

## Contents

1. Academic Calendar	p.2
2. Program Introduction and Assessment	p.3
3. Advancement and Awards	p.4
4. Student ID Card	p.5
5. Issuing of Certificates	p.5
6. Wi-Fi Access	p.5
7. Banking Services	p.6
8. Library Access	p.6
9. Doumi Program	p.7
10. Group Insurance Information	p.8
11. Korea University Health Center	p.9
12. International Health Care Center, KUMC	p.9
13. Guide for Alien Registration and Visa	p.10
14. Notice	p.16



# 1. Academic Calendar

(June 14th, 2022 –August 24th, 2022)

Week	Dates	Exam	Schedule
	6.6 – 6.10		6.6 (Mon) Memorial Day 6.7(Tue)~6.11(Wed) Placement Test
1	6.13 – 6.17		6.14 (Thurs) Summer semester starting date
2	6.20 – 6.24		6.20(Mon)~6.23(Thurs) Doumi Application Period
3	6.27 – 7.1	Weekly Test 1	
4	7.4 – 7.8		
5	7.11 – 7.15	Weekly Test 2	
6	7.18 – 7.22	Mid-term Exam (7.15, 7.18)	
7	7.25 – 7.29		July.29(Fri) Registration Deadline for 2022 Fall Semester (for enrolled students)
8	8.1 – 8.5	Weekly Test 3	
9	8.8 – 8.12	Weekly Test 4	
10	8.15 – 8.19		August.15 (Mon) Independence Day August.19 (Fri) KU KLC Holiday
11	8.22 – 8.26	Final Exam (8.22~8.23)	8.24 (Wed) Graduation & Completion Ceremony (11:00 A.M., Incheon Memorial Hall)

\* The schedule may change depending on the circumstance.

## 2. Program Information and Assessment

### 1) Preparation for the Class

- Commencement Day: June 14<sup>th</sup> (Tue)
- Placement test result will be posted in lobby of Korean Language Center, Lyceum lobby or KLC website(klc.korea.ac.kr) after 5 p.m., June 13<sup>th</sup>(Mon)
- Place to get textbooks - Visit UNISTORE located in the underground of Central Plaza.
  - Level 1~2: 「고려대 한국어」, 「고려대 재미있는 한국어」, 50,000 KRW
  - Level 3~4: 「고려대 한국어」 separated book 17,000 KRW each,  
 「고려대 재미있는 한국어」 separated book 12,000 KRW each
  - KLC students can get a 10% discount when purchasing level 1~3 textbooks. Please refer to the KLC website regarding textbook purchase.
  - Level 5~6: 「재미있는 한국어」, 「재미있는 한국어 workbook」, 39,000~46,000 KRW
  - Level 7(Research Class): Details will be announced later during class.

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

#### • 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 concentrate on teachers' instructions and actively participate in class. Also, Students **should not disrupt the class** by using cell-phone (for reasons unrelated to class), audio-recording,

video-recording, not-participating in activities and so on. **Students who consistently cause trouble may be barred from attending classes.**

- You may not participate in class with illegally copied textbooks (copied files, binded files, PDF or image files, and other unauthorized duplications.)
- 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 of the conditions below.)

- Students must achieve an overall point of 70 or higher.
- Students 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 one day before the last day of the semester.

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: This is based on grades and has three types and beneficiary is as follows.  
A. (100% of tuition) - Top student / B. (50% of tuition) - Top 0.5% / C. (30% of tuition) - 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% 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

- 2 weeks after class begins, students can receive student IDs from the administrative office.
- 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 Attendance, Certificate of Completion, Transcript
- How to apply:
  - ① Log-in ASP(kuklc.korea.ac.kr) and apply for the certificate.
  - ※ Select the type of certificate, language of certificate, number of certificate and purpose of certificate.
  - ② After a day from applying, please visit our office with your student ID or passport and the certificate fee in cash to pick up the certificate.
- Certificate Fee: Currently enrolled students: 1,000 KRW, Graduates: 2,000KRW
- Notes
  - **If you apply for the Certificate of Attendance for visa extension,** you should make a reservation with immigration center online previously.
  - **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".**
  - Certificate of Attendance is only valid for 1 week from the date of issuance.

## 6. Wi-Fi Access

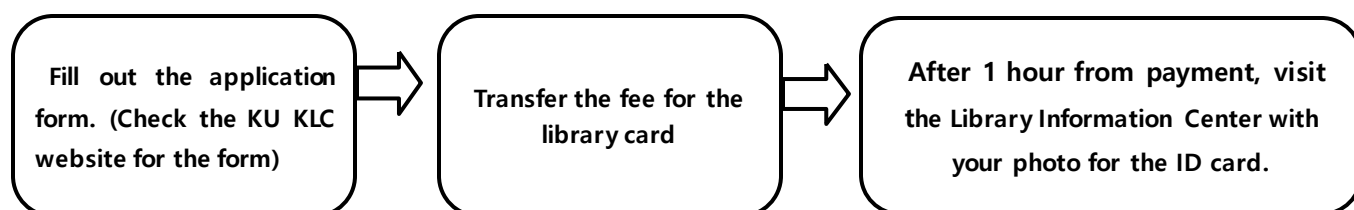
- Public network ID for Internet use in KU
  - When using Wi-Fi, connect with public network. Wi-Fi access will allow you to use the internet on smart phones, laptops, etc.
- ID: kuklc2022 / Password: kuklc2022

## 7. Banking Services

- Students can open a bank account by presenting their Passport or Residence Card (Alien Registration Card) and Certificate of Attendance at a near bank.

## 8. Library Access

- Students can use KU Central Library only when they issue a smart card.



- Where to pick up the card: Central Library 1<sup>st</sup> floor, Information Center
- Fee: 5,000 KRW
- ※ Bank wire transfer account: KEB Hana Bank (하나은행) 391-910013-12304
- ※ Note: Please put down "your name + date of birth" or "student ID number" as the remitter's name for tracking down the payment.
- Ex.) John Doe + YYMMDD or 0000000000 YYMMDD
- Application hours: 9 a.m. to 7 p.m. on weekdays / from 9 a.m. to 1 p.m. on Saturdays
- **Students must show their passport or Residence Card (Alien Registration Card) along with student ID card when they pick up their library card.**
- With the smart card, students can borrow books and enter reading rooms.
- The location of the Central Library is indicated on the KU campus map.

[ Central Library ]



[ Information Center ]



## 9. 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 you applied for 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 apply for a Doumi, you must meet the Doumi 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.
- You must **write a report of Doumi activities with your Doumi. You may get help from your Doumi when writing.**

일정	내용
June 20 <sup>th</sup> ~ June 23 <sup>rd</sup>	Application period (Online application is available at klc.korea.ac.kr)
June 28 <sup>th</sup> ~ July 1 <sup>st</sup>	Meet with Doumi (Doumi will contact KLC students directly via phone or by visiting classes in person)
June 28 <sup>th</sup> ~ August 24 <sup>th</sup>	Doumi activity period
August 19 <sup>th</sup>	Report deadline (Doumi and students should write the report together.)

※ If you did not receive any contact by your Doumi, please contact the office as soon as possible.

## 10. Group Insurance Information

International Student Group Insurance	Company	Hyundai Marine & Fire Insurance
	Insurance Period	2022. 6.14 ~ 2022. 8. 24
	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 ( <a href="https://www.plus-insurance.co.kr">https://www.plus-insurance.co.kr</a> ). 2. How to issue the hospital documents required for claims (Please refer to the homepage -> "청구하기" tab-> "01. 보상신청 구비서류") 3. How to claim on the insurance -Website: Go to "청구하기" tab and click "진료비 청구" -Email: plus-ins@bizinsight.co.kr -Kakaotalk: Search for "24 시간 유학생보험" -WeChat ID: plusinsu
	Insurance Inquiry	Contact number available for 24 hours: (Korean) 02-360-2560, (English) 02-360-2575, (Chinese -available from 9 – 18 on weekdays) 02-360-2576 Chatting service available for 24 hours: Kakaotalk: Search for "24 시간 유학생보험" Add WeChat ID. <div>    </div>

### <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 will be automatically insured under regional health insurance.
- Therefore, students in given situation will be insured by both insurances (Hyundai Marine and Fire Group Insurance, National Health Insurance) from March 2021.



## 11. Korea University Health Center

- Opening Hours: Mon. - Fri. 9:00 AM - 5:30 PM (Lunch time 12:00-1:00 PM)
- ※ Opening hours for the center are subject to change during the summer and the winter vacation.
- Location and Contact number
- Humanities & Social Sciences Campus: Central Plaza, Basement 1, #112, Tel. 02-3290-1571
- Science Campus: Hana Square, Basement 1, #102, Tel. 02-3290-1572
- Receiving treatment
- 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.
- Fee : 1,000 KRW - 3,000 KRW (including medicine prescription, only cash payment available)

## 12. International Health Care Center, KUMC

- Main services offered by the International Health Care Center
- Foreigner exclusive diagnosis center
- Language interpretation (English, Mongolian, Russian, Chinese, and Arabic)
- ※ To receive medical consultation and medical expenses discount benefits, you are required to visit the International Health Care Center first.
- Even 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 AM - 5:00 PM
- Email: IHC@kumc.or.kr
- English: 02-920-5677
- Mongolian: 02-920-6795
- Russian: 02-920-6960
- Chinese: 02-920-6920
- Arabic: 02-920-6958
- Location
- Address: International Clinic, 2F, KU Anam Hospital, 73, Incheon-ro, Seongbuk-gu, Seoul
- Health care promotion for KU students
- 20% discount on consultation and treatments for students
- ※ Student ID Card is required.
- 30% discount on checkups for students and their immediate family members
- ※ Certificate of attendance is required.



## 13. 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).

**We recommend students to use KISF visa agency service to prevent the spread of COVID-19 virus.**

### 1. 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. Copy of housing contract 6. Fee: KRW 30,000
	Note	- Register yourself within 90 days of entry. If not, you will be fined. - 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. - <b><u>When going back to your country, you must hand-in your Residence Card to the Immigration officers at the airport.</u></b>
Visa Extension (Permission for Extension of Stay)	How to apply	- 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. Copy of housing contract *If you're not the contractor, you need to bring a copy of contractor's ID card. 5. 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	- 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 peak times 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	- 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. - School Change is not allowed as a rule
★ Part-time Work	How to apply	- Online application or - Visit the local Immigration Office (Required to make visit reservation in advance)
	Qualification	- Average attendance rate of over 90%(for all enrolled semesters) - TOPIK over level 2
	Required documents	1. Application Form 2. Passport/ Residence Card 3. Part-time work of foreign student confirmation form 4. Certificate of Attendance 5. Certificate of TOPIK 6. Standard Labor Contract 7. Copy of Business Registration Certificate
	Note	- 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 No.: 1345**



#### [ 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 a visit reservation to the Immigration Office

#### <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 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)사증발급인정서 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>

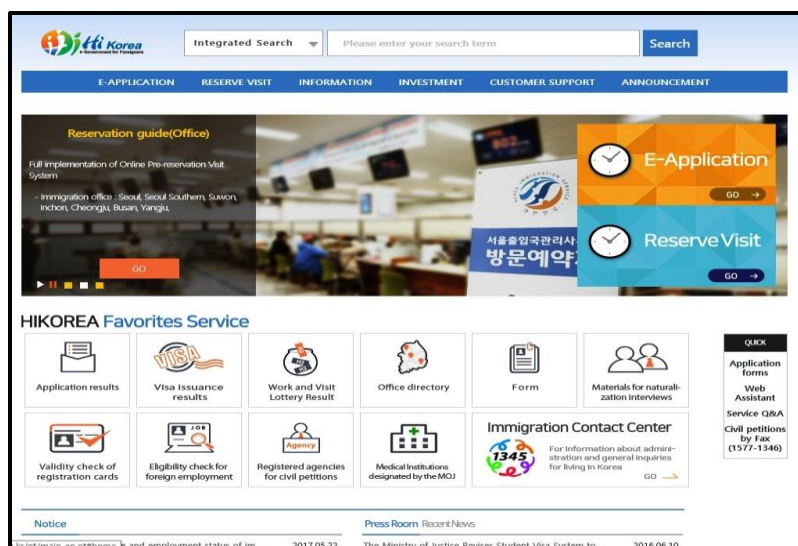
- ① Hi Korea (www.hikorea.go.kr) - Click 방문예약 바로가기 (Reserve Visit)
- ② Click 출입국관리사무소 방문예약 신청(Make a visit reservation for the Immigration Office)
- ③ Click 방문예약 신청 비회원(Submit reservation for non-members)
- ④ Type in 외국인등록번호(Foreigner's registration number) and 발급일자(Date of issuance) and Click 확인(Confirm)
  - ※ 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](http://www.hikorea.go.kr) ) - Click "E-Application"



- ② Click on the service you need

Application category	Application name	e-Application	Reserve an appointment	Processing organization
Sojourn	Extension of stay for registered foreigners			Ministry of Justice
	Extension of sojourn period for Overseas Koreans (F-4)			Ministry of Justice
	Extension of stay for short-term visitor			Ministry of Justice
	Notification of changes in foreign employees/trainees (Desertion, Except desertion)			Ministry of Justice
	Commencement of Work for H-2 Visa Holder or Notification of Changes in Workplace			Ministry of Justice / Ministry of Employment and Labor
	Change of status for registered foreigners			Ministry of Justice
	Change of status for short-term visitor			Ministry of Justice
	Endowment of status to registered foreigners			Ministry of Justice
	Endowment of status to short-term visitor			Ministry of Justice
	Temporary extension of stay for departure of registered foreigners			Ministry of Justice
	Temporary extension of stay for departure of short-term visitor			Ministry of Justice
	Notification of change of residence.			Ministry of Justice
	Foreigners registration application			Ministry of Justice
	Notification of domestic residence for Korean nationals that are residing overseas.			Ministry of Justice
	Permit for participating in activities not outlined by the current status of stay			Ministry of Justice
	Re-issuance of registration card			Ministry of Justice
	Notification of change in registration information			Ministry of Justice
	Re-entry permit (single, multiple)			Ministry of Justice
Visa	Issuance of visa issuance certificate			Ministry of Justice

## Visa-Business Agency Service

**We recommend students to use Korea Immigration Service Foundation visa agency service to prevent the spread of COVID-19 virus.**

You may get consultation on visa-related issues such as alien registration and visa-extension without making an appointment, or by visiting the immigration office.

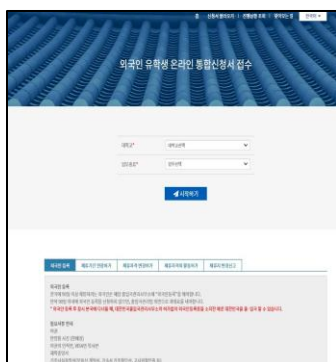
### Visiting Schedule and Location

Agency	Korea Immigration Service Foundation	
Application Period	Residence Card (Alien Registration)	June 21 <sup>st</sup> (Tue) 09:30 AM – 04:30 PM (Lunch break 12:00~13:00)
	Visa Extension & Residence Card Pick up	July 28 <sup>th</sup> (Thurs) 09:30 AM – 04:30 PM (Lunch break 12:00~13:00)
Application Place	3 <sup>rd</sup> floor of KU Korean Language Center	

**\* The schedule above can be changed. Please check the bulletin board.**

### Agency Business and Price

Works	Fee	
	Applying Online	Using Agency Service
Extension of Sojourn Period	50,000	65,000
+ Change of Status of Sojourn	0	+10,000
Change of qualification(B1,B2→D4)	114,000	145,000
Alien Registration/Re-issuance	30,000 (receipt via post 33,000)	41,000



### Application Process

Access the website, fill in the on-line application form and print it out (<http://kisfvisa.org> Service available in English and Chinese) -> On the registration day submit it to Visa Agency Booth (Korean Language center) -> Submit the printed application form, power of attorney, and attached documents. -> After evaluation, your application will be processed.

\*Application through filling in the application form on the spot (without on-line application on the registration day will be available as well.

Required Documents for Submitting your Application to the Immigration Office			
	Foreigner Registration (takes more than 5 weeks)	Extension of Sojourn Period (takes more than 4 weeks)	Change of Status of Sojourn (takes more than 5 weeks)
Forms to be filled out and printed from online.	Application Form	Application Form	Application Form (※Address, phone number in Home country Required)
	Power of Attorney	Power of Attorney	Power of Attorney
Original	Passport + <b>Photo</b>	Alien Card	Alien Card + <b>Photo</b>
Attached Documents	Copy of Personal Info page, VISA page of Passport	Copy of Personal Info page of Passport	Copy of Personal Info page of Passport
	Certificate of Attendance	Certificate of Attendance	
			Academic Transcript
		Certificate of Tuition Payment	Certificate of Tuition Payment
		Bank Statement (Exempt for those whose attendance rate is 70% or above)	Bank Statement
	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract	Certificate of Residence/Housing Contract
			Certificate of Admission
			Certificate of Final Level of Education

## 14. 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 5 days (including holidays).
- Students should submit certain form of proof such as medical certificate or receipt one day before the semester ends to the KLC office.
- Students whose **attendance rate is less than 60% (Absence for 20 days)** can't register for the next semester.

### 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 balance 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 domestic(Korean) bank account to the office at the end of your last semester.
- 2) If you paid less, transfer the unpaid amount and submit the receipt to the office at the end of your last semester.
  - If you have an unpaid amount, you may not be able to get certificates nor apply for them. (Certificate of attendance, Transcript, etc.)
- Tuition fee refund application
  - ① Apply on 학사운영관리시스템(ASP) and submit required documents at KLC office.
  - ② The refund will be processed in two to three weeks after your application status changes into "환불 승인 (Refund Approved)." (If your refund is to Korean bank account, it will take one to two weeks)
- Required documents are different depending on the visa status / Reason of refund application / Bank account to get a refund (Korean/Foreign)
- The day all the required documents are submitted will be the final registration date of cancellation.
- ※ To apply for a refund, you must consult with KU KLC office first.
- ※ Check out KLC website for information on refund 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.



## 15. Campus Map

