



# **INHA UNIVERSITY**

## **International Students Guidebook**

International Center  
330, Main Building  
100 Inha-ro, Nam-gu  
Incheon

# International Students Guidebook

## - 2015 Fall Semester -

### Section 1. Airport Pick-up

- Arrival Information Submission
- Airport Pickup Bus(Free)
- Meeting Venue
- In case you can not take the Airport pickup bus

### Section 2. Course Registration

#### *For Both Undergraduate Exchange and Degree-Seeking Students*

- Course registration by Inha intranet
- How to register courses that are already full?
- Course Add/Drop
- Course Withdrawal

#### *For Undergraduate Exchange Students*

- Courses taught in Foreign Languages
- Korean Language Classes
- E-Learning Courses
- Registration for Restricted Courses

#### *For Graduate Students*

- Course Application for Graduates

### Section 3. Dormitory Check-in and Payment

- Dormitory
- Dormitory Check In Date
- Fee Payment
- Dormitory Regulations

### Section 4. Alien Registration Card and Student ID Card Pick-up

- Alien Registration Card
- Required Documents for Alien Registration
- Mandatory Tuberculosis Test for Students From 16 Countries
- Student ID Card & Pick-Up
- Registration of Fingerprints at Immigration Office

- How to enter personal information on INHA Portal System.

#### **Section 5. Personal Information Update**

#### **Section 6. Insurance**

- International Student Insurance
- Inha University's Designated Health Insurance

#### **Section 7. Visa / Work / ISL**

- Visa Extension
- Documents required for Visa Extension
- Personal Information Change Report
- Part-Time Jobs for International Student
- I.S.L

#### **Section 8. Emergency Contact**

- Safety Control Headquarters(CAPS)

#### **Section 9. How to use Wifi Internet on Campus**

#### **Section 10. Things to do when you leave Inha University**

- Dormitory Deposit and Move out Date
- Off-campus Residence Move out
- Alien Registration Card Return(Only for students leaving Korea permanently)
- Other Things

#### **※ Forms**

- Attachment 1 : Application for Restricted Course
- Attachment 2 : Tuberculosis Examination Result Submission
- Attachment 3 : Insurance Report Form

#### **※ PDF Manuals**

- 2015-2 Inha University Dormitory Information
- How to Find Courses(FAQ)

### Important Dates

No.	Sessions	Date	Time	Venue
1	Airport Pick-Up Dormitory Check-in	Aug 24~25	24th : 12:00/18:00 25th : 15:00	Inchoen Airport (12th Gate) ※ Individual pick-up service : <a href="http://www.airhelp.co.kr/english/index.html">http://www.airhelp.co.kr/english/index.html</a>
2	Course Registration (Undergraduate) ※ Graduate students will register courses after arriving at Inha	Aug 25~26	See the Section 2	<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
3	Orientation and Alien Registration For All Exchange Students	Aug 26	09:00-12:00	Middle Auditorium, Main Building(BF)
	Orientation For Graduate Students (Exchange and Degree-seeking)		13:00-14:00	
	Orientation and Alien Registration For All Degree-Seeking Students		14:00-17:00	
4	Tuberculosis Examination	Aug 27-28		Backyard of Jungseok Library
5	Insurance Application	Aug 27-28	10:00-17:00	International Student Lounge(ISL), Student Union Building #504(5F)
6	Student ID Distribution	Aug 26- Sep 3	09:00-17:00	Information Desk outside International Center Main Building(BF-330)
7	Beginning, Fall Semester	Aug 31		
8	Meeting with Buddy Students	Aug 31	17:30-	Large Auditorium, Main Building(BF)
9	Course Drop/Add Period (Undergraduate)	Sep 4		<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
	Course Drop/Add Period (Graduate)	Sep 7-9		<a href="http://portal.inha.ac.kr">http://portal.inha.ac.kr</a>
10	Last day to pay for dorms and off-campus residences	Sep 3		Hana Bank (Student Union Building)
11	Fingerprint Registration	Around end of Sep		Backyard of Jungseok Library
12	Course Withdrawal (Undergraduates)	Nov 2-6		<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
	Course Withdrawal (Grads)	Nov 4-8		<a href="http://portal.inha.ac.kr">http://portal.inha.ac.kr</a>

## 1. Airport Pick-up

### ■ Airport Pickup Bus(Free)

The buses will take you Inha University from the airport.

Date	Schedule (Incheon Airport->Dormitory)
Aug 24	12:00 / 18:00
Aug 25	15:00

※ A buddy student will be waiting at the airport to pick you up.

### ■ Meeting Venue : Gate 12 of Passenger Terminal(Arrival Area) at Incheon Airport



### ■ In Case You Cannot take the Airport Pickup Bus

#### ※ Option 1

If you are unable to take one of the shuttle buses, you should take a taxi to get to the dormitory. The taxi should cost less than KRW 60,000~70,000.

Or You can take the bus no.303 at Incheon Airport and transfer to no.13 or 111-2 at Incheon Bus Terminal(Shin-Sae-Gae Department Store).

- Dormitory address

Address	Dormitory 1	Dormitory 2
English	Dormitory 1, Inha University, #40 Sosung-ro, Nam-gu, Incheon Tel : 032-860-7273	Dormitory 2, Inha University, #71 Sosung-ro, Nam-gu, Incheon Tel : 032-860-7273
Korean	인천시 남구 소성로 40 인하대학교 제1생활관 Tel : 032-860-7273	인천시 남구 소성로 71 인하대학교 제2생활관 Tel : 032-860-7273

- Campus Map : <http://eng.inha.ac.kr/intro/buildings.asp>

※ Option 2 : Airport Pick-up Reservation Service(Not Free)

Inha University has contracted with a company, AIR HELP CENTER INT'L to provide a pick-up service for international students for a discounted rate.

The On-line Reservation System is available on the company's website below.

- URL : <a href="http://www.airhelp.co.kr/english/index.html">http://www.airhelp.co.kr/english/index.html</a>
- Phone : 82-32-743-7911, Fax : 82-32-743-7912
- E-mail : kang7016@hanmail.net
- Fare : 75,000KRW(Approx. 70USD / one ride) (limited to 3~4 people, Price is subject to change)
- Payment Method : Students are required to make a direct payment to the pick-up driver after arriving in the dormitory.

## 2. Course Registration

### ■ Course Registration Schedule

Date	Level of Program	Contents
8. 3(Mon) ~ 8. 9.(SUN) 09:00 ~ 24:00	Graduate	<i>Graduate exchange students</i> usually register courses after the beginning of the semester and arrival at Inha. Please do not worry if you do not register the courses during this period. However, <i>degree-seeking students</i> should register courses during this period.
8. 25(TUE) 08:30 ~ 17:00	Undergraduate	Only for Undergraduate Students Course Registration for All Courses : All

		Students ① Course Registration for retaking courses not allowed ② Class vacancy limit applied to each grade year
8. 26(WED) 08:30 ~ 17:00	Undergraduate	Only for Undergraduate Students Course Registration for All Courses : All Students ① Course Registration for retaking courses allowed ② No restriction on class vacancy for each grade year
8. 31(MON)	All	Classes Begin
9. 4(FRI) 08:30 ~ 19:00	Undergraduate	Course Add/Drop Period
9. 7 (Mon) ~ 9. 9(Wed) 09:00 ~ 24:00	Graduate	Course Add/Drop Period
11. 2(MON) 11. 6(FRI) 09:00 ~24:00	Undergraduate	Course Withdrawal Period
11. 4(WED) ~ 11. 8(SUN)	Graduate	Course Withdrawal Period

- ※ Undergraduate level of degree-seeking and exchange students can register courses from **25th of Aug.** While the number of students allowed for each course is limited on the **25th of Aug** according to a grade, there is no this limit on the 26th of Aug. Thus, even if you could not register a course on the **25th**, it may be possible on the **26th**.
- ※ Some courses may require prerequisites or accept a limited number of students.
- ※ Undergraduate students can take 18~19 credit courses at max. per semester.
- ※ All courses except for some Korean courses should be registered online.

***Information Applied to Both Undergraduate Degree-Seeking and Exchange Students***

■ Course Registration by Inha Intranet

- a. Go to the course registration website (<http://sugang.inha.ac.kr/>) and click ‘English’ on the upper right corner.
- b. Log in with your student ID and password. Default password is 5000000 or 5000001 for male students and 6000000 or 6000001 for female students.
- c. Find ‘Course Registration’ on the left side of the website and click it.

※ For more information about the course registration, you may also refer to the ‘Course Registration Manual’ on the left side menu of the website.

■ How to Register Courses That Are Already Full?

Please attend the 1st class of the course and get permission from course prof.

- ▶ Request to add you in the course registration system.
- ▶ Although you get the permission from the prof., do double-check whether the course is successfully registered on the course registration system

※ You should finish discussions with prof. before **Sep 4** and make the course registered on **Sep 4** since it is not possible to add or drop a course after then.

#### ■ Course Add/Drop

Attend classes that you would like to take between **Aug 31(Mon) ~ Sep 4(Fri)** and register online during the Course Drop/Add Day(**Sep 4, 08:30 ~ 19:00**)

※ Go to the course registration site (<http://sugang.inha.ac.kr>)

→ Enter ID & PW → Click "Course Registration" ('수강신청' in Korean)

→ Select courses

※ Volunteer students will be available at the ISL (Student Center Room No. 504) during the Course Add/Drop Period. Any international student can get a help at the ISL for course registration.

※ It is not possible to change your courses after the Course Add/Drop period. Please finish the course registration till the last day of the Course Add/Drop period.

#### ■ Course Withdrawal

You can withdraw one of the courses that you are taking, between **Nov 2(Mon) ~Nov 6(Fri)**. Some conditions should be required to withdraw a course.

##### Conditions for Course Withdrawal

1. You should be taking at least 9 credits after withdrawing a course
2. There should be a clear reason for withdrawal (ex, language problem)
3. You can withdraw only one course

※ To withdraw a course, you should visit <http://sugang.inha.ac.kr>

### *Information Applied Only to Undergraduate Exchange Students*

#### ■ Courses taught in Foreign Languages

A list of courses taught in foreign languages will be sent by e-mail in **early Aug** for a spring semester or in **mid Aug** for a fall semester. The list of courses will be



constantly updated till the beginning of the course registration period. Thus, we recommend you to regularly check the list of courses at <http://sugang.inha.ac.kr>

※ How to find the course lists taught in foreign languages for 2015 Fall semester.

- ① Visit the course registration site (<http://sugang.inha.ac.kr>)
- ② Click "English" on the top of the right side.
- ③ Click "Course Schedule" of curriculum on the left side.
- ④ Select Division / Major in which you are interested
- ⑤ Select "foreign language" in the Etc section.

※ For more details, please refer to  
"Part 1-1 of How to Find Courses (FAQ).pdf"

■ Korean Language Classes

Basic Korean(GEG2008)/ Intermediate Korean(GEG2010) courses are only for exchange students. **Note that these Korean language courses CANNOT be registered online.** In order to register them, you should attend the 1st class and tell your name and student ID to the instructor.

■ E-Learning Courses

International students can take the E-Learning courses. The courses below will be conducted online.

<E-Classes offered for the 2015 Fall Semester>

Course Code	Course Title	Evaluation
GEC2004-001	Introduction to International Relations	Absolute Evaluation
GEC3009-001	Understanding Modern Life Sciences	Absolute Evaluation

<How to access E-Class>

1. Go to <http://igec.inha.ac.kr/servlet/controller.homepage.MainServlet>
  2. Choose your language on the upper right side. You can choose English, Chinese or Japanese.
  3. Log in with your student ID and password and choose your class.
  4. Take your class online.
- \* The online lectures may not be properly displayed on computers with non WINDOWS O/S (firefox, mozilla, mac etc). And, you may have to install some active X programs to access the lectures.

■ Registration for Restricted Courses (Undergraduate Exchange Students)

Every department has a set of its own restricted courses available only to the students of each major (For example, if your major is Mechanical Engineering, you can take a mathematics course offered by the department of Mechanical Engineering but cannot take the mathematics course offered by the department of Economics if the mathematics courses is a restricted course of the Economics)

※ To see the list of the restricted courses for each major, please refer to "Part 1-3 of How to Find Courses (FAQ).pdf"

If you want to take the restricted courses, you should attend the first class of the course and get the approval from the professor. (\* Please show the Attachment 1, 'Application for Restricted Course' to the course instructor and get his/her signature on the form. If the professor does not allow you to take the course, you cannot take the course.

*Information Applied to Both Graduate Degree-Seeking and Exchange Students*

■ Course Application for Graduates

※ Course Add/Drop Period (Sep 7~9, 09:00 ~ 24:00)

※ Homepage : <http://portal.inha.ac.kr/>

※ Go to the INS site ([http://portal.inha.ac.kr](http://portal.inha.ac.kr/)) → Enter ID & PW →

Click "INS(학사행정)" → "(대학원)수업" → 수강신청 → Select courses

※ Password

Male students : 5000000 or 5000001

Female students : 6000000 or 6000001

※ Maximum credits per semester : 9 credits

※ Please consult with your academic supervisor in Korea before your course registration. (You are strongly encouraged to register your courses AFTER ARRIVING IN KOREA)

※ Graduate students are NOT allowed to take undergraduate courses, vice versa.

※ When you arrive in Korea, do NOT forget to stop by the Graduate School Office ASAP and meet the staffs.

※ To see the list of the courses for the master's program, please refer to

"Part 2-1 of How to Find Courses (FAQ).pdf"

<p>Graduate School Office :</p> <ul style="list-style-type: none"> <li>- Venue : 3rd Floor of Main Building</li> <li>- Staff : Mr. Deokhwan Cho(thekhan@inha.ac.kr)</li> </ul> <p>Graduate School of Logistics.</p> <ul style="list-style-type: none"> <li>- Venue : 1st Floor of No. 9 Building</li> <li>- Staff : Ms. Yu Jin Moon (moonyujin@inha.ac.kr)</li> </ul>
---

### 3. Dormitory Check-in and Payment

■ Dormitory

There are two dormitories at Inha. Please check your dormitory, before you check-in.

※ *Dormitory for New Degree-Seeking Students*

The room assignment result will be informed to each student individually.

※ *Dormitory for New Exchange Students*

Chinese	Male	Dormitory 2
	Female	Dormitory 1
Non-Chinese	Male	Dormitory 2
	Female	

■ Dormitory Check-In Date

※ *Dormitory Check-In Date : Aug 24(Mon) ~ 25(Tue)*

※ Things to prepare : Photo, Passport Copy, Tuberculosis Examination Result

※ To check-in the dorm, you should submit the Tuberculosis Examination Result Submission Form (Attachment3) and the original test result to the dormitory office.

※ *Exchange Students* : If you submitted the form and the original result when you applied to Inha, then you do not need to worry about the check-in. However, if you have not submitted them, you should prepare both the completed form and the original TB result when you check-in. If you do not provide them, you will not be able to check-in the dormitory.

※ Students need to bring their own pillows and blankets on their own.

(Daily necessities can be purchased in supermarkets near the campus.)

■ Dormitory Fee and Payment

※ *Degree-Seeking Students*

The dormitory fee is included in the tuition bill.

※ *Exchange Students*

You are asked to pay the dormitory fee, after you arrive in Korea. Please check your dormitory type and fee. The dormitory fee is different.

Dormitory Type	Account Holder	Dormitory Fee
Dormitory 1	Inha University	621,120 KRW(Quadruple)
Dormitory 2	Inha University	679,430 KRW(Quadruple)

- The dormitory fee may change slightly based on the policy of the dormitory office.
- If you check-in on or later than [Aug 28th](#) for a unavoidable reason, then you should pay [601,600 KRW](#) for the dorm 1 and [657,950 KRW](#) for the dorm 2
- You should pay for the dormitory fees in Korea from [Aug 27th to Sep 3rd](#).  
(Any payment made before or after this period will not be counted)
- Payment Deadline : [Sep 3\(Thu\) 15:00](#)
- You should buy the meal ticket separately to use the dormitory restaurant.
- We will let you know how to pay the fees during the orientation.

<How to make a payment>

1. Check your Korean Name and prepare the exact amount of money in cash
  2. Visit the Hana Bank in Inha University (Other Korean banks are also fine), with your passport and student ID.
  3. Ask a teller to transfer the money to the payment account.
  4. Sender's name should be your Korean name.
- ※ Procedure for paying off-campus housing is the same.  
Payment account will be found on your contract.

※ For more details, please refer to  
["2015-2 Inha University Dormitory Information.pdf"](#) file

■ Dormitory Regulations

- ※ Dormitory sections are strictly separated according to gender. Male students are NOT allowed to enter female rooms and vice versa.
- ※ Residents are NOT allowed to bring guests into the dormitory without permission

from the dormitory office.

- ※ Drinking alcohol and smoking in the residence is strictly forbidden.
- ※ The dormitory is closed at 12:00 at night. Students are NOT allowed to enter the dormitory after 12:00.
- ※ Breaking the rules mentioned above will result in immediate expulsion from the dormitory!

## 4. Alien Registration Card and Student ID Card Pick-up

### ■ Alien Registration Card

All international students and researchers with foreign citizenships must complete the foreign registration process at the Incheon Immigration Office within 90 days of their arrival.

The main purpose of foreign registration is to effectively administer and protect foreigners seeking long term stay, which is similar to resident registration process for Korean citizens.

Details about Alien Registration will be explained in the ***Orientation and Alien Registration for All Exchange Students (26 August)*** and in the ***Orientation and Alien Registration For All Degree-Seeking Students (26 August)***. Please participate in the orientation with the required documents below.

### ■ Required Documents for Alien Registration

1. One Passport Size Photo (3.5cm×4.5cm/ White back ground)
2. Application Form (will be distributed in the Orientation)
3. 2 Photocopies of Passport (1 ID page, 1 VISA page)
4. Application Fee: KRW 30,000
5. Proof of residency = Copy of Apartment lease contract.
  - If you will be living in the dormitory, the proof is exempted.
  - If you will be living in the off-campus apartment introduced by Inha, the proof is exempted.
  - If you will be living in the apartment other than introduced by Inha, then you should submit the copy of the contract
  - If the name on the contract is not you, you should submit the following documents verifying an actual contractor, in addition to the contract.
    - 1) A copy of passport(ID page), Korean ID card, or Alien Registration Card of the actual contractor whose name is on the contract.

2) Share-House Certificate ((available at the Int'l Center)

※ Standard Photo: Please submit your photos according to standard photo regulation.



- Background should be white
- All face components including forehead and ears should be shown
- Do not wear your eye-glasses
- Please take the picture in your country and bring a couple of the pictures to Korea.
- Please MUST keep the rules above for the picture. If you do not have a valid face photo, you will not be able to apply for Alien Registration and to stay in Korea.

■ Mandatory Tuberculosis Test for 16 Countries Students

Recently, the Korean Ministry of Justice announced a policy on tuberculosis control for 16 countries' international students. Based on this new policy, all students from 16 countries should take a tuberculosis test at the Health Center in Korea, after arrival in Korea.

**Which 16 countries?**

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

**Why 16 countries?**

The 16 countries were designated as the 'Countries with a high incidence of Tuberculosis by WHO(World Health Organization). Moreover, it has been reported that some students from 16 countries were recently infected with tuberculosis in Korea. To prevent the spread of Tuberculosis, the Korean Ministry of Justice decided to adopt a new policy that the students from 16 countries should take the tuberculosis test.

**Where to get the test ?**

The students from 16 countries should get the tuberculosis test at Incheon Nam-gu Public Health Center.(\* The test results from the other medical centers and hospitals are not allowed.) The International Center will arrange a bus so that you can easily get to

Incheon Nam-gu Public Health Center.

**What to bring at the test date?**

1 passport size photo(3\*4cm) / 3,000 KRW for test fee

**When to get the test?**

The International Center will give each student a designated test date in February. The students can not change the test date which will be arranged by the International Center.

**Failure to get the tuberculosis test?**

If you are from the 16 countries mentioned above and fail to get the test in Korea, you cannot get the alien registration card. Remember that the foreigners without alien registration card are treated as the illegal immigrants in Korea!

Even if you have already submitted the tuberculosis test result to Inha University, you should get the test again at Incheon Nam-gu Public Health Center, after you arrive in Korea. *The test result you submitted to us is only for the dormitory check-in!!!*

■ Student ID Card & Pick-Up

International students can pick up the Student ID card, after signing a signature on the 'Student ID Application Form'. Your student ID card will be distributed at the Information Desk outside the International Center. (※ The Information Desk will be temporarily opening outside the International Center [from 26th of August to 3th of September](#)).

REMEMBER : The student ID card can be used as a general ID and a library pass. This student ID card has no banking functions. If you want to get the card with banking functions, you should apply for a new student ID card at the Hana Bank with your Alien Registration Card and passport.

■ Registration for Fingerprints at Immigration Office

According to the revised immigration regulations, all foreign nationals are required to visit a local immigration office in person and be finger-printed when applying for the Alien Registration Card. For the convenience of students, we will prepare bus shuttles to the Incheon Immigration Office

※ Shuttle Schedule for Fingerprinting

Classification	Date	Time	Meeting Venue
Chinese	<a href="#">To be announced</a>	<a href="#">To be announced</a>	<a href="#">Backyard of Library</a>
Non-chinese	<a href="#">To be announced</a>	<a href="#">To be announced</a>	<a href="#">Backyard of Library</a>

※ Things to remember

- Bus will leave on time.
- If you miss the bus, you should go to the Immigration Office by yourself.

## 5. Personal Information Update

All international students should update their personal information on INHA Portal System(<http://portal.inha.ac.kr/>). Since the information that you provide is linked to the immigration system, incorrect information may cause a problem in your visa status. Please update your information referring to the following instruction.

1. Please enter 'Student ID' and 'Password'.

**INHA LOGIN**

Student ID  
Password

LOGIN

e-Class e-Mail

**INHA PORTAL SYSTEM**

My office e-Class e-Learning KMS Knowledge Management System

**INHA Portal Service**

- 로그인 환경설정 안내
- 교직원(시간강사) 비밀번호 문의
- 학생/동문 로그인 문의
- 외부연구원 로그인 문의
- 원도우 7/ 비스타 사용관련 안내
- e-Mail 이용안내
- e-Learning 샘플강의 보기
- 인터넷 증명발급
- 원도우 8 / IE 10 환경설정 안내

**공지사항 | Notice**

[종교이지공지] [공개구매] 하계운동복 구매	2014-05-06
[종교이지공지] 2013년 귀속 종합소득세 신고 안내	2014-05-07
[종교이지공지] (신청기한연장)인하건전홍보대사 모집	2014-05-07
[종교이지공지] 2014학년도 하계 계절학기 부산대학교 학점 교류 실시 안내	2014-05-07
[행사/세미나] 2014년 제2회 IU-창조경제 포럼	2014-05-02
[경석학술정보관] 희망 eBook 신청 목록 업데이트 안내	2014-05-02
[경석학술정보관] '학술정보 Mentor Touring' 이벤트 경품 당첨자 안내	2014-04-30
[INHA뉴스] 인천남구건강가정지원센터, 여성가족부장관상 수상	2014-04-30

**대학안내 | College Guidance**

- 공과대학
- 자연과학대학
- 경영대학
- 법과대학
- 문과대학
- 미디어융합부
- 정보통신대학원
- 교육대학원
- 경영대학원
- 물류전문대학원
- 의과대학
- IT공과대학
- 사범대학
- 경성대학
- 사회과학대학
- 생물과학대학
- 예술계속학부
- 대학원
- 공학대학원
- 정책대학원
- 국제통상물류대학원
- 법학전문대학원

**인하광장 | INHA Plaza**

인하광장 커뮤니티 미니홈블리 Global Network

**학사-대학생활 | Student Life**

- 학사안내
- 취업지원센터
- 학생활동
- 교내 전화번호 검색
- 국제교류프로그램
- 학생서비스
- 해피스쿨
- 새내기가이드

개인정보 LOCK & 樂



2. Click 'INS(학사행정)'.

인하대학교 포털 INS (학사행정) 게시판

영미교육과 목록보기

작성기간: [ ] ~ [ ] 선택하세요

제목	부서	작성자	작성일
[영어교육] 4학년 교육실습 과목 수강신청시 주...	영미교육과	유은경	2012-02-13
복수전공 학과내규	영미교육과	유은경	2011-06-20
2010-2학기 「학기 중 강의진단」 시행	영미교육과	유은경	2010-09-29

1

3. Click 'ENGLISH'.

인하대학교 포털 INS (학사행정) 게시판

KOREAN ENGLISH

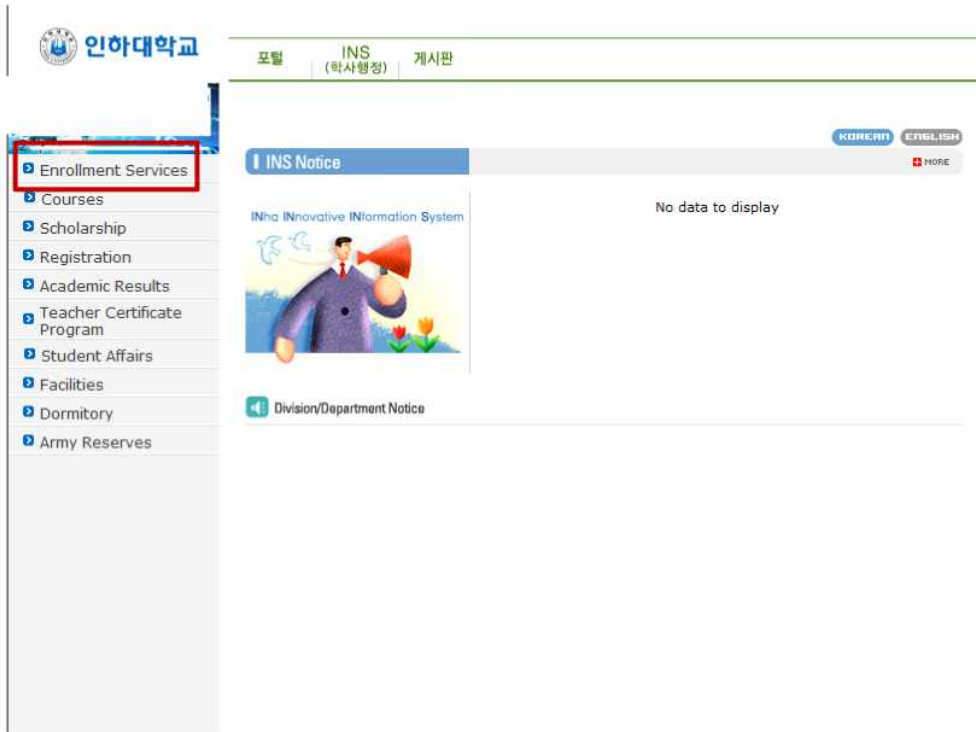
학사행정 공지사항

Inha Innovative Information System

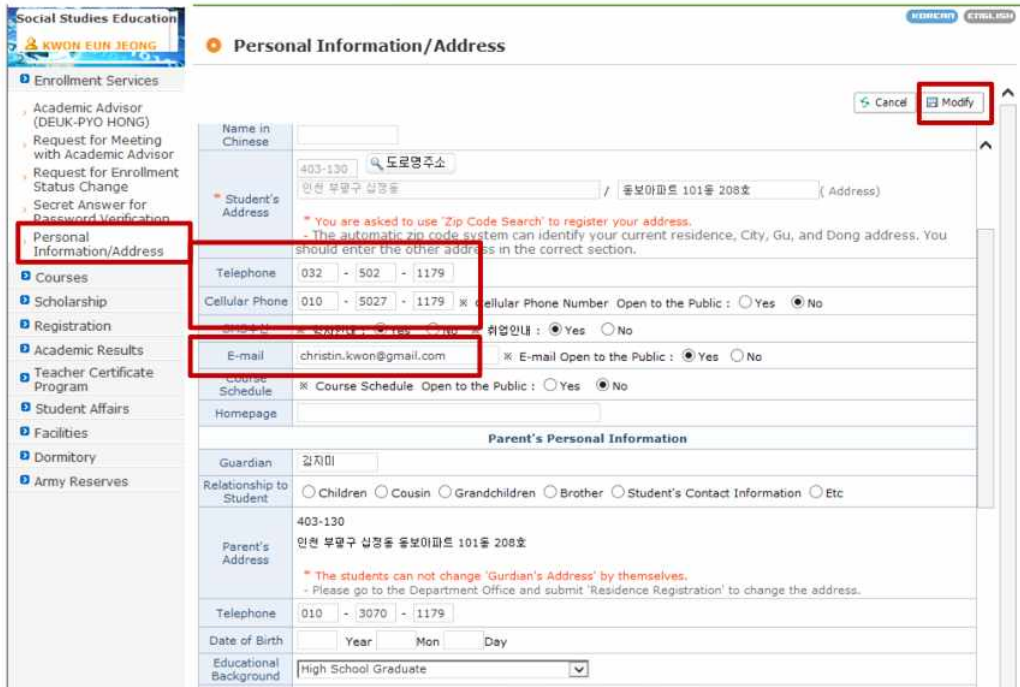
등록된 공지사항이 없습니다!

학부/과 공지사항

4. Click 'Enrollment Services'.



5. Click 'Personal Information/Address' and update 1) Telephone, 2) Cellular Phone and 3) E-mail and 'Modify'.



## 6. Insurance

Korean Government requires all international students to have insurance plans in order to help protect students from high or unexpected healthcare expenses incurred by diseases such as cancer, flu epidemics, etc.

### ■ Available Options

※ Degree-seeking students(Undergraduate and Graduate) students are required to obtain one of the insurance plans below.

a. Inha University's designated insurance

b. National Health Insurance(NHI)

※ For more details about the National Health Insurance, please visit its online website at <http://www.nhis.or.kr/static/html/wbd/g/a/wbdga0101.html>

c. Private medical insurances available in Korea

※ Exchange Students should purchase a medical insurance in home country before leaving to Korea.

■ Private health insurances and the insurance certified from home country should be compatible with the following requirements:

- Insurance must be valid during the period of stay in Korea
- Unlimited coverage must be provided on illness injury and emergency medical evacuation
- Unlimited coverage must be provided on repatriation of remains
- Deductible for accident/illness must not exceed \$50 USD
- Accident/Illness death benefit must be provided up to \$25,000 USD

### ■ Requirement for Exchange Students

All exchange students are required to send a copy of the health insurance certificate and an Alternative Health Insurance Approval Request (Attachment 4) to the International Center by email before leaving to Korea. Students who do not send them before leaving to Korea should bring and submit them to INFORMATION DESK (Outside of Room 330, Main Building) by Sep 1 (Tue) 15:00. Staying in Korea without a health insurance violates Korea Immigration Law. Thus students who do not submit the insurance certificate will be fined.

### ■ Inha University's Designated Health Insurance

※ Insurance premium for Degree-Seeking Students will be included in the tuition bill. Without paying the insurance premium, a student cannot enroll for a

semester.

※ Details on the Insurance

Contents	Details
Name of the Insurance	Insurance for International Students (DONGBU INSURANCE CO., LTD)
Premium for 6 months (2015.09.01~2016.02.29)	KRW 77,000
Coverage	Death/Physical Disability by an accident : KRW 20m. Death by a disease : KRW 10m
	Hospitalization for Injury/Sickness : KRW 10m. (Deductible : 10% of medical fee)
	Outpatient Clinic for Injury/Sickness : KRW 250,000/Day (Deductible : 10,000 ~ 20,000 KRW)
	Medicinal Expenses for Drug Prescription : KRW 50,000/Day (Deductible : 8,000 KRW)
	For details : <a href="http://foreignerdb.com/inha">http://foreignerdb.com/inha</a> > Insurance Coverage

※ How to Claim : <http://foreignerdb.com/inha> > How to Claim Insurance

## 7. Visa / Work / I.S.L.

### ■ Visa Extension

The D-2 visa(student visa) should be always effective and valid while you are studying in Korea. Therefore, you should apply for visa extension before the visa expires. The penalty fee (KRW 100,000 Min.) will be charged to a student who fails to extend the visa before expiration day.

### ■ Documents required for Visa Extension

#### 1) Application form

\*Download: [http://www.hikorea.go.kr/pt/main\\_en.pt](http://www.hikorea.go.kr/pt/main_en.pt)

(Quick Menu → Forms → Download 'Sojourn related forms')

#### 2) Original Passport and a copy of it (Copy of the identification page)

#### 3) Original Alien Registration Card

#### 4) Any document which can show where you are currently living

(Lease Contract, Receipt for Rent, Receipt for facilities, or ETC.)

#### 5) Transcript and the certificate of Enrollment for the extended semester

(Available at the *Academic Operations and Records Team* - Main Building #1-101A)

- 6) Cost of Revenue Stamp : 60,000 KRW
- 7) Degree-seeking students Only : Receipt for Tuition
- 8) Exchange Students Only : Confirmation that shows Inha approves the extension of your exchange program (Available at the International Center)
- 9) The agreement for exchange program between Inha University and Home University (Available at the International Center)

※ Because Inha University has obtained the 'IEQAS(International Education Quality Assurance System)' accreditation by the Ministry of Education, 'Certificate of Bank Balances (3,000,000 KRW per 1 semester)' will be exempted to submit. This is only applicable to students who have a grade over 2.0. (from March 2013 to February 2016)

※ Maximum period of stay(Degree-Seeking Students)

After coursework, the degree seeking students can stay for the following period.

- Undergraduate : 2 years
- Master Degree : 3 years
- Doctor Degree : 5 years

■ Personal Information Change Report

You should report a change in your personal information to the Immigration Office within 14 days from the occurrence of that change.

※ Personal information to report is as follows;

- Change of name, sex, date of birth or nationality,
- Change of address
- Change of passport number, date of issuance or expiration date
- Change of university

※ How to report the change

Report to the local Immigration office with the necessary documents within 14 days from the occurrence of the change.

※ Required Documents

- Passport & Foreigner registration card
- Application form
- Verifying documents which show the changes (ex, new housing contract)

※ Penalty

If you do not report the change to the Immigration Office within 14 days, you will be fined.

■ Part-Time Jobs for International Student

The international students can work as part timers on condition that they get permission from the Immigration Office.

※ Maximum hours per week

- Undergraduate students : 25 hours
- Graduate students : 30 hours
- Weekends and Vacation : No limit on maximum hours

※ How to apply

- Fill out the application form and get the permission from the International Center.
- Download: [http://www.hikorea.go.kr/pt/main\\_en.pt](http://www.hikorea.go.kr/pt/main_en.pt) (Quick Menu → Forms → Download 'Recommendation from Professor for part-time work of foreign student' )
- Then, visit the Immigration Office bringing your passport and Alien registration card or visit online site <http://www.hikorea.go.kr> for on-line application.

■ I.S.L.

International Student Lounge(I.S.L.): The I.S.L. works to bring international students together and to help the new incoming students by providing them with guidance and assistance. All international students can use the computer with the internet access, English newspaper and magazines, and photocopy machine(free up to 5pages) for free. ISL also offers various and exciting programs such as 'Welcome party', 'ISL Picnic', 'Korean culture program'. I.S.L. will give you more and convenient campus life.

Location: International Student Lounge(I.S.L.), Student Center #504(5F)

Opening Hours: 10:00~17:00(Lunch time: 12:00~13:00, during the semester

## 8. Emergency Contacts

■ Safety Control Headquarter (CAPS)

The security and safety of Inha University is managed and handled by a private security company, 'CAPS'. When you are in an emergency, directly call them **(032-860-8597)**.

■ Police : **112**

- Fire and all other emergencies: **119**

## 9. Campus Wifi

- For Apple Mobile Device & OS X 10.7 users:

- Go to

[http://internet.inha.ac.kr/board\\_notice/View.aspx?Seq=2637&CateNum=10&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0](http://internet.inha.ac.kr/board_notice/View.aspx?Seq=2637&CateNum=10&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0)

- Download INHA-WLAN2.mobileconfig and Email the file to your own email address
- Open the file in your email and Install it  
([http://summer.inha.ac.kr/board\\_notice/list.aspx](http://summer.inha.ac.kr/board_notice/list.aspx) )

- For Android Mobile Device Users:

- Select [Settings]
- Select [Wireless & Networks]
- Select [Wi-Fi Settings]
- Select 'INHA-WLAN2'.

(Your ID Number and Password can be found on the back side of your Name Tag / Card )

- EAP Method : select [TTLS]
- Phase 2 authentication : select [PAP]
- Identity : put your student ID number
- Password: put your default password

- For WINDOW XP, 7 (32bit, 64bit) users:

- Go to <http://internet.inha.ac.kr/wlan/wlan.aspx> and click green color button (WINDOWS XP/ 7) in the bottom of the screen
- Download the client file (cuvic-setup-XP\_4.5.3.47-WIN7\_6.1.0.16) and install it
- Start the program
- Access INHA-WLAN2 and log in with your student ID and password

- For WINDOW 8 users:

- Access INHA-WLAN2 and log in with your student ID and password

※ Please note that blackberries do NOT work on campus.

## 10. Things to do when you leave Inha University

■ Dormitory Deposit and Move out Date

All students should move out of the dormitory on [Dec 20](#).

(Students who applied for the dormitory accommodation during the summer/winter break do NOT have to move out)

Do NOT forget to get back your deposit (KRW 30,000) at the dormitory office before you move out. You can claim your deposit when you move out (Please check the dormitory notice). In order to claim your deposit money, you have to return the following equipments to dormitory office :

※ Male students : bed sheets (orange color), key

※ Female students : bed sheets (orange color), key, ivory pad

(you can find it after taking off your bed sheets)

Note that students who continue to stay in the dormitory during the summer/winter break don't need to pay for the deposit again.

■ Off-campus Residence Move out

If you live in the off-campus residence, please check your contract period of the real estate contract. You should move out by the expiration date on the contract. Please contact the real estate agency to let them know when you will check out. Finally, do not forget you should return the key to the real estate agency.

■ Alien Registration Card Return(Only for students leaving Korea permanently)

If you are leaving Korea permanently, it is important that you return your alien registration card at the airport.

■ Other Things

※ Pay all your bills and close your bank account.(only for students leaving Korea permanently)

※ Your academic transcripts will be sent to the International office of your home university in July/January.



※ Attachment 1

학점불인정교과목 수강신청서  
Application for Restricted Course

□ 개인정보(Personal Information)

성명 (Name)			
학번 (Student ID)		생년월일 (Date of Birth)	_____ (dd/mm/yyyy)
전공 (Major)		이메일 (E-mail)	

본인은 인하대학교 교환학생으로서 학점불인정교과목 수강을 희망하오니, 해당 교과목을 수강 신청할 수 있도록 담당 교수님께서 승낙하여 주시면 감사하겠습니다.

As an exchange student, I would like to register the restricted course(s) as indicated below. Please allow me to register the following courses.

I am aware that it is my responsibility to always monitor my course registration status and academic performance. I also fully understand that some professors may not accept my course application for a certain reason.

Signature :

□ 학점불인정 교과목중 수강희망 교과목 Course Registration

교과목명 (Course Title)	학수번호 (Course Number)	담당교수 (Professor)	담당교수 서명 (Professor' Signature)

※ Attachment 2

## Tuberculosis Examination Result Submission

All international students should get the tuberculosis test at a medical center in your home country and submit the examination result to the dormitory office when you check in. Note that you will not be allowed to check in unless you submit the result.

Please follow the procedure below;

1. Bring the form to the hospital in your home country & provide a doctor with it
2. Get the tuberculosis test and make the doctor complete the form.
3. Make sure of getting the signature from your doctor.
4. Submit both the form and original test result to the dormitory office.

Keep in mind that without the original medical report and the form attached below, you can not check in the dormitory.

※ Warning : If the form turns out to be filled out by someone else, you will be expelled from the dorm.

## Tuberculosis Examination Result

### 1. Personal Information

Full Name	Gender	Date of Birth (yyyy.mm.dd)	Nationality

### 2. Examination Result

- ▷ Date taken (within 6 months) :
- ▷ Findings(Results) :
- ▷ **Result** :  Normal                       Abnormal

This is to certify that the applicant named above has gone through a tuberculosis examination and the result indicated here is true to the best of my knowledge.

Date		Hospital and Contact Information
M.D (Name of Doctor)		* Name of Hospital :
		* Address :
		* Phone :
Signature		* Email :
		* Webpage :

※ Attachment 3

### Alternative Health Insurance Approval Request

Health (Injury/Sickness) Insurance is mandatory for international students. You should purchase a health insurance in your home country and demonstrate it by submitting the following documents.

- Alternative Health Insurance Approval Request Form
- the Copy of Insurance Policy
- Your alternative health insurance should be comparable to health insurance plan

Description	Recommended	Check list
Illness Injury	Unlimited	<input type="checkbox"/>
Deductible For accident/illness	The maximum \$50.0 USD	<input type="checkbox"/>
Emergency medical evacuation	unlimited coverage	<input type="checkbox"/>
Repatriation of remains	unlimited coverage	<input type="checkbox"/>
Accidental/illness death benefit	up to \$25,000USD	<input type="checkbox"/>

※ Must Provide unlimited coverage for medical expense incurred outside your home country.  
 ※ Must include coverage for all pre-existing conditions with no limits for the coverage.  
 ※ Must have Coverage dates from September 1) to a minimum of December 31.

#### Alternative Insurance Information

Name of Insured Person		Country where you are insured	
Company Name		(company)Contact Name	
Service Call #		(Phone / Fax)	
Policy #		Policy Coverage dates	
Phone		E-mail	

I certify that the coverage of my insurance is comparable to conditions indicated above and that the insurance will be effective during the academic year at Inha University.

-----  
**(Student Signature)**

-----  
**Approval of Home University**

- If the alternative health insurance policy is not approved, the student will be required to have the INHA University Health Insurance Plan.