

2020 Spring Semester Guidelines for International Students



부산대학교
PUSAN NATIONAL UNIVERSITY

Contents

| | |
|---|-----------|
| Academic Calendar before Admission | 3 |
| 1. First Day at PNU | 4 |
| 2. Visa & Immigration | 5 |
| 3. Tuition Payment | 10 |
| 4. Academic Management (Course Registration etc) | 15 |
| 5. Dormitory (PNU Dormitory Admin. office) | 18 |
| 6. Insurance | 20 |
| 7. Others (Placement Test etc) | 23 |

※ The guidelines for international students have been prepared in Korean, Chinese and English. Korean is the standard when differences in interpretation arise.

○● Academic Calendar before Admission ●○

| | Date & Time | Contents | | Remarks |
|--------------------------------------|--|---|---|---|
| Under graduate | 2019. 12. 6.(Fri) 16:00 Tentative | Announcement of Admission Decision & Print out of Acceptance Letter | | Admission Information Homepage (http://go.pusan.ac.kr) |
| | 2019. 12. 17.(Tue) 10:00 Tentative | Print out of Tuition invoice | | Student Supporting System (http://e-onestop.pusan.ac.kr) |
| | 2019. 12. 17.(Tue) ~ 20.(Fri) | Tuition Fee Payment | Paying in Korea | At the banks indicated on tuition invoice (during bank business hours) |
| | | | Paying overseas | "Paying from Overseas" on p.11 |
| 2019. 12. 26.(Thu)10:00 Tentative | Distribution of Certificate of Admission | | International Student Center(Main Bldg. 1F) ※ To abroad applicants, will be sent by mail ※ Inquiry : iadmission@pusan.ac.kr | |
| Graduate | 2019. 12. 20(Fri) 16:00 Tentative | Announcement of Admission Decision & print out of Acceptance Letter | | Admission Information Homepage (http://go.pusan.ac.kr) |
| | 2020. 1. 2.(Thu) 10:00 Tentative | Print out of Tuition invoice | | Student Supporting System (http://e-onestop.pusan.ac.kr) |
| | 2020. 1. 2.(Thu) ~ 7.(Tue) | Tuition Fee Payment | Paying in Korea | At the banks indicated on tuition invoice (during bank business hours) |
| | | | Paying overseas | "Paying from Overseas" on p.11 |
| 2020. 1. 17.(Fri) 10:00 Tentative | Distribution of Certificate of Admission | | International Student Center(Main Bldg. 1F) ※ To abroad applicants, will be sent by mail ※ Inquiry : iadmission@pusan.ac.kr | |
| (Under graduate) Waiting Applicants | 2020. 2. 18.(Tue) 10:00 Tentative | Print out of Tuition invoice | | Student Supporting System (http://e-onestop.pusan.ac.kr) |
| | | Distribution of Certificate of Admission | | International Student Center(Main Bldg. 1F) ※ To abroad applicants, will be sent by mail ※ Inquiry : iadmission@pusan.ac.kr |
| | 2020. 2. 18.(Tue) ~ 20(Thu) | Tuition Fee Payment | | At the banks indicated on tuition invoice (during bank business hours) "Paying from Overseas" on p.11 |
| Insurance | 2019. 12. 10.(Tue) | Notice of Insurance for International Students | | PNU International (http://international.pusan.ac.kr) |
| | 2019. 12. 17.(Tue)10:00~ 2019. 12. 20.(Fri) 23:00 | Undergraduates' Insurance Bill Print out & Payment | | ※ It is mandatory to check "The Insurance Guideline" from the website ※ Also, check P.20 "Insurance" |
| | 2020. 1. 2.(Thu) 10:00 ~ 2020. 1. 7.(Tue) 23:00 | Graduates' Insurance Bill Print out & Payment | | |
| Dormitory | 2019. 12. 26(Thu) 18:00 | Notice of Dormitory | | PNU International (http://international.pusan.ac.kr) |
| | 2019. 12. 31(Tue) 10:00 ~ 2020. 1. 3(Fri) 16:00 | Application for Dormitory | | Dormitory Application System (http://dormapply.pusan.ac.kr/f_index.html) |
| | 2020. 1. 13(Mon) 10:00 ~ 16(Thu) 16:00 | Payment of Dormitory Fee | | Only for admitted residents of Dormitory |
| Airport pick-up | 2020. 1. 27(Mon) ~ 2. 6(Thu) 24:00 Tentative | Application for Gimhae Airport ~ Busan Campus Pick-up Service | | PNU International – apply by Google (http://international.pusan.ac.kr) |
| | 2020. 2. 29(Sat) 9:30~15:30 | Airport Pick-up Service | | Only for applicants (Not individual, in time-based group pickup form) |
| Course Registration | 2020. 2. 13.(Thu)~14.(Fri) | Course Registration Period for New Students in 2020 Spring Semester | | Student Supporting System (http://e-onestop.pusan.ac.kr) |
| | 2020. 3. 2.(Mon)~ 6.(Fri) | 1 st Course Add/Drop Period | | |
| Orientation | 2020. 3. 2.(Mon) | Freshmen Orientation | | PNU International (http://international.pusan.ac.kr) |



First Day at PNU

1. Pick-up Service from Gimhae International Airport

- 1) Provides a pick up service from Gimhae International Airport to PNU
- 2) Application period: **2020. 1. 27.(Mon) 09:00 - 2. 6.(Thu) 24:00 Tentative (must apply in time)**
- 3) How to sign up : Notice will be posted later (PNU International homepage -<http://international.pusan.ac.kr>)
- 4) Route: from Gimhae International Airport to PNU (Busan Campus)
- 5) Service Date & Time: **2020. 2. 29.(Sat) 09:30 ~ 15:30 (Not individual, in time-based group pickup format)**

2. Orientation for New International Students (★mandatory for all international freshmen)

- 1) When: **2020. 3. 2.(Mon)**
※ **The details will be posted on homepage (<http://international.pusan.ac.kr>) in February of 2020.**
- 2) Where: Main Conference Room, 3rd Floor, Main Administration Bldg.(#205)
- 3) Contents: Introducing PNU, Course Registration, Visa, Dormitory, PNU International homepage
- 4) Languages: English & Korean & Chinese
- 5) Booklets to be provided: PNU Student Handbook (Korean/English/Chinese)
- 6) **Note**
 - (1) Regarding the orientations of each department, please ask department office of your major.
 - (2) If you cannot attend the orientation, please check freshmen guidebook provided on 1st floor of Main Admin. Bldg.(#205).

3. Issuing Student ID Card & Certificate of Enrollment

- 1) PNU Student ID Card
PNU ID card is a proof that you are a PNU student and is used for dormitories, cafeterias, and libraries.
 - (1) Required Documents: application form, a copy of passport, a copy of color photo (3×4cm)
 - (2) Procedures: will be announced in February (<http://international.pusan.ac.kr>)
- 2) Certificate of Enrollment: for the issuance of ARC & extension of stay
 - (1) Off-line Issue: Issue at certificate auto-machine on 1st floor of Main Admin. Bldg. (Bldg. #205)
* Only exchange and visiting students can use the bachelor's counters
 - (2) On-line Issue: PNU Internet certificate system (<http://icert.pusan.ac.kr>)

4. International Student Center(ISC)

- 1) Office Hours & Place: 9:00~18:00 (12:00~13:00 Lunch Break), Mon-Fri.
1st Floor of Main Admin. Bldg. (Bldg No. 205)
- 2) Provided Services: Academic Counseling, Dormitory, Insurance, Visa, Cultural Experience, etc.
- 3) Inquires: ☎ 051-510-3352
E-mail(General counseling) services@pusan.ac.kr (VISA) visa@pusan.ac.kr (Dormitory) idorm@pusan.ac.kr
(Insurance)insurance@pusan.ac.kr (Counseling)counselling@pusan.ac.kr (Outbound) outbound@pusan.ac.kr
- 4) Website: <http://international.pusan.ac.kr> - **"Notice for International Students at PNU"**
 - Homepage for international students providing important notices about program applications, academic guidelines, visa information, and others. (Students should check the website on a daily basis)

2 Visas & Immigration

Important Notice

You must obtain the Study Abroad D-2 visa **before the beginning of the semester (Mar. 2nd)**, at the Korean Consulate overseas, or if you are currently studying in Korea, you must change your visa status to D-2. If you do not obtain a D-2 visa before the semester begins, you will be fined or face deportation.

※ For waiting applicants, please get your D-2 visa issued, or changed to a D-2 visa, as soon as you receive your Certificate of Admission.

<Exceptions>

- 1) For DIPLOMACY(A-1), AGREEMENT(A-3), CULTURAL ART(D-1), LONG-TERM NEWS COVERAGE(D-5), INTERNATIONAL TRADE(D-9), PROFESSOR(E-1), HUMANITARIAN STATUS(G-1-6), WORKING VISIT(H-2), VISITING RESIDENT(F-1), SPOUSE OF A KOREAN NATIONAL(F-6) and SPECIAL ACTIVITY(E-7) visa holders, there is no need to change visa status to D-2.
- 2) For TEMPORARY VISIT(C-3-2), MEDICAL TOUR(C-3-3), BUSINESS VISITOR(AGREEMENT)(C-3-5), BUSINESS VISITOR(SPONSORED)(C-3-6), VISA ON ARRIVAL(C-3-7), GENERAL TOUR(C-3-9), INDUSTRIAL TRAINING(D-3), NON-PROFESSIONAL EMPLOYMENT(E-9), VESSEL CREW(E-10), and MISCELLANEOUS(G-1) visa holders, you cannot apply for a change of status to D-2. You must leave Korea and get your D-2 visa newly issued at a Korean Consulates overseas.

[VISA change list]

| Current VISA Type | | Nationality | General | 21 designated countries + 5 countries in priority control |
|-------------------|--|-------------|---------|---|
| Short-term | B1/ B2/ C31/ C34 | | ○ | × |
| | C38 | | ○ | ○ |
| | C32~C33/C35~7,C39 | | × | × |
| Long-term | D-1 ~ F4, but, VISAs below are exempted | | ○ | ○ |
| | D-3, E-9, E-10, G-1 | | × | × |

- 3) If you are newly entering PNU after dropping out from another university,
 - Please refer to "3. Report of changes" from P.8

Please carefully read the guidelines(P.6-9) and if you have any other inquiries, please email visa@pusan.ac.kr

(List your name and application/student ID number)

1. Issuing New Visa (Students residing abroad)

1) Types of Visas: **Study Abroad (D-2)**

including Bachelor (D-2-2), Master (D-2-3), Ph.D. (D-2-4)

2) **How to issue Study Abroad Visa (D-2): Choose either (1) or (2) from below**

(1) Visit a Korean Consulate and apply for D-2 visa

- ① Inquire about required documents to Korean Consulate
- ② Visit Korean Consulate to apply for a D-2 visa of your country
 - Required documents: passport, certificate of admission, fee, tuberculosis result*
 - ※ **Tuberculosis Result:** Mandatory for students who are from Tuberculosis Risk Countries
 - ▶▶ **Tuberculosis Risk Countries:** Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, SriLanka, Thailand, Philippines, Uzbekistan, Vietnam, Laos
 - ※ Required documents may differ in each country's consulates; so please inquire to your country's consulates directly for accurate information.
 - ※ If you need a business registration document, please send a request to visa@pusan.ac.kr with application/student ID number and name. Then, we will send it via email within 3-4 days.
 - ※ Visa Information: KOREA VISA PORTAL homepage (<http://www.visa.go.kr/>)
 - ※ Search Consulate: www.mofa.go.kr

(2) Apply for change of VISA status after entering South Korea

- ① Who: Students with qualification of VISA exception who are from the countries other than the 21 countries designated by the Minister of Justice & the 5 countries in priority control.
 - ▶▶ **Nations Designated by the Ministry of Justice :** China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Peru, Egypt (Total 21 countries)
 - ▶▶ **Nations with priority control in students studying abroad :** Guinea, Mali, Ethiopia, Uganda, Cameroon (Total 5 countries)
- ※ See if your country has a visa exemption agreement with Korea: at the MOFA homepage (Direct Link: <https://www.0404.go.kr/consulate/visa.jsp>) - “[For Foreigners] When foreigners(general passport holders) from countries/regions under visa exemption agreement visit Korea”
- ② Application Method : Please check next page, “2. Change Visa Status or Extend Residence Period (Students in Korea)” & <Required documents>

2. Change Visa Status or Extend Residence Period (Students in Korea)

★You cannot depart from Korea before changing your visa status to D-2 or an extension of residence period has been completed and your alien registration card has been given back (If you depart, your visa will be cancelled)★

★Must be completed before semester starts(Mar. 2nd), and please go to your current reported address designated immigration office.★

▶ How to apply: **Choose either ① or ② below**

① **Visit Immigration office:** Prepare required documents and apply personally
you must make a reservation!

* Reserve at Immigration office website (www.hikorea.go.kr), print out receipt and visit Immigration office

* Reserving on the visiting day is not possible; you must do so at least a day in advance.

* You do not have to wait when visiting immigration office at your reserved time

* Time: about 14 days

② **Group Application at ISC:** ISC will submit papers on behalf of students to the Busan Immigration Office → after completion, notification will be sent to the student's email → pick up alien registration card (ARC) at ISC.

※ Group application period will be notified later on the PNU International homepage (<http://international.pusan.ac.kr>) Only group application is available during given period at website not any time.

<Required Documents>

1) **Changing Visa [Language Study (D-4), Job Seeking (D-10),**

Exchange Student (D-2-6), Non visa→ 'Study Abroad (D-2)']

(1) Application, passport & a copy of passport*, alien registration card, one color photo**, certificate of admission, fee KRW130,000 (cash)***

- Copy of passport*: the first page with your photo and page that has Visa stamp

- Color photo**: 3x4cm, white background, taken in the recent 6 months

- Fee***: For GKS students who submit GKS certificate, fee of visa change (KRW100,000) is exempted, and students only have to pay KRW30,000 for alien registration card

(2) **Proof of Residence document:** '거주/숙소 제공 사실확인서 (Confirmation form of accommodation' or other documented proof or residence*

- '거주/숙소 제공 사실확인서 (Confirmation form of accommodation' can be found at the [PNU International homepage](#)- Notice - Form Download - 유학생 비자변경 등 관련 서식'

- Documented proof of residence*: Contract of housing rental, mail of visa date expiration, receipt of dormitory fee payment, or other proof

- If you will live/are living at a PNU dormitory, fill out '거주/숙소 제공 사실확인서' instead and visit ISC for confirmation signature and submit

※ After semester beginning date (Mar. 2nd), you can print out 'Confirmation of Dormitory Residence at (http://dormapply.pusan.ac.kr/f_index.html)

(3) International Student Tuberculosis Result: International Students from Tuberculosis Risk Countries, who did not submit Check-up result after March 2, 2016, must submit Check-up result. However, if you already submitted it when applying for visa at Korean embassy, you don't have to do it again.

※ Only result issued from Geumjeong-Gu Health Center is permitted (result from other hospitals in or outside Korea is not permitted).

- How to apply: Visit Geumjeong-Gu Health Center with passport or alien registration card and fee of KRW 5,250 (about 3 days)

▶▶ **Tuberculosis Risk Countries:** Bangladesh, Cambodia, China, East Timor, India, Indonesia, Kyrgyzstan, Malaysia, Mongolia, Myanmar, Nepal, Pakistan, Russia, Sri Lanka, Thailand, the Philippines, Uzbekistan, Vietnam, Laos

2) **Extending Visa ['Undergraduate (D-2-2) → Master (D-2-3)', 'Master (D-2-3) → Doctoral (D-2-4)']**

Change of visa type within D-2 (Study Abroad) is considered extending period of stay of visa, so you should submit extension documents (you can apply 4 months before expiration date).

(1) Application, passport, alien registration card, certificate of admission, final degree transcript, fee KRW 60,000(cash)

(2) Proof of Residence document: Same as above 'Changing Visa [Language Study (D-4), Job Seeking (D-10), Exchange Student (D-2-6), non-visa → 'Study Abroad (D-2)']', **(2) Proof of Residence document**

(3) After March 2, 2016, when a student from Tuberculosis Risk countries is extending period of stay for the first time, he or she must submit an **International Student Tuberculosis result issued within the previous 3 months.**

※ Only results issued from Geumjeong-Gu Health Center are permitted (results from other hospitals in or outside Korea are not permitted)

- How to apply: Visit Geumjeong-Gu Health Center with passport or alien registration card, fee of KRW 5,250 (3 days)

3. Report of Changes

※ If any of the following changes of status occurs to a registered foreigner, the change must be reported to Busan Immigration Office.

1) Deadline: **Within 14 days after occurrence**

2) How to Apply: Visit the Immigration Office which you applied ARC, online application from the Immigration Office website(www.hikorea.go.kr)

| Incidents to Report | Required Documents |
|--|--|
| Name, Gender, Date of Birth, Nationality, Passport info (number, issuance date or expiration date) | Application form, Passport, Alien Registration Card, Documents verifying the changes |
| University transfer or added institution (including university name change) | Application form, Passport, Alien Registration Card, Certificate of Enrollment or Certificate of Expulsion from ex-university (only for re-admission after leave of absence or transfer) |
| Change of residency | Application form, Passport, Alien Registration Card, Resident proof |

4. Issue Alien Registration Card (ARC)

| |
|---|
| <p>1) New foreign students must register as aliens at the immigration office within 90 days of entry.</p> <p>2) How to apply: same as “2. Change Status of Visa or Extend Residence Period (Students in Korea)” ※ If you apply as a part of the ISC group application, you still must visit the immigration office after submitting application in order to register your fingerprints.</p> <p>3) Required Documents: application paper, passport and a copy of passport (the first page with your photo and a page with visa stamp), 1 color photo (3x4 cm, white background, taken in the past 6 months), Certificate of Enrollment*, Proof of Residence document**, International Student Tuberculosis Result***, fee of KRW 30,000</p> <p>*Certificate of Enrollment: if you have to apply for alien registration before semester starts to make a bank account or a contract, you can submit tuition payment receipt instead.</p> <p>**Proof of Residence document: same as above ‘Changing Visa [Language Study (D-4), Job Seeking (D-10), Exchange Student (D-2-6), non-visa → ‘Study Abroad (D-2)’]’, (2) Proof of Residence document</p> <p>***International Student Tuberculosis Result: same as above ‘Changing Visa [Language Study (D-4), Job Seeking (D-10), Exchange Student (D-2-6), non-visa → ‘Study Abroad (D-2)’]’, (3) International Student Tuberculosis Result</p> |
|---|

5. Busan Immigration Office



- ▷ **Location:** Busan Jung-gu, Jungangdaero 146 (Jungang-dong 4 ga 77-1), Korean Air Building, 1st floor
- ▷ **Transportation:** Subway Line No. 1 – Busan Station (Exit No. 2)
- ▷ **Service Hours:** Mon~Fri, 9:00~18:00
- ▷ **Website:** <http://www.hikorea.go.kr>
 ※ **Immigration Contact Center (ICC):**
 Tel. 1345 (※no regional code is needed.)
 - ICC provides multi-lingual information and guidance regarding immigration and residence in various languages (including English and Chinese) by phone and online.

6. Health Center of Geumjeong-gu



- ▷ **Location:** Busan Geumjeong-gu Jungangdaero 1777
- ▷ **Transportation:** Subway Line No. 1 – Guseo (Exit No. 2)
- ▷ **Service Hours:** Mon~Fri, 9:00~18:00 (12:00~13:00 Lunch Break)
- ▷ **Inquiries:** 051-519-5095
- ▷ **Website:** <http://health.geumjeong.go.kr>
 ※ **It is mandatory to submit TB test results issued by Health Center of Geumjeong-gu when applying for Alien Registration Card**
 - Requirements: passport or alien registration card,
 Fee: No charge for TB test, issuing Medical Report (KRW 5,250)

3 Tuition Payment

1. Undergraduates

| Contents | | Date & Time | Remarks |
|------------------------|-----------------|------------------------------------|---|
| Print out Tuition Bill | | 2019. 12. 17 (Tue) 10:00 tentative | Student Support System (http://e-onestop.pusan.ac.kr) |
| Payment Tuition Fee | Paying in Korea | 2019. 12. 17 (Tue) ~ 20(Fri) | Pay it to the designated banks on the bill (Refer to tuition invoice) |
| | Paying overseas | | Refer to "3. How to pay tuition; 2) Paying Overseas" below |

※ If the tuition payment is not completed within the designated period, admission will be cancelled.

2. Graduates

| Contents | | Date & Time | Remarks |
|---------------------------|-----------------|----------------------------------|---|
| Print out Tuition Invoice | | 2020. 1. 2 (Thu) 10:00 tentative | Student Support System (http://e-onestop.pusan.ac.kr) |
| Payment Tuition Fee | Paying in Korea | 2020. 1. 2 (Thu) ~ 7 (Tue) | Pay it to the designated banks on the bill (Refer to tuition invoice) |
| | Paying overseas | | Refer to "3. How to pay tuition; 2) Paying Overseas" below |

※ If the tuition payment is not completed within the designated period, admission will be cancelled.

※ Tuition fee will be raised in spring semester 2020

- 1st portion payment : By 2020. 1. 7.(Tue)

- 2nd portion payment(raised amount) : **The end of Jan.**(will be announced to the email in application form)

- **Both 1st & 2nd portion must be paid for complete admission.**

3. How to Pay Tuition

1) Paying the tuition in Korea

(1) **How to pay:** Student Support System (<http://e-onestop.pusan.ac.kr>) → 등록(Enrollment) → 고지서출력(print out bill) → pay tuition to the account number '납부계좌(Virtual Account for Payment)' during the designated period

※ Virtual account is an account number given to the successful applicant, so you can choose and pay it to the bank virtual account numbers on the bill

(2) **Bank for payment:** Nonghyup Bank, Busan Bank, Hana Banks nationwide

(3) **Payment Methods:** visit banks for payment (with tuition bill), internet/phone banking, ATM/CD

(4) **Bill Type:** Bills that are printed out together with tuition bill are listed below:

- Undergraduate: Tuition bill(including PNU Student Medical Mutual Aid fee), Student Union fee(학생회비)*

- Graduate: Tuition bill(including PNU Student Medical Mutual Aid fee)**

- * Student Union fee: pay it if you want to participate in department events (inquire to department offices about student events being held).
- ** PNU Student Medical Mutual Aid fee: KRW3,000 paid by students per semester will be collected as part of a mutual aid fund and will be used when a student who has been treated at a medical institution submits application for mutual aid fee. The amount of fund aided will be decided after consulting results
(Inquiry: Student Affairs Office 051-510-1271)
- *** 'PNU Student Medical Mutual Aid fee (KRW 3,000)' payment is not accepted as the insurance fee payment. (P.20 : Insurance)

(5) Note:

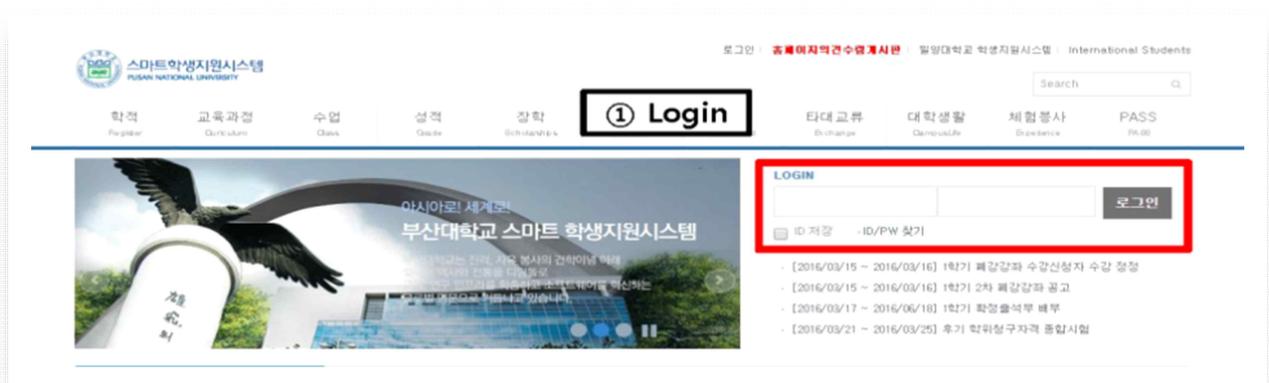
- ※ Since the fall semester of 2017, PNU Student Medical Mutual Aid fee is included in the tuition bill.
- ※ Payment of Student Union fee is optional and overseas remittance is unavailable.
- ※ Please note that the tuition fee(which includes "PNU Student Medical Mutual Aid fee") and student union fee use different virtual account numbers so, please make separate payment for each fee.

2) **Paying from Overseas**: transfer to the account written below (any differences will be refunded)

| | |
|--|--|
| Account Information & Important Notes | <p>Bank Name: National Agricultural Cooperative Federation (Nonghyup Bank) Bank Address: 75, 1-KA, CHUNGJEONG, JUNG-KU, SEOUL, KOREA Swift Code: NACFKRSEXXX Branch Name: PUSAN NATIONAL UNIVERSITY BRANCH Account No.: 948-01-133872 Account Name: Pusan National University</p> <p>※ Important Note for Overseas Transfer:</p> <p>① You must pay additional US\$100 (Exchange Rate: KRW1,000 = USD1) with tuition amount for both banks for transferring fee</p> <p>② Sender of the payment must be your APPLICATION No., otherwise your payment will not be counted.</p> |
|--|--|

4. How to Print Out Tuition Bill

- ▶ **Student Support System** (<http://e-onestop.pusan.ac.kr>) Log in (ID: application number, PASS: b-dates 6 digits) → Click '등록(Enrollment)' → '고지서출력(Print Out Tuition Bill)' → '신입생/편입생 고지서 출력 및 등록확인(Bill Printout for New Students/Transfer)' → print out the bill



Click '등록(Enrollment)'

학적 Register 교육과정 Curriculum 수업 Class 성적 Grade 장학 Scholarships **등록 Enrollment** 졸업 Graduated 타대교류 Exchange 대학생활 CampusLife 체험봉사 Experience PASS PASS

시스템

등록 안내
개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)
등록금일람표
등록금고지서출력
등록금 반환 기준

내정보 로그아웃

등록금고지서출력 안내
신입생/편입생 고지서출력 및 등록확인(문의:재무과)
재학생 고지서출력 및 등록확인(문의:재무과)
분할2-4차 고지서출력 및 등록확인(문의:재무과)
복수전공 추가납부 고지서출력 및 등록확인(문의:재무과)
계절수업 고지서출력 및 등록확인(문의:학사과)
외국인 유학생 보충료 고지서출력(문의: 대외교류본부)

학사지원시스템 강의실 대여 신청 시스템 오픈 안내

공지사항 Q&A FAQ +

여름계절수업 수강신청 바로가기 2016-05-18
2016학년도 여름계절수업 희망과목담기 및 수강신청 안내 2016-05-13
2016학년도 여름계절수업 수강대상자 복학 신청기간 안내 2016-04-27
경보서비스(홈페이지 등) 일시 중단 알림 2016-04-07

개인화 바로가기 서비스

휴학 · 복학 · 수강신청 · 개인시간표 · 성적조회
장학금내역 · 등록금조회 · 졸업예정정보조회

거초학력 진단평가 인터넷 증명서 발급
서식다운로드 우편신청 및 기타증명발급

대학공지 학과공지 학사일정 +

2016 대학생활원 학기개원 신청 안내(summer session in dormitory) 2016-05-13
[학사과-배경] 2016학년도 여름계절수업 폐강 강좌 알림 2016-05-13
2016년 하계박람회 곳 교외 전주교로 프로그램 참여 신청 안내 2016-05-17

Click '등록(Enrollment)'

학적 Register 교육과정 Curriculum 수업 Class 성적 Grade 장학 Scholarships **등록 Enrollment** 졸업 Graduated 타대교류 Exchange 대학생활 CampusLife 체험봉사 Experience PASS PASS

바라보기 서비스 추가 등록 / 등록금고지서출력 / 신입생/편입생 고지서출력 및 등록확인(문의:재무과)

등록 안내 > **신입생/편입생 고지서 출력 및 등록확인(문의:재무과)**

개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)
등록금일람표
등록금고지서출력
등록금고지서출력 안내
신입생/편입생 고지서출력 및 등록확인(문의:재무과)
재학생 고지서출력 및 등록확인(문의:재무과)
분할2-4차 고지서출력 및 등록확인(문의:재무과)
복수전공 추가납부 고지서출력 및 등록확인(문의:재무과)
계절수업 고지서출력 및 등록확인(문의:학사과)

고지서 출력 및 납부 확인

2015학년도 2학기

| 대학(원) | 학위 | 학과(부) |
|-------|----|-------|
| 학번 | 학번 | 성명 |

1. 영수증 출력 : 등록금 납부 익일 [부산대학교홈페이지-학생지원시스템-등록-개인별등록확인및영수증출력]
2. 현금등록을 하지 않으면 수강신청을 할 수 없습니다.

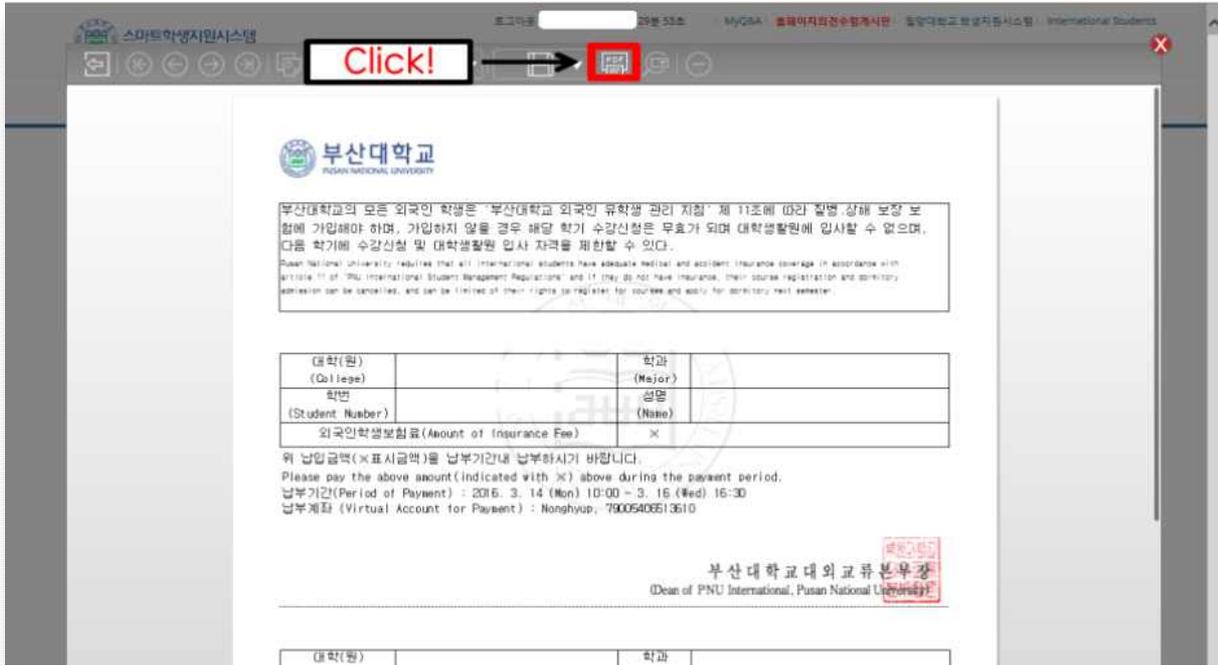
관리자ID :
학 번 :

확인 Click!

※ 가상계좌란 합격자 개인에게 부여한 계좌이므로 고지서 하단의 은행별 가상계좌 중 신청하여 입금하면 됨.

How to Print the bill

- Enter your admission number as your ID
- Enter your date of birth in 6 digits as your password



5. Confirmation of Tuition Registration & Print Out of Receipt

- ▶ **How to check tuition payment result:** Student Support System (<http://e-onestop.pusan.ac.kr>) Log in (ID: application number, PASS: b-dates 6digits) → Click '등록(Enrollment)' → Click '개인별 등록 확인 및 영수증 출력 (익일 날 후 영수증 출력)(Confirmation of my payment&receipt(available from the next day of payment))' - Click '출력(Print)' for printout of receipt
- ※ For Nonhyup, Busan, and Hana Banks, you can check results right after payment; for other banks, the results will be made available the next day after 9:00 a.m. Tuition receipt is available for print out a day after registration.
- ※ If you pay it from overseas, result and receipt may take 1 week to be processed after payment period.



스마트학생지원시스템
PUSAN NATIONAL UNIVERSITY

로그인 : 29분 57초 MyQ&A 홈페이지의견수렴계서문 졸업대학교 학생지원시스템 International Students

학적 Register 교육과정 Curriculum 수업 Class 성적 Grade 장학 Scholarship 등록 Enrollment 졸업 Graduated 타대교류 Exchange 대학생활 CampusLife 체험봉사 Experience PASS-PASS

바로가기 서비스 추가 등록 / 개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증 출력)

등록 안내

개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증 출력)

등록금 일람표

등록금 고지서 출력

등록금 반환 기준

개인별 등록 내역

| 대학(청) | 학위 | 학과(부) |
|-------|----|-------|
| 학번 | 학년 | 상명 |

| 학년도 | 학기 | 구분 | 납부일자 | 납부처 | 영수증 |
|------|----|----|------|------|-----|
| 2014 | 1 | | | 주나은행 | 출력 |
| 2014 | 1 | | | 주나은행 | 출력 |
| 2014 | 2 | | | 국민은행 | 출력 |
| 2014 | 2 | | | 국민은행 | 출력 |
| 2015 | 1 | | | 국민은행 | 출력 |
| 2015 | 2 | | | 국민은행 | 출력 |
| 2016 | 1 | | | 국민은행 | 출력 |

6. Refund of Tuition: The Amount of refund is based on semester attendance

| Semester Attendance | Refund Amount |
|---|---------------------|
| Before semester starts | Total amount |
| From the semester start date to 30 days after the semester begins | 5/6 of total amount |
| 30 days to 60 days after the semester begins | 2/3 of total amount |
| 60 days to 90 days after the semester begins | 1/2 of total amount |
| 90 days after the semester begins or later | None |

<Refund Procedure>

- Submit 'Academic Withdrawal' application and refund application to university Administration Office
- ※ Other documents: acceptance letter, tuition receipt, copy of bank account

<Reason of Refund>

- if you can't enter the university or continue studying due to legal issues
- if you resign your admission after being accepted
- if a student currently enrolled wants an academic withdrawal
- if a student has a serious illness, or suffers death or other natural disaster, and cannot enter into the university or continue studying.

4

Academic Management

1. Academic Calendar for 2020 Spring Semester: Please refer to PNU homepage for details

※ Subject to change, so please check notices at Student Support System & PNU International homepage

| Schedule | Content |
|------------------------------|---|
| 2020. 3. 2.(Mon) | 2020 Entrance Ceremony, beginning of spring semester |
| 3. 2.(Mon) ~ 6.(Fri) | The 1st course add/drop for spring semester 2020 |
| 3. 12.(Thu) | Notice of the 2nd(final) cancelled courses of spring semester 2020 |
| 3. 13.(Fri) ~ 16.(Mon) | The 2nd(final) course add/drop for spring semester 2020 |
| 3. 16.(Mon) ~ 20.(Fri) | General test for degree qualification |
| 3. 17.(Tue) | Print out of final attendance book for spring semester 2020 |
| 3. 20.(Fri) | Foreign language test for degree qualification |
| 3. 30.(Mon)~4. 6.(Mon) | Course withdrawal(w) for spring semester 2020 |
| 4. 6.(Mon) | 1/3 of the school days (spring semester 2020) |
| 4. 7.(Tue) | Submission of thesis for the examination of degree qualification for fall semester 2019 |
| 4. 20.(Mon) ~ 25.(Sat) | Mid-term exam for spring semester 2020 |
| 4. 24.(Fri) | 1/2 of school days (spring semester 2020) |
| 5. 4.(Mon) ~ 11.(Mon) | Re-enrollment application for students taking summer semester 2020 |
| 5. 12.(Tue) ~ 13.(Wed) | Course wish list registration for summer semester 2020 |
| 5. 14.(Thu) | 2/3 of school days (spring semester 2020) |
| 5. 15.(Fri) | PNU foundation anniversary |
| 5. 19.(Tue) ~ 21.(Thu) | Course registration for summer semester 2020 |
| 5. 27.(Wed) | Notice of the 1st cancelled courses of summer semester 2020 |
| 5. 28.(Thu) ~ 29.(Fri) | The 1st course add/drop for summer semester 2020 |
| 6. 1.(Mon) ~ 12.(Fri) | Application of re-enrollment for fall semester 2020 |
| 6. 3.(Wed) | Notice of the 2nd(final) cancelled courses for summer semester 2020 |
| 6. 4.(Thu) ~ 5.(Fri) | The 2nd(final) course add/drop for summer semester 2020 |
| 6. 11.(Thu) ~ 16.(Tue) | Tuition payment for summer semester 2020 |
| 6. 15.(Mon) ~ 20.(Sat) | Final exam for spring semester 2020 |
| 6. 15.(Mon) ~ 30.(Tue) | Grade input for spring semester 2020 |
| 6. 21.(Sun) | Beginning of summer vacation |
| 6. 23.(Tue) ~ 7.20.(Mon) | Summer semester 2020 |
| 7. 2.(Thu) | Submission of examination result report & final version thesis for degree qualification for fall semester 2019 |
| 7. 15.(Wed) ~ 28.(Tue) | Korean-English Syllabus input for fall semester 2020 |
| 7. 31.(Fri) ~ 8. 6.(Thu) | Application period for a leave of absence & re-enrollment for fall semester 2020 |
| 8. 6.(Thu) ~ 7.(Fri) | Course wish list registration for fall semester 2020 |
| 8. 12.(Wed) ~ 14.(Fri) | The 1st Course registration for fall semester 2020 |
| 8. 18.(Tue) ~ 19.(Wed) | The 2nd Course registration for fall semester 2020 |
| 8. 24.(Mon) ~ 28.(Fri) | Tuition payment for enrolled students in fall semester 2020 |
| 8. 27.(Thu) | Notice of the 1st cancelled courses of fall semester 2020 |
| 8. 28.(Fri) | Graduation ceremony of the fall semester 2019 |

2. Student Supporting System website (<http://e-onestop.pusan.ac.kr>)

1) Website for PNU students provides course registration service, tuition payment check, credit check, and other assistance. **(Highly recommended to visit the website on a regular basis for diverse information.)**

2) Log-in Information

| ID (Temporary) | Password (Temporary) |
|--------------------|---|
| Application Number | 6 digits of birth date (ex. if 1990.01.01. then 900101) |

3) **Change of ID:** 1-2 days before the semester starts, application number changes to official student ID number

(1) If you submitted your mobile phone number when applying for admission, your student ID number will be sent via SMS to your phone.

(2) If you don't have a phone number in Korea, search here on the website: ([Click here](#))

▶ How to: Student Support System(<https://e-onestop.pusan.ac.kr/>) → Click Tab  → Click 'Student ID Search Service for New Students' → Choose 'Student Classification: undergraduate/graduate' → input application number → input the password being used in E-onestop → Click 'Search' → confirm student ID number from below

4) **Change of Password:** If you do not change your password within a month from the beginning of the semester, you can't issue various certificates

▶ How to: Student Support System website (<https://e-onestop.pusan.ac.kr/>) → Log-in → Click 'Change password(비밀번호 변경)' → enter the temporary password (6 digits of birthdate) → enter new password 2 times → Click 'Confirm (확인)'

※ The revised password must have a combination of alphabet letters, numbers, special character, and should be at least 8 and not more than 12 characters. In case of errors while changing password, please contact "the Office of Info. Tech. & Services"(T.510-7473)

3. Course Registration

1) **Course Registration Period for New Students : 2020. 2. 13.(Thu) ~ 14.(Fri)**

※ Course wish list registration & automatic course registration are unavailable on the first semester for the new students of spring semester 2020.

* What is "**Automatic Registration System(자동신청제)**"? : Course registration will be automatically done when the total applicant confirmed during the wish list period is equal or less than the maximum quota of a class. (Unavailable for students who did not participate in course wish list registration)

* However, if the number of **applicant is bigger than the quota, course registration by students is necessary.**

※ **Course Add/Drop Period: 2020. 3. 2.(Mon) ~ 6.(Fri)**

2) How to register for courses: Register through links below

| | |
|--|---|
| View Course List | |
| ▶ Undergraduate: Click here | -Undergraduate: https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02001 |
| ▶ Graduate: Click here | -Graduate: https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02002 |
| ▶ Foreign Language: Click here | -Foreign Language: https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02004 |
| Course Registration Link | |
| ▶ Undergraduate: Click here | -Undergraduate: http://sugang.pusan.ac.kr/Sugang/Login.aspx |
| ▶ Graduate: Click here | -Graduate: http://sugang.pusan.ac.kr/g_sugang/login.aspx |
| Class Registration Result (Click here) | |
| | ▶ Student Support System : http://onestop.pusan.ac.kr/English → Log-in → Click 'Courses' → Click 'Class Registration&Check' → Click 'Class Registration Check' |
| Check Time Schedule | |
| | ▶ Student Support System (English): http://onestop.pusan.ac.kr/English → Log-in → Click 'Courses' → Click 'Class Schedule Check' |

※ If you have problem using <http://onestop.pusan.ac.kr/English>, ①Please use internet explorer(Not supported from chrome, etc.) ②Please add "pusan.ac.kr" at your "Compatibility View Settings" : [Link to Guideline\(Microsoft\)](#)

3) Remarks

- (1) Please check the course code and class number in advance.
- (2) Students must register courses by curriculum following department of major's instructions
 ※ Please check each department contact number on the last page
- (3) Students are responsible for their own course registration. Please have your final schedule after completing course registration

4. Korean Language Course Credit Acquisition for Undergraduate Students

- **Who:** Undergraduate students who were admitted to PNU by the 'Admission for International Students' process with TOPIK Level 3 or lower (Language Education Institute certificate of Level 3~6 is considered TOPIK Level 3; in short, these students must take Korean language course).
- Holders of TOPIK Level 4 or higher and/or Global Studies freshmen are exempted.
- Transfer students are not mandated to take the course but holders of TOPIK Level 3 or lower may take the course if they wish.
- **Language Courses**

| Type | Code | Name | Credit-Theory-Practice | Evaluation | Semester |
|-----------------|---------|------------------------|------------------------|---------------------------------|--------------------------|
| Elective Course | ZZ12314 | Intermediate Korean I | 3-3-0 | Criterion Referenced Evaluation | 1 st semester |
| | ZZ12315 | Intermediate Korean II | 3-3-0 | | 2 nd semester |

- Courses must be taken during the designated semester; if a student could not complete courses at time due to excusable reasons, he or she can take it during vacation semesters.
- You can only take one course per semester; if you did not take it at that time, you must take the course again during the summer/winter vacation.
- You can only take courses in order: 'Intermediate Korean I' and then 'Intermediate Korean II'
 ※ **Inquiries: 051-510-3305**

▸ Korean Language Course Exemption

- If you have acquired TOPIK Level 4 or higher, you can be exempted from taking any Korean language course from the next semester.
- TOPIK Certificate Submission Period : Before the course registration period of each semester

5. Korean Language Courses for General Graduate Students

★ General Graduate students must take Korean language course to graduate (mandatory)★

- Natural Sciences/Engineering/Arts & Sports Major: 1 class
 Humanities and Social Sciences Major: 2 classes (one per 1 semester)
- Please register the course according to your appropriate level.
- Check Course in the Course List: Student Support System (<http://e-onestop.pusan.ac.kr>) → click tab  Course List (English) → 'Courses(Graduate courses)' → Choose Major : Language Education Center(605600) → Search

| Code | Name | Level | Hours | Schedule (tentative) | Evaluation | Place |
|---------|------------------------|--------------|---------------------------|-------------------------|------------|---|
| ZZ74469 | Basic Korean I | Basic | 3 Hours (No Credit) | Thursday 18:30~21:30 | S/U | PNU Language Education Institute(Bldg No. 210) (To check classroom, please check course list for 2020 spring semester) |
| ZZ74470 | Basic Korean II | | | | | |
| ZZ74471 | Intermediate korean I | Intermediate | | | | |
| ZZ74472 | Intermediate korean II | | | | | |
| ZZ73398 | Advanced Korean | Advanced | | | | |

▶ **Korean Language Course Exception Test for General Graduate Students**

- Who: Students who wish to be exempted from taking Korean language courses(basic, intermediate, advanced) can take this test.
- **Date : 2020. 2. 28 (Fri) 16:00 Tentative** / Venue: PNU Language Education Institute(#210)
- Specific venue will be notified on PNU International homepage: <http://international.pusan.ac.kr>
- Note: If you submit documents proving that you have taken more than 800 hours of Korean language education or have a TOPIK certificate for Level 4 or higher, you can be exempted from taking classes regardless of results of exemption test (Inquiry: 051-510-3305)
- Notice after test results
 - Pass: Exempted from taking Korean language classes(basic-intermediate-advanced)
 - Fail: Must take Korean language classes before completing graduate courses.



5 Dormitory

1. Dormitory Application Plan for International Students, Spring 2020

- 1) Application period: 2019. 12. 31.(Tue) 10:00 ~ 2020. 1. 3.(Fri) 16:00
 - ※ Detailed schedule will be uploaded on the Notice Board on 2019.12.26.(Thu) 18:00 PNU International homepage (<http://international.pusan.ac.kr>)
- 2) How to apply: Online application (http://dormapply.pusan.ac.kr/f_index.html)
- 3) Please be aware that all schedules stated in these guidelines are based on KOREAN LOCAL TIME.

2. Move-in Date: **From 2020. 2. 29.(Sat) 10:00 AM~**

- ※ Move-in date subject to change according to situation. Fixed schedule will be posted in the dormitory guidelines.

3. Remarks

- 1) **It is mandatory for undergraduate freshmen to stay in a dormitory for 2 semesters**, according to Regulations of PNU International Students (optional for graduate students).
- 2) Residents must apply for Insurance (cannot apply for dormitory without insurance).
- 3) Residents must submit health checkup results, including chest x-ray. (Students cannot move into dorms without submission of health check-up result. Please check the detailed info. for how to submit it.)

4. PNU Dormitories

- ※ Meals are mandatory for all residents (Jilli – changed to mandatory)
- ※ Residents who cannot have meals due to religious reasons can apply for meal cancellation. (Students need to submit documents attesting to religious exemption.)

1) Busan Campus (<https://dorm.pusan.ac.kr/dorm/main>)

| | Jilli Hall | | Woongbee Hall | | Jayu Hall | |
|-------------------------|--|---------------|---|---------------|---|---------------|
| Gender | Male | | Male | | Female | |
| Room Type | Double Occupancy | | Double Occupancy | | Double Occupancy | |
| Furnishings | Bed, desk, chair, closet, bookshelf, fire extinguisher | | Bed, desk, chair, closet, bookshelf, fire extinguisher, shoe rack, private bathroom(toilet, sink, shower) | | Bed, desk, chair, closet, bookshelf, shoe rack, fire extinguisher, private bathroom(toilet), sink | |
| Amenities | Computer room, lounge, cafeteria, laundry and ironing, reading rooms, communal shower and restroom | | Computer room, lounge, gym, cafeteria, laundry and ironing, convenience store | | Computer room, lounge, gym, cafeteria, laundry and ironing, convenience store, cafe | |
| Fees (Fall 2019) | 3 meals a day (Mon~Sun) | KRW 1,288,950 | 3 meals a day (Mon~Sun) | KRW 1,444,350 | 3 meals a day (Mon~Sun) | KRW 1,522,050 |
| | 3 meals a day (Mon~Fri) | KRW 1,198,050 | 3 meals a day (Mon~Fri) | KRW 1,353,450 | 3 meals a day (Mon~Fri) | KRW 1,431,150 |
| | 2 meals a day (Mon~Sun) | KRW 1,144,230 | 2 meals a day (Mon~Sun) | KRW 1,299,630 | 2 meals a day (Mon~Sun) | KRW 1,377,330 |
| | 1 meal a day (Mon~Sun), 2 meals a day (Mon~Fri) | Undecided | | | | |

※ Dormitory Guide and interior facilities can be checked from the website

2) Miryang Campus (Only for College of Nanotechnology and College of Bio-resources & Life Sciences) (<https://dorm.pusan.ac.kr/mdorm/main>)

| | Bima Hall | | Maewha Hall | |
|-------------------------|---|--|------------------|--|
| Gender | Male | | Female | |
| Room Type | Double Occupancy | | Double Occupancy | |
| Furnishings | Apartment Type, 6 students in 3 rooms live together in one apartment. | | | |
| Furnishings | Bed, desk, chair, closet, bookshelf, telephone and fire extinguisher | | | |
| Amenities | Computer room, lounge, gym, cafeteria, laundry and ironing, reading rooms, snack shop, restroom | | | |
| Fees (Fall 2019) | 3 meals a day (Mon~Sun) | | KRW 1,230,210 | |
| | 2 meals a day (Mon~Sun) | | KRW 1,097,370 | |

5. Off-campus Accommodations Information (Ex., boarding house, studio, 'gosiwon')

Please refer to PNU homepage: "PNU homepage → Click"효원커뮤니티" → Click"숙박정보"
http://www.pusan.ac.kr/uPNU_homepage/kr/sub/sub.asp?menu_no=10010607

6. Sangnam International House

Sangnam International House is a hotel-style facility with guests rooms, residence rooms with kitchens, suites, seminar rooms, banquet rooms, wedding halls, and a restaurant.

- 1) Room Rate: KRW 47,000 ~ 70,000/night (PNU student rate)
- 2) Reservation: 051-510-7000, sangnam@pusan.ac.kr
- 3) Homepage: <http://sangnam.pusan.ac.kr/>
- 4) Address: Across from PNU's Language Education Institute(Bldg.209)

6 Insurance

All international students must possess insurances to protect oneself from various injuries & illnesses. (For the students who do not possess insurance, the course registration result and admission to a dormitory will be cancelled.)

※ Foreign students' insurance is different from the 'PNU Student Medical Mutual Aid(3,000 won)', and it is not accepted as an insurance. Students who study abroad must have an insurance.

<Notice regarding statutory subscription to NHIS>

- Any foreigner or overseas Korean who has stayed for six months or more in Kroea is subject to the statutory subscription to NHIS. However, people with Student VISA(D-2, D-4)'s subscription is delayed to '21. Feb. 28th.

* Please enquire at NHIS office regarding the statutory subscription for the foreign students with other VISAs. (TEL: 033-811-2000 ①ENG ②CHN ③VIET)

** Registration to school insurance will be exempted to the students who already have insurances and submit the insurance certificates.(Please refer to "2.Document submission fr individual insurance holders)

1. PNU Group Insurance Registration (managed by International Student Center)

1) For whom: **All foreign students** (except those who already have other insurance)

2) Duration of coverage(1 year): **2020. 3. 1.(Sun) - 2021. 2. 28.(Sun)**

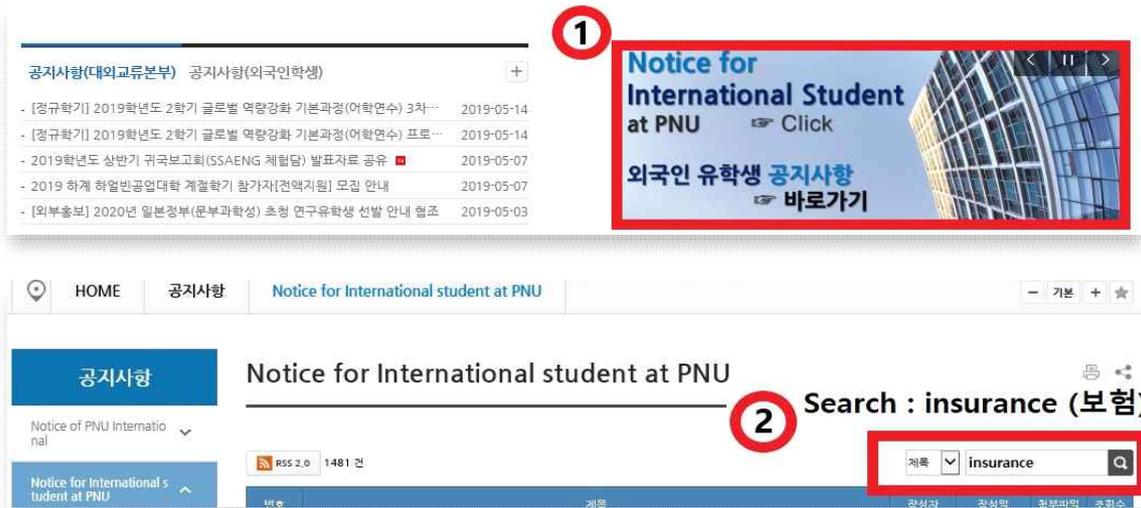
3) Insurance fee: Male(1 year: KRW 114,410), Female(1 year: KRW 113,970)

4) How to apply: Paying insurance fee during the designated period

※ The details of insurance will be provided from the "insurance guideline" that will be uploaded in PNU International website on **2019. 12. 10(Tue)**.

※ The guideline will be uploaded every semester, and students must check the guideline and prepare in advance to not to receive any disadvantage in course registration & dormitory entrance.

※ How to find the notice : PNU International homepage(<http://international.pusan.ac.kr>) → 외국인 유학생 공지사항 바로가기/Notice for International Students → Search : 보험(insurance) → notice title : 2020.1학기 외국인 유학생 보험 안내(※Tentative title only. there may be some differences)



5) Remarks

- Students should apply for insurance every year (either on Feb. or Aug.)
- **To register in insurance**, students must agree to “Agreement for Providing Personal Information” pop-up on the log-in page of the Student Support System website and provide personal info (if you do not agree, you can buy your own insurance and submit a copy).
- This insurance does not cover any accidents related to cars or motorcycles, so you should purchase your own insurance to cover your vehicle(s).
- Dental treatment (except removal of wisdom teeth) is not covered.

2. Document Submission for Individual Insurance Holders (ex. NHIS, Domestic/ Foreign Insurances)

- 1) **For whom**: Students who have already bought other insurance (covering injury or illness during your stay in Korea), or have the National Health Insurance provided by the Korean government.
- 2) **Submission deadline**: **By 2020. 1. 31 (Fri) 17:00** (All schedule in Korea’s time)
- 3) **Required documents**: Scanned copy of insurance, application number, name, contact number
 ※ Do not purchase PNU Group Insurance if you submit this information.
- 4) Insurance certificate conditions
 - ① The certificate must be issued within recent **6 months**
 - ② The certificate must contain **name** of the person & **period** being insured
- 5) How to submit: email to insurance@pusan.ac.kr

Email Address : insurance@pusan.ac.kr
Email Title : Insurance Certificate Submission (Full Name / Student or App. Number/ Major)
Email Contents : Full Name, Student or App. Number, Major, Available Contact Number (Mobile or Home Number), A Copy of Certificate(File name: insurance certificate_Student number_name)

- 6) When insured by NHIS : We only accept “**Certificate of Qualification for Health Insurance(건강보험 자격득실확인서)**” (※Caution : Health Insurance Card/Book(건강보험증), Certificate of Confirmation for Health Insurance(건강보험확인서) will **NOT be ACCEPTED**)
 - How to issue “Certificate of Qualification for Health Insurance(건강보험자격득실확인서)” : check the insurance guideline
- 7) Insurance other than Korea’s National Health Insurance, should meet the **3 conditions** below
 - ① Should cover any injury or illness caused in Korea
 - ② Duration of coverage: 2020. 3.1 (Sun) - 2020. 2. 28 (Sun)
 - ③ Minimum coverage

| Coverage | Limit (KRW) | Coverage | Limit (KRW) |
|--|-------------|---|-------------|
| Accident and Death Physical Impediment | 100,000,000 | Accident and illness In-patient (overseas) | 50,000,000 |
| Illness death | 50,000,000 | Rescuer’s Expenses | 50,000,000 |
| Accident and illness, in-patient medical expenses (Domestic-In Korea) | 50,000,000 | Personal liability | 50,000,000 |
| Accident and illness, out-patient medical expenses (Domestic-In Korea) | 250,000 | Accident and illness, pharmacy expenses (Domestic-In Korea) | 50,000 |

3. Insurance Claim (By email)

※ If you send an e-mail as below, the insurance company will pay compensation to your account within 3~4 weeks

1) How to apply : Email

Email address : (ENG/KOR) aigrookie@naver.com / (CHN) baoxiangongsi@gmail.com /
(VIET) nguyet101ta2k6@gmail.com

Email title : Insurance claim (PNU / Name)

Email contents : 1) I'm a student from PNU, 2) Full Name, 3) Date of Birth, 4) Contact number (phone or home), 5) Reason of visiting hospital

Attached file:

1) Copy of your domestic bank book (file name: 통장사본_student ID_name)

2) Receipt from hospital or pharmacy, scan file of alien registration card, attach "Initial register paper (초진 기록지)" if hospital cost exceeds KRW 100,000

4. Notes for "Leave of Absence" or "Drop Out"

※ This insurance service **DO NOT** provide **automatic postponement, extension or automatic refund** upon application for a leave of absence or drop out. If you do not wish to maintain insurance service due to your leave of absence or drop out, please proceed with a refund application.

1) How to apply : Email (insurance@pusan.ac.kr)

2) How to write the Email :

Email title : Application for insurance fee refund (name / student or App. number/ Department)

Email contents: 1) Full Name, 2) Student or App. Number, 3) Major, 4) Contact info.(mobile phone number/email address), 5) A Copy of Korea's Bank Book(issued by your name), 6) The Reason for your leave

7 Others

1. Placement test (☆Important☆)

1) English Placement Test

- Date and Place : **2020. 3. 2.(Mon) 10:00AM**, Rm.107 in Language Education Institute(#210)
- Who : Freshmen of 2020 Spring semester
- Please take your passport or alien registration card with you.
 - ※ Course add/drop with the result reflected is available from Mar. 3.(Tue)
 - ※ It is recommended to register "Basic English" during the course registration period('20. 2. 13~14) and keep a seat, then change to the class of your level during the add/drop period('20. 3. 2.~6.)
 - ※ Inquiry : 051-510-3844(Dpt. of General Studies)

2) Math Placement Test

- Date and Place : **2020. 2 . 26.(Wed) 14:00 – 16:00**
- Venue : Rm. 109&110, 1F, Comprehensive Research Bldg.(#607)
- Who : Freshmen of College of Natural Sciences, College of Engineering, College of Nano science and Nano-technology, College of Information and BioMedical Engineering
 - ※ Students who do not take or fail exam must take 「Basic Calculus」 course.
 - ※ Inquiry : 051-510-1767(Dpt. of Mathematics)

2. Academic Support Programs for International Students

1) Tutoring Program

- One senior student(tutor) with the same or similar major will be matched with one international student(tutee) to help improving academic abilities & Korean language skills.
- Subject to : All international students who wish to participate/ need helps for academic subjects & Korean
- Application Period: 2020. 1. 6.(Mon) ~ 22.(Wed)
- Application Method : At the end of Dec., a notice will be uploaded in PNU International's website (<http://international.pusan.ac.kr>) - Notice(International Students)

2) Korean Classes(Free)

- PNU International provides free Korean classes in preparation of TOPIK & improvement of Korean
 - ※ **Below classes do not provide any credit.**
- Subject to : All international students who are willing to participate
- Application Period & Method : Notice will be uploaded 2~3 weeks in advance on PNU International's website(<http://international.pusan.ac.kr>) - Notice(International Students)
- Schedule & Info. for Korean Classes in 2020 Spring Semester (※ Subject to change)

| Class Name | Period | Time | Notes |
|---|---------------------------------|--------------------------|--|
| <길잡이 한국어반> Stepping Up Korean | '20.3.16.(Mon) ~ 6.3.(Wed) | (Mon/Wed) 18:30~21:30 | • TOPIK Lv. 1~2 |
| <논문작성을 위한 한국어 글쓰기반> Korean Writing for Thesis | '20.3.16.(Mon) ~ 6.3.(Wed) | (Mon/Wed) 14:00~16:00 | • TOPIK Lv.4 or higher |
| <제 70회 TOPIK 대비반 (4급, 5~6급)> 70 th TOPIK Prep. Class (Lv. 4, 5~6) | '20.3.30.(Mon) ~ 4.10.(Fri) | 18:30~21:30 | |
| <한국어 글쓰기&말하기 향상반(Ⅲ)> Korean Writing&Speaking Class(Ⅲ) | '20.3.16.(Mon) ~ 6.3.(Wed) | (Mon/Wed) 18:30~20:30 | • TOPIK Lv.4 or higher |
| <제 71회 TOPIK 대비반 (4급, 5~6급)> 71 th TOPIK Prep. Class (Lv. 4, 5~6) | '20.5.11.(Mon) ~ 5.22.(Fri) | 18:30~21:30 | |
| <동계 집중한국어반(Ⅲ, Ⅳ)> Winter Intensive Korean Class | '20.6.22.(Mon) ~ '20.7.17.(Fri) | 09:00~13:00 | • Ⅱ : TOPIK Lv. 1~2 • Ⅳ : TOPIK Lv. 3~4 |

3) Thesis Guiding Program

- A program that matches an international student tutee(master degree) & tutor(ph.d or above) to support writing their thesis.
- Program duration : 6 hours in 10 weeks
- Application Period & Method : it will be uploaded on PNU International's website (<http://international.pusan.ac.kr>) – Notice(International students)

4) PNU International Students Community

- Supports organizing and operating a community of international students of each country (Support for building a sense of belonging and settling in PNU by a welcoming/good-bye ceremony)
- Providing preferential supports to 8 countries' student communities (China, Mongolia, Vietnam, India, Indonesia, Thailand, Bangladesh, Kazakhstan)
- ※ Subject to expand the number of student community

3. How to get to PNU

| Transportation (Fare) | Required Time | Route |
|-----------------------------------|---------------|---|
| Subway (About 3,000 KRW) | 2 hrs. | <p>Exit No. 1 at Gimhae airport</p> <p>→ Take the subway for Sasang Station → Transfer to Line No. 2 toward Seomyeon Station → Transfer to Line No. 1 toward Nopodong → Get off at Pusan National University Station – Exit No. 3 → Take the PNU shuttle bus → (Dormitory Jilli Hall, Woongbee Hall) get off at Law Bldg. (#609)</p> |
| Bus + Subway (About 4,000 KRW) | 2 hrs. | <p>Get on Bus No. 307</p> <p>→ Get on the subway at Dongnae toward Nopodong → Get off at Pusan National University Station (Exit No. 3) → Take PNU shuttle bus → (Dormitory Jilli, Woong bee Hall) get off at the Law Bldg.</p> |
| Taxi (About 20,000 KRW) | 30 - 40 mins. | Numerous taxis available in front of Gimhae Airport |

4. Contact Information for Administration Offices of Each Department

※ Country code: 82; Busan area code: 051; Miryang/Yangsan area code: 055

| Department | Contact Number | Department | Contact Number | Department | Contact Number |
|--|----------------------------------|---|----------------|--------------------------------------|----------------|
| BUSAN Campus | | Civil Engineering | 510-1425 | Manufacturing Pharmacy | 510-3215 |
| Korean Language & Literature | 510-1507 | Mechanical Engineering | 510-1420,1421 | Pharmacy | 510-1686 |
| Chinese Language & Literature | 510-1508 | Chemical & Biomolecular Engineering | 510-1431 | Child Development & Family Studies | 510-1717 |
| Japanese Language & Literature | 510-1509 | Environment Engineering | 510-1434 | Interior & Environmental Design | 510-1711 |
| English Language & Literature | 510-1510 | Polymer Science & Engineering | 510-1432 | Food Science & Nutrition | 510-1718 |
| French Language & Literature | 510-1511 | Organic Material Science & Engineering | 510-1433 | Clothing & Textiles | 510-1719 |
| German Language & Literature | 510-1512 | Electrical Engineering | 510-1427 | Music | 510-1737 |
| Russian Language & Literature | 510-1671 | Computer Science & Engineering | 510-1436 | Korean Music | 510-1739 |
| Korean Literature in Classical Chinese | 510-1516 | Electronic Engineering | 510-7403 | Dance | 510-1740 |
| Language & Information | 510-1518 | Naval Architecture & Ocean Engineering | 510-1424 | Fine Arts | 510-1738 |
| History | 510-1513 | Material Science & Engineering | 510-1429,1430 | Design | 510-1736 |
| Philosophy | 510-1514 | Industrial Engineering | 510-1435 | Plastic Arts | 510-7420 |
| Archaeology | 510-1517 | Aerospace Engineering | 510-1545 | Art Culture & Image | 510-3755 |
| Public Administration | 510-1557 | Law | 510-1580 | Sports Science | 510-3745 |
| Political Science & Diplomacy | 510-1558 | Education | 510-1615 | Nano Energy Engineering | 510- 2796 |
| Social Welfare | 510-1559 | Early Childhood Education | 510-1616 | Nano Mechatronics Engineering | 510-1992 |
| Sociology | 510-1560 | Ethics Education | 510-1620 | Optics and Mechatronics Engineering | 510-2795 |
| Psychology | 510-1561 | Special Education | 510-1643 | YANGSAN Campus | |
| Libray, Archive & Information Studies | 510-1562 | Earth Science | 510-1626 | Nursing | 510-8305-7 |
| Communication | 510-1563 | Physical Education | 510-1627 | Medicine | 510-8006-7 |
| Mathematics | 510-1767 | Korean Language Education | 510-1611 | Dentistry | 510-8205-7 |
| Statistics | 510-1768 | English Education | 510-1612 | MIRYANG Campus | |
| Physics | 510-1769 | Education | 510-1617 | Food & Resource Economics | 055)350 - 5570 |
| Chemistry | 510-1770 | Mathematics Education | 510-1622 | Plant Bioscience | 055)350 - 5500 |
| Biological Sciences | 510-1775 | Biological Education | 510-1625 | Horticultural Bioscience | 055)350 - 5520 |
| Earth & Environmental Systems (Geological Environment S c i e n c e s) (O c e a n o g r a p h y) (Atmospheric Sciences) | 510-1771 510-1774 510-1791 | Frontier Chemistry Education | 510-1624 | Animal Science | 055)350 - 5510 |
| | | Food Science & Technology | | 055)350 - 5350 | |
| | | Life Science & Environmental Biochemistry | | 055)350 - 5540 | |
| | | Biomaterial Science | | 055)350 - 5380 | |
| Architecture | 510-1487 | Tourism & Convention | 510-1855 | Bioenvironmental Energy | 055)350 - 5430 |
| Architectural Engineering | 510-1426 | Public Policy & Management | 510-7668 | Bio-Industrial Machinery Engineering | 055)350 - 5420 |
| Urban Engineering | 510-1546 | Business Administration | 510-1678 | Applied IT & Engineering | 055)350 - 5410 |
| | | | | Landscape Architecture | 055)350 - 5400 |