

**2025 Spring Semester
Guidelines for
New
International
Students**



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※ The guidelines for international students has been prepared in Korean, English, and Chinese. Korean is the standard when there is a difference in interpretation.

※ **This guideline is written on Dec. 6th, 2024 at 12:00(KST). There may be some changes due to unexpected circumstances.**

● Academic Calendar before Admission ●

	Date & Time	Content	Remarks	
GOM Under graduate	2025. 1. 22.(Wed) 16:00 Tentative	Announcement of Admission Decision & Print out of Acceptance Letter	Admission Information Homepage (http://go.pusan.ac.kr)	
	2025. 1. 31.(Fri) 10:00 Tentative	Print out of Tuition Invoice	Student Supporting System (http://onestop.pusan.ac.kr)	
	2025. 2. 3.(Mon) ~ 5.(Wed)	Tuition Fee Payment	Paying in Korea	At the banks indicated on tuition invoice (During bank service hours)
			Paying overseas	"Paying from Overseas" on p.13
2025. 2. 7.(Fri) Tentative	Distribution of Certificate of Admission		※ It will be sent by email individually. ※ Inquiry: gopnu@pusan.ac.kr ※ It can be sent earlier than the date announced please check the email regularly.	
(Under graduate) Preliminary admitted Applicants	2025. 2. 11.(Tue) 10:00 Tentative	Print out of Tuition Invoice	Student Supporting System (http://onestop.pusan.ac.kr)	
	2025. 2. 12.(Wed) ~ 14.(Fri)	Tuition Fee Payment	At the banks indicated on tuition invoice (During bank service hours) "Paying from Overseas" on p.14	
	2025. 2. 21.(Fri) Tentative	Distribution of Certificate of Admission	PNU International(1F, Sangnam International Hall) ※ It will be sent by email individually. ※ Inquiry: gopnu@pusan.ac.kr	
PNU Group Insurance	2025. 1. Tentative	Notice of Insurance for International Students at PNU	PNU International Website (http://international.pusan.ac.kr)	
	2025. 2 ~ 3.	PNU Group Insurance Fee Payment Period	※ PLEASE check "The Insurance Guidelines" from the PNU International website ※ Also, check p.24 "6. Insurance"	
Dormitory	2024. 12. 24.(Tue) 18:00	Notice of Dormitory	PNU International Website (http://international.pusan.ac.kr)	
	2025. 1. 22.(Wed) 16:00 ~ 23.(Thu) 08:00	Application for Dormitory	Application Link : (https://docs.google.com/forms/d/e/1FAIpQLSdIIFFJ1lhwuNqEjJQOymBFbu0KvJz50sdux2-PDzcbrWzlg/viewform?usp=sharing)	
	2025. 1. 27.(Mon) 10:00 ~ 1. 31.(Fri) 16:00	Payment of Dormitory Fee	Only for successful candidates of Dormitory	
Course Registration	(1st) 2025. 2. 17.(Mon) ~ 18.(Tue)	Course Registration Period	Student Support System (http://onestop.pusan.ac.kr)	
	(2nd) 2025. 2. 19.(Wed) ~ 20.(Thur)			
	(1st) 2025. 3. 4.(Tue) ~ 10.(Mon)	1 st Course Add & Drop Period		
	(2nd) 2025. 3. 18.(Tue) ~ 19.(Wed)			
Residence Card	(1st) 2025. 2. 10.(Mon) ~ 19.(Wed)	Reverse Visit for Application	Details will be announced on PNU International Website (http://international.pusan.ac.kr)	
	(2nd) 2025. 2. 24.(Mon) ~ 3. 5.(Wed)			
	(1st) 2025. 3. 4.(Tue) ~ 5.(Wed)	Submission the application documents for RC		
(2nd) 2025. 3. 6.(Thu) ~ 7.(Fri)	Seminar Room, 1F, Sangnam International Hall			
Orientation	2025. 3. 5.(Wed) Tentative	Orientation for New students	Details will be announced via e-mail .	

1 First Day at PNU

1. Orientation for New International Students

- 1) When: **Mar. 5th(Wed), 2025 Tentative**
- 2) How: Details will be sent individually via e-mail.
- 3) Content: Introducing PNU, course registration, visa, dormitory, PNU International website, etc.
- 4) Languages: Korean & English & Chinese
- 5) Additional Materials: International Student Guidebook(KOR/ENG/CHN)
- 6) Notes
 - (1) Regarding the orientation of each department please ask department office of your major.
 - (2) Find 2024 International Student Guidebooks at PNU International office or website.

2. Certificate Issuance(Mobile Student ID & Certificate of Enrollment)

※ **Issuance of student ID card(Non-financial: plastic card) service has been suspended since Nov. 2020.**
(Please use below alternative methods)

- 1) **Mobile PNU Student ID:** A proof that you are a PNU student
 - (1) How to Issue: Download "PNU Smart Campus" APP → Log in(ID & Password: Same with onestop(p.18) → Tab "Student Card" icon at the bottom of the app
- 2) **Certificate of Enrollment:** For issuance of RC, extension of stay, opening a bank account, etc.
 - (1) Off-line Issue: Issue at certificate issuance **machine** in front of Main administration Bldg. #205
 - (2) On-line Issue: PNU Internet Certificate Issuing Center(<https://pnu.certpia.com/>)

3. Update Your Personal Information at onestop > “내 정보(My Info.)”

- How To: <https://onestop.pusan.ac.kr> > Log in > 내 정보(My info.) > Update your personal information
- **ID:** Student number/application number & **Password:** Birthdate(YMMDD) for new students
- Note: Update **Address & Phone Number in Korea** if there's any change



4. International Student Support Team

1) Office Hours & Location: Mon-Fri 9:00~18:00(Lunch Break 12:00~13:00)

1F, Sangnam International Hall(Bldg. #209)

2) Main Services: Academic counseling, visa, dormitory, insurance, field trips, etc.

3) Inquires: ☎ +82-51-510-3352

4) Contact

No.	Duty	E-mail	Tel.
1	Visa	visa@pusan.ac.kr	+82-51-510-3353
2	Dormitory	idorm@pusan.ac.kr	+82-51-510-3881
3	PNU Group Insurance	insurance@pusan.ac.kr	+82-51-510-3882
4	Academics(Undergraduate)	academic@pusan.ac.kr	+82-51-510-3839
5	Academics(Graduate)	eunjung_choi@pusan.ac.kr	+82-51-510-3881
		usona17@pusan.ac.kr	+82-51-510-3882
6	Counselling	counselling@pusan.ac.kr	+82-51-510-3839
7	KGSP(except admission)	gkspnu@pusan.ac.kr	+82-51-510-3854
8	PNU Alumni Network	isupport@pusan.ac.kr	+82-51-510-3836
9	General Inquiries	services@pusan.ac.kr	+82-51-510-3352

- 5) PNU International Website: (★) <https://international.pusan.ac.kr> - **“Notice for International Students”**
 - Website 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 Visa & Immigration

Important Notice

You must obtain the Study Abroad D-2 visa **before the admission starts(Mar. 1st)** 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 D-2 visa before the semester begins, you will be fined or face deportation.

※ For Preliminary Admitted Applicants, please change your visa to D-2 as soon as you receive Admission certificate.

[Exceptions]

1) There is no need to change visa status to D-2

For Diplomacy(A-1) ~ Agreement(A-3), Korean Arts and Culture(D-1), General Trainee(D-4-2), Long-term News Coverage(D-5) ~ International Trade(D-9), Professor(E-1) ~ Foreign National of Special Ability(E-7), Non-Professional(E-9), Crew(E-10), Family Visitor, Dependent(F-1) ~ Marriage Migrant(F-6), Refugee Status Recognition(G-1-5), humanitarian status holder(G-1-6), Work and Visit(H-2) visa holders and other qualification owners who have obtained permit to engage in activities other than Study Abroad(D-2)

※ Holders with Non-Professional(E-9), Crew(E-10), Refugee Application(G-1-5) can study without extra permission but can not apply for Change of Status Of Sojourn to D-2 for studying after expiry of stay duration of current Status Of Sojourn. A new D-2 visa must be issued at the Korean Consulate at home country after leaving Korea

2) Students who must leave Korea and get their D-2 Visa newly issued at a Korean Consulates or Visa Application Center overseas(cannot apply for change visa status to D-2)

For Group Tourist(C-3-2), Medical Tourist(C-3-3), Business Visitor(Agreement)(C-3-5), Business Visitor(Sponsored)(C-3-6), Visa on Arrival(C-3-7), Ordinary Tourist(C-3-9), Direct Transit Visa(Air-side)(C-3-10), Industrial Trainee(D-3), Seasonal work(E-8), Non-Professional(E-9), Crew(E-10), Miscellaneous(G-1) visa holders except humanitarian status holder(G-1-6)

[Change of visa types]

Current VISA Type		Nationality	
		General	21 designated countries + 5 countries in priority control
Short-term	B-1/B-2/C-3-1/C-3-4	○	×
	C-3-8	○	○
	C-3-2~C-3-3/C-3-5~7, C-3-9~10	×	×
Long-term	D-1~F-4, but VISAs below are exempted	○	○
	D-3, E-8, E-9, E-10, G-1(except G-1-6)	×	×

3) If you are newly entering PNU after dropping out from other university,

- Please refer to "3. Report on Changes in Matters Registered by Aliens" from P.9

Please read the guidelines(P.7~11) carefully and e-mail to visa@pusan.ac.kr for any other inquiries. (Please write 1. application(student) number 2. full name in the email)

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):

Apply through a Korean Consulate or Korea Visa Application Center

- ① Inquire to corresponding organization for the documents list and how to apply first then apply for D2 visa
 - (For all) application form, admission certificate, PNU's business registration certificate, passport, photo, fees
 - (Applicable) Final academic degree, Financial proof, tuberculosis result*, Family relationship certificate**, etc.
 - **Final academic degree:** Apostilled degree certificate or Consular-confirmed degree certificate in lieu of original documents
 - **Financial proof:** a bank balance certificate of KRW 16,000,000 at least
- * Mandatory to submit the Tuberculosis result issued within 3 months for students who are from High Risk Countries for Tuberculosis.
- ▶ **Tuberculosis Risk Countries:** Nepal, East Timor, Laos, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, the Philippines, Nigeria, South Africa, Belarus, Mozambique, the Republic of Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru
- ** Family relationship certificate: In case the bank balance certificate of parents(either father of mother) is submitted for financial proof
- ② Check visa issuance: Korea Visa Portal website - Check Application Status - Check Application Status & Print - Check Visa Grant Notice in detail(1. Details of Applicant: Should be the same as passport 2. Visa Details: Status of stay, validity period of visa) and print out
 - ※ Period of stay on visa grant notice is different from real stay duration which is decided by Immigration when applying for RC after entry Korea
 - ※ Validity period of visa is the last date you can enter Korea with visa grant notice
 - ※ Visa Information: KOREA VISA PORTAL website(<https://www.visa.go.kr/>)
 - ※ Search consulate: www.mofa.go.kr

2. Change Visa Status or Extension of stay Period(Students staying in Korea)

- ★ You can not leave Korea before the result of changing your visa to D-2 or extension of stay period comes out. ★
- ★ There will be fine if status change is not completed before admission starts(Mar. 1st) ★
- ★ If you proceed to the higher study program like Bachelor → Master's, Master's → Ph.D., you must apply for extension with new admission certificate before admission start(Mar. 1st) ★

▶ **How to apply: Choose one from two options below(① or ②)**

- ① **Visit Immigration office:** Prepare required documents and apply personally after [reserve visit](#)
- ※ Reserve at Immigration office website(www.hikorea.go.kr), print out receipt and visit Immigration.
 - ※ You can not make appointment for visit on the day of application
 - ※ You do not have to wait when visiting immigration office at your reserved time.
 - ※ You can apply for a reservation from next day after entering Korea
- ② **Group Application:** PNU International will submit the documents on behalf of students to Busan Immigration → after issuing, notification will be sent to the student's email → pick up RC at PNU International.
- ※ Group application will be notified on the PNU International website(<https://international.pusan.ac.kr>).

1) Required Documents for Changing Visa – Language study(D-4), Job Seeking(D-10), Exchange student(D-2-6) → Study Abroad(D-2)

(1) Application form, passport & a copy of passport*, residence card, 1 color photo, admission certificate, fee KRW 135,000***, a copy of visa grant notice******

- A copy of passport*: The first page with your photo
- Color photo**: 35x45mm, white background, taken in recent 6 months, both eyebrows and ears should be shown(the photo must be different from the previous RC)
- Fee***: **CASH ONLY**(GKS students: if you submit the GKS certificate, KRW 100,000 will be exempted and you will need to pay KRW 35,000 only)
- A copy of visa grant notice****: can be printed at visa portal website(www.visa.go.kr)

(2) Residence proof: 'Confirmation form of accommodation' or other documented proof of residence*

- The form can be downloaded at PNU International website(<http://international.pusan.ac.kr>)
 - Notice - Download Form - 'Documents for VISA'
- Other documented proof of residence*: A copy of valid Contract of housing rental
- If you will live at a PNU dormitory, fill out ' A Confirmation of Accommodation Form' instead and get PNU International staff' signature(idorm@pusan.ac.kr) for confirmation and submit.
- ※ After a semester begins(Mar. 1), you can print out 'Confirmation of Dormitory Residence at the dormitory website(<https://dorm.pusan.ac.kr/login?type=>)

(3) Original Attendance score & transcript of Korean language school: Only for students with D-4

(4) Original Final academic degree(Notarized, choose 1 of the followings)

- Degree certificate, etc. verified by Apostille
- Consular-confirmed academic documents in lieu of original documents
- In the case of China: The verification at the website of China Higher-education Student Information(www.chsi.com.cn)
- ※ Provided, that where a degree is obtained from a local university in Korea, etc., the submission of a degree certificate without verification is permitted

(5) Original Financial proof: should be issued within 30 days on the application(choose 1 of the followings) (if entering a higher degree in PNU after graduating from PNU: KRW 8 million, if entering a higher degree in PNU after graduating from other universities: KRW 16 million)

- Bank Balance Statement: Only bank balance statement opened in Korea with applicant's name is accepted.
- Scholarship Certificate: It can be issued only to 1 student per advisor during a certain guarantee period(Advisor's Employment Certificate and a Letter of Guarantee is required)

2) Required Documents for Extending Visa - Bachelor(D-2-2) → Master(D-2-3), Master(D-2-3) → Doctoral(D-2-4)

Changing visa type within D-2(Study Abroad) is considered as extending period of stay duration, so you should submit extension documents

<p>(1) Application, passport & a copy of passport, residence card, admission certificate, final degree transcript, application fee KRW 60,000*</p> <p>- Fee*: CASH ONLY(GKS scholars: KRW 60,000 will be exempted if the GKS certificate is submitted)</p>
<p>(2) Residence proof: Same as above <u>1) Changing Visa[Language Study(D-4), Job Seeking(D-10), Exchange Student(D-2-6) → Study Abroad(D-2)], (2) Residence proof</u></p>
<p>(3) Original Final academic degree: Same as above <u>1) Changing Visa[Language Study(D-4), Job Seeking(D-10), Exchange student(D-2-6) → Study Abroad(D-2)], (4) Original Final academic degree</u></p>
<p>(4) Original Financial proof: Same as above <u>1) Changing Visa[Language Study(D-4), Job Seeking(D-10), Exchange student(D-2-6) → Study Abroad(D-2)], (5) Original Financial proof</u></p>

3. Report on Changes in Matters Registered by Aliens

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

- 1) Deadline: **Within 14 days after occurrence**
- 2) Eligible subject, How to apply and Required documents

Eligible Subject	How to apply	Required Documents
General Info change - Name, Gender, Nationality, Birth date, Passport (number, date of issue & expiry)	Visit the Immigration or E-application (www.hikorea.go.kr)	Application form, Newly issued passport, RC, relevant proof documents
Affiliated University change	Visit the Jurisdictional Immigration which is located at the changed school (Busan Immigration only) ※ E-application is not allowed	(For all) Application form, passport, RC - Previous school : Diploma(Certificate of completion, expulsion, leave of absence, etc.) and transcript - New school : Admission or Enrollment Certificate - academic and financial proof ※ Changing school or study program inside Korea is restricted (A new D-2 visa must be issued at the Korean Consulate at home country after leaving Korea)
Address change	Visit the Immigration or Community center or E-application (www.hikorea.go.kr)	Application form, passport, RC, Residence proof ※ It is necessary to report changing a room in dormitory as well

※ **Restriction to move to the other school**

- If the total years for studying in the previous and changed school are exceeding max total stay duration* depending on study program

[Max stay duration depending on study program]

Study Program	From Admission	from completion coursework*
Bachelor Degree	Max 6 years	Max 2 years
Master Degree(Intergrated BA and MA)	Max 5 years	Max 3 years
Doctoral Degree(Intergrated MA and PhD)	Max 7 years	Max 5 years

* The date to be scheduled for completion coursework

- No TOPIK level*
- * Level 3 or higher of TOPIK / level 3 or higher of Social Integration Program / 61 or higher at pre-evaluation score certificate of Social Integration Program
- Is supposed to leave Korea due to expulsion or permanent leave
- ※ But, the case is excluded when expulsion or permanent leave should be done in advance by school rules to move to the other school
- regarded for illegal work or means for staying in Korea by change schools
- move to lower study program

4. Issuing Residence Card(RC)

1) New foreign students must register at the immigration office within 90 days of entry.

※ **Fines will be imposed in case of exceeding 90 days**

2) How to apply: Same as "2. Change Visa Status or Extension of stay Period(Students in Korea)

※ If you apply through the group application, you still must visit Busan immigration office after submitting application in order to register your fingerprint.(Notice will be updated)

※ The notice with the detailed info of Group application will be uploaded at PNU International website(<https://international.pusan.ac.kr>), reserve visit is mandatory to join Group application.

※ Please make sure of the period for reserve visit and application on the page 3.

3) Required Documents:

- application form
- passport and a copy of passport(the first page with your photo)
- copy of visa grant notice(can be printed at visa portal website(www.visa.go.kr))
- 1 color photo(35x45mm, white background, taken in the recent 6 months, both eyebrows and ears should be shown)
- certificate of enrollment(It can be issued from Mar. 1st. If you have to apply for Residence card before semester starts, you can submit tuition payment receipt instead)
- residence proof
- application fee KRW 35,000 in cash

5. Busan Immigration Office



The map shows the location of the Busan Immigration Office. A red circle highlights '부산역 2번 출구' (Busan Station Exit No. 2). Other landmarks include ICBC, Shinhan Bank, and various government offices. The office is located at the intersection of Jungang-daero and Joongang-daero.

- ▷ **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(※ without area code)

- ICC provides multi-lingual information and guidance regarding immigration and residence in various languages(including English and Chinese) by phone and online.

6. Hospitals designated by Ministry of Justice

Name	Address	Tel.
순병원 SOON HOSPITAL	부산시 금정구 중앙대로 1701 (부곡동) 1701 Joongang-daero, Geumjeong-gu, Busan, Republic of Korea	+82-51-515-0005

*Above hospital is one of the list, please refer to the list in below link and use the one you prefer.

(Link: <https://international.pusan.ac.kr/bbs/international/2630/818788/artclView.do>)

3 Tuition Payments

- ※ If the tuition payment is not completed within the designated period, admission will be cancelled.
- ※ Current students can pay tuition fees with a card, while new students cannot pay with a card and must pay tuition fees via bank transfer.

1. Undergraduate Students

		Date & Time	Remarks
Print out Tuition Bill		2025. Jan. 31.(Fri) 10:00 Tentative	Student Support System (https://onestop.pusan.ac.kr/)
Payment Tuition Fee	Paying in Korea	2025. Feb. 3.(Mon) ~ 5.(Wed)	Pay it to the designated bank on the bill(Refer to the tuition invoice)
	Paying Overseas		Refer to "3. How to pay tuition; 2) Paying Overseas" below

2. How to Pay Tuition

1) Paying Tuition in Korea

- ① **How to Pay:** Student Support System(<https://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 among different banks. Please check out the account number on the bill carefully!

※ DO NOT USE YOUR ACCOUNT IN HOME COUNTRY WHEN TRANSFERRING TO VIRTUAL ACCOUNT NUMBER!

- ② **Bank for Payment:** Nonghyup Bank(NH), Busan Bank(BNK), Hana Bank nationwide
 ③ **Payment Methods:** Visit the bank for payment(with a tuition bill), internet/ phone banking, CD/ ATM

	Bill Type
Undergraduates	Tuition bill including *(1) Student Union fee(학생회비) + (2) PNU Student Medical Mutual Aid Fee
Graduates	Tuition bill including **PNU Student Medical Mutual Aid Fee(의료공제회비)

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

(1)	Student Union Fee	Pay it if you want to participate in department events - Inquire to your department offices about student events being held
(2)	PNU Student Medical Mutual Aid Fee	KRW 3,000 paid by students per semester will be collected as part of a mutual aid fund, which could be used when a student with medical treatment submits application for mutual aid fee afterwards. The refund amount will be decided as per consulting results. *Inquiry: Student Welfare Office: +82-510-1271)

**PNU Student Medical Mutual Aid Fee(KRW 3,000)' payment is not accepted as insurance fee payments. (P.24: Insurance)

⑤ **Notes**

- ※ 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 a separate payment for each fees.

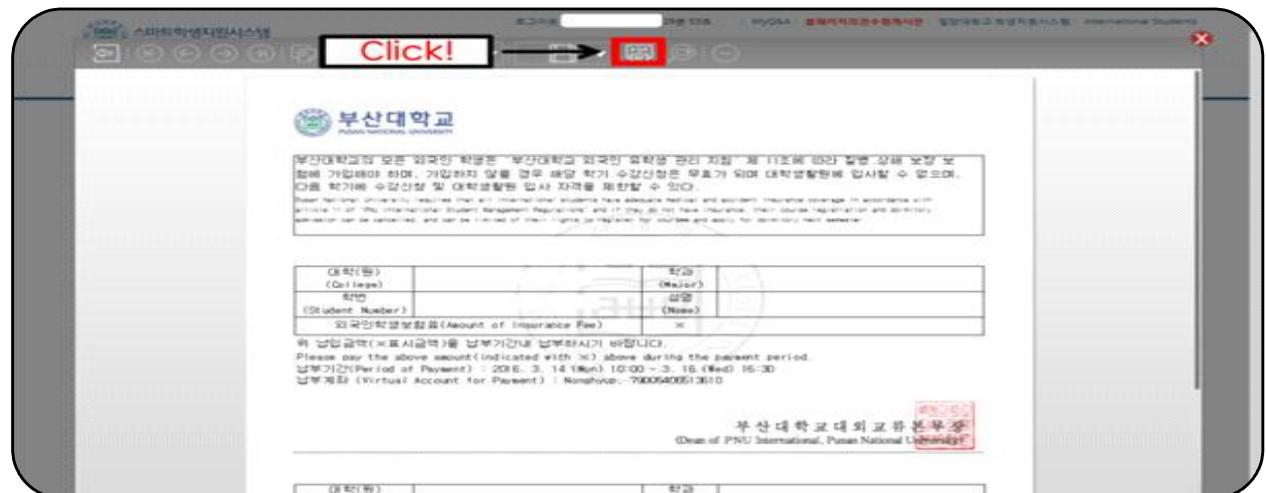
2) Paying from Overseas: Transfer to the account written below(Any differences will be refunded)

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.: <u>948-01-133872</u> Account Name: Pusan National University</p> <p>※ Important Note for Overseas Transfer: ① You must pay additional USD 100(Exchange Rate: KRW 1,400 = USD 1) with tuition amount for both banks for transferring fee. ② Sender of the payment must be your APPLICATION No., otherwise your payment won't be counted.</p>
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4. How to Print Out Tuition Bill

▶ **Student Support System**(<http://onestop.pusan.ac.kr>)

- ① Log in(ID: Application number, PASSWORD: B-date 6 digits(YMMDD)) → ② Click '등록(Enrollment)' → ③ '고지서출력(Print out Tuition Bill)' → ④ '고지서(Bill)' → ⑤ Print out the bill



5. Confirmation of Tuition Registration & Print out of Receipt

▶ How to Check Tuition Payment Result:

Student Support System(<http://onestop.pusan.ac.kr>) **Log in**(ID: Application number, PASSWORD: B-date=6 digits) → **Click '등록(Enrollment)'** → **Click '납부확인(영수증 출력)'** (Confirmation of My Payment & Receipt) → Click '출력(Print)' for printout of receipt

※ Available from the next day of payment

※ For Nonghyup(NH), Busan(BNK), and Hana Banks, you can check results right after payment; The results for other banks will be made available the next day after 9:00 a.m. Tuition receipt is available for printing out a day after registration.



※ If you pay it from overseas, it may take around one week to process after payment period ends. To check the result and print out the bill is available afterwards.



6. Refund of Tuition: Amounts of refund are based on semester attendance

Semester Attendance	Refund 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>

- After the first school day(March. 1st, 2025), submit 'Academic Withdrawal' application and refund application to the department or administration office
 - ※ Other Documents: Acceptance letter, tuition receipt, and 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 2025 Spring Semester: Please refer to the PNU website for details

Schedule	Content
2025. 3. 4.(Tue)	Beginning of Spring Semester 2025
3. 4.(Tue) ~ 10.(Mon)	1 st Course Add & Drop for Spring Semester 2025
3. 17.(Mon) ~ 21.(Fri)	General Test for Degree Qualification
3. 17.(Mon)	Notice of 2 nd (Final) Cancelled Courses of Spring
3. 18.(Tue) ~ 19.(Wed)	2 nd (Final) Course Add & Drop for Spring semester 2025
3. 20.(Thur)	Print out of Final Attendance Book for Spring semester 2025
4. 1.(Tue) ~ 7.(Mon)	Course Withdrawal(W) for Spring Semester 2025
4. 4.(Fri)	Paper Submission for 2024 Degree Qualification Examination
4. 7.(Mon)	1/3 of the school days (Spring Semester 2025)
4. 21.(Mon) ~ 26.(Sat)	Mid-term Exam for Spring Semester 2025
4. 25.(Fri)	1/2 of the school days (Spring Semester 2025)
5. 2.(Fri) ~ 8.(Thur)	Reinstatement Application for Summer & Step Forward Semester 2025
5. 8.(Thur) ~ 9.(Fri)	Course Wish List Registration for Summer & Step Forward Semester 2025
5. 14.(Thur) ~ 16.(Mon)	Course Registration for Summer & Step Forward Semester 2025
5. 15.(Thur)	School Anniversary
5. 16.(Fri)	2/3 of the school days (Spring Semester 2025)
5. 23.(Fri)	Notice of 1 st Cancelled Courses of Summer & Step Forward Semester 2025
5. 26.(Mon) ~ 27.(Tue)	1 st Course Add & Drop for Summer & Step Forward Semester 2025
5. 26.(Mon) ~ 6. 5.(Thur)	Re-admission Application for Fall Semester 2025
6. 2.(Mon)	Notice of 2nd (Final) Cancelled Courses of Summer & Step Forward Semester 2025
6. 4.(Wed) ~ 5.(Thur)	2 nd (Final) Course Add & Drop for Summer & Step Forward Semester 2025
6. 10.(Tue) ~ 16.(Mon)	Class make-up days for the classes cancelled in Spring Semester 2025
6. 12.(Thur) ~ 16.(Mon)	Tuition Fee Payments for Summer&Step Forward Semester 2025
6. 17.(Tue) ~ 23.(Mon)	Final Exam for Spring Semester 2025
6. 17.(Tue) ~ 7. 1.(Tue)	Grade Input for Spring Semester 2025
6. 24.(Tue)	Beginning of Summer Break
6. 24.(Tue) ~ 7. 18.(Fri)	Summer Semester 2025
7. 4.(Fri)	Submission of Examination Result Report & Final Version Paper for 2024 Degree Qualification
7. 14.(Mon) ~ 25.(Fri)	Korean•English syllabus Input for Fall Semester 2025
7. 21.(Mon) ~ 8. 14.(Fri)	Step Forward Summer Semester 2025
7. 25.(Fri) ~ 8. 1.(Fri)	Application Period for a Leave of Absence & Reinstatement for Fall Semester 2025
8. 5.(Tue) ~ 6.(Wed)	2025학년도 2학기 희망과목담기
8. 11.(Mon) ~ 13.(Wed)	1 st Course Registration for Fall Semester 2025
8. 18.(Mon) ~ 19.(Tue)	2 nd Course Registration for Fall Semester 2025
8. 19.(Tue) ~ 22.(Fri)	Tuition Payment for enrolled students in Fall Semester 2025
8. 26.(Tue)	Notice of 1 st Cancelled Courses of Fall Semester 2025
8. 29.(Fri)	2 nd Graduation Ceremony of 2024

※ Subject to change, so please check at Student Support System(<https://onestop.pusan.ac.kr/>) & PNU International website

2. Student Support System Website(<https://onestop.pusan.ac.kr/>)

1) Provides information of course registration, tuition payments, academic schedule, 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 B-date(e.g. If 2003.07.22. then 030722)

3) **Change of ID (★) (!)** 1-2 days before the semester starts, application numbers will change to official student ID numbers

(1) If you put your mobile phone number when applying for admission, an message stating your student ID number will be sent by your phone.

(2) In case you don't have Korean phone number, use this webpage **with your application number**:
<https://onestop.pusan.ac.kr/stuidschr>

4) **Change of Password: If you do not change your password within a month from the beginning of the semester, you cannot issue any type of certificates.**

- ▶ How to: Student Support System(<https://onestop.pusan.ac.kr/>) → Log in → Click [Lock] icon represents 'Change password(비밀번호 변경)' → Enter the temporary password(6 digits of B-date) → Enter new password 2 times → Click 'Confirm(확인)'
- ※ The revised password must have a combination of alphabet letters, numbers, special characters, and should be at least 8 and not more than 12 characters. In case of errors while changing password, please contact "The Office of Information Technology & Services" (Tel. 510-7473)

3. Course Registration

1) **The 1st Course Registration Period for Spring 2025: 2025. Feb. 17.(Mon) ~ 18.(Tue)**

The 2nd Course Registration Period for Spring 2025: 2025. Feb. 19.(Wed) ~ 20.(Thur)

Course Add & Drop Period for Spring 2025: 2025. Mar. 4.(Tue) ~ 10.(Mon)

※ **Undergraduate students(preliminary admitted applicants): Register during course add & drop period**

Automatic Registration System

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.**

2) **How to Register for Courses: Register through links below**

View Course List	
▶ Undergraduate: Click here	- Undergraduate & Graduate students: https://onestop.pusan.ac.kr/page?menuCD=000000000000335
▶ Graduate: Click here	
Course Registration Link	
▶ Undergraduate: Click here	- Undergraduate & Graduate students: https://sugang.pusan.ac.kr/login
▶ Graduate: Click here	
Course Confirmation (Click here)	▶ Onestop(https://onestop.pusan.ac.kr/) → log in → Click '수업(Courses)' → Click "수강신청 및 확인(Course Registration and Confirmation)" → Click "수강확인(Course Confirmation)"

View Timetable

▶ Onestop(<https://onestop.pusan.ac.kr/>)
→ log in → Click "수업(Courses)" → Click "시간표조회(View Timetable)" → Click"개인시간표조회(My Timetable)"

3) Notes

- (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 printout after completing course registration.

4. Korean Language Course for Undergraduate students (Mandatory)

- ▶ Target: **Undergraduate student who acquired level 3 or lower of TOPIK at the time of admission**
- ▶ Completion Method
 - You can only take one course per semester.
 - You must take classes according to the level of difficulty.
- ▶ Language Courses

Type	Code	Name	Credits & Grading		Semester by TOPIK level	
			Credits	Evaluation	TOPIK Level 2 or below	TOPIK Level 3
Elective Course	ZZ1200046	Basic Korean I	3	Absolute evaluation	1 st semester	-
	ZZ1200047	Basic Korean II	3		2 nd semester	-
	ZZ1200314	Intermediate Korean I	3		3 rd semester	1 st semester
	ZZ1200315	Intermediate Korean II	3		4 th semester	2 nd semester

▶ Exempt Target

- After admission, an undergraduate student who acquired level 4 or higher of TOPIK.
- After admission, an undergraduate student who has completed level 4 or higher of the Korean language course at the PNU Language education institution.
- Global Studies students
- Transfer students

▶ Exempt Method

- 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
- TOPIK Certificate Submission: At PNU INTL.(1F, Sangnam International House bldg. #209)

5. Korean Language Course for General Graduate students (Mandatory)

- ▶ **Target: General Graduate students (Mandatory)**
- ▶ Completion Method
 - 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.
- ▶ Language Courses

Code	Name	Level	Hours	Schedule (Tentative)	Evaluation	Place
ZZ7400469	Basic Korean I	Basic	3 Hours (No Credit)	Thursday 18:30~21:30 Tentative	S/U	Language Education Institute. PNU (Bldg. #210) (To check classroom, please check course list for 2025 Spring semester)
ZZ7400470	Basic Korean II					
ZZ7400471	Intermediate korean I	Intermediate				
ZZ7400472	Intermediate korean II					
ZZ7300398	Advanced Korean	Advanced				

- ▶ Exempt Method(Choose one from the three methods below)
 - Take an 'Korean Language Course Exemption Test' in our university.
 - Submit the TOPIK certificate for Level 4 or higher.
 - Take Korean language education more than 800 hours.
- ▶ **Inquiries: Language Education Institute. PNU (+82-510-3406)**

5 Dormitory

1. Dormitory Application Schedule for International Students, Spring semester 2025

1) **Application period: 2025. 1. 22.(Wed) 10:00 ~ 1. 23.(Thu) 18:00**

※ Detailed schedule will be updated on the Notice Board of PNU International website on 2024. 12. 24.(Tue) 18:00.(<http://international.pusan.ac.kr>)

2) How to apply: Online application

(<https://docs.google.com/forms/d/e/1FAIpQLSdIIIfJ1lhwuNqEJjQOymBF1bu0KvJz50sdux2-PDzabrWzlg/viewform?usp=sharing>)

※ All schedules stated on this guideline are based on KOREAN LOCAL TIME.

3) Payment period: 2025. 1. 27.(Mon) 10:00 ~ 1. 31.(Thu) 16:00

4) How to pay

- Domestic(In Korea): Virtual account
- Overseas(from other country): Credit card or overseas remittance

2. Move-in Date

- Available from 2025. 3. 1.(Sat) 10:00.

※ Move-in date is subject to change according to situation. Please check the dormitory guideline.

3. Notes

- 1) Residents must possess insurance(If not, it is not allowed to enter the dormitory).
- 2) Residents must submit the **tuberculosis certificate**(Move-in will be not allowed if the tuberculosis certificate is not submitted, so please check the dormitory guideline for submission method).
- 3) **Measles vaccination certificate(total 2 times)** must be submitted.
- 4) You need to prepare your bedding(pillow, bed sheet, duvet and etc) and washing materials by your own.
- 5) Sneakers and outdoor shoes are prohibited in the room(1 penalty point if caught).

4. PNU Dormitories

※ Meals are mandatory for all residents.

※ Students only who cannot have meals due to religious reasons need to apply for meal cancellation. (Documents which can prove their religion should be submitted)

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

※ Dormitory Guideline and interior facilities can be checked on PNU dormitory website.



		Jilli Hall	Woongbee Hall	Jayoo Hall	
Gender		Male	Male	Female	
Room Type		Single Occupancy	Double Occupancy	Double Occupancy	
Furnishings		Bed, desk, chair, closet, bookshelf, fire extinguisher (2 beds and 2 desks inside for 1 person)	Bed, desk, chair, closet, bookshelf, fire extinguisher, shoe rack, <u>private bathroom</u> (toilet, shower)		
Amenities		Computer room, lounge, cafeteria, laundry and ironing, reading room, <u>communal shower and restroom</u>	Computer room, lounge, gym, cafeteria, laundry and ironing, convenience store		
Fees (KRW)	Management + Meal	3 meals a day (Mon~Sun)	2,285,700	1,988,160	2,081,640
		3 meals a day (Mon~Fri)	2,108,400	1,810,860	1,904,340
		2 meals a day (Mon~Sun)	2,046,300	1,748,760	1,842,240
		2 meals a day (Mon~Fri)	1,773,060	-	1,569,000
		1 meal in a day (Mon~Sun)	1,642,740	-	-

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

Please refer to PNU homepage: "PNU homepage → Click "효원커뮤니티" → Click "대학생활 " → Click "캠퍼스라이프" → Click "숙박정보"

<https://www.pusan.ac.kr/kor/CMS/Board/Board.do?mCode=MN101>

6. Sangnam International Hall

Sangnam International Hall is a hotel-style facility with guests rooms, residence rooms with kitchens, suites.

1) Room Rate(depends on room type):

Standard1(Twin/Double) KRW 47,000,

Standard2(Twin/Double) KRW 56,000,

Residence(Twin/Double/Ondol) KRW 70,000 per 1 night(PNU student rate)

2) Reservation: +82-51-510-7000, sangnam@pusan.ac.kr

3) Address: Across the PNU Korean Language Institute,
the same building with PNU International's(Bldg. #209)

<https://m.site.naver.com/1ypiQ>

6 Insurance

All PNU international students must possess both NHIS and Private Insurance(PNU group or personal insurance) to guarantee a wide variety of coverages. (Students who do not have both insurance will be restricted from checking the timetable)

※ Above Insurance is different from the 'PNU Student Medical Mutual Aid Fee(KRW 3,000)', and it is not recognized as being insured.

1. Insurance for PNU International Students

※ PNU group insurance service starts from the first day of semester(Mar. 1st), even if the fee is paid in regular payment periods. For the time that PNU group insurance does not cover please prepare insurance individually in case.

[Register in **NHIS + Private Insurance(PNU Group or Personal Insurance)**]
 ※ All PNU international students must be registered in both NHIS and private insurance (PNU group or personal insurance) to guarantee a wide variety of coverages.

2. PNU Group Insurance

- New students are subject to 1-year registration(Coverage Period: Mar. 1st, 2025 ~ Feb. 28th, 2026)
- ※ Including waiting applicants – undergraduate students
- ※ Students can individually purchase private insurance. BUT, students must check requirements and submission method from the insurance guidelines.

3. How to Register in PNU Group Insurance:

Check how to pay insurance fees from the insurance guidelines.

4. PNU Group Insurance Fee Payments Schedule: in February ~ March

- Please check the insurance guidelines that will be uploaded on the PNU International website in Jan.

5. Insurance Guidelines for PNU International Students☆☆☆

- A. The details of insurance will be provided from the “Insurance Guidelines” that will be uploaded on the PNU International website in **January 2025**.
- B. The guidelines will be uploaded every semester, students must check the guidelines and prepare in advance to avoid having any disadvantages in checking the timetable & entering the dormitory.
- C. **How to Find the Notice:** PNU International Website(<http://international.pusan.ac.kr>) → 외국인 학생 공지사항 바로가기/ Notice for International Students → Search: 보험(Insurance) → Title: **2025학년도 1학기 부산대학교 외국인 학생 단체보험 가입 안내** (※ Tentative title only, there may be the changes)



Notice for International student



6. Notes for “Leave of Absence” or “Drop Out”

※ PNU group insurance service **DOES NOT** provide **automatic postponement, extension, or automatic refund** upon application for a leave of absence or dropout. If you do not wish to maintain insurance service due to your leave of absence or dropout please apply for a refund.

1) How to Apply: BEFORE semester begins - E-mail(insurance@pusan.ac.kr), AFTER – Insurance company

2) How to Write the E-mail

E-mail Title: Application for insurance fee refund(name/ student or application number/ dept.)

E-mail Content: 1) full name, 2) student or application number, 3) major, 4) contact info.(mobile phone number/ e-mail address), **5) copy of Korean bankbook(under your name)**, 6) reason for your leave

7. National Health Insurance Service(NHIS)

A. International students with D-2 visa or overseas Koreans are subject to the statutory subscription to National Health Insurance Service(NHIS) from Mar. 1st, 2021.
(Subscription date can differ depending on visa types)

B. In order to guarantee a wide variety of coverages, all PNU international students must possess both NHIS and private insurance(PNU group or personal insurance).

- In accordance to the “Act on the protection of personal information” law, inquiries related to NHIS must be individually made with NHIS for the protection of personal information.

(T. 033-811-2000 ① ENG/KOR ② CHN ③ VNM ④ UZB)

Types	Enrollment Period
Students who have not completed their RC registration (e.g. new students)	Contribution payment commences once the RC is issued *Issuance of RC may require several weeks after the application
Students who have their RC issued already	*Subject to a mandatory subscription to NHIS from Mar. 1 st , 2021 *Change of address has to be reported to NHIS(Call NHIS)

C. A bill will be sent to your address registered on RC after your automatic registration.

8. For those who are applicable to following case!

※ Students who will take an exchange program abroad or who plan to take a leave of absence:

PLEASE DO NOT PAY PNU GROUP INSURANCE FEES ※

PNU Group Insurance is only valid in "R.O.K.". Therefore students who take courses or stay in overseas SHOULD NOT REGISTER in PNU Group Insurance and submit evidence documents.
(e.g. Certificate of Exchange Program, etc.)

7 Others

1. Placement Test(☆Important☆) Undergraduate Only

※ There may be some changes, so please make sure to check notices on the website regularly.

1) English Placement Test

- Date and Place: **25' Mar. 4th, afternoon** Room#107, Language Education Institute. PNU(#210)
 - ※ For the convenience of students the test will be held twice, but students need to take the test only once.
- Target: New students in the Spring semester, 2025 ONLY(Mandatory for new undergraduate students)
- Documents to Prepare: Passport or RC
 - ※ It is recommended to register "Basic English" during the course registration period and keep a seat, then change to the class of your level during the Add & Drop period('25. Mar. 4.~10.).
 - ※ Inquiry: +82-51-510-3844(Dept. of General Education)

2) Math Placement Test

- Target: New students of College of Natural Sciences, College of Engineering, College of Nano science and Nano-technology, College of Information and Bio-medical Engineering
 - ※ Students belonging to those departments must take 「**Basic Calculus**」 course. (No need to take the placement test)
 - ※ It is recommended to enroll "**Basic Calculus**" during the course registration period('25. Feb. 12.~14.): Taking this course is one of graduation requirements.
 - ※ Inquiry: +82-51-510-1767(Mathematics & Science Lab)

2. Education for International Students(☆Important☆)

1) Education Details(Must complete both educations)

- ① Education of sexual violence prevention for international students
 - Education : Development of healthy sexual values, prevention of sexual violence, and countermeasures, etc.
 - Cycle : Mandatory once a year
- ② Education on understanding Korean laws
 - Education : Korean law understanding education and safety education (including types of crimes and countermeasures) to support safe life in Korea
 - Cycle : Mandatory once a semester

2) Notes

- Compulsory & mandatory★ education for International students
- Students are required to complete the educations during the period.
- Educations will be done online or face to face, the details will be noticed on the PNU International website at the beginning of the semester.
- If you do not attend and complete the education, you may get a disadvantage for work related to the International Office such as dormitory visa group application. cultural experience and etc.

3. Contact Information for Administration Offices of Each Department

※ Country Code: 82; Busan Area Code: 051; Yangsan & Miryang 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	510-1683~6
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	
Library, Archive & Information Studies	510-1562	Earth Science	510-1626	Nursing	510-8305~7
Media & Communication	510-1563	Physical Education	510-1627	Medicine	510-8004~6
Mathematics	510-1767	Korean Language Education	510-1611	Dentistry	510-8206~9
				BioMedical Convergence Engineering	510-8543~4
MIRYANG Campus					
Statistics	510-1768	English Education	510-1612	Food & Resource Economics	055)350 - 5570
Physics	510-1769	Education	510-1617	Plant Bioscience	055)350 - 5500
Chemistry	510-1770	Mathematics Education	510-1622	Horticultural Bioscience	055)350 - 5520
Biological Sciences	510-1775	Biological Education	510-1625	Animal Science	055)350 - 5510
Earth & Environmental Systems (Geological Environment Sciences) (Oceanography) (Atmospheric Sciences)	510-1771 510-1774 510-1791	Frontier Chemistry Education	510-1624	Food Science & Technology	055)350 - 5350
		International Trade	510-1657	Life Science & Environmental Biochemistry	055)350 - 5540
		Economics	510-1658	Biomaterial Science	055)350 - 5380
		Global Studies	510-1628	Bioenvironmental Energy	055)350 - 5430
Architecture	510-1487	Tourism & Convention	510-1855	Bio-Industrial Machinery Engineering	055)350 - 5420
Architectural Engineering	510-1426	Public Policy & Management	510-7668	Applied IT & Engineering	055)350 - 5410
Urban Engineering	510-1546	Business Administration	510-1660	Landscape Architecture	055)350 - 5400