

# Welcome Guide

For  
International  
Students

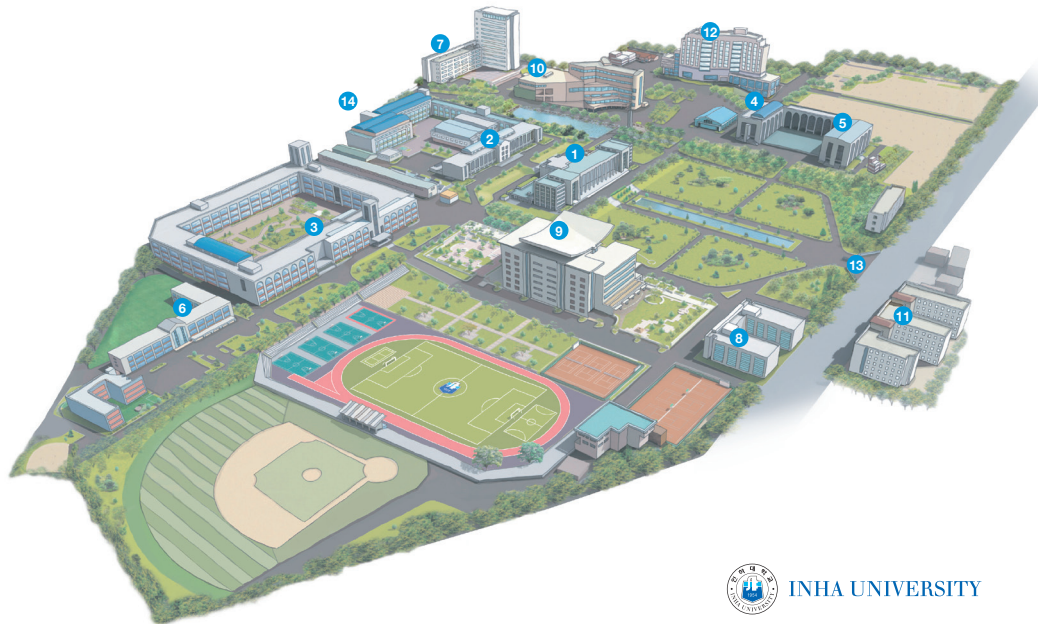
INHA University International Center  
Rm. 330, Main building, International Center,  
Inha University, 100 Inha-ro, Namgu, Incheon, R.O.K  
t. (+82)-032-860-7030-8 f. (+82)-032-867-7222  
Business Hour.  
Mon-Fri, 09:00 - 18:00  
(Vacation : Mon-Fri, 09:00 - 17:00)



INHA UNIVERSITY

## Campus Map

- 1 Main Building of Univ.
- 2 Building #2
- 3 Building #5
- 4 Building #6
- 5 Building #9
- 6 West Building
- 7 High-Tech Building
- 8 Law School
- 9 Jungseok Memorial Library
- 10 Student Center (Bank, Student Cafeteria)
- 11 Dormitory 1 (Wongbijae)
- 12 Dormitory 2 (Biryongjae)
- 13 Front Gate
- 14 Back Gate (Bus Stop for Juan Station)



INHA UNIVERSITY

# Checklist

CATEGORY	MUST DO CHECKLIST	CHECK
<b>Before Arrival</b>	· Arrival Info Submission	<input type="checkbox"/>
	· Accommodation Confirmation	<input type="checkbox"/>
	· Course Registration	<input type="checkbox"/>
<b>Upon Arrival</b>	· Orientation	<input type="checkbox"/>
	· Meeting with Buddy/ Welcome party	<input type="checkbox"/>
	· Insurance Certificate Submission	<input type="checkbox"/>
	· Course Add & Drop	<input type="checkbox"/>
<b>Etc</b>	· Fingerprint Registration	<input type="checkbox"/>
	· Tuberculosis(TB) Test *	<input type="checkbox"/>
	· Course Withdrawal	<input type="checkbox"/>

※ TB test is required for students from some countries. Please refer to an FAQ and email notice.

## 3 Course Withdrawal

**When?** The beginning of May(Spring Semester) and November(Fall Semester)

**How?** Online application at <http://sugang.inha.ac.kr/>

· You should have a minimum of **9 credits** after withdrawing your course.



# Course & Studies

## 1 Course Registration

**When?** Spring semester : Middle of February  
Fall semester : Middle of August

**How?** Course registration should be completed online at <http://sugang.inha.ac.kr/>  
· **Maximum credits allowed per semester**  
Undergraduate : 19-20 credits  
Graduate : 9 credits

## 2 Course Add and Drop

If you failed to register for courses during designated registration period, you can add (or drop) your courses.

**When?** the first Friday of a semester  
**How?** **STEP 01** Attend the first lecture of a course you want to add, and confirm if there is available space.

**STEP 02** Update your course selection at <http://sugang.inha.ac.kr/> on the designated day.

**STEP 03** If no space is available, you can ask the professor to add you.

**WEB** How to search professor contact can be found at Course and Studies section in <http://eng.inha.ac.kr/FAQ/>

· If Step 2 or 3 is not possible, you cannot add or drop courses afterwards.

## 4 Transcripts & Etc.

### When do I receive my transcripts?

Transcripts will be sent to your home university about 4-6 weeks after the completion of your studies at Inha.

· It is up to your home university to approve your credit.

**WEB** The ECTS-Inha Credit Conversion Table can be found at Course & Studies section in <http://eng.inha.ac.kr/FAQ/>

### Korean language courses for international students

Basic Korean and Intermediate Korean are opened for International Students. These are not compulsory.

# Insurance

## 1 Insurance from home country

All international students must have an insurance covering the period of study. Please submit the insurance certificate to the International Center at the beginning of the semester.

## 2 How to get health insurance in Korea

The process will be explained during Orientation for International Students at the beginning of the semester.

**WEB** Contact Information for insurance company can be found at Insurance section in <http://eng.inha.ac.kr/FAQ/>

# Immigration matters

## 1 Alien Registration Card

All international students with foreign citizenship must complete the foreign registration process within 90 days of arriving in Korea.

**If not, you will be considered as an illegal alien and will be fined a considerable amount.**

**STEP 01** Prepare required documents in advance.

### List of Required Documents

- Application Form (distributed in Visa Orientation)
- One passport sized photo (white background, forehead and ears should be shown)
- One copy of the identification page of your passport
- One copy of the Visa page of your passport
- Application Fee: About 30,000 KRW
- Proof of Residency: Off-campus residents only

**STEP 02** Submit the documents in Visa Orientation.

**STEP 03** If you are from a country with a high rate of tuberculosis, please take tuberculosis test (TB) as we guide through emails.

**WEB** List of TB Test required countries and Shuttle Bus schedule can be found at Immigration Matters section in <http://eng.inha.ac.kr/FAQ/>

## 2 Change of Address

Within 14 days from the first day of a new housing contract, submit your alien registration card and new contract to Incheon Immigration Office to report the change in address. If you do not report it within the required time, you will be fined 50,000KRW per day.

## 3 Extension of Study Period

Get permission from your home university and submit the extension form within the designated period.

· Procedure for application including visa extension will be guided through an email about a month before the end of the semester.

## 4 Other Immigration Questions

**Q** Can I travel nearby countries before my Alien Registration Card is issued?

**A** NO, you cannot. Get your Alien Registration Card first.

**Q** Should I get D-2 Visa before leaving to Korea?

**A** Yes, you should. Staying in Korea without D-2 Visa is considered illegal, and you will be fined.

**WEB** Details about Visa can be found at Immigration Matters Section in <http://eng.inha.ac.kr/FAQ/>

# Accommodations

## 1 University Dormitory

**Facility** 4 people in one room with a shared bathroom, laundry facility and fitness center, cafeteria.

### Address

**Dormitory 1** 40, Soseong-ro, Nam-gu, Incheon

**Dormitory 2** 71, Soseong-ro, Nam-gu, Incheon

· Dormitory Check-in date is designated by university, and it will be informed through emails.

### How to make a call to a room

You can call an individual dorm room via the ARS service which provides English guidance.



### Dormitory 1

**STEP 01** Call (+82)-032-866-6117

**STEP 02** Enter the room number on the keypad .

### Dormitory 2

**STEP 01** Call (+82)-032-864-6300

**STEP 02** Press '1' on the keypad.

**STEP 03** Enter in the four digit room number.

**ex.** For room number 601, press 0601.

For room number 1201, press 1201.

### How to pay the dormitory rent

**STEP 01** Prepare the exact amount of money in cash.

**STEP 02** Visit Hana Bank and ask teller to transfer the money to the payment account.

· **Note** Sender's name should be your Korean Name on your Student ID Card.

## 2 Off-Campus Housing

International Center introduces some studio-type apartments for students who want to occupy a flat before a semester begins. International Center does not help you to look for apartments other than introduced.

**How to apply** By replying to an email from the International Center

**Location** Mostly near the university Back Gate

### How to pay for housing

Payment procedure is the same as that for the dorm. Account info for the payment can be found on your contact.

· **Note** The International Center will not be able to help you with housing problems. Each student is responsible for handling issues such as heating / plumbing. If you need assistance, you may ask your buddy or a Korean friend.

# Banking

**Services** International ATM (transfer & withdrawal), Currency Exchanges, Debit Card Issuance

## 1 International ATM

International ATM at the campus Hana Bank provides services in English and Chinese.

- Note that other ATMs on campus do NOT provide foreign language services.

**WEB** Location of Hana Bank ATM can be found in **BANKING** section in <http://eng.inha.ac.kr/FAQ/>

## 2 Opening a bank account

Visit Hana Bank with your passport.

### Hana Bank at Inha

Student Center (Student Building, 2F)  
Business hours 09:00 - 04:00 (Mon ~ Fri)

# Services & Etc

## 1 International Student Lounge (ISL)

### What is ISL?

**Services** Buddy Matching, Language Exchange and Support for international students.

**Activities** Welcome/Farewell Party, Korean Cooking Event, Sports Festival, and etc.

**Location** Room 504 Student Center

**Opening Hour** 10:00~16:00 (Mon-Fri)

**Contact** (+82)-032-860-9198

## 2 Jungseok Memorial Library

You can use the library with your student ID card.

- Website : <http://lib.inha.ac.kr/eng/>  
(Mobile : <http://m.lib.inha.ac.kr/>)

## 4 Mobile phones & Campus Wifi

The Usim Card(Chip) can be purchased at the mobile phone shops.

### Shops for Usim Card

SKT, KT OLLEH, and LG Telecom mobile shops

**WEB** A step by step guide for campus wifi, can be found at <http://eng.inha.ac.kr/FAQ/>

## 3 Hospital & Emergencies

### Nearby Hospitals

Seoul Joongang Hospital	t. (+82)-032-874-8500
Hak-Ik Orthopedics /Hospital	t. (+82)-032-868-5200
Coco otolaryngology	t. (+82)-032-864-5075
Gu Jae Hoon Dentistry	t. (+82)-032-874-2872
Woo-Seong Ophthalmic Clinic	t. (+82)-032-874-4700

**WEB** Specific address and location can be found in **Services & Etc** section at <http://eng.inha.ac.kr/FAQ/>

- Bring your PASSPORT and ALIEN REGISTRATION CARD when you go to a hospital.
- If you want a more thorough examination, you can visit INHA UNIVERSITY HOSPITAL.

### In Case of Emergency

Police 112 / Fire & all other emergencies 119  
International Center (+82)-032-860-7031-8

## 5 Transportation & T-Money

You can purchase a T-Money card at a convenience store.



- If you purchase a T-money card, you can use it for ALL types of transportation (subway, bus & even taxi).

### How to get to Juan Station

- No. 511 Bus at Back gate

### How to get to Seoul

Southern Seoul(Gangnam Area)

- No. 9200 Bus at Dormitory 1 Bus Stop

Northern/Central Seoul(City Hall, Seoul Station)

- Subway Line No. 1 at Juan Station





# 交换生指南

## 课程申请及成绩

### 1 课程申请

- 申请时间** 春季学期：2月中旬 / 秋季学期：8月中旬  
**申请方法** 网上申请(申请网站:[www.sugang.inha.ac.kr](http://www.sugang.inha.ac.kr))
- 最多可申请学分：大学生(19-20学分)、研究生(9学分)
  - 1学分=共 16个小时/1学期

### 2 课程变更

在开学前若是没有申请到想修习的课程,可在开学后的课程变更期间修改申请的课程.

**申请变更时间** 开学后第一周的星期五

**申请方法** **STEP 01** 开学第一节课,确认是否有空位.

**STEP 02** 于指定日期登录网页变更课程

**STEP 03** 若是出现学员已满的情况,亲自联系任课教授,

询问是否可以附加登录

- 教授联系方式：课程计划书上有记载
- 变更指定日期之后,不能变更课程

### 3 放弃所选科目

**申请日期** 春季学期:5月第一周 / 秋季学期:11月第一周

**申请方式** 网上申请 (<http://sugang.inha.ac.kr>)

- 放弃所选科目后,至少要有9学分

### 4 成绩单及其他事项

- 国际交流中心将会在学期结束后将成绩单发送到每位学生的 Home University (本校)
- 校方开设了为外国人准备的韩国语课程,欢迎感兴趣的同学参与

## 保险

- 1 仁荷大学推荐办理在本国保险。若是已有本国保险,请在学期初将保险证明书递交到国际交流中心。
- 2 没有在本国保险的同学,开学以后请在签证说明会时申请。

## 出入境相关事项

### 1 外国人登陆证申请方法

所有外籍学生,需在入国(韩国)90天内办理外国人登录手续。若是未办理,多出的日子,每天会有10万韩元罚款

**STEP 01** 准备相关文件,〈申请书、白色背景的护照用证件照(必须要露出额头和耳朵)、护照复印件一张、护照上签证页的复印件一张、手续费3万韩元、若是在校外居住需递交租房合同〉

- 申请书会在签证说明会时分发。

**STEP 02** 签证说明会时需递交相关材料

**STEP 03** 需要接受结核检查的国家的学生必须接检查

**结核检查** 结核检查制度由韩国法务部施行,并且必须要在仁川南区的指定保健所接受检查。指定国家中,在本国已接受过结核检查的学生还需要再一次接受检查,敬请谅解。结核检查指定国家请在任何大学官确定。

**STEP 04** 组团一起去出入境管理局登录指纹

- 2 **住址变更** 若是在韩住址有所变动需在2周之内到仁川出入境管理事务所申请变更。
- 3 **修学时间延长** 学期末国际交流中心会通知具体方法
- 4 **其他事项**

- 在外国人登录证下发之前,不可除垢
- 外国人登陆证的截止日期记载在外国人登陆证的背面
- 没有在国内签下D-2签证的同学,请于开课之前把签证种类换成D-2签证。
- 仁川出入境管理局导航:在学校前打车(用时约15分钟,花费约5,000韩元)

## 宿舍

### 1 宿舍联系方式

- 第1宿舍** 地址 40, Soseong-ro, Nam-gu, Incheon, Korea  
电话号码 (+82)-(032)-860-8317
- 第2宿舍** 地址 Soseong-ro, Nam-gu, Incheon, Korea  
电话号码 (+82)-(032)-860-8317

### 2 在外部打进宿舍的方法

- 第1宿舍** 82-32-866-6117+房间号  
**第2宿舍** 82-32-864-6300+1+房间号

### 3 住宿费缴纳方法

**STEP 01** 确认宿舍银行账号

**STEP 02** 确认住宿费后到银行申请转账

**STEP 03** 转账人必须要写韩国姓名(韩语)

(银行账号与学生的韩语名稍后通知。)

- 不在学校寝室居住的同学,若是居住的房子有问题发生,请与房东协商解决。在这个问题上,国际交流中心无法参与,敬请谅解。语言不通的同学,请借助肢体语言或者向韩国朋友寻求帮助。

## 银行

- 1 **开户及换钱** 学生会馆2楼, HANA银行
- 2 **现金提款机** HANA银行2楼的ATM机有英文显示。

## 其他校园生活指南

### 1 ISL (International Student Lounge)

- ISL为了使交换学生更好的适应韩国校园生活正在准备了多样的文化体验活动。(欢迎会、欢送会、韩国料理烹饪体验、体育大会等)
- ISL 位置
  - 学生会馆 504号
  - 电话号码 : (+82)-032-860-9198
  - 运营时间 : 开学期间 早10点 ~ 下午 4点 (中午休息时间: 12点~1点)

### 2 交换学生证明书 本人到国际交流中心提交申请

### 3 图书馆使用方法 用学生卡可以进入

### 4 医院及紧急事件联系电话

附近医院		
Seoul Joongang Hospital	Coco otolaryngology	Woo-Seong
t. (+82)-032-874-8500	t. (+82)-032-864-5075Gu	Ophthalmic Clinic
Hak-Ik Orthopedics	Jae Hoon Dentistry	t. (+82)-032-874-4700
Hospital	t. (+82)-032-874-2872	
t. (+82)-032-868-5200		

· 医院地址 : <http://eng.inha.ac.kr/FAQ/> → 点击 'Services and ETC'项目'

· 看病时,一定要携带外国人登陆证及护照

· 仁荷大学医院提供英文服务 (电话: (+82)-032-890-2114)

**紧急联系** 警察局 112 / 消防局: 119 / 国际交流中心 (+82)-032-860-7031-8

### 5 手机及Wifi

**哪里可以买到Usim?** Usim 可在学校后门的手机代理店购买。

**第2宿舍** Wifi连接方法请在学校英文官网([eng.inha.ac.kr](http://eng.inha.ac.kr))的公告栏中确认

### 6 交通及T-money

- T-money卡可用于任何种类的交通工具,可在便利店购买。
- 如何去首尔
- **江南地区**: 第一宿舍前乘坐9200号大巴。
- **江北地区**: 在学校后门乘坐511公车站到朱安站,转乘地铁1号线