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1. Academic Calendar

(2025 June 12th – 2025 August 22nd)

Week	Dates	Exam	Schedule
1	06.09.-06.13.		06.11.(Wen) Freshmen Opening Ceremony 06.12.(Thur) Starting day of the Summer term
2	06.16.-06.20.		06.16.(Mon)-06.20.(Fri) Doumi and Club activity Application Period
3	06.23.-06.27.	Weekly Test 1	
4	06.30.-07.04.		
5	07.07.-07.11.	Weekly Test 2	07.11.(Fri) Compulsory education 07.11.(Fri) Deadline for the extension to Fall Term
6	07.14.-07.18.	Mid-term Exam (7.16.-07.17.)	
7	07.21.-07.25.		Field Trip
8	07.28.-08.01.	Weekly Test 3	
9	08.04.-08.08.	Weekly Test 4	
10	08.11.-08.15.		08.15.(Fri) Liberation Day (National Holiday)
11	08.18.-08.22.	Final Exam (08.20.-08.21.)	08.22.(Fri) Graduation & Completion Ceremony 08.25.(Mon)-08.26.(Tue) Certificate Issuance Not Available During This Period

* The schedule may change depending on the circumstance.

2. Program Information and Assessment

1) Preparation for the Class

- Start of the term : **June 12th (Thu)**
- Placement test result : To be posted on KLC website (klc.korea.ac.kr) after **17:00 June 11th (Wen)**
- Place to get textbooks – visit **UNISTORE** located in the underground of Central Plaza.
 - Levels 1-2 : 「고려대 한국어」 separated book 17,000 KRW each,
 「고려대 재미있는 한국어」 separated book 12,000 KRW each
 - Levels 3-4 : 「고려대 한국어」 separated book 17,000 KRW each,
 「고려대 재미있는 한국어」 separated book 12,000 KRW each
 - Level 5 : 「고려대 한국어」 separated book 17,000 KRW each
 - Level 6 : 「재미있는 한국어」, 「재미있는 한국어 workbook」, 39,000 KRW
 - Level 7 (Top-Level Class) : Details will be announced later in class.



[UNI STORE]

2) Classes

- 4 hours a day, 5 days a week (Mon-Fri), 200 hours per term

Period	Morning Class Hours	Afternoon Class Hours
1	09:00-09:50	13:45-14:35
2	10:00-10:50	14:45-15:35
3	11:10-12:00	15:55-16:45
4	12:10-13:00	16:55-17:45

3) Assessment

- Final grades will be based on the assessments below.
 - ① Quiz/Weekly test : Tests on vocabulary and grammar. (4 times)
 - ② Performance assessment : Tests on speaking and writing skills. (2-4 times)
 - ③ Mid-term exam : Test on 4 sections (Speaking, Listening, Reading, Writing) in the middle of the term.



- ④ Final Exam : Test on 4 sections(Speaking, Listening, Reading, Writing) at the end of the term.
- Assessment schedule (date & time) and rate of each assessment may vary depending on the level.
- Details will be announced at the beginning of the term.

• **Grade Scale**

A+: 95-100 A: 90-94 B+: 85-89 B: 80-84 C+: 75-79 C: 70-74 F: Below 69

4) Notice

- Korea University Korean Language Center is where students from various countries are studying together. Please respect each other's culture and be polite to each other.
- Students should pay attention to the teachers' instructions and actively participate in class.
- **You may not participate in class with illegally copied textbooks (copied files, binded files, PDF or image files, and other unauthorized duplications.)**

There have been cases of voice phishing scams targeting international students by impersonating embassies and other public organizations. Please be aware of these impersonations and be careful not to easily disclose personal information such as your name, passport number, bank account, etc. to others.

- **Students can be restricted to take classes if they fall under the following behaviors.**
 - Behavior that interferes with class (use of cell phones unrelated to class, unauthorized recording and filming of class contents, and rejecting class activities, etc.)
 - Activities that do not fit the purpose of visa issuance, such as part-time jobs that are not approved by the Korean Language Center.
 - Violence, taking drugs, and causing psychological and physical damage to people around you (money transactions, harassment, etc.)
 - Other acts in violation of Korean law.

3. Advancement and Awards

1) Completion and Advancement (MUST meet all the conditions below.)

① Grades

- Levels 1-4 : must achieve an overall point of 70(C) or higher
- Levels 5-6, Research Class: must achieve 60 points or more for each section, and overall point should be 70(C) or higher

② Attendance: must attend at least 80%(160 hours) of class.

※ In case students are absent (or miss test) for extenuating circumstances such as illness or family events, you should submit related documents (hospitalization confirmation document, etc.) to explain the absence. And if it is valid, it will be reflected in your attendance or grades.

※ Students must submit the documents to the KU KLC office no later than a day before the last day of the term.

2) Expulsion (Unable to register any more)

- Students whose rate of attendance is below 60%(20-day absence)



- Students who fail the same level three times

3) Re-examination and Level-skipping Exam

- Re-examination : Students who fail to complete the term but achieved an overall point of 60 or higher are eligible.
- Level-skipping Exam : Students with an overall point of 90(A) or higher for each section are eligible.
- It consists of both written test and interview. Students who get **70 points** or higher for both sections will advance or skip the level. Application fee is 20,000 KRW.

4) Scholarship & Awards

- Scholarship
 - Academic Scholarship : is based on grades and has three types and beneficiary is as follows.
 - A. (100% of tuition) - Top student / B. (50% of tuition) – Selected within the Top 0.5% / C. (30% of tuition) – Selected within the Top 3%
 - Special Scholarship(한국어연수생장학금) : This is for a student who has registered for more than 2 terms in a row, is re-registered for the following term, has good attitudes and set an example for others. The person will be selected by teacher's recommendation and Director's consent. (100% of tuition)
- Honor Student Award : This is for students who have an overall point of 90(A) or higher.
- Perfect Attendance Award : This is for students who have not been late for class nor absent.

4. Issuing of Student ID Card

- Students can receive student ID from the teacher in the classroom during 2nd week of the term.
- Those who have not submitted their ID photos, please submit them to **KLC Office (#301, Korean Language Center)** to have the ID issued.
- Renewal: When the new term starts, students should visit KLC office and renew their ID cards.

5. Issuing of Certificates

- Types of certificates: Certificate of Enrollment, Certificate of Completion, Transcript
- **How to apply:** ① **Log-in ASP(kuklc.korea.ac.kr) and apply for the certificate.**
 - ※ Select the type, language, number and purpose of certificate.
- ② **One day After applying**, visit our office with your student ID and fee in cash.
- Certificate Fee: Currently enrolled students: 1,000 KRW, Graduates: 2,000KRW
- Notes
 - If you apply for the Certificate of Attendance **for visa extension**, you must **make a reservation with immigration center online in advance.**
 - **If you submit the documents to immigration center** for the alien registration, visa extension, or other purposes you should apply for the certificate **in "Korean(국문)"**.
 - Certificate of Attendance is only valid for 1 week from the date of issuance.

6. Wi-Fi Access

- Public network ID for Internet use in KU
- When using Wi-Fi, connect with public network.
- Wi-Fi access will allow you to use the internet on smart phones, laptops, etc.
 ID : kuklc2025 / Password : kuklc2025 (Manual : https://wifi.korea.edu/wifi_en/index.do)

7. Library Access

- Students can use Korea University Main(central) Library only when they issue a smart card.



- Where to pick up the card : Main(Central) Library 1st floor, Information Center
- Fee : 5,000 KRW
- ※ Bank wire transfer account : KEB Hana Bank (하나은행) 391-910013-12304
- ※ Please put down “**student ID No.(or name) + date of birth (6 digits)**” to verify your payment.
 - Ex.) John Doe + YYMMDD or 0000000000 YYYYMMDD
- Working hours for the card : **Mon-Fri(09:00-19:50) / Sat(09:00-13:00)**
- **Students must show their passport(or ARC) with student ID card** when they pick up their library card.
- Students can borrow books and enter reading rooms with the smart card.
- The location of the main(central) Library is indicated on the KU campus map.



[Main Library]



[Main Library Information Center]

8. Doumi (Helper) Program

A Doumi (Helper) Program is offered to students to help improve language skills. Doumis, who are students of KU, are buddies who will help you adjust better to Korean life and culture. Only students who have applied for Doumi can participate in the program, so please apply following the instruction below.

- All students can apply for Doumi program regardless of their class level.
- ※ However, it is first-come-first-serve basis as it depends on the number of Korean Doumi applicants.

New students are given priority.

- If you sign up for the Doumi, **it is recommended that you meet with the Doumi at least once a week.** Therefore, **please do not apply if you are unable to do so due to part-time jobs or other activities.**
- When meeting a Doumi, you are required to use **Korean.**
- Doumis are **volunteers, so please be polite to each another.**
- If you need to cancel or postpone a Doumi meeting, please let the Doumi know beforehand.
- You must keep promises with Doumi and let Doumi know in advance about your unavailability.
- You must **write a report of Doumi activities with your Doumi. You may get help from your Doumi when writing.**

Period	Schedule
June 16th ~ June 20th	Application period (Check the Notice on website and apply at kuklc.korea.ac.kr)
June 24th ~ June 27th	Meet with Doumi (Doumi will contact KLC students directly via phone or by visiting classes in person)
June 24th ~ August 22nd	Doumi activity period
August 19th	Report deadline (Doumi and students should write the report together)

- ※ If you have not been contacted by your Doumi, please contact the office as soon as possible.

9. Group Insurance Information

International Student Group Insurance	Company	KB INSURANCE CO., LTD.
	Insurance Period	2025. 06. 01. ~ 2025. 08. 31. *yyyy.mm.dd
	Compensation	Disease / Injury Inpatient and outpatient medical expenses, death / disability compensation ※ For specific information, please refer to the guide or homepage
	How to claim insurance	1. Hospital treatment - Treatable at all hospitals. - For more information about uncompensated treatment, please check the website (www.soskb.co.kr) 2. How to issue the hospital documents required for claims (홈페이지 -> "보상청구하기" -> "02. 준비서류 안내 참고") 3-1. How to claim on the insurance through the website -Claim after logging in (ID: Student ID (10 digits) / (PW: DOB YY.MM.DD)) ※ You also can claim through the messenger from the pop-up window. ※ Logging in will be available after two weeks from classes starting day. 3-2. How to claim on the insurance through messenger (KakaoTalk, WeChat)
	Insurance Inquiry	Contact : (Kakaotalk) soskb6 (WeChat) soskb8 (call in Korean) 010-3217-5062 (call in English) 010-3906-5058 (call in Chinese) 010-8297-5058 E-mail: soskb@kbinsure.co.kr



<Important Announcement>

- From March 2021, in accordance with the Enforcement Decree of the National Health Insurance Act in Korea, foreign students who have stayed in Korea more than 6 months and have D-4 visa will be automatically insured under regional health insurance.
- Therefore, students in given situation will be **insured by both insurances** (KB Insurance CO. LTD and National Health Insurance).

10. Korea University Health Center

- Opening day and hours: Mon-Fri, 09:00-17:30 (Lunch time 12:00-13:00)
 - ※ Opening hours may change during vacation.
- Location and Contact number
 - Humanities & Social Sciences Campus : Central Plaza, Basement #112, ☎ 02-3290-1571
 - Science Campus : Hana Square, Basement #102, ☎ 02-3290-1572
- Visit one of the University Health Centers and check in with your Student ID Card
- Clinical guidance : Over 100 types of over-the-counter and some prescription medicines are available.

11. International Health Care Center, KUMC

- Main service
 - Exclusive diagnosis center for foreigner
 - Language interpretation (English, Mongolian and Russian)
- ※ To receive medical consultation and medical expenses discount benefits, **you are required to visit the International Health Care Center first with valid student ID card.**
- ※ If you have already consulted a doctor from another department, visit the International Health Care Center to receive the discount benefit.

- Opening Hours: Monday to Friday(9:00 – 17:00)
- Email: IHC@kumc.or.kr
- Korean/English : 02-920-5677
- Mongolian : 02-920-6795
- Russian : 02-920-6960
- Location
 - International Clinic, 2F, KU Anam Hospital, Incheon-ro 73, Seongbuk-gu, Seoul



12. Guide for Alien Registration and Visa

D-4-1 visa holders must ensure that visas are up-to-date to maintain their visa status. A fine will incur, if this requirement is not met. You may be deported if you are fined 3 times. Please refer to the immigration office website(hikorea.go.kr).

Required documents and how to apply		
Works		Notes
Residence Card (Alien Registration)	How to apply	Visit the local Immigration Office (required to make visit reservation in advance)
	Required documents	1. Application 2. Passport 3. 1 color ID photo (3.5cm × 4.5cm) 4. Certificate of attendance 5. Confirmation of Residence (Copy of housing contract) 6. Fee: KRW 35,000
	Note	<ul style="list-style-type: none"> - <u>Register yourself within 90 days of entry. If not, you will be fined.</u> - If you leave Korea during your study, you must possess the Alien Registration card. (In case of Chinese, you cannot leave China and your visa is invalid if you do not possess it.) - If you lose your Residence Card, you must apply for re-issuance. - <u>When going back to your country, you must hand-in your Residence Card to the Immigration officers at the airport.</u>
Visa Extension (Permission for Extension of Stay)	How to apply	<ul style="list-style-type: none"> - Online application or - Visit the local Immigration Office (required to make visit reservation in advance)
	Required documents	1. Application 2. Residence Card (Alien Registration Card)/Passport 3. Certificate of attendance 4. Tuition payment receipt 5. Confirmation of Residence (Copy of housing contract) 6. Fee: KRW 50,000 for online/ KRW 60,000 for visit ※Students whose attendance rate is under 70% must prepare statement(which explains low attendance rate) and bank statement (over \$10,000 for 6 month)
	Note	<ul style="list-style-type: none"> - You can extend a visa 4 months before the expiration date. - You can extend a visa on the website from 4 months to 1 working day before the expiration date. - You can make a visit reservation 4 months before expiration date. - * <u>March and September are the peak period and reservations are filled early.</u> - You will be fined when you extend a visa after the expiration date.

Change in Residence	How to apply	<ul style="list-style-type: none"> - Visit the local 'Gu' office or 'Dong' office (not required to make visit reservation) - Online application or Visit the local Immigration Office (required to make visit reservation in advance)
	Required documents	1. Residence Card (Alien Registration) 2. Attach documents of status of stay (Copy of housing contract)
	Note	Report within 14 days of the change. If not, you will be fined.
Change in Visa Status (New passport etc.)	How to apply	Visit the local Immigration Office (required to make visit reservation in advance)
	Required documents	1. Application 2. Passport/ Alien Registration card 3. Related documents (ex. new passport)
	Note	- Report within 14 days of the change. If not, you will be fined.
★ Part-time Work	How to apply	<ul style="list-style-type: none"> - Online application or - Visit the local Immigration Office (Required to make visit reservation in advance)
	Qualification	<ul style="list-style-type: none"> - Average attendance rate of over 90%(for all enrolled terms) - At least 6 months should have passed after your entry in Korea
	Required documents	1. Passport/ Residence Card 2. Part-time work of foreign student confirmation form (Visit KU KLC administration office in advance) 3. Certificate of Attendance 4. TOPIK Score Report (work hours may be adjusted if not provided) 5. Standard Labor Contract 6. Copy of Business Registration Certificate
	Note	<ul style="list-style-type: none"> - Permitted for D-4 visa holders who have stayed in Korea for more than 6 months. - You will be deported or fined KRW 1 million for doing illegal part-time work.

※ You will be fined if you do not follow visa regulations. You may be deported if you are fined 3 times.
 ※ Depending on individuals and their situation, the required documents may differ.
 ※ Each student is responsible for all matters regarding visas. (Alien Registration card, visa extension, etc.)
※ Immigration Office Counseling Contact Phone Number : 1345 (+82-2-1345 or +82-2-6908-1345~6)

[Seoul Immigration Office, Sejongro Branch]

- Address: 2nd-3rd Floors, Seoul Global Center, 64-1, Seorin-dong, Jongno-gu, Seoul, Korea
- Directions: Exit 6, Line 1 Jonggak Station
- Office Hours: 9:00 AM – 6:00 PM
- District under jurisdiction: Jongno-gu, Jung-gu, Eunpyeong-gu, Dongdaemun-gu, Dobong-gu, Jungrang-gu, Seongbuk-gu, Gangbuk-gu, and Nowon-gu.
- **Mandatory to make visit reservation**



How to make an appointment for a visit

<For unregistered foreigners>

- ① Hi Korea (www.hikorea.go.kr) - Click 방문예약 바로가기(Reserve Visit)
- ② Click "출입국관리사무소 방문예약 신청"(Make a visit reservation for the Immigration Office)
- ③ Click "방문예약 신청 비회원"(Submit reservation for non-members)
- ④ Click "여권번호 신원인증"(Identification with passport), Type in 여권번호(Passport no.), 국가(Nationality), 생년월일(Date of birth) and Click 확인(Confirm)
 - ※ When you type in the passport no., please specify capital and small letters. When you type in the date of birth, please input 8 numbers. (Ex. 01 JAN 1970 → 19700101)
- ⑤ Choose 방문 예약할 사무소 담당기관(Seoul Immigration Office, Sejongro Branch)
- ⑥ Choose 접수창구구분(Counter), Type in 이동전화번호(Mobile phone number), 업무처리 예정 외국인 수(Number of visitors), 방문일자(Date of visit) and 방문목적(Objective of visit) and Click 신청(Submit)
 - * 접수창구구분(Counter)
 - 1) 영주자격(F-5)변경 전용(Counter for the change of F-5 visa)
 - 2) 체류허가 신청 접수예약(Counter for the application for permission of sojourn)
 - 3) 방문취업(H-2)사증발급신청서 접수예약(Counter for H-2 visa issuance)
- ⑦ After submission, please print out the reservation document or take a picture of the screen. Please arrive at the office 10 minutes before the reservation time with all the required documents.

<For registered foreigners>

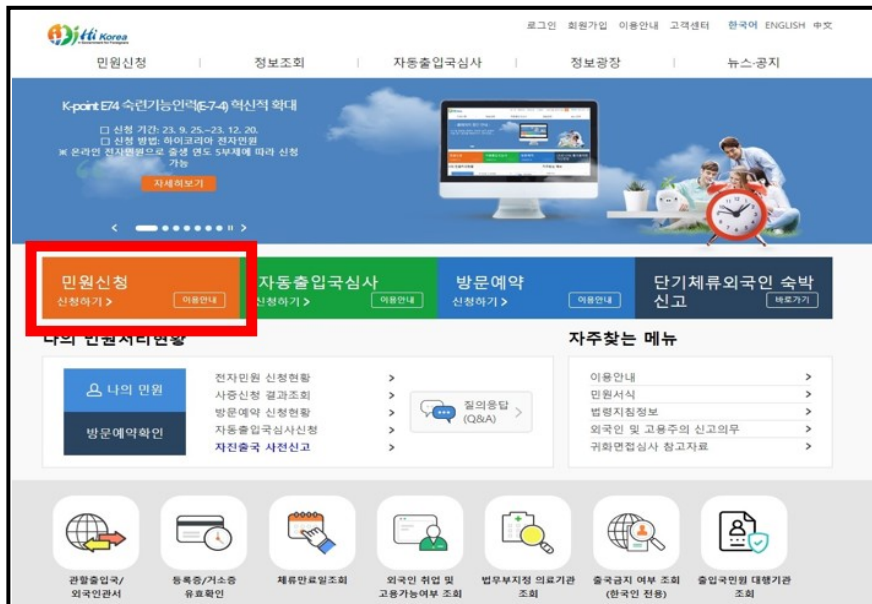
- ① Hi Korea (www.hikorea.go.kr) - Click 방문예약 바로가기 (Reserve Visit)
- ② Click 출입국관리사무소 방문예약 신청(Make a visit reservation for the Immigration Office)
- ③ Click 방문예약 신청 비회원(Submit reservation for non-members)
- ④ Type in 외국인등록번호(Foreigner's registration number) and 발급일자(Date of issuance) and Click 확인(Confirm)
 - ※ When you type in the date of birth, please input only numbers.
- ⑤ Choose 접수창구구분(Counter), Type in 이동전화번호(Mobile phone number), 업무처리 예정 외국인 수(No. of visitors), 방문일자(Date of visit) and 방문목적(Objective of visit) and Click 신청(Submit)
- ⑥ After submission, please print out the reservation document or take a picture of the screen. Please arrive at the office 10 minutes before the reservation time with all the required documents.

※ Please make a reservation 4 month (excluding holidays) before the visa expiration date. Same day reservation is not accepted.

When visiting without a reservation, your application may not be processed directly, or you may experience inconvenience due to a long wait.

E-Application – Visa extension, reporting changes to details in the Alien Registration Card, requesting permission for part-time work etc.

① Access Hi Korea(www.hikorea.go.kr) - Click "E-Application"



②Click on the service you need



Alien Registration Card - Group application online guide

Consultation and services on visa-related matters such as alien registration and visa extension are available without making a reservation or visiting the immigration office.

1) Application period

Issuance of a new ARC : **June 12th (Thu) 09:00 - June 22nd (Sun) 18:00**

*You must be in Korea to apply

2) Expenses for the task

Eligibility	VISA Type	Fee
Students who entered Korea with a D-4-1 Visa from a foreign country.	Issuance of a new ARC	KRW 50,000

* Additional charges may occur due to exchange rates and fees

* F-4 visa holders must carry out their stay in person

3) Application link :

한국어 : https://www.hirevisa.com/ku_language/kor/new

ENG : https://www.hirevisa.com/ku_language/eng/new

中文 : https://www.hirevisa.com/ku_language/chi/new

日本語 : https://www.hirevisa.com/ku_language/jap/new

Application documents and procedures can be found at the link above.

4) Required documents

- * Residence Documents

- ID Photo
- Passport copy
- GKS certificate (relevant students only)

* Residence Documents

Type of residence	Required Documents
school dormitory	Dormitory residence certificate
property contracted in one's own name	1. Rental contract document (2. business license of the accommodation -only when a leaser is a corporation(business))



property contracted in another's name ex) Friend, acquaintance	1. Confirmation of Residence/Accommodation 2. Rental contract in the name of a residence provider 3. front & back of residence provider's ID card
Accommodation with a business license ex) Gosiwon, guest house, hotel, Airbnb, etc	1. Confirmation of Residence/Accommodation 2. Business license of the accommodation 3. Monthly rent receipt within the last month (4. Airbnb Order Page)
Accommodation without a business license ex) Boarding, Sharehouse, Airbnb, etc	1. Confirmation of Residence/Accommodation 2. Rental contract in the name of a residential provider 3. Front & back of residence provider's ID card (4. Airbnb Order Page)

<Notice>

1. All application procedures will be notified by e-mail.

Please be sure to provide a valid email address when applying.

* QQ mail is difficult to receive, so please enter another mail.

2. For all inquiries such as submission of application documents and supplementary documents, **please contact us through the Hirevisa application link page or the link below.** (Korean, Chinese, English, Japanese available)

Q&A: <http://api2.hirevisa.com/helpcenter>

13. Notice

★ All notices will be posted on the Korean Language Center's website (<http://klc.korea.ac.kr>) and on the bulletin boards of Korean Language Center and Lyceum. Please make sure to check for notices regularly.

1) Attendance

- Sick leave (only for hospitalization or emergency treatment), maximum 2 weeks. Family occasions (weddings and funerals pertaining to direct family members), maximum 7 days (including holidays).
- Students should submit certain form of proof such as medical certificate or receipt one day before the term ends to the KLC office.
- Students whose **attendance rate is less than 60% (Absence for 20 days)** can't register for the next term.

2) Report to KLC office

- Let the office know if you need to go back to your country, discontinue studying at KLC or plan to be absent for a long period of time.

3) Tuition Fee Payment and Refund

- The overpayment and unpaid amount of the tuition fee will be processed in the last term the student has registered for or at the time the student requests a cancellation of a course.

- 1) If you overpaid, submit a copy of Korean bank account to the office at the end of your last term.
- 2) If you paid less, transfer the unpaid amount and submit the receipt to the office before the end of your last term.

- **If you have an unpaid amount, you may not be able to get certificates. (Certificate of attendance, Transcript, etc.)**

- Application for Tuition fee refund

- ① Apply on 학사운영관리시스템(ASP) and submit required documents at KLC office.
 - ② The refund will be processed in 2~3 weeks after your application status changes into "환불 승인(Refund Approved)." If your refund is to Korean bank account, it will take 1~2 weeks
- Required documents are different depending on the visa status / Reason of refund application / Bank account to get a refund(Korean/Foreign).

- **The day that all the required documents are submitted is the Application date of cancellation.**

- ※ **To apply for a refund, you must consult with KU KLC office first.**

- ※ **Check the KLC website for the information of refundable amount and related updates.**

- ※ **For D-4 visa holders, refund procedure begins only after the departure / change in visa status / admission to another institution (university, graduate school, etc.) / visa refusal is confirmed.**



14. Campus Map

