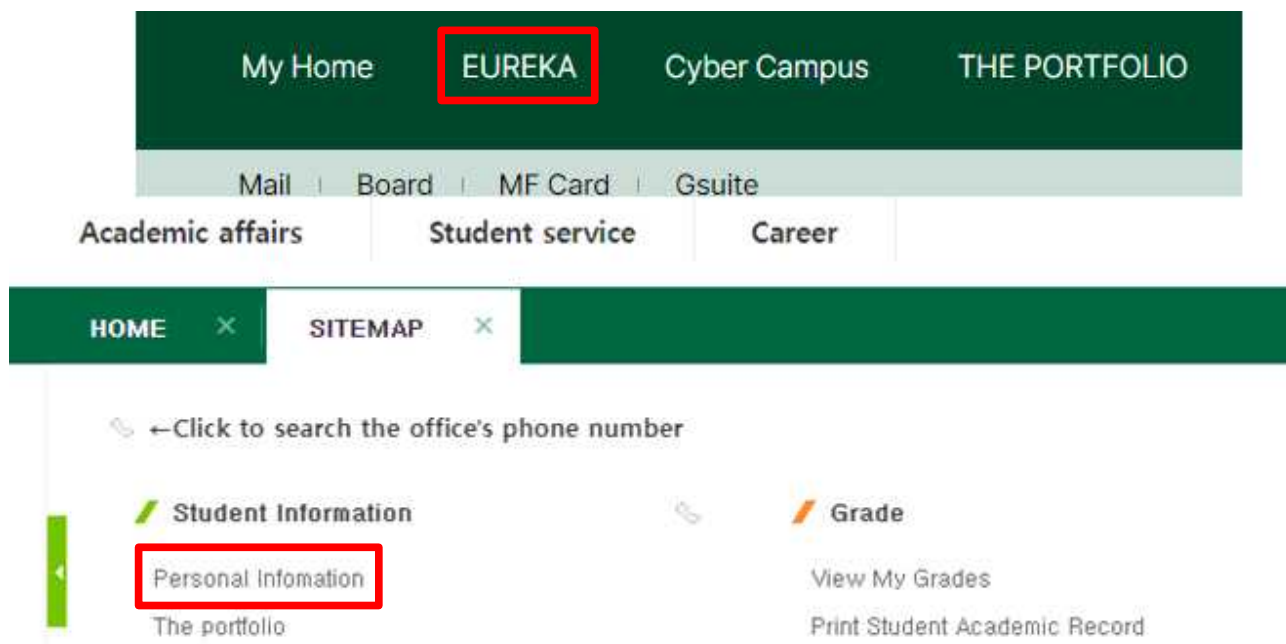
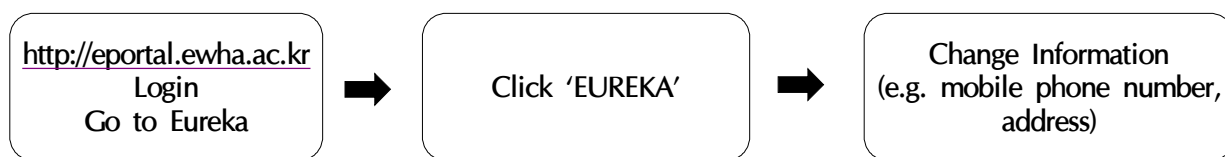


## B. Eureka Menus

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



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



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

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

## D. How to Use ewha.ac.kr Email Account

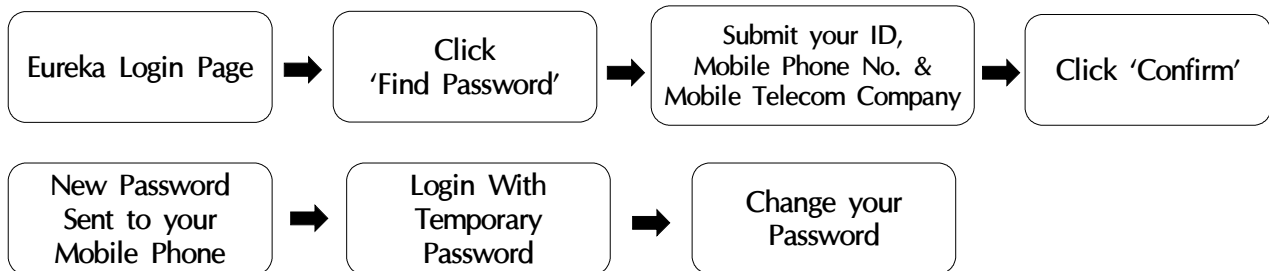
### ① @ewha.ac.kr (Email)

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

### ② Login "@ewha.ac.kr" email



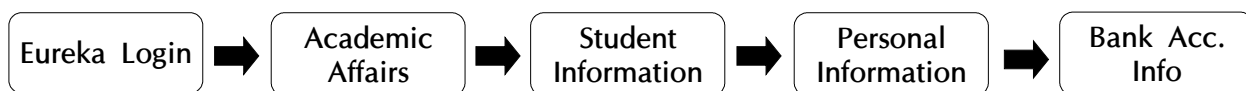
### ③ When You Forgot Your Password



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

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

## E. Updating Your Bank Information On Eureka System



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

- Bank: [Dropdown menu]
- Account No.: [Text input field]
- Account Hold: [Text input field]

Below the fields, there is a checkbox:  I hereby agree to provide EWHA and banks with my account number.

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

The image shows a sample of the first page of a bankbook from Shinhan Bank. The page is yellow and contains the following information:

- Header: 더 나은 내일을 위한 동행. 신한은행이 고객님의 성공을 위해 함께 하겠습니다.
- Account Information:
  - 계좌번호: [Redacted]
  - 예금종류: [Redacted]
- Customer Information:
  - 고객번호: [Redacted]
  - 신규일: [Redacted] 발행일: [Redacted]
  - 계좌관리점: [Redacted]
  - 통장발행점: 이화여자대학교
  - 발행번호: [Redacted] 증서번호: [Redacted]
- Bank Information:
  - 신한은행 (Shinhan Bank logo)
  - SWIFT CODE: SHBKRS
- Signature and Stamp:
  - 인감 (Seal): [Redacted]
  - 서명 (Signature): [Redacted]
  - 실명확인필 (Real-name confirmation required): [Redacted]

※ Sample of the First Page of Bankbook

### 3) Wechat Pay & Pay Pal Tuition Payment Service

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

#### A. Payment by Wechat Pay & Pay Pal

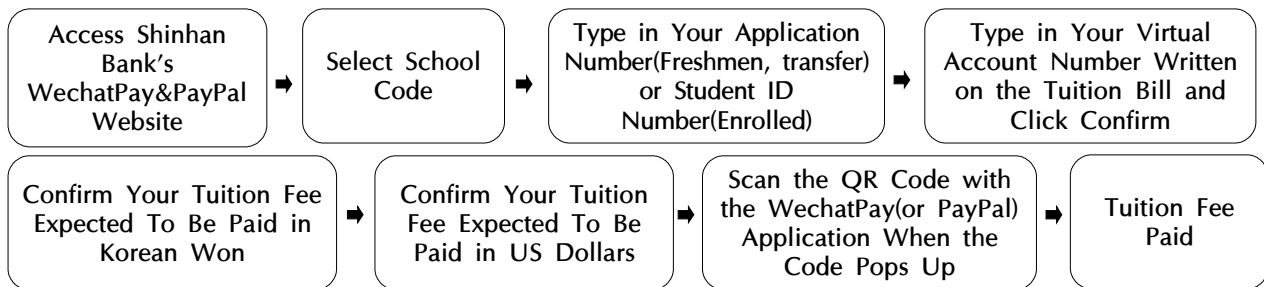
Regular Semester tuition (Dormitory fees cannot be paid with Wechat Pay & Pay Pal)

※ Payment in installments is not allowed by Wechat Pay.

#### B. Link for Shinhan Bank Wechat Pay & Pay Pal:

<https://www.shinhan.com/hpe/index.jsp#041007010000>

#### C. Method of Payment



**WechatPay&PayPal Tuition Payment Service**

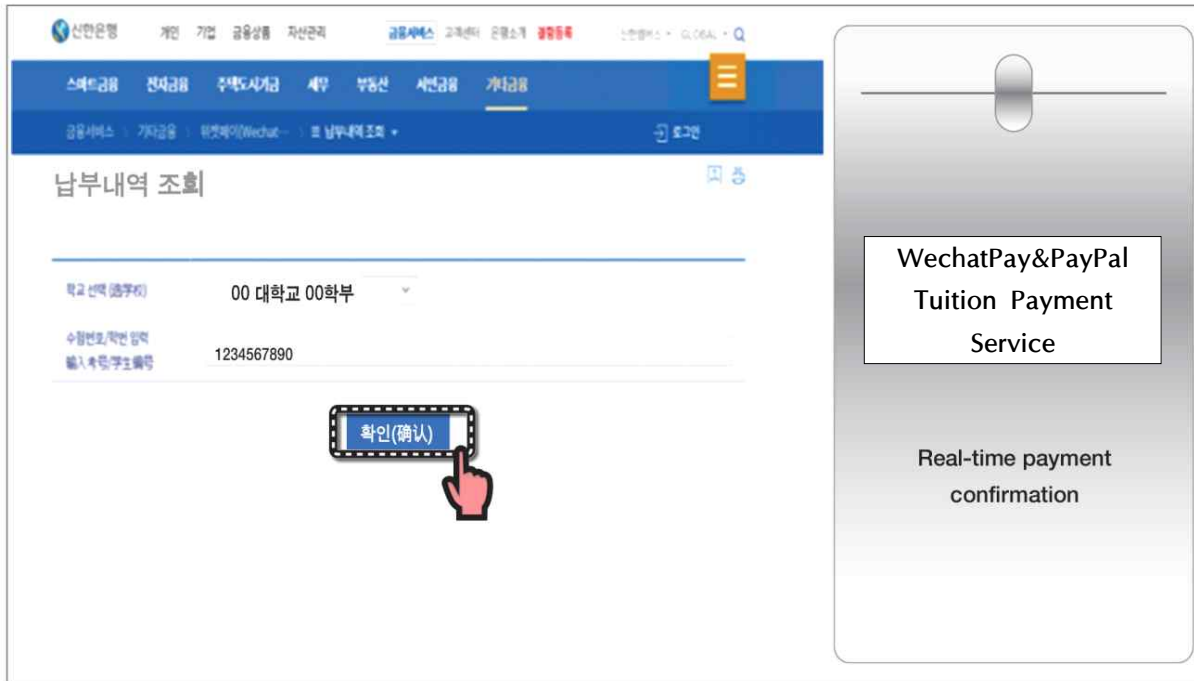
**Select School Code:**  
 Undergraduate/Freshman : 49802  
 Undergraduate : 43109  
 Graduate/freshman : 47005  
 Graduate : 47004

- Type in your application number (Freshmen) or Student ID number (Enrolled Students)
- Type in your virtual account number written on the tuition bill
- Click '확인'

\* School Code for Undergraduate Transfer: 58309







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

## 5 ACADEMIC LIFE AT EWHA

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

### 1) Tips for Academic Success

#### A. Choose Your Courses Wisely

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

## **B. Talk with Instructors**

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

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

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

- ① Some courses have sessions devoted to class discussion. Remaining silent in the discussions may be interpreted as a lack of interest or preparation for the class.
- ② Some courses assign team projects. Being able to work as a team is one of the key elements of school life. Devote your time, communicate with your peers and commit to the assignments.

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

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

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

### **A. Academic Honesty**

- ① Academic dishonesty will cause serious consequences in school life.
- ② Dishonest conduct including cheating and plagiarism will result in deductions on exams and assignments, and even an F (failure). Academic dishonesty may be documented on the student's academic record and could result in disciplinary actions, such as suspension or expulsion.
- ③ Proxy attendance could lead to suspension or expulsion.

### **B. Plagiarism**

- ① Plagiarism refers to using others' words and/or ideas as your own.
- ② When using someone else's words and/or ideas, you must accurately cite the source.
- ③ Even if it is not an exact reproduction of someone else's work, using it without giving proper credit is still considered plagiarism.

## 1) Course Registration

### A. Important Notes

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

### B. Course Information

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

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

### C. Course Registration

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

### D. Course Registration System with Enhanced Security

- ① Before course registration : Entering macro prevention key  
You must enter a macro prevention key once before course registration to use "Wish list," "Course Registration", or "Chapel" menu. - After you enter the macro prevention key once, no additional macro preventive key input is requested until you logout.
- ② During course registration : Macro Prevention  
If your clicks exceed normal parameters, you may be required to enter a second macro prevention key. If excessive clicks continue to occur, course registration will be restricted and you must try again.

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

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

Students		Course Registration Period	Confirmation & Change (Add/Drop) Period
Under-graduate	Freshmen	2/25(Tue) 09:00 - 2/26(Wed) 15:00	3/4(Tue) 09:00 - 3/10(Mon) 15:00
	Transfer Students	3/4(Tue) 09:00 - 3/10(Mon) 15:00	
Graduate	All	2/17(Mon) 09:00 - 2/19(Wed) 17:00	3/5(Wed) 09:00 - 3/11(Tue) 15:00

### Student ID Check for New Incoming Students

- Find your student ID on the Notice Board of Ewha website ([www.ewha.ac.kr](http://www.ewha.ac.kr)).
- You must have your application number to check your student ID. The password is your 6-digit birth date (YYMMDD).

### ③ Time Blocks for Class Schedule

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

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

## 2) Course Withdrawal

Students may withdraw from courses without penalty during the period from 3/24 (Mon) 09:00 to 3/28 (Fri) 17:00 through the course registration system (<http://sugang.ewha.ac.kr>).

Once you withdraw a course, you cannot undo it. Enter the course number and class number that you would like to withdraw, and click '철회신청.'

There are some courses that cannot be withdrawn from, so make sure to check the 'NOTE' section on the course schedule before you register for your courses.

## 3) Grading System

### A. GPA\* by Grade

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

\*GPA: Grade Point Average

## B. Sign of Pass or Fail

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

## 4) Chapel Registration

### A. For Whom: All Degree-Seeking Undergraduates

### B. General Requirements

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

### C. How to Register for Chapel

- ① Period: 2/10 (Mon) 09:00–23:59, Course Registration Period (designated period based on the student's academic year)
  - ② Registration: Go to 'Course Registration System' <http://sugang.ewha.ac.kr> → Click 'Chapel Registration' → Select your preferred date and time → Save to register
  - ③ To Change or Cancel: Chapel Registration → Search for the day you have registered → Select and Cancel → Find another designated day and time → Select and Save to register
- \* Students who have not completed Chapel credits for the previous semester can make up for the credits by registering for more Chapel courses.

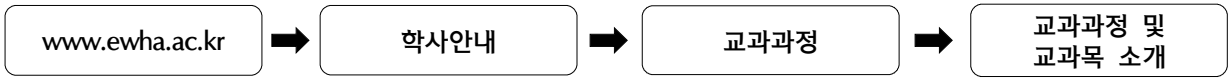
### D. How to Check Absences or Make-up for Absences

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

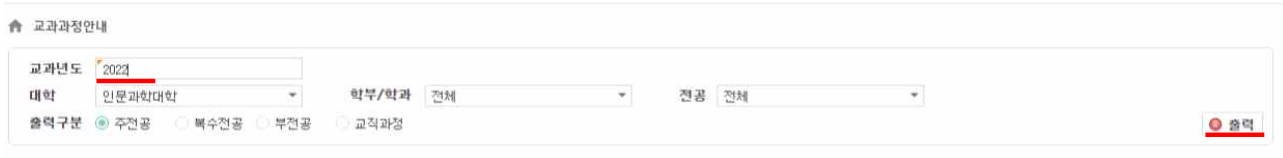
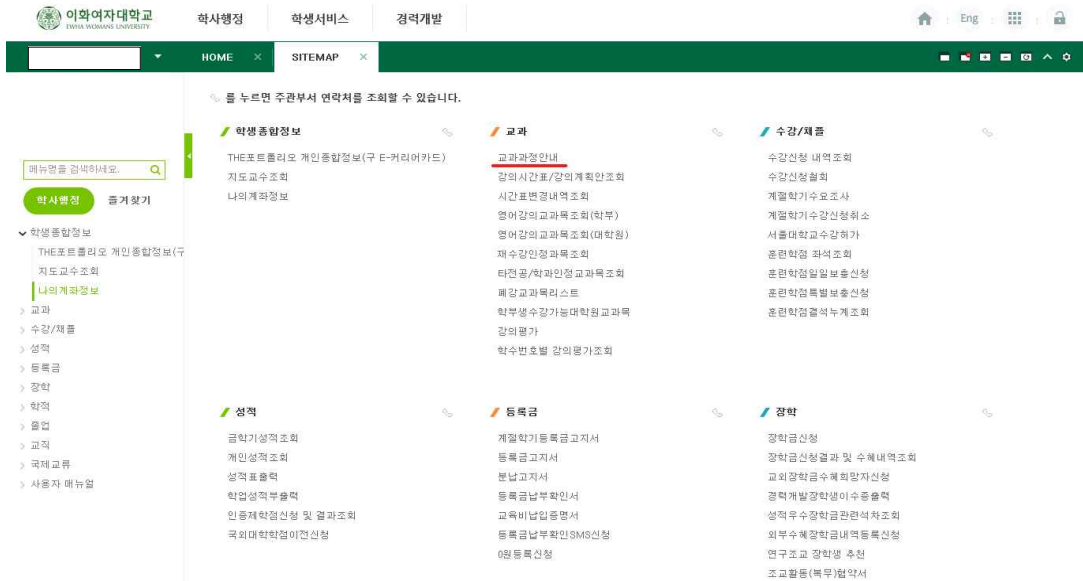
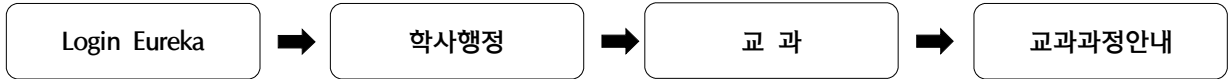
## 5) Required Courses

For Undergraduate Students Only

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



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



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

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

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

HSS850002R(805740)

Date : 2025/02/06

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### 2025학년도 교과과정안내

총업학점-신입	총업학점-편입	총업평균평점	영어강의어수학점	연문학교영어수학점	SW교과목(편입제외)	타과전정제한학점	심화전공선택치여부				
129	64.5	1.7	15	0	6	6	선택				
구분	영역명 (학수번호) *신설교과목	교과목명	비수정학년	선택학기	시간	학점	필수 대부	학사 편입생 제외대부	개설학과	2025학년도 1학기 개설대부	비고 (과) : 필수강의교과목 (영) : 연수강의 (SW) : 타과전정교과목
기초부	[이화전선미]	[1영역 3학점 이수]					Y	Y		Y	60018
	-기독교와세계	[1과목 3학점 이수]					Y	Y		Y	60035
	10023 기독교와세계		1	1.2	3	3	Y	Y	기독교학과	Y	
기초부	[사고와표현]	[1과목 3학점 이수]					Y	Y		Y	60019

## 6) Korean Language Courses

**\*\* ALL international undergraduates must submit a TOPIK score report (level 4 or above) before graduation. \*Exception: Students from the Division of International Studies**

### A. Korean Language Courses Details for 2025 Spring Semester

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

#	Course Number		Course Title	TOPIK Level	Credit	Grade	Schedule	2025-1 open
	Undergraduate	Graduate						
1	10980		Korean and Korean Culture 1	~ 1	6/0	A+~F	Mon,Tue,	O
2	10981		Korean and Korean Culture 2	2			Wed,Thu	
3	10982		Korean and Korean Culture 3	3			1-2	
4	10989		Korean and Korean Culture 4	4			(12hrs per week)	
5	11407	11415	Academic Korean 1: Speaking and Listening	5	3/0	U: A+~F G: P/F	Mon,Wed 1-2 (6hrs per week)	O
6	11408	11416	Academic Korean 1: Reading and Writing				Tue,Thu 1-2 (6hrs per week)	
7	11409	11417	Academic Korean 2: Speaking and Listening	6			Mon,Wed 1-2 (6hrs per week)	
8	11311	11313	(For foreigner) Writing Report and Thesis	5-6			Thu 6-7 (3hrs per week)	
9	11375		Practical Korean 101	-	0/0	P/F	Mon,Wed 6-7 or Tue,Thu 6-7 (6hrs per week)	O
10	11376		Practical Korean 102	1			Mon,Wed 6-7 (6hrs per week)	
11	11377		Practical Korean 201	2			Mon,Wed 6-7 (6hrs per week)	
12	11378		Practical Korean 202	2			Mon,Wed 6-7 (6hrs per week)	
13	11411		Practical Korean 301	3			Tue,Thu 6-7 (6hrs per week)	
14	11412		Practical Korean 302	3			Tue,Thu 6-7 (6hrs per week)	
15	11405	11413	Practical Korean 401	4	3/0	U: A+~F G: P/F	Tue,Thu 6-7 (6hrs per week)	O
16	11406	11414	Practical Korean 402	4			Tue,Thu 6-7 (6hrs per week)	

\* Registration: sugang.ewha.ac.kr → Course Registration → search Opening Courses/Register → select Undergraduate → Course # → enter the Course number and search

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

\* Korean and Korean Culture 1~4 are only for undergraduate students (not for graduate students).

#### b. Korean Language Courses for GSP (TOPIK Level below 3)

#	TOPIK	Course Number	Course Title	Hours/Credit	Grade	Schedule	2025-2 Open
1	~ Level 1	11526	Understanding Basic Korean	6/4	A+~F	Refer to the Course Schedule /Syllabus	O
2		11527	Basic Korean Expressions	6/4			
3	Level 2	11528	Korean Language and Communication	6/4			
4		11529	Korean Language and Expression	6/4			
5	Level 3	11530	Presentation and Discussion in Korean	6/4			
6		11531	Practical Korean Writing	6/4			

### c. Korean Language Courses from GDKS

Type of Students	Course #	Course Title	TOPIK Level	Credit	Grades	Schedule	2025-1open
Graduate	KS533	Speaking & Listening in Korean for Academic Purposes I	5	3	(A+~F)	Fri 4-5	-
Graduate	KS534	Reading & Writing in Korean for Academic Purposes I	5	3	(A+~F)	Fri 4-5	-
Graduate	KS535	Speaking & Listening in Korean for Academic Purposes II	6	3	(A+~F)	-	0
Graduate	KS536	Reading & Writing in Korean for Academic Purposes II	6	3	(A+~F)	Fri 4-5	-

- \* Registration: sugang.ewha.ac.kr → Course Registration → search Opening Courses/Register → select Graduate School of International Studies → Course # → enter Course # and search
- \* This course aims to help students practice debates and discussions in their major field of study. 3 credits will be given and students need to check their own completion grade.

#### ※ Contacts

- ① E-mail) [koreange@ewha.ac.kr](mailto:koreange@ewha.ac.kr)
- ② Tel) 02-3277-6614

- ※ After taking the TOPIK, please bring your results to the office. Students can register without a TOPIK score but a Korean Language level test may be held on the first day of the course.
- ※ Students are not allowed to take more than 1 Korean language class at the same time, nor to take multiple levels of Academic Korean course at the same time. (You can take Academic Korean speaking/listening and reading/writing together at the same time.)

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

Students who have completed Intensive Korean Language Program level 4...	...are eligible to receive 6 credits with "Korean4" (한국어4)
Students who have completed Intensive Korean Language Program level 5...	...are eligible to receive 6 credits with "Korean5" (한국어5)
Students who have completed Intensive Korean Language Program level 6...	...are eligible to receive 6 credits with "Korean6" (한국어6)

- ① Spring 2025 incoming new students: Undergraduate students entering the Spring semester of 2025, having completed the ELC's Intensive Korean Language Program level 4~6 within a year prior to admission, are eligible for credit recognition for up to 6 credits in their first semester(Spring 2025).
- ② Spring 2025 incoming transfer students: Undergraduate transfer students entering the Spring semester of 2025, having completed the ELC's Intensive Korean Language Program level 4~6 within a year prior to admission, are eligible for credit recognition for up to 6 credits in their first semester(Spring 2025).
- ③ Students who receive credit recognition for "Korean 4" (TOPIK level 4) or "Korean 5" (TOPIK level 5) or "Korean 6" (TOPIK level 6) are not allowed to take the same or lower level classes. Please be careful when registering for Korean language classes.

## 7) Global Scholars Program (except College of Nursing and Division of International Studies)

All incoming international students are part of the Global Scholars Program for at least the first two semesters. After completing the various courses designed for international students, including Korean language classes, they will be able to join their respective college and take courses in their major.

### A. Requirements for Entering the Major (All requirements must be met.)

- ① Complete the first two semesters successfully
- ② Submit a TOPIK score report level 3 or above/ Complete a Korean language course designated by the Global Scholars Program or submit results from a Korean language test equivalent to or higher than a TOPIK 3
- ③ Complete the course #11501, <Global HOKMA Seminar 1: First Step at EWHA>

### B. The Mandatory Courses for GSP

#### a. Korean Courses

- TOPIK Level below 3: Must take the designated courses during the first two semesters based on their levels
- TOPIK Level 3: Must take the designated course in the first semester
- ※ Taking major courses is prohibited for students who do not submit TOPIK level 3 or higher.
- ※ **All international undergraduates must submit a TOPIK score report (level 4 or above) before graduation. (Exceptions are made for students from the Division of International Studies.)**

#### [2025-1 Korean Courses for GSP]

#	TOPIK	Course Number	Course Title	Hours/Credit	Grade	Schedule	2025-2 Open
1	~ Level 1	11526	Understanding Basic Korean	6/4	A+~F	Refer to the Course Schedule /Syllabus	O
2		11527	Basic Korean Expressions	6/4			
3	Level 2	11528	Korean Language and Communication	6/4			
4		11529	Korean Language and Expression	6/4			
5	Level 3	11530	Presentation and Discussion in Korean	6/4			
6		11531	Practical Korean Writing	6/4			

- \* The class is assigned automatically according to the TOPIK score report submitted before the first day of the semester.
- \* The student cannot change the class, but the professor may rearrange it if necessary.
- \* Contact: [hokmage@ewha.ac.kr](mailto:hokmage@ewha.ac.kr) ☎02-3277-6976

b. Global HOKMA Seminar 1: First Step at EWHA(#11501)

- This course (2 credits, 100min per week) is mandatory for all GSP students and must be taken in the first semester.
- The GSP students can greatly advance their understanding of society issues in this course. In addition, students can experience not only for academic life in Ewha, but real Korean society, as well.
- Class will be assigned based on course guidelines.
- Students cannot change their assigned classes on their own.

c. Core Courses for International Undergraduates

- The following courses use basic Korean and are intended for international undergraduates only.

Course Number	Field	Course Title	Credit	notice
11497	Literature and Language	Exploring Language in Korean Pop-Culture Contexts	3	Only for the international undergraduates **Korean(including overseas Koreans) cannot take these courses
11498	History and Philosophy	Meaning of Life: Contemporary K-Cultural Perspectives	3	
11499	Science and Technology	History of Science and Technology with Questions	3	
11517	Art and Expression	Korean Culture and Place	3	
11518	Art and Expression	Design story of every day life	3	
11519	Art and Expression	Korean History and Culture in Pictures	3	
11520	Computational and Mathematical Reasoning	Data Management and Programming	3	

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

※ D-10 visa: This visa is given to those who fulfill all requirements and are seeking to work in South Korea. Only those who are graduating soon, or have already graduated, can apply for this visa.

※ F-4 visa: As a visa for overseas Koreans, an F-4 visa will remain valid even after completion of all credits. If you are an F visa holder (F-1~F-6), you are not obliged to get a D-2 visa: you may study with your existing F visa.

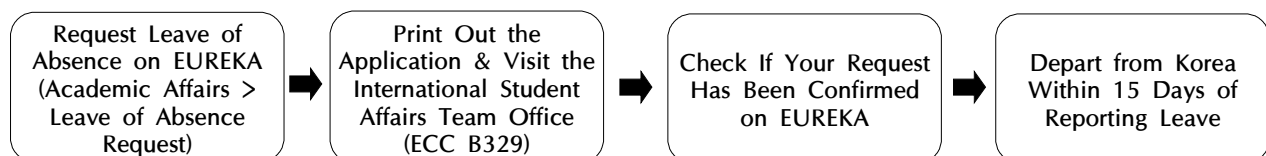
## 1) Leave of Absence

### A. Application Period for Leave of Absence

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

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

### B. Procedure & Precautions



※ You must apply online for 'leave of absence' first on the Eureka system, print out the completed Leave of Absence Form and receive confirmation from the International Student Affairs Team.

※ If you cannot request a 'Leave of Absence' due to an issue with your bank account number on Eureka, send a scanned copy of the first page of your local bankbook to [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr) with your name, student number, and the reason for the request (e.g. Leave of Absence).

※ More details are in Academics → Academic Resources → School Register → Leave of Absence menu or Notice Board at [www.ewha.ac.kr](http://www.ewha.ac.kr).

※ Your D-2 visa will automatically be terminated upon receiving confirmation for a leave of absence.

※ Those who are planning to extend their leave of absence must submit a request for a leave of absence on Eureka. A leave of absence is not automatically extended.

## C. Tuition Refund

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

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

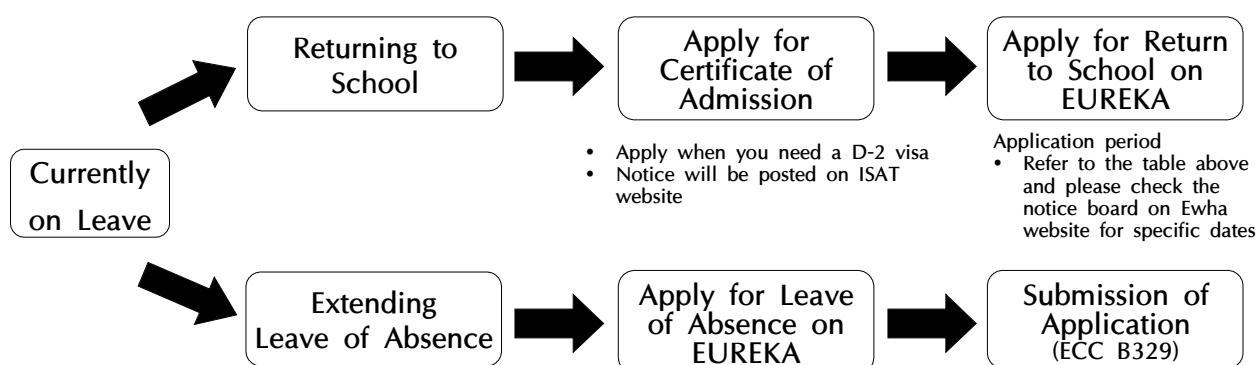
## 2) Returning to School from Leave

### A. Application Period

		Spring Semester	Fall Semester
General Return		Early to Late Feb.	Early to Late Aug.
Early Return*	1 <sup>st</sup>	Early to Late Jan.	Early to Late July
	2 <sup>nd</sup>	Early to Late Feb.	Early to Late Aug.

\* Returning after one semester for those who originally requested an year-long leave of absence

### B. Procedure & Precautions



- ※ At the end of each semester, a notice regarding returning to school will be posted on the website of the International Student Affairs Team. Do not forget to check the notices.
- ※ Students who need to obtain a D-2 visa must have a new certificate of admission issued by no later than 50 days prior to the beginning of the semester. Please contact [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr) for enquiries.

### 3) Academic Dismissal

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

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

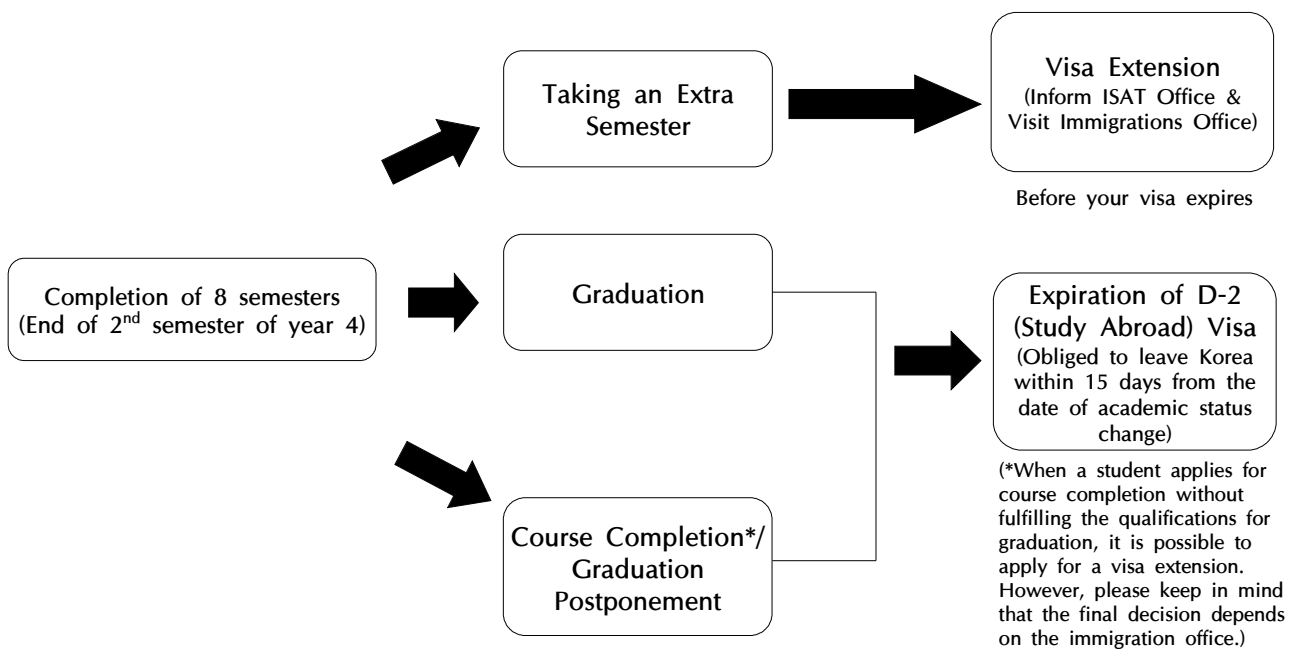
#### A. Terms of Dismissal

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

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

#### 4) Course Completion and Graduation Deferral

	Course Completion	Graduation Deferral
Definition	<ul style="list-style-type: none"> <li>Deferring graduation after fulfilling all requirements for graduation except graduation thesis</li> </ul>	<ul style="list-style-type: none"> <li>Deferring graduation after fulfilling all requirements for graduation including graduation thesis, graduation exams, etc.</li> </ul>
Eligibility	<ul style="list-style-type: none"> <li>Enrolled students who have completed 7 or more semesters OR who have completed 8 or more semesters and are currently on leave</li> </ul>	<ul style="list-style-type: none"> <li>Students who are not willing to graduate after fulfilling all requirements for graduation including graduation thesis (This includes students who were not successful in meeting the TOPIK (level 4 or above) requirement.)</li> </ul>
	<ul style="list-style-type: none"> <li>Students who have acquired credits for graduation but have not yet graduated due to graduation thesis (and/or graduation exam, graduation presentation, experiment report) (This includes students who were not successful in meeting the TOPIK (level 4 or above) requirement.)</li> </ul>	



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

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

## 1) Leave of Absence

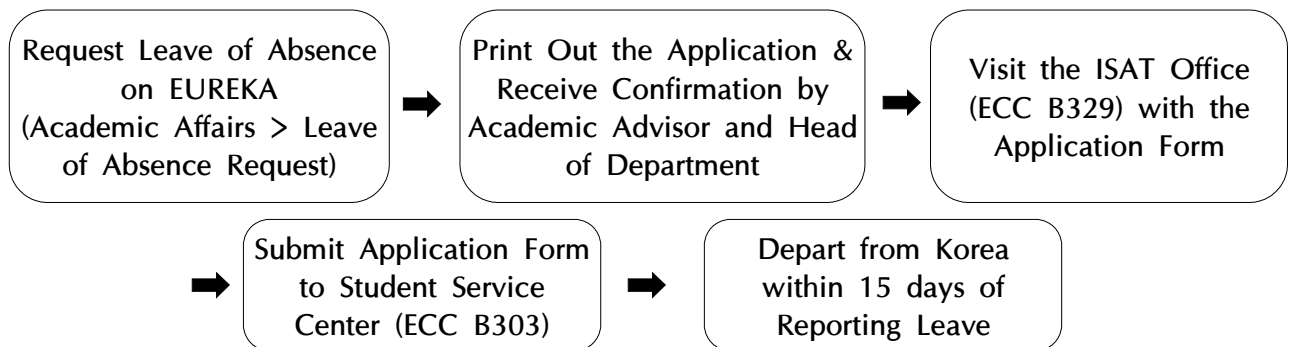
### A. Application Period

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

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

### B. Procedure & Precautions

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



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

### C. Tuition Refund

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

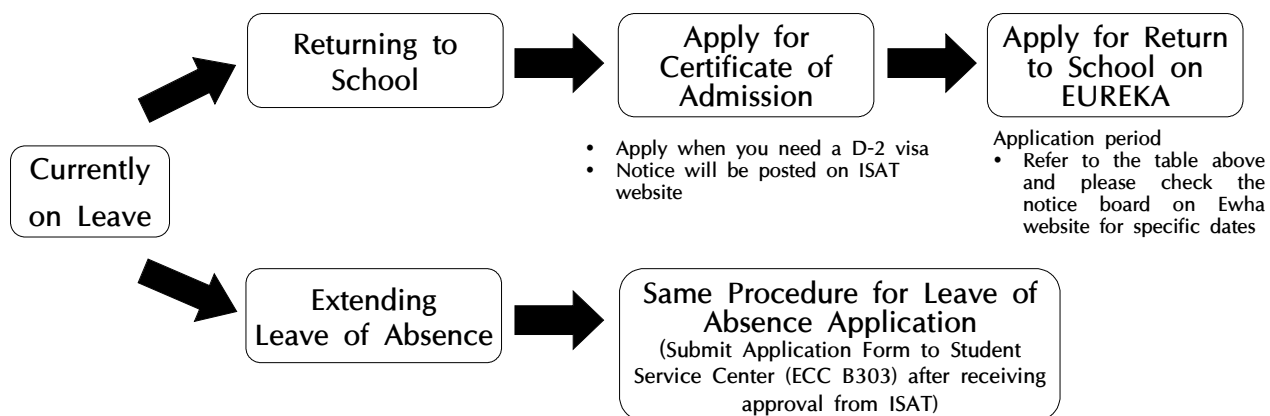
- ※ The first day of the semester: March 1, September 1.
- ※ Students on leave after registration will receive a tuition refund according to the submission date of their application for leave of absence.
- ※ Tuition refund will be made to the bank account entered in the Eureka system. The bank account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

## 2) Returning to School from Leave

### A. Application Period

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

### B. Procedure & Precautions



- ※ Find more details on the Graduate School of Ewha Womans University website (<http://graduate.ewha.ac.kr>).
- ※ For Professional or Special Graduate School, please refer to the respective Administrative Office.
- ※ At the end of each semester, a notice regarding returning to school will be posted on the website of the International Student Affairs Team. Do not forget to check the notice.
- ※ Students who need to obtain a D-2 visa must have a new certificate of admission issued by no later than 50 days prior to the beginning of the semester. Please contact [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr) for enquiries.

### 3) Academic Dismissal

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

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

#### A. Terms of Dismissal

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

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

### 4) Course Completion and Degree Conferment

#### A. Definition

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

## B. Qualification of Course Completion and Degree Conferment

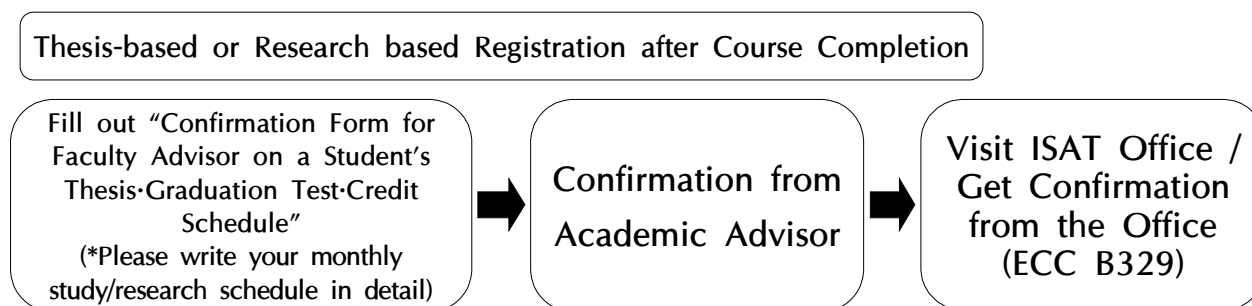
Classification	Master's program		Doctoral program		Combined master's and doctoral program	
Enrolled Semesters	Minimum 4 regular semesters (Minimum 3 regular semesters for interdisciplinary bachelor* and master's program)		Minimum 4 regular semesters		Minimum 8 regular semesters (It may be shortened by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

\* Students in the interdisciplinary bachelor and master's program can complete their course work and graduate (degree conferral) at the same time if they pass their thesis defence in the 3rd semester.

\*\* Thesis alternatives are applicable to students admitted from Spring 2020 Semester only. (NOT applicable to students admitted before 2020)

※ Please see Graduate School website(<https://graduate.ewha.ac.kr>) for more information.

A D-2 visa holder who is going to apply for either a thesis-based or research-based registration during the next semester should have a “Confirmation Form for Faculty Advisor on a Student’s Thesis·Graduation Test·Credit Schedule” filled out, have it signed by the academic advisor, and visit the ISAT by the first week of the semester. Without this document, the student can be reported to the immigration office, which will result in termination of the student’s visa.



• To cancel a thesis-based registration, please follow the process below.

- ① The Graduate School : Apply for cancellation on Eureka, have the application form printed and stamped (signed) by yourself, your academic advisor, and department chair → Confirmation from International Student Affairs Team (ISAT) (ECC B329) → Submit the confirmation to the **Office of the Registrar**
- ② For D-2 visa holders, your visa will automatically expire on the date of thesis-based registration cancellation. You must leave Korea **within 15 days** from the day of application for the cancellation of thesis-based registration.

• A D-2 visa holder who has completed the coursework but does not apply for either a thesis-based or research-based registration during the payment period will be reported to the **Immigration Office**.

- ① Your D-2 visa will automatically expire when you are reported. Accordingly, you must leave Korea within 15 days from the day of application regardless of the dates in your visa.
- ② If you would like to stay in Korea, you must apply for either a **thesis-based or research-based registration**.

※ **Inquiry:** Immigration Office(call 1345), International Student Affairs Team ([ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr)) or each Graduate School office.

## 1) Medical Insurance

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

### A. National Health Insurance (NHI)

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

Enrollment	<ul style="list-style-type: none"> <li>- D-2 visa holders: Automatically enrolled as of date of entry into Korea               <ul style="list-style-type: none"> <li>* Those entering Korea for the first time and not registered as foreigners: Automatically enrolled as of foreigner registration date</li> </ul> </li> <li>- F-4 visa holders: Enrolled as of date of admission into university after entry into Korea               <ul style="list-style-type: none"> <li>* Submission of Enrollment Certificate is required for F-4 visa holders as the NHIS is not able to confirm whether an F-4 visa holder is an international student</li> </ul> </li> </ul>
Insurance Premium	<ul style="list-style-type: none"> <li>- 75,490 as of January 2024 (50% reduction of the average premium)               <ul style="list-style-type: none"> <li>* Premium reduction may not apply based on student's income and resources</li> </ul> </li> </ul>
Payment	The insurance premium for the next month must be prepaid by the 25 <sup>th</sup> of the previous month
Inquiries/ Website	1577-1000 (Korean), 033-811-2000 (English, Chinese, Vietnamese, Uzbek) <a href="http://www.nhis.or.kr">www.nhis.or.kr</a>

## B. Private Health Insurance

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

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

Enrollment	Apply online at <a href="http://www.isamaster.co.kr/ewha">www.isamaster.co.kr/ewha</a>		
Insurance Period & Premium	March 1, 2025, 00:00 - September 1, 2025, 00:00 (42,000 KRW for 6 months) March 1, 2025, 00:00 - March 1, 2026, 00:00 (60,000 KRW for 12 months)		
Coverage	Coverage		
	Accident	Death and Disability	50,000,000 KRW
		Medical expenses(Benefit)	(Hospitalization) 30,000,000 KRW
		Medical expense(Non-benefit)	(Outpatient&Prescription) 150,000 KRW
	Sickness	Death and Disability	10,000,000 KRW
		Medical expenses(Benefit)	(Hospitalization) 30,000,000 KRW
		Medical expense(Non-benefit)	(Outpatient&Prescription) 150,000 KRW
	[Overseas] Medical expenses of accident		30,000,000 KRW
	[Overseas] Medical expenses of sickness		30,000,000 KRW
	Liability of reparation		10,000,000 KRW
	Evacuation / Repatriation		30,000,000 KRW
Non-Benefit	Manipulation	3,500,000 KRW	
	Injection	2,500,000 KRW	
	MRI/MRA	3,000,000 KRW	
Inquiries	070-4201-2454 (Korean, English, Chinese) 070-4201-2455 (Korean, Vietnamese)		

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

## 2) On-Campus University Health Service Center

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

- ① Location: Student Union Bld. 1F (p.1 MAP 48)
- ② Office hours: Mon-Fri 09:00-12:00, 13:00-17:00
- ③ Website: <http://ehealth.ewha.ac.kr>
- ④ University Health Service Center FAQs

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

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

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

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

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

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

### Q4. Should I make an appointment?

A: An appointment is necessary for vaccination, student medical examinations, etc.

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

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

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

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

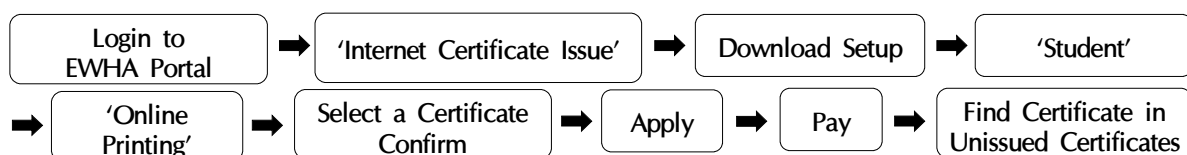
## 3) Issuing Official Certificates

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

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

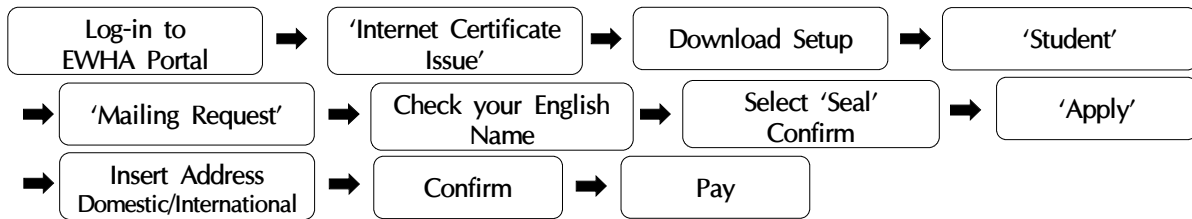
- ① Online Certificate Request (<http://service.ewha.ac.kr>)

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



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

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



③ ECC Certificate Issuing Machine

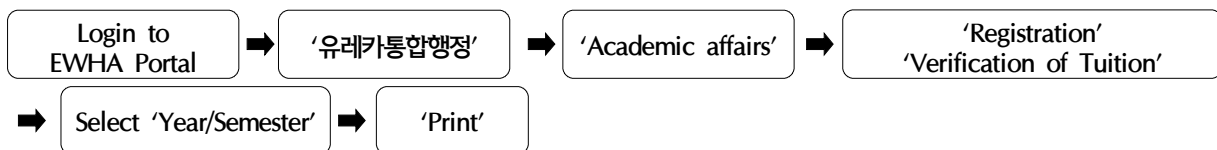
- Location: ECC Gate 1, on your left (in front of the ECC lockers)
- Operation Hours: During ECC Gate opening hours (06:00~22:00)
- Other: Cash and Credit Card available

④ ECC Student Service Center (if certificate cannot be issued at the machine)

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

※ A currently enrolled international student who fails to present proof of appropriate and valid medical insurance will not be able to have official university certificates issued until she submits a certificate of insurance to the International Student Affairs Team(ECC B329). The enrollment certificate and transcript are mandatory documents for obtaining a D-2 visa, foreign resident registration, and extension of stay.

**B. Print Verification of Tuition Payment**



## 4) Library

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

### A. Library Open Hours

Category		Semester		Vacation	
		Mon-Fri	Sat	Mon-Fri	Sat
Central Library Stacks (p.1 Map 18)	Stacks	09:00-22:00	09:00-15:00	(Summer) 09:00-19:00 (Winter) 09:00-17:00	09:00-15:00
	Reading Room	24 hours (entrance and exit restricted: 12am-5am)			
Engineering Library		09:00-17:00	Closed	09:00-17:00	Closed
Law Library		Same as the Central Library			
Theological Library		09:00-19:00 (Wed, Fri) 09:00-17:00	Closed	09:00-17:00	Closed
Music Library		09:00-19:00 (Fri) 09:00-17:00	Closed	09:00-17:00	Closed
Medical Library		09:00-19:00 (Fri) 09:00-17:00	Closed	09:00-17:00	Closed
ECC Reading Room (p.1 Map 4)		06:00-22:00			

### B. Library FAQs

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

A. You need your student ID card (or mobile ID card) when you access the library or borrow materials.

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

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

#### Q3. How many books can be checked out once?

A. A maximum of 20 books for two weeks can be checked out for undergraduate students, and 40 books for 30 days for graduate students.

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

A. Yes, please renew at the library homepage [My ELIS → Material Use → Renew/Reserve/Branch Loan]. You can apply for up to two renewals for each item. (Extensions can only be granted before the initial due date, not after. The extended due date will be granted from the date of application.)

#### Q5. How do I use the seats in reading rooms?

A. You can use a seat of the Central Library and ECC reading rooms by applying for a mobile seat ticket.

#### Q6. Are there the creative learning space available for use with friends?

A. You can use the creative learning rooms and Cubes for group study and meetings, as well as the studio for video recording on the 1st, 3rd and 4th floors of the Central library.

※ Please make a reservation at library homepage [Facilities → Group Learning Room]  
(The creative learning room on the 3rd floor is available for free use)

#### Q7. Is there a space in the Central Library for watching movies or playing games?

A. Yes. The Media Stage on the 1st floor of the Central Library allows you to watch movies via DVD/Blu-ray or OTT. It also offers VR experiences, electronic drums, and gaming.

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

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

Category	Name	Location		Menu	Hours
Cafeteria	Jinseonmi-gwan Cafeteria	Jinseonmi-gwan 1F	Map 23	Korean	-Lunch: 11:00-14:00 -Dinner: 17:00-19:00 *Dinner is not served on Sat (Closed on public holidays and Sunday)
	I-House Cafeteria	I-House B.D. C B1	MAP 37	Korean & Western	Breakfast: 08:00-09:30 ("1,000 Won Breakfast"Project is in progress/Operating for some time during vacation) -Lunch [Semester] 11:00-15:00 [Vacation] 11:00-14:40 -Dinner: 17:00-19:00 (Closed on Weekend)
	Hanwoori Hall	Hanwoori B.D.101 B1	MAP 71	Korean & Western	Mon~Sat (Closed on Sun) Breakfast / Lunch / Dinner provided
	E-House	E-House B.D.201 B2	MAP 73	Korean & Western & Snack	Mon~Fri, Sun (Closed on Sat) Breakfast / Lunch / Dinner provided
	Engineering Building Cafeteria	Engineering B.D. B2	MAP 63	Korean	[Semester] 11:30-14:00 [Vacation] 11:30-13:30 (Closed on Weekend and Public holiday / Closed at dinner time)
	Food Court	ECC B4	MAP 4	Korean & Western	Mon-Fri (11:00~15:00, 16:00~18:00) (Closed on public holidays and weekend) *Subject to change during vacation
	Dr. Robbin	ECC B4	MAP 4	Italian, Drinks, Ice cream	Mon-Sun (11:00~20:00)
	Salady	ECC B4	MAP 4	Salad, Bagel	Mon-Fri (09:00~19:00) Sat-Sun (10:00~19:00) (Closed on public holidays)
	Ewha Gimbap	ECC B4	MAP 4	Korean	Mon-Fri (09:00~18:00) (Closed on public holidays and weekend)
	OBONG DOSIRAK	Ewha-POSCO B1	MAP 51	Korean	Mon-Fri (08:00-20:00) Subject to change during public holidays and weekend

Cafe	BLUEPOT	Helen Hall 1F	MAP 17	Bakery & Cafe	Mon-Fri (08:00~20:00) Sat-Sun (09:00~18:00) Public Holidays (08:00~20:00)
	Starbucks	ECC B4	MAP 4	Cafe & Bakery	Mon-Fri (07:00~21:00) (public holidays and weekend; 08:00~18:00)
	TOUS les JOURS	ECC B4	MAP 4	Cafe & Bakery	Mon-Fri (07:00~20:00) Sat (07:00~19:00) (Closed on public holidays and Sunday)
	PARIS BAGUETTE	Ewha-POSCO B1	MAP 51	Cafe & Bakery	Mon-Fri (08:00~20:00) Subject to change during public holidays and weekend
	the Venti	Ewha-POSCO B1	MAP 51	Cafe	Mon-Fri (08:00~20:00) (Closed on public holidays and weekend)
	Cafe ING	International Education B.D. 2~3F	MAP 30	Cafe	Mon-Fri (08:00~19:00)
	Cafe La matinee	E-House B.D.203 B2	MAP 73	Cafe & Bakery	Mon-Fri (08:00~21:00) Sat (09:00~14:00) (Closed on public holidays and Sunday) *The coffee machine is available 24 hours *Subject to change during vacation
	Bottle Ground	Hanwoori B.D.101 B1	MAP 71	Cafe	Mon-Fri (07:30~19:00) Sat (07:30~14:00) (Closed on Sunday) *Subject to change during vacation
Convenience Store	CU	ECC B4	MAP 4	Retort, Snacks, Drinks	Mon-Fri (07:00~23:00) Sat-Sun (09:00~17:00)
	CU	Ewha-POSCO B1	MAP 51	Retort, Snacks, Drinks	Mon-Sat (07:00~23:00) (Closed on public holidays and Sunday)
	CU	SK Telecom B,D	MAP 41	Retort, Snacks, Drinks	Mon-Fri (07:00~19:00) (Closed on public holidays and weekend)
	Emart 24	E-House B.D.203 B2	MAP 73	Ready-to-eat food, Snacks, Drinks	Mon-Sun
	CU	Hanwoori B.D.101 B1	MAP 71	Ready-to-eat food, Snacks, Drinks	Mon-Sun

## 6) Postal Service

### A. DHL Express on-campus

- ① Service : DHL Air Express (Orders made before 15:00 will be shipped on the day order is made)
- ② How to use it: Visit the student service center or apply on the Internet
  - Location : Student Service Center, ECC B303 (p.1 MAP 4)
  - Operation Hours: Mon-Fri 9:00~17:00 (Closed for Holidays)
  - Online Application: (Always) Access to the website of Ewha Womans University > Internet Certificate Issuance > Login > Postal Certificate Issuance > DHL Application

## 7) Shuttle Bus

### A. Operating Time and Route

#### ■ Bound for Research Cooperation Building

[Operation hour] 07:50-11:50/ 13:00-21:00

[Non-operating hours] 12:00-13:00

[dispatch interval] 5-10 min

[Route] 정문 →포스코관→공대삼거리→기숙사삼거리→연구협력관(회차)

#### ■ Bound for Hanwoori House

[Operation hour] 08:25-10:45/ 13:25-16:05

[Non-operating hours] 12:00-13:00

[Dispatch interval] 20 min

[Route] 정문 →포스코관→공대삼거리→한우리집(회차)

#### ■ [Night only] Bound for Dormitory (Hanwoori&E-House)

[Operation hour] Weekdays 21:10-23:40/ Sat 19:10-23:40

[Dispatch interval] 10min

[Route] 조형대삼거리 →포스코관→한우리집 주차장→이하우스(회차)

- ① Except Main Gate Local Route (Night time), all Routes operate only on weekdays.
  - ② Suspension of the Main Gate Local Route (Night time): Sundays, New Year's Day (1/1), Christmas (12/25), Labor Day (5/1), Foundation Day (5/31), Chuseok holidays, Regular holidays during summer/winter vacation
    - \* Other legal (substitute) holiday: Regular hours of operation
  - ③ Depending on the circumstances of the shuttle bus, there may be differences from the actual operation time. (Non-operating hours : 12:00~13:00)
  - ④ Bus service may be suspended due to traffic situation, emergency disinfection and heavy snow. In case of emergency suspension, it will be announced on Ewha Website.
- ※ For Inquiries : General Affairs Team (02-3277-3300)

## 8) IT Service

### A. IT One-Stop Service Center

- ① Location : ECC B205
- ② Operating Hours : 09:00-12:00, 13:00-17:00
  - ※ No service is available during lunchtime (12:00-13:00) and weekends
- ③ Provided Service
  - a. IT inquiries
  - b. Rental Services : Laptop

### B. Free Wi-Fi on Campus

Choose Wifi 'Ewha' and log in with your student ID number and Eureka password.  
(<http://www.ewha.ac.kr/ewha/life/wifi01.do>)

### C. Computer Labs in the Campus

Building	Computer Lab (Room)	Building	Computer Lab (Room)	Building	Computer Lab (Room)
Education Building A	207	Ewha-Shinsegae Building	B118	Student Union	110-2
Education Building B	155	ECC	B204	Hanwoori House (Building 101)	S481
Central Library	B101	Ewha-POSCO Building	B154	Hak-gwan	252
Law Building	345	Arts & Design Building A	416	Hak-gwan	403

### D. Office365 Service

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

- \* Office365 Account Registration: Eureka Portal Login → Click [Office365] → Service Apply (Application confirmed within 30 minutes, and available by accessing Office365)
- \* Login also available via <https://i.ewha.ac.kr>

The screenshot displays the Ewha University Office365 service interface. On the left, a navigation menu includes '이화여자대학교' (Ewha University), '마이홈' (My Home), '유레카통합환경' (Eureka Integrated Environment), '연구신청' (Research Application), '중앙도서관' (Central Library), and '사이버캠퍼스' (Cyber Campus). The 'Office365' link is highlighted with a red box. The main content area features a header with the university logo and 'Office365 로그인 | 도움말 | 개인정보취급방침'. Below this are four service tiles: 'Office 365 Pro Plus' (Word, Excel, PowerPoint, OneDrive), 'SharePoint Online' (SaaS, personal document storage, team collaboration), 'Exchange Online' (50GB email, calendar management), and 'Lync Online' (video conferencing, instant messaging). A 'MEMBER LOGIN' section contains input fields for '아이디를 입력하세요' (Enter your ID) and '비밀번호를 입력하세요' (Enter your password), with a 'LOGIN' button. A '서비스 안내' (Service Guide) link is also present. At the bottom, there are icons for 'Mobile Apps' on Android, iOS, and Windows. The footer includes contact information: '이화여자대학교 120-750 서울특별시 서대문구 이화여대길 52 Tel. 02-3277-2114' and 'COPYRIGHT 2015 BY EWHA WOMANS UNIVERSITY. ALL RIGHTS RESERVED.'

## 9) Location of Important Offices

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

## 10) Websites for Important Offices

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

## 11) Sports Facilities

### A. ECC Fitness Center

- ① Location : ECC B4 (p.1 MAP 4 - Gate 4)
- ② Program : PT (1:1, 1:5), GX (Group Exercise) (Pilates, Yoga, Sling, Golf, Climbing etc.)
- ③ Operating Hours : 07:00-21:00 (Mon-Fri), 09:00-17:00 (Sat)
- ④ Contact : 02-3277-2559
- ⑤ Webpage : <https://eccfitness.ewha.ac.kr>

### B. Physical Training Center

- ① Location : Student Union Building B1 (p.1 Map 48)
- ② Programs : GX (Group Exercise) (Yoga, Zumba Dance, Pilates, Ballet, K-POP Dance, Strength exercise, Posture correction exercises), Squash, Tennis, Badminton, Table Tennis, etc.
- ③ Operating Hours : 07:00-20:30 (Mon-Fri), 09:00-16:30 (Sat)
- ④ Contact : 02-3277-2938
- ⑤ Webpage : <https://wellness.ewha.ac.kr>

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

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

## 12) University Student Clubs

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

Performance	Activities	Room
ESAOS	Orchestral	215
Jazz Two Five	Jazz	521
Film-making Club Noue	Documenting films on social issues	441-1
Central Pungmul Band Aec-mae-gi	Pungmul (traditional folk percussion)	424
Classical Guitar Society Yeyulhwe	Classical guitar	214
Ewha Choir	Chorus	419
University Drama Club	Theatre Performance	426
Band Hansori	Band	423
PYRUS	Cheerleading	402-3
Action	Pop Dance	402-2
Rock Band Release	Rock band	341
Hangaram Puppet Play Society	Puppet theater	502-2
E-MU	Amateur musical theater	502-3
Raon Soul	Hiphop club	502-4
View Hallo	Jazz dance	B106-1
Lilyewha	Traditional Music	526
Society	Activities	Room
Rotaract	Global volunteer work	529
Kibitan	Local volunteer work	515
Howoohwe	Philanthropy through volunteer work	401-1
Cham-woori	Local volunteer work	415
Baby Kiss	Volunteer work for disabled children	413
Dajung	Educating migrant women	520
Little Chai House	Aid for children in developing countries	401-2
Ewhaus	Habitat activity	518
Ekles	Korean language tutoring	PHY-B102
Movement Ewha	Social criticism	502-1
True Ewha	Education mentoring volunteer	-
EWHA PIE	Sharing cultural experience with international students	-
Korean Modern & Contemporary History Society Minmac	Modern & Contemporary History	412
New Day Philosocietyophy	Fostering autonomy	411

Religion	Activities	Room
Ewha Won Buddhist Student Society	Won-Buddhism	301-3
CCC	Campus evangelism	302-2
JOY	Campus evangelism	403-3
IVF	Campus evangelism	301-2
Youth with a Mission	Campus evangelism	302-4
Gemma	Catholic community	301-4
Ewha Buddhist Student Society	Study of Buddhist doctrines	523
The Navigators	Encouraging Christians	519
SFC	Encouraging Christians	528
Salmon	Gospels	342
Ewha Torch	Christian Volunteer	-
Culture	Activities	Room
Cartoon Club Minmi	Cartoon Club	441-2
Bando Literary Society	Literature	416
Literary Society Sebyuk	Literary criticism and Book Discussion	403-2
Ewha Literature Club	Creative writing	403-1
Ehyanghwoe	Korean traditional calligraphy	417
Dayeonhwoe	Tea ceremony	530
Photo Trace	Photograph	524
Winee	Wine	301-1
Ewha Bagel	Baking	522
EGG	Computer gaming club	-
SPOONGIRLS	City agriculture club	-
Ewha with U	University promotional video production	-
Polaris	Astronomy observation	441-3
Ewha Baduk	Baduk (Korean chess) club	516
Academy	Activities	Room
Soft Brain	Patents and Inventions	302-1
Wild Bird Watching Club Saerang	Wild bird watching club	517

Sports	Activities	Room
Ewha Kendo	Training and learning mutual respect	531
Ewha Yacht	Yachting	512
Ewha Mountain Climbing	Mountain climbers	404
Ewha Taekwondo	Taekwondo	511
Skin Scuba	Skin scuba diving	420
Ewha Han-kyeol	Traditional Korean martial arts	401-4
FC Qok	Football Club	402-4
Ssom	Shooting	402-1
Ewha Play-Girls	Baseball Club	302-3
Ewha Ski Team	Ski Club	514
Ewha Jujitsu	Training Jujitsu skills and self-defence	425
Bouncy	Basketball Club	418
Ecock	Badminton Club	-
Ewha Lacrosse	Lacrosse Club	-
Cheonwha	Korean archery club	-
Ewha Fencing	Fencing Club	-
Ewha Volleyball Club	Volleyball Club	-
Ewha Tennis	Tennis Club	-

ECC	Research on computers	504
AIESEC	Helping local communities	513
ENC	Debate on Newsweek articles	527
Ecube	Green living practices	414
Ewha Investment Analysis	Analyzing industries	525
Ewha International Law Club	Studying on International law	401-3
S.E.E.D	Economic Discussion	-
Ewha Commercial Law Studies	Studying and research on commercial law	-
EWHA-CHAIN	Studying and research on blockchain	-
SK LOOKIE EWHA	Social innovation business model development	-
UNIS	Startup Club	-

Student Clubs  
are located in the  
Student Union Building  
(p.1 Campus Map 48)



## 1) Center for Human Rights

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

### A. What the Center for Human Rights Does

- ① Provides educational programs and activities to eliminate sexual harassment and violence
- ② Receives and processing reports of human rights violations including sexual harassment and violence on campus
- ③ Provides counseling services for the victims of human rights violations including sexual harassment and violence
- ④ Advocates on behalf of victims of human rights violations including sexual, dating and gender violence

#### What is sexual harassment?

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

### B. Online Human Rights and Violence Prevention Education

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

- ① Target of Education : All students of Ewha Womans University
- ② Purpose of Education : Enhancing Human Rights Awareness and Preventing Violence among University Members
- ③ Education course : Online Human rights and violence prevention education
- ④ Participation Method
  - a. Access Cyber Campus (<https://cyber.ewha.ac.kr>)
    - Click '2025 Human rights and violence prevention education' content on the screen
    - Access the detailed screen and click the video button on the bottom (choose the language)
  - b. Download Cyber Campus application on smartphone/tablet PC
    - Completion of the course can also be done by smartphone/tablet PC  
(Progress can be only checked when you complete the courses via Cyber Campus application)
- ⑤ Course progress check : Progress can be checked at Grades/Attendance → 'Progress Status' from the left side of the menu
- ⑥ Print of certification: Certification can be printed out from Non-curriculum → 'Completion Check' from the left side of the menu

## C. Opening Hours and Location

- ① Open Hours : Mon - Fri 09:00-12:00, 13:00-17:00  
(Phone or Email reservation required for visit)
- ② Location : Hak-gwan 651
- ③ Phone Counseling : 02-3277-3229
- ④ Email : [humanrights@ewha.ac.kr](mailto:humanrights@ewha.ac.kr)

## 2) Student Counseling Center

### A. Website : <https://cmsfox.ewha.ac.kr/escc/index.do>

If you have adjustment and/or psychological issues that require professional help, please sign up for counseling through the Eureka system, following the detailed process of 'How to Sign Up' below.

### B. Sessions and How to Sign Up

- ① **Individual Counseling:** Counseling is confidential. One-on-one free counseling session will be held once every week for up to 10 sessions.
  - a. Common topics: Depression, anxiety, emotional difficulties, relationships, career decisions, stress, school adjustment.
  - b. How to Sign Up : Eureka → Student service → Student counseling → Apply to receive counseling → Fill out the Application
- ② **Online Psychological Test:** EFMHS (Ewha Foreign Student Mental Health Scale) is a self-assessment mental health test for international students. The test is provided in English and Chinese.
  - a. Contents of Test: Consists of 52 questions regarding well-being, school adjustment, depression, anxiety, alcohol and current psychological status
  - b. How to Take a Test: Eureka → Students Service → E-care → Online Psychological Test → Choose a Familiar Language → Take a Test

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

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

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

### B. Location and Contacts

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



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

For Undergraduate Incoming & Transfer Students

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

### A. Mentoring Participants

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

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

### C. Important Notes

- ① Please avoid changing or canceling your appointment with your Ewha Mate mentor at the last minute. Continuing repeatedly disregarding appointments may result in disadvantages applying for scholarships or internships.
- ② Please keep in mind when reaching out to your mentor that they are also fellow students whose academic work is of most priority.
- ③ Requesting your mentor to complete assignments on your behalf is strictly prohibited. You may, however, seek advice on study methods using various on/offline sources, utilizing the academic assistance center, finding an on-campus tutor, etc.
- ④ Please contact the ISAT office if you experience any issues with your mentor or the Ewha Mate program.

## 2) Ewha International Student Ambassador

For All Degree-Seeking Students

ISAT recruits student ambassadors who will be committed to promoting Ewha Womans University to prospective international Ewha students in their home countries. Ambassadors will be representative individuals that are an essential component of Ewha's public relations outreach. Ambassadors' duties include introduction of Ewha to their alma maters (high school or university) via presentations or meetings and consultations with prospective students regarding admission application and campus life.

Recruitment usually starts at the end of each semester (early June or early December) and information will be posted on the ISAT website. Ambassadors are eligible to receive support for activity expenses and a certificate of ambassadorship. If you want to be a student ambassador, please contact [ewhaglobal@ewha.ac.kr](mailto:ewhaglobal@ewha.ac.kr) and submit an application form during the application period. The application form will be uploaded on the ISAT website.

### 3) TOPIK Exam Fee Support

For All Degree-Seeking Students

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

### 4) TOPIK Preparation Program

For All Degree-Seeking Students

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

### 5) Happy Together

For All Degree-Seeking Students

#### A. What is Happy Together?

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

#### B. Who Can Participate?

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

### 6) Korean Culture Programs

For All Degree-Seeking Students

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

**7) EAASIS[iasis]** For All Degree-Seeking Students

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

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

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

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

※ As of the 2024 academic year, subject to change

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

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

- EAASIS mentoring (by major/division)
- Special lectures on career development and job searching in Korea
- 1:1 Korean Clinic
- Networking event (EAASIS Mentoring Day)
- Basic Korean/English support program

## 13

## SCHOLARSHIPS FOR INTERNATIONAL STUDENTS

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

Scholarship	Eligibility	Coverage	How to Apply
<b>ISS M (Merit-based) _Undergraduate</b>	Undergraduate students admitted through the admissions for international students, and are fully enrolled, having earned a minimum of 15 credits without failure in the previous semester, and shown outstanding academic achievement * Students with TOPIK level 4 or above (exception: Division of International Studies) * Full-tuition scholarship recipients (EGPP, GKS, ISS F4, etc.) are not eligible.	Varied amounts of tuition (based on ranking)	Recipients are automatically selected and will be notified individually.
<b>ISS M (Merit-based) _Graduate</b>	The Graduate School students admitted through the admissions for international students, and are fully enrolled, having earned a minimum 3.5 GPA (out of 4.3) in the previous semester, and shown outstanding academic achievement * Students with TOPIK level 4 or above	Varied amounts of tuition (based on ranking)	
<b>ISS V (Volunteer-based) _Undergraduate, Graduate</b>	Undergraduate and The Graduate School students admitted through the admissions for international students, and are fully enrolled, having completed at least 10 credits (undergraduate) or 6 credits (graduate), and earned a minimum 2.0 GPA (out of 4.3) in the previous semester * Students with TOPIK level 4 or above (exception: Division of International Studies) * Recipients' roles: ISAT Student Assistant or Online Ambassador	Varied amount	Apply online to the International Student Affairs Team each semester (early January, early July)
<b>ISS TOPIK _Undergraduate</b>	Undergraduate students admitted through the admissions for international students, and are fully enrolled, earned a minimum 2.0 GPA (out of 4.3) in the previous semester, and obtained new TOPIK level 6 within a year * EGPP, GKS, ISS F and FH1, TOPIK 4,5,6 recipients are not eligible * Eligible to apply only once during the enrollment period	Varied amount of tuition	

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



## 14 VISA ISSUANCE (D-2)

### Important Notice

A D-2 visa is for international students who intend to *study* at Ewha. Students who do not enroll or whose academic status changes (e.g. leave of absence, voluntary withdrawal from school, course completion or graduation postponement, failure to apply for thesis-based /research-based registration after completing master's or doctoral degree coursework) will be reported to the immigration office. Such students' D-2 visa will automatically expire and they must leave Korea within 15 days from the date of the status change. Failure to leave by the deadline will result in being classified as an illegal immigrant and the Immigration Office may not approve their future visa applications. Also, any changes in visa status should be reported to the ISAT. Students must check if their current visa allows them to study in Korea. Those on a visa that does not allow studying at Ewha must immediately change their visa to a study abroad visa.

### 1) Check Your Current Visa Status

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

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

## 2) How to Apply for a Visa

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

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

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

### A. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport
- ③ Color passport photo (3.5cm \* 4.5cm) (Appendix 8)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of admission (a copy or a scanned version is accepted at the diplomatic offices. In case the consular requests an original document, please inform the ISAT)
- ⑥ Evidence of the highest level of education the student has completed (e.g. graduation certificate)
- ⑦ Proof of financial capacity (e.g. bank balance certificate - minimum 20 million KRW)
- ⑧ Family relation certificate (for those submitting bank balance certificate issued under parents' names)

⑨ Tuberculosis test certificate (for nationals of one of the 35 countries)

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

⑩ Fee (Please ask the Korean Embassy in your home country)

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

### A. Application Eligibility

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

### B. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport
- ③ Residence Card (RC)
- ④ Certificate of enrolment, Certificate of completion (for thesis-based / research-based registration)
- ⑤ Academic transcripts
- ⑥ Proof of financial capacity (e.g. bank balance certificate issued under student's own name at a bank in Korea - minimum 10 million KRW)  
- Note: Students with a cumulative GPA of 2.0 or higher, as well as a GPA of 2.0 or higher in the previous semester, who are enrolled in their regular semesters are exempt. However, students who have completed their coursework or are taking an extra semester are not exempt.
- ⑦ Proof of residence (e.g. confirmation of dormitory residence, copy of lease agreement or rent contract, confirmation of residence/accommodation, etc.)
- ⑧ Confirmation Form for Faculty Advisor on a Student's Thesis, Graduation Test, Credit Schedule (Thesis-Based / Research-Based Registration ONLY, Appendix 4)
- ⑨ Statement of Reasons for Delayed Graduation (Students taking extra semester, Appendix 5)
- ⑩ Fee (60,000 KRW)

### ※ How to Issue University Transcripts and Statements

Online	Offline	For Those Living Outside of Korea
Eureka Login → Internet Certificate Issue Menu	Certificate Issuing Machine at Student Service Center (ECC B303)	Student Service Center ( <a href="mailto:service@ewha.ac.kr">service@ewha.ac.kr</a> )

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

※ Please see p.31 of this handbook for official certificates issuance

### C. Maximum Period of Stay

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

Course of Study	Maximum Extension Period
Bachelor	Within 6 years from matriculation/within 2 years from *completion of study
Master's	Within 5 years from matriculation/within 3 years from *completion of study
Doctoral (including Combined)	Within 7 years from matriculation/within 5 years from *completion of study

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

\*The scheduled completion date based on matriculation.

\*Both matriculation and completion of study criteria must be met.

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

### A. Application Eligibility

A person with a short term stay visa (including those on B-1 (visa exempted) and B-2 (tourist/transit) or a person staying in Korea with a residence card.

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

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

### B. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport
- ③ Color passport photo (3.5cm \* 4.5cm) (Appendix 8)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of Admission (A copy or a scanned version is accepted unless told otherwise)
- ⑥ Evidence of the highest level of education the student has completed (e.g. graduation certificate)
- ⑦ Proof of financial capacity (e.g. bank balance certificate - minimum 20 million KRW)
- ⑧ Family relation certificate (for those submitting bank balance certificate issued under parents' names)
- ⑨ Proof of residence (e.g. confirmation of dormitory residence, copy of lease agreement or rent contract, confirmation of residence/accommodation, etc.)
- ⑩ Tuberculosis test certificate (for nationals of one of the 35 countries listed below)  
Nepal, East Timor, Laos, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyz Republic, Thailand, Pakistan, Philippines, Nigeria, South Africa, Belarus, Mozambique, Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Congo, Kenya, Papua New Guinea, Tajikistan, Peru
- ⑪ Fee (135,000 KRW)
- ⑫ Residence Card (if applicable)

## 1) Foreign Resident Registration

According to the regulations of the Korean Ministry of Justice, all foreigners intending to **reside in Korea for more than 90 days** must register as foreign residents and obtain a residence card **within 90 days of arrival**. This requirement applies to all foreigners, regardless of visa type. Failure to register on time or not registering at all may result in problems related to your stay in Korea and future visa issuance. Additionally, international students with a D-2 visa who leave Korea before receiving their residence cards will not be permitted re-entry into Korea.

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

### A. Required Documents

- ① Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ② Passport (both original and photocopy)
- ③ A copy of visa grant notice
- ④ Color passport photo (3.5cm \* 4.5cm, taken within 6 months) (Appendix 8)
- ⑤ Certificate of enrolment issued after the date of arrival in Korea ([service.ewha.ac.kr](http://service.ewha.ac.kr)) or a tuition fee receipt if applying before the start of the semester
- ⑥ Proof of residence (e.g. confirmation of dormitory residence, copy of lease agreement or rent contract, confirmation of residence/accommodation, etc.)
- ⑦ Fee (35,000 KRW) - Scan and submit your passport to the Immigration Office ATM and pay

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

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

#### ※ Required Documents

- ① Passport
- ② Application form (Appendix 2 or Download from [www.hikorea.go.kr](http://www.hikorea.go.kr))
- ③ Evident documents about the reason for re-issuance (in case of re-issuance due to loss)
- ④ Color passport photo (3.5cm x 4.5cm, taken within 6 months) (Appendix 8)
- ⑤ Old Residence Card (in case of re-issuance due to physical damage)
- ⑥ Fee (35,000 KRW)

## C. Notification of Changes in Registration Information

In the event of any changes to the information listed below, you must report the status change to the Immigration Office **within 14 days from the date of the change**. Failure to do so in a timely manner may result in a fine and may negatively affect your future visa extension applications. This is especially important for students who move and need to update their address. Please ensure you notify the Immigration Office promptly.

### ① Items to Report

- a. Name, gender, date of birth, nationality
- b. Address (Including room changes in the dormitory)
- c. Passport information (number, date of issue, expiration date, etc.)
- d. School (including changes in school name)

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

### ③ How to Report

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

### ④ Required Documents for Notification of Change

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

## 2) Regulations on Residence Card Return

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

### A. Reasons for Returning Residence Card

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

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

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

However, being a teaching assistant at one's school and students with a work scholarship are exceptions from eligibility.

#### A. Application Eligibility

A D-2 visa holder with a minimum GPA of C (2.0) in the previous semester and has obtained permission from the International Student Affairs Team

※ Examples of Places for Work

- Restaurant assistant, office assistant, etc.
- Tour guide assistant, duty-free shop sales assistant

#### B. Maximum Weekly Working Hours

Program	Year in Program	TOPIK	Maximum Working Hours	
			Monday - Friday	Weekend/Vacation
Undergraduate	Year 1-2	3 or above	No	10 hours
			Yes	30 hours
	Year 3-4	4 or above	No	10 hours
			Yes	30 hours
Graduate	During Coursework	4 or above	No	15 hours
			Yes	35 hours
	After Course Completion	4 or above	No	15 hours
			Yes	30 hours

※ English track English track (Asian Women's Studies, TESOL, GSIS - International Studies, Global MBA, DIS) students may submit a) an official document stating that all courses are conducted in English and b) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 601 (NEW TEPS 327) as an alternative to TOPIK.

※ Students from a country where English is the official language are exempt from having to submit the above b) certificates.

#### C. Allowed Period

- Up to 1 year within your period of sojourn
- Up to 2 work places at the same time

#### D. Prohibited Fields and Activities

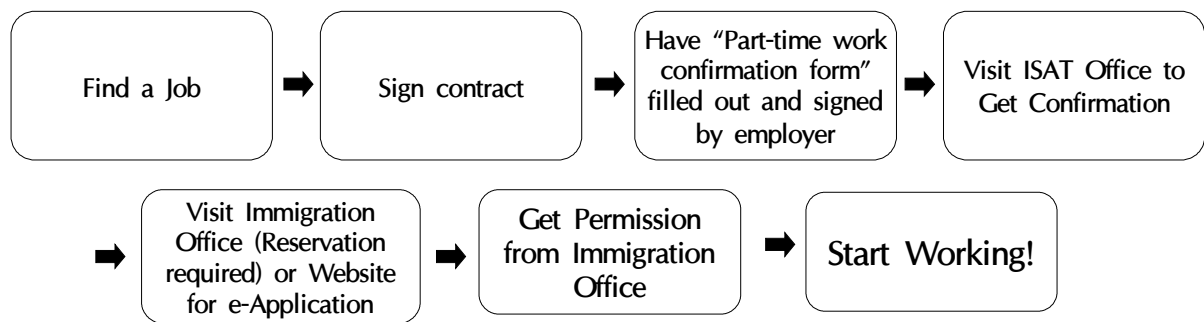
- a. Construction, manufacturing industries
- b. Private tutoring
- c. Other activities that are not appropriate for students or fields that require employment restrictions by the Minister of Justice

- d. Facilities related to foreign language education for children  
e.g. English kids' cafes, English camps, foreign language conversation institutes, etc.
- e. Working as a "rider" for food delivery app companies

### E. Required Documents

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

### F. Steps



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

## 4) Seoul Southern Immigration Office Information

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

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

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

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

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

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

## 1) Useful Off-Campus Organizations

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

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

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

### A. List of Available Applications

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

### B. Advantages of e-Application

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

## C. Steps for e-Application

### ① Registration Guide

a. Visit hiKorea ([www.hikorea.go.kr](http://www.hikorea.go.kr)) → Change language to 'English' → Click "Join"

The screenshot displays the hiKorea website interface. At the top right, there are links for 'Log in', 'Create your account' (highlighted with a red box), 'Guide', 'Customer Center', and language options: '한국어', 'ENGLISH', and '中文'. Below this is a horizontal navigation bar with 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. The main banner features a 'Guide to Online Application for Re-entry Permit' with a 'Detail View' button. Below the banner is a row of service categories: 'Petition Application' (Apply & Guide), 'Smart Entry Service' (Apply & Guide), 'Reserve Visit' (Apply & Guide), and 'Lodging Registration' (A shortcut). The page is divided into two columns: 'My Civil Petition Status' and 'Favorites Services'. 'My Civil Petition Status' includes 'My Petition' (e-Petition Application Status, Check Visa Application Result, Reserve Visit Status, Apply for Automated Immigration Clearance, Preliminary Declaration of Voluntary Departure) and 'Confirm Reservation'. 'Favorites Services' includes 'Guide', 'Application form', 'Obligation for Aliens to Report', and 'Reference material for naturalization interview'.

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

Log in | Create your account | Guide | Customer Center | 한국어 | ENGLISH | 日本語

Petition Application | Information Lookup | Smart Entry Service | Information sharing corner | News & Announcements

HiKorea provides convenient online application services.

Membership

Create your account

Find ID

Find password

Membership from SeS to HiKorea

Membership > Create your account

**Create your account**

**Terms of Use**

Hi Korea User agreement

Information on comprehensive support service website for foreigners (Hi Korea)  
The Hi Korea is a comprehensive web portal for supporting foreigners. It was created as a part of the Korean government's efforts to form an electronic government (e-Government), which is built by the Ministry of Justice (MoJ) being the main organization), the Ministry of Knowledge Economy, and the Ministry of Labor. It was designed to provide foreigners (those residing in Korea or other countries) with essential information on immigration, investment, employment, and everyday living, as well as means to take care of related civil services and issues on line.

Chapter 1. General

Article 1. (Objective)

Agree/Disagree

**Privacy Policy - HiKorea**

[Hi Korea] respects and upholds the following "Personal Information Protection Policy"  
[Hi Korea] overview

- [Hi Korea] is a general support portal site for foreigners, jointly created by the Ministry of Justice, the Ministry of Knowledge Economy and the Ministry of Labor. It was created with the purpose of providing investment, employment, residence, and everyday living related information, as well as providing related on-line services from a single convenient location.

Automatically collected and stored information (Access Log)

- Upon using [Hi Korea]'s service, information about which page you view and while files get downloaded are collected and stored in our servers without your explicit consent. This information can not be used to track or identify an individual by itself, and it is not tied to any specific user profile. Its purpose is strictly to serve as base data to help improve our site.

I agree

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

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

1. 1. Purpose of Collection and Use of Personal Information  
The HiKorea website uses personal information to provide civil petition services and does not use it for any other purposes. HiKorea collects and uses personal information at the minimum required level to process civil petitions, including e applications, visit reservations and immigration-related information services, and access to personal information is denied except for relevant officers in charge.

2. Items to be collected  
Name, Date of Birth, Residence Card No. (Resident Registration Card No.), e-Mail, Nationality, Contact Number, Address, etc.

I agree



I agree to all of the above.

**Create your account**

c. Click “Registered foreigners”

Member type Selection

Please select type of member.

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

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

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

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

A registered foreigner(an Alien Registration Card holder)

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

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

## ② e-Application Guide

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

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

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

The screenshot displays the K-ETA website interface. At the top right, there is a 'Log in' button highlighted with a red box, along with links for 'Create your account', 'Guide', 'Customer Center', and language options: '한국어', 'ENGLISH', and '中文'. Below the navigation bar, the 'Petition Application' menu item is also highlighted with a red box. The main content area is divided into several columns:

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

Below the main content area, there are two sections:

- My e-Application Status**:
  - My Petition
    - e-Petition Application Status >
    - Check Visa Application Result >
    - Reserve Visit Status >
  - Confirm Reservation
    - Apply for Automated Immigration Clearance >
    - Preliminary Declaration of Voluntary Departure >
- Related Services**:
  - Q&A >
  - Re-entry Permit >

At the bottom right, there is a 'Guide' section with the following links:

- Guide >
- Application form >
- Obligation for Aliens to Report >
- Reference material for naturalization interview >

b. Select the name of petition

e-Application

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

Type  Apply(principal)  Apply(agent)

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

c. Click “I agree” → “Next”

Required documents	<ul style="list-style-type: none"> <li>• <b>Common</b> <ul style="list-style-type: none"> <li>• Application form (Template #34)</li> <li>• Passport or Entry Permit for Foreigners</li> <li>• Foreigner Registration Card</li> </ul> </li> <li>• <b>Required documents for each status</b> <ul style="list-style-type: none"> <li>• Change (including name change) in affiliated organization or department: Applicable to Cultural Arts(D 1), Study Abroad(D 2), General Training(D 4), and Working visit (H 2) status holders : Certificate of business</li> <li>• Name change of the affiliated organization or department: Applicable to Journalism(D 5), Religious Affairs(D 6), Supervisory (Intra-company Transfer)(D 7), Corporate Investment(D 8), Trade Management(D 9) status holders : Certificate of business</li> <li>• Change in passport number, issuance date or expiration date : Newly issued passport</li> <li>• Changes to the name, gender, birth date or nationality : Newly issued passport and documents to prove the reason for the change</li> </ul> </li> </ul>
Service charge	Not applicable.
Administrative process	<ul style="list-style-type: none"> <li>• e-Application           <ul style="list-style-type: none"> <li>① Apply → ② Pay service charge → ③ Receive → ④ Process</li> </ul> </li> <li>• Reserving an appointment           <ul style="list-style-type: none"> <li>① Visit and reserve an appointment → ② Visit the immigration office or its branch office at the reserved date → ③ Apply → ④ Receive → ⑤ Process</li> <li>※ Applications that were not processed on that day can be found under <b>Status of e-application</b></li> </ul> </li> </ul>
Time received (Time processed)	<ul style="list-style-type: none"> <li>• Reception time           <ul style="list-style-type: none"> <li>• e-Application : Available on weekdays from 07:00 to 22:00 (Not available on Saturdays, Sundays and holidays)</li> <li>• Reserving an appointment : Available 24 hours at the HiKorea website</li> </ul> </li> <li>• Process time           <ul style="list-style-type: none"> <li>• e-Application : within 3 days</li> <li>• Reserving an appointment : Immediately</li> </ul> </li> </ul>
Administrative organization	Local immigration office or branch office.
Competent department	Visa & Residence Division Korea Immigration Service
Related laws and regulations	<ul style="list-style-type: none"> <li>• Immigration Laws Article 35</li> <li>• Immigration Laws Enforcement Ordinance Article 44</li> <li>• Immigration Laws Enforcement Regulation Article 49 Section 2</li> </ul>
Phone Number	Immigration Contact Center (1345, without area code)
Miscellaneous	e-Applications can be applied within 15 days of the change. An appointment for visitation can be reserved within 14 days of the change.

※ I agree that a civil servant in charge may check the relevant information in relation to this work, through Sharing Administrative Information pursuant to Article 36 of the Electronic Government Act.

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

I agree.

Next

d. Fill all required fields with your information (This is an example for “notification of change in registration information”)

[Home](#) > [Petition Application](#) > [e-Application](#) > [e-Application](#)

**e-Application Status**

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

▼ Notification of change in registration information

**Civil Petitioner Information**

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

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

▣ The information to report

* Enter passport information③	<input type="text"/>
* Reenter your new passport information③	<input type="text"/>
* Your new passport's issuance date②	<input type="text"/> <input type="text"/> (Enter 8 characters., ex.19701123)
* Your new passport's expiration date③	<input type="text"/> <input type="text"/> (Enter 8 characters., ex.19701123)
* Phone Number	<input type="text"/>
* Phone Number (Mobile)	<input type="text"/>
* Email address	<input type="text"/>
Date of application	2022-01-18
* Competent Immigration Office for foreigners	SEOUL SOUTHERN IMMIGRATION OFFICE

▶ Passport Sample ◀



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

▣ Required Documents

\* 1.Passport Information Page Image:  선택된 파일 없음

- ※ Please attach files less than 1MB (1,024KB) in the format of jpg, bmp, png, gif, tif and pdf. (JPG files with 95KB or less only, for ID pictures)
- ※ Files may not be attached if the attached file name or path contains any foreign words except for English.

## f. Payment of Service Charge

Ⓐ Credit Card: Enter your credit card info → Transaction

Ⓑ Payment Through Mobile Phone:

Enter your mobile phone number & foreign registration number

→ Check your text message containing the authentication number

→ Enter the authentication number that you received

→ Make a Payment (your payment will be added to your mobile phone bill)

## g. Confirm Status of Application

Ⓐ My page → Manage e-application to view the list of applications that you've submitted

HiKorea provides convenient online application services.

MY Page

My Page

Membership

1:1 support

e-Application Status

Reserve Visit Status(member)

Smart Entry Service Status

Membership Extension (SeS)

Sign-up Information

ID		Name	
Nationality		Main e-Mail	

Portal Usages

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

- ③ Click the application number on the menu and you can check the details of your application

[Home](#) > [MY Page](#) > [e-Application Status](#)

**e-Application Status**

Application term:  ~ 
 Application name:

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

Total applications : 2item(s)

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

## h. Issuance of Receipt / Certificate

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

### ▣ Progress

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

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

List

### ※ Online Service Fee Discount (as of June 27, 2023)

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

## 1) Emergency Contact Information

- Campus Police : 02-3277-5000
- E-House : 02-3277-5905
- Emergency Assistance : 119
- Immigration Office : 1345
- Hanwoori Hall : 02-3277-5001
- I-House : 02-3277-6001
- Police : 112

## 2) Fire Safety Guidelines

### A. Evacuation Plan

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

## B. Reporting a Fire

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

## 3) Fire Prevention

### A. In Buildings and On Campus

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

### B. In Dormitories

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

### C. In Laboratories

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

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

#### 4) Contact Information for Risk Management

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

- Center for Human Rights 02-3277-3229
- Student Counseling Center 02-3277-3219
- Health Service Center 02-3277-3178
- Dormitory
  - E-House 02-3277-5905
  - Hanwoori House 02-3277-5001
  - I-House 02-3277-6001

##### B. Embassy Contact Information

<b>China</b>	02-756-7300	<b>Taiwan</b>	02-6329-6000	<b>Russia</b>	02-318-2116
<b>Japan</b>	02-2170-5200	<b>Indonesia</b>	02-783-5675	<b>Malaysia</b>	02-2077-8600
<b>Vietnam</b>	02-739-9399	<b>India</b>	02-798-4257	<b>Kyrgyzstan</b>	02-379-0951
<b>Thailand</b>	02-795-3098	<b>Mongolia</b>	02-798-3464	<b>Kazakhstan</b>	02-391-8906
<b>USA</b>	02-397-4114	<b>Philippines</b>	02-796-7387	<b>France</b>	02-3149-4300

### C. Foreigner Clinic Information

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

Hospital	Operation Hour	Website	Call	Foreigner Service
Ewha Womans University Medical Center(Mokdong)	Mon-Fri (08:00-12:00, 13:00-17:00) Saturdays (09:00-12:00)	<a href="https://mokdong.eumc.ac.kr">https://mokdong.eumc.ac.kr</a>	1666-5000	02-2650-5890
Ewha Womans University Medical Center(Seoul)	Mon-Fri (08:00-12:00, 13:00-17:00) Saturdays (09:00-12:00)	<a href="https://seoul.eumc.ac.kr">https://seoul.eumc.ac.kr</a>	1522-7000	02-6986-3100
Soon Chun Hyang University Hospital	Mon-Fri (08:00-17:00) Saturdays (08:00-12:00)	<a href="https://www.schmc.ac.kr/seoul">https://www.schmc.ac.kr/seoul</a>	02-709-9114	02-709-9158
Samsung Medical Center	Mon-Fri (08:00-17:00) Saturdays (08:00-12:00)	<a href="https://www.samsunghospital.com">https://www.samsunghospital.com</a>	1599-3114	-
Sinchon Severance Hospital	Mon-Fri (08:30-11:30, 13:30-17:30) Saturdays (08:30-11:30)	<a href="https://sev.severance.healthcare">https://sev.severance.healthcare</a>	1599-1004	02-2228-5800,5810

- Kangbuk Samsung Hospital : 1599-8114
- Shinchon Yonsei Hospital : 02-337-7582

# Appendices

## Appendix 1) Campus Building and Abbreviations

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

## Appendix 2) Application Form (Report Form)

### □ 업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 FOREIGN RESIDENT REGISTRATION		<input type="checkbox"/> 체류자격외 활동허가 (희망 자격 : ) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for ( )		PHOTO 여권용 사진(35mm×45mm) 촬영일부 6개월이 경과하지 않아야 함 taken within last 6 months  외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)			
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD		<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE					
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD		<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)					
<input type="checkbox"/> 체류자격 변경허가 (희망 자격 : ) CHANGE OF STATUS OF SOJOURN / Status to apply for ( )		<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE					
<input type="checkbox"/> 체류자격 부여 (희망 자격 : ) GRANTING STATUS OF SOJOURN / Status to apply for ( )		<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON FOREIGN RESIDENT REGISTRATION					
성명 Name In Full		성 Surname		명 Given names		漢字姓名	
생년월일 Date of Birth		년 yy	월 mm	일 dd	성별 Sex	<input type="checkbox"/> 남 M <input type="checkbox"/> 여 F	국적 Nationality/ Others
외국인등록번호 Foreign Resident Registration No. (If any)							
여권 번호 Passport No.		여권 발급일자 Passport Issue Date		여권 유효기간 Passport Expiry Date			
대한민국 내 주소 Address In Korea							
전화 번호 Telephone No.				휴대 전화 Cell phone No.			
본국 주소 Address In Home Country				전화 번호 Telephone No.			
재학 여부 School Status	초[ ], 중[ ], 고[ ] Elementary[ ], Middle[ ], High[ ]		학교 이름 Name of School		전화 번호 Telephone No.		
근무처 Workplace	원 근무처 Current Workplace		사업자등록번호 Business Registration No.		전화 번호 Telephone No.		
	예정 근무처 New Workplace		사업자등록번호 Business Registration No.		전화 번호 Telephone No.		
연 소득금액 Annual Income Amount		만원(ten thousand won)		직업 Occupation			
재입국 신청 기간 Intended Period Of Reentry		전자우편 E-Mail					
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident Registration							
신청일 Date of application				신청인 서명 또는 인 Signature/Seal			
신청인 제출서류		「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고					
담당공무원 확인사항		「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고					
<b>행정정보 공유이용 동의서 (Consent for sharing of administrative information)</b>							
본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공유이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출해야 합니다. I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. * If 'Disagree' . the Applicant has to submit all required documents IN PERSON.							
신청인 Applicant		서명 또는 인 신청인의 배우자 signature/seal Spouse of applicant		서명 또는 인 신청인의 부 또는 모 signature/seal Father/Mother of applicant		서명 또는 인 signature/seal	
<b>공 용 란 (For Official Use Only)</b>							
기본 사항	최초입국일		체류자격		체류기간		
접수 사항	접수일자		접수번호				
허가(신고) 사항	허가(신고) 일자		허가번호		체류자격		
					체류기간		
결 재	담 당				청(소)장		
					가 / 부		
수입인지 첨부란(Revenue Stamp Here) / 수수료 면제(exemption) [ ] (면제사유 )					심사 특이사항		

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

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

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

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

## 기간 초과 체류사유서

### Statement of Reasons for Delayed Graduation / 居留期限延长理由书

외국인등록번호 Alien Registration No. / 外国人登录证号码			
성명 Name / 姓名		국적 Nationality / 国籍	
학교 University / 大学名		학과 Major / 专业	
미달학점 Credits left/剩余学分		예정된 초과학기 Additional semester needed 预定需求追加学期	
기간 초과 사유 및 다짐 Reasons for delayed graduation and resolutions / 延长居留期限的理由以及今后的计划			

지도교수 Faculty Advisor	소속 및 직위 Job Title		연락처	
	성명 Full Name	(인 또는 서명)		
유학담당자 Administration	소속 및 직위 Job Title		연락처	
	성명 Full Name	(인 또는 서명)		



## Appendix 7) College Administration Offices

구분	부서명 Department	전화번호 Phone Number	위치 Location
대학 행정실 Office of College	인문과학대학 College of Liberal Arts	02-3277-2134,2128~9	학관 405호 Hak-gwan Building Rm 405
	사회과학대학 College of Social Sciences	02-3277-3580	이화·포스코관 210호 Ewha-POSCO Building Rm 210
	자연과학대학 College of Natural Sciences	02-3277-2283~4	종합과학관 B동 311호 Science Building B Rm 311
	공과대학 College of Engineering	02-3277-3533~4	신공학관 367호 New Engineering Building Rm 367
	음악대학 College of Music	02-3277-2403, 2409	음악관 117호 Music Building Rm 117
	조형예술대학 College of Art & Design	02-3277-2482~4	조형예술관 A동 201호 Arts & Design Building A Rm 201
	사범대학 College of Education	02-3277-2613	교육관A동 314호 Education Building A Rm 314
	경영대학 College of Business Administration	02-3277-3543~4	이화·신세계관 309호 Ewha-Shinsegae Building Rm 309
	신산업융합대학 College of Science & Industry Convergence	02-3277-2538	체육관 C동 207호 Physical Education Building C Rm 207
	의과대학 College of Medicine	02-3277-1951	*의예과 종합과학관 D동 DB 102호 Science Building D DB 102
	약학대학 College of Pharmacy	02-3277-3002~3	약학관 A동 209호 Pharmaceutical Science Building A RM 209
	간호대학 College of Nursing	02-3277-2875	헬렌관 104호 Helen Hall Rm 104
	스크랜튼대학 Scranton College	02-3277-3653~4	국제교육관 707호 International Education Building Rm 707
	인공지능대학 College of Artificial Intelligence	02-3277-2181~2	ECC B141호 Ewha Campus Complex Rm B141
	호크마 교양대학 HOKMA College of General Education	02-3277-6975, 2158	ECC B323-2호, B115호 Ewha Campus Complex Rm 323-2, Rm B115
장학금 Scholarship	학생처 장학복지팀 Office of Scholarship & Welfare	02-3277-2274	학생문화관 203호 Student Union Rm 203
수강신청 Course Registration	교무처 학적팀 Office of Registrar	02-3277-2030, 2033	본관 108호 Pfeiffer Hall Rm 108
기숙사 Dormitory	기숙사 사무실 Dormitory Office	02-3277-5001	한우리집 101동 1층 사무실 Hanwoori House 101 S141
		02-3277-5905	E-House 201동 B279 E-House Building 201 B279
		02-3277-6001	I-House A·B동 지하2층 G220호 I-House Building A·B. B2F G220
등록금 납부 Tuition	총무처 회계팀 Office of Accounting	02-3277-3410, 2088	본관 201호 Pfeiffer Hall Rm 201

# Appendix 8) Photo Standard for Foreign Resident Registration

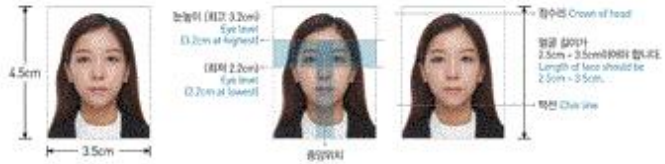
## 외국인등록용 사진규격 안내

Information on photo size for foreigner registration

### 표준사진 Standard photo

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

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



<p><b>배경</b> Background</p> <p>&gt; 흰색배경, 무배경으로 대우가 없어야 합니다. &gt; White background and frameless.</p>	<p><b>사진 품질</b> Photo quality</p> <p>&gt; 사진 보정프로그램을 사용하여 이미지를 변형하였거나 사진의 일부가 훼손된 것은 안됩니다. &gt; Photographs should not be modified using Photoshop or similar software; photos with damaged parts are not acceptable.</p>
<p><b>얼굴 비율</b> Face proportion</p> <p>&gt; 얼굴길이(머리 정수리부터 턱까지) : 2.5cm ~ 3.5cm(세로) &gt; Length of face (from crown of head to chin): 2.5cm - 3.5cm</p>	<p><b>얼굴 방향</b> Face direction</p> <p>&gt; 얼굴은 정면을 응시하여야 하며 기울어 지서는 안됩니다. &gt; The face should be oriented forward and should not be inclined to one side.</p>
<p><b>조명</b> Illumination</p> <p>&gt; 초점이 명확하여야 하며 얼굴에 그림자가 없어야 합니다. &gt; The focus should be clear, and there should be no shadow on the face.</p>	<p><b>표정</b> Expression</p> <p>&gt; 입을 다문 자연스러운 표정이어야 합니다. &gt; The mouth should be closed, and the expression should be natural.</p>
<p><b>안경</b> Glasses</p> <p>&gt; 색안경을 착용하에서는 안되거 안경 대무늬가 눈동자를 가해서는 안됩니다. &gt; No sunglasses should be worn; if wearing glasses, the pupils should not be obscured by the glasses frames.</p>	<p><b>눈동자</b> Pupil</p> <p>&gt; 눈동자는 정면을 응시하여야 하고 적외선상이 나타나거나 컬러렌즈를 착용하에서는 안됩니다. &gt; Eyes should be focused straight ahead, and there should be no red eye effect and no colored lenses if the subject is wearing glasses.</p>
<p><b>악세사리</b> Accessory</p> <p>&gt; 양쪽 귀가 노출되어야 하며 모자, 후드의 등을 착용하에서는 안됩니다. &gt; Both ears should be visible, and hats or muffs must not be worn.</p>	<p><b>어깨선</b> Shoulder line</p> <p>&gt; 상반신은 어깨까지만 나타나고 어깨 위치가 동일하여야 합니다. &gt; The upper part of the body should be shown down to the shoulders, and the positions of the shoulders should be the same.</p>