

2019 SPRING HANDBOOK

FOR INTERNATIONAL EXCHANGE &
STUDY ABROAD PROGRAM



EWHA WOMANS UNIVERSITY

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1. INTERNATIONAL EXCHANGE AFFAIRS TEAM

Welcome to Ewha Womans University!

Office of International Affairs is consisted of the International Exchange Affairs Team and the International Student Affairs Team.

International Student Affairs Team will be the point of contact for your questions or concerns. International Student Affairs provides service for degree-seeking international students.

Location and Contacts

- Location: ECC B334, **International Exchange Affairs Team**, Office of International Affairs (See MAP 4)
- Office Hours: Monday to Friday 09:00 - 12:00, 13:00 - 17:00
- Email: goabroad@ewha.ac.kr
- Tel: 02-3277-3158~9
- Fax: 02-364-8019
- Website: <http://oia.ewha.ac.kr>

Notice

- ✓ All notice is provided to your email account you provided at the stage of application.
- ✓ You have the responsibility to check your email, and report change in your contact information to International Exchange Affairs Team.
- ✓ State your student number and name when you send inquiry e-mails to International Exchange Affairs Team.

2. Campus Map

Campus Map

- 1 Main Gate
- 2 Ewha Welcome Center
- 3 Admission Hall
- 4 Ewha Campus Complex (ECO)
- 5 Pfeiffer Hall (Main Hall)
- 6 Physical Education Building A (Thomas Hall)
- 7 Physical Education Building B (Gibson Hall)
- 8 Physical Education Building C
- 9 Art & Design Building A
- 10 Art & Design Building B
- 11 Art & Design Building C
- 12 Natural History Museum
- 13 Sculpture Studio
- 14 Music Building
- 15 Longview House
- 16 Yeonghak-gwan
- 17 Hekent Hall (Nursing Science)
- 18 Ewha Centennial Library
- 19 Law Building
- 20 Wicheita House (President's Residence)
- 21 Ayeong-dang (House Management House)
- 22 Ewha Archives
- 23 Inseonmi-gwan
- 24 Case Hall (Graduate School Building)
- 25 Emerson Chapel
- 26 Clara Hall (Graduate School Building II)
- 27 Welch-Ryang Auditorium
- 28 Centennial Museum
- 29 Ewha Athletics Track
- 30 International Education Building
- 31 Ewha Womans University Church
- 32 West Gate
- 33 I-House A
- 34 I-House B
- 35 Ewha-Samsung International House
- 36 I-House D
- 37 I-House E
- 38 Ewha-AUS Children's Center
- 39 Ewha Kindergarten
- 40 Human Ecology Building (Mons Hall/Alumni Building)

- 41 Ewha-SK Telecom Center
- 42 Ewha-Samsung Education Culture Building
- 43 Ewha-Shinsegae Building (Business)
- 44 Upper Room
- 45 Ewha Elementary School
- 46 Ewha-Geumman Junior High School
- 47 Back Gate
- 48 Student Union
- 49 Pharmaceutical Science Building A (Appenzeller Hall)
- 50 Pharmaceutical Science Building B
- 51 Ewha-POSCO Building (Social Sciences)
- 52 Hak-gwan
- 53 Humanities Building
- 54 North Gate
- 55 Education Building A
- 56 Education Building B
- 57 Ewha-Gaumn High School
- 58 Science Building A
- 59 Science Building B
- 60 Science Building C
- 61 Science Building Hyundai Motor
- 62 Asan Engineering Building
- 63 New Engineering Building
- 64 Industry-University Cooperation Building
- 65 Collaborative Research Building (tentative name)
- 66 Herb Garden, Green house
- 67 Ewha Hakdang (The Ewha Foundation)
- 68 North A-Hyson Gate
- 69 Tennis Court
- 70 Community Welfare Center
- 71 Hanwood House (Undergraduate Student Dormitory)
- 72 Ottogi Global House
- 73 E-House
- 74 ROTC Building
- 75 Hanisol Building
- 76 Ewha-Ottogi Daycare Center (tentative name)



3. IMPORTANT DATES

FEB	11 (Mon) – 15 (Fri)	Korean Language Course Online level test	<ul style="list-style-type: none">• Only for students who will register for Academic Korean• Feb 11 (Mon) 9:00 – 15 (Fri) 23:59 at Ewha Cyber Campus (http://cyber.ewha.ac.kr)
	26 (Tue)	Dormitory Check-in	<ul style="list-style-type: none">• 09:00 ~ (I-House)
	27 (Wed)	Welcoming Ceremony & Orientation[NEW STUDENT ONLY]	<ul style="list-style-type: none">• 11:00 – 15:00, ECC B4 Lee San Bong Hall• Student Packet will be distributed
	28 (Thu)	Course Registration	<ul style="list-style-type: none">• 09:00 – 17:00, Online Portal: http://eportal.ewha.ac.kr
		Ewha Collective Insurance Payment	<ul style="list-style-type: none">• 10:00 – 12:00, 13:00 – 16:00, ECC B337
		Visa Information Upload Due [NEW STUDENT ONLY]	<ul style="list-style-type: none">• Online Application page Checklist• Please "SUBMIT" if Visa Information is completed
	4 (Mon)	First Day of Semester	<ul style="list-style-type: none">• Check Class Schedule at EUREKA
Academic Korean Language Course Begins / Academic Korean Placement		<ul style="list-style-type: none">• At your registered Academic Korean Class (each classroom)• Only for students who registered Academic Korean and took the online pretest	
4 (Mon) – 8 (Fri)		Course Add/Drop Period	<ul style="list-style-type: none">• http://eportal.ewha.ac.kr• March 4 (Mon) 09:00 – 8 (Fri) 15:00
MAR	5(Tue)	Practical Korean Language Course Begins	
	8 (Fri)	Payment Due (OIA invoice)	<ul style="list-style-type: none">• Tuition: 4,000,000 KRW (waived for exchange students)• On-campus Health Center Fee: 23,200 KRW (optional)
	11(Mon) – 12 (Tue)	On-Campus Alien Registration	<ul style="list-style-type: none">• 10:00 – 12:00, 13:00 – 16:30, ECC B337• Students who have applied for service
	25 (Mon) – 29 (Fri)	Course Withdrawal Period	<ul style="list-style-type: none">• Eureka → Course / Chapel → Course Withdrawal
	28 (Thu)	Social Gathering	<ul style="list-style-type: none">• 11:00 – 13:00, ECC B4 Lee San Bong Hall
April	22 (Mon) – 24 (Wed)	Mid-term Period	<ul style="list-style-type: none">• Dates may vary based on classes. Check course syllabus for exact dates.
May	14 (Tue) – 19 (Sun)	Dormitory Application for Next Semester	
	14 (Fri)	Farewell Ceremony	<ul style="list-style-type: none">• 14:00 – 15:30, ECC B4 Lee San Bong Hall
June	21 (Fri)	Spring Semester Ends	<ul style="list-style-type: none">• There is no designated final exam period, please refer to your course syllabus
		Dormitory Check-out	<ul style="list-style-type: none">• by 15:00
July	by end of July	Official Transcripts Sent	<ul style="list-style-type: none">• Exchange Students: sent out to Home Institution• ISEP / Visiting Students: sent out to Home Address

- Please note that the above dates are subject to change.

Welcoming Ceremony & Orientation for New Students

- ✓ Please arrive by 10:30 to submit your Arrival Report. The Arrival Report is mandatory for all new students.

Please check Important Information at the Arrival Report

The student must:

Apply for Alien Registration Card by Tuesday, April 30th

Depart within 30 days from the date of completion

- ✓ If not present, the arrival from must be submitted by Friday, March 8 to International Exchange Affairs Team, Office of International Affairs.
- ✓ In case of failure, the university reserves right to report student status as "missing" to the Immigration Office, which will result in expiration of student visa.

4. STUDENT ID AND PORTAL (EUREKA)

1) Student ID Card

One of the most important item you will receive is your Student ID Card. Your card will have many functions during your time at the University, including library book borrowing privileges, door access, reading room reservations, attendance verification, check card (optional), photocopying, etc.

A. Student ID Card Sample



B. Re-issue Lost Student ID Card

① Replacement when ID card lost



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

C. Link Student ID Card with Bank Account

Students can link their Student ID Cards with their Shinhan Bank Account. Visit Shinhan Bank (ECC).

ATM Locations:

- Global ATM:
Shinhan Bank ECC B4F, International Education Building 2F, I-HOUSE C B1F
- General ATM:
Helen Hall, Engineering Building, Human Ecology Building, Student Union Building, Hak-gwan, Science Building, Ewha-Samsung Education Culture Building, Main Gate

2) PORTAL (EUREKA)

A. How to Start Eureka

http://eportal.ewha.ac.kr Login

Go to Green Menu Bar
on the Top Click EUREKA

Popup will appear



ID : Student ID Number
PW : 6-Digit Birth Date (YYMMDD)



Green Menu Bar shown on the Top
Please Click EUREKA

B. Forgot your Password?

If you forgot your password, visit International Exchange Affairs Team, Office of International Affairs or contact goabroad@ewha.ac.kr with your Student ID Number. Your password will be reset to initial settings (6 digits of your birthdate in the form of yymmdd).

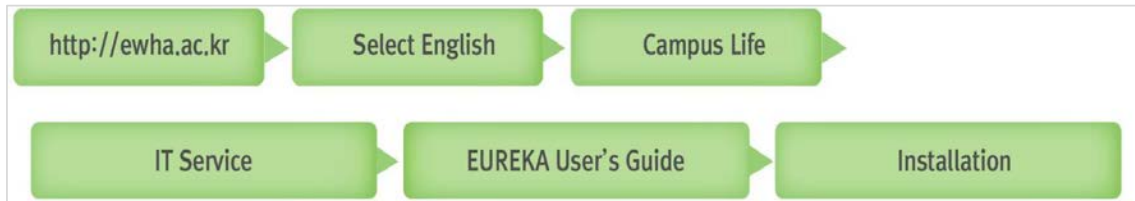
- If your birthday is 1997 March 1, type in: 970301

Notice

- ✓ When you send an email to request reset your password, please use email address you used for application for verification of purpose.

C. Cannot Access to Eureka!

If this is your first time using the Eureka Portal System, download and install the files from the Ewha website.



5. ACADEMIC LIFE AT EWHA

These suggestions and explanations are designed to help students and scholars become familiar with the Korean academic environment. Do not hesitate to approach your fellow students, academic advisors, teaching assistants, professors, or International Exchange Affairs Team staff members with your questions.

1) Tips for Academic Success

Choose Your Courses Wisely

- 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.
- Taking too many courses may result in feelings of discouragement and poor academic performance.
- Visit the corresponding department office or website to better understand the academic curriculum policies and graduation requirements for individual departments or majors. (Look for Appendix 4 for contact information of your department office)

Talk with Instructors

- Ask for clarification or help from the professor early on in the semester.
- There is no shame in not understanding.
- Making an appointment to see a professor might be a better way to address your concerns.
- Asking questions immediately following a lecture is best for questions related to the lecture.

2) What is Expected at Class

Active Participation by Students

- Some courses have sections devoted to class discussion. Being silent in the discussions can be interpreted as having a lack of interest or being unprepared for class.

- Some courses have team projects for assignments. 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.

Taking Responsibility and Being Self-Motivated

- Attendance is always important. Being absent for 1/3 of the classes for a course will result in a failing grade ("F").
- 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.
- Topics not only 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 materials that are relevant to the lecture.

Have Respect for Your Professor and Classmates

- Please listen attentively.
- Share your opinions or questions in a polite manner.

3) Academic Honesty & Plagiarism

Academic Honesty

- Any violation of trust can cause serious consequences.
- It could mean failure on an exam, paper, or course.
- It could become part of a student's record.
- It could lead to suspension or expulsion.
- Taking attendance as a substitute could lead to suspension or expulsion.

Plagiarism

- Plagiarism refers to using others' words and/or ideas as your own.
- When using someone else's words and/or ideas, you must cite the source. Cite the source correctly.
- Even if you do not use the exact words, using someone's ideas without giving them credit is plagiarism.

6. COURSE REGISTRATION GUIDE

1) Course Registration

A. Credit Transfer

- For your credit transfer to your home university, consult with your home university.
- Decide which courses you will take before the course registration date. Know the course and class number for your online course registration.

B. Course Registration Periods

- Course registration is done 100% online at <http://eportal.ewha.ac.kr>
 - 1) Course Registration Period : February 28 (Thu) 09:00 – 17:00
 - 2) Course Add / Drop Period : March 4 (Mon) 09:00 – 8 (Fri) 15:00
 - 3) Course Withdrawal Period : March 25 (Mon) 09:00 – 29 (Fri) 17:00

C. Online Course Registration

- Know your Student ID Number and password (initial password is your 6 digit birthdate in the form of yyymmdd).
- Have the course and class number ready.
 - * Example of course number and class number

Course Title	Course Number	Class Number
Christianity and the World	10023	19

- Register Online at <http://eportal.ewha.ac.kr>
 - During the designated registration period, enter the course and class number and press Enter.
 - If you insert an incorrect course number, select the course and click "Del" in the registration table to cancel your registration.

Notice

- ✓ Class size is limited and registration will be blocked once the class limit is reached.
- ✓ Seats are given on a 'first-come-first-served' basis.

D. Courses

- To see the list of courses conducted in English, please visit the English version of Ewha's website (<http://www.ewha.ac.kr/english/>) → Academics → Courses → English-Taught Courses
- List of available courses in undergraduate level: Ewha website → 학사안내 → 강의시간표/강의계획안 → 학부 강의시간표/강의계획안 보기
- List of available courses in graduate level: Ewha website → 학사안내 → 강의시간표/강의계획안 → 대학원 강의시간표/강의계획안 보기

E. 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	8:00-9:15	9:30-10:45	11:00-12:15	12:30-13:45	14:00-15:15	15:30-16:45	17:00-18:15

F. Minimum Course Requirement

	Minimum	Maximum
Undergraduate	9 credits	18 credits
Graduate	6 credits	

G. Course Restriction

- Courses may have special eligibility requirements. Please look carefully the syllabus and the Course List- "Note" section for restrictions.
- General Restriction:

Category	School
Undergraduate	<p>General courses are <u>available</u>.</p> <ul style="list-style-type: none">- Restriction may apply to Art & Design, Music, ELTEC Engineering, Scranton Honors Program.- Nursing, Medicine, Pharmacy, Education are not available.

Graduate	<p>The Graduate School courses are available.</p> <ul style="list-style-type: none"> - Some courses in the Graduate School of International Studies are available. - English-Taught courses of School of Law are available. - Courses in the Graduate School of Business courses are available for graduate students only. - The Professional Schools, The Special Graduate Schools are not available, except those mentioned above.
Local University exchange courses are not available.	

H. Course Withdrawal: March 25 (Mon) – 29 (Fri)

Students may withdraw from courses without penalty during the period of March 25(Mon) 09:00 – 29(Fri) 17:00 through the Ewha portal website (My Eureka → Course/Chapel → course withdrawal). 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, so make sure to the Course List- “Note” section before you register for your courses.

2) Grading System and Academic Transcript

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

- S (Satisfactory) / U (Unsatisfactory): S counts towards the total number of credits, but it is not included in the grades.
- P (Pass) / F (Fail): Not included in the total number of credits or grades.

C. Academic Transcript

Official Academic Transcript will be issued and sent during January for Fall semester and July for Spring semester. The student may view grades online immediately after it is graded.

- Exchange Students : to Home Institution
- Visiting Students : to Home Address
- ISEP Students : to ISEP Central and then to Home Institution

D. How to Apply for Additional Academic Transcript

- Contact the Student Service Center
 - Location: ECC B303 (ECC Gate No.1) 09:00 – 17:00
 - Email: service@ewha.ac.kr
- You will be required to provide your Student ID Number.
- Application must be made by student. Request by third party will not be processed.
- Shipping fee is required. DHL, FedEx, or EMS delivery is offered but the university not take responsibility for items lost during transit.



3) Step-by-Step Course Registration Guide

1. Visit portal, <http://eportal.ewha.ac.kr>
2. Click "English" at the right corner of the page

The screenshot shows the EUREKA Portal of Ewha Womans University. The header includes the university's name in Korean and English, and a prominent red 'ENGLISH' button. The main body is divided into several sections: a login area on the left, a central news feed with dates, and a right sidebar with additional notices. A 'QUICK LINK' section at the bottom provides shortcuts to various university services. The footer contains copyright text and contact information for the International Exchange & Study Abroad Program.

- The portal is most compatible with Internet Explorer ver. 9.0 and above.
- By clicking the "ENGLISH" button, you will go to the English page for the portal system. Click "Login" button.

3. Input your given ID (Student ID Number) and of Password (date of birth in the form of yymmdd).

이화여자대학교
EWHA WOMAN'S UNIVERSITY

EWHA LOGIN Sign in for more services

☐ Log-in with Certificate 인증서 로그인

Sign in With ID/Password
(아이디/비밀번호 로그인)

IES17738 ☐ Save ID

[Find ID / Password](#)

03760 서울특별시 서대문구 이화여대길 52 TEL. (82-2) 3277-2114
52, Ewhayeodae-gil, Seoul, 03760, Korea

4. Upon logging in, you will see the message below requesting to change your password. Tick the box and click "확인 (confirm)"

- ① Please input your new Please input your new password information and click "OK".
 - New password must include capital letters, numbers, and special characters.
- ② Once your password has been changed, you will need to login again with your ID and new password. If you have problems, please repeat steps 1 to 3.

5. Upon logging in, you will see the page below. Click "Eureka."



6. Click "Course Registration."



7. Register courses following steps ① to ③:

- ① Put your information; cell-phone number (if not available, other contact number), and current address.

To save your information, click "save" button.

- ② Choose Institution of Course.

- ③ Put in the course and class number information from the course list then click "input."

8. You can check the registration capacity if you click course registration capacity.

You must check ① English Course tab to see English taught courses only.
You may narrow the course search range by clicking ② Institution of Course ③ Course No. / Class No. Then click ④ "Search" button.

- You will see the number of spot available for Exchange / Visiting Students and Non-Exchange Students as below.

Ewha Womans University Academic affairs Student service

HOME SITEMAP Course Registr. Course Registr.

Academic affairs Favorites

Menu search

My Courses

- Communication Channel
- Course Registration
- Course Registration Capacity
- Registered Courses&Grades
- Course Withdrawal

Community Sports Education Center

- Notice
- Registration of Membership
- My Information
- Registration of Program
- Management of Locker
- My Incoming/Outgoing

Academic affairs > My Courses > Course Registration Capacity

Year: 2017 Term: 20.2nd semester Institution of Course: 20.Undergraduate(학부)

Course No./Class No.: 22233 / 01 Course Title: (교과목명) English Course: (입학영어)

Please check the available spots for exchange/visiting students for course registration. "Total spots" shows the maximum number of exchange/visiting students for each course and "available spots" There are two "available spots" One is for Exchange/Visiting students and the other one is for Non-exchange students. They will be combined and you will be able to apply for both available spots!

Total

No.	Course No.	Class No.	Course Title(Eng/Kor)	Credits	Hour	Instructor(Eng/Kor)	Time/Classroom(Eng/Kor)	Exchange/Visiting Students		Non-Exchange Student Available Spots
								Total Spots	Available Spots	
1	22233	01	Statistics for Business	3.0	3.0	MIN, DAIKI	Tue 6-6 SHINSEGAE204, Thu	5	0	

Notice

- ✓ You will be able to register for non-exchange student spots on the last three days of course registration.

9. After completing registration, check your schedule.

Ewha Womans University Academic affairs Student service

HOME SITEMAP Course Registr. Course Registr.

Academic affairs Favorites

Menu search

My Courses

- Communication Channel
- Course Registration
- Course Registration Capacity
- Registered Courses&Grades
- Course Withdrawal

Community Sports Education Center

- Notice
- Registration of Membership
- My Information
- Registration of Program
- Management of Locker
- My Incoming/Outgoing

Academic affairs > My Courses > Course Registration

Year: 2017 Term: 20.2nd semester Student ID: IES17738

Name: Ewha Womans University Program: International Exchange & Study Abroad Program

Home Institution: AJIA Computer University Nationality: South Korea

Cellphone number: 0 Save

(Please input your dormitory phone number or another local number if you do not have a local cell phone number.)

Current Address: f

Registration Period: 2017/08/30 09:00 ~ 2017/08/30 17:00


undefined

Institution of Course: 20.Undergraduate(학부)

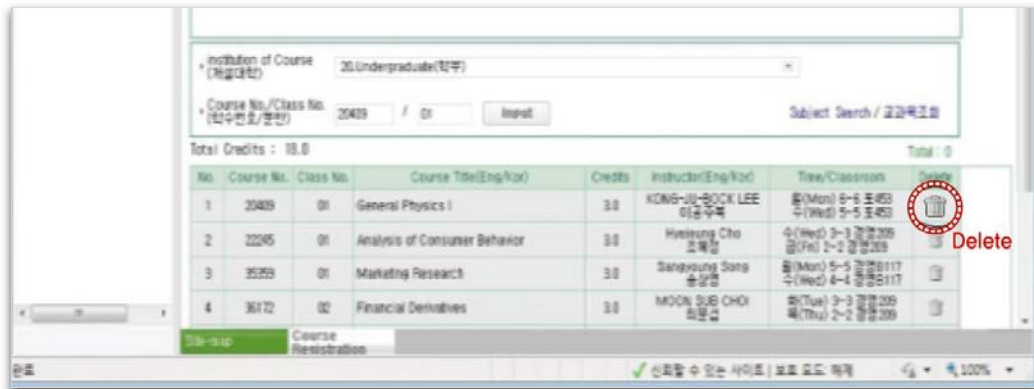
Course No./Class No.: MU107 / 01 Input Subject Search / 교과목조회

Total Credits: 4.0

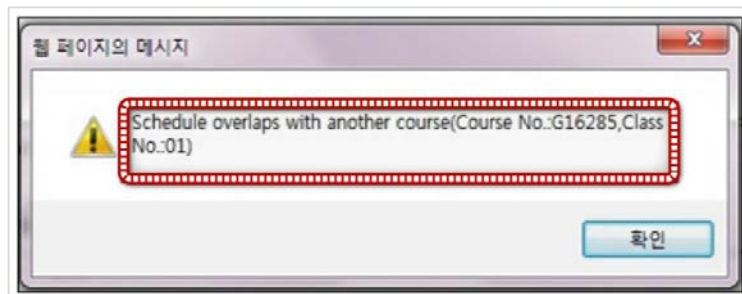
No.	Delete	Course No.	Class No.	Course Title(Eng/Kor)	Credits	Instructor(Eng/Kor)	Time/Classroom
1	<input type="checkbox"/>	10023	16	Christianity and the World기독교와세계	3.0	Jung Eun Jang 장은주	화(Tue) 7-7 학414
2	<input type="checkbox"/>	G90007	01	Academic Writing in English for Liberal Arts and Social Science인문 사회 과학을 위한 영어학술글쓰기	1.5	Karen Muckenhim Karen Muckenhim	목(Thu) 6-6 학414

10. You can delete courses by clicking the "Delete"  icon. You can add and

delete courses during the course registration period.



11. Pop-up Message Examples (When you fail to register)



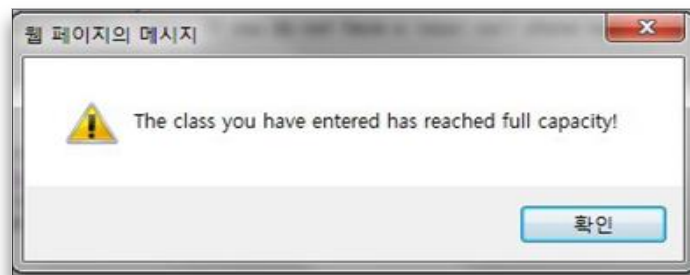
- You cannot register courses that overlap the schedule of other classes.



- You cannot register courses which exceeds your credit limit, 18 credits.

Required credit for international exchange & study abroad program students:

	Minimum	Maximum
Undergraduate	9 credits	18 credits
Graduate	6 credits	



- If the class is full, the message above will pop up. Please try registering for other courses or retry during the course Add/Drop period.

4) Korean Language Course

Notice

- ✓ Please contact Ewha Language Center directly if you have any inquiries about Academic Korean and Practical Korean courses – course registration, class operation, etc.

Ewha Language Center
Ewha-Samsung Education Culture Building, Room 204
Monday to Friday 09:00 - 12:00, 13:00 -17:00

TEL : +82-2-3277-3683
FAX : +82-2-365-6909
Email : kfl2@ewha.ac.kr
Homepage : <http://elc.ewha.ac.kr>

이화.삼성교육문화관 찾아가기 Road Map to Ewha-Samsung Education Culture Building

정문에서 출발할 경우
Through the Main Gate



Courses for 2019 Spring

Notice

- ✓ Students are not allowed to do double-registration of Academic Korean and Practical Korean courses in the same semester.
- ✓ Students are responsible for registering and confirming their courses. Students who want to take an Academic Korean course or a Practical Korean course in spring 2019 have to register for a class by themselves during Course Registration Period.
- ✓ Courses are subject to be cancelled if the number of enrollees is insufficient.

A. Academic Korean courses

Course Number	Class	Course Title	TOPIK Level	Credit	Grades	Schedule
10980	01,02,03	한국어 I (Korean I)	1	6	A+ ~ F	MON~THU 3 hours per day
10981	01,02,03	한국어 II (Korean II)	2			
10982	01,02,03,04	한국어 III (Korean III)	3			
10989	02,03,04	한국어와 한국문화: 기초 (Korean Language and Korean Culture: Introduction)	4			
10984	02,03	학문목적 한국어 I (Academic Korean I)	5			
10985	02	학문목적 한국어 II (Academic Korean II)	6			

- ✓ There are six levels of Academic Korean courses. The lowest is Korean I and the highest is Academic Korean II. All six levels of Academic Korean courses give 6 credits and you get grades(A+~F) for these courses.
- ✓ 01,03,04 classes are morning classes(08:00-10:45) and 02 class is an afternoon class(15:30-18:15).
- ✓ Since the Academic Korean courses will be proceeded based on each student's Korean level, you have to take online pre-test before course registration so that you can register for the proper class to your Korean level.
- ✓ Korean I 01, 02 classes are for students who have never learned Korean which start from the Korean alphabet. If you have learned Korean but only know the Korean alphabet, you should take Korean I 03 class.
- ✓ Student are not allowed to take multiple Academic Korean course in different levels in the same semester.

B. Practical Korean courses

Course Number	Class	Course Title	TOPIK Level	Credit	Grades	Schedule
11166	01,02,03	기초 생활한국어 (Beginner)	1	3	A+ ~ F	TUE, THU 3 hours per day
11168	01	초급 생활한국어 (Elementary)				
11170	01	중급 생활한국어 (Intermediate)	2			
11172	01	고급 생활한국어 (Advanced)				

✓ There are four levels of Practical Korean courses. The lowest is Beginner and the highest is Advanced. All four levels of Practical Korean courses give 3 credits and you get grades(A+~F) for these courses.

✓ All Practical Korean courses(01,02,03 classes) are afternoon classes(15:30-18:15).

✓ Students are able to register or change the Practical Korean courses without taking online pre-test and placement test.

C. Registration Procedure

• Academic Korean courses

Procedure	Timeline (Korean Time)	Contents
Online pre-test	Feb. 11(Mon) ~ Feb. 15(Fri)	<ul style="list-style-type: none"> - Feb. 11(Mon) 09:00 ~ Feb. 15(Fri) 23:59 (Korean Time) at http://cyber.ewha.ac.kr - Students have to register for an Academic Korean course based on the result of online pre-test. (You can check the result on the last page of the online pre-test.)
Course Registration	Feb. 28(Thu)	<ul style="list-style-type: none"> - Feb. 28(Thu) 09:00~17:00 (Korean Time) at http://eportal.ewha.ac.kr
First day of Academic Korean courses/ Placement Test	Mar. 4(Mon) The first day of spring 2019 semester	<ul style="list-style-type: none"> - Speaking placement test will be carried out on the first day of your registered Academic Korean course at each classroom. (Students who register for <i>Academic Korean I</i> (TOPIK level 5) or <i>Academic Korean II</i> (TOPIK level 6) need to take writing test before the speaking test.) - Placement test takers will receive their test results individually via e-mail. (Morning class: March 4th(Mon) 17:00 / Afternoon class: March 5th(Tue) 11:00). - Students may need to change their class according to the result of placement test.

Course Change	Mar. 5(Tue)	- Mar. 5(Tue) 12:00~17:00 (Korean Time) at http://eportal.ewha.ac.kr
Course Cancellation	Mar. 25(Mon) ~ Mar. 29(Fri)	- Mar. 25(Mon) 09:00 ~ Mar. 29(Fri) 17:00 (Korean Time) - EUREKA system → Registration/Chapel → Course Cancellation

- ✓ Please choose the class carefully while registering for the first time. It may not be easy to change the class due to the limited number of capacity.
- ✓ Since the Academic Korean courses will be proceeded based on each student's Korean level, students must satisfy at least 1 requirement mentioned below for more efficient studying.
 - ① Take the online pre-test and get the score
 - ② Hold the valid TOPIK score
 - ③ Taken the Academic Korean course or the Korean Intensive Program(Ewha Language Center) within a year and got grades except for F.
- ✓ After spring 2019 semester starts, you will be only able to change your class on March 5th(Tue), 12:00~17:00. (Placement will be confirmed after the speaking test on March 4th(Mon).)

• Practical Korean courses

Procedure	Timeline (Korean Time)	Contents
Course Registration	Feb. 28(Thu)	Feb. 28(Thu) 09:00~17:00 (Korean Time) at http://eportal.ewha.ac.kr
First day of Practical Korean courses	Mar. 5(Tue)	
Course Change	Mar. 4(Mon) ~ Mar. 8(Fri)	- Mar. 4(Mon) 09:00 ~ Mar. 8(Fri) 15:00 (Korean Time) at http://eportal.ewha.ac.kr
Course Cancellation	Mar. 25(Mon) ~ Mar. 29(Fri)	- Mar. 25(Mon) 09:00 ~ Mar. 29(Fri) 17:00 (Korean Time) - EUREKA system → Registration/Chapel → Course Cancellation

- ✓ Students are able to register or change the Practical Korean courses without taking online pre-test and placement test.

D. Guideline for choosing your Academic Korean course

• If you have already taken the Academic Korean class

Case	Need to take Online pre-test?	What to do
Taken the Academic Korean class in previous semester and got P(Pass) or A+ ~ D	No	Choose the class a level higher (eg. Taken <i>Korean II</i> in fall 2018 → Choose <i>Korean III</i> in spring 2019)
Taken the Academic Korean class in previous semester and got F(Fail)	No	Choose the same class (eg. Taken <i>Korean II</i> in fall 2018 → Choose <i>Korean II</i> again in spring 2019)

• If you haven't taken the Academic Korean class before

Case	Need to take Online pre-test?	What to do
If you have never learned Korean before and do not know the Korean alphabet	No	Choose Korean I 01 class(10980-01) or 02 class(10980-02)
If you have learned Korean before but only know the Korean alphabet	No	Choose Korean I 03 class(10980-03)
If you have valid TOPIK score	No	Choose a level higher than your TOPIK score (eg. Holding TOPIK level 2 → Register <i>Korean III</i>) ※ If you are not confident with speaking, take the same level to your TOPIK score. ※ Please submit a copy of your TOPIK certificate to kfi2@ewha.ac.kr by Feb. 8th(Fri).
If you have expired TOPIK score	Yes	Choose the proper class according to your online pre-test result and the expired TOPIK score.
If you have completed the Intensive Korean Program at ELC in fall or winter 2018	No	Choose a level higher than the Intensive Program you have completed (eg. Completed Intensive Program level 2 → Choose <i>Korean III</i>)
If you have completed the Intensive Korean Program at ELC before fall or winter 2018	Yes	Choose the proper class according to your online pre-test result and the level of Intensive Korean Program you have completed.
If you have learned Korean at educational institution except for Ewha Womans University or Ewha Language Center(ELC)	Yes	Choose the proper class according to your online pre-test result and the level of Korean class that you have taken before.

None of the above	Yes	Take the online pre-test and register according to the result
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- ✓ All students although you don't need to take online pre-test are required to participate in speaking placement test on March 4th(Mon) at each classroom.
- ✓ We will appreciate if you let us know your information including an learning experience on Korean by completing Google survey form at <https://goo.gl/forms/vbRxpR3C5IaFINfl2> (This is for class purpose only).

7. Health Care

1) Insurance

A. Insurance Policy

Ewha requires all students to have appropriate and current medical insurance for the duration of their planned period of study. Additionally, international students must have acceptable insurance as a condition of their enrollment and visa from the period of their matriculation until the expiration of their student visa under the regulation of the Ministry of Justice, Korea. Therefore, failure to prove the above requirement will be reported to the immigration office and will affect your status in Korea.

B. How to Purchase Insurance On-Campus

At Ewha, we help international students purchase private health insurance purchases for international students on campus. A salesperson from a private health insurance company will be present on campus at the insurance payment day. If you have inquiries about Ewha Collective Health Insurance, please visit while the service is available.

Notice

Insurance Purchase Schedule for 2019 Spring is as Follows:

- ✓ Date and Time: February 28 (Thu) 10:00-12:00, 13:00 – 16:00
- ✓ Venue: ECC B337
- ✓ What to Bring: Passport, Insurance Fee (cash only)

2) On-campus University Health Service Center

- Location: B1F at the Human Ecology Building (See MAP 40)
- Office Hours: Monday to Friday 09:00 - 12:00, 13:00 - 17:00

- Website: <http://euhs.ewha.ac.kr>

The University Health Service Center is a student welfare organization that provides students with health care service including consultation, pharmacy, dental clinic, health examination, and vaccinations.

University Health Service Center FAQs

Q1. How can I use the Health Service Center?

A1. Membership is obtained immediately after paying the student health fee.

Q2. How do I pay the student health fee?

A2. Make a 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?

A3. Yes. Please show your Student ID Card at the reception desk.

Q4. Should I make an appointment?

A4. An appointment is necessary only for the dental clinic. For all other services, you can come at any time during office hours.

Q5. How can I make an appointment?

A5. Visit <http://euhs.ewha.ac.kr> and login with your Student ID for online reservation.

Q6. What is the cost for service?

A6. There is no additional cost for services except for the dental clinic, vaccinations and examinations.

3) Off-campus Health Care Service

24 hour Medical Call Center (119 Medical Direct Seoul)

Phone	Website
Press 119 (NO area code required)	https://health.seoul.go.kr/archives/1455

Available Services (24 Hours / 7 Days)

- Foreign Language Service: English, Chinese, Japanese, Mongolian, Vietnamese
- Guide appropriate health care provider and level of care
- Information on hospitals, free clinics, and pharmacies
- Medical translation by phone at the pharmacies and hospitals
- Disease counseling and first-aid guide
- Emergency Help (i.e. fire, ambulance, etc.)

4) Off-campus Hospitals

The following is a list of off-campus hospitals in Seoul.

Hospital	Operation Hours	Website	Call
Ewha Womans University Medical Center	Weekdays 09:00 - 17:30 Saturdays 09:00 - 12:00	http://eng.eumc.ac.kr/	02-2650-5890
Severance Hospital	Weekdays 09:30 - 12:30, 13:30 - 17:30 Saturdays 09:30 - 12:30	http://www.yuhs.or.kr/en/	02-2228-5800
Kangbuk Samsung Hospital	Weekdays 08:00 - 17:00 Saturdays 08:00 - 12:00	http://kbsmceng.kbsmc.co.kr/jsp/main/main.jsp	02-2001-5100
Seran General Hospital	Weekdays 09:00 - 12:30, 13:30 - 18:00 Saturdays 09:00 - 12:30	http://seran.co.kr/english/	010-4746-1618

8. VISA (D-2-6)

Notice

- ✓ Conditions are subject to change.
- ✓ You may visit <http://www.hikorea.go.kr> for the most up-to-date VISA information
- ✓ Please contact the foreign language call center for the Immigration Office by dialing 1345 (NO area code required).
- ✓ It is the responsibility of the student to understand and abide by immigration regulations. Please be aware of your responsibility sojourn and visa issues.
- ✓ After receiving visa and alien registration card, you must check whether the visa type and period is correct.

1) Study Abroad Visa (D-2-6)

A D-2-6 visa is for international students who intend to study in a regular course. You must apply for visa before semester begins. If you apply for visa after the semester begins, the Immigration Office may charge you a late penalty fee and your application might be denied.

If you do not enroll in the course within a registration period (minimum credit: undergraduate 9, graduate 6), the International Exchange Affairs Team is under obligation to report to the Immigration Office to revoke your visa. Then, your D-2 visa will be automatically expired and you must leave Korea within 30 days from the day of application. If not, you will be reported as an illegal immigrant.

Any changes in visa status should be reported to International Exchange Affairs Team. Students must confirm that your current visa allow you to study.

2) Application for Study Abroad Visa (D-2-6)

Required Documents

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Color passport photo (3.5cm * 4.5cm)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of admission
- ⑥ Letter of admission
- ⑦ Documents proving your financial ability (Amount to cover tuition fee and living expense)
- ⑧ Documents proving family relations (for those who submit their parents' account balance statement ONLY)
 - Both original and notarized Korean translation are required. Please indicate English name on the Korean version and enclose a photocopy of passport
- ⑨ Fee (Please ask the Korean Embassy at your home country)
- ⑩ Medical certificate for tuberculosis examination result (19 Specific Nationalities ONLY)

- Subject: Foreigners from 19 countries below, categorized as Tuberculosis high-risk by WHO (as of October, 2018)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos

3) Extension of Stay (D-2-6)

Application Eligibility

A student with a Study Abroad Visa (D-2-6) and Alien Registration can apply for an extension from 4 months before the expiration date.

- Online application is also possible through the Hikorea website, <http://www.hikorea.go.kr>

Required Documents

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Alien registration card
- ④ Certificate of studentship
- ⑤ Academic transcript
- ⑥ Documented proof of your financial ability (Amount to cover tuition fee and living expense)
- ⑦ Acceptable documents for proof of residency (e.g. Confirmation of Residence/Accommodation, Lease contract, receipt of university housing fee, etc.)
- ⑧ Fee (60,000 KRW)
- ⑨ Medical certificate for tuberculosis examination result (19 Specific Nationalities ONLY)

- Subject: Foreigners from 19 countries below, categorized as Tuberculosis high-risk by WHO (as of October, 2018)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos

- ✓ How to order University Transcript: Student Service Center (ECC B303)

4) Change of Status of Stay (D-2-6)

Application Eligibility

A person with a short term stay visa (for travel person from the country with visa exemption agreement) or a person staying in Korea with an alien registration. (e.g. A foreigner with D-4 who needs D-2 to study in Korea)

Required Documents

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Color passport photo (3.5cm * 4.5cm)
- ④ Photocopy of business registration certificate of university
- ⑤ Certificate of admission
- ⑥ Letter of admission
- ⑦ Documents proving your financial ability (Amount to cover annual tuition fee and living expense)
- ⑧ Documents proving family relations (for those who submit their parents' account balance statement ONLY)
 - Both original and notarized Korean translation are required. Please indicate English name on the Korean version and enclose a photocopy of passport.
- ⑨ Fee (130,000 KRW)
- ⑩ Medical certificate for tuberculosis examination result (19 Specific Nationalities ONLY)
 - Subject: Foreigners from 19 countries below, categorized as Tuberculosis high-risk by WHO (as of October, 2018)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos

9. ALIEN REGISTRATION & SOJOURN GUIDE

Notice

- ✓ You should observe the expiration date on your alien registration card.
- ✓ You should not hold an expired ARC and violations can result in fines or re-entry / visa achievement / visa extension failure.

1) Alien Registration

A. Application of Alien Registration

According to Korean law, to reside in Korea for more than 3 months (90 days), you must apply for an Alien Registration Card (ARC) within 90 days of arriving in Korea. This permit is required regardless of your visa status, and it is of your advantage to obtain it as soon as possible.

When you leave Korea during the semester for a short period, you must bring your Alien Registration Card with you to maintain your D-2-6 visa for re-entry to Korea.

If you leave without having Alien Registration Card your visa will be expired regardless of your stay and you may not be able to enter the country. Below are the required documents you need in order to apply for ARC.

Required Documents

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ A copy of visa page
- ④ Color passport photo (3.5cm * 4.5cm)(Appendix 5)
- ⑤ A certificate of studentship
- ⑥ A medical certificate of tuberculosis examination result (19 specific nationalities ONLY)
- ⑦ A certificate of tuition fee payment – If you apply for registration before admission
- ⑧ Fee (30,000 KRW)

Tuberculosis Medical Examination and Issuance of Medical Certificate for Alien Registration

The Ministry of Justice requires that D-2 visa holders from specific countries to submit a tuberculosis medical certificate for alien registration. The requirement applies to the following countries:

- Subject: Foreigners from 19 countries below, categorized as Tuberculosis high-risk by WHO (as of October, 2018)

China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Sri Lanka, India, Myanmar, Nepal, Russia, Uzbekistan, Cambodia, Pakistan, Malaysia, East Timor, Kyrgyzstan, Laos

Type of Certificate

Medical Certificate for tuberculosis examination result issued within 3 months by a community health center.

Process and Requirements

- ① Visit the local community health center (Ewha Students go to Seodaemun-gu Health Center)
- ② Register for the examination in the service room with your ID Photo, certificate form and passport containing a valid D-2 visa
- ③ Take the X-Ray examination for tuberculosis
- ④ Receive a medical certificate (at least 1 day after examination)

Seodaemun-gu Health Center Location

- Address: Yeonhee-road 242, Seodaemun-gu, Seoul
- Bus info:
 - 1) Departure at Ewha Main Gate: Take Green Bus 7017 or 567 or Local Bus Seodaemun 03, Get on at "Shin-chon Train Station", Get off at "Seodaemun-gu Health Center"
 - 2) Departure at Ewha Back Gate: Take Green Bus 7017 or 567, Get on at "Ewha Middle School", Get off at "Seodaemun-gu Health Center"
- Recommendations: Use Online map or smartphone app to find directions

B. Re-Issuance of Lost or Damaged Alien Registration Card

If your alien registration 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 15 days. You may be subjected to a fine if you do not apply for re-issuance within the time.

Required Documents

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Evident documents about the reason for re-issuance (re-issuance due to loss)
- ④ Color passport photo (3.5cm x 4.5cm)(Appendix 5)
- ⑤ Old alien registration card (in case of re-issuance due to physical damage)
- ⑥ Fee (30,000 KRW)

C. Notification of Changes in Registration Information

In the event of changes in any of the information listed below, you must report the status change by yourself within 15 days from the date of change by visiting the Immigration Office. You may be subjected to a fine if you do not apply for re-issuance within the time and may be unable to extend your visa.

Report Details

- Name, gender, date of birth, nationality
- Address
- Passport information (name, expiration date, etc.)
- Due Date of Report: within 15 days from the date of change

Method of Report

- By visiting the Immigration Office or filing E-Application at Hikorea website, <http://www.hikorea.go.kr>
- Change of address is available at local borough office

Required Documents for Notification of Change

- ① Application form (Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Alien registration card
- ④ Documents proving the change (e.g. new contract for moved house, newly issued passport)

2) Regulations on Alien Registration Card Return

You must return your alien registration card in the following situation:

- Upon final departure
- Upon acquiring Korean citizenship (return within 15 days of citizenship acquisition)
- In case of death (within 15 days of acknowledgement of the death / within 30 days of the death)

3) Part-time Work for Foreign Students

Ground Rule

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

However, unpaid internships to acquire credits, participating in a school research program, being a teaching assistant at one's school and students with a work scholarship are exceptions from eligibility.

- ✓ Examples of places for work
 - Interpretation, translation, restaurant assistant, office assistant, etc.
 - Tour guide assistant, duty-free shop sales assistant
 - Store salesperson, restaurant server, event personnel, foreign language camp, etc.

Application Eligibility

A D-2 visa holder who has studied for more than one semester in Korea (with official transcript) and is confirmed by a person-in-charge of the international student program.

Time Limit

	Korean Language Proficiency	Weekdays	Weekend, Vacation
Year 1, Year 2 (Undergraduate)	Without TOPIK 3	Up to 10 Hours	
	Holder of TOPIK 3	Up to 25 Hours	No Limit
Year 3, Year 4 (Undergraduate)	Without TOPIK 4	Up to 10 Hours	
	Holder of TOPIK 4	Up to 25 Hours	No Limit
Graduate	Without TOPIK 4	Up to 15 Hours	
	Holder of TOPIK 4	Up to 35 Hours	No Limit

Restrictions for Part-time Work

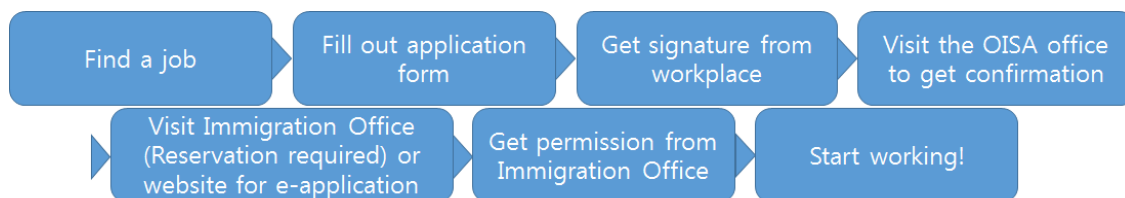
You will NOT be allowed to work part-time:

- If your latest semester's attendance rate is 70% or lower or GPA is 2.0 or lower
- If you fail to register detailed information of your part-time job conditions or if you have not reported after changing workplace.
- Regulations: up to 1 year within your period of sojourn, up to 2 work places

Required Documents

- ① Application form ((Appendix 2 or Download from Hikorea website, <http://www.hikorea.go.kr>)
- ② Passport (Both original and photocopy)
- ③ Alien registration card
- ④ Part-time work confirmation form (Appendix 3)
- ⑤ Academic transcripts

Steps



Note: Once you complete 'Part-time Work of Foreign Student Confirmation Form', visit International Exchange Affairs Team, Office of International Affairs (ECC B334) then International Exchange Affairs Team staff will check the "Confirmation from a Uni. Official" part.

You can start working after you get permission from Immigration Office or through HiKorea website with submission of the required documents.

4) Immigration Office

- Call Center: 1345 (Multiple language service provided)
- Website: <http://www.hikorea.go.kr> (E-Application)
- Immigration Office base on residence Korea Immigration Service website (<https://www.immigration.go.kr>) - 관할구역 안내 (<http://www.immigration.go.kr/immigration/2057/subview.do>)
- Seoul Southern Immigration Office Address: 151, Mokdong Rd. Shinjung6-dong, Yangchon-gu, Seoul (Office Hours : Monday to Friday 09:00 - 18:00)

Direction to Seoul Southern Immigration Office (Subway)

- Take subway line 5 and get off at Omokkyo station
- Follow the signs 'To Seoul Immigration Office' inside the station & take Exit No. 7
- Go straight for approximately 10 minutes and turn right at the 2nd intersection
- Go straight until you reach the three-way intersection and cross the street
- On your opposite side, you will see the gray building of the Seoul Immigration Office
2nd floor: Seoul Southern Immigration Office

10. LIFE AT EWHA

1) Library and ECC Reading Room

Ewha has several libraries including the Central Library, Engineering Library, Law Library, Theology Library, Music Library, Medical Library and the Learning Resources Center Library.

*Website: <http://lib.ewha.ac.kr>

A. Library Open Hours

Category		Semester		Vacation	
		Mon-Fri	Sat	Mon-Fri	Sat
Central Library (MAP 18)	Stacks	09:00 - 22:00	09:00 - 15:00	09:00 - 19:00 (Summer)	09:00 - 15:00
				09:00 - 17:00 (Winter)	
	Reading Room	24 Hours (Entrance and Exit restricted: 24:00 - 05:00)			
Engineering Library		09:00 - 17:00			
Law Library		Same as Central Library			
Theology Library		09:00 - 20:30	Closed	09:00 - 17:00	Closed
		09:00 - 17:00 (Wed)			
Music Library		09:00 - 19:00	Closed	09:00 - 17:00	Closed
		09:00 - 17:00 (Fri)			
ECC (MAP 4)		06:00 - 22:00 (EWAH. YBM Reading Room: closed on weekends & holidays)			

- ✓ Central Library Closed on:
New Year, Lunar New Year, Ewha Foundation Day, Chuseok and Christmas
- ✓ ECC Reading Room Closed on:
New Year and Lunar New Year Day, Chuseok and Christmas

B. Library FAQs

Q1. How do I use the library?

A1. Your Student ID Card is needed when you access to the library, borrow materials and reserve a seat.

Q2. What is my ID for the Library website?

A2. You can log in the Library website through EUREKA.

Q3. How many books can be checked out at a time?

A3. A maximum of 10 books for two weeks can be checked out for undergraduate students, and 20 books for 30 days for graduate students. To extend the loan period, please apply for an extension before the lending period ends.

Q4. Can I extend the return date?

A4. Yes, but you need to renew the return date before it is overdue. Please renew at MY ELIS or at the library desk with your Student ID Card. You can apply for up to two renewals for each item.

Q5. Are there photocopy machines or scanners in the library?

A5. Yes. Copying machines (use with debit card or T-money card) are set up at every floor. You can make photocopies with cash at a photocopy shop located on the 4th floor of the central library. Scanners are set up at PC labs (B1), 2nd and 3rd floor. Please check the library website for more information.

C. ECC Reading Room (ECC B3, Gate 2)

Located in ECC B3 Gate 2, Reading Room is where you can study. See below instructions on how to use the Reading Room.



How to Use

(1) Scan your Student ID (Mobile or Card)

(2) Select your reading room and seat

You must enter the reading room within 30 minutes after issuing. Otherwise your seat-ticket will be cancelled.

(3) Return seat-ticket to KIOSK after use

- Come back within 90 minutes when you leave the seat temporarily. Otherwise your seat-ticket will be expired automatically.
- You can extend your holding time from 2 hours before expiration.
- You cannot use reading room for 10 days if you fail to return your seat-ticket.
- ECC Reading Room and Central Library have separate count.

2) Copying Machine

Where to find copying machines:

- ECC B4 Fuji Xerox copy center
- Student Union Building B1
- Library 4F: payment done by copy card (purchase at Library B1)

3) On-campus Cafeteria and Restaurants (MAP: Handbook p.2)

Category	Name	Location		Menu	Hours
Cafeteria	Student Cafeteria	Human Ecology B2F	MAP 40	Korean & Western	Semester M-F(08:30 - 18:30) Vacation M-F(10:30 - 15:00)
	Jin-Sun-Mi Kwan Cafeteria	Jin-Sun-Mi Kwan 1F	Map 23	Korean	M-Sat(11:00 - 19:00, 07:00 - 19:00)
	Helen Hall	Helen Hall 3F	MAP 17	Korean & Western	Semester M-T(10:30 - 14:30, 16:30 - 18:30) *Fri: 10:30 - 14:30, 16:00 - 17:00 Vacation M-F(11:00 - 14:00)
	Hanwoori Hall	Hanwoori B.D. 101 B1F	MAP 71	Korean & Western	Meal time Notified by Dormitory
	E-House (B.D.201)	E-House B.D.201 B2F	MAP 73	Korean & Western & Snack	Meal time Notified by Dormitory
	E-House (B.D.301)	E-House B.D.301 B2F	MAP 73	Korean & Western	Meal time Notified by Dormitory
	New Engineering	New Engineering B3F	MAP 63	Korean	Semester M-F(11:30 - 14:00, 17:00 - 18:00) *Fri: Closed at dinner time Vacation M-F(11:30 - 13:30)
	Food Hall	ECC B4F	MAP 4	Korean, Japanese, Western	M-Sat(10:00 - 19:30)
	Dr. Robbin	ECC B4F	MAP 4	Italian, Drinks, Ice cream	Weekday(08:30 - 21:00) Weekend(09:00 - 21:00)
	Cathay Ho	ECC B4F	MAP 4	Chinese	M-Sat(11:30 - 15:00, 17:00 - 21:00)
	BLUEPOT	Helen Hall 1F	MAP 17	Pizza, Chicken, Drinks	M-F(08:00 - 20:00) Sat/Sun(10:00 - 18:00)
	Kim Paulpaul	International Education Global Lounge	MAP 30	Korean	M-F(11:30 - 14:30, 17:00 - 19:30)
	Salady	ECC B4F	MAP 4	Western	M-F(08:00 - 20:00) Sat/Sun(09:00 - 19:00)

Cafe	Starbucks	ECC B4F	MAP 4	Coffee & Bakery	M-F(07:00 - 22:00) Sat(08:00 - 20:00) Sun(09:00 - 19:00)
	Richmond	ECC B4F	MAP 4	Bakery, Sandwich, Drinks	M-F(08:00 - 20:00) Sat/Sun(08:00 - 18:00)
	Smoothie King	ECC B4F	MAP 4	Drinks	M-F(10:00 - 19:00)
Convenience Store	GS 25	ECC B4F	MAP 4	Retort, Snacks, Drinks	M-Sun(07:00 - 22:30)
	CU	Ewha-POSCO B1F	MAP 51	Retort, Snacks, Drinks	M-Sat(07:00 - 22:00)

4) Postal Service

Post Office

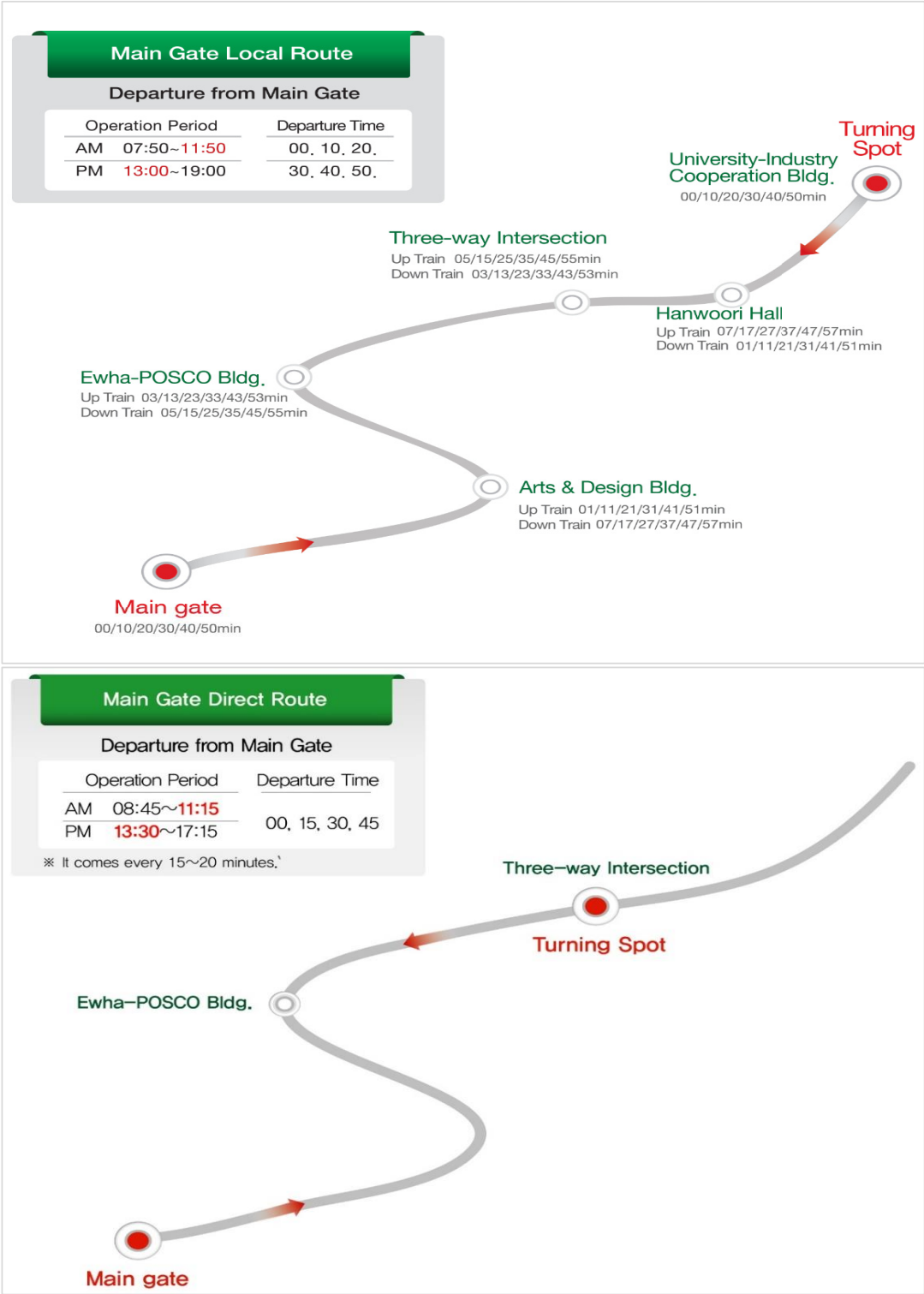
- Location: Human Ecology Building (MAP 40)
- Office Hours: Monday to Friday 09:00 – 18:00
- Services: Mail, Parcel, Registration, EMS, etc.

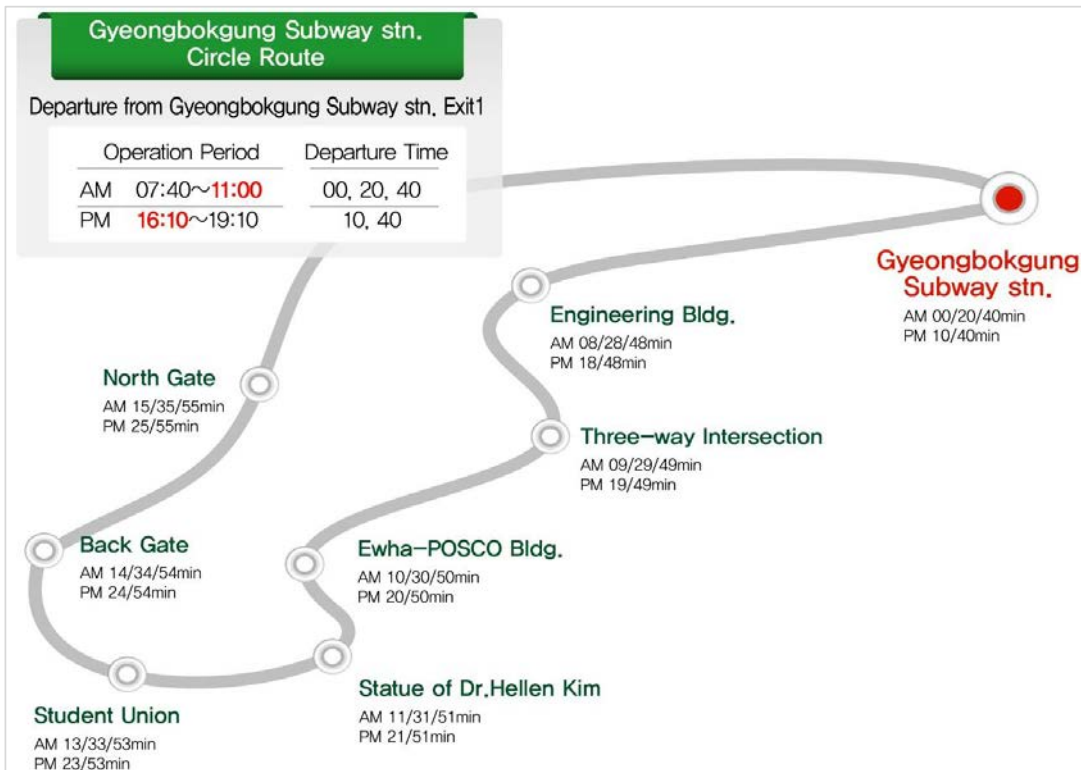
International Express Mail Service (DHL)

- Location: Student Service Center, ECC B303 (MAP 4)
- Office Hours: Monday to Friday 09:00 – 17:00, Closed for national holidays
- Services: DHL Air Express, Order made before 15:00 will be shipped on the same day.

5) Shuttle Bus

Operating Time and Route





6) IT Service

A. IT One-Stop Service Center

- Location: ECC B205
- Operating Hours: Monday to Friday 09:00-12:00, 13:00-17:00
- Provided Service
 - IT inquiries
 - Rental Services: Laptop, Wireless Lan, Software Installation CD
 - Multimedia IT Equipment: PC, Monitor, Scanner, Web Cam, Editor, etc.

B. Free Wi-Fi on Campus

Choose 'Ewha Wi-Fi' and log in with your Student ID Number and EUREKA password.

C. Computer Labs on Campus

Building	Computer Lab (Room)	Building	Computer Lab (Room)	Building	Computer Lab (Room)
Education Building A	207	Ewha-Shinsegae Building	B118	Hak-gwan	401
Education Building B	155	ECC	B204, B341	Student Union	110-2
Central Library	B101	Ewha-POSCO Building	B154	Hanwoori House (Building 101)	S247, S481
Law Building	345	Arts & Design Building A	416		

7) Location of Offices

International Exchange Affairs Team	International Exchange & Study Abroad Program	ECC B334	MAP 4
International Student Affairs Team	Degree-Seeking International Students	ECC B329	
Career Development Center	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	MAP 42
Ewha Language Center	Korean Language Courses	Ewha-Samsung Building	

8) PEACE Buddy

EWHA PEACE (Professional Ewhaians At Cultural Exchange) buddy is a group of Ewha students to help exchange students adjust to the new environment.

Students who applied for PEACE Buddy at the period of application is assigned one's PEACE buddy.

PEACE Buddy Presidential Group: ewhapeacebuddy@gmail.com

9) Campus Facilities Contact Information

A. General Facilities

Ewha Language Center	http://elc.ewha.ac.kr/
Ewha Library	http://lib.ewha.ac.kr/ → English
Dormitory(I-House)	http://my.ewha.ac.kr/dorm/ → English
Health Service Center	http://ehealth.ewha.ac.kr/ → English

B. Sports Facilities

Webpage: <http://home.ewha.ac.kr/ewhasports/>

How to Register for a Sports Program

- My Eureka → Menu: Others → Community Sports Education Center → Registration of Membership → Registration of a Program → Fee Payment
- Please show your Student ID Card at the entrance as a proof of membership.

ECC Fitness Center (Gym)

- Location: ECC B4 (MAP 4, Gate 4)
- Program: PT (1:1, 1:5), GX (Pilates, Yoga, Sling, TRX, Tabata, SPS, Centaur, Golf, Climbing, etc.)
- Monthly Fee: 40,000 – 100,000 KRW for students (Private lesson charged additionally)
- Operating Hours:
 - Summer Season (March to November)
Monday to Friday 06:30 – 21:30, Saturday 09:00 – 17:00
 - Winter Season (December to February)
Monday to Friday 07:00 – 20:30, Saturday 09:00 – 17:00
- Tel: 02-3277-2559

Physical Training Center

- Location: Student Union Building B1 (MAP 48)
- Programs: GX (Yoga, Zumba, Dance, Pilates, Ballet, K-POP Dance, Strength Exercise, Posture Correction Exercises), Squash, Tennis, etc.
- Monthly Fee: 40,000 – 75,000 KRW
- Tel: 02-3277-2938

Indoor Swimming Pool

- Location: Human Ecology Building (MAP 40)
2555
- Tel: 02-3277-2555
- Programs: Group Lessons, Private Lessons and free swimming

10) University Student Club

University clubs offer students chances to share broad range of social, cultural, and scholastic interests. They include the Theatre Club, Ewha Chorus and several clubs providing volunteer community services. More than 80 other clubs devoted to a wide range of activities. Other University Student Club rooms are located in the Student Union building (MAP 48).

Performance	Activities	Room	Social Sciences	Activities	Room
ESAOS	Orchestral	215	Minmac	Modern & Contemporary History	412
Jazz Two Five	Jazz	521	New Day Philosophy Society	Fostering autonomy	411
Noue	Documenting films on social issues	441-1	Movement Ewha	Social criticism	-
Siloam Mandolin	Mandolin	418	Ewha Butterfly	Solving the issue of the military sexual slavery by Japan	-
Aec-mae-gi	Pungmul (traditional folk percussion)	424	Religion	Activities	Room
Yeyulhwe	Classical guitar	214	CBA	Campus evangelism	514
Ewha Choir	Chorus	419	CCC	Campus evangelism	302-2
University Drama Club	Theatre Performance	426	JOY	Campus evangelism	403-3
Tal	Korean mask play	425	IVF	Campus evangelism	301-2
Hansori	Band	423	Youth with a Mission	Campus evangelism	302-4
PYRUS	Cheerleading	402-3	Wholistic Gospel Movement	Christ in daily life	301-1
Tuhon	Dance for liberation movement	401-3	Gemma	Catholic community	301-4
Action	Pop Dance	402-2	YWCA	Gospels	525
Release	Rock band	341	Ewha Buddhist Society	Study of Buddhist doctrines	523
Hangaram	Puppet theater	502-2	Jeungsando Society	Meditation and tai chi	522
E-MU	Amateur musical theater	502-3	Navigators	Encouraging Christians	519
Raon Soul	Hiphop club	502-4	SFC	Encouraging Christians	528
View Hallo	Jazz dance	B106-1	Ewha Won Buddhist Student Society	Won-Buddhism	301-3
Lilyewha	Traditional Music	526	Salmon	Gospels	342

Volunteering	Activities	Room	Culture	Activities	Room
Rotaract	Global volunteer work	529	Minmi	Cartoon Club	441-2
Kibitan	Local volunteer work	515	Bando	Literature	416
Howoohwe	Philanthropy through volunteer work	401-1	Sebyuk	Literary criticism and Book Discussion	403-2
Cham-woori	Local volunteer work	415	Literature Club	Creative writing	403-1
Baby Kiss	Volunteer work for disabled children	413	Ehyang	Korean traditional calligraphy	417
Dajung	Educating migrant women	520	Dayeonhwe	Tea ceremony	530
Dam e rang	Social participation through murals	502-1	Photo Trace	Photography	524
Little Chai House	Aid for children in developing countries	401-2	Winey	Wine	-
Ewha Habitat	Habitat activity	518	Ewha Bagel	Baking	-
Ekles	Korean language tutoring	Hak B112	EGG	Computer gaming club	-
Ewha Cats	Street cat rescue and protection	-	Academy	Activities	Room
Sports	Activities	Room	Polaris	Astronomy observation	441-3
Ewha Kendo	Training and learning mutual respect	531	Saerang	Wild bird watching club	517
Ewha Yacht	Yachting	512	ECC	Research on computers	504
Ewha Mountain Climbing	Mountain climbers	404	AIIESEC	Helping local communities	513
Ewha Taekwondo	Taekwondo	511	Ewha Baduk	Baduk (Korean chess) club	516
Skin Scuba	Skin scuba diving	420	ENC	Debate on Newsweek articles	527
Ewha Han-kyeol	Traditional Korean martial arts	401-4	Ecube	Green living practices	414
FC Qok	Football Club	402-4	Soft Brain	Patents and Inventions	302-1
Ssom	Shooting	-	Ewha Investment Analysis	Analyzing industries	-
Play-Girls	Baseball Club	-	Ewha International Law Club	Studying on International law	-
Ewha Ski Team	Ski Club	-	S.E.E.D	Economic Discussion	-
Ewha JiuJitsu	JiuJitsu Club	-			
Bouncy	Basketball Club	-			

11. ON-CAMPUS SUPPORT SERVICES

1) Center for Human Rights

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

What Center for Human Rights Do

- Provide educational programs and activities to eliminate sexual harassment and violence
- Receive and process reports of sexual harassment and violence on campus
- Provide counseling services for the victims of sexual harassment and violence
- Advocate on behalf of victims of sexual, dating and gender violence

What is sexual harassment?

Center for Human Rights at Ewha Womans University regulations define “sexual harassment” as the act of causing feelings of sexual shame or disgust through verbal sexual expressions or sexual actions in a work, educational, or research-related environment, or enforcing a disadvantage against the victim, when the victim does not consent to verbal sexual expressions/innuendos or sexual actions

Hours and Location

- Location: Hak-gwan Building Room 603
- Office Hours: Monday to Friday 09:00 – 12:00, 13:00 – 17:00
- Phone Counseling: 02-3277-3229
- Email: humanrights@ewha.ac.kr

2) Student Counseling Center

Website: <http://my.ewha.ac.kr/escc/>

If you need counseling or have problems that require professional advice/counseling, please visit the Student Counseling Center.

- Location: Student Union Building Room 311 (MAP 48)
- Office Hours: Monday to Friday 09:00 – 12:00, 13:00 – 17:00
- Phone: 02-3277-3219
- Email: ESCC@ewha.ac.kr

✓ English Counseling is available.

Off-campus Counseling Center

Please refer to the hot line below. (NO area code required)

- Seoul Suicide Prevention Hotline: 1577-0199
- Suicide Prevention Lifeline: 1588-9191

3) Support Center for Students with Disabilities

Ewha Womans University Support Center for Students with Disabilities support students by establishing support system for learning and university life, and providing education welfare services considering the student's unique characteristics.

- Location: Student Union Building Room 107-2 (MAP 48)
- Tel: 02-3277-2184
- Email: support@ewha.ac.kr

12. USEFUL INFORMATION

1) Off-campus Facilities Website

Immigration Office (Call 1345)	www.hikorea.go.kr	Visa and Sojourn
Seoul Global Service Center	http://global.seoul.go.kr	Job recruitment, Cultural activities, Consultation on living in Seoul, etc.
Korea Tourism Organization	www.visitkorea.or.kr	Travel information
National Railroad	www.korail.com	Reservation, Travel package

2) E-Application for Visa and Sojourn Matters

Note: Conditions are subject to change. You may visit <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.

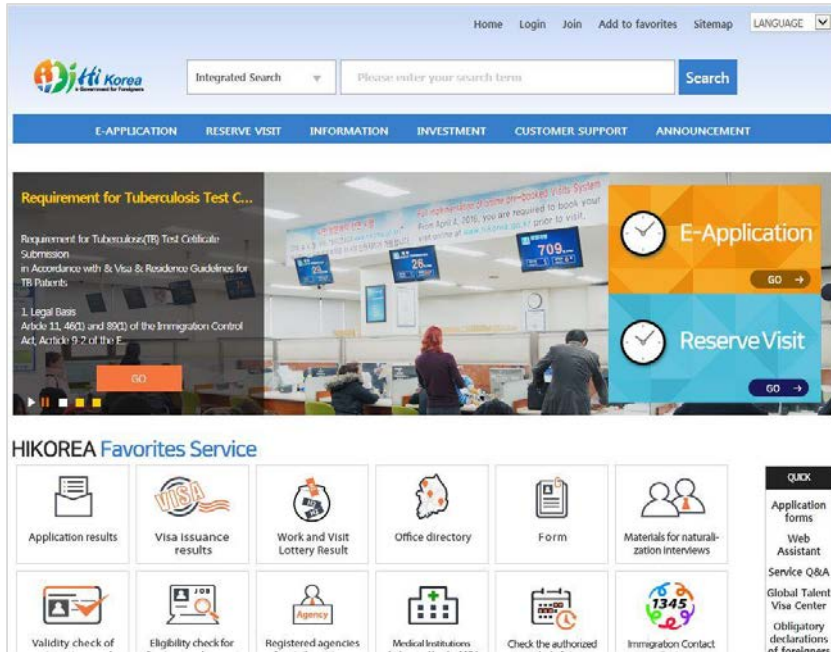
List of Available Applications

- Extension of stay for registered foreigners
- Change of stay qualification for registered foreigners
- Permit for part-time work (Only via Korean version of the website)
- Notification of change in registration information
(Residence, Passport Number, Date of Passport Issuance, Expiration Date of Passport, etc.)

Steps for E-Application

- Registration Guide

1. Visit Hikorea (<http://www.hikorea.go.kr>) → Change language to 'English' → Click 'Join'




2. Check "I have read accept.." → Check "Foreigners" → Click "Join"

3. Write your registration number → Write your name (as written on your alien registration card) → Write the numbers as shown → Click "CONFIRM"

Please fill out the following form and click on the 'confirm' button. This information will be used only to confirm your identity. Thank you.

Please fill in the blanks. Be sure to refer to the following sample and information on your foreigner registration card.

Registered Foreigner	Short-term visit
<p>* Foreigner registration number ①</p> <p>____ - ____ <small>certification through public I-PIN</small></p>	
<p>* Name ②</p> <p>____</p> <p>※ Enter your name as it appears in your foreigner registration card. Exception: If you're Chinese, then use the name exactly as it appears on your passport. Place a space between your family name and given name, while your given name must be entered as a single word without any spaces. (ex)YUAN RONGMEI</p>	
<p>* Confirm input</p> <p> _____</p> <p>(Please enter the numbers shown.)</p>	

Sample

외국인등록증
ALIEN REGISTRATION CARD

KOR

등록번호 123456-1234567 외별번호

성명 HONG SPECIMEN

국적 REPUBLIC OF UTOPIA

비자종류 기입투자(D-B)

발급일자 2011.1.1

서울출입국관리사무소장
CHIEF, SEOUL IMMIGRATION OFFICE

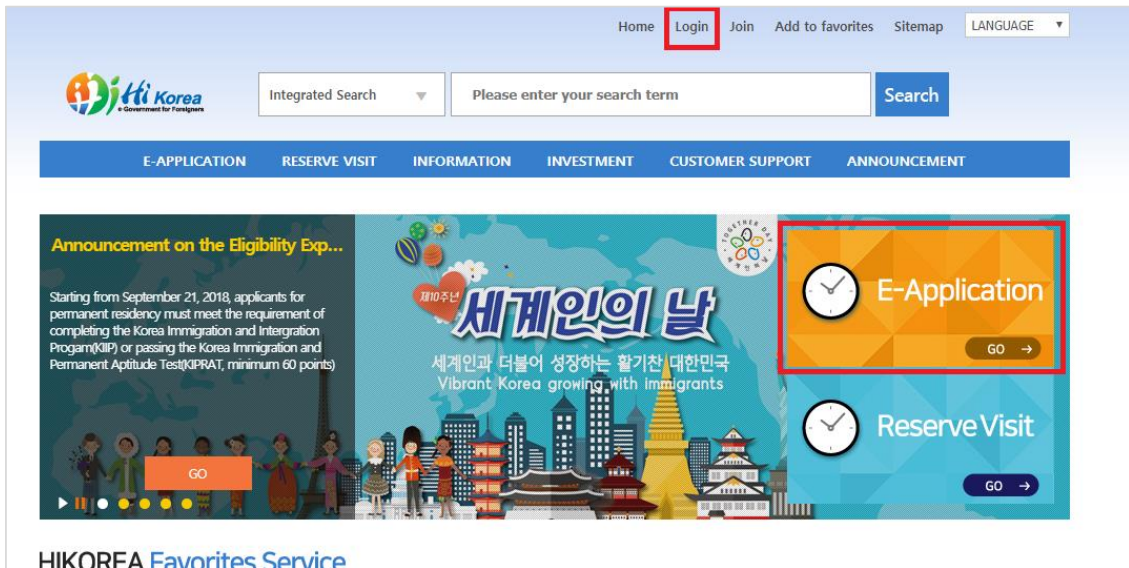
CONFIRM

CANCEL

4. Write all your personal information and click "CONFIRM"




































[illegible]

- E-Application Guide



1. Log in and click "E-Application"

☑ List of available applications

Application category	Application name	e-Application	Reserve an appointment	Processing organization
Sojourn	Extension of stay for registered foreigners			Ministry of Justice
	Extension of sojourn period for Overseas Koreans (F-4)			Ministry of Justice
	Extension of stay for short-term visitor			Ministry of Justice
	Permission of extension of stay for International Students and Students for language courses by the person in charge of international students.			Ministry of Justice
	Report of job search activities of Humanitarian status holder (G-1-6)			Ministry of Justice
	Integrated Report of Changes in H2 / E9 Employment and Training of Foreigners (Report of absconders and retirement, etc.)			Ministry of Justice / Ministry of Employment and Labor
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)			Ministry of Justice
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			Ministry of Justice / Ministry of Employment and Labor
	Change of status for registered foreigners			Ministry of Justice
	Change of status for short-term visitor			Ministry of Justice
	Endowment of status to registered foreigners			Ministry of Justice
	Endowment of status to short-term visitor			Ministry of Justice
	Temporary extension of stay for departure of registered foreigners			Ministry of Justice
	Temporary extension of stay for departure of short-term visitor			Ministry of Justice
	Degree or Korean language course foreign student part-time working permission			Ministry of Justice
	Degree or Korean language course foreign student part-time working report			Ministry of Justice
	Notification of change of residence.			Ministry of Justice
	Foreigners registration application			Ministry of Justice
	Notification of domestic residence for Korean nationals that are residing overseas.			Ministry of Justice
	Permit for participating in activities not outlined by the current status of stay			Ministry of Justice
	Re-issuance of registration card			Ministry of Justice
	Notification of change in registration information			Ministry of Justice

2. Click the name of application

3. E-Application Process

① Apply → ② Pay Service Charge → ③ Submission of Required Documents → ④ Receive → ⑤ Process

※ Please check if you have all required documents in scanned version

※ File name should be in Korean or English

4. Click "I agree"

5. Click "Apply (Principal)" and Apply

Required documents	<ul style="list-style-type: none"> • Common <ul style="list-style-type: none"> ○ Application form (Template #34) ○ Passport or Entry Permit for Foreigners ○ Foreigner Registration Card • Required documents for each status <ul style="list-style-type: none"> ○ Cultural Arts(D-1), Study Abroad(D-2), Industrial Training(D-3), General Training(D-4), Journalism(D-5), Religious Affairs(D-6), Supervisory Intra-company Transfer(D-7), Corporate Investment(D-8), Trade Management(D-9), Professorship(E-1), Foreign Language Instructor(E-2), Research(E-3), Technology Transfer(E-4), Professional Employment(E-5), Special Occupation(E-7), Non-professional Employment(E-9), Vessel Crew(E-10), Family Visitation(F-1), Residency(F-2), Dependence Family(F-3), Overseas Korean(F-4) with foreign nationality, Working Holiday(H-1)
Service charge for online application	<ul style="list-style-type: none"> • 56,000 KRW • Non-refundable if application was normally processed • Exemption by nationality : Argentinian minors (those under 14) • Exemption by status : Corporate Investment (D-8)
Administrative process	<ul style="list-style-type: none"> • e-Application <ul style="list-style-type: none"> ① Apply -> ② Pay service charge -> ③ Receive -> ④ Process • Reserving an appointment <ul style="list-style-type: none"> 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 ※ Applications that were not processed on that day can be found under Status of e-application
Time received (Time processed)	<ul style="list-style-type: none"> • Reception time <ul style="list-style-type: none"> ○ e-Application : Available on weekdays from 07:00 to 22:00 (Not available on Saturdays, Sundays and holidays) ○ Reserving an appointment : Available every day throughout the year • Process time <ul style="list-style-type: none"> ○ e-Application : within 14 days ○ Reserving an appointment : As a general rule, it is processed within 14 days. However, depending on number of requests for this application, it may take a bit longer
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"> • Immigration Laws Article 25 or 37 • Immigration Laws Enforcement Ordinance Article 31 • Immigration Laws Enforcements Regulations Article 32
Phone Number	02-2650-6399
Miscellaneous	e-Applications can be applied between 3 to 60 business days before the expiration of the applicant's status. An appointment for visitation can be reserved until a day before the expiration date (reserving an appointment when there's more than 60 days to go before the applicant's status expires is not allowed without a reasonable cause. Thus, if such need for reservation arise, please consult the immigration office (02-2650-6399) before actually making the reservation).

※ Confirmation : I, the undersigned, hereby agree to allow all documents and information required for process of this application to be viewed by the public servant in charge of the application in accordance with E-government Law, section 36, article 1.

☐ I agree.

☐ Reserve ☐ Apply(principal) ☐ Apply(agent)

APPLY **IST**

6. Write all your information (This is an example for "extension of stay")

Extension of stay for registered foreigners HOPE > e-Application > File application

(*) These are required information, so please fill out all of them.

Applicant information

Name		Gender	Female
Country/region		Date of birth	
Foreigner registration number		Passport number	
Passport expiration date		* Phone number	
* E-mail		* Cell phone	
Expiration of stay		* Term of extension	
* Reason for application			
Date of application	2016.06.09	* Local immigration office	Seoul Southern Immigration Office
* Scholarship student	※ Are you a government invited scholarship student?(Only if the certificate includes the request to exempt a fee) <input type="radio"/> yes <input checked="" type="radio"/> no		

7. Upload all required documents (This is an example for "extension of stay") and click "Apply"

Required documents

1. Certificate of studentship	ADD DELETE	Search
2. Transcript	ADD DELETE	Search
3. Tuition fee payment receipt or certificate of scholarship	ADD DELETE	Search
4. Recommendation letter from a thesis director	ADD DELETE	Search
5. Certificate of (expected) course completion	ADD DELETE	Search
6. Others(Proof of sojourn expense, and etc.)	ADD DELETE	Search
7. Certificate for a government invited scholarship student	ADD DELETE	Search
* 8. proof of residency	ADD DELETE	Search

※ Mobile payment is only valid until 25th of each month.
 ※ If a realtime account transfer and mobile payment are canceled after the settlement day of that month, electronic payment charge(1000 WON) will not be refunded.

APPLY CANCEL

8. Payment of Service Charge

1) Credit Card: Enter your credit card information → Transaction

The screenshot shows the 'Credit Card - Choose Card' page. At the top, a progress bar indicates 'Select → Verify Card → Confirm → Finish'. The page title is 'Credit Card - Choose Card'. On the left sidebar, there are links for 'Credit card', '계좌이체' (Bank Transfer), and '휴대폰결제' (Mobile Payment). The main content area displays the product details: 'Product Name: Reentry (Single, Mul...' and 'Product Amount: 31,200 Won'. Below this, it asks the user to 'Please select payment service of the card you are about to use.' There are three categories of cards: 'ISP Card' (KB, BC, Woori), 'ANSIMCLICK' (Hyundai, Samsung, Shinhan, LG, KEB, Lotte, Hana, CITI, KorAm, Shinsegae, Gwangju, Jeonbuk, Suhyup, KDB, Choheung, Jeju), and 'General Card' (Nonghyup, Overseas VISA, Overseas Master, Overseas JCB, Overseas Diners). There is a note about interest-free installment and a warning about the credit card company's certificate policy. At the bottom, there are 'submit' and 'cancel' buttons. The footer shows the RSA1024b x SEED-CBC128b x 키보드로보안으로 안전합니다.

2) 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)

The screenshot shows the '휴대폰 - 정보입력' (Mobile Phone - Information Input) page. At the top, a progress bar indicates '정보입력 → 인증받기 → 정보확인 → 결제완료'. The page title is '휴대폰 - 정보입력'. On the left sidebar, there are links for '신용카드' (Credit Card), '계좌이체' (Bank Transfer), and '휴대폰결제' (Mobile Payment). The main content area displays the product details: '상품명: 등록외국인의 체류기?' and '상품금액: 28000원'. Below this, it asks the user to '결제하실 휴대폰의 정보를 입력하시기 바랍니다.' There are three input fields: '휴대폰번호' (Mobile Phone Number) with a dropdown menu, '가입통신사' (Carrier) with radio buttons for SKT, KTF, and LGT, and '주민등록번호' (Residential Registration Number). There are three bullet points: '입력하신 휴대폰번호로 결제 승인번호가 전송됩니다.', '다음 버튼을 누르신 후 문자메세지(승인번호)가 도착할 때까지 잠시만 기다려 주십시오.', and '휴대폰 결제금액은 다음달 요금 고지서에 '소액결제' 항목으로 청구됩니다.' At the bottom, there are '다음' (Next) and '취소' (Cancel) buttons. The footer shows the RSA1024b x SEED-CBC128b x 키보드로보안으로 안전합니다.

9. Confirm status of application

- 1) My page → Manage e-application to view the list of applications that you have submitted
- 2) Click the application number on the menu and you can check details of application

The screenshot shows the Hti Korea Government for Foreigners website. The top navigation bar includes links for Home, Logout, My e-Applications, My Page, Site map, Remote Assistant, and a language selector. Below this is a secondary navigation bar with categories like E-APPLICATION, RESERVE VISIT, INFORMATION, EMPLOYMENT, INVESTMENT, CUSTOMER SUPPORT, and NOTICE. A 'MY PAGE' sidebar on the left lists options like Membership, E-8 personal info, Delete account, Manage e-application, Manage appointment reservation, and Register employment application. The main content area is titled 'Progress of filed e-application' and includes a search bar for application terms and names. Below this is a table titled 'List of filed applications' with columns for Application name, Date of application, Application name, Process status, and Processing organization. A red dashed box highlights the application number '20080500000000000000' in the first row. A red arrow points from this box to the 'Details of filed e-application' page shown below. This second page displays detailed information for the selected application, including the applicant's name, nationality, passport number, and payment details. It also includes a table for the application's progress, showing the number, invoice number, print status, status, office in charge, process details, and processed date.

Progress of filed e-application

Application terms: 2007.01.23 - 2008.01.23 Application name: SEARCH

List of filed applications

Application name	Date of application	Application name	Process status	Processing organization
20080500000000000000		Penalty (Single, Multiple)	Application	TEJU (DISPATCH) OFFICE (000-0000-0000)

Application status guide

Apply : Application has been filed and is waiting to be received by the appropriate organization.
 Receive : Application has been received by the appropriate organization.
 Processed (Granted) : Application has been successfully processed, and permission has been granted.
 Processed (Notified) : Application has been successfully processed, and the appropriate organization has been notified.
 Processed (Denied) : Application has been successfully processed, but permission has been denied.
 Processed (Returned) : Application has been successfully processed, but the appropriate organization has turned it down. It is possible to cancel payment for the application.
 Payment canceled : Application has been canceled, and the service charge was refunded.
 Pending approval : Application has been filed, but is being held until service charge is deposited.
 Request supplementation : Application has been filed, but the office in charge has requested the details be modified. It is possible to refile the application.
 Refile an application : Application has been appropriately modified by the office in charge of processing and is now waiting to be received.

Details of filed e-application

Details of the foreigner affected by the application

Name	00000000000000000000	Nationality	THAILAND
Foreigner registration number	71040000000000000000	Passport number	Y0000000
Phone number	010-0000-0000000000	Cell phone	010-0000-00000000
E-mail	00000000000000000000		

Details

Name of application: Penalty (Single, Multiple)
 Process status: Application Department in charge: PENALTY OF ACTS(2)

Payment details

Payment status: Transaction successful Payment method: Account Transfer
 Name of the person making payment: 00000000000000000000 Payment amount: 31,200

Progress

Number	Invoice number	Print	Status	Office in charge	Process details	Processed date
1	20080500000000000000		Application			2008.01.21

* Should the applicant leave processed application unmodified for longer than 25 days, it can be rendered void as per Civil Application Law.
 * Document submission failure due to lack of...
 * The service charge will be refunded if your application is rejected for any reason.

10. Issuance of receipt / permit

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

Details

Name of application	Reentry (Single, Multiple)		
Process status	Process Completion (Permission)	Department in charge	MINISTRY OF JUSTICE

Payment details

Payment status	Transaction cancellation failed	Payment method	Account Transfer
Name of the person making payment	CU	Payment amount	31,200

Progress

Number	Issuance number	Print	Status	Officer in charge	Process details	Processed date
1	2008000008566		Application			2008.01.11
2	PS8F08000001	<div>RECEIPT</div> <div>CERTIFICATE</div>	Receipt	신혜경		2008.01.11
3			Process Completion (Permission)	신혜경		2008.01.11

< Should the applicant leave processed application uncollected for longer than 15 days, it can be rendered void as per Civil Application Law reinforcement Ordinance Article 16, Section 4.
 < The service charge will be refunded if your application is rejected for any reason.

LIST

※ How to get service charge refund when your application is rejected.

- 1) Click "Service charge refund" button at the bottom of the application's details page
- 2) Click "Request refund" button after checking the commission fee

Details of filed e-application

My e-Application > Manage e-application

Details of the foreigner affected by the application

Name	CUS	Nationality	CHINA-KOREAN/Chinese Korean
Foreigner registration number	701010*****	Passport number	G06130***
Phone number	033-	Cell phone	011-
E-mail	slon		

Details

Name of application	Reentry (Single, Multiple)
Process status	Process Completion (Return)
Department in charge	MINISTRY OF JUSTICE

Payment details

Payment status	Transaction successful	Payment method	Account Transfer
Name of the person making payment	CUS	Payment amount	\$2,000

Progress

Number	Issuance number	Print	Status	Officer in charge	Process details	Processed date
1	2008000008636		Application			2008.01.16
2			Process Completion (Return)	박민준		2008.01.16

※ Should the applicant leave processed application uncollected for longer than 15 days, it can be rendered void as per Civil Application Law Enforcement Ordinance Article 16, Section 4.
 ※ The service charge will be refunded if your application is rejected for any reason.

APPLICATION SERVICE CHARGE REFUND

LIST

Request refund information

Request refund

Application name	Reentry (Single, Multiple)
Application service charge	\$2,000RW
Unique payment number	INTpay06NKPdpayTest20080116185520057020
Payment method	Account Transfer
Name of the person making payment	CUS FUSHI
Date of payment	2008.01.16

REQUEST REFUND

CLOSE

Request refund complete

Refund application was successfully submitted.
Details of the application can be reviewed from "My e-Application".

Refund application details

Application name	Reentry (Single, Multiple)
Service charge	\$0,000
Payment method	Account Transfer
Name of the person making payment	CUS ILUN

CONFIRM

Online Service Fee Discount (As of July 1, 2016)

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

13. SAFETY GUIDE

1) Emergency Contact Information

Campus Police	02-3277-5000	Police	112
I-House	02-3277-6005	Emergency Medical Help	119
		Immigration Office	1345

2) Embassy Contact Number

Country	Number	Country	Number	Country	Number
Argentina	02-793-4062	Hungary	02-792-2103	Peru	02-723-9681
Arab Emirates	02-790-3235	India	02-798-4257	Poland	02-723-9681
Australia	02-2003-0100	Indonesia	02-783-5675	Philippines	02-796-7387
Algeria	02-794-5034	Iceland	02-6590-7795	Romania	02-797-4924
Austria	02-732-9071	Italy	02-750-0200	Russia	02-318-2116
Belgium	02-749-0381	Japan	02-2170-5200	Saudi Arabia	02-739-0631
Bulgaria	02-794-8625	Jordan	02-318-2897	Singapore	02-774-2464
Canada	02-3783-6000	Kazakhstan	02-391-8906	Spain	02-794-3581
Columbia	02-720-1369	Kenya	02-3785-2903	Sweden	02-3703-3700
Chile	02-779-2610	Lithuania	02-515-1256	Switzerland	02-739-9511
China	02-738-1038	Laos	02-796-1713	Taiwan	02-399-2767
Cameroon	02-3272-2011	Malaysia	02-2077-8600	Thailand	02-2790-2955
Denmark	02-795-4187	Mexico	02-798-1694	Trinidad and Tobago	02-565-8090
Ecuador	02-739-2401	Mongolia	02-794-1951	Thailand	02-795-3098
Finland	02-732-6737	Morocco	02-793-6249	Turkey	02-794-0255
France	02-3149-4300	Myanmar	02-790-3814	United States of America	02-397-4114
Georgia	02-792-7118	New Zealand	02-3701-7700	United Kingdom	02-3210-5500
Germany	02-748-4114	Niger	02-2183-1109	Vietnam	02-734-7948
Haiti	02-2253-6300	Netherlands	02-311-8600		
Hong Kong	02-738-1038	Norway	02-727-7100		

3) Safety Guideline

- ① Keep in close contact with the International Exchange Affairs Team, Office of International Affairs (ECC B334)
 - Update your contact information when there is a change.
- ② Keep in regular contact with your family, friends at your home institution and let them know you have arrived safely in Seoul.
- ③ Register at embassy/consulate in Korea
 - Phone, fax or email the nearest Consulate or Embassy of your country to notify them of your presence in Korea.
- ④ Avoid interacting with unknown groups
 - Please think again when accepting an invitation from an unknown group of people. They might introduce themselves as Korean cultural group when they are in fact members of a cult.

4) Fire Safety Guideline

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 touch the door knob.
 - If the door knob does not 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 upwind as you 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
 - Mostly a clear air layer is under a smoke layer.
 - Crawl on your hands and knees when you move a place with a 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.

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.

Fire Prevention

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).

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 neighbors 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.

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 all 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 to be responsible for unplugging electrical devices in use when leaving the office and examining them on a daily basis.

Appendix 1. Campus Building and Abbreviations

Abbreviation	Building
SHINSEGAE	Ewha-Shinsegae Building
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
PHM-A	Pharmaceutical Science Building A
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 5F, Recreation Hall

Appendix 2. Application Form (Report Form)

■ 출입국관리법 시행규칙 [별지 제 34 호서식]

통합신청서 (신고서)

APPLICATION FORM (REPORT FORM)

□ 업무선택 SELECT APPLICATION

<input type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격외 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN	PHOTO 여권용사진(35 mm×45 mm) 외국인 등록 및 등록증 재발급 시에만 사진 부착 Photo only for Alien 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 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION	

성명 Name In Full	성 Surname	명 Given names	漢字姓名	성별 Gender []남 M []여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (If any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.
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.			
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.

재입국 신청 기간 Intended Period Of Reentry		이메일 E-Mail	
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재)			
Refund Bank Account No. only for Alien Registration			
신청일 Date of application		신청인 서명 또는 인 Signature/Seal	
신청인 제출서류	「출입국관리법 시행규칙」 별표 5의 2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고		
담당공무원 확인사항	「출입국관리법 시행규칙」 별표 5의 2(체류자격외활동허가신청 등 첨부서류)에 따라 사업자등록증 사본, 법인등기사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우		
행정정보 공동이용 동의서 (Consent for sharing of administrative information)			
<p>본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제 36 조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.</p> <p>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 you disagree, you will present all related documents yourself.</p>			
신청인	서명 또는 인	신청인의 배우자	신청인의 부 또는 모
Applicant	signature/seal	Spouse of applicant	Father/Mother of applicant
			서명 또는 인 signature/seal
공 용 란 (For Official Use Only)			
기본 사항	최초입국일		체류자격
접수 사항	접수일자		체류기간
허가(신고) 사항	허가(신고) 일자		허가 번호
			체류자격
결 제	담 당		체류기간
			소 장
			가 / 부
수입인지 첨부란(Revenue Stamp Here) / 수수료 면제(exemption) [] (면제사유:)			심사 특이사항

210mm×297mm[백상지 80g/㎡(재활용품)]

Appendix 3. Part-time Work of Foreign Student Confirmation Form

Part-time Work of Foreign Student Confirmation Form				
Applicant	Name		Alien registration No.	
	Department (Major)		Term	
	Tel No.		e-mail	
The expected place of employment	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 style="text-align: center;">20 . . .</p>				
<p>○ ○ The head of immigration (branch) office</p>				
Confirmation from a Uni. Official.	Uni.		Name	(Seal/Sig)
	IEQAS	YES <input type="checkbox"/> NO <input type="checkbox"/>		
	Job Position (Tel No.)			

Appendix 4. Office of College

	Department	Tel	Location
Office of College	College of Liberal Arts	02-3277-2903, 2128-2129	Hak-gwan Rm #404
	College of Social Sciences	02-3277-3540,3580,3524	Ewha-POSCO Building Rm #210
	College of Natural Sciences	02-3277-4300	Science Building B Rm #311
	ELTEC College of Engineering	02-3277-3533, 3537	New Engineering Building Rm #367
	College of Music	02-3277-2402, 2409, 2456	Music Building Rm #117
	College of Art & Design	02-3277-2483-4	Arts & Design Building A Rm #201
	College of Education	02-3277-2603-4,2626,2613	Education Building A Rm #314
	College of Business Administration	02-3277-3543-4	Ewha-Shinsegae Building Rm #309
	College of Science & Industry Convergence	02-3277-2553	Physical Education Building C Rm #207
	College of Medicine	02-3277-1951-3	Science Building D DB #102
	College of Nursing	02-3277-2873	Helen Hall Rm #104
	Scranton College	02-3277-3653-4	International Education Building Rm #707
Dormitory	HOKMA College of General Education	02-3277-6975, 2158	Ewah Campus Complex Rm #323-2, #115
	Dormitory Office	02-3277-6001	I-House Building A. B. B2F G220

Appendix 5. Photo Standard for Alien Registration

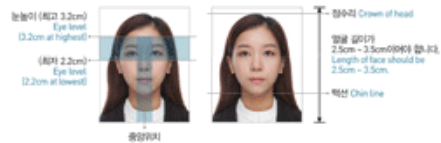
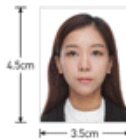
외국인등록용 사진규격 안내

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



배경 Background



> 흰색배경, 무배경으로 이루어져야 합니다.
> White background and frameless.

얼굴 비율 Face proportion



> 얼굴길이에서 상수리부터 턱까지: 2.5cm ~ 3.5cm(세로)
> Length of face (from crown of head to chin): 2.5cm ~ 3.5cm

조명 Illumination



> 초점이 정확하여야 하며 얼굴에 그림자가 없어야 합니다.
> The focus should be clear, and there should be no shadow on the face.

안경 Glasses



> 색안경을 착용하서는 안되며 안경 테두리가 눈동자를 가려서는 안됩니다.
> No sunglasses should be worn; if wearing glasses, the pupils should not be obscured by the glasses frames.

악세사리 Accessory



> 양쪽 귀가 노출되어야 하며 모자, 목도리 등을 착용하서는 안됩니다.
> Both ears should be visible, and hats or mufflers must not be worn.

사진 품질 Photo quality



> 사진 보정프로그램(포토샵)으로 이미지를 변형하였거나 사진의 일부가 훼손된 것은 안됩니다.
> Photographs should not be modified using Photoshop or similar software; photos with damaged parts are not acceptable.

얼굴 방향 Face direction



> 얼굴은 정면을 응시하여야 하며 기울어 지서는 안됩니다.
> The face should be oriented forward and should not be inclined to one side.

표정 Expression



> 입을 다른 자연스러운 표정이어야 합니다.
> The mouth should be closed, and the expression should be natural.

눈동자 Pupil



> 눈동자는 정면을 응시하여야 하고 적색렌즈가 나타나거나 컬러렌즈를 착용하서는 안됩니다.
> Eyes should be focused straight ahead, and there should be no red eye effect and no colored lenses if the subject is wearing glasses.

어깨선 Shoulder line



> 상반신은 어깨까지만 내려와 하고 어깨 위치가 동일하여야 합니다.
> The upper part of the body should be shown down to the shoulders, and the positions of the shoulders should be the same.



법무부
MINISTRY OF JUSTICE