

# 2022 Fall Semester Guidelines for New International Students



**부산대학교**  
PUSAN NATIONAL UNIVERSITY

# Contents

<b>Academic Calendar before Admission</b> .....	<b>3</b>
<b>1. Notes regarding Entry(COVID-19)</b> .....	<b>4</b>
<b>2. First Day at PNU</b> .....	<b>5</b>
<b>3. Visa &amp; Immigration</b> .....	<b>6</b>
<b>4. Tuition Payment</b> .....	<b>12</b>
<b>5. Academic Management</b> (Course Registration, etc.)	<b>17</b>
<b>6. Dormitory</b> (PNU Dormitory Admin. office) .....	<b>21</b>
<b>7. Insurance</b> .....	<b>23</b>
<b>8. Others</b> (Placement Test, etc.) .....	<b>26</b>

- ※ The guidelines for international students have been prepared in Korean and English. Korean is the standard when differences in interpretation arise.
- ※ This guideline is written on 23<sup>rd</sup> June 2022 12:00(KST). There may be some changes due to unexpected circumstances.

## ● Academic Calendar before Admission ●

	Date & Time	Contents		Remarks
<b>Graduate</b>	2022. 6. 17.(Fri) 10:00	Announcement of Admission Decision & print out of Acceptance Letter		Admission Information Homepage ( <a href="http://go.pusan.ac.kr">http://go.pusan.ac.kr</a> )
	2022. 7. 4.(Mon) 10:00 Tentative	Print out of Tuition invoice		Student Supporting System ( <a href="http://e-onestop.pusan.ac.kr">http://e-onestop.pusan.ac.kr</a> )
	2022.7.5.(Tue)~ 8.(Fri)	Tuition Fee Payment	Paying in Korea	At the banks indicated on tuition invoice (during bank business hours)
			Paying overseas	"Paying from Overseas" on p.13
2022.7.15.(Fri) 17:00~ Tentative	Distribution of Certificate of Admission		※ It will be sent by email individually ※ Inquiry : <a href="mailto:gsis@pusan.ac.kr">gsis@pusan.ac.kr</a> ※ It can be sent later than the date announced. Please check your email regularly	
<b>Insurance</b>	2022. Jul ~ Aug Tentative	Notice of Insurance for International Students PNU		PNU International website ( <a href="http://international.pusan.ac.kr">http://international.pusan.ac.kr</a> ) ※ PLEASE check "The Insurance Guideline" from the website ※ Also, check P.23 "7. Insurance"
	2022. Aug	PNU Insurance Fee Payment Period		
<b>Dormitory</b>	2022. 6. 15.(Wed) 18:00	Notice of Dormitory		PNU International website ( <a href="http://international.pusan.ac.kr">http://international.pusan.ac.kr</a> )
	2022. 7. 4.(Mon) 10:00 ~ 7. 8.(Fri) 16:00	Application for Dormitory		Application Link : <a href="https://dorm.pusan.ac.kr/applyls/100_login/login">https://dorm.pusan.ac.kr/applyls/100_login/login</a>
	2022. 7. 13.(Wed) 10:00 ~ 7. 15.(Fri) 16:00	Payment of Dormitory Fee		Only for successful candidates of Dormitory
<b>Course Registration</b>	(1st) 2022.8.9.(Tue) ~ 8.11.(Thu)	Course Registration Period		Student Supporting System ( <a href="http://e-onestop.pusan.ac.kr">http://e-onestop.pusan.ac.kr</a> )
	(2nd) 2022.8.16.(Tue) ~ 8. 17.(Wed)			
	2022. 9. 1.(Thu)~7.(Wed)	1 <sup>st</sup> Course Add/Drop Period		
<b>Orientation materials</b>	2022. 9. 2.(Fri)	Orientation for New Students		Details will be announced via e-mail * This orientation is for all PNU international students. GSIS orientation will be notified via e-mail later

# 1

## Before the semester begins...

★VERY important★

- 1) Please check your e-mail registered on E-onestop on a regular basis!
- 2) qq.com & 163.com cause errors a lot. Please use another email address.
- 3) If you do not have any insurance while staying in Korea, huge medical expenses can incur.  
It is recommended that PNU international students should prepare a private insurance considering the period that you do not have NHIS or PNU group insurance.

### 1. BEFORE ENTERING KOREA

(from 8<sup>th</sup> June) All international arrivals are exempt from self-quarantine.

- Prepare the PCR negative certificate issued within 48 hours before the departure date or COVID-19 RAT result issued within 24 hours prior to the departure date.

- Q-CODE can be your powerful timesaver while entering!

\* Q-CODE: Quarantine Information Pre-entry System (<https://cov19ent.kdca.go.kr/cpassport/>)

#### MUST-READ

- ① <https://international.pusan.ac.kr/bbs/international/2630/941228/artclView.do>
- ② <https://international.pusan.ac.kr/bbs/international/2630/939248/artclView.do>

#### COVID-19 Treatment expenses in own charge

In accordance with Aug. 12<sup>th</sup> 2020 amendment to the Infectious Disease Control and Prevent Act(Article 69-2), all hospitalization and treatment expenses will be the responsibility of the people who have been infected.

● Applies to :

(1) Infected people(who have violated COVID-19 preventive measures)

(2) Infected foreigners(in accordance with the principle of reciprocity)

- Insurance coverage must be individually asked to the insurance company

- To find the countries with the principle of reciprocity applied

- Please inquire at the diplomatic offices of Korea in your countries

(List : [ncov.mohw.go.kr](http://ncov.mohw.go.kr) > 공지사항 > 입국자 및 해외여행객)

● Inquiries : 1339 with no local number/ Kakaotalk : Add [KCDC질병관리본부]

(1330 with no local number : ENG, CHN, JPN interpretation for 1339 inquiries)

### 2. Update your personal information at E-onestop > “내 정보(My info.)”

- HOW TO : <https://e-onestop.pusan.ac.kr> > Log-in > 내정보(My info.) > Update your personal information

- ID: student number/application number & Password : birthdate(YMMDD) for new students

- Note: Update Address & Phone number in Korea if there's any change

The screenshot shows the PNU International E-onestop website interface. At the top, there is a navigation bar with various menu items: 학력 (Register), 교육과정 (Curriculum), 수업 (Classes), 성적 (Grades), 장학 (Scholarships), 등록 (Enrollment), 졸업 (Graduation), 타대교류 (Exchange), 대학생활 (Campus Life), 비교과 (Extracurriculum), PASS, and 포트폴리오 (Portfolio). Below the navigation bar, there is a main content area with a large image of a library. On the right side of the main content area, there is a user profile section with a red box highlighting the '내 정보' (My info.) link. Below this, there are several notification items, including '2020/02/10 ~ 2020/02/12 1학기 재학생 수강신청(대학원)', '2020/02/10 ~ 2020/02/12 1학기 재학생 수강신청(학부)', and '2020/02/10 ~ 2020/02/14 1학기 분할납부신청기간'.

# 2 First Day at PNU

## 1. Orientation for New International Students

- 1) When: **2022. 09. 02. (Fri)**
- 2) How: Details will be sent individually via e-mail.
- 3) Contents: Introducing PNU, Course registration, Visa, Dormitory, PNU International homepage
- 4) Languages: Korean & English & Chinese
- 5) Additional materials: PNU International Students' Guidebook(KOR/ENG/CHN)
- 6) Note
  - (1) Regarding the orientations of each department, please ask department office of your major.
  - (2) Find PNU international students' guidebooks at PNU International.

\* This orientation is for all PNU international students. GSIS orientation will be notified via e-mail later

## 2. Certificate Issuance(Mobile Student ID & Certificate of Enrollment)

※ Issuance of student card (non-financial: Plastic card) service has been suspended since Nov. 2020.

(please use below alternative methods)

- 1) **Mobile PNU student ID:** A proof that you are a PNU student
  - (1) How to issue: Download "PNU smart campus" APP → Log in(ID & Password: same with E-onestop(p.18) → Tab "Student card" icon at the bottom of the app
- 2) Certificate of enrollment: For the issuance of ARC & extension of stay
  - (1) Off-line issue: Issue at certificate auto-machine in front of Main admin.(Bldg. #205)
  - (2) On-line Issue: PNU internet certificate system(<http://icert.pusan.ac.kr>)

## 3. International Student Center(ISC)

- 1) Office hours & place: 9:00~18:00(12:00~13:00 lunch break), Mon-Fri  
1<sup>st</sup> Floor of main admin.(Bldg. #205)
- 2) Provided services: Academic counseling, Dormitory, Insurance, Visa, Cultural experience, etc.
- 3) Inquires: ☎ +82-51-510-3352
- 4) E-mail:

	sort	E-Mail address
1	비자	visa@pusan.ac.kr
2	기숙사	idorm@pusan.ac.kr
3	보험	insurance@pusan.ac.kr
4	무료 한국어	smfrhk@pusan.ac.kr
5	개인 상담	counselling@pusan.ac.kr

- 5) Webpage: <http://international.pusan.ac.kr> - "Notice for International Students at PNU"

- Homepage for international students providing important notices about program applications, academic guidelines, visa information and others. Students should check the webpage on a daily basis.

# 3

# 3 Visa & Immigration

## Important Notice

You must obtain the Study Abroad D-2 visa **before the beginning of a semester(Sep. 1st)** at the Korean Consulate overseas or if you are currently studying in Korea, you must change your visa status to D-2. If you do not obtain D-2 visa before the semester begins, you will be fined or face deportation.

※ For waiting applicants, please get your D-2 visa issued or changed to D-2 visa as soon as you receive your Certificate of Admission.

### [ Exceptions ]

1) **there is no need to change visa status to D-2**

For DIPLOMACY(A-1)~AGREEMENT(A-3), CULTURAL ART(D-1), LONG-TERM NEWS COVERAGE(D-5)~INTERNATIONAL TRADE(D-9), PROFESSOR(E-1)~SPECIAL ACTIVITY(E-7), VISITING RESIDENT(F-1)~SPOUSE OF A KOREAN NATIONAL(F-6), HUMANITARIAN STATUS(G-1-6), WORKING VISIT(H-2) visa holders,

2) **Students who must leave Korean and get their D-2 Visa newly issued at a Korean Consulates overseas ( cannot apply for a change of status to D-2)**

Students with TEMPORARY VISIT(C-3-2), MEDICAL TOUR(C-3-3), BUSINESS VISITOR(AGREEMENT)(C-3-5), BUSINESS VISITOR(SPONSORED)(C-3-6), VISA ON ARRIVAL(C-3-7), GENERAL TOUR(C-3-9), INDUSTRIAL TRAINING(D-3), NON-PROFESSIONAL EMPLOYMENT(E-9), VESSEL CREW(E-10) and MISCELLANEOUS(G-1) visa holders

### [ VISA Change List ]

Current VISA Type		Nationality	General	21 designated countries + 5 countries in priority control
Short-term	B1/B2/C31/C34		○	×
	<b>C38</b>		○	○
	<b>C32~C33/C35~7, C39</b>		×	×
Long-term	D-1~F4, but VISAs below are exempted		○	○
	<b>D-3, E-9, E-10, G-1(except G16)</b>		×	×

3) **If you are newly entering PNU after dropping out from another university,**

- Please refer to "3. Report of changes" from P.10

Please carefully read the guidelines(P.6~11) and if you have any other inquiries, please e-mail [visa@pusan.ac.kr](mailto:visa@pusan.ac.kr) (Please write your application(student) number & full name in the email)

# 1. Issuing New Visa(Students residing abroad)

## 1) Types of Visas: **Study Abroad(D-2)**

including Bachelor(D-2-2), Master(D-2-3), Ph.D.(D-2-4)

## 2) How to issue Study Abroad Visa(D-2): Choose either (1) or (2) from below

### (1) Visit a Korean Consulate and apply for D-2 visa

① Inquire about required documents to Korean Consulate

② Visit Korean Consulate to apply for D-2 visa of your country

- Required documents: passport, certificate of admission, fee, tuberculosis result\*

※ **Tuberculosis Result:** Mandatory for students who are from Tuberculosis Risk Countries

▶▷ **Tuberculosis Risk Countries:** Nepal, East Timor, Laos, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, the Philippines, \*Nigeria, South Africa, Belarus, Mozambique, the Republic of Moldova, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Papua New Guinea, Tajikistan, Peru(35 countries total) \*Newly added countries

※ Required documents may differ in each country's consulates; so please inquire to your country's consulates directly for accurate information.

※ Visa information: KOREA VISA PORTAL homepage(<http://www.visa.go.kr/>)

※ Search consulate: [www.mofa.go.kr](http://www.mofa.go.kr)

### (2) Apply for change of VISA status after entering South Korea

① Who: Students with qualification of VISA exception who are from the countries other than the 21 countries designated by the Minister of Justice & the 5 countries in priority control.

▶▷ **Nations designated by the Ministry of Justice** (total 21 countries)

: China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Peru, Egypt

▶▷ **Nations with priority control in students studying abroad** (total 5 countries)

: Guinea, Mali, Ethiopia, Uganda, Cameroon

※ See if your country has a visa exemption agreement with Korea: at the MOFA homepage

- Direct link: <https://www.0404.go.kr/consulate/visa.jsp> - "[For foreigners] When foreigners (general passport holders) from countries/regions under visa exemption agreement visit Korea"

② Application method: Please check next page, "**2. Change Visa Status or Extend Residence Period(students in Korea)**" & < Required documents >

## 2. Change Visa Status or Extend Residence Period(Students in Korea)

- ★ You cannot leave Korea before changing your visa status to D-2 or complete extension of your residence period. Also, you must possess alien registration card(ARC) to leave (If you leave without completing above, your visa will be canceled) ★
- ★ There will be fine if status change is not completed before a semester starts(Sep. 1st) ★
- ★ In case you enter undergraduate > Master's, Master's > Ph.D., you must complete extension application before a semester begins(Sep. 1st) ★

▶ **How to apply: Choose one from two options below(① or ②)**

① **Visit Immigration office:** Prepare required documents and apply personally and you must make a reservation!

- \* Reserve at Immigration office website([www.hikorea.go.kr](http://www.hikorea.go.kr)), print out receipt and visit Immigration office.
- \* Reserving on the visiting day is not possible; you must do so at least a day in advance.
- \* You do not have to wait when visiting immigration office at your reserved time.
- \* Processing period: About 14 days

② **Group Application at ISC:** ISC will submit papers on behalf of students to the Busan Immigration Office → after completion, notification will be sent to the student's email → pick up alien registration card(ARC) at ISC.

- ※ Group application period will be notified later on the PNU International homepage (<http://international.pusan.ac.kr>). Only group application is available during given period at webpage, not any time.

### \* Required Documents \*

#### 1) Changing Visa

- Language Study(D-4), Job Seeking(D-10), Exchange Student(D-2-6) → 'Study Abroad(D-2)'

**(1) Application form, passport & a copy of passport\*, alien registration card, one color photo\*\*, certificate of admission, application fee KRW 130,000\*\*\*, a copy of visa grant notice**

- A copy of passport\*: The first page with your photo
- Color photo\*\*: 3.5x4.5cm, white background, taken in recent 6 months(the photo must be different from the one you used for the last application)
- Fee\*\*\*: **CASH ONLY**(GKS students: if you submit the GKS certificate, KRW 100,000 will be exempted and you will need to pay KRW 30,000 only)

**(2) Proof of Residence document: Submit '거주/숙소 제공 확인서(Confirmation form of accommodation)' or other documented proof of residence\***

- '거주/숙소 제공 확인서('Confirmation form of accommodation' can be found from [PNU International homepage](#) - Notice - Form Download - '유학생 비자 관련 서식'
- Documented proof of residence\*: Valid Contract of housing rental
- If you will live/are living at a PNU dormitory, fill out '거주/숙소 제공 확인서' instead and visit ISC for confirmation signature and submit.
  - ※ After semester beginning date(Sep. 1st), you can print out 'Confirmation of Dormitory Residence' at <https://dorm.pusan.ac.kr/login?type=>

<p><b>(3) Tuberculosis Test Result</b> From 2016. Mar. 2., if any international student from tuberculosis risk countries has submitted a tuberculosis check-up result paper for D-4 or other visas, the student does not need to submit it once again.</p> <p>※ The result papers issued from the hospitals designated by the ministry of justice(p.11) will be accepted ONLY(result from other hospitals in or outside Korea will not be accepted).</p>
<p><b>(4) Attendance score &amp; transcript of Korean language school: Only for students with D-4</b></p>
<p><b>(5) The certificate of your final academic degree(certification with apostille/authentication)</b></p> <ul style="list-style-type: none"> <li>- Apostilled degree certificate or Consular-confirmed degree certificate in lieu of original doc.</li> <li>- Only for applicants who received the degree from a Chinese University: The verification at the website of the China Academic Degree &amp; Graduate Education Development Center (www.cdgedc.edu.cn) or China Higher-education Student Information(www.chsi.com.cn)</li> </ul>
<p><b>(6) The certificate of your financial proof</b>(if you are entering a higher degree in PNU after graduating from PNU: 10 million won/if you entering a higher degree in PNU after graduating from other universities: 20 million won)</p> <ul style="list-style-type: none"> <li>- 은행잔고 증명서(a bank certificate of deposit balance)*, 장학금 증명서(certification of scholarship)**</li> <li>- Both must be issued within 30 days of visa change application.</li> </ul> <p>*it must be issued from a bank in Korea and the bank account must be in your name.</p> <p>**For the certificate of scholarship, professors can issue ONE certificate for only ONE student during the term of guarantee(Please submit the professor's proof of employment (재직증명서) and a letter of guarantee(신원보증서)).</p>

## 2) Extending Visa

### - 'Undergraduate(D-2-2) → Master(D-2-3)', 'Master(D-2-3) → Doctoral(D-2-4)'

Changing visa type within D-2(Study Abroad) is considered as extending period of stay of visa, so you should submit extension documents(you can apply 4 months before expiration date).

<p><b>(1) Application, passport &amp; a copy of passport*, alien registration card, certificate of admission, final degree transcript, application fee KRW 60,000**</b></p> <p>*A copy of passport: Please copy a page with your photo in the passport</p> <p>**Application fee: <u>CASH ONLY</u>(GKS students: if you submit the GKS certificate, KRW 60,000 will be exempted)</p>
<p><b>(2) Proof of Residence document:</b> Same as above '<u>Changing Visa[Language Study(D-4), Job Seeking (D-10), Exchange Student(D-2-6) → 'Study Abroad(D-2)']</u>', (2) Proof of Residence document</p>
<p><b>(3) Tuberculosis test result:</b> Same as above '<u>Changing Visa[Language Study(D-4), Job Seeking (D-10), Exchange Student(D-2-6) → 'Study Abroad(D-2)']</u>', (3) Tuberculosis test result</p>
<p><b>(4) The certificate of your final academic degree:</b> Same with "(5) The certificate of your final academic degree" of "<u>1) Changing Visa[Language Study(D-4), Job Seeking(D-10), Exchange student(D-2-6) → 'Study Abroad(D-2)']</u>"</p>
<p><b>(5) The certificate of your financial proof</b>(if you are entering a higher degree in PNU after graduating from PNU: 10 million won/if you entering a higher degree in PNU after graduating from other universities: 20 million won)</p> <ul style="list-style-type: none"> <li>- 은행잔고 증명서(a bank certificate of deposit balance)*, 장학금 증명서(certification of scholarship)**</li> </ul>

**- Both must be issued within 30 days of visa change application**

\*it must be issued from a bank in Korea, and the bank account must be in your name

\*\*For the certificate of scholarship, professors can issue a certificate for only one student during the term of guarantee(Please submit the professor's proof of employment(재직증명서) and a letter of guarantee(신원보증서)

**- Bank Statement(for recent 1 year) applies if you have received income from your adviser professor.**

The paper must include the record of the income transaction of 800,000 won/month or higher(If you are participating in a research study that is related to your academic study, you do not need part-time work visa. Instead, please submit a 지도교수 확인서(confirm letter from the adviser professor) and 단과대학장 이상 교원 추천서(a recommendation letter written by the dean of your college or any professor in a higher position))

### 3. Report of Changes

※ If any of the following changes of status occurs to a registered foreigner, the change must be reported to Busan Immigration Office.

1) Deadline: **Within 14 days after occurrence**

2) How to Apply: Visit the Immigration Office which you applied ARC, online application from the Immigration Office website([www.hikorea.go.kr](http://www.hikorea.go.kr))

Incidents to Report	Required Documents
Name, Gender, Date of Birth, Nationality, Passport info.(number, issuance date or expiration date)	Application form, Passport, Alien Registration Card, Documents verifying the changes
University transfer or added institution (including university name change)	Application form, Passport, Alien Registration Card, Certificate of Enrollment or Certificate of Expulsion from ex-university (only for re-admission after leave of absence or transfer)
Change of residency	Application form, Passport, Alien Registration Card, Resident proof

### 4. Issuing Alien Registration Card (ARC)

**1) New foreign students must register as aliens at the immigration office within 90 days of entry.**

2) How to apply: Same as "**2. Change Status of Visa or Extend Residence Period(Students in Korea)**

※ If you apply as a part of the ISC group application, you still must visit the immigration office after submitting application in order to register your fingerprints.

3) Required Documents: application form, passport and a copy of passport(the first page with your photo), copy of visa grant notice, 1 color photo(3.5x4.5cm, white background, taken in the recent 6 months), certificate of enrollment\*, proof of residence document\*\*, application fee KRW 30,000

**\*Certificate of Enrollment:** If you have to apply for alien registration before semester starts to make a bank account or a contract, you can submit tuition payment receipt instead.

**\*\*Proof of Residence document** Same as above 'Changing Visa [Language Study(D-4), Job Seeking(D-10), Exchange Student(D-2-6) → 'Study Abroad(D-2)'] , (2) Proof of Residence document

## 5. Busan Immigration Office



- ▷ **Location:** Busan Jung-gu, Jungangdaero 146  
(Jungang-dong 4 ga 77-1), Korean Air Building, 1<sup>st</sup> floor
- ▷ **Transportation:** Subway Line No. 1 – Busan Station (Exit No. 2)
- ▷ **Service Hours:** Mon~Fri, 9:00~18:00
- ▷ **Website:** <http://www.hikorea.go.kr>
- ※ **Immigration Contact Center(ICC):**  
Tel. 1345(※no regional code is needed.)
- ICC provides multi-lingual information and guidance regarding immigration and residence in various languages(including English and Chinese) by phone and online.

## 6. Hospitals designated by Ministry of Justice

※ Below is a hospital designated by ministry of justice as health care center of Geumjung-gu is out of service due to COVID-19 prevention.

Name	Address	Tel.
순병원 SOON HOSPITAL	부산시 금정구 중앙대로 1701 (부곡동) 1701 Joongang-daero, Geumjeong-gu, Busan, Republic of Korea	+82-51-515-0005

\* Above hospital is only one of the list, please refer to the list in below link and use the one you prefer.  
(Link: <https://international.pusan.ac.kr/bbs/international/2630/818788/artclView.do>)

# 4

# Tuition Payment

## 1. Undergraduates

Contents		Date & Time	Remarks
Print out Tuition Bill		2022. 07. 04.(Mon) 10:00 tentative	Student Support System ( <a href="http://e-onestop.pusan.ac.kr">http://e-onestop.pusan.ac.kr</a> )
Payment Tuition Fee	Paying in Korea	2022. 07. 05.(Tue) ~ 08.(Fri)	Pay it to the designated banks on the bill(Refer to tuition invoice)
	Paying overseas		Refer to "3. How to pay tuition; 2) Paying Overseas" below

※ If the tuition payment is not completed within the designated period, admission will be cancelled.

## 2. Graduates

Contents		Date & Time	Remarks
Print out Tuition Invoice		2022. 07. 04.(Mon) 10:00 tentative	Student Support System ( <a href="http://e-onestop.pusan.ac.kr">http://e-onestop.pusan.ac.kr</a> )
Payment Tuition Fee	Paying in Korea	2022. 07. 05.(Tue) ~ 08.(Fri)	Pay it to the designated banks on the bill(Refer to tuition invoice)
	Paying overseas		Refer to "3. How to pay tuition; 2) Paying Overseas" below

※ If the tuition payment is not completed within the designated period, admission will be cancelled.

## 3. How to Pay Tuition

### 1) Paying the tuition in Korea

① **How to pay:** Student Support System(<http://e-onestop.pusan.ac.kr>)

→ 등록(Enrollment) → 고지서출력(print out bill) → pay tuition to the account number '납부계좌 (Virtual Account for Payment)' during the designated period

※ Virtual account is an account number given to the successful applicant, so you can choose among different banks. Please check out the account number on the bill carefully!

② **Bank for payment:** Nonghyup Bank, Busan Bank, Hana Banks nationwide

③ **Payment Methods:** Visit banks for payment(with tuition bill), internet/phone banking, ATM/CD

④ **Bill Type:** Bills that are printed out together with tuition bill are listed below:

	Bill Type
Undergraduate	Tuition bill including *(1)Student Union fee(학생회비) + (2)PNU Student Medical Mutual Aid fee
Graduate	Tuition bill including **PNU Student Medical Mutual Aid fee (의료공제회비)

1	Student Union fee	Pay it if you want to participate in department events - inquire to your department offices about student events being held
2	PNU Student Medical Mutual Aid fee	KRW 3,000 paid by students per semester will be collected as part of a mutual aid fund, which could be used when a student with medical treatment submits application for mutual aid fee afterwards. The refund amount will be decided as per consulting results. * Inquiry: Student Affairs Office +82-510-1271)

\*\*\*'PNU Student Medical Mutual Aid fee(KRW 3,000)' payment is not accepted as the insurance fee payment.(P.23: Insurance)

⑤ **Note**

- ※ Since the fall semester of 2017, PNU Student Medical Mutual Aid fee is included in the tuition bill.
- ※ Payment of Student Union fee is optional and overseas remittance is unavailable.
- ※ Please note that the tuition fee(which includes "PNU Student Medical Mutual Aid fee") and student union fee use different virtual account numbers so, please make a separate payment for each fee.

2) **Paying from Overseas:** Transfer to the account written below (any differences will be refunded)

<b>Account Information &amp; Important Notes</b>	<p>Bank Name: National Agricultural Cooperative Federation (Nonghyup Bank)          Bank Address: 75, 1-KA, CHUNGJEONG, JUNG-KU, SEOUL, KOREA          Swift Code: NACFKRSEXXX          Branch Name: PUSAN NATIONAL UNIVERSITY BRANCH          Account No.: <u>948-01-133872</u>          Account Name: Pusan National University</p> <p>※ Important Note for Overseas Transfer:          ① <b>You must pay additional USD 100</b> (Exchange Rate: KRW 1,300 = USD 1) with tuition amount for both banks for transferring fee.          ② <b>Sender of the payment must be your APPLICATION No.</b>, otherwise your payment won't be counted.</p>
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4. **How to Print Out Tuition Bill**

▶ **Student Support System**(<http://e-onestop.pusan.ac.kr>)

- ① Log in(ID: application number, PASSWORD: b-dates 6 digits(YYMMDD)) →
- ② Click '등록(Enrollment)' →
- ③ '고지서출력(Print Out Tuition Bill)' →
- ④ '신입생/편입생 고지서 출력 및 등록 확인(Bill Printout for New Students/Transfer)' →
- ⑤ print out the bill



스마트학생지원시스템 PUSAN NATIONAL UNIVERSITY INTERNATIONAL STUDENTS

Click '등록(Enrollment)'

학적 Register | 교육과정 Curriculum | 수업 Class | 성적 Grade | 장학 Scholarship | **등록 Enrollment** | 졸업 Graduation | 타대교류 Exchange | 대학생활 CampusLife | 체험봉사 Experience | PASS PASS

시스템

등록 안내

- 개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)
- 등록금일람표
- 등록금고지서출력**
- 등록금 반환 기준

등록금고지서출력 안내

- 신입생/편입생 고지서출력 및 등록확인(문의:재무과)**
- 재학생 고지서출력 및 등록확인(문의:재무과)
- 분할2-4차 고지서출력 및 등록확인(문의:재무과)
- 복수전공 추가납부 고지서출력 및 등록확인(문의:재무과)
- 계절수업 고지서출력 및 등록확인(문의:학사과)
- 외국인 유학생 보험료 고지서출력(문의: 대외교류본부)

학생지원시스템

공지사항 | Q&A | FAQ | 개인화 바로가기 서비스

스마트학생지원시스템 PUSAN NATIONAL UNIVERSITY INTERNATIONAL STUDENTS

등록 안내

**신입생/편입생 고지서 출력 및 등록확인(문의:재무과)**

개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)

등록금일람표

등록금고지서출력

등록금고지서출력 안내

**신입생/편입생 고지서출력 및 등록확인(문의:재무과)**

재학생 고지서출력 및 등록확인(문의:재무과)

분할2-4차 고지서출력 및 등록확인(문의:재무과)

복수전공 추가납부 고지서출력 및 등록확인(문의:재무과)

고지서 출력 및 납부 확인

2015학년도 2학기

대학(원)	학번	학위	학년	학과(부)	성명

1. 영수증 출력 : 등록금 납부 익일 [부산대학교홈페이지>학생지원시스템>등록>개인별등록확인및영수증출력]  
 2. 현금등록을 하지 않으면 수강신청을 할 수 없습니다.

관리자ID:   
 학 번:

**확인 Click!**

\* 가상계좌란 합격자 개인에게 부여한 계좌이므로 고지서 하단의 은행별 가상계좌 중 신학하여 입금하면 됩니다.

부산대학교 PUSAN NATIONAL UNIVERSITY

부산대학교의 모든 외국인 학생은 "부산대학교 외국인 유학생 관리 지침" 제 11조에 따라 질병·상해 보장 보험에 가입해야 하며, 가입하지 않을 경우 해당 학기 수강신청은 무효가 되어 대학생활원에 입학할 수 없으며, 다음 학기에 수강신청 및 대학생활원 입사 자격을 제한할 수 있다.

Pusan National University requires that all international students have adequate medical and accident insurance coverage in accordance with article 11 of "PNU International Student Management Regulations" and if they do not have insurance, their course registration and dormitory admission can be cancelled, and can be limited of their rights to register for courses and apply for dormitory next semester.

대학(원) (College)	학번 (Student Number)	학과 (Major)	성명 (Name)

외국인학생보험료(Amount of Insurance Fee) X

위 납입금액(X 표시금액)을 납부기간내 납부하시기 바랍니다.  
 Please pay the above amount (indicated with X) above during the payment period.  
 납부기간(Period of Payment) : 2016. 3. 14 (Mon) 10:00 - 3. 16 (Wed) 16:30  
 납부계좌 (Virtual Account for Payment) : Nonhyup-79005406513610

부산대학교 대외교류본부장  
 (Dean of PNU International, Pusan National University)

## 5. Confirmation of Tuition Registration & Print Out of Receipt

### ▶ How to check tuition payment result:

Student Support System(<http://e-onestop.pusan.ac.kr>) **Log in**(ID: application number, PASSWORD: b-dates=6 digits) → **Click '등록(Enrollment)'** → **Click '개인별 등록 확인 및 영수증 출력(Confirmation of my payment&receipt(available from the next day of payment))'** → Click '출력(Print)' for printout of receipt

※ For Nonghyup, Busan, and Hana Banks, you can check results right after payment; for other banks, the results will be made available the next day after 9:00 a.m. Tuition receipt is available for printing out a day after registration.

※ If you pay it from overseas, it may take around one week to process after payment period ends. To check the result and print out the bill is available afterwards.

Registration confirmation, receipt output

20분 58초 | MyOBA: [호남여자의권수업개시권](#) | 일영대학교 학생지원시스템 | International Students

학적 Register | 교육과정 Curriculum | 수업 Class | 성적 Grade | **1 등록 Enrollment** | 졸업 Graduated | 타대교류 Exchange | 대학생활 CampusLife | 체험봉사 Experience | PASS PASS

개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)

등록안내 | 등록금일람표 | 등록금고지서출력 | 등록금 반환 기준

내정보 | 로그아웃 | 인터넷 디스크 없음

학기 재학생 수감신청(대학원) | 학기 재학생 등록금납부 | 학기 1차 폐강알파 공고

[2017/02/24 - 2017/02/24] 전기 학위수여식

바르가기 서비스 추가 | 등록 / 개인별 등록 확인 및 영수증 출력(등록 익일 후 영수증출력)

등록안내 > 개인별등록 확인및 영수증출력(등록 익일 후 영수증출력)

개인별 등록 내역

대학(원)	학위	학과(부)
학번	학년	성명

학년도	학기	구분	납부일자	납부처	영수증
2014	1			하나은행	출력
2014	1			하나은행	출력
2014	2			국민은행	출력
2014	2			국민은행	출력
2015	1			국민은행	출력
2015	2			국민은행	출력
2016	1			국민은행	출력

## 6. Refund of Tuition: The Amount of refund is based on semester attendance

Semester Attendance	Refund Amount
From the semester start date to 30 days after the semester begins	5/6 of total amount
30 days to 60 days after the semester begins	2/3 of total amount
60 days to 90 days after the semester begins	1/2 of total amount
90 days after the semester begins or later	None

**<Refund Procedure>**

- After the first school days(2022. Mar. 2.), submit 'Academic Withdrawal' application and refund application to university Administration Office
- ※ Other documents: acceptance letter, tuition receipt, copy of bank account

**<Reason of Refund>**

- If you can't enter the university or continue studying due to legal issues.
- If you resign your admission after being accepted.
- If a student currently enrolled wants an academic withdrawal.
- If a student has a serious illness or suffers death or other natural disaster and cannot enter into the university or continue studying.

## 5

# Academic Management

## 1. Academic Calendar for 2022 Fall Semester: Please refer to PNU homepage for details

※ Subject to change, so please check notices at Student Support System & PNU International homepage & GSIS homepage

Schedule	Content
<b>2022. 9. 1.(Thur)</b>	<b>Beginning of fall semester 2022</b>
9. 1.(Thur) ~ 7.(Wed)	The 1 <sup>st</sup> course add/drop for fall semester 2022
9. 15.(Thur)	Notice of the 2 <sup>nd</sup> (final) cancelled courses of fall semester 2022
9. 16.(Fri) ~ 19.(Mon)	The 2 <sup>nd</sup> (final) course add/drop for fall semester 2022
9. 19.(Mon) ~ 23.(Fri)	General test for degree qualification
9. 20.(Tue)	Print out of final attendance book for fall semester 2022
10. 4.(Tue) ~ 11.(Tue)	Course withdrawal(w) for fall semester 2022
10. 11.(Tue)	1/3 of the school days(fall semester 2022)
10. 13.(Thur)	Submission of thesis for the examination of degree qualification for spring semester 2022
10. 17.(Mon) ~ 22.(Sat)	Mid-term for fall semester 2022
10. 31.(Mon)	1/2 of school days(fall semester 2022)
<b>11. 1.(Tue) ~ 8.(Mon)</b>	<b>Re-enrollment application for students taking winter semester 2022</b>
11. 9.(Wed) ~10.(Thur)	Course wish list registration for winter semester 2022
11. 15.(Tue)	2/3 of school days (fall semester 2022)
11. 15.(Tue) ~ 17.(Thur)	Course registration for winter semester 2022
11. 24.(Thur)	Notice of the 2 <sup>nd</sup> (final) cancelled courses for winter semester 2022
11. 25.(Fri) ~28.(Mon)	The 1 <sup>st</sup> course add/drop for winter semester 2022
11. 28.(Mon)~12. 9.(Fri)	Application of re-enrollment of spring semester 2023
<b>12. 2.(Fri)</b>	<b>Notice of the 2<sup>nd</sup>(final) cancelled courses for winter semester 2022</b>
12. 5.(Mon) ~ 6.(Tue)	The 2 <sup>nd</sup> (final) course add/drop for winter semester 2022
12. 14.(Wed) ~ 16.(Fri)	Tuition payment for winter semester 2022
12. 14.(Mon) ~ 20.(Thur)	Final exam for fall semester 2022
12. 21.(Wed)	Beginning of winter vacation
12. 22.(Thur) ~ 23. 1. 18.(Wed)	winter semester 2022
<b>2023. 1. 6.(Fri)</b>	<b>Submission of examination-result report &amp; final dissertation for degree qualification</b>
1. 9.(Mon) ~ 20.(Fri)	Korean-English Syllabus input for spring semester 2023
2. 1.(Wed) ~ 2. 7.(Mon)	Application period for a leave of absence & re-enrollment for spring semester 2023
<b>2. 2.(Thur) ~ 3.(Fri)</b>	<b>Course wish list registration for spring semester 2023</b>
2. 8.(Wed) ~ 10.(Fri)	Enrolled students' 1 <sup>st</sup> course registration for spring semester 2023
2. 13.(Mon) ~ 14.(Tue)	New students' course registration for spring semester 2023
2. 15.(Wed) ~ 17.(Fri)	Enrolled students' 2 <sup>nd</sup> course registration for spring semester 2023
2. 21.(Tue) ~ 24.(Fri)	Tuition payment for enrolled students in spring semester 2023
2. 24.(Fri)	1 <sup>st</sup> Graduation ceremony 2022
2. 27.(Mon)	Notice of the 1 <sup>st</sup> cancelled courses of spring semester 2023

## 2. Student Supporting System website(<http://e-onestop.pusan.ac.kr>)

1) Webpage for PNU students provides info of course registration, tuition payment , academic schedule and other assistance.**(Highly recommended to visit the website on a regular basis for diverse information)**


2) Log-in Information

ID(Temporary)	Password(Temporary)
Application Number	6 digits of birth date(ex. if 2003.07.22. then <b>030722</b> )

3) **Change of ID (★)**

**! 1-2 days before the semester starts, application number changes to official student ID number**

(1) If you submitted your mobile phone number when applying for admission, your student ID number will be sent via SMS to your phone.

▶ How to: Student Support System(<https://e-onestop.pusan.ac.kr/>) → Click Tab  → Click 'Student ID Search Service for New Students' → Choose 'Student Classification: undergraduate/graduate' → input application number → input the password being used in E-onestop → Click 'Search' → confirm student ID number from below

(2) If you don't have a phone number in Korea, search here on the website: [\(Click here\)](#)

4) **Change of Password:** **If you do not change your password within a month from the beginning of the semester, you can't issue various certificates**

▶ How to: Student Support System website (<https://e-onestop.pusan.ac.kr/>) → Log-in → Click 'Change password(비밀번호 변경)' → enter the temporary password (6 digits of birthdate) → enter new password 2 times → Click 'Confirm (확인)'

※ The revised password must have a combination of alphabet letters, numbers, special character, and should be at least 8 and not more than 12 characters. In case of errors while changing password, please contact "the Office of Info. Tech. & Services"(T.510-7473)

### 3. Course Registration

1) Wish List Registration Period for Fall 2022: 2022. 8. 3.(Thu) ~ 4.(Fri)

The 1<sup>st</sup> Course Registration Period for Fall 2022: 2022. 8. 9.(Tue) ~ 11.(Thu)

The 2<sup>nd</sup> Course Registration Period for Fall 2022: 2022. 8. 16.(Tue) ~ 17.(Wed)

Course Add/Drop Period for Fall 2022: 2022. 9. 1.(Thu) ~ 7.(Wed)

※ Undergraduate(Waiting Applicants): Register during course add/drop period

#### Automatic Registration System

Course registration will be automatically done when the total applicant confirmed during the wish list period is equal or less than the maximum quota of a class. (Unavailable for students who did not participate in course wish list registration)

\* However, if the number of applicant is bigger than the quota, course registration by students is necessary.

#### 2) How to register for courses: Register through links below

View Course List	
▶ Graduate: <a href="#">Click here</a>	- Graduate: <a href="https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02002">https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02002</a>
▶ Foreign Language: <a href="#">Click here</a>	- Foreign Language: <a href="https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02004">https://e-onestop.pusan.ac.kr/menu/foreign/N02/N02004</a>
Course Registration Link	
▶ Graduate: <a href="#">Click here</a>	- Graduate: <a href="http://sugang.pusan.ac.kr/g_sugang/login.aspx">http://sugang.pusan.ac.kr/g_sugang/login.aspx</a>

#### 3) Remarks

- (1) Please check the course code and class number in advance.
- (2) Students must register courses by curriculum following [department of major's instructions](#).  
※ Please check each department contact number on the last page.
- (3) [Students are responsible for their own course registration](#). Please have your final schedule after completing course registration.

# 6

# Dormitory

## 1. Dormitory Application Schedule for International Students, Fall 2022

- 1) **Application period: 2022. 7. 4.(Mon) 10:00 ~ 7. 8.(Fri) 16:00**  
 ※ Detailed schedule will be updated on the Notice Board of PNU International website on 2022. 6. 15.(Wed) 18:00.(<http://international.pusan.ac.kr>)
- 2) How to apply: Online application([https://dorm.pusan.ac.kr/applyls/00\\_login/login](https://dorm.pusan.ac.kr/applyls/00_login/login))  
 ※ All schedules stated on this guideline are based on KOREA's LOCAL TIME.
- 3) Payment period: 7. 13.(Wed) 10:00 ~ 7. 15.(Fri) 16:00
- 4) How to pay
  - Domestic(In Korea): Virtual account
  - Overseas(from other country): Credit card or overseas remittance

## 2. Move-in Date

- 1) Busan, Miryang Campus: Available from 2022. 8. 31.(Wed) 10:00 ~
  - 2) Yangsan Campus: Available from 2022. 8. 29.(Mon) 10:00 ~
- ※ Move-in date is subject to change according to situation. Please check dormitory guideline.

## 3. Remarks

- 1) **It is mandatory for undergraduate freshmen to stay in a dormitory for 2 semesters**, according to Regulations of PNU International Students(optional for graduate students).
- 2) Residents must apply for Insurance(cannot apply for dormitory without insurance).
- 3) Residents must submit the tuberculosis certificate (move-in will not be allowed if the tuberculosis certificate is not submitted, please check the dormitory guideline for submission method).

## 4. PNU Dormitories

- ※ Meals are mandatory for all residents.
- ※ Students who cannot have meals due to religious reasons need to apply for meal cancellation. (Documents which can prove the their religion should be submitted.)

### 1) Busan Campus(<https://dorm.pusan.ac.kr/dorm/main>)

※ Dormitory Guideline and interior facilities can be checked from the dormitory website.



		Jilli Hall	Woongbee Hall	Jayu Hall
<b>Gender</b>		Male	Male	Female
<b>Room Type</b>		Single Occupancy	Double Occupancy	Double Occupancy
<b>Furnishings</b>		Bed, desk, chair, closet, bookshelf, fire extinguisher (2 beds and 2 desks inside for 1 person)	Bed, desk, chair, closet, bookshelf, fire extinguisher, shoe rack, <u>private bathroom(toilet, shower)</u>	
<b>Amenities</b>		Computer room, lounge, cafeteria, laundry and ironing, reading room, <u>communal shower and restroom</u>	Computer room, lounge, gym, cafeteria, laundry and ironing, convenience store	
<b>Fees</b>	<b>Management</b>	3 meals a day (Mon~Sun)	<b>1,845,810 KRW</b>	<b>1,727,040 KRW</b>
		3 meals a day (Mon~Fri)	<b>1,712,490 KRW</b>	<b>1,593,720 KRW</b>
		2 meals a day (Mon~Sun)	<b>1,652,140 KRW</b>	<b>1,533,370 KRW</b>

+ Meal	2 meals a day (Mon~Fri)	<b>1,439,140 KRW</b>	-	-
	1 meal in 7 days (Mon~Sun)	<b>1,326,860 KRW</b>	-	-

## 2) Miryang Campus

: Only for Graduate students of Nano-technology and Undergraduate/Graduate students of Bio-resources & Life Sciences (<https://dorm.pusan.ac.kr/mdorm/main>)

		Bima Hall		Maewha Hall	
Gender		Male		Female	
Room Type		Double Occupancy		Double Occupancy	
		Apartment Type, 6 students in 3 rooms live together in one apartment.			
Furnishings		Bed, desk, chair, closet, bookshelf, telephone and fire extinguisher			
Amenities		Computer room, lounge, gym, cafeteria, laundry and ironing, reading room, snack shop, restroom			
Fees	Management + Meal	2 meals a day (Mon~Sun)	<b>1,287,500 KRW</b>	2 meals a day (Mon~Sun)	<b>1,287,500 KRW</b>
		2 meals a day (Mon~Fri)	<b>1,175,020 KRW</b>	2 meals a day (Mon~Fri)	<b>1,175,020 KRW</b>

## 3) Yangsan Campus(<https://dorm.pusan.ac.kr/ydorm/main>)

		Haeng-Lim Hall		Ji-Haeng Hall	
Gender		Female(Bldg. A)/ Male(Bldg. B)		Male(Bldg. C)/ Female(Bldg. D)	
Room Type		Double Occupancy		Double Occupancy	
Available to		School of medicine, school of dentistry, school of Korean medicine, college of nursing, Biomedical convergence engineering			
Furnishings		Closet, bed, desk, chair, clothes dryer, shoe rack, refrigerator, restroom with shower booth			
Amenities		Computer room, lounge, gym, cafeteria, laundry and ironing, reading rooms, convenience store		Computer room, lounge, gym, cafeteria, laundry and ironing, reading rooms	
Fees	Management + Meal	3 meals a day (Mon~Sun)	<b>1,687,920 KRW</b>	3 meals a day (Mon~Sun)	<b>1,687,920 KRW</b>
		3 meals a day (Mon~Fri)	<b>1,512,390 KRW</b>	3 meals a day (Mon~Fri)	<b>1,512,390 KRW</b>
		2 meals a day (Mon~Sun)	<b>1,456,800 KRW</b>	2 meals a day (Mon~Sun)	<b>1,456,800 KRW</b>
		2 meals a day (Mon~Fri)	<b>1,260,600 KRW</b>	2 meals a day (Mon~Fri)	<b>1,260,600 KRW</b>

## 5. Off-campus Accommodations Information(ex. boarding house, studio, 'gosiwon')

Please refer to PNU homepage: "PNU homepage → Click "효원커뮤니티" → Click "숙박정보"

([http://www.pusan.ac.kr/uPNU\\_homepage/kr/sub/sub.asp?menu\\_no=10010607](http://www.pusan.ac.kr/uPNU_homepage/kr/sub/sub.asp?menu_no=10010607))

## 6. Sang-nam International House

Sangnam International House is a hotel-style facility with guests rooms, residence rooms with kitchens, suites, seminar rooms, banquet rooms, wedding halls, and a restaurant.

- 1) Room Rate(depends on room type): Standard 47,000 KRW, Business 56,000 KRW, Residence 70,000 KRW per 1 night (PNU student rate)
- 2) Reservation: +82-51-510-7000, [sangnam@pusan.ac.kr](mailto:sangnam@pusan.ac.kr)
- 3) Homepage: <http://sangnam.pusan.ac.kr/>
- 4) Address: Across from PNU's Language Education Institute(Bldg. #209)

# 7 Insurance

All international students must possess insurance to prepare for various injuries & illnesses (for the students who do not possess insurance, the course registration result and admission to a dormitory will be canceled).

※ Foreign students' insurance is different from the 'PNU Student Medical Mutual Aid FEE(KRW 3,000)', and it is not accepted as an insurance.

※ Students who will take courses online from overseas or who plan to take a leave of absence :  
PLEASE DO NOT PAY THE PNU GROUP INSURANCE FEE ※

PNU group insurance is only valid in "R.O.K.". Therefore students who take courses online in other countries SHOULD NOT REGISTER in the PNU group insurance and submit evidence documents (e.g. visa refusal letter).

※ Depending on COVID-19 situation, classes can be converted into offline classes. Any disadvantages caused by non-entry into Korea will be in students' responsibility.

## 1. Insurances for PNU International Students

※ PNU insurance service starts from the first day of a semester(Sept. 1st), even if the fee is paid in regular payment periods. For the period that PNU group insurance does not cover, please prepare an insurance individually.

[Register in NHIS + Private Insurance (PNU group or Personal insurance)]

※ All PNU international students must be registered in both NHIS and a private insurance (PNU group or personal insurance), so that there is no uncovered categories.

## 2. Insurances for PNU International Students

- New students: Subject to 1 year registration (coverage period : Sept. 1st 2022 ~ Aug. 31th 2023)

※ Including waiting applicants (undergraduates)

※ Students can individually purchase a private insurance. BUT, students must check requirements and submission method from the insurance guidelines.

## 3. How to register in the PNU Group Insurance :

Check how to pay the insurance fee from the insurance guidelines.

## 4. PNU Group Insurance Payment Schedule : in August

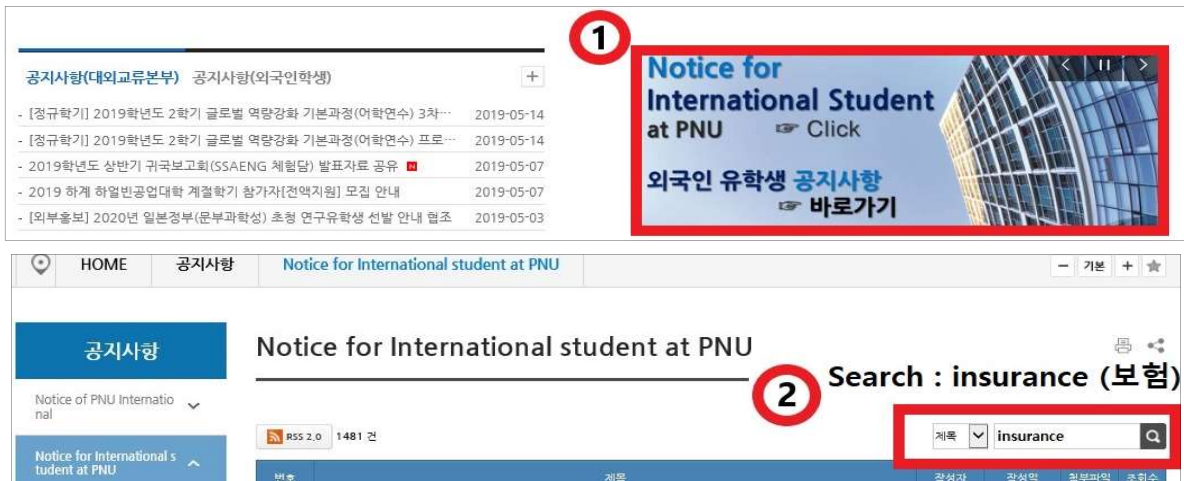
- please check the insurance guidelines that will be uploaded on the PNU International webpage at the end of July

## 5. Insurance Guidelines for PNU International Students☆☆☆

A. The details of insurance will be provided from the "insurance guidelines" that will be uploaded on the PNU International website **between July~August 2022.**

B. The guidelines will be uploaded every semester, students must check the guidelines, and prepare in advance not to receive any disadvantages in course registration & dormitory entrance.

C. How to find the notice : PNU International Website (<http://international.pusan.ac.kr>) → 외국인 유학생 공지사항 바로가기/Notice for International Students → Search : 보험 (insurance) → Notice Title : 2022.2학기 외국인 유학생 보험 안내 (※ Tentative title only, there may be the changes)



## 6. Notes for “Leave of Absence” or “Drop Out”

※ This insurance service **DOES NOT** provide **automatic postponement, extension or automatic refund** upon application for a leave of absence or drop out. If you do not wish to maintain insurance service due to your leave of absence or drop out, please proceed with a refund application.

1) **How to apply** : Email ([insurance@pusan.ac.kr](mailto:insurance@pusan.ac.kr))

2) **How to write the Email**

**Email Title** : Application for insurance fee refund (name/student or application number/department)  
**Email Content** : 1) Full name, 2) Student or Application number, 3) Major, 4) Contact information (mobile phone number/email address), 5) A copy of Korean bankbook (issued by your name), 6) The reason for your leave

## 7. Notes for National Health Insurance Service (NHIS)

A. International student with D-2 visa or overseas Korean is subject to the statutory subscription to National Health Insurance Service (NHIS) from March 1st 2021 (subscription date can differ depending on visa types).

B. In order to have a variety of coverage, all PNU international students must possess both NHIS and a private insurance (PNU group or personal insurance).

- In accordance to the “Act on the protection of personal information” law, inquiries related to NHIS must be individually made with NHIS for the protection of personal information.

(Tel : 033-811-2000 ①ENG/ KOR ②CHN ③VNM ④UZB)

Subject Types	Enrollment Period
<b>Students who have not completed their ARC registration (e.g. new students)</b>	<b>Contribution payment commences once the ARC is issued.</b> * Issuance of ARC may require several weeks after the application.
<b>Students who have their ARC issued already</b>	* Subject to a mandatory subscription to NHIS from March 1 <sup>st</sup> 2021. * Change of address has to be reported to NHIS (call NHIS).

C. A bill will be sent to your address registered on ARC after your automatic registration.

## 1. Academic Support Programs for International Students

### 1) Korean Language Classes(Free)

- PNU International provides free Korean classes in preparation of TOPIK & improvement of Korean.
  - ※ The classes do not provide any credit.
- Subject to: All international students who are willing to participate
- Application Period & Method: Notice will be uploaded 3~4 weeks in advance on PNU International's website(<http://international.pusan.ac.kr>) -> Notice(International Students)

Class Name	Subject students	Schedule	Content
<한국어 글쓰기 향상반Ⅰ> Korean writing improvement class	Undergraduates & graduates (TOPIK Lv.1~2)	During Fall semester	Basic Korean writing class.
<한국어 글쓰기 향상반Ⅱ> Korean writing improvement class	Undergraduates & graduates (TOPIK Lv.3~4)		Intermediate Korean writing class.
<한국어 말하기 향상반Ⅰ> Korean speaking improvement class	Undergraduates & graduates (TOPIK Lv.1~2)		Basic Korean speaking class.
<한국어 말하기 향상반Ⅱ> Korean speaking improvement class	Undergraduates & graduates (TOPIK Lv.3~4)		Intermediate Korean speaking class.
<논문작성을 위한 한국어 글쓰기반> Korean Writing for Thesis	graduates with Korean ability (TOPIK Lv.4)		Writing class for graduate students' thesis writing *TOPIK Level not required
TOPIK 대비반 TOPIK Prep. Class	Undergraduates & graduates	2 weeks before TOPIK TESTS	TOPIK preparation class
<동계 집중한국어반(Ⅱ,Ⅳ)> Winter Intensive Korean Class	Students admitted through Special admission	During winter vacation	Korean Intensive course

\* Above schedule is tentative. Please check PNU INTL Website regularly.

### 2) Thesis Guiding Program

- A program that matches an international student tutee(master degree) & tutor(Ph.D. or above) to support writing their thesis.
- Program duration: 6 hours in 10 weeks
- Application Period & Method: It will be uploaded on PNU International's website(<http://international.pusan.ac.kr>) -> Notice(International students)"

### 3) PNU International Students Community Support & Webpage

- **Webpage(sign-in mandatory):** <https://pnualumni.pusan.ac.kr/>
- Supports organizing and operating a community of international students of each country (Support for building a sense of belonging and settling in PNU by a welcoming/good-bye ceremony)
- Providing preferential supports to 11 countries' student communities (Bangladesh, China, India, Indonesia, Kazakhstan, Mongolia, Thailand, Uzbekistan, Vietnam, GKS, Japan)
  - ※ Subject to expand the number of student community

## 2. Contact Information for International Student Center

※ Address: ISC, 1F, Main administration bldg, 2, Busandaehak-ro, 63beon-gil, Geumjeong-gu, Busan

Division	Contact Info.	Division	Contact Info.
VISA	visa@pusan.ac.kr +82-51-510-3353	DORMITORY	idorm@pusan.ac.kr +82-51-510-3881
PNU INSURANCE	insurance@pusan.ac.kr +82-51-510-3882	TUTORING	THESIS smfrhk@pusan.ac.kr +82-510-3836
			UNDER GRAUDATES foreign@pusan.ac.kr +82-51-510-3854
FREE KOREAN CLASSES	smfrhk@pusan.ac.kr +82-510-3836	COUNSELLING	counselling@pusan.ac.kr +82-51-510-3839
ACADEMICS	machtsgut@pusan.ac.kr +82-51-510-3839	ACTIVITIES	hyejungyang@pusan.ac.kr +82-51-510-3353
GENERAL	services@pusan.ac.kr +82-51-510-3352	National Health Insurance Service	+82-33-811-2000 (①ENG②CHN③VNM④UZB)

## 4. Contact Information for Administration Offices of Each Department

※ Country code: 82; Busan area code: 051; Miryang/Yangsan area code: 055

Department	Contact Number	Department	Contact Number	Department	Contact Number
<b>BUSAN Campus</b>		Civil Engineering	510-1425	Manufacturing Pharmacy	510-3215
Korean Language & Literature	510-1507	Mechanical Engineering	510-1420,1421	Pharmacy	510-1683~6
Chinese Language & Literature	510-1508	Chemical & Biomolecular Engineering	510-1431	Child Development & Family Studies	510-1717
Japanese Language & Literature	510-1509	Environment Engineering	510-1434	Interior & Environmental Design	510-1711
English Language & Literature	510-1510	Polymer Science & Engineering	510-1432	Food Science & Nutrition	510-1718
French Language & Literature	510-1511	Organic Material Science & Engineering	510-1433	Clothing & Textiles	510-1719
German Language & Literature	510-1512	Electrical Engineering	510-1427	Music	510-1737
Russian Language & Literature	510-1671	Computer Science & Engineering	510-1436	Korean Music	510-1739
Korean Literature in Classical Chinese	510-1516	Electronic Engineering	510-7403	Dance	510-1740
Language & Information	510-1518	Naval Architecture & Ocean Engineering	510-1424	Fine Arts	510-1738
History	510-1513	Material Science & Engineering	510-1429,1430	Design	510-1736
Philosophy	510-1514	Industrial Engineering	510-1435	Plastic Arts	510-7420
Archaeology	510-1517	Aerospace Engineering	510-1545	Art Culture & Image	510-3755
Public Administration	510-1557	Law	510-1580	Sports Science	510-3745
Political Science & Diplomacy	510-1558	Education	510-1615	Nano Energy Engineering	510- 2796
Social Welfare	510-1559	Early Childhood Education	510-1616	Nano Mechatronics Engineering	510-1992
Sociology	510-1560	Ethics Education	510-1620	Optics and Mechatronics Engineering	510-2795
Psychology	510-1561	Special Education	510-1643	<b>YANGSAN Campus</b>	
Library, Archive & Information Studies	510-1562	Earth Science	510-1626	Nursing	510-8305-7
Media & Communication	510-1563	Physical Education	510-1627	Medicine	510-8004-6
Mathematics	510-1767	Korean Language Education	510-1611	Dentistry	510-8206-9
				BioMedical Convergence Engineering	510-8543-4
				<b>MIRYANG Campus</b>	
Statistics	510-1768	English Education	510-1612	Food & Resource Economics	055)350 - 5570
Physics	510-1769	Education	510-1617	Plant Bioscience	055)350 - 5500
Chemistry	510-1770	Mathematics Education	510-1622	Horticultural Bioscience	055)350 - 5520
Biological Sciences	510-1775	Biological Education	510-1625	Animal Science	055)350 - 5510
Earth & Environmental Systems (Geological Environment S c i e n c e s ) ( O c e a n o g r a p h y ) (Atmospheric Sciences)	510-1771 510-1774 510-1791	Frontier Chemistry Education	510-1624	Food Science & Technology	055)350 - 5350
		International Trade	510-1657	Life Science & Environmental Biochemistry	055)350 - 5540
		Economics	510-1658	Biomaterial Science	055)350 - 5380
		Global Studies	510-1628	Bioenvironmental Energy	055)350 - 5430
Architecture	510-1487	Tourism & Convention	510-1855	Bio-Industrial Machinery Engineering	055)350 - 5420
Architectural Engineering	510-1426	Public Policy & Management	510-7668	Applied IT & Engineering	055)350 - 5410
Urban Engineering	510-1546	Business Administration	510-1660	Landscape Architecture	055)350 - 5400