세종대학교
SEJONG UNIVERSITY

International Student Handbook

A Guide to Campus and Student Life for International Student

Page of Contents

https://en.sejong.ac.kr/eng/index.do

Sejong At A Glance

What makes Sejong University a compelling choice?

- Sejong University is located in Seoul, Korea.
- The university offers undergraduate, graduate, and doctoral programs in both Korean and English.
- There are 3,538 international students, including exchange students, currently enrolled.
- Sejong University has been ranked 1st in the 2023 'Leiden Ranking', a global university ranking system that assesses universities based on the quality of their research papers.
- Sejong University has been ranked 1st among South Korean universities for three consecutive years and 46th in the World University Rankings for Hospitality & Leisure by QS (Quacquarelli Symonds Ltd) for 2023.
- Sejong University has been ranked 8th among South Korean universities for three consecutive years and 251-300th in the World University Rankings by the Times Higher Education's World University Rankings 2024.

QS WORLD UNIVERSITY RANKINGS   **THE WORLD UNIVERSITY RANKINGS**

Haoyee & Amelia
MALAYSIAN EXCHANGE STUDENTS

"Extraordinary. Being in a new country for an extended period has totally changed the way we see the world and expanded our views by so much."

Academic Departments

College of Liberal Arts

- **Location: Room 801, Jiphyeon-gwan**
  📞 02 3408-3520
- Department of Korean Language and Literature
- Department of International Studies (Major: English Language and Literature, Japanese Language and Literature, Chinese Trade and Commerce)
- Department of History
- Department of Education

College of Business and Economics

- **Location: Room 417, Gwanggaeto-gwan**
  📞 02 3408-4478
- Faculty of Business Administration
- Department of Economics

College of Social Sciences

- **Location: Room 602, Jiphyeon-gwan**
  📞 02 3408-3521
- Department of Public Administration
- Department of Media and Communication

College of Hospitality and Tourism Management

- **Location: Room 501, Gwanggaeto-gwan**
  📞 02 3408-3516
- Faculty of Hospitality, Tourism and Food Service Management
- Global Culinary Art and Pastry

Academic Departments

Collegeof Natural Sciences

- **Location: Room 105A, Yeongsil-gwan**
  - 📞 02 3408-3523
- Faculty of Mathematics and Statistics
- Department of Physics and Astronomy
- Department of Chemistry

College of Electronics and Information Engineering

- **Location: Room 1107, Chungmu-gwan**
  - 📞 02 3408-3250
- Department of Electrical Engineering
- Department of Semiconductor Systems Engineering

College of Life Sciences

- **Location: Room 407, Yulgok-gwan**
  - 📞 02 3408-3518
- School of Biological Science and Technology
- Integrative Biological Sciences and Industry

College of Software Convergence

- **Location: Room 401, Daeyang AI Center**
  - 📞 02 3408-3527
- Department of Computer Science and Engineering
- Department of Computer and Information Security
- Department of Software
- Department of Data Science
- Department of Intelligent Mechatronics Engineering
- Department of Artificial Intelligence
- Department of Creative Studies (Major: Design Innovation, Comics and Animation Tech)

Academic Departments

College of Engineering

- **Location: Room 407B, Chungmu-gwan**
  - 📞 02 3408-3524
- Faculty of Architectural Engineering
- Department of Architecture
- Department of Civil and Environmental Engineering
- Department of Environment, Energy and Geoinformatics
- Department of Energy Resources and Engineering
- Faculty of Mechanical and Aerospace Engineering
- Department of Nano Technology and Advanced Materials Engineering
- Department of Nuclear Engineering
- Department of Defense System Engineering
- Department of Aerospace System Engineering

College of Arts & Physical Education

- **Location: Room 116, Yongdeok-gwan**
  - 📞 02 3408-3525
- Department of Painting
- Department of Fashion Design
- Department of Music
- Department of Physical Education
- Department of Dance
- Department of Film Art

Faculty of Law

- **Location: Room 305A, Jiphyeon-gwan**
  - 📞 02 3408-3318

How To Get To Sejong University?
FROM Incheon International Airport

1. Limousine Bus

Limousine buses to Seoul or other cities are available at Incheon Airport. You can buy tickets and also can get information at the Bus Ticketing Booth in Arrival Hall. A one-way ticket to Seoul usually costs **17,000 KRW**. Take **Limousine bus 6013** in front of **Exit 5**. It will make a stop near the front entrance of Sejong University.
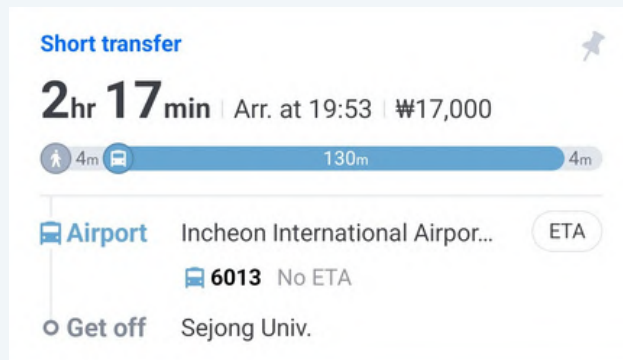

2. Train / Subway

If you're arriving at the airport, you can easily connect with the subway system. The **AREX All Stop Train** will cost you **4,000-5,000 KRW** while the **AREX Express** will cost **7,900 won**. It is **recommended** to take **AREX ALL Stop Train** (you can use T-money). Once you get off the AREX Commuter train, transfer to the subway at Gimpo Airport Station. Take Line 9 to Express Bus Terminal Station, then transfer to Line 7. Get off at the Children's Grand Park (Sejong Univ.) Station, which is the eighth stop. Sejong University is conveniently located near Exit 6. For real-time navigation, use Naver Map or Kakao Map.
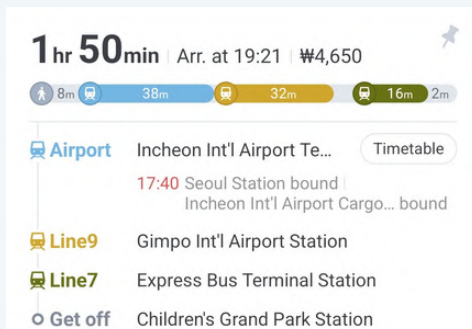
OPTION 1
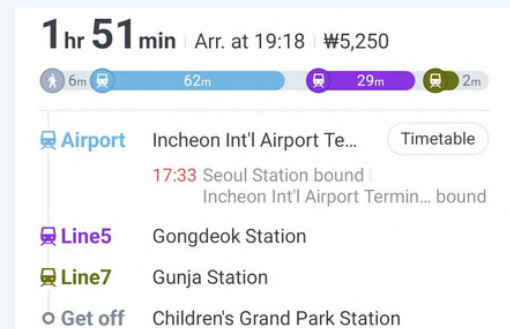
OPTION 2

3. Taxi

If you're looking to catch a taxi to Sejong University, head over to the taxi stands located on the first floor (1F) of the passenger terminal, situated between platforms 4D and 8C. The taxi fare to the university will cost around 60,000-80,000 won and the journey takes approximately an hour and a half.

4. Sejong Dormitory Pick Up Service

To students who will stay at the Sejong University dormitory, please refer to our website: https://t.ly/h7opJ

Visa and Immigration

Visa Types

1   D4 VISA

D4 (training / Language Program visa) is a visa that is granted to students who apply for non-degree academic programs in Korea, like Diploma Programs, Korean Language Programs, etc.

2   D2 VISA

International students entering from overseas should obtain a student visa (D-2) in order to proceed and take their degree program in Korea (Bachelor's, Masters, or PhD degree).

Visa Application Documents from Sejong University

It's important to note that the issuance of the Certificate of Admission for Sejong University is based on the yearly Immigration Status. If the university's illegal student rate exceeds 2%, the issuance of the Certificate of Admission (COA) may be prohibited. Sejong University must comply accordingly as an accredited university by the International Education Quality Assurance System (IEQAS).

Sejong University students can process student visa (D4 & D2) with the given Certificate of Admission (COA) and other admission documents. However, please keep the following in mind:

- If a student already in Korea holds a D-2 visa and is enrolled in a university, a visa change to D-4 isn't necessary if the study period is within a year.
- Students with an F visa don't need to process D-4 or D-2 visa.

For additional information on student visas, please visit the website of the Korea Immigration Service at:
https://www.immigration.go.kr/immigration_eng/index.do.

Visa Extension

TO D-2 (STUDENT VISA)
Extension period: 1-2 years

D2

Required documents
1. **Application form**
2. **Passport and passport biopage photocopy**
3. **Residence Card**
4. **Certificate of Enrollment**
5. **Transcript**
6. **Housing Contract**
7. **Application Fee (50,000-won)**

*One Time within six months up to two years after regular course (one year for graduate degree).
*Additional documents if you are on your extra semester / thesis only semester.

Optional documents:
1. Bank Certificate with at least 7,000,000 won (if you have GPA 2.0 or lower).
2. Visa extension form (see attached).
3. If you have a GPA 2.0 or lower, better to also do the Statement of Reason form (see attached).
4. Power of Attorney (if you will apply at in-campus application).

Online Visa Extension Process

Step 1: You must 'Create Your Account' at Hi Korea: https://www.hikorea.go.kr/Main.pt. Click 'Registered Foreigner'

Step 2: Once you created an account, log in as a member.

Step 3: Go to 'Petition Application' and click 'e-Application'.

Step 4: Most chosen the type of application:
-Permission for Work Permit
-Visa Extension (for students who need to extend visa within a degree or if will proceed from Bachelor degree to Masters to PhD)
-Change of status for registered foreigners (D4-D2 / D2-D10 / etc.)

Residence Card Application and Entry-Check Registration

Required Documents
1. **Application form (It can be downloaded from www.hikorea.go.kr. : Go to civil form application).**
2. **Passport and Passport biopage photocopy.**
3. **One color photo (size: 3.5*4.5cm, white color background).**
4. **Certificate of Visa Issuance.**
5. **Certificate of Enrollment.**
6. **Housing Contract.**
7. **Application Fee**

* If the **Residence Card is lost**, one should apply for a reissuance **within 14 days from the date of loss** by visiting the Immigration office or its branch offices with a passport, document explaining the cause of losing, photo, and reissuance fee.

FOR FURTHER INQUERIES, call the Immigration Office.
Hotline: 1345 (there is English Service)

Exchange students MUST complete the registration procedure before traveling outside Korea.

If students travel outside of Korea before complete the registration procedure, their exchange student visa(D-2-6) will be terminated and will lose the eligibility to study in Korea and Sejong as exchange students.

Importance of Residence Card and Reporting Information Change

Foreign students are required to carry a Residence Card issued by the Immigration Service at all times. In addition, if you make any changes to the following information, you must report to the Immigration Service or its branch office/Community Center (주민센터) within 14 days to update your foreign registration item:

- Name, gender, date of birth, and nationality
- Passport number, issue date, and expiration date
- Changes to organization, institution, or school (including name changes) or additions.

***Failing to report any of the above changes within 14 days of the registration item change may result in a fine of up to 1,000,000 won for violating Article 35 of the Immigration Act.

If you need to change schools, you will need to submit the following documents:
- Integrated application form
- Passport
- Alien Registration Card (ARC)
- Certificate of Admission / Certificate of Enrollment
- Certificate from previous school (if you changed schools)
- Proof of current residence (e.g. dormitory certificate of residency, house contract for private residency, or confirmation of residency form if the house contract is not named under the student's name).

***For Sejong University students, to change your accommodation address at your ARC, you may go to the nearest Community Center (주민센터) from the university. 군자동 주민센터 (13 Myeonmok-ro, Gwangjin-gu, Seoul)
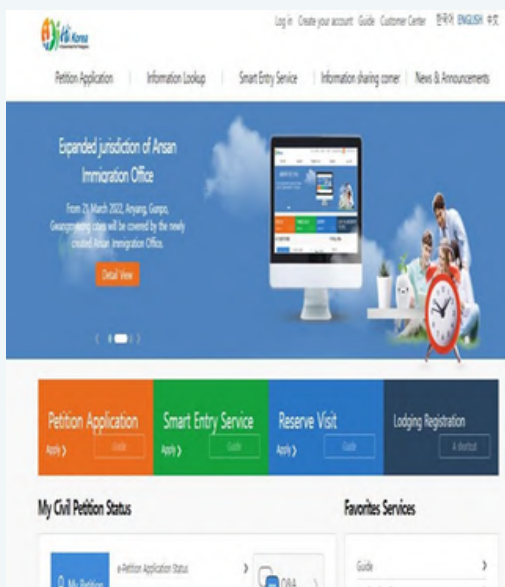
How to reserve a visit date @ Immigration Office?

Step 1: Go to HiKorea: https://www.hikorea.go.kr/resv/ResvIntroR.pt . Click 'Reserve Visit'.

Step 2: Click the 'Agree' button and click Visit Reservation Application (Non-Member). So no need to log in.

Step 3: Click 'Identify Verification using passport number'

Step 4: Fill up the necessary information. Choose 'Seoul Immigration Office' which is the nearest from Sejong University. Input 4 numbers of your choice. And choose available schedule.

Step 5: Confirm and make sure to bring all required documents during your visit.

Part Time Job for D2 visa holders

Procedure

1. Find a part-time job
2. Have your employer sign the Part-time Work of Foreign Student Confirmation Form and prepare a copy of a Certificate of Business Registration of the employer and your work contract.
3. Visit SOS office and have the confirmation form signed by the SOS Manager. (Request for signature takes 1 working day)
4. Make an online reservation visit to the Immigration office or online application to apply for permission at Hikorea.
5. Get permission from the immigration office
6. Start working

Restrictions on the permission

- Students who do not have TOPIK level 3 (for 1st~2nd year of undergraduate course), TOPIK level 4 (for 3rd~4th year of undergraduate course and post-graduate course), or a valid IELTS/TOEFL English Language Certificate (if necessary).
- Students whose previous GPA is below 2.0.
- Graduate students who finished the course work but the period of stay was exceptionally extended, and undergraduate students who are on their extended semester at a university.
- Students who were not directly employed by an employer (dispatched work is prohibited).
- Students with D-2-5 visa.
- Students who have worked without permission or violated the regulation on part-time work.
- Students employed by an employer who runs a manufacturing business or has been punished for illegal employment and restricted visa issuance.

**** Private lessons, high-tech industries or institutions, entertainment bars or salons, adult entertainment, speculation business like casinos or gambling, or any business against social norms are not permitted. To check whether an activity will be allowed, in advance, please call the Immigration Office: 1345.**

Division	Grade	TOPIK	Allowed Hours	
			Weekday	Weekends, Holidays
UnderGraduate	1-2 Grade	N/A	10 hours	
		Level 3 or above	30 hours	No Restrictions
	3-4 Grade	N/A	10 hours	
		Level 4 or above	30 hours	No Restrictions
Graduate	Not Specified	N/A	15 hours	
		Level 4 or above	35 hours	No Restrictions

INFORMATION

Required Documents

1. Application Form
2. Passport and Alien Registration Card
3. Business registration license (including a copy of corporate registration in case of a corporation)
4. Employment contract (standard labor contract)
5. Enrollment Certificate and Transcript
6. Language Certificate (copy of TOPIK / English Language Certificate
7. Part-Time employment confirmation (confirmation by the employee in charge of international students)

Check Residence Card Expiry Date @ HiKorea online

Website Link: https://hikorea.go.kr/info/CheckExprYmdByPassNoR.pt

NOTICE:

**Please be reminded that when you apply for a visa extension, visa online or through the Sejong University group application, you do NOT give your current physical ARC ID during application.

You will have the same ID card and ARC number. Then you just need to check on the above website once your visa extension is approved. Then go to the Immigration Office to have your extension expiry date printed at the back of your ARC card.

2024 Academic Calendar

***For academic calendar of Graduate School, please refer to the graduate schoolwebsite (https://shorturl.at/nKYZ1).

Year	Month	Date	Schedule
2024	1	22 - 28	Application for Leave of/Return from Absence
	2	13 - 16 16 19 - 23 26	Course Registration for Spring Semester Commencement Ceremony Enrollment for Spring Semester Freshman Convocation Ceremony
	3	4 5 - 8 27 - 29	Spring Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	4	22 - 26 27 - 5.1	Midterm Examination Period Spring Semester Midterm Examination Grade Entering Period
	5	2 - 7 3 7 - 19	Spring Semester Midterm Examination Grades Check **Foundation Day** Application & Withdrawal for Double Major, Minor
	6	10 - 26 17 - 21 24 27 - 7.1	Spring Semester Course Evaluation Final Examination Period Summer Vacation Begins / Summer Session Begins Spring Semester Final Examination Grades Check
	7	2 - 3 29 - 8.4	Spring Semester Final Examination Grade Completion Period Application for Leave of/Return from Absence
	8	12 - 19 16 20 - 23	Course Registration for Fall Semester Commencement Ceremony Enrollment for Fall Semester
	9	2 3 - 6 25 - 27	Fall Semester Begins Course Add/Drop & Course Registration Confirmation Course Withdrawal Period
	10	21 - 25 30 - 11.3	Midterm Examination Period Fall Semester Midterm Examination Grades Check
	11	4 - 13	Application & Withdrawal for Double Major, Minor Application for Major
	12	9 - 26 16 - 20 21 - 26 23 27 - 31	Fall Semester Course Evaluation Final Examination Period Fall Semester Midterm Examination Grade Entering Period Winter Vacation / Winter Session Begins Fall Semester Final Examination Grades Check
2025	1	2 - 3 27 - 2.2	Fall Semester Final Examination Grade Completion Period Application for Leave of/Return from Absence
	2	11 - 14 14 18 – 21 24	Course Registration for Spring Semester Commencement Ceremony Enrollment for Spring Semester Freshman Convocation Ceremony

*Holiday: May 5 (Children's Day), May 7 (Foundation Day,) May 19 (Buddha's Birthday)
September 20-22 (Chuseok)

Student ID Card

- Usage: Entrance to the library, Book borrowings, (KB) Kookmin Bank cash card, etc.

Physical student ID card.

Required Documents (initial issuance):
3.5x4.5 size photo
Certificate of Enrollment

Application for undergraduates (initial issuance): Submit a 3.5x4.5 size photo (JPG, under 500KB, filename: student number) to Registrar's Office e-mail (reg@sejong.ac.kr) during March and September. Once your Registration Card is issued, visit KB Bank on the 1st floor, Kimwon-gwan with Certificate of Enrollment to apply for a physical student ID card.

Mobile student ID card.

Procedure
Step 1: Go to the Apple Store or Play Store
Step 2: Download the Sejong University Mobile App
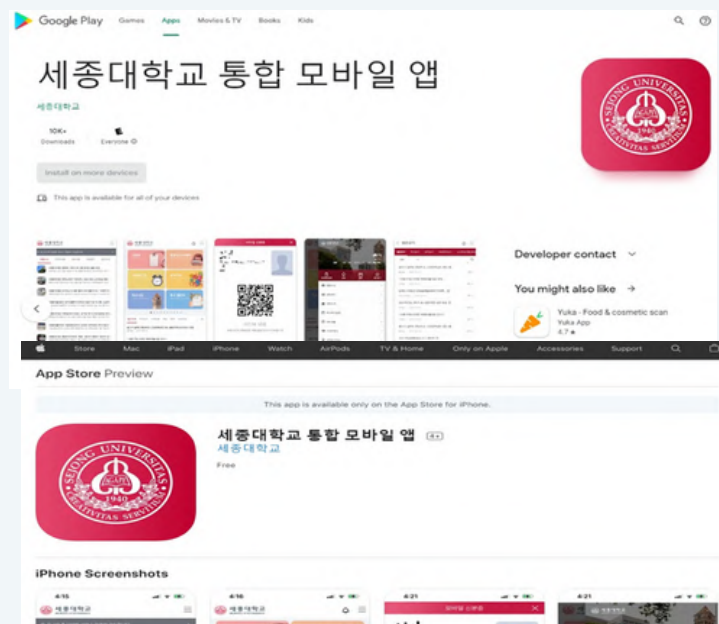
Step 3: Open the App and log in with your student number and password similar to your student portal account (default PW is your birthday 'yyyymmdd').
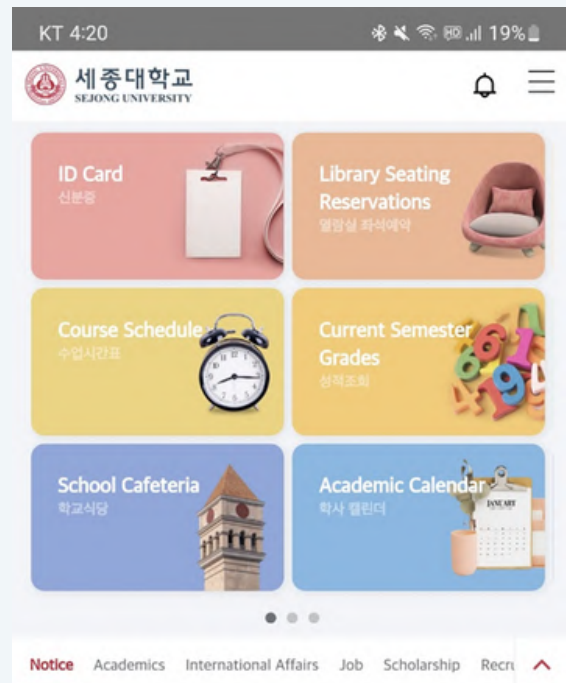
Sejong Mobile must download Apps
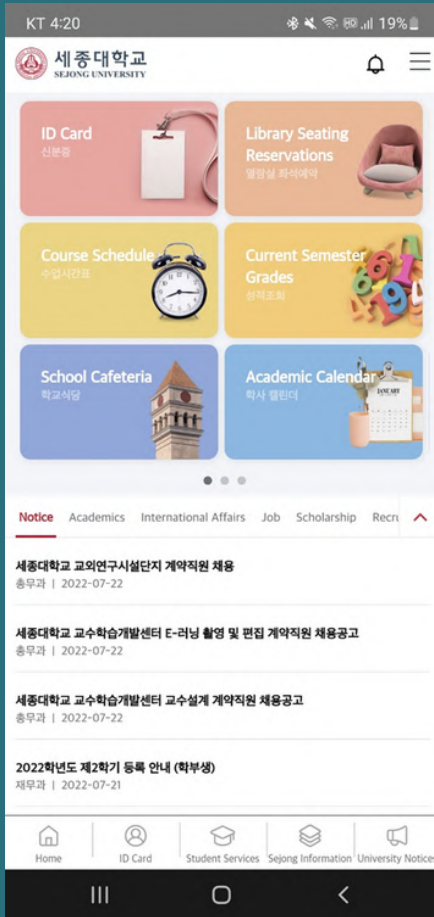
Sejong University App:

Download this app to access your student portal account via your mobile phone.

Also, it is through this app that you can access your Sejong University mobile student ID.

You will also see in this app your course class schedule for the semester and access the online Library via your mobile phone.

UCheck Plus App:
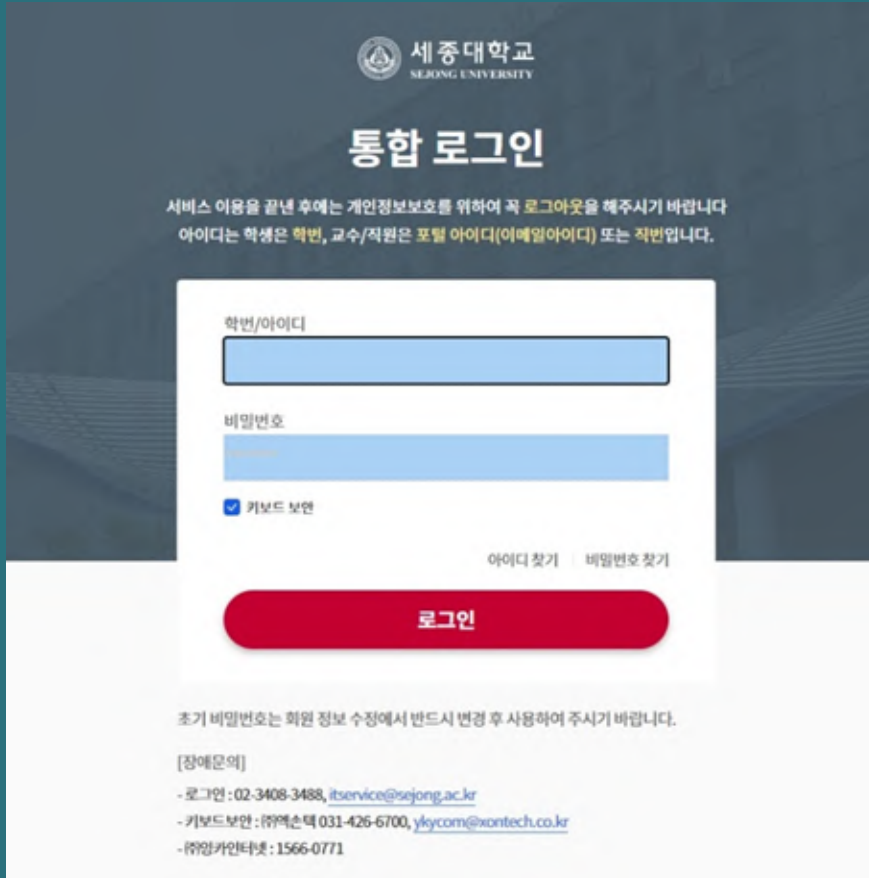
This app is for you to check-in your attendance for every class. Just make sure to also open your phone GPS.

It is also through this app that you can request for your professor's consideration for an excused absence, like an absence due to sickness or other important matters. But take note that it is the professor's decision if your request for consideration will be approved or not.
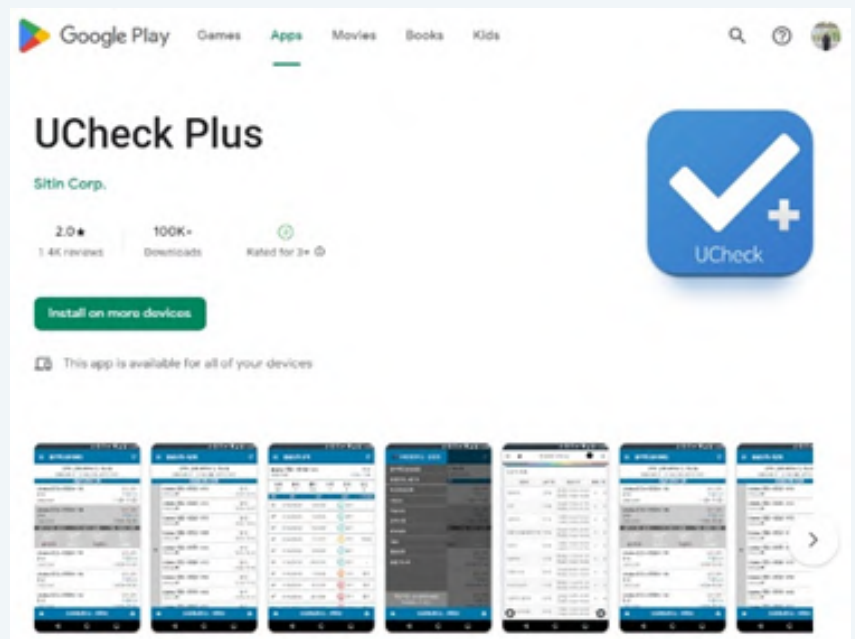
Information System/Sejong Portal

***When accessing the Sejong Portal, we advise you to download Google Translate app to translate important info including dates and reminders usually updated in Korean.

Every student **MUST** have the correct and latest personal information in the School Affairs Information System (학사정보시스템) in order to get in touch with the school and get informed of the required notification.
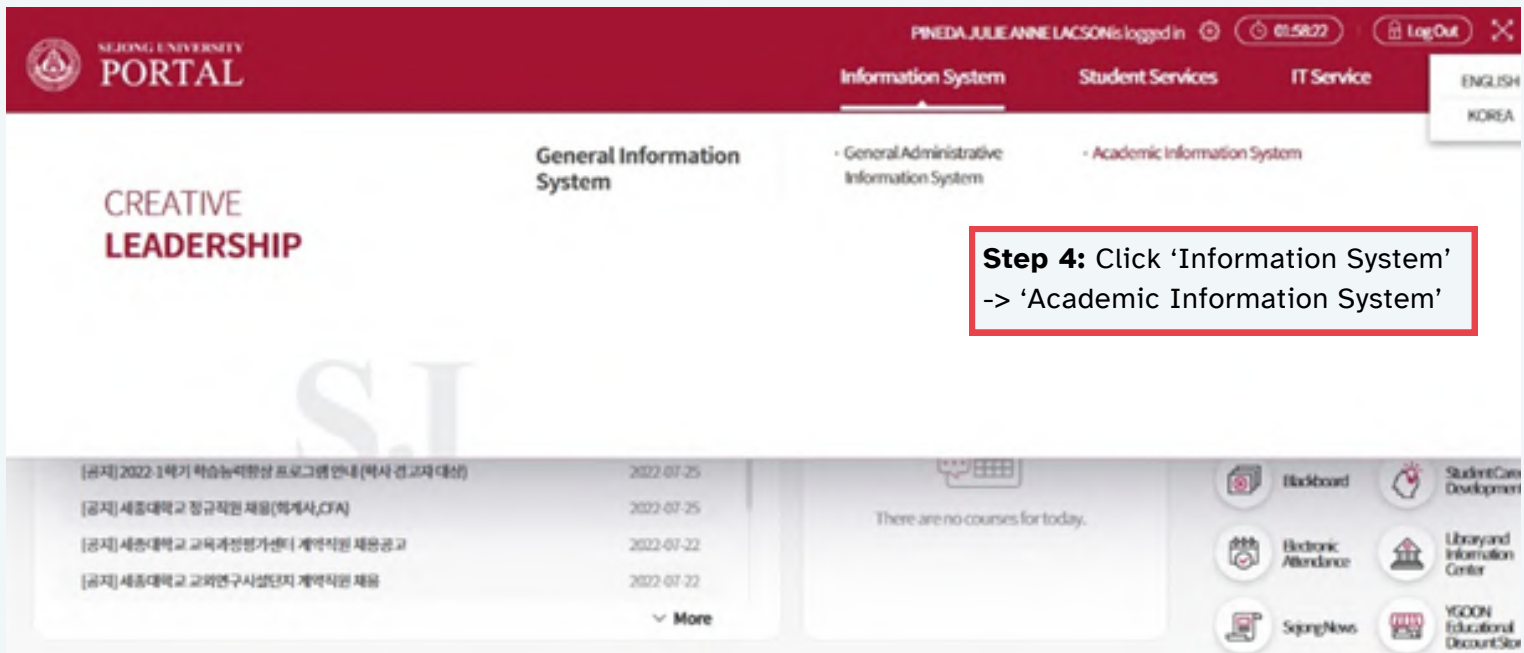
If your personal information such as phone number, email address, or address changes please change the information in the system following this guideline. For new students, email OIA (intadmission@sejong.ac.kr) about the change in personal information.

Student Portal Log-in:
Step 1 : Go to Portal System (portal.sejong.ac.kr)

Step 2: Login: ID (Student ID No.) and Password (initial PW is 8 digit birthdate 'yyyymmdd')

Step 3: Click the ⊕ icon to change the page language.

Step 4: Click 'Information System' -> 'Academic Information System'

How to retrieve your Student Portal Password

***Make sure to remember the email address that you save in your student portal's 'Personal Individual Information' section. Because you will need this to retrieve your password.

You may use Google Translate to translate in English.

Step 1: Click '비밀번호 찾기'. This means 'find password'

Step 2: Fill out the information needed. Student number and name. Name is same in your passport.

Please enter the information registered at Sejong University.

Students use **student number**, professors/employees use **portal ID**.

Students use student number, professors/employees use portal ID.

name

name

Step 3: Click next

Step 4: Write name again and email address (the one you saved in your portal account). Then click 'Get verification number'.

Step 3: Click next

Information System/Sejong Portal

***You may also change your portal account into English.

◁ ▷ PINED..[00:29:57] [→ PC ▾ ENG ▾ 🔔 ⚙ ▦

Click this icon to open 'Settings'.

× ⌃

🔍 Search

Rows ▾ | Total **40** count | 🖵 ▭

시간

환경설정   ×

▌환경설정

언어   한국어   ▾
대표권한   -선택-
             한국어
             영어

▌비밀번호는 영문/숫자조합 12자리 이상 입력하세요.

Click here **'영어'** to change the
language of the portal to English.
Then click **'confirm'**

비밀번호 변경   닫기

환경설정   ×

학사

▌Configuration Settings

Language   English   ▾
representative   【20110105】대표【대학원】재학... ▾
authority

▌Enter a password of at least 12 alphanumeric characters.

previous password   ▯
password to change   ▯
confirmation of   ▯
Password

Click here tochange Password
and save all changes made.

change password   Close

t) collects and provides information on the approval (approval) target currently waiting for each faculty member from multiple s

Always update personal information @ the student portal

Click **'Personal Information Management'** to check on your personal information section.

It is very important to update this section esp.:
- **English Name** (for Diploma and academic documents english version)
- **Contact Details** (to receive updates from university offices)

How to add course of interest

***When accessing the Sejong Portal, we advise you to download Google translate app to translate important info including dates and reminders usually updated in Korean.

Click here to do the **'Add to Course of Interest'** registration which is <u>available during the respective date/schedule.</u>

Click here **'주전공강좌 검색'** to see the <u>Major Courses List.</u>

Click here **'Delete'** if you want to delete the course from your list of Courses of Interest.

Click here **'담기'** to <u>register for the course</u>. Then the course will transfer on the right side.

How to add course of interest

Click here **'타학과강좌검색'** to see courses in the other department.

Click here **'Daeyang Humanity College [9005 학부] 대양휴머니티칼리지'** if you are looking for Korean Culture, Language, and Other Social Sciences courses.

You may also filter here to only show either **'Korean Track'** or **'English Track'** courses.

You may also click the **'course title'** to view the Course Syllabus.

Click here **'담기'** to register for the course. Then the course will transfer on the right side.

How to register courses and check registered course for the semester

Click **'Course Enrollment'** to <u>Register Courses.</u>

Click **'Next'** but take note that <u>Course Registration will NOT open when the application period is closed.</u>

Click **'Search Major Courses'** to <u>register for major required courses.</u>

Click **'Search Courses by Other Departments'** to register for <u>other minor or alternative courses.</u>

How to register courses and check registered course for the semester

Click **'Daeyang Humanity College'** or other Departments to look for other minor or alternative courses. At Daeyang Humanity, you may also find the required Korean courses for Freshmen students.

Be mindful of checking if the courses are in **'English Track'** or **'Korean Track'**. You can also view the syllabus by clicking the **'Course Syllabus'**.

Click **'Register'** to finalize the registration for the course. Then you may find below the Registered Courses list.

How to ADD/DROP courses

Click **'Course Enrollment'** to Add/Drop courses during the application period.

Click **'Delete'** to drop courses during the application period. Know that you may only Add/Drop courses during the application period.

Click **'Course Enrollment History'** or **'View Lecture Schedule'** to check your final list of Registered Courses.

How to Check Course Syllabus

Click **'Class/Grades (Courses)'** to view courses available for the semester.

Click **'Lecture Schedule Inquiry'** to view courses available for the semester.

Click **'Course Syllabus'** to view per course syllabus content including professor contact details.

E.Campus (new blackboard platform)
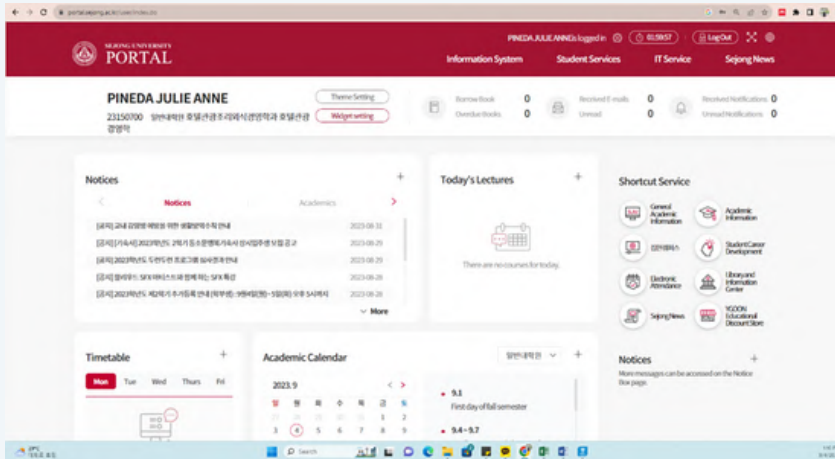
Student Portal Log-in:
Step 1:
Go to Portal System
(portal.sejong.ac.kr)

Step 2:
Login: ID (Student ID No.) and Password (initial PW is 8 digit birthdate 'yyyymmdd')
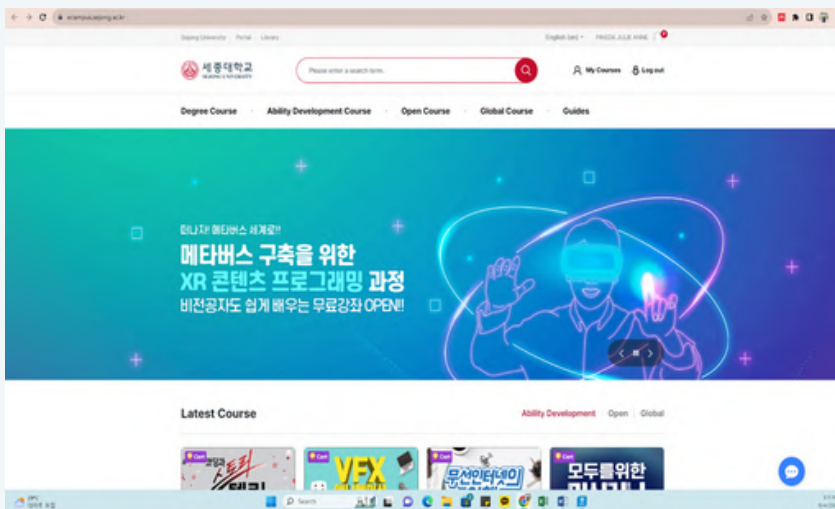
Step 3:
Click '집현캠퍼스'

Step 4:
You can change the language to English on the top right corner.
Then to see your courses, click "My Courses".
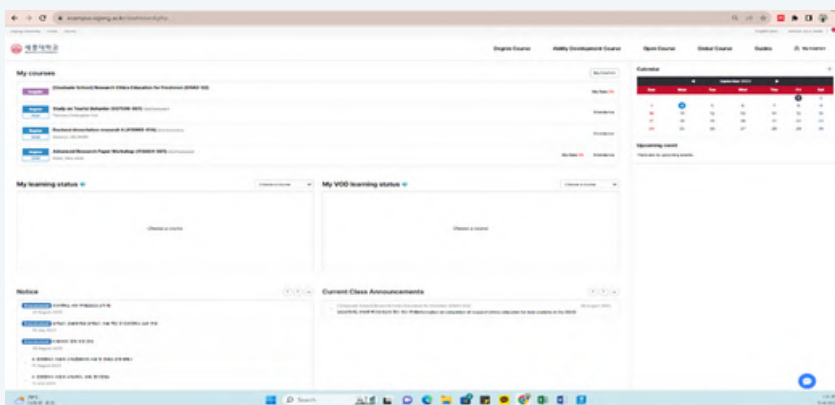
Step 5:
Click the course/courses that is online and/or you need to check for work tasks/homework/syllabus.
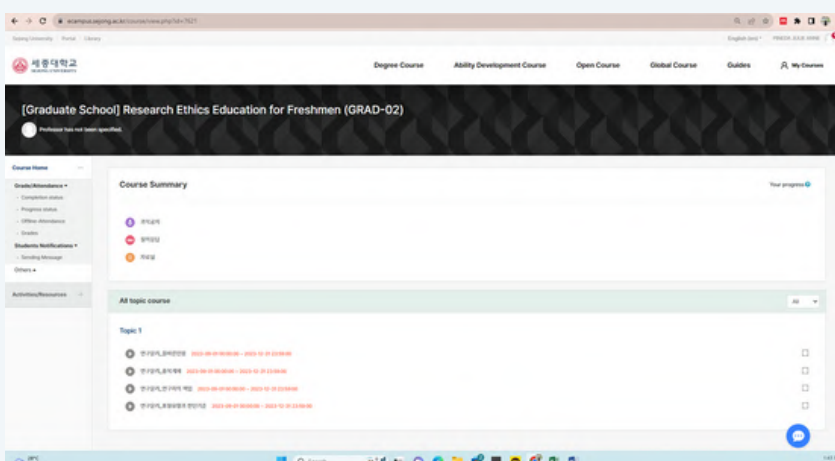
- Click each course to view the course contents and classes.
- If there are videos that you need to watch, the date and time when to watch the video are indicated on each 'video title'
- Click **'task title'** to submit homework.

How to Check Grades

***Students should do both course feedback and <u>evaluation grading per course during the 'Course Evaluation Period' to see their course grades right after the mid-term and/or final exam.</u> If you were not able to do so, you will need to wait till your grades are posted in the **'Grade Inquiry History'** section.

Click here to do the **'Lecture Evaluation'** per course which is available during the respective date/schedule

Then after doing the evaluation, you may check your grades during the grades viewing schedule at **'Current Semester Grades'**.

How to Check Course Credits

***Students may check their student portal account for their required course credits for graduation. It is highly recommended though to visit the Registrars' Office, especially undergraduate students, for their credit check during expected graduation period.

Click **'Personal Graduation Self Assessment'** and click the boxes check to confirm next.

Then click **'과목이수표출력'** to download your course credit assessment form. You will find in the form this table.

How to Print Academic Documents

Step 1:

Go to Student Union Building Basement 1. (*See Campus Map at the Appendix.)

Step 2:

Look for the two (2) printing machines at the corner of the Basement 1 floor, opposite the university cafeteria.

Step 3:

Log in with the following information similar to your student portal account.
- student number
- student portal password (default PW is your birthdate 'yyyymmdd')
- mobile number

***This must be indicated in your **'Personal Information'** section on the student portal. If you do not have a Korean mobile number yet, you may put '010-0000-0000'.)

Step 4:

Print your needed academic documents. You may change to an 'English' document before printing if needed.

You may print the 'English version' of your academic documents, just also make sure that your English name is saved in your student portal **'Personal Information'** section.

TOPIK Improvement Class

Sejong University offers free TOPIK Improvement Classes for those who want to improve their Korean Language proficiency and TOPIK level.

Every February and August, SOS will notify the details of the TOPIK Improvement Class on the university webpage. Below are rough information on the TOPIK Improvement Class, and please check the detailed information on the notice board every semester.

Class Ojective	Getting higher TOPIK Level
Class Content	Korean Vocab and Grammar for TOPIK (included mock tests)
Class Period	From the 1st week of the semester, for about 12 weeeks
Class Time	For further notice (2days per week/ 2 hours per day/ night class)
TOPIK Group Registration Period	Late February / August
How to Register	Office: JiphyyunGwan #931 Homepage: http://home.sejong.ac.kr/~seckc/6.html Phone: 02-3408-3103/2994/3109 E-mail: topik@sejong.ac.kr Please let us know your name, major, student ID number, and way to contact(phone number & e-mail address). You need to pay a deposit for the class(100,000 won). You'll get the full deposit back on the last day of class, if your attendance is good(at least more than 80%)

Dormitory Guidelines

1. Garbage disposal
- Gwangaeto dormitory: Sorting recyclable waste including papers, plastics, and glass before disposal should be mandatory, food waste disposal should be done at the designated court.
- Off-Campus Housing: papers, plastics, and glass should be sorted and gathered at the collecting places. Use standard waste bags and food waste bags for common waste and food waste and dispose of them on the garbage collecting date.

2. Firefighting training
- Venue: Gwangaeto / Saimdang dormitory (Except for Happy dormitory & Off campus Housing)
- Purpose of training: know how to escape from a fire outbreak.

3. Dormitory manager meeting request/submission of complaint
- You may check the dormitory manager's schedule at Happy Dormitory 1st fl. Office and appoint a meeting. Or better to also email dormitory@sejong.ac.kr with the attached complaint form should you have any concerns you would want to discuss with the Dormitory Team.

4. Prohibited inside dormitory
- Smoking, drinking, use of candles, disgusting behavior, bringing in pets, bothering neighbors and other residents etc.
- Bringing pets, family members, friends, and acquaintances to the dormitory is NOT allowed. Upon detection, you may be forced to quit the dormitory immediately.

5. Prohibited items in the dormitory
- Heating equipment for heating the room: electric blanket, electric cushion, electric plate, electric heater, heater etc.
- Electric heating equipment: personal induction, highlights, portable gas range
- Others: Hair iron
- The above-mentioned items are prohibited because of generating high heat and high volume of electricity consumption. You may be given penalties if you use those items inside the dormitory.

Dormitory Check-in Requirements & Health Centers near the campus

Requirements for dormitory check-in:

- Passport
- Passport ID Photo
- Application Form
- Medication Report certificates (hepatitis B, tuberculosis)

NOTICE:

- Staying at the dormitory is ONLY every 6 months / per semester. Everyone should check out every 6 months and apply again for a dormitory room should they want to stay again at the dormitory.
- Take note that you have to make sure to bring all your belongings with you upon check-out.
- In advance, look for an alternative accommodation and/or storage area for your things before check-out.
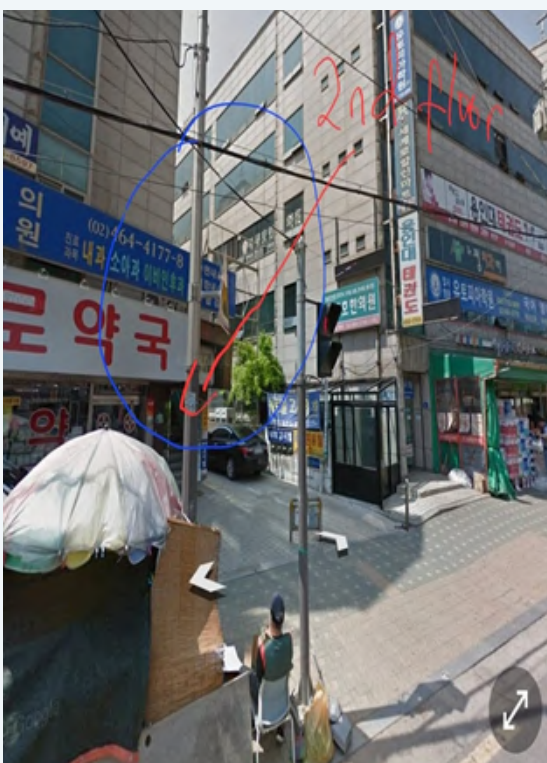
Dormitory Medical Certificates/Vaccinations
Hospital Name: 화양본내과의원 (Hwa Yang Bon Internal Medicine Center)
Internal Medical Center)
Address: 346-22 Gunja-dong, Gwangjin-gu, Seoul
Phone: 02-464-4177
Office Hours: 10AM-4:00PM (lunch: 1:00PM-2:00PM)

***They speak only Korean but if you say about Hepatitis B Test and Xray Test for dormitory (기숙사) then they know.
Test Fee: 30,000 – 50,000won.

Health Insurance

All international students are required to sign up for an international health insurance plan to help protect themselves from high or unexpected healthcare expenses incurred by diseases such as flu epidemics. Sejong University has made it mandatory for all international students to purchase insurance plans.

Health Care System in Korea

In Korea, it is common to visit walk-in clinics or local doctors. Local doctors are usually specialized in one field, such as the eyes, ears, skin, etc. If you have any special needs or need further treatment at a larger hospital, the doctor will refer you to an appropriate hospital. You may also go directly to general hospitals. However, the waiting time can be longer, and the fees are usually more expensive than local clinics.

National Health Insurance

All foreign nationals in Korea with registered ARC, including D2 student visa holders, are automatically registered at the National Health Insurance, The National Health Insurance Service (NHIS) covers a high percentage of your hospital and prescription drug costs. In the Korean insurance system, alternative therapies like acupuncture and homeopathy are sometimes also covered. International students(holding D-2 visa) who have already registered as foreigners at the Immigration Office, will receive monthly insurance bill from the NHIS. It is very important for the students to pay the bill on time because there might be restrictions in visa extension in the future if they fail to pay insurance bills. We encourage students to apply for automatic money transfer, and please refer to the below website to figure out how.

NHIS Headquarters

Subway: Line no. 5, Gongdeok Station, Exit no. 1 (10-minute walk)
Tel: 02) 390-2000 / 033-811-2000 (for English and other languages)
Website: https://www.nhis.or.kr/english/index.do

-
-
-

On-Campus
Health Service Center

The Health Center is responsible for attending to the health needs of Sejong students, faculty, and staff. The center provides the following services

- Health advice
- Basic first aid supplies and medications (band-aids, painkillers,etc.)
- Basic checkup for blood pressure, blood sugar level,etc.
- Beds for rest

Business hours: 09:00-5:30 (Weekdays)
Lunch Break: 12:00 - 13:00 (Office days)
Location: Room 109, Jiphyeon-gwan

In case of national health concern link COVID/Pandemic

For more COVID Regulation Inquiries, refer to the websites and contact details below.

Q-Code:
https://cov19ent.kdca.go.kr/cpassportal/

Incheon Airport (COVID Entry Updated Policies):
https://www.airport.kr/ap_cnt/en/svc/covid19/medical/medical.do

KCDC Korea Health Department:
https://www.kdca.go.kr/index.es?sid=a3
Hotline: 1339

*If you are not feeling well and need immediate medical attention, better to also contact asap the university health center.

BANKING

Many banking, insurance, and financial products, and services are available in Korea. There can be some restrictions imposed on foreign students in banking or finance due to strict national regulations. Depending on the types of international transactions, there can be some specific stipulations on documents and transaction amounts.

Opening a Korean Bank Account

Foreigners can open a bank account by visiting a bank as long as they are registered foreign residents in South Korea with valid ARC. Registered foreigners in South Korea, with a long-term visa like a D2 student visa, and degree-enrolled students are eligible to open a bank account in South Korea.

Required Documents:

- Passport,
- Alien Registration Card (ARC), and
- Certificate of Enrollment (COE)

Overseas Money Transfer

To send money overseas, you can transfer money to a bank. Through designated foreign exchange banks, you can transfer up to $50,000 (remittance + exchange rate) a year, and if you have a document showing how the money was acquired, then you can transfer any amount within your range of income. Different banks have different fees and restrictions on transfers, so it is recommended that you compare the information at different banks.
You may also register with other 3rd party FinTech companies in Korea like: SBI Cosmoney, Toss, Payco, etc.

Foreign Exchange

If you have a passport, you can easily exchange foreign money or traveler's checks for Korean money at Korean banks, including the Korean Exchange Bank, and at the exchange booths at some subway stations in tourist sites like Euljiro-3 subway station and at the airport. You can exchange up to $10,000 (for one entry) at a time. The foreign exchange rates are not fixed and change depending on economic factors.

Useful Bank Related Websites

KEB Hana Bank: http://www.keb.co.kr
KB Kookmin Bank: http://www.kbstar.com
Woori Bank: http://spot.wooribank.com
Shinhan Bank: http://www.shinhan.com

Cafeterias and Cafes on campus

Sejong University is known to be the university in Seoul with the most delicious and affordable campus food. Take advantage on this and visit the campus food stores.

Campus Map

세종대학교
SEJONG UNIVERSITY

1 Jiphyeon-gwan (집)	**16** Dasan-gwan (다)
2 Daeyang Hall (대)	**17** Parking Garage
3 Mozart Hall (모)	**18** Dongcheon-gwan (Univ.Library 동)
4 Gunja-gwan (Lab: 5층 / 군)	**19** Woojungdang
5 Gwanggaeto-gwan (광)	**20** Sejong University Museum
6 Yidang-gwan (이)	**21** Asadal Pond
7 Jingwan Hall (진)	**22** Daeyang Tower
8 Yongdeok-gwan (용)	**23** Aejiheon Chapel (애)
9 Hong Jin Structure Research Center	**24** Daeyang AI Center (센)
10 Sejong Elementary	**25** Athletics Field
11 Center for Future Education Annex	**26** Sejong-gwan (세)
12 Sejong Elementary School Auditorium	**27** Student Union Building (학)
13 Yeongsil-gwan (영)	**28** Saenal-gwan (새)
14 Chungmu-gwan (충)	**29** Mubang-gwan (무)
15 Yulgok-gwan (율)	**30** Kimwon-gwan (김)

Postal Service

You can mail letters, postcards, and small parcels by putting them in a mailbox on the street or by visiting a post office in your neighborhood. You should go to the post office when using non-standard envelopes or postcards and when sending international post mail. The Sejong University post office is located on the 1st floor of Gunja-gwan Building.

Domestic Postal Service

National postal code directories are available at post offices. You can use domestic postal services by writing down the recipient's postal code and attaching stamps for regular mail or express mail. When you choose registered mail, you will get a receipt. Registered mail is more expensive than regular mail. However, the process of the delivery of registered mail is recorded, so it is possible to track the mail.

Contact information for foreigners

Business Hours : Mon-Fri, 9am-6pm
Location : 1st floor, Gunja-gwan
Tel. : 82-2-3408-3385

Overseas postal service

For overseas mail, a direct visit to a post office is required. Express Mail Service provides the fastest and safest international postal service that delivers urgent letters, documents, and packages. EMS is operated by the Korea Post under special agreements with reliable, overseas postal counterparts. Before sending your mail, make sure to write down the address and names of senders and recipients, phone numbers, the contents, quantities, and costs of items. Rates vary depending on the kind of mail and weight, so you need to check the information through homepages or at the post office counter. After sending your mail through EMS, airmail, or registered mail, you can check the status of delivery.

EMS website: https://ems.epost.go.kr/comm.RetrievePostagEMSSrvcCenter.postal

University Library

How to get into the Library?
To enter the library, you should swipe your mobile ID or student ID card at the entrance gate.

How to borrow and return?
When borrowing, you will need to present your Student ID card at the Circulation Desk located on the 2nd floor. Note that many publications cannot be rent.

- Assignment books: Books requested by the academic departments for student assignments.
- Reference books: Books whose call numbers include the alphabet letter.
- Serials: Books whose call numbers include the alphabet letter.
- Master's and doctoral dissertations: Books whose call numbers include the alphabet letter "T".
- Non-book items: Materials held in the Multimedia Room (only available for reading within the library).
- Rare books.

How to reserve group study rooms?
The library has 30 group study rooms. These rooms can accommodate from 3 to 8 people and can be reserved for the use of Class group discussions, preparation for class presentations, and so on. You can book these rooms by the hour, up to two hours at a time. Please visit the official website (http://library.sejong.ac.kr/eng/) for details such as the library guidelines.

Library Hours:
B2F, 1F Reading Rooms: 24 hours
2nd Floor ~ 9th Floor :
During Semester(Weekdays) : 09:00~22:00
/ During Semester(Saturday)/Vacation: 09:00~17:00

Prayer Room and Mosque near campus

One Muslim Prayer Room, Happy Dormitory #B10, is allocated for Muslim prayer. The prayer room facilities are capable of comfortably accommodating over 20 students at one time. Male and female players are separated by a high partition. It is open for a specific schedule.

For usage concerns, it is very important to coordinate with the Sejong Student Muslim Community 'https://www.facebook.com/groups/MuslimsInSejong' and/or the SOS Center. ONLY Sejong University students are allowed to enter the prayer room.

Masjid Noor Sejong University Mosque

<u>Address:</u> 11 Dongil-ro 56-gil, Gwangjin-gu, Seoul

<u>How near?</u>
Just around 15-20mins by walking from Sejong University.

Halal Food in Seoul

With the increasing number of Muslim students, Sejong University has made efforts to create a Muslim-friendly campus environment.

Halal Food in Seoul

There are many restaurants, cafes, and retail shops around Seoul that serve or sell halal food. You'll find many halal establishments in Itaewon, Seoul's best-known multicultural neighborhood. However, the distinction should be made between a Restaurant serving halal food and a halal-certified restaurant.

You may wish to inquire whether or not the establishment is certified by the Korea Muslim Federation (KMF) before visiting. Halal food has become increasingly popular as the number of Muslims visiting Korea is on the rise, there is no doubt that more and more restaurants in Korea will offer halal options in the near future. There is a growing increase in halal-friendly menus so as to accommodate travelers with these dietary concerns. Here are a few recommended eateries listed below.

Baba India
Menu: Samosa and vegetable rolls, salad, curry, naan, lassi, etc.
Website: www.babaindia.co.kr (Korean only)
Inquiries: +82-2-521-4588

Kervan
Menu: Kebab, pide (Turkish pizza), hummus, baklava, yogurt and other beverages, etc.
Website: https://www.facebook.com/kervan.halal.restaurant.seoul/ (Korean, English)
Inquiries: +82-2-792-4767

Persian Palace
Menu: Palak paneer, tandoori chicken, naan bread, lamb shish kebab, kebab, etc.
Website: www.persianpalace.com (Korean, English)
Inquiries: +82-2-763-6050

Big Brothers Burger
Menu: burger, plov, boritto
Website: https://m.place.naver.com/restaurant/1835907719/home (Korean)
Inquiries: 0507-1387-9707

Kebab_shi (케밥씨)
Menu: kebab, fries, sandwhich, rice plates
Website: https://www.instagram.com/kebab_shi/
Inquiries: 0507-1478-0814

FOR MORE INFORMATION:
Visit this site (http://english.visitkorea.or.kr/enu/TRV/TV_ENG_3_5.jsp) to learn more about Muslim Friendly Restaurants in Korea

Places of Worship

Buddhist Temples:
-The Seoul International Zen Center
Website : http://www.seoulzen.org
E-mail : seoulzen@yahoo.com
Tel.: 02) 900-4326

-Mu Sang Sa International Zen Center
Website : http://www.musangsa.org
E-mail : info@musangsa.org
Tel.: 042) 841-6804

Place	Time	Language	Tel.
Myeong-dong Cathedral	(SUN) 9:00AM	English	02) 774-3890
Yoksam-dong	(SUN) 9:00AM	English	02) 553-0801
Hannam-dong	(SUN) 9:00AM	English	02) 793-2070
	(SUN) 10:00AM	German	
	(SUN) 11:00AM	English	
	(SUN) 11:30AM	Italian	
	(SUN) 12:15AM	Spanish	
	(SAT) 6:00PM	French	
Salesio labor center	(SUN) 11:30AM	Tagalog (Philippine)	02) 765-0870
Hyehwa-dong Church	(SUN) 1:30PM	Tagalog (Philippine)	02) 764-0221
Pastral Center	2 (SUN) 11:00AM	Latin American	02) 928-2049
Pastral Center	(SUN) 12:30PM	Vietnamese	02) 924-2706
	Last (SUN) 3:00PM	Thai	02) 924-2721

Public Safety & Regulations

✔ "Prevention of Sexual Violence" and "Understanding of Korean laws" videos

The Ministry of Education and the Ministry of Justice made mandatory online education on "Prevention of Sexual Violence" and "Understanding of Korean laws" to understand life in Korea.
Accordingly, students must complete watching two education courses on Blackboard.

Blackboard instructions to watch the videos:
- Login to the student portal https://ecampus.sejong.ac.kr/
- Input your student number and password

✔ Cheating & Plagiarism

Sejong University will not tolerate academic cheating or plagiarism in any form. Learning to think and work independently is part of the educational process. Cheating or plagiarism in any form is considered a serious   violation of expected student behavior and may result in disciplinary action. Also, if plagiarism is detected, even slight one, you may fail a course. University policy can be summarized simply: As a student, you are responsible for your own work and you are responsible for your actions.

✔ Prohibited Activities

SMOKING & DRINKING & DRUG FREE SPACE
You will find that smoking is prohibited in many of the buildings in the city. Smoking is allowed in some bars, restaurants, and cafes in designated smoking areas. Fine for smoking at prohibited areas is 100,000won.

The legal drinking age in Korea is 19. For many Korean people, drinking is an established part of their social life—this is how they relax or spend time with friends and get to know one another. There may be cases where Koreans will insist on going for a drink together. By doing so, Koreans feel it is easier to break the ice, especially when they first meet you. If you don't want to or cannot take any alcohol, you can always ask for a non-alcoholic drink instead. If you don't feel comfortable going to places that serve alcohol, explain this to your friends—there are lots of other places where you can meet. Bars in Korea are open to anyone and usually stay open till early in the morning.

Voice Phishing Advisory: Be Aware and NOT be a Victim

AWARENESS TO ALL FOREIGNERS AGAINST VOICE PHISHING

Voice phising case forwarded to INTERPOL coordinated operation

Voice Phishing using virtual asset

Case In May 2021, Pretended as a prosecutor, accusing the victim's bank account has been involved in a crime receiving bitcoin amounting to 120 million won.

modus perandi
▶ Exploit damages through virtual assets that are difficult to track.
▶ Demand the payment by converting the damaged money into domestic currency.

Fake Chinese public security personnel scam

Case In 2017, a Voice phishing operated in JEJU ISLAND CALL CENTER. Contacting a fellow Chinese citizen in mainland China to collect unpaid phone bills, they are pretending as a PUBLIC SECURITY PERSONNEL.

modus perandi
▶ Deception by showing fake ID of Chinese police
▶ Their call center was located in SOUTH KOREA. Chinese are the target of their illegal activities.

Fake Government institutions scam

Case Year 2013 to 2015, 11 members of the organization pretended as prosecutor investigators, operated a call center in China, with voice phishing activities had defrauded 400million won from the victims.

modus perandi
▶ Pretending to be Government agency personnel (prosecutors' investigators, tax collector, etc)
▶ Call centers based outside the country are instructing victims to send money thru r emittances by using bank accounts from different individuals.

WARNING SIGNS (Preventing voice phishing scam)

1. Beware to those who've been pretending government personnel and asking for payments.
2. Beware to those who've been asking for an initial payment to cover the remittances processing cost.
3. Beware to those who've been asking for bank account passwords.
4. Beware to those who've been pretending as overseas family members asking money.
5. Beware received messages, calls, recommending loans.
6. Beware to those who've been asking for payments for lending money processing costs.
7. Don't click files, emails, or texts from unknown sources. Delete it.
8. If there's any suspicious call, report to the nearest police station.
9. If you are a victims of voice phising, please report to the concerned government agencies immediately to prevent further damages.

서울광진경찰서
SEOUL GWANGJIN POLICE STATION

Embassies and Cultural Centers in Korea

COUNTRY	Phone No.	Official Website
Malaysia	+02-2077-8600	https://www.kln.gov.my/web/kor_seoul
USA	+02-397-4114	https://kr.usembassy.gov/
UK	+02-3210-5500	https://www.gov.uk/world/organisations/british-embassy-seoul
France	+02-3149-4300	https://kr.ambafrance.org/-Francais-
Germany	+02-748-4114	https://seoul.diplo.de/
Japan	+02-2170-5200	https://www.kr.emb-japan.go.jp/itprtop_ja/index.html
China	+02-755-0469	http://kr.china-embassy.gov.cn/kor/
Vietnam	+02-739-9399	https://vietnamembassy-seoul.org/
Philippines	+02-796-7387	http://www.philembassy-seoul.com/
Bangladesh	+02-796-4056	http://www.seoul.mofa.gov.bd
Uzbekistan	+02-574-6554	https://www.facebook.com/uzbekembassykorea/
Kazakhstan	+02-379-9714	https://www.gov.kz/memleket/entities/mfa-seoul?lang=en
India	+02-574-6554	https://www.indembassyseoul.gov.in
Pakistan	+02-796-8253	http://pkembassy.or.kr/contact/
Russia	+02-318-2116	https://pusan.mid.ru/en/genelal_information/embassy_of_the_rf_korea/
Nepal	+02-3789-9770	https://kr.nepalembassy.gov.np/
Mongol	+02-794-1350	https://seoul.embassy.mn/
Indonesia	+02-780-4280	https://kemlu.go.id/seoul/en

Websites & SNS Links to Check Future Announcements
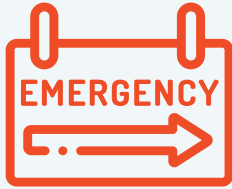
EMERGENCY

- Police 112
- Fire Department 119
- Emergency Patients / Ambulance 1339
- Korea Immigration Office 1345
- 24-hour International SOS for Foreign Travelers 02)790-7561
- Gwangjin Health Center 02)450-1114

2024 Fall Exchange Program Information

| SEOUL WEATHER | ☀ 31°C clear sky | Tuesday 🌧 31°C 23°C | Wednesday ☀ 33°C 22°C | Thursday ☀ 34°C 23°C | Friday ☀ 34°C 24°C | Saturday ☀ 35°C 24°C | Sunday ☀ 35°C 24°C | Monday ☀ 33°C 26°C | 5:27:39 PM Tuesday • KST |

🔖 FAQ

🐻 💛Mamapapabear Service💛

(Notice) What should I do now? (2024-Fall Exchange Students)

▥ Board ⊞⊞ ⊞⊞

1. March - May 3	2. June - August 6	3. August - September 4	4. September - November 7	5. December - January 5
👥 Nominations (Coordinator) ● Done 19/02/2024 → 29/03/2024	👤+ Additional Application Period ● Done	✈ Immigration Guidelines (Incheon Airport) ● Done	❗ Final Course Add/Drop & Course Registration Period ● Not started 03/09/2024 → 06/09/2024	✈ Departure Survey ● Not started
👤+ Application (Student) ● Done 01/04/2024 → 10/05/2024	🌐 Receive Admission Documents for visa application ● Done	📧 Exchange Student Orientation - Spring, 2024 ● Not started 28/08/2024	🌐 Alien Registration - Group Application ● Not started	⭐ Course Evaluation ● Not started 09/12/2024 → 26/12/2024
👤✓ Application Confirmation by email ● Done	🏠 Visa Application in Students' home country ● Done	🏠 On Campus Dorm Entry Start ● Not started	💛 Chuseok Holiday(추석) ● Not started 16/09/2024 → 18/09/2024	🔥 Final Exam Period ● Not started 16/12/2024 → 20/12/2024
＋ 새로 만들기	✅ Preliminary Course Selection ● Done	Class Begins : Mon, 2nd September ● Not started 02/09/2024	🔴 Course Withdrawal Period ● Not started	On Campus Dorm Closing ● Not started 20/12/2024
	🌊 Survey about entry date in Korea ● Done			

FB Group Pages: Uzbekistan

FB Group Pages: China

世宗大学对外协力处
微信扫描二维码，关注我的公众号

FB Group Pages: South Asia

FB Group Pages: Vietnam

FB Group Pages: Southeast & Other Countries

Office of International Affairs

Office of International Affairs:
Office: Student Union Building, 2nd floor, room 209A

- The office supports international exchange students with in-campus and other concerns that a foreign student may have while living in South Korea, like immigration requirements, acculturation, etc.

Student Support

- Exchange Student Application
- Visa Application
- Course Registration
- Alien Registration Application / Extension
- Certificate of Admission Reissuance
- Others