

2024  
Spring

Yonsei University Graduate School

# Guideline for Admitted Students (International Students)



연세대학교  
YONSEI UNIVERSITY

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# 1. Accessing the Graduate School Internet Portal Service

YONSEI UNIVERSITY GRADUATE SCHOOL

## ■ Accessing the Graduate School Internet Portal Service (<http://portal.yonsei.ac.kr>)

[Log-in will be available 9:30 from 8<sup>th</sup> of Jan.]

1. Go to portal site -> Choose 'ENG' → Click "Academic Information System".

The screenshot shows the Yonsei University Portal Service homepage. The top right corner has a language selector with 'KOR' and 'ENG' (selected). The main content area is divided into three columns:   
1. **YONSEI SERVICE**: Contains icons for Academic Information System (highlighted with a red box), Undergraduate Course Enrollment, Graduate Course Enrollment, Course Catalogue and Syllabus, Final Grades for Current Semester, and LearnUs.   
2. **IT SERVICE**: Contains icons for Online Transcripts & Certificates, Web Mail, IT Service(Sinchon), IT Service(Mirae), Int'l Campus Shuttle Bus, and Wonju Shuttle Bus Notice.   
3. **ACADEMIC LINK**: Includes links for Electronic Roster, Parent Service, Inbound Study Abroad, LearnUs, Graduate Admissions, and Issue Student ID.   
Below these is the **ADMIN. LINK** section with links for ERP Administration Info, Research Management, Space Reservation Syst, Groupware, Ethics Center, Yonsei Researcher Inf, and Issue ID Card.   
On the left, there is a large blue banner with the Yonsei University logo and the text 'YONSEI PORTAL' and '로그인(Login)'.   
On the right, there is a vertical sidebar with 'KOR' and 'ENG' buttons, and a '로그인 도움말' (Login Help) button.

2. Type in Your Admission Application Number and Password  
(Initial password is the 6 digits of birthdate in YYMMDD order)

The screenshot shows the Yonsei University login page. The left side features a large image of a building. The right side contains a login form with the following elements:   
- **학번(사번) (IN No.)**: A text input field highlighted with a red box.   
- **비밀번호(Password)**: A password input field highlighted with a red box.   
- **로그인 정보 > ID**: 교직원 번호, 초기비밀번호 : 생년월일 6자리   
- **INFO > ID**: Employee number, Init PW: BirthDay (6 digit)   
- **로그인**: A large blue button.   
- **로그인 후 반드시 로그아웃 해주세요!**: Please be sure to log out after use.   
The right sidebar contains buttons for '아이디 찾기' (Find ID), 'PW 찾기' (Find PW), and '로그인 도움말' (Login Help).

3. You need to change the password when you try to log-in at the first time. Please remember your password.

## 2. Register(Tuition Payment) Guidelines

YONSEI UNIVERSITY GRADUATE SCHOOL

### 1. Tuition Payment Process

(\* For prompt issuance of 'certificate of admission', foreign students are to pay tuition during the designated period in Jan.)

What To Do	Dates and Notes
Select Miscellaneous Fee(s) to Pay	2024. Jan. 8 <sup>th</sup> (Mon) 9:30 ~ Jan. 9 <sup>th</sup> (Tue) 16:00
↓	<ul style="list-style-type: none"> <li>Please mark ✓ for a miscellaneous fee(s) you wish to pay at Yonsei Portal Service (<a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a>), which is possible only during the period stated above. The payment will be made along with the tuition fee during the tuition payment period.</li> </ul>
Print Tuition Invoice	2024. Jan. 10 <sup>th</sup> (Wed) 9:30 ~ Jan. 15 <sup>th</sup> (Mon) 17:00 [If you couldn't pay tuition within the above period, you can print invoice in 2024. Feb. 7 <sup>th</sup> (Wed) 9:30 ~ Feb. 13 <sup>th</sup> (Tue) 17:00]
↓	<ul style="list-style-type: none"> <li>Go to <a href="http://portal.yonsei.ac.kr">http://portal.yonsei.ac.kr</a> → Click on "Academic Information system" located on the top of the page → Login by entering in ID and password → Click "Registration" → Click "Print out a notice of registration" → Click "Print "</li> <li>[ID: Application Number(Cap letter), PW: Birth date(6 digits, YYMMDD), if you logged in before, you might change the PW.]</li> <li>You can print the invoice ONLY during the given period. Also, you can NOT print the invoice after paying the tuition.</li> </ul>
Pay Tuition Fee (and Miscellaneous Fee(s))	2024. Jan. 10 <sup>th</sup> (Wed) 9:30 ~ Jan. 15 <sup>th</sup> (Mon) 17:00 [If you couldn't pay tuition within the above period, you can pay in 2024. Feb. 7 <sup>th</sup> (Wed) 9:30 ~ Feb. 13 <sup>th</sup> (Tue) 17:00]
	<ul style="list-style-type: none"> <li><u>Failure to pay tuition and/or other fees during the above period will result to cancellation of admission.</u></li> <li>Tuition can be paid via internet banking, phone banking, ATM transfer and teller transactions from all banks to a designated Woori Bank account.</li> <li>We recommend that you complete the payment by 16:00 on the last day before the bank closes in order to avoid any unexpected problems, such as transaction limit excess.</li> <li>Tuition Fee Table (reference) : <a href="http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp">http://www.yonsei.ac.kr/en_sc/admission/tuition.jsp</a></li> </ul>

## 2. What is Miscellaneous Fees?

### A. Overview of Miscellaneous Fees

Item	Amount (KRW)	Paid Semester	Related Association	Contact
<a href="#">Graduate Student Association Fee</a>	11,000	Every semester	Graduate School Student Association	02-2123-3659
	• The association works to enhance the graduate students' welfare and rights. Its main activities include academic supports through special lectures, conferences and more, issuance of a newspaper and the design and distribution of student pocketbook. <a href="http://www.gradyonsei.com/">http://www.gradyonsei.com/</a>			
<a href="#">Student Health Mutual-aid Association Fee</a>	25,000	Every semester	Student Health Mutual-aid Association	Sinchon: 02-2123-3350,2 Wonju: 033-760-5430
	• The association refunds a part of medical and medicine fees paid to any of local hospitals. Those who paid for this fee are also entitled to a discount at Yonsei University Health Service Center. <a href="https://healthma.yonsei.ac.kr/">https://healthma.yonsei.ac.kr/</a>			
<a href="#">Yonsei Coop Investment</a>	5,000	1st semester	Yonsei University Coop Goods	02-2123-4038
	• The Coop seeks to improve its unionists' welfare. It grants a Coop scholarship, provides part-time opportunities and pays dividends (if there's a surplus). The investment paid will be returned when the status as a unionist terminates. * Applicable only to the students in Sinchon Campus <a href="https://www.yonseicoop.com/">https://www.yonseicoop.com/</a>			

### B. How to Select Miscellaneous Fees

Academic Information system → Academic Information → Registration → Autonomous expense selection → Miscellaneous Fees Choice → Click a miscellaneous fee(s) you wish to pay → fill out the consent form → Click the 'finalize' button

### C. Note

- 1) **Selection and change of miscellaneous fees is only possible during the designated period.**
- 2) During the designated period, you can change the selection of miscellaneous fees after clicking 'Temporary Save'. However, **no change is possible after you click 'Print the Bill'.**
- 3) Tuition Waivers and Scholarships do not appear on the menu of 'Miscellaneous Fees Choice'. Please go to the 'Browse/Registration' menu to check on them.



### 3. How to Pay Tuition

#### A. Virtual account transfer

- 1) Transfer the total amount to Woori Bank virtual account assigned on the tuition invoice.
- 2) Each student gets an individual virtual Woori Bank account number. When the students have transferred money to their virtual Woori Bank account, (even if the name of the remitter is different from the student's name) the student will automatically be enrolled.
- 3) For successful registration, the total amount of tuition should be transferred to the individual virtual account. You can transfer to the same virtual account again, If you transfer less than the total amount. If the money transferred is more than the tuition fee, the rest will be refunded to your bank account registered at Yonsei Portal during your 1st semester. (See below 6. Entering Personal Bank information)

#### B. Wire Transfer

- 1) If you are not able to pay tuition fee by other methods stated due to some conditions such as living abroad, please pay it by wire transfer.
- 2) Please consider the exchange rate and other charges for transferring the money. For successful registration, the total amount of tuition should be transferred to the individual virtual account. You can transfer again, If you transfer less than the total amount. If the money transferred is more than the tuition fee, the rest will be refunded to your bank account registered at Yonsei Portal during your 1st semester. (See below 6. Entering Personal Bank information)

Bank Information
<ul style="list-style-type: none"><li>· Name of Bank(branch) : Woori Bank (Yonsei University branch)</li><li>· Recipient : Yonsei University</li><li>· Swift Code : HVBKKRSE (or HVBKKRSEXXX)</li><li>· Bank Address : 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea</li></ul>

#### C. Credit card payments

- 1) Credit card payments can only be made by Woori Bank credit cards  
(No other company's card, debit cards and corporate cards allowed).
  - ※ Payments can be made at nationwide Woori Bank branches or through the Woori Bank website (<http://card.wooribank.com>). You can call the Woori Bank customer service center at **1588-9955** for further information.

#### D. Caution

- 1) Please be careful not to expose your virtual account number to other people when paying the tuition so that it is not wrongly used for any other purpose.
- 2) When paying tuition, it must be paid through an official financial institution and through a legal process to prevent involving any illegal case.

### 4. Entrance Fee Waiver

- A. Please refer to the table below for the eligibility. The tuition amount indicated on the invoice reflects the waived amount and is the fee you must submit.

\* Go to <http://portal.yonsei.ac.kr/> → Academic Information system → Log-in → Academic Information → Registration → Print out a notice of registration → Print and check the amount of entrance fee on the pop-up invoice. [ID: Application Number(Cap letter), PW: Birth date(6 digits, YYMMDD), if you logged in before, you might change the PW.]

- B. Please contact the graduate school office(tel. 82-2-2123-3229) before you make a payment if you believe the invoice reflects the wrong amount.

Full Waiver	Half Waiver
<ul style="list-style-type: none"> <li>■ For those who have achieved Master's degree from YGS(Yonsei Graduate School) AND advance to higher degree program at YGS.</li> <li>■ For those who have graduated from or are enrolled at YGS and enter into a different department of YGS.</li> </ul>	<ul style="list-style-type: none"> <li>■ For those who have completed research program at or achieved Master's or Doctoral degree from any of professional and/or specialized graduate schools at Yonsei University and enter any one of department of YGS</li> </ul>

## 5. Verification of Tuition Payment

To verify your tuition payment, go to <http://portal.yonsei.ac.kr/> → Academic Information system → Log-in → Academic Information → Registration → Tuition payment confirmation printout → Click Print

[ID: Application Number(Cap letter), PW: Birth date(6 digits, YYMMDD), if you logged in before, you might change the PW.]

## 6. Entering Personal Bank Information

- Please register your personal bank account number to Yonsei Portal website.** Your bank information is necessary for granting scholarships, returning the tuition balance and more.
- You can register after you got your student ID number.
- Only Korean bank account number shall be registered.
- How to Register : Go to <http://portal.yonsei.ac.kr/> → Yonsei Portal(Log-in) [ID: Student ID Number(NOT application number), PW: Birth date(6 digits, YYMMDD), if you logged in before, you might change the PW.] → Academic Information → Academic Affairs → Student → Academic information check → Change of Bank Account info → Insert 'Bank Type, Account Owner, Account number' → Account Verification → Save
- In case the name registered at Portal system and the name of account holder are not exactly the same, you may not be able to enter your bank account number successfully. The financial accounting team's 'account verification' process is required.  
In that case, please send a copy of your bankbook and your student ID card to the financial accounting team office ([fiwebmaster@yonsei.ac.kr](mailto:fiwebmaster@yonsei.ac.kr)).

# Graduate School Tuition Fee Payment Guideline

1. Yonsei Portal System Log-in: Refer Page 1.

2. **Select Miscellaneous Fees:** Click “Registration” → Click “Print out a notice of registration” → Click “Autonomous expense selection” → Click a miscellaneous fee(s) you wish to pay → fill out the consent form → Click the ‘finalize’ button

Yonsei Portal System Screenshot: Autonomous expense selection

Navigation: Registration > Student > Autonomous expense selection

Notice: 안내문영역

Selecting the Miscellaneous Fees

2. Click a miscellaneous fee(s) you wish to pay

No Data.

The Total Amount Due: 0

※ I have been familiar with the precautions for selecting the Miscellaneous Fees.

Please type the above sentence, if you agree to comply with the provisions.

3. fill out the consent form

Please fill out the consent form in the notice before clicking the 'Confirm' button.

4. Click the 'finalize' button

Finalize

3. **Printing the Bill** : Click “Registration” → Click “Print out a notice of registration” → “print”

- The tuition invoice cannot be printed after the tuition is paid.
- Please print the invoice before paying the tuition.

Yonsei Portal System Screenshot: Print out a notice of registration

Navigation: Registration > Student > Print out a notice of registration

Notice: 안내문 영역

Notification

School Register Status	Exceeded Standard Enrollment Status	New Affiliation
Virtual Account	Registered Date	Date of Installment Payment Application
Amount Billed	Amount of Tuition Waiver or Discount	0 Tuition-Waiver

Amount paid: 0 Remaining Balance: 0

2. click

Print (KOR)

Print (ENG)



**4. Tuition Fee Payment:** Tuition fee shown in the individually assigned virtual Woori Bank account must be paid in one installment.

- Each student is given an individual Virtual Woori Bank account: When the students remit money to their virtual Woori Bank account, (even if the name of remitter is different from the relevant student's name) the student will automatically be enrolled.

TERM BILL & RECEIPT (For Student)				TERM BILL & RECEIPT (For Bank)			
Name				Name			
College(Division) Department	INTERNATIONAL			College(Division) Department	INTERNATIONAL		
Year / Semester	2	Student ID		Year / Semester	2	Student ID	
How to deposit	ATM, Phone Banking, Internet Banking			How to deposit	ATM, Phone Banking, Internet Banking		
Account No.				Account No.			
Bank	Woori Bank Swift code : HVBKRRSE			Bank	Woori Bank Swift code : HVBKRRSE		
Amount Due	₩			Amount Due	₩		
Payment Period 2022-02-07 17:00:00 ~ 2022-03-03 23:59:59				Payment Period 2022-02-07 17:00:00 ~ 2022-03-03 23:59:59			

*Note: A red box highlights the 'Account No.' field in the 'For Student' table, with an arrow pointing to it from the text 'individual Virtual Woori Bank account' above.*

**5. Verification of Tuition Payment :** Click “Registration” → Click “Tuition payment confirmation printout” → Click “Print”

The screenshot shows the Yonsei Portal Service interface. On the left, a sidebar menu lists various services, with 'Tuition payment confirmation printout' highlighted and labeled '1.click'. The main content area shows the 'Certificate of Tuition Payment' form. It includes a 'Semester' dropdown menu and a 'Print (KOR)' button. A red box highlights the 'Print (ENG)' button, labeled '2. click'.

## Caution: Overseas remittance

등록금 납부 시에는 적법한 절차로 공식 금융기관을 통하여 납부하여야 합니다.

특히 외국인 학생들이 등록금 납부할 때에 정식 금융기관을 이용하지 않고 불법 사설 환전소를 이용하는 경우, 혹은 지인을 통하여 환전 혹은 이체를 진행하는 경우에 그 과정에서 타인의 계좌를 해킹하여 등록금 가상계좌가 보이스피싱에 도용되는 일이 발생하고 있습니다.

학생들은 등록금 납부 시 이러한 문제가 발생하지 않도록 적법한 절차로 공식 금융기관을 이용하시기 바라며, 본인의 가상계좌번호가 타인에게 노출되지 않도록 유의하여 주시기 바랍니다.

등록금 납부가 적법한 절차로 진행되지 않아 불법적인 사건에 연루되는 경우, 해당 등록금 납부는 무효 처리(재등록을 하지 않을 시 제적)되며, 관련된 민·형사상 처벌을 받을 수 있으니 다시 한 번 유의 바랍니다.

When paying tuition, it must be paid through an official financial institution and through a legal process.

Recently, there are some cases that students' virtual accounts are used for voice phishing when students pay tuition through an illegal private currency exchange office or when they exchange or transfer money through an acquaintance, not through official financial institutions.

Students should use official financial institutions in a legal manner to prevent such problems when paying tuition fees and be careful not to expose their virtual account numbers to others.

If tuition payment is not carried out in a legitimate procedure and is involved in an illegal case, the tuition payment will be invalid (unregistered if you don't register again), and related civil and criminal penalties may be imposed.

缴纳学费时，请通过合法的途径和官方指定的方式进行缴纳。

近期发现有的学生通过非法的货币兑换方式实现学费缴纳，而不是通过官方指定银行或者金融机构走正常的转账程序。这样学生缴纳学费的虚拟帐号很容易被利用成为网络诈骗的工具。

学生在缴纳学费时应通过官方指定的金融机构，杜绝此类情况出现。切记不要将虚拟账号透露给他人。

未按合法程序缴纳学费并涉及违法行为的，缴纳的学费无效(如不重新注册，原有帐号会被取消)，并会被追究法律责任。

#### 1. Students who graduated from schools outside of Korea

Students who graduated from schools outside of Korea must submit their [certificate of degree and official transcript](#) to the graduate school office.

- Students in Master' s or Joint Degree course need to submit Bachelor' s degree documents,
  - Students in Ph. D. degree course need to submit Master' s degree documents.
  - If there is no certificate of degree, you can submit the certificate of graduate with type of degree or no. of degree.
  - [Please choose one of the following methods for certificate of degree. \(for those students who have obtained their degrees in China, please refer to C.\)](#)
    - A. Degree certificate verified by Apostille. (Documents from the Country joined Convention of the Apostille)
    - B. Degree certificate verified by the consul of the Korean embassy in your country or the consul of your country' s embassy in Korea. (Documents from the Country NOT joined Convention of the Apostille)
    - C. Degree Certificates issued by 「China Credentials Verification」  
(In case of a Chinese degree, it is a mandatory document. Please choose one of the following methods and submit it with your original copy of diploma. Certificates must be written in English.)
      - 1) China Credentials Verification' s Certificate (<http://www.chsi.com.cn>)
      - 2) You can also apply through the official agency in Korea, Confucius Institute in Seoul (<https://renew.kongzi.co.kr/>) (+82-2-554-2688)
- ※ If you cannot prepare for A. or B. before the deadline, you may submit the original copy of degree certificate AND the Letter of Consent instead of required documents in time and you must visit again with A. or B. during the semester.(As soon as possible)

#### 2. Students who graduated from schools in Korea

Students who graduated from schools in Korea must submit their [certificate of degree and official transcript](#) to the graduate school office.

- Students in Master' s or Joint Degree course need to submit Bachelor' s degree documents
- Students in Ph. D. degree course need to submit Master' s degree documents.
- The original certificate of degree and official transcript should be issued within 30 days of the submission date.

#### 3. Students who need Certificate of Admission(COA, refer page 11~13)

- A. [Certificate of degree and official transcript](#)(refer 1. or 2.)
- B. [Acceptable proof of funds](#)(Original document, Minimum bank balance: KRW 22,000,000)
  - When you submit it, Bank statements must be dated within the 30 days of the submission date.
  - The Owner of bank account should be yourself or your parents.(If it is your parents' , you need to submit the proof of relationship document between yourself and he or she)
  - If you' ve got foreign registration in Korea, only Korean bank account under your name could be accepted.
- C. [Copy of your passport, a photo \(3.5 x 4.5cm\) in jpg format](#)(e-mail, refer page 11~13)

## ○ Submission Deadline

- Students who need COA: ~ 28<sup>th</sup> Feb 2024
- Students who don't need COA: ~ 11<sup>th</sup> Mar 2024

- All the documents submitted are non-returnable.

(Only the case you don't need Certificate of Admission(COA), it can be returned in person before the deadline)

## ※ Address for submission

[Sinchon Campus / International Campus] (Office hour: 09:00 ~ 17:00, Mon~Fri)

50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Tel: Seoul / International Campus : +82-2-2123-4108

[Mirae Campus] (Office hour: 09:00 ~ 17:00, Mon~Fri)

1 Yonseidae-gil, Wonju-si, Gangwon-do 26493, Korea

Yonsei University Mirae Campus, Mirae Hall (Room 135), Graduate School Office

Tel: Mirae(Wonju) Campus : +82-33-760-5032

◆ Campus map link : <https://www.yonsei.ac.kr/sc/intro/guide.jsp#XXX>

## ※ The list of the country joined convention of the Apostille (7th Nov 2023)

Continent	Country/Region
Asia, Oceania(22)	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia (Australia), India, Indonesia, Japan, China(Including Macao, Hong kong), Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, Republic of Korea
Europe(52)	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, England, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Cyprus, Turkiye, Portugal, Poland, France, Finland, Hungary
North America(1)	United States (including Guam, the Maurice Islands, Saipan, and Puerto Rico)
Latin America(31)	Guyana, Guatemala, Granada, Nicaragua, Dominican Republic, Federation of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, St. Lucia, St. Vincent, St. Kittsnevis, Suriname, Argentina, Antigabouda, Ecuador, El Salvador, Honduras, Jamaica, Chile, Costa Rica, Trinidad, Panama, Panama, Paraguay, Paraguay
Africa(13)	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, São Tomépríncipe, Senegal, Seychelles, Swaziland, Cabo Verde, Brundi, Tunisia
Middle East(5)	Morocco, Bahrain, Saudi Arabia, Oman, Israel

## 4. Visa Issuance for International Students

YONSEI UNIVERSITY GRADUATE SCHOOL

“The Certificate of Admission” (which is different from the Certificate of Acceptance that can be printed out on the Graduate school website) is issued for students who will apply for a D-2 visa (D-2-3: Master, D-2-4: Ph.D). If you hold any other visa(A-1, A-3, D-1, D-5, D-9, E-1, E-7, F-1, F-6, H-2, etc.) and can legally stay in Korea, then you don't need to apply for it.

### A. Important Notice

1. If you complete undergraduate program in Korea or in case that degree course is changed (ex. Master → Ph.D) etc. your current D-2 visa will expire on the date of graduation. Please request for “The Certificate of Admission” and apply for a new D-2 visa.
2. In case of any change in the student's status(taking a leave of absence, graduation, expulsion due to withdrawal or unregistered status, etc.), D-2 visa will expire. You must leave the country within **30 days** from the date of change of the student's status.
3. We can issue the certificate of admission only for those who have paid the tuition fee.  
Registration period : Please refer to Page 6. (Tuition payment)

\* Please refer to the following website for information about the various types of Korean visas.  
[https://www.visa.go.kr/openPage.do?MENU\\_ID=10102](https://www.visa.go.kr/openPage.do?MENU_ID=10102)

After finishing the tuition fee payment, please apply us certificate of admission.

### B. How to submit

- 1] Submission via [Google-form](#) or E-mail : copy of your passport, a photo (3.5 x 4.5cm) in jpg format  
Sinchon(Seoul) Campus: \* Submission link will be announced separately  
Mirae(Wonju) Campus: [pds@yonsei.ac.kr](mailto:pds@yonsei.ac.kr)  
Mirae(Wonju) Campus Medicine College: [me2me2jhc@yonsei.ac.kr](mailto:me2me2jhc@yonsei.ac.kr)  
Mirae(Wonju) Campus Nursing College: [ksbin@yonsei.ac.kr](mailto:ksbin@yonsei.ac.kr)
- 2] Submission via Post/Ems : Proof of funds(bank statement), Diploma (with Apostille or consular verification), Official transcript

### Address:

Sinchon(Seoul) Campus: 50 Yonsei-ro, Seodaemun-gu, Seoul 03722, Korea

Graduate School Office (Stimson Hall 2F)

Mirae(Wonju) Campus: 1, Yeonsedae-gil, Heungeop-myeon, Wonju-si, Gangwon-do, Republic of Korea, 26493 (Mirae Hall #135, Yonsei University, MIRAE campus)

Mirae(Wonju) Campus Medicine College: Yonsei university Wonju college of medicine 20 ilsan-ro, Gangwon-do 26426, Korea

☎ Tel (033) 741-0215

Mirae(Wonju) Campus Nursing College: Yonsei university Wonju college of Nursing 20 ilsan-ro, Gangwon-do 26426, Korea

☎ Tel (033) 741-0392

\*We will send you the Certificate of Admission via E-mail.

※ Attention

We can issue the certificate of admission only for those who have submitted the **certified hard copy** of the degree certificate, official transcript, proof of funds.

※ Those who accepted in the international students track : ‘Certificate of Admission’ will be delivered for visa issuance after confirming the original documents for admission and confirming the full payment of tuition fees. (Refer to Page 29 from Application Guidelines for International students)

With the Certificate of Admission and other required documents such as passport, application form, etc, please visit the nearest embassy in your country to apply for a D-2 visa.

If you want to extend or change your visa in Korea, please request it from the Southern Immigration Office ([http://www.hikorea.go.kr/pt/main\\_kr.pt](http://www.hikorea.go.kr/pt/main_kr.pt) or just call 1345) about the detailed process or required documents. (eg. Application Form, COA) We recommend you to visit the office after making a reservation. You will have to bring your passport, alien registration card, the Certificate of Admission, etc.

※ Attention

Please check whether all the information written on the certificate of admission is correct.  
If there is any mistake, please let us know.

We are aware that you have already submitted some of the documents when you applied to our school, but please kindly send us the documents again via [Google-form](#) or email so we can continue this process.

Thanks in advance for your cooperation.

3) Contact information

Global One-Stop Service Center, Office of International affairs  
Yuri, Hwang  
Tel) 82-2-2123-3228, Email) [igrad@yonsei.ac.kr](mailto:igrad@yonsei.ac.kr)

Graduate School Office, Wonju Campus  
Dasom Park  
Tel) 82-33-760-5032, Email) [pds@yonsei.ac.kr](mailto:pds@yonsei.ac.kr)

College of Medicine, Wonju Campus  
Tel) 82-33-741-0215, Email) [me2me2jhc@yonsei.ac.kr](mailto:me2me2jhc@yonsei.ac.kr)

College of Nursing, Wonju Campus  
Tel) 82-33-741-0392, Email) [ksbin@yonsei.ac.kr](mailto:ksbin@yonsei.ac.kr)



## 5. Alien Registration and Insurance Policy

YONSEI UNIVERSITY GRADUATE SCHOOL

### □ Immigration Services

Call center: Dial 1345 Overseas)+82-2-1345, +82-2-6908-1345~6

HiKorea website: <http://www.hikorea.go.kr> – E-application

#### 1. Application for Alien Registration Card

- A. Students must apply for an alien registration card at a local immigration office within 90 days of arrival in Korea
- B. Required Documents
  - Application Form (available at the immigration office), passport, 1 color photograph (3.5 x 4.5cm)
  - Certificate of Admission
  - Fee 30,000 KRW
- C. Immigration Office: Check your local immigration office and make sure you have prepared all the required documents before you visit the office. We advise you to make a reservation ([www.hikorea.go.kr](http://www.hikorea.go.kr)) for the visit.

\* Seoul(Sinchon) Campus : Southern Immigration Office

Address : 151 Mokdongdong-ro, Yangcheon-gu, Seoul

Tel : 02-2650-6212

Walking distance 10 minutes from the Mokdong station (line 5)  
and Omokgyo station (line 5)

\* Mirae Campus: Chuncheon Immigration Office

Address: 12 Saam-gil, Dongnae-myeon, Chuncheon-si, Gangwon-do  
(29-1 Haggok-ri)

TEL: 033-269-3210

#### 2. Requirement for Other Activities

- A. International students with a D-2 (student) visa who wish to work part-time must acquire a [part-time work permit](#) from the immigration office
- B. International students attending a graduate school are allowed to work a maximum of 35 hours per week (Those of students whose TOPIK level is below 4 are only allowed [maximum 15 hours a week](#)); a representative of school office must confirm the required documents before submission so please visit the Office of International Affairs (Baekyang Hall S308)(※ inquiry: [istudent@yonsei.ac.kr](mailto:istudent@yonsei.ac.kr))
- C. International students who have changed work places must report of this change at the immigration office or via [www.hikorea.go.kr](http://www.hikorea.go.kr) (Must re-apply for part-time work permit)
- D. Required Documents for part-time work permit: Application form (available at the immigration office), passport, alien registration card, part time work permit confirmation form, contract, business registration certificate, transcript, Korean language proficiency scorecard, Part-Time Work of Foreign Student Requirement Abidance Form(only required for manufacturing and construction industry)

3. Applying for an Extension of Length of Stay
  - A. Application Period : From four months prior to the expiration date to the date of the expiration (Penalties are imposed when expiration dates are violated)
  - B. Required Documents : Application form (available at the immigration office), passport, alien registration card, application fee
4. Reporting Change of Residence
  - A. Registered aliens must report a change of residence at a local immigration office within 14 days of the moving
  - B. Required Documents: Application form (can be picked up from the immigration office), passport, alien registration card, document to prove residence
  - C. Homepage: <https://www.hikorea.go.kr/Main.pt>
5. Reporting Changes in the Alien Registration Card
  - A. All important changes (passport, name, gender, birth date, nationality) must be reported to a local immigration office within 14 days of the change
  - B. Required Documents : Application form (can be picked up from the immigration office), passport, alien registration card, document to prove change
6. Re-Entry
  - A. The re-entry permit exemption which has been suspended since June 1, 2020 will be reimplemented as of April 1, 2022 ( Please refer to the infoation below if you are eligible for re-entry)
  - B. Required Documents : Passport, Alien Registration Card, Application form
  - C. How to apply: hikorea.go.kr
7. Taking a Leave of Absence : International students who seek to take a leave of absence from their current education program must apply for the leave of absence at their schools and must depart Korea within 15 days of reporting. Alien registration cards must be returned to an immigration official at the airport at the time of departure.
8. Returning to School
  - A. Students who wish to return to school must apply for the reinstatement on the Yonsei Portal website during the specified application period.
  - B. Students must submit required documents to the graduate school office to acquire a new D-2 visa.
9. Electronic Civil Service
  - A. Website for foreigner :[www.hikorea.go.kr](http://www.hikorea.go.kr)
  - B. Inquiry: tel)1345 from Overseas) +82-2-1345, +82-2-6908-1345~6

## ■ Guidelines for International Students Subscribing to National Health Insurance

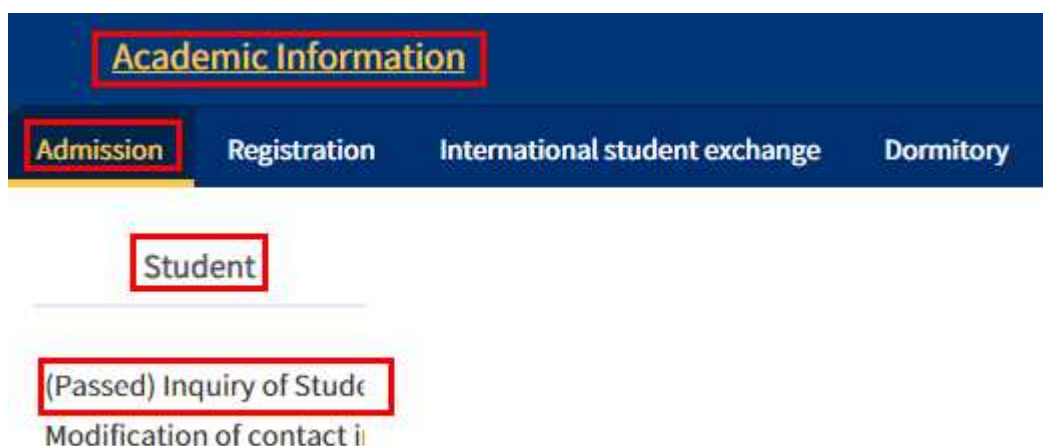
1. All the international students are subject to the mandatory subscription to the National Health Insurance. National Health Insurance Service(NHIS) automatically processes the registration according to your alien registration date.
2. Contributions payment: The contribution for the next month is due by the 25<sup>th</sup> of the current month(prepayment). NHIS sends a bill (by mail) around 10<sup>th</sup>-15<sup>th</sup> of each month to the address (ARC registration address).
  - payment method: automatic transfer, website, NHIS office, mobile application
  - inquiry: Tel (1577-1000) / NHIS homepage ([www.nhis.or.kr](http://www.nhis.or.kr)) / Mobile app (The건강보험, 모바일지로)
3. Insurance Benefits
  - Various Benefits are available including dental and oriental medical treatment, health checkups, and pregnancy and childbirth-related medical expenses. Treatments for diseases that do not affect work or daily life are not covered. (ex: plastic surgery)
  - ※ Please check first with the NHIS if the medical expense can be covered by National Health Insurance.
4. Penalties for not paying the contribution
  - Health Insurance Benefits at medical care institutions are unavailable
  - Restriction on your visa extension
  - Medical expenses during the overdue period will not be reimbursed even after you pay the NHI fee afterwards.
5. National Health Insurance Exclusion Application
  - Please check with NHIS for detailed exception conditions
  - Required documents: Documents verifying that medical guarantee is available
6. Inquiry
  - Tel 1577-1000 , Dial 7 for foreign language service
  - Tel 033-811-2000 Services in Foreign Languages (English, Chinese, Vietnamese, etc)
  - Service hour: 09:00~18:00, weekdays
7. Please refer to the following link for more information  
graduate.yonsei.ac.kr -> Academic guide-> language /international- foreigner - 외국인 건강보험 안내

## 6. How to find your Student ID Number

YONSEI UNIVERSITY GRADUATE SCHOOL

- Yonsei Portal (portal.yonsei.ac.kr) Log-in (ID: Admission Application Number, PW: D.O.B. YYMMDD 6digits) → 'Academic Information' → 'Admission' → '(Passed)Inquiry of Student ID Number'

[※ Only those who have been confirmed register(to pay the tuition fee) can check the student ID number from 14th Feb 2024.(Wed) 8:00. (Please refer to page 4. for tuition payment schedule and process)]



By ID Number, you can do the course registration, issue student ID card and register your (Korean) bank account. Initial password is 6 digit number of your birthdate(YYMMDD), you need to change the password when you try to log-in at the first time. Please remember the password.

## 7. Course Registration

- You should log-in to Yonsei portal with [student ID number](#).
- You are required to register for courses via Yonsei portal (<http://portal.yonsei.ac.kr>) during the course registration period. This is not for the current semester, but for the **upcoming semester**.
- Under Article 21, Section 2 (Academic Probation) of the University Statutes and Regulations, students shall be placed on academic probation if their GPA falls below 2.0, and if they are on probation for two semesters in total, they will be academically dismissed. Students may be readmitted after dismissal, however, if they fail to meet the GPA requirement once again, they will not be able to apply for readmission. Please bear this in mind and enroll for your courses after full consideration.

### I. IMPORTANT INFORMATION

#### 1. Registration Period for New or Current Students (Graduate and Supplementary Courses)

- 2024. 2. 14.(Wed.) – 2. 20.(Tue.)

\* Online registration: 10:00 – 23:59

#### 2. Add/Drop Period (Graduate and Supplementary Courses)

- 2024. 3. 6.(Wed.) – 3. 8.(Fri.)

\* Online registration: 10:00 – 23:59

#### 3. Course Selection

##### A. Course Catalog and Syllabus

You can browse our course catalog and view syllabus on Yonsei Portal.

<http://portal.yonsei.ac.kr>

■ Yonsei Service → Course Catalog and Syllabus

■ Academic Information System → Login → Courses → Course Handbook

1) Changes to Courses: Changes made to the timetable during the registration period will be marked in blue.

2) Syllabus: Click on the [Plan] icon next to the course title to read the course syllabus.

##### B. Credits

##### 1) How to check the number of credits you have earned

■ Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) → Academic Information System → Login → Grades → Overall performance check

Degree	Minimum Number of Credits Required for Graduation	Minimum GPA Required for Graduation	Note
Master's*	30 credits	3.0/4.3 (B0) or higher	Minimum credit requirement for graduation may vary by departments.
Doctoral	30 credits		
Joint	54 credits		

\* : including students who have withdrawn from Joint Degree programs

※ Even though you register to audit a Major or credit course, it will count towards the number of credits you are allowed to take per semester. Those who are taking an additional semester will be charged for the extra credits. (For detailed information, please refer to “4. Important Notes” )

※ Audited or supplementary courses with credits do NOT count towards the credit requirement for graduation.

2) Directed Research Course (Non-credit)

Under Article 2 of the Graduate School Thesis Regulations and Policies (submission requirements), students whose proposal has been accepted (or will be accepted in the upcoming semester) must enroll in Directed Research courses.

Degree	Regulations	Course Title
Master's*	After your proposal is approved, you should register for "Directed Research 1" course at least for <b>one semester</b> .	"Directed Research 1"
Doctoral/ Joint	After your proposal is approved, you should register for "Directed Research 2" course at least for <b>two semesters</b> .	"Directed Research 2"

\* : including students who have withdrawn from Joint Degree programs

C. Retaking a course

1) **Courses with the identical code are considered to be the same; if you take the same course twice, it will count as a “retake” .** In this case, only one of them shall be credited. When you register for those courses, a notice will be given in a pop-up window.

※ You are allowed to retake a course once if you wish to achieve a better grade.

2) **The above rule does not apply:**

- if you register to “audit “ the course (on a Pass/Not pass basis)
- if the course is a “supplementary“ course (Undergraduate) whose title is the same as that of Graduate School
- if different departments offer courses with the same title

3) PhD students: if you register for the same course you took while doing your Master’ s at Yonsei University Graduate School, it will NOT be considered as a retake. However, it might not fulfill requirements toward graduation, so please check with your department first.

4. Important Notes

A. Please make sure to **select the right option for the type of course** (eg. Major, Audit, Research, Supplementary).

B. Graduate students (Degree program) can register for **a maximum of 12 credits** per semester **(including supplementary courses)**.

- Non-degree students may take up to 6 credits per semester. They need to select the “Research“ option for graduate courses and the “Audit“ option for undergraduate courses.
- Students **MUST** check the time schedules for Intensive or Field Training courses. Soon-to-be graduates and KGSP (Korean Government Scholarship Program) students are allowed to enroll for those courses only if they are required to graduate.
- Students registering for the graduate school common course in Research Ethics must log into LearnUs website (<https://ys.learnus.org>) to take the course. It opens on the first day of the semester and closes at 23:50 of the day (weekday) before the final exam period begins.



C. Please consult with your advisor or the head of the department before enrolling in courses.

D. Registration for Supplementary Courses

- 1) Requirements for supplementary courses may vary among the departments; if you gained your previous degree in a different field of study than your current one, please contact your department before registration. The maximum number of credits you can take for supplementary courses is 12 in total.
- 2) You can register for supplementary courses via Yonsei Portal.
- 3) You can choose to take those courses either on a supplementary (Graded) or an audit basis (Passed/Not Passed). They do not count towards the cumulative GPA or the credit requirement for graduation.

E. Registration for “Directed Research” Course

- 1) Under the regulations set by the Graduate School Management Committee, since Spring semester 2003, Directed Research Course (I for Master’ s candidates or those who have withdrawn from the Joint Degree program; II for Doctoral or Joint Degree candidates) has been automatically enrolled for students who are expected to graduate (Master’ s and Doctoral candidates in their 4th or later semester; Joint Degree candidates in their 6th or later semester), Please check whether you are properly enrolled in the course during the registration period.

※ If you meet your degree requirements earlier than your final semester, please submit the “Directed Research Registration Request Form” to the Graduate School Office during the course registration period in your third semester of Master’ s\* program, second semester of Doctoral program, fifth semester of Joint Degree program, respectively.

\* : including students who have withdrawn from Joint Degree programs

(You need to contact your department to get the form and ask about the degree requirements.)

- 2) 12% of your tuition will be charged for an **additional semester**, provided that you only take the Directed Research course.

F. **Your tuition fee for an extra semester** (5th or later semester of Master’s/Doctoral program; 7th or later semester of Joint Program) **will be charged according to the number of credits registered for.** Please print your tuition invoice during the Additional Registration period.

1) Tuition fees

- ① 0 credit: 12% of tuition
- ② 1-3 credits: 1/3 of tuition
- ③ 4-6 credits: 2/3 of tuition
- ④ 7 credits or more: full tuition

G. You are required to take at least one course. If the course is canceled or you failed to get permission to take a supplementary course, please consult your department. Important notice about the course registration will be sent via email or text messages, so make sure to update your personal information on our portal (<http://portal.yonsei.ac.kr>) if there is any change.

■ Academic Information System → Login → Academic Affairs → Academic Information Check → Change of Personal Information

H. Credit Exchange Program (Cross-Registration)

- 1) You can enroll for courses in other specialized graduate schools of Yonsei University. You may take up to 6 credits per semester and 15 credits in total. Please note that the courses may NOT be audited.
- 2) Yonsei University Graduate School also has cross-registration agreements with other graduate schools in Korea. You may enroll in their courses as well; the courses may not be audited and credits will be awarded in accordance with the agreements with the host universities.

3) Under the agreement between three graduate schools located in Sinchon area, you can register for courses offered by Ewha Womans University or Sogang University via Yonsei Portal during the course registration period.

- Choose “Ewha Womans university” or “Sogang University” in the list of departments.
- The information about timetables and lecture rooms can be found on their websites.

① Ewha Womans University → Study Guideline→ Timetable/Syllabus → Graduate school

(<http://eureka.ewha.ac.kr/eureka/hs/sg/openHs504024q.do?popupYn=Y&englishYn=Y>)

② Sogang University → Graduate School → Information of Courses

(<http://sis109.sogang.ac.kr/sap/bc/webdynpro/sap/zcmw9016?sap-language=EN>)

※ For the information about course registration in other graduate schools in Korea, please refer to the notice of our website (<http://graduate.yonsei.ac.kr>).

## II. ONLINE COURSE REGISTRATION

### 1. How to Register for Graduate Courses

- A. Go to Yonsei Portal (<http://portal.yonsei.ac.kr>) and click “Graduate Course Enrollment” on the Main Portal Service menu.
- B. Login with your student ID and password (Default password: your date of birth in YYMMDD order).
- C. Start course registration

### 2. How to Register for Supplementary Courses

- A. Go to <http://portal.yonsei.ac.kr> → Login → Academic Information
- B. Click “Courses” → “Application for a supplementary course undergraduate”
- C. Select the college and department first and then click “Search” to check the list of courses available.
- D. You should choose to take supplementary courses either on a supplementary (Graded; letter grade such as A+, B0 on the transcript) or an audit basis (Passed/Not Passed; P/NP on the transcript).

## III. IMPORTANT DATES

### 1. Course Withdrawal: 2024. 4. 5.(Fri.) - 4. 9.(Tue.)

※ Withdrawn courses are marked W in the Transcript.

※ Tuition is not refundable even in the case of course withdrawal

### 2. Course Evaluation, Survey for Improvement of Research Environment & Graduate Programs: TBA

### 3. Grade Confirmation & Request for Grade Change: TBA

## 8. Guidance for Student ID Card Issuance

YONSEI UNIVERSITY GRADUATE SCHOOL

1. The student ID card is a multi-purpose identification card for Yonsei University students. It is issued in collaboration with Woori Bank. It gives you access to university facilities such as libraries, sports facilities, computer rooms, etc. It also allows you to show electronically your attendance for classes. It can be used as a check card to pay at stationery stores, bookstores, and restaurants after opening a bank account at a campus Woori bank. Discounted price may be available at some stores on and off the campus if you show the card when purchasing. It can be also utilized as prepaid public transportation card in Korea after the cash charge in the campus ATMs. Please be aware that you can not get a refund for the amount left charged to your electronic currency if your ID card is lost or stolen.
2. Eligibility: [2024 Spring semester enrolled international students](#) who consent to a personal information collection, utilization, and processing entrustment to a trustee

### 3. Application Period

Student	Date	Note
International Students	Please refer to updated information at <a href="https://www.yonsei.ac.kr/en_sc/support/notice.jsp">https://www.yonsei.ac.kr/en_sc/support/notice.jsp</a> as of <a href="#">early Feb. 2024</a> .	

### 4. How to find your student number

Please refer **Page. 16**

### 5. How to Apply

Visit Yonsei Portal Service (<https://portal.yonsei.ac.kr/main/indexe.jsp>) → Log in with your student ID number and PW (what you set) → Academic Information System → Issue Student ID → Apply for an ID card → Agree with personal info. collection, utilization, and processing entrustment to a trustee → Check applicant's information → 신청(Apply)

※ A photo file should be a JPG format with less than 200KB.

### 6. ID Pick-Up Period and Location: TBA

※ Please visit the Bank with your passport or alien registration card to receive the ID card.

### 7. Student ID Card with Check Card(Debit card) Function

If you want to use your Yonsei student ID card for cash deposit/withdrawal in ATMs, please take your alien registration card and a certificate of attendance to open a bank account to Woori bank on the campus. Please be advised that a certificate of attendance is available free of charge on the Online Transcripts & Certificates menu at Yonsei Portal Service or at the University Service Center with payment from Sept 1. Alien registration card may take a maximum of one month to receive from Korea Immigration Service. If you are under processing to issue an alien registration, you must wait for receiving the card.

## 8. Inquiries

	from overseas	in Seoul
University Service Center on Student ID Card (Office Hours: Mon-Fri 9:00 am ~ 5:20 pm)	+822-2123-3202, 3205	2-2123-3200
Immigration Contact Center on Alien Registration Card	+82-1345 or +822-6908-1345	1345
Banking Service for international students at Woori Bank	+82-2-1599-2288	02-1599-2288
Student ID Distribution at Sinchon Campus( Woori Bank)	+82-2-313-3198 Ext. 313 or 321	02-313-3198 Ext. 313 or 321
Student ID Distribution at Songdo Campus( Woori Bank)	+82-32-822-6321	032-822-6321
Student ID Distribution at Wonju Campus( Woori Bank)	+82-33-760-5159	033-760-5159

## Office of Academic Affairs

## 9. Application Guidelines for Dormitory

YONSEI UNIVERSITY GRADUATE SCHOOL

### 1. Eligibility & Selection Process

#### A. Eligibility

- 2024-Spring Semester Freshmen of Graduate School at Sinchon Campus

#### B. Selection process: Online Application and Computerized Random Selection

#### C. Note

- 1) Students of Law Department can ONLY apply to the Beophyeon House.
- 2) Students of Medicine College
  - a. Students of Department of Medicine can ONLY apply to Chejung House (Tel: 02-2228-2700)
  - b. Students of College of Dentistry and College of Nursing can ONLY apply to Muak #3
- 3) Students at Mirae Campus are NOT allowed to apply for dormitories at Sinchon Campus.
- 4) If you take a leave of absence during the semester, you MUST check-out the dormitory

### 2. Dormitory Fee & Facilities

Dormitory	Type	Object	Dormitory Fee Semester	Shower room & Bathroom	Facilities
Muak #3	Double	Graduate Students of the College of Dentistry and Nursing (Male, Female)	TBA 2.23-6.21	Shared	Community room, Laundry room, Study room, Computer zone, Gym, Chapel & Prayer room, Self kitchen, Convenience store, Self-Cafe
Muak #4 Foreigners' Building (B-Wing)	Single	Graduate(Female)	TBA 2.23-6.21	Inside the room	Community room, Laundry room, Study room, Computer room, Gym, Self-kitchen, Convenience store
	Double		TBA 2.23-6.21	Inside the room	
	Single	Handicapped students	TBA 2.23-6.21	Inside the room	
	Single	Severely Handicapped students (Parents accompanied)	TBA 2.23-6.21	Inside the room	
Beophyun House	Double	Graduate Students (Male, Female)	TBA 2.23-6.21	Inside the room	Convenience store, Cafe, Restaurant, Study room, Gym, Lounge, Laundry room, Self-kitchen, ATM

### 3. Application date(please refer to the dormitory website on 20th(Wed) December 2023)

A. Period : 15th(Mon) ~ 18th(Thu) January 2024

B. Application : Submit an application through Yonsei portal(mobile phone not available)

Yonsei Portal > Dormitory > Select an Application > submit

### 4. Move-in

A. Check-in Hours: 23rd(Fri) February 2024 10:00 ~ 18:00 \*students can also check in on weekends.

※ The above schedule is subject to change depending on school circumstances.

## 5. Contact

- A. Phone : 02)2123-3622, 8419,
- B. Email : [muakdorm@yonsei.ac.kr](mailto:muakdorm@yonsei.ac.kr)
- C. Website : <https://dorm.yonsei.ac.kr>

※ The information on the selection schedule, dormitory fee, and submission of documents may be changed, so please check the notice on the dormitory website.

### Housing Office

All notices regarding the operation of the International Campus Dormitory(Songdo Dormitory) for the 2024-1 semester will be announced through the Songdo Dormitory website(<https://yicdorm.yonsei.ac.kr>) in Mid-Jan, 2024.

Dormitory Management Team, International Campus



## 10. Library Guide

### 1. Library Webpage: <https://library.yonsei.ac.kr>

Yonsei University Library holds about 2.7 million volumes and provides access to approximately 17,000 print journals, 110,000 e-journals, 670,000 e-books, and 200 academic databases. For more details about library services such as Library Catalog, Research Guide, and Purchase Request, please refer to the library website above.

### 2. Library Hours

Type	Name	During Semester		During Vacation	
		Mon. – Fri.	Sat.	Mon. – Fri.	Sat.
Central Library	24 hour Study Room(1F)	Opens 24 hours			
	Privileges Office(1F)	09:00–17:00	–	09:00–17:00	–
	Humanities Collections: Books(2F)	09:00–21:00	09:00–15:00	09:00–20:00	09:00–15:00
	Social Sciences & History Collections: Books(3F)				
	Science & Technology Collections: Books(4F)				
	Korean Classics Collection(5F)	09:00–17:00	–	09:00–17:00	–
	Graduate Study Room(5F)	07:00–23:00			
	Study Room 1(6F)	Opens 24 hours		06:00–23:00	
	Study Room 2(6F)	07:00–23:00		–	
Yonsei-Samsung Library	Y-Valley/Y-Smart Space(1F)	07:00–23:00			
	Y-Scape(1F)	10:00–17:00	–	10:00–17:00	–
	Information Commons(2F)	09:00–21:00	09:00–15:00	09:00–20:00	09:00–15:00
	Media Commons(3F)				
	Research Commons: Journals, References(5F)				
	Grand Study Room(4F)	07:00–23:00			
	Cafe(8F)	09:00–16:00	–	09:00–16:00	–
Branch Libraries	Law Library (Yonsei-Samsung Library 6F)	09:00–21:00	09:00–15:00	09:00–20:00	09:00–15:00
	Music Library (College of Music, New Bldg. 2F)	09:00–17:30	–	09:00–17:30	–
	Underwood Memorial Library (International Campus)	08:30–24:00	09:00–18:00	09:00–18:00	–

※ For more details about library hours, please refer to the library website.

### 3. Temporary access before Yonsei student ID card issuance

New students can enter the Library with presentation of a tuition payment receipt and an ID card at the information desks of the Library.

## 11. Yonsei Health Mutual-aid Association

YONSEI UNIVERSITY GRADUATE SCHOOL

### 1. Student Health Mutual-aid Association Qualification for Membership:

Students of Yonsei University who pay Student Health Mutual-aid Association fee (KRW 25,000 per semester) of the corresponding semester.(※ Students on leave of absence cannot sign up.)

### 2. How to Sign Up

Select Health Mutual-aid Association Fee during the miscellaneous fee selection period.

### 3. Deduction Benefit Payment Rate

Treatment	Deducted Benefit Rate
Private Clinic	Student Payment' s 50%
Hospital level	Student Payment' s 40%
General Hospital	Student Payment' s 30%
Special General Hospital	Student Payment' s 20%
Health Service Center	90% (100% of self-pay for some medical treatment and medicine)
Hospitalization	Deducted Benefit Rate
Every Medical Institution	Student Payment' s 30%

※ Non-insured medical treatment such as vaccination, health examination, orthodontia, plastic surgery for beauty treatment, surgery for eyesight correction, diet and skin care, and all the medicine expenses that you purchase at the pharmacy, etc. are not deducted.

### ※ International Students

Only international students who have signed up for the National Health Insurance in Korea and the Yonsei Student Health Mutual-aid Association can take the medical treatment fee deduction. Without signing up for them, you can only receive support from Yonsei University Health Service Center.

If you have any questions, please contact [joms@yonsei.ac.kr](mailto:joms@yonsei.ac.kr)

### 4. Office

1) Sinchon Campus Student Union Building 206

Mirae Campus Student Union Building 212-1 (☎ 033-760-5430)

2) Office Hour : Mon. -Fri. 9:00-17:00(Lunch 12:00-13:00)

Office Hour during Summer/Winter Breaks : 10:00-16:00(Lunch 12:00-13:00)

3) Website : <https://healthma.yonsei.ac.kr>

## 12. Graduate School Orientation for Freshman

YONSEI UNIVERSITY GRADUATE SCHOOL

1. **Title:** Yonsei University Graduate School Orientation for Freshmans(Gateway to Graduate School)  
[※ Check with your departmental office to find out if your department offers orientation.]

2. **Date:** 2024. 2. 6.(Feb) 10:00 ~ 15:00

3. **Place:** Yonsei University 100<sup>th</sup> anniversary concert hall (Sinchon campus No.201 building)  
[※ Campus Map: <https://www.yonsei.ac.kr/sc/intro/guide.jsp#XXX> ]

### 4. About

- A. Guide to the graduate school course registration
- B. How to use LearnUs and Yonsei portal service
- C. Guide to using the library and scholarly resources
- D. Scholarships and Graduate student assistance programs
- E. Other general guidance on graduate school life.

5. **Contact Us :** Yonsei University Graduate School Office

Tel) +82-2-2123-4108

E-Mail) [ysgrad@yonsei.ac.kr](mailto:ysgrad@yonsei.ac.kr)

### 6. Other :

- A. Additional information sessions for international Freshmans are planned for the end of February.
- B. Please refer to the Graduate School website after the OT date for more information.
- C. Website: [graduate.yonsei.ac.kr](http://graduate.yonsei.ac.kr)

# YONSEI UNIVERSITY GRADUATE SCHOOL

## Yonsei University Graduate School

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