



# **INHA UNIVERSITY**

## **International Students Guidebook**

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

# International Students Guidebook

## - 2016 Spring Semester -

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## Important Dates

No.	Sessions		Date	Time	Venue
1	Airport Pick-Up Dormitory Check-in		Feb 22~23	22th : 12:00/18:00 23th : 15:00	Incheon Airport (12th Gate)
2	Course Registration (Undergraduate)		Feb 23~24	08:30-17:00	<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a> * Graduate students will register courses after arriving at Inha. See the Section 2
3	Orientation	All Exchange Students	Feb 24	09:00-12:00	Middle Auditorium, Main Building(BF)
		Graduate Students (Exchange and Degree-Seeking)		13:00-14:00	
		All Degree-Seeking Students		14:00-17:00	
4	Tuberculosis Examination		Feb 25-26		Backyard of Jungseok Library
5	Insurance Application		Mar 2-3	10:00-17:00	International Student Lounge(ISL), Student Union Building #504(5F)
6	Student ID Distribution		Feb 24-Mar 3	09:00-17:00	Information Desk outside International Center Main Building(BF-330)
7	Beginning of the Semester		Feb 29		
8	Meeting with Buddy Students		Feb 29	17:30-	Large Auditorium, Main Building(2F)
9	Course Drop/Add	Undergraduate	Mar 4	08:30-19:00	<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
		Graduate	Mar 14-16	09:00-24:00	<a href="http://portal.inha.ac.kr">http://portal.inha.ac.kr</a>
10	Last day to pay for dorms and off-campus residences		Mar 3		Hana Bank (Student Union Building)
11	Fingerprint Registration		Around end of Mar		Backyard of Jungseok Library
12	Course Withdrawal	Undergraduate	Mar 28- Apr 1	09:00-24:00	<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
		Graduate	May 9-11	09:00-24:00	<a href="http://portal.inha.ac.kr">http://portal.inha.ac.kr</a>

## 1. Airport Pick-up

### ■ 1.1 Free Airport Pickup Shuttle

- The buses will take you Inha University from the airport.

Date	Schedule (Incheon Airport->Dormitory)
Feb 22	12:00 / 18:00
Feb 23	15:00

- A buddy student will be waiting at the airport to pick you up.
- Shuttle Route : Airport→ Dormitory 1→Dormitory 2 → Off-campus apartment town
- ※ Inha International Center will be sending an email to all exchange students regarding Airport pick-up reservation. Shuttles will be available on a first come, first served basis.

### ■ 1.2 Meeting Venue : Gate 12 of Passenger Terminal(Arrival Area)



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

- Option 1 : Taxi / Bus
  - Taxi : Take a cap at the airport / Cost : KRW 60,000~70,000
  - Bus : 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>

- Address of Main Campus : 인천시 남구 인하로 100 인하대학교  
(Inha University, 100 Inha-ro, Nam-gu, Incheon)

○ 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>
- Menu : Reservation > Arrival Reservation
- Drop-off Location Setting : Other Area > Other Areas, Then write the address of the destination
- Phone : 82-32-743-7911, Fax : 82-32-743-7912
- E-mail : kang7016@hanmail.net
- Fare : Approx. 75,000KRW (one-way / limited to 3~4 people per car)
- Payment Method : Students are required to make a direct payment to the pick-up driver after arriving in the dormitory.

## 2. Course Registration

### ■ 2.1 Course Registration Schedule

Date	Level of Program	Contents
2. 1(Mon) ~ 2. 7.(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.
2. 23(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
2. 24(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
2. 29(MON)	All	Classes Begin
3. 4(FRI) 08:30 ~ 19:00	Undergraduate	Course Add/Drop Period
3. 14 (Mon) ~ 3. 16(Wed) 09:00 ~ 24:00	Graduate	Course Add/Drop Period
3. 21(MON) ~ 3. 25(FRI) 09:00 ~ 24:00	Undergraduate	Course Withdrawal Period
5. 9(MON) ~ 5. 11(WED) 09:00 ~ 24:00	Graduate	Course Withdrawal Period

- Undergraduate level of degree-seeking and exchange students can register courses from **23rd of Feb.** While the number of students allowed for each course is limited by a grade on the **23rd of Feb.**, there is no grade-based limit on the **24th of Feb.** Thus, even if you could not register a course on **23rd**, it may be possible on **24th**.
- Some courses may require prerequisites or accept a limited number of students.
- Undergraduate students can take 19~20 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*

#### ■ 2.2 Course Registration by Inha Intranet

- Step 1. Go to the course registration website (<http://sugang.inha.ac.kr/>) and click 'English' on the upper right corner.
- Step 2. Log in with your student ID and password. Default password is 5000000 or 5000001 for male students and 6000000 or 6000001 for female students.

Step 3. 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.

### ■ 2.3 How to Register Courses That Are Already Full?

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

Step 2. Request to add you in the course registration system.

Step 3. 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 Mar 4 and make the course registered on Mar 4 since it is not possible to add or drop a course after then.

### ■ 2.4 Course Add/Drop

Step 1. Attend classes that you would like to take between Feb 29(Mon) ~ Mar 4(Fri) and register online during the Course Drop/Add Day(Mar 4, 08:30 ~ 19:00)

Step 2. 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 I.S.L. (Student Center Room No. 504) during the Course Add/Drop Period.

※ 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.

### ■ 2.5 Course Withdrawal

○ You can withdraw one of the courses that you are taking, between Mar 28(Mon) 09:00 ~ Apr 1(Fri) 24:00. Some conditions should be required to withdraw a course.

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

#### **Conditions for Course Withdrawal**

- ① You can withdraw only one course
- ② You should be taking a particular number of credits or more after withdrawing a course :
  - Exchange student / Degree-seeking student at 7th regular semester : 9 credits
  - Degree-seeking student at 8<sup>th</sup> regular semester (graduating) : 3 credits
  - Degree-seeking student at 1~6th regular semester : 13 credits
- ③ There should be a clear reason for withdrawal (ex, language problem)



*Information Applied Only to Undergraduate Exchange Students*

■ **2.6** Courses taught in Foreign Languages

- A list of courses taught in foreign languages will be sent by e-mail in **early/mid Feb** for a spring semester and in **early/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

Step 1. Visit the course registration site (<http://sugang.inha.ac.kr>)

Step 2. Click "English" on the top of the right side.

Step 3. Click "Course Schedule" of curriculum on the left side.

Step 4. Select Division / Major in which you are interested

Step 5. Select "foreign language" in the Etc section.

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

■ **2.7** 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.

- Advanced Korean for Foreign Students(GEG2052) course is only for degree-seeking students. Thus, exchange students cannot take this course.

■ **2.8** E-Learning Courses

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

- E-Classes offered for the **2016 Spring** Semester>

Course Code	Course Title	Evaluation	Credit
GEC2004-001	Introduction to International Relations	Absolute Evaluation	3
GEC3009-001	Understanding Modern Life Sciences	Absolute Evaluation	3

○ How to access E-Class

Step 1. Go to <http://igec.inha.ac.kr/servlet/controller.homepage.MainServlet>

Step 2. Choose your language on the upper right side. (English, Chinese or Japanese)

Step 3. Log in with your student ID and password and choose your class.

Step 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.

■ **2.9** 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*

■ **2.10** Course Application for Graduates

○ How to Search for Courses

Step 1. Visit the course search web site

<http://ins.inha.ac.kr/ITIS/STD/SUG/SUG51001/LecTimeListGrd.aspx?strGrdGb=02&strDept=0092&LANG=ENG> If the site is shows in Korean, please close all

windows of IE and open the link by clicking it.

Step 2. Select 'Graduate School' for the 'Graduate School' drop-down menu. Graduate students who will study in the Graduate School of Logistics should select 'Graduate School of Logistics' in the menu while others should select Graduate School in the menu.

Step 3. Select your Division/Department

Step 4. Note for courses offered in English is marked with ‘원어강의’

※ All graduate level of students are required to discuss on course registration with an academic advisor in advance.

※ To see the step-by-step manual for searching courses offered in English, please refer to "Part 2-1 of How to Find Courses (FAQ).pdf"

○ Course Add/Drop Period (Mar 14~16, 09:00 ~ 24:00)

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

○ Go to the INS site (<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.

- Graduate School Office
  - Venue : 3rd Floor of Main Building
  - Staff : Mr. Deokhwan Cho([thekhan@inha.ac.kr](mailto:thekhan@inha.ac.kr))
  
- Graduate School of Logistics
  - Venue : 1st Floor of No. 9 Building
  - Staff : Ms. Yu Jin Moon ([moonyujin@inha.ac.kr](mailto:moonyujin@inha.ac.kr))

### 3. Dormitory Check-in and Payment

#### ■ 3.1 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 or Dormitory 2
Non-Chinese	Male	Dormitory 2
	Female	

※ Most Chinese female students will be living in the dormitory 1 but about 8 students would live in the dormitory 2. We will let Chinese female students know what dormitory they will be living in by email.

#### ■ 3.2 Dormitory Check-In Date

- Dormitory Check-In Date : Feb 22(Mon) ~ 23(Tue)

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

- To check-in the dorm, students should submit the Tuberculosis Examination Result Submission Form (Attachment 2) along with the original test result to the dormitory office.

- *Exchange Students* : If you submitted (uploaded) the Tuberculosis Examination Result Submission 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.)

#### ■ 3.3 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.

Dormitory Type	Account Holder	Dormitory Fee
Dormitory 1	Inha University	828,970 KRW(Quadruple)
Dormitory 2	Inha University	888,470 KRW(Quadruple)

- The dormitory fee may change slightly based on the policy of the dormitory office.
- If you check-in on or later than **Feb 26th** for a unavoidable reason, then you should pay **808,850 KRW** for the dorm 1 and **866,350 KRW** for the dorm 2
- You should pay for the dormitory fees in Korea from **Feb 25th to Mar 3rd**. (Any payment made before or after this period will not be counted)
- Payment Deadline : **Mar 3(Thu) 15:00**
- **Breakfast** on weekdays (Mon~Fri) during the semester (**Feb 29 ~ June 17**) is included in the fee while **it is not offered from Feb 22 (Mon) to Feb 25(Thu)**. For meals not included in the fee (e.g., breakfast on weekends), students should buy a meal ticket separately (**3,300 KRW per meal**).
- The International Center will let you know how to pay the fees during the orientation.

○ How to make a payment

Step 1. Check your **Korean Name** and prepare the exact amount of money in cash

Step 2. Visit the Hana Bank in Inha University (Other Korean banks are also fine), with your passport and student ID.

Step 3. Ask a teller to transfer the money to the payment account.

Step 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

"2016-1 Inha University Dormitory Information.pdf" file

■ **3.4 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

### ■ 4.1 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 for All Exchange Students* (24 Feb 09:00) and in the *Orientation For All Degree-Seeking Students* (24 Feb 14:00). Please participate in the orientation with the required documents below.


### ■ 4.2 Alien Registration – Required Documents

- 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 contact.
- 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. **Dim gray or a background smoothly grading from gray to white is not permitted.**  
 - 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.

■ **4.3 Alien Registration - 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?**

International Center will let students know the test date/time in the orientation. Students cannot change the designated test date/time.

○ **Failure to take 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!!!*

■ **4.4 Alien Registration - Fingerprints Registration 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	To be announced	To be announced	Backyard of Library
Non-chinese	To be announced	To be announced	Backyard of Library

○ Things to remember

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



■ 4.5 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 February 24 to March 3).

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.

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'.

2. Click '학사행정'

The screenshot shows the Inha University portal system. At the top, there is a navigation bar with '포털' (Portal), '학사행정' (Academic Administration), 'Mail', and '게시판' (Noticeboard). The '학사행정' menu is highlighted with a red box. Below the navigation bar, there are several content blocks:

- 김재혁 님 안녕하세요.** (Hello Mr. Kim Jaehyeok) with links to '공과대학' (College of Engineering), '기계공학과' (Department of Mechanical Engineering), and '3학년(계학)' (3rd Year (Mechanical)).
- 신규 메일 11 건** (11 New Emails).
- SSO 바로가기** (SSO Shortcut) with links to '인하대학교 홈페이지' (Inha University Home), '경석학술정보관' (Gyeongseok Academic Information Center), 'e-Class 시스템' (e-Class System), 'ABEEK인증 지원 시스템' (ABEEK Authentication Support System), '취업정보시스템' (Job Information System), '인터넷 중량발급' (Internet Weight Issuance), '안화광장' (Anhwa Plaza), and '학생증분실신고' (Student ID Card Lost Report).
- 학사일정** (Academic Calendar) for 2015.08:
 

날짜	내용
2015-08-03-04	복수/부/연계전공 신청기간
2015-08-18-19	2학기 수강신청 기간(전공, 교필)
2015-08-21	2014학년도 후기 학위수여식
2015-08-24-26	2학기 등록기간
2015-08-25-26	2학기 수강신청 기간(일반)
2015-08-27-28	2016년 2학기 졸업 신청기간
- 학과공지** (Department Notice):
 

제목	날짜
구 기계공학부 1학년 유급학생 소속 변경 시행 공고	2015-08-02
졸업생(2015년 2학기 졸업자)제일서비스 사용 안내	2015-02-13
[(구)기계공학부] 전공 분리 완료 안내	2015-01-08
2014-2학기 (구)기계공학부 전공분리 시행 공고	2014-12-19
기계공학부 1학년 유급학생 소속 변경 시행 공고	2014-11-26
- 온라인 신청현황** (Online Application Status):
  - 학적변동신청/처리현황
  - 장학금신청/수혜
  - 도서대출/연계
  - 시설예약/처리현황
  - 민원신청/답변
  - 학교법정권위원회/답변
- 취득학점현황** (Acquired Credit Status):
 

구분	기준
정규 등록 학기 수	
졸 이수학점	
주전공	
기초교양	
교양필수	
교양선택	
기타	

3. Click 'ENGLISH'.

The screenshot shows the Inha University portal system in English. At the top, there is a navigation bar with '포털' (Portal), 'INS (학사행정)' (Academic Administration), and '게시판' (Noticeboard). The 'ENGLISH' language option is highlighted with a red box. Below the navigation bar, there are several content blocks:

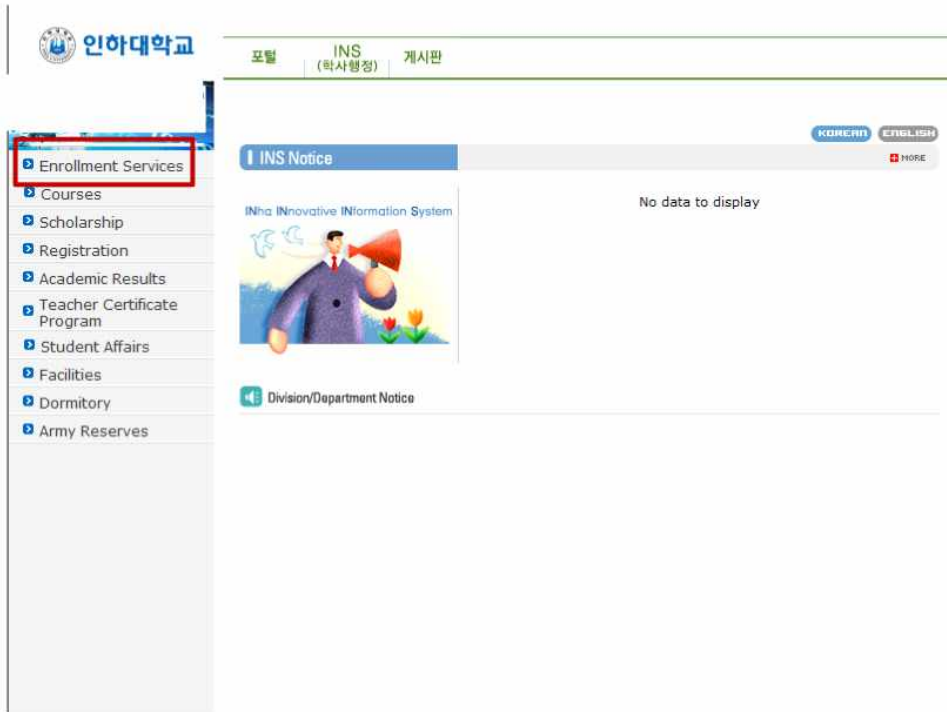
- 학사행정 공지사항** (Academic Administration Notice):
 

Inha INnovative INformation System

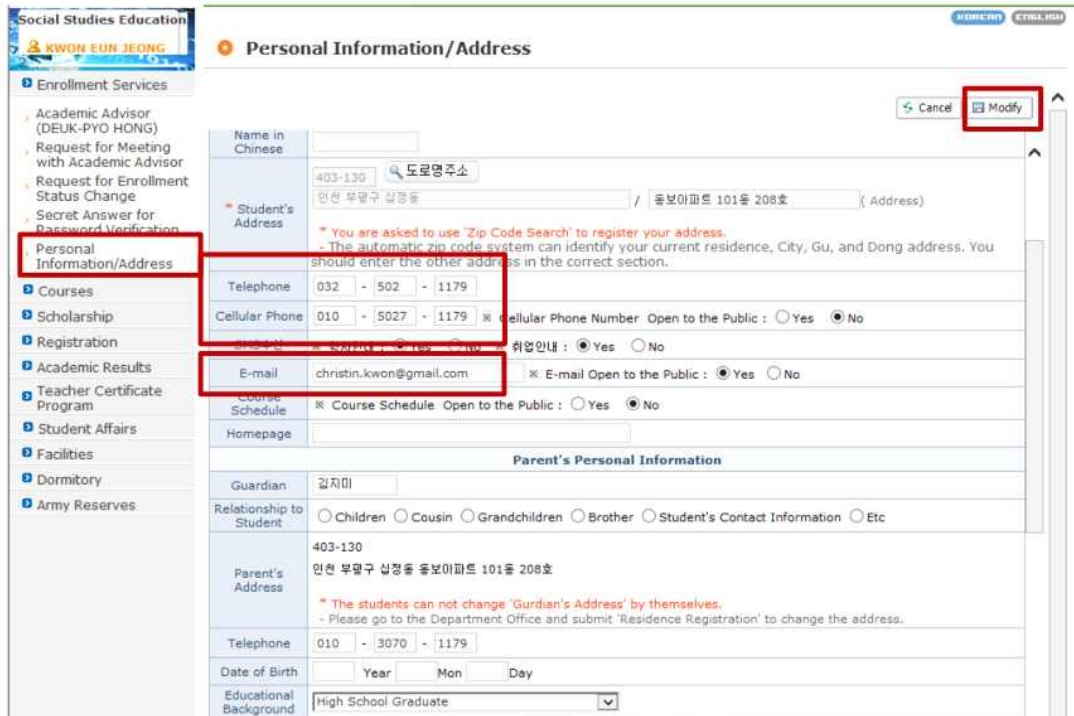
등록된 공지사항이 없습니다!!
- 학부/과 공지사항** (Department/College Notice):

On the left side, there is a vertical menu with the following items: 학적 (Academic), 수업 (Class), 장학 (Scholarship), 등록 (Registration), 성적 (Grade), 교직 (Teaching), 학생 (Student), 시설 (Facility), 생활관 (Dormitory), and 예비군 (Reserve Army).

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.

### ■ 6.1 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.

### ■ 6.2 Required Conditions for Private Insurances

- 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

### ■ 6.3 Requirement for Exchange Students

- All exchange students are required to upload a copy of the health insurance certificate and an Alternative Health Insurance Approval Request (Attachment 3) on the **online application system** (<https://itislink.inha.ac.kr/ipsiIExchange/IIE61001/ApplyLoginFGrd.aspx>) in JPG format before **February**.
- Students who did not upload the documents before leaving to Korea should bring and submit them to INFORMATION DESK (Outside of Room 330, Main Building) **by Mar 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.**

■ **6.4 Inha University’s Designated Health Insurance**

- Insurance premium for Degree-Seeking Students will be included in 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 (2016.03.01~2016.08.31)	KRW 70,000
Coverage	Death/Physical Disability by an Accident : KRW 30 million. Death by a Disease : KRW 10 million
	Hospitalization for Injury/Sickness : KRW 10 million. (Deductible : 20% of medical cost)
	Outpatient Clinic for Injury/Sickness : KRW 250,000/Day (Deductible : 10,000 ~ 20,000 KRW or 20% of medical cost)
	Medical 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.**

■ **7.1 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.
- 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

■ 7.2 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)

■ 7.3 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

- ① Passport & Foreigner registration card
- ② Application form
- ③ 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.

■ 7.4 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.

■ 7.5 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. I.S.L. also offers various and exciting programs such as 'Welcome party', 'I.S.L. 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:

Step 1. 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)

Step 2. Download INHA-WLAN2.mobileconfig and Email the file to your email address

Step 3. 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:

Step 1. Select [Settings]

Step 2. Select [Wireless & Networks]

Step 3. Select [Wi-Fi Settings]

Step 4. Select 'INHA-WLAN2'.

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

Step 5. EAP Method : select [TTLS]

Step 6. Phase 2 authentication : select [PAP]

Step 7. Identity : put your student ID number

Step 8. Password: put your default password

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

Step 1. Go to <http://internet.inha.ac.kr/wlan/wlan.aspx> and click green color button



(WINDOWS XP/ 7) in the bottom of the screen

Step 2. Download the client file (civic-setup-XP\_4.5.3.47-WIN7\_6.1.0.16) and install it

Step 3. Start the program

Step 4. 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

■ 10.1 Dormitory Deposit and Move out Date

- All students should move out of the dormitory **till 17:00 on June 19 (Sun)**  
(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.

■ 10.2 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.

■ 10.3 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.

■ **10.4** 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's 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.