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1 Introduction

01. Dongguk University

Dongguk University was founded by Korea’s ecumenically-minded Jogye Order in 1906. Since its foundation, Dongguk has remained as one of the few Buddhist-affiliated universities in Korea. Dongguk University, with a future-oriented management and optimum education environment, attempts to globalize its education and research, to take a leap forward to contribute to peace and development for mankind, and to be one of the most prestigious universities in the world.

The foundational spirit of Dongguk University is summed up in three educational goals: to build up on one’s knowledge and character based on the Buddhist virtues; to make the nation, mankind, and nature full of wisdom and benevolence; and to realize the ideal society in which people can trust and respect each other.

Students of Dongguk University are developing leadership with a global consciousness and harmonization.

※ Dongguk University Website: http://www.dongguk.edu
※ Dongguk University Foreign Admission Website: https://iadmission.dongguk.edu/

02. International Affairs

- Organization: Office of International Relations, Office of International Students

02. Office of International Students

- Provide exclusive support for international students in admissions
- Provide exclusive support for International Students in school affairs, Immigration services and more
- Overall management of Dongguk University International students

03. Office of International Students

- Purpose: Support for international students in admissions Overall support tasks for international students, including study abroad life, academic work, and stay management.
- Contact: 02-2260-4944, 4947, 3887
  adm@dongguk.edu (Admission Inquiry), scf@dongguk.edu (General inquiries for students)
01. Student ID Card

A. Student ID Card
(1) Application
- Distribute on the International Freshman / Transfer student Orientation
(2) Re-issuance
- Apply at the Student 역량개발팀 in person (3F, Main Building, TEL: 02-2260-8661)
- Reissuance fee: 5,000 WON by cash

B. Mobile Student ID Card
(1) Application: Dongguk University APP → Log-in → Download Mobile Student ID card
(2) Use at the library and other facilities on campus

C. International Student ID Card
(1) Application:
- Apply through Dongguk website first (photo required)
   (Home → CS Square / Facility Pavilion → 학생증발급 → 국제학생증)
- Fill out the application form (attached photo) and pay the issuance fee (14,000 KRW)
- Visit Shinhan Bank Dongguk Univ. Branch (02-2260-8989) to receive the card
(2) Benefit of International Student ID Card
- Useful for studying abroad or traveling (Student discount)

※ Detail information please refer International Student ID homepage (www.isic.co.kr)

02. On-campus Housing

- Application Period and method: Every December & June, TBA on the Dongguk website notice board
- How to apply: On-line application TBA on the Dongguk website notice board
- Fee (deposit not included): Approx. 370,000 KRW per month (Namsan Residence Hall, Seoul), 300,000 KRW per month (Chungmu Residence Hall, Seoul), 300,000 KRW per month (Goyang)
  ※ Double room
  ※ Deposit (W100,000) will be returned after move-out.
- Period of residence: Select either 4 months or 6 months.
- Facilities: Restaurant, food court, convenience store, coffee shop, laundry room, gym etc.
- Note: Withdrawing, refunding, extending or shortening of the stay period are not allowed after residence admission (students will receive a disadvantage in future residence admissions)

※ Homepage: Namsan Residence Hall - http://dorm.dongguk.edu
Chungmu Residence Hall - https://dormcm.dongguk.edu
Goyang Residence Hall - https://bmcdorm.dongguk.edu
03. Campus Facilities

<table>
<thead>
<tr>
<th>Location</th>
<th>Store(Eng.)</th>
<th>Store(Kor.)</th>
<th>Items(Category)</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sanglokwon</td>
<td>Snack Bar</td>
<td>분식점</td>
<td>Snacks</td>
<td>8977</td>
</tr>
<tr>
<td>(Cafeteria)</td>
<td>Canteen</td>
<td>십육평 매점</td>
<td>Beverage, snacks</td>
<td>8978</td>
</tr>
<tr>
<td></td>
<td>No brand&amp;Juicy</td>
<td>노브랜드&amp;쥬시</td>
<td>Fast food</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOT AND NOODLE</td>
<td>솝앤누들</td>
<td>Udon, Rice with Fish Roe(Al-bab), Korean Snacks</td>
<td>8977</td>
</tr>
<tr>
<td>(2F)</td>
<td>Cafeteria</td>
<td>학생식당</td>
<td>Korean food, Western food</td>
<td>8977</td>
</tr>
<tr>
<td></td>
<td>Faculty Cafeteria</td>
<td>교직원식당</td>
<td>Korean food, Western food</td>
<td>8977</td>
</tr>
<tr>
<td>Hyehwa Hall</td>
<td>Outdoors</td>
<td>구두수선점</td>
<td>Shoe mending, key, stamp</td>
<td>4954</td>
</tr>
<tr>
<td></td>
<td>Cafe ING</td>
<td>카페</td>
<td>Beverage, snacks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1F</td>
<td>쿠피스코트</td>
<td>Beverage, snacks</td>
<td>8950</td>
</tr>
<tr>
<td></td>
<td>Kosilim Bank</td>
<td>국민은행</td>
<td>Bank</td>
<td>2279-9772</td>
</tr>
<tr>
<td></td>
<td>4F</td>
<td>Smarteveryday day</td>
<td>이더파워브리더</td>
<td></td>
</tr>
<tr>
<td>Dahyang Hall</td>
<td>1F</td>
<td>BORSOO Canteen</td>
<td>보러수 매점</td>
<td>Beverage, snacks</td>
</tr>
<tr>
<td></td>
<td>Book Store</td>
<td>서점</td>
<td>Textbooks, language study books, etc.</td>
<td>8956</td>
</tr>
<tr>
<td></td>
<td>Stationary Store</td>
<td>문구점</td>
<td>Stationery</td>
<td>8964</td>
</tr>
<tr>
<td></td>
<td>Printing Office</td>
<td>기획사</td>
<td>Print thesis, Photocopy, Printing</td>
<td>8972</td>
</tr>
<tr>
<td>New Engineering Building</td>
<td>1F</td>
<td>NAMSAN HAKSA Canteen</td>
<td>남산전자식당</td>
<td>Korean food, Western food</td>
</tr>
<tr>
<td></td>
<td>CU convenience store</td>
<td>CU의의점</td>
<td>Beverage, Snack</td>
<td>2275-6113</td>
</tr>
<tr>
<td>Haklim Hall</td>
<td>B1F</td>
<td>Coopskat</td>
<td>Beverage, snacks</td>
<td>4954</td>
</tr>
<tr>
<td>Science Building</td>
<td>B1F</td>
<td>Resources Center</td>
<td>교재실</td>
<td>Teaching material production</td>
</tr>
<tr>
<td>Munhwa Hall</td>
<td>1F</td>
<td>DDORITEO Canteen</td>
<td>도리태평</td>
<td>Beverage, snacks</td>
</tr>
<tr>
<td></td>
<td>GARDEN COOK</td>
<td>가든쿡</td>
<td>Pasta, Pizza, Salad</td>
<td>8979</td>
</tr>
<tr>
<td>Wonheunggwan</td>
<td>3F</td>
<td>CupsKet Wonheung</td>
<td>편의점</td>
<td>Convenience store</td>
</tr>
<tr>
<td>Central Library</td>
<td>4th floor outdoor</td>
<td>CupsKet Central Library</td>
<td>편의점</td>
<td>Convenience store</td>
</tr>
<tr>
<td>Main Building</td>
<td>1F</td>
<td>Blue pot</td>
<td>Coffee, Beverage, Dessert</td>
<td>8979</td>
</tr>
<tr>
<td></td>
<td>Outdoor</td>
<td>GAON-NURI</td>
<td>Coffee, Beverage, Dessert</td>
<td>8979</td>
</tr>
</tbody>
</table>

Myeongjin Building

1F
Shinhan Bank
신한은행
Bank
2265-1954

Entire Region on Campus

1F
Photocopy room
복사실
Photocopy, Color printing
8984

04. Cultural Activities

Buddhist culture experience activities like Temple Stay, Daily Culture Experience are provided every semester for foreign students to experience Korean Buddhist culture.

※ 2024 Cultural Activity Schedule : May / October(once a semester)
- Detailed information : TBA on the Dongguk website Notice Board(국제 공지)

05. Counselling

A. Regular Counselling
Freshman and Transfer students must have counselling in their first semester
① Counselling Details : Academic, campus life, Immigration affair
② Counselling Place : Office of international students (Hyehwa Hall)
   - Regular Counselling : At any time during the semester
   - Scheduled Counselling : April / October(Freshmen must attend)

B. Mentoring Counselling
Freshman and Transfer students must have mentoring counselling with professor in their first semester
① Counselling Details : campus life, korean learning, global leading units, class, career 등
② will conduct counselling linked with global korea culture class

C. Special counseling for high-risk groups of dropouts
Preemptive response to reduce dropout rate of foreign students
① Consultation details: completion of study/financial ability/financial/career, 등
② How to proceed: Face-to-face consultation

D. a regular meeting of the International Student Council
Identify the grievances of foreign students and seek solutions
① Target: Executives of the International Student Association and officials involved in international student affairs
② Main contents: Difficulties as a foreign student, ways to increase exchanges between students, requests for support for events, etc
06. Insurance
A. All the international students will be compulsory subscribed to the local subscriber scheme of the National Health Insurance.

B. National Health Insurance Service
   ① Eligibility
      - Registered as a foreigner and holds one of the following visa types: F-1 ~ 5, D-1, D-2, D-3, D-5 ~ D-10, E-1 ~ E-7, E-9 ~ E-10, H-1 ~ H-2
   ② Registration process and required documents
      - Registration of insurance is natural from the date of alien registration (first entry) or re-entry.
      - Copy of ARC, Certificate of enrollment, Passport or certificate of entry / exit record
      - Who do not pay the insurance fee will not be allowed to extend one’s visa.
   ③ Benefits
      - Same coverage will be applied as Korean citizens
      - Hospitalization: Insurance holders pay 20% of the medical fee
      - Outpatients medical costs: Insurance holders pay 30 ~ 50% of the medical fee
      - It also covers other treatments such as childbirth and provides various health information such as disease prevention
   ④ Inquiry
      - Website: www.nhis.or.kr

07. Employment Support Program
A. Employment Competency Enhancement Concentration Program (Camp)
   - Residence qualifications for foreign workers, Job aptitude tests, preparation of job documents suitable for job suitability, 1:1 individual counseling and consulting, and practical interview simulations for international students
   - once a year (3days)

B. Employment Support Program(Online)
   - A one-time special lecture focused on the most difficult content among foreign student’s job searching activities
   - Self-introduction letter, interview skills, etc
   - 3 times per semester

C. Employment information
   - Employment and internship information for international students are available on our website’s international notice and employment bulletin board for international students.
   - You must get permission from the immigration office in advance to get a job or do an internship

08. Special Korean course for foreign students
A special Korean course to strengthen the language competency of foreign students to help understand lectures.
A. Activity contents: Achieve TOPIK Level 4, learn TOPIK problem solving skills and Korean expression.

B. Program Period: Mar ~ Jun, Sep ~ Dec every year

09. OASIS program for international students
Education for international students’ start-up knowledge, operation of project teams, and support for commercialization (education → development → advancement, mentoring of start-up technology-based start-up ideas, prototype production, and support for corporate establishment, etc.)
A. If completed OASIS start-up education and establish a corporation, it is possible to apply for a technology start-up visa(D8-4)

B. Activity period: 1 year

10. Global Buddy(A) Program
This program is running for international students to adjust to living in Korea and studying at Dongguk by making a group with Korean students and International students.
A. Application Method: Use Dream Path

B. Program Period: Every Semester (Approx. 2 months)

C. Activity Method: Regular meeting with matched global buddy partner

D. Activity Contents: Study Korean, various Korean cultural experiences, and etc.

11. Korean Language Clinic
To help graduate international students to improve Korean writing thesis skills
A. Subject: Graduate international students(enrolled student, student with completion status)

B. Details: Get some corrections and feedbacks of thesis written in Korean
C. How to Use:
- Counselling Method: Apply and get feedback via Dream-Path
- Fee: Free of Charge
- Note:
  1) Limitation of counselling opportunity: Two counselling sessions per semester.
  2) Correction / feedback within 3 weeks after applying
  3) Undergraduate school students can not apply for this program

D. Inquiry: Office of International Students (Hyehwa hall 6F), 02-2260-4944, 4947, 3887, scf@dongguk.edu

12. Special Lecture for writing Korean thesis
This program is designed to help graduate international students to write Korean thesis
A. Contents:
How to search information in libraries, formats of academic thesis, and how to use a program to prevent plagiarism(3 times in a semester)

13. International Student Major Preparation Course
A course to support international students’ ability to adapt to major classes and improve their academic and Korean language skills
1) How to apply: Apply with Dream Path
2) Opening Department: Variation every semester
3) Opening time: April/September every semester
4) Class content: Education on 200 major terms and basic background knowledge for each department (major) of the international student’s basic terminology book

14. Korean Language Course
※ 2024 Schedule
<table>
<thead>
<tr>
<th>Semester</th>
<th>Class</th>
<th>Details</th>
</tr>
</thead>
</table>
| Spring         | 2024. 3. 18(Mon) - 2024. 5. 31(Fri) | - 10 weeks per semester  
- 5 days a week (including one cultural activity day) 
- Intermediate / Advanced course(10-13:00), Elementary course(10-17:00) 
- Tuition: 1,370,000KRW per semester [Textbook not included] 
- Dongguk University Students: A 50% discount & no application fee 
- Inquiry: Institute of Korean Language 02-2260-3472 or Inter@dongguk.ac.kr |
| Summer         | 2024. 6. 17(Mon) - 2024. 8. 29(Thur) | - 5 days a week (including one cultural activity day) 
- Intermediate / Advanced course(10-13:00), Elementary course(10-17:00) 
- Tuition: 1,370,000KRW per semester [Textbook not included] 
- Dongguk University Students: A 50% discount & no application fee 
- Inquiry: Institute of Korean Language 02-2260-3472 or Inter@dongguk.ac.kr |
| Fall           | 2024. 9. 19(Thu) - 2024. 11. 21(Fri) | - 5 days a week (including one cultural activity day) 
- Intermediate / Advanced course(10-13:00), Elementary course(10-17:00) 
- Tuition: 1,370,000KRW per semester [Textbook not included] 
- Dongguk University Students: A 50% discount & no application fee 
- Inquiry: Institute of Korean Language 02-2260-3472 or Inter@dongguk.ac.kr |
| Winter         | 2024. 12. 14(Mon) - 2025. 2. 28(Fri) | - 5 days a week (including one cultural activity day) 
- Intermediate / Advanced course(10-13:00), Elementary course(10-17:00) 
- Tuition: 1,370,000KRW per semester [Textbook not included] 
- Dongguk University Students: A 50% discount & no application fee 
- Inquiry: Institute of Korean Language 02-2260-3472 or Inter@dongguk.ac.kr |
| 2025 Spring    | 2025. 3. 17(Mon) - 2025. 5. 29(Thur) | - 5 days a week (including one cultural activity day) 
- Intermediate / Advanced course(10-13:00), Elementary course(10-17:00) 
- Tuition: 1,370,000KRW per semester [Textbook not included] 
- Dongguk University Students: A 50% discount & no application fee 
- Inquiry: Institute of Korean Language 02-2260-3472 or Inter@dongguk.ac.kr |
## II. Academic Calendar for Fall 2024

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Day</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024</td>
<td>09</td>
<td>20(Mon)</td>
<td>Fall Semester Begins</td>
</tr>
<tr>
<td></td>
<td>09</td>
<td>21(Tue)~ 11(Mon)</td>
<td>Course Drop / Add</td>
</tr>
<tr>
<td></td>
<td>25(Wed)~ 27(Fri)</td>
<td>Course Withdraw</td>
<td></td>
</tr>
<tr>
<td></td>
<td>23(Mon)~ 25(Wed)</td>
<td>Multi-major(Double-major or Integrated Program or Convergence major) Withdrawal</td>
<td></td>
</tr>
<tr>
<td></td>
<td>10</td>
<td>23(Mon)~ 25(Wed)</td>
<td>Apply for Early Graduation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21(Mon)~ 25(Fri)</td>
<td>Mid-term Examination</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>11(Mon)~ 22(Fri)</td>
<td>Decision of Major for students with undecided major</td>
</tr>
<tr>
<td></td>
<td></td>
<td>23(Mon)~ 25(Wed)</td>
<td>Apply for Readmission</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>23(Wed)~ 29(Fri)</td>
<td>Apply for Single major(Double-major or Integrated Program)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4(Fri)~ 12(Thur)</td>
<td>Final-term Examination</td>
</tr>
<tr>
<td></td>
<td>12</td>
<td>13(Fri)</td>
<td>End of Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>21(Sat)~ 2025. 2. 28(Fri)</td>
<td>Winter Vacation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>20(Mon)~ 2025. 1. 14(Tue)</td>
<td>Winter Semester</td>
</tr>
<tr>
<td></td>
<td>01</td>
<td>20(Fri)~ 28(Sat)</td>
<td>Apply for reinstatement for Spring Semester(1st period)</td>
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<td></td>
<td>12(Mon)~ 17(Fri)</td>
<td>Apply for reinstatement for Spring Semester(2nd period)</td>
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<tr>
<td></td>
<td>02</td>
<td>13(Thur)</td>
<td>Apply for leave of absence for Spring Semester</td>
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<tr>
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<td></td>
<td>19(Wed)~ 25(Tue)</td>
<td>Enrollment for Spring Semester</td>
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<tr>
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<td></td>
<td>27(Wed)~ 29(Fri)</td>
<td>Course Registration for Spring Semester</td>
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<tr>
<td></td>
<td></td>
<td>13(Mon)~ 22(Fri)</td>
<td>Course Registration for Winter Semester</td>
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<tr>
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<td></td>
<td>11(Mon)~ 22(Fri)</td>
<td>Submit graduation thesis for graduation in spring 2025</td>
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<td></td>
<td></td>
<td>27(Wed)~ 29(Fri)</td>
<td>Apply for Major Change</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4(Fri)~ 12(Thur)</td>
<td>Final-term Examination</td>
</tr>
</tbody>
</table>

### 01. Course Registration

- How to check the course timetable for course registration:
  1. uDRIMS → 학사정보 → 과수업 → 수강신청관리 → 종합강의시간표
  2. Dongguk Website → 학사 / 생활 / 장학 → 교육과정 → 종합강의시간표(pdf File)

#### A. Registration Method
Access the website [http://uDRIMS.dongguk.edu/sugang](http://uDRIMS.dongguk.edu/sugang)

#### B. Registration Period
- Spring Semester : 2024. 2. 2(Fri)~ 8(Thur)
- Fall Semester : 2024. 8. 5(Mon)~ 9(Fri)

Please refer to [학사공지] from the Dongguk website for detailed schedule.

### C. Credits

1. Students must register minimum 12 credits and maximum 18 credits per semester.
2. To receive international scholarship, students must achieve at least 15 credits.
4. Students who are eligible to take 3 additional credits (via uDRIMS)
   - Students who are enrolled in a 5-year Undergraduate—Master’s Integrated Program
   - Transfer students to the college of Natural Science
   - Students with GPA above 4.0 and who have achieved more than 15 credits in a previous semester
5. Note : If enrolled student does not register courses, he / she will receive a grade warning.

### D. Course Drop and Add

1. Course Drop and Add Period
   - Spring Semester : 2024. 3. 5(Tue)~ 11(Mon)
   - Fall Semester : 2024. 9. 3(Tue)~ 9(Mon)

2. Check Registered Courses : uDRIMS → 학사정보 → 학적부열람 및 수정 → 수강
3. Course Change : Access the website [http://uDRIMS.dongguk.edu/sugang](http://uDRIMS.dongguk.edu/sugang) and change courses

### E. Course Withdrawal

1. Subject : Students enrolled in the Spring or Fall Semester, 2024
2. Course Withdrawal Period
   - Spring Semester : 2024. 3. 20(Wed)~ 22(Fri)
   - Fall Semester : 2024. 9. 25(Wed)~ 27(Fri)

3. Note
   - Students cannot add other courses during this period
   - Course withdrawal will not be permitted if the total registered credits are less than 12 credits.
   - Withdrawn course will be shown as ‘W’ on the term report card [not shown on transcripts].
   - Note : number of credits earned (more than 15 credits) is one of the scholarship requirement
   - Withdrawal and restore are possible during the course withdrawal period only
## 02. Course Retake

### A. Subject
- Students can retake a course with the same subject in case of Credits achieved less than C+.

### B. Grade Limitation
※ Maximum grade for repeated courses is A0 (starting from 2012).

### C. Transcript
- Previous achieved grade will be marked as ‘R’. Except from GPA.
- The previous achieved grade will be deleted automatically and the new grade will be calculated on the final transcript.

## 03. Pre-course registration

This registration is designed for students to register courses easily.

### A. Subject
- All lectures

### B. Application Methods
1. Login uDRIMS
2. uDRIMS → 학사정보 → 교과수업 → 수강신청관리 → 희망 강의 신청

### C. Note
It is an advance registration to help students to do it easily by clicking the button of shopping cart. Registration during the official course registration period is required.
It is available regardless of overlap(time, credits) or limitation(academic year, departments, or occupancy restriction).
Please consider that those exceptions are not acceptable during official course registration.

## 04. Course Credit Waiver

### A. Regulation
(1) Credits achieved starting from spring, 2015 cannot be waived (Only course retake is allowed)
(2) Credits achieved up to fall, 2014 semester can be waived if course retake is impossible.

### B. Registration Method
(1) Registration Period
   - Spring semester : 2024. 3. 12(Tue) ~ 14(Thur)/6. 5(Wed) ~ 7(Fri)
   - Fall semester : 2024. 9. 11(Wed) ~ 13(Fri)/12. 4(Wed) ~ 6(Fri)
(2) Students enrolled before 2012
   - uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청
(3) Students enrolled between 2012 and 2014
   - uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청 → 취득학점포기신청(Courses marked as "가능")

### C. Number of credits allowed waiving
- Students enrolled before spring, 2012 : No limitation
- Students enrolled between 2012~2014 : Up to 6 credits (Students attending more than the 5th semester)
※ Courses allowed to waive : Courses that are not included in the 2014 Course Curriculum (based on Course Catalog, 2014)
※ Check courses allowed to waive : uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청(courses marked as "가능")

## 05. Tuition Fee Payment

### A. Payment in Full
(1) Payment Period
   - Spring Semester : 2024. 2. 20(Tue) ~ 26(Mon)
   - Fall Semester : 2024. 8. 22(Thur) ~ 28(Wed)
(2) Payment Method
   - Print a tuition bill (from uDRIMS) and pay at the bank, online banking or ATM
   - Payment Certificate : uDRIMS → 학사정보 → 등록 → 등록확인서 → Check and Print
   [Students will receive a text message when the tuition fee is paid.]

### B. Installment payment
(1) Registration Period
   - 4 Installment Payments : Spring Semester : 2024. 2. 12(Mon) ~ 2. 16(Fri)
   - Fall Semester : 2024. 8. 13(Tue) ~ 8. 17(Sat)
   - 3 Installment Payments : Spring Semester : 2024. 3. 16(Sat) ~ 3. 19(Tue),
   - Fall Semester : 2024. 9. 12(Thur) ~ 9. 15(Sun)
(2) Exception
   - Freshmen, transfer students, readmitted students of current semester, students on (or will be on) leave of absence, credit registered students, students on the government guaranteed student loan program, and students who will be paying tuition with a credit card in the related semester are not eligible for installment payment.
(3) Payment Method : uDRIMS → 학사정보 → 등록 → 등록대상자선정 → 분납신청 고지서출력
(4) Payment details

### Spring Semester

<table>
<thead>
<tr>
<th>Installments</th>
<th>Amount (A-Type)</th>
<th>Amount (B-Type)</th>
<th>Payment Period</th>
<th>Bank</th>
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</thead>
<tbody>
<tr>
<td>1st</td>
<td>25% of tuition fee</td>
<td></td>
<td>2024. 2. 20(Tue) ~ 2. 22(Thur)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>2nd</td>
<td>25% of tuition fee</td>
<td>50% of tuition fee</td>
<td>2024. 3. 10(Wed) ~ 3. 12(Thur)</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>25% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 4. 10(Wed) ~ 4. 12(Thur)</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>25% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 5. 10(Wed) ~ 5. 12(Thur)</td>
<td></td>
</tr>
</tbody>
</table>
## Fall Semester

<table>
<thead>
<tr>
<th>Installments</th>
<th>Amount (A-Type)</th>
<th>Amount (B-Type)</th>
<th>Payment Period</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>25% of tuition fee</td>
<td>-</td>
<td>2023. 8. 22(Thu) ~ 8. 26(Mon)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>2nd</td>
<td>25% of tuition fee</td>
<td>50% of tuition fee</td>
<td>2023. 9. 20(Fri) ~ 9. 24(Tue)</td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td>25% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2023. 10. 16(Wed) ~ 10. 18(Fri)</td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td>25% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2023. 11. 13(Wed) ~ 11. 15(Fri)</td>
<td></td>
</tr>
</tbody>
</table>

※ Above schedule is subject to change. Please refer to ‘학사공지’

### Note
- Visa extension is not possible on the installment payment
- Issuance of certificates (enrollment, registration) is not possible until full payment is made
- Students will be expelled if full payment is not made by the last installment payment period
- Leave of absence will be allowed only in case full payment is made.

## 06. Scholarship

### A. International Scholarship offered by Dongguk

1. **Scholarship for International Students (must earn at least 15 credits)**
   - Students enrolled between March 2016 – September 2017
     - GPA
       - 3.0 ~ 3.99
         - Amount: 40% of tuition fee
         - Application: Not Required
       - Above 4.0
         - Amount: 60% of tuition fee
         - Application: Not Required

### B. Outside Scholarship

1. **GKS (Global Korea Scholarship)**
   1) **Scholarship in details**
      - Amount: Maximum of 5,000,000KRW (500,000KRW per month)
      - Period: 10 months (Selection made every year)
      - Payment Method: Given to selected students at the end of every month
   2) **Eligibility**
      - Applicants must meet all the criteria listed below
        ① 2nd, 3rd, or 4th-year international students enrolled in a four-year university program on their own expense to study
        ② GPA above 80 out of 100 during the entire period of attendance at university
        ③ GPA above 80 out of 100 in the previous semester
        ④ Students with TOPIK Level 4 or higher
          ※ Grade: Round up to one decimal place and write up to tenth only. (GPA 80 after round up not accepted)
          ※ Note: Students receiving similar scholarship from the university, Korean government or any other institutions (basically students who are supported with a living expense that is over 500,000KRW per month) are not allowed to apply.
3) Selection Process and Schedule
- Basic Policy
  ① Students recommended by the university will be evaluated by the NIIED’s committee
  ② For evaluation, things like applicant’s GPA, Korean language proficiency, contribution possibility to both countries, and reason for application will be taken into consideration
  ③ Self introduction paper, study plan and recommendation letter will be evaluated based on the rating standard of the committee
  ④ The committee will consider applicant’s nationality so students from various countries can be selected
- Selection Schedule: Please refer to the Dongguk University Website (국제공지/유학생)

4) Inquiry
- Office of International Students [Tel : 02-2260-4944, 4947, 3887, E-mail : scf@dongguk.edu]

Scholarship  | Eligibility                            | Application Period | Quota     | Amount of Scholarship (KRW) | Scholarship organizations | Selection methods
---|---|---|---|---|---|---
GKS Scholarship | Undergraduate school (2nd year ~ 4th year) | January ~ February | Max. 10 | 6 million / year | NIIED (National Institute of International Education) | Individual Application
Samsung Dream Scholarship | Students from developing countries (Undergraduate, graduate school) | In the beginning of semester | Max. 3 | Max. 5 million / semester | Samsung Dream Scholarship Foundation | Recommendation from Office of International Students

[2]. Others

07. Grading System
A. Evaluation Criteria : Exam, attendance, assessment and more

B. Grades and GPA

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A0</th>
<th>B+</th>
<th>B0</th>
<th>C+</th>
<th>C0</th>
<th>D+</th>
<th>D0</th>
<th>F</th>
<th>P, W</th>
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<tbody>
<tr>
<td>GPA</td>
<td>4.5</td>
<td>4.0</td>
<td>3.5</td>
<td>3.0</td>
<td>2.5</td>
<td>2.0</td>
<td>1.5</td>
<td>1.0</td>
<td>0</td>
<td>Not counted</td>
</tr>
</tbody>
</table>

Note
- GPA = Final GPA (Achieved credits * sum of GPA) / Total Credits Achieved ("P" courses not counted)
- Grade “F” will appear on the transcript and will affect GPA
- GPA includes credits in the GPA

C. Attendance
- Student will receive an "F" grade if they miss more than 1/4 of the classes
- 3 times late is equal to 1 absence

D. Academic Warning/Academic Slump
(1) Students with GPA lower than 1.75 or who failed to register for courses will receive an academic warning every semester (academic warning accumulates, applicable students who are enrolled in an additional semester)
(2) Disadvantages to visa status
- International students with academic warning(s) may receive disadvantages on their visa extension
- 1st Warning : Caution
- 2nd Warning : Recommendation letter by an academic advisor required for visa extension
- 3rd Warning : D-2 visa extension / D-2 visa prohibited to change

08. Course Evaluation
A. Period
- 2 weeks before and after the semester ends (Please refer to the notice board (학사공지))

B. Method
- uDRIMS → 학사정보 → 교과수업 → 강의평가관리 → 강의평가등록 및 조회 (Only certain courses are being evaluated)

※ Students will have a limited access to their grade result if they fail to participate in the 2nd period of course evaluation.
09. Summer / Winter Semesters
- Registration period, tuition bill, lecture schedules, and classrooms will be announced (Refer to '학사공지' from the Dongguk University Website)

A. Semester Period
- Summer : 2024. 6. 24(Mon) ~ 7. 12(Fri) / 4 days a week (Mon, Thur, Fri) / For 15 days
- Winter : 2024. 12. 23(Mon) ~ 2025. 1. 14(Tue) / 4 days a week (Mon, Thur, Fri) / For 15 days

B. Number of Credits
- Currently enrolled students: up to 6 credits / Student on leave of absence: up to 3 credits

10. Graduation Requirement : TOPIK
- Applied to international students who enrolled
- Requirement : TOPIK Level 4 or higher
- Deadline for submission of TOPIK score : Submit to Office of international student one semesters in advance of graduation. If not, graduation is not allowed.

11. e - Class
Students may access to e-class(eclass.dongguk.edu) anywhere at any time and share lecture-related documents. It is also possible to take online lecture through e-Class

12. Leave of Absence / Reinstatement
A. Leave of Absence
(1) Subject : Students who must return home because of unavoidable circumstances. (D-2 holders must change status of stay legitimately or return to home after leave of absence)
(2) Application Period:
   - Spring Semester : 2014. 1. 15(Mon) ~ 1. 19(Fri)
   - Fall Semester : 2014. 7. 15(Mon) ~ 7. 19(Fri)
(3) How to apply:
   - Via uDRIMS [학사정보-학적변동관리(휴복학)-휴학신청 / 취소등록]
   - Students must attach their Alien registration card and flight ticket on uDRIMS.
(4) Period of Leave of Absence
   - Notes : Leave of absence is only granted for 1 semester at a time, and maximum period allowed is 2 years (4 semesters) for undergraduate students.
   - Maximum period allowed is 2 years (4 semesters) for transfer students of undergraduate program.
   - Students will be expelled if they do not apply for reinstatement or extension of leave of absence after termination of period of leave (1 year) (Extension is also available on uDRIMS.)

B. Reinstatement
(1) Subject : Students who are returning to school after leave of absence
(2) Application Period
   - 2024-Spring : 1st - 2024. 1. 2(Tue) ~ 1. 5(Fri) / 2nd - 2024. 1. 15(Mon) ~ 1. 19(Fri)
   - 2024-Fall : 1st - 2024. 6. 25(Tue) ~ 6. 28(Fri) / 2nd - 2024. 7. 15(Mon) ~ 7. 19(Fri)
   - 2025-Spring : 1st - 2025. 1. 2(Tur) ~ 1. 6(Mon) / 2nd - 2025. 1. 13(Mon) ~ 1. 17(Fri)
(3) How to apply:
   - Via uDRIMS [학사정보-학적변동관리(휴복학)-복학신청 / 취소등록] by attaching a return ticket(D-2 holder) or ALC(other types of visa holder)
   - Leave of Absence is granted for one year (2 semesters) at a time, but students may take one semester off and return early
   - If students fail to register within the registration period, reinstatement and registered courses will be cancelled automatically

※ D-2 Application for Overseas Applicants
(1) Subject : Student who does not hold D-4 or D-2 or F1~F4
(2) Procedure
   - Write one’s Email address to receive the certificate of admission when they apply for returning to school on uDRIMS → Send the certificate from school → Ones visit embassy of Korea in their home countries and apply for the visa → Entry

13. Change of Major
A. Eligibility
   - Students enrolled in 2nd ~ 5th Semester (given 3 chances)
   - Except transfer students, students on leave of absence and students who already changed major

B. Registration Period & Method
(1) Spring Semester : 2014. 6. 30(Mon) ~ 6. 10(Mon) / Visit the college administrative office where your new major belongs to
(2) Fall Semester : 2014. 11. 27(Wed) ~ 11. 29(Fri) / Visit the college administrative office where your new major belongs to

C. Selection Criteria
   - Document screening + Oral Exam (Written exam may be required if necessary)
   - Refer to the notice board of the Dongguk website for detailed information about registration method and criteria of each department (major)
   - Students must take required courses if changing a major to Management, Economics, or International Trade (Please call related department to confirm)
14. Double Majors

A. Eligibility
- Students who completed at least 2 semesters (Transfer students may apply from their first semester)

B. Registration Period & Method
- Spring Semester: 2024. 6. 3 (Mon) ~ 6. 21 (Fri) / apply through uDRIMS
- Fall Semester: 2024. 11. 27 (Wed) ~ 12. 13 (Fri) / apply through uDRIMS

C. Selection Criteria
- GPA and number of credits achieved including the current semester will be considered
  (summer / winter semester following after the current semester will be excluded)

D. Cancellation of Double Major
(1) Subject: Students who want to give up their double major
   (Students must meet all the graduation requirements for their first major to graduate)
(2) Registration period
- Spring Semester: 2024. 3. 20 (Wed) ~ 3. 22 (Fri) / apply through uDRIMS
- Fall Semester: 2024. 9. 23 (Mon) ~ 9. 25 (Wed) / apply through uDRIMS

15. Basic Elective Course Requirement

A. Based on students enrolled 2024
- Minimum number of elective credits required: Total 29 credits for common elective courses

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<tr>
<th>Academic Year</th>
<th>Common Elective (mandatory)</th>
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<tr>
<td></td>
<td>대학생활탐구</td>
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<tr>
<td>2024</td>
<td>1</td>
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<table>
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<th>Classification</th>
<th>Semester</th>
<th>Area</th>
<th>Course</th>
<th>Credits</th>
<th>Hours</th>
<th>Note</th>
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<td>자아성찰</td>
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| Total Common Elective Courses | 27 | 27 ~ 29 |
B. 글로벌인재트랙 이수체계

신입생
TOPIK 4급 이하

영역
학문목적
한국어
기초역량
문화

입학 첫 학기
과목명
대학한국어Ⅰ(발표와토론)

학점
2
학점
2
학점
3

입학 두 번째 학기
과목명
대학한국어Ⅱ(독해와작문)

TOPIK 5 ~ 6급

영역
학문목적
한국어
기초역량
문화

입학 첫 학기
과목명
대학한국어Ⅰ(발표와토론)

학점
2
학점
2
학점
3

입학 두 번째 학기
과목명
대학한국어Ⅱ(독해와작문)

TOPIK 5 ~ 6급

영역
학문목적
한국어
기초역량
문화

입학 첫 학기
과목명
대학한국어Ⅰ(발표와토론)

학점
2
학점
2
학점
3

입학 두 번째 학기
과목명
대학한국어Ⅱ(독해와작문)

B. Early Graduation

(1) Eligibility: students who fulfilled all graduation requirements and currently enrolled in 6th or 7th semester with GPA higher than 4.0 (Except for transfer students and students transfer from the Gyeongju Campus)

(2) Application period and method
- Spring Semester : 2024. 3. 20(Wed) ~ 3. 22(Fri) / via uDRIMS
- Fall Semester : 2024. 9. 23(Mon) ~ 9. 25(Wed) / via uDRIMS

※ Early graduation is not possible if all graduation requirements are not fulfilled regardless of number of credits earned. In this case, students must pay tuition in full and will be registered with an enrollment status, not with a completion status. There is no early completion system.

17. 5-year Undergraduate-Master’s Integrated Program

A. Available departments and Admission Quota

Department
All department except for medical department

Quota
Within 30% of master’s program entrance quota
B. Eligibility
(1) Undergraduate students who are registered for more than 5 semesters, have GPA over 3.0 from 4 semester to 7 semesters.
(2) May apply to a graduate program that are related to major, double-major or interdisciplinary program of undergraduate program. Transfer students cannot apply.

C. Period of study
3.5 years (or 4 years) of undergraduate program + 1.5 years of master’s program

D. Application Submission
(1) Period: (Schedule may be subject to change)
• Fall Semester : 2024. 6. 24(Mon) ~ 6. 28(Fri)
• Spring Semester : 2024. 12. 30(Mon) ~ 2025. 1. 3(Fri)
(2) How to apply: Submit an application form, transcript, a recommendation letter from the dean of the department, and a pledge form to the Graduate School administration office in the main building 3F.

E. Course registration
Students enrolled in a 5-year Undergraduate-Master’s Integrated Program may take 6 credits per semester and a total of 12 credits of master’s course
- How to register : via uDRIMS during course registration(or course add / drop) period

F. Credit Approval
Graduate courses taken during undergraduate program will be approved as major courses and number of credits exceeded the undergraduate graduation requirements will be approved as completion credits of master’s program (max. 9 credits)

G. Benefit
(1) Reduction of study period (6 months for undergraduate program and 6 months for master’s program, Able to shorten up to 1 year of study term)
(2) Exemption of graduation thesis(exam) for undergraduate course (Bachelor’s degree)
   [However, except Pharmacy major]
(3) Admission fee exemption for Master’s program
(4) Able to take extra 3 credits during the undergraduate program
02. Course Registration and Timetable Print
uDRIMS → ①학사정보 → ②교과수업 → ③수강신청관리 → ④개인강의시간표 조회 → ⑤출력

03. Grade Check
A. Check grades after semester : uDIRMS → ①학사정보 → ②성적 → ③성적공시
B. Check GPA : uDIRMS → ①학사정보 → ②성적 → ④전체성적조회

04. Tuition Bill and Certificate of Registration
A. Print tuition bill : uDRIMS → ①학사정보 → ②등록 → ③고지서출력
B. Print certificate of registration [after tuition is paid] : uDRIMS → ①학사정보 → ②등록 → ④등록확인서
5 Graduate School

I. Academic Calendar for Spring Semester, 2024

<table>
<thead>
<tr>
<th>Year</th>
<th>Month</th>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2024</td>
<td>3</td>
<td>2(Sat)</td>
<td>Foreign Language Examination (English, Korean)</td>
</tr>
<tr>
<td></td>
<td>4(Mon)</td>
<td></td>
<td>Spring Semester Begins</td>
</tr>
<tr>
<td></td>
<td>4(Mon)</td>
<td>~ 10(Sun)</td>
<td>Course Drop / Add</td>
</tr>
<tr>
<td></td>
<td>18(Mon)-20(Wed)</td>
<td>Application for abstract of a thesis</td>
<td></td>
</tr>
<tr>
<td></td>
<td>12(Fri)</td>
<td>4.19 Revolution Memorial Mountain Climbing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8(Wed)</td>
<td></td>
<td>University Anniversary</td>
</tr>
<tr>
<td>2024</td>
<td>4</td>
<td>13(Mon)-24(Fri)</td>
<td>Application for Readmission</td>
</tr>
<tr>
<td></td>
<td>15(Wed)</td>
<td></td>
<td>Buddha's Birthday</td>
</tr>
<tr>
<td></td>
<td>14(Fri)</td>
<td></td>
<td>End of Semester</td>
</tr>
<tr>
<td>2024</td>
<td>5</td>
<td>24(Mon)-8.31(Sat)</td>
<td>Summer Vacation</td>
</tr>
<tr>
<td></td>
<td>26(Mon)-28(Fri)</td>
<td>Application for 5-year Undergraduate-Master’s Integrated Program</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>6</td>
<td>29(Tue)-28(Fri)</td>
<td>Apply for reinstatement for Fall Semester(1st period)</td>
</tr>
<tr>
<td></td>
<td>15(Mon)-19(Fri)</td>
<td>Submission of Bound Copies of Final Thesis</td>
<td></td>
</tr>
<tr>
<td>2024</td>
<td>7</td>
<td>15(Mon)-19(Fri)</td>
<td>Apply for reinstatement for Fall Semester(2nd period)</td>
</tr>
<tr>
<td></td>
<td>2(Fri)</td>
<td></td>
<td>Apply for leave of absence</td>
</tr>
<tr>
<td>2024</td>
<td>8</td>
<td>20(Mon)-16(Fri)</td>
<td>Course Registration for Fall Class</td>
</tr>
<tr>
<td></td>
<td>22(Thur)</td>
<td>29(Wed)</td>
<td>Registration for Foreign Language Examination (Korean, English)</td>
</tr>
<tr>
<td></td>
<td>22(Thur)</td>
<td></td>
<td>Enrollment for Fall Semester</td>
</tr>
<tr>
<td></td>
<td>26(Mon)-9.7(Sat)</td>
<td>2024 Fall Commencement (Seoul Campus)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>26(Mon)-9.7(Sat)</td>
<td>Comprehensive Examination for Master’s and Ph.D program</td>
<td></td>
</tr>
</tbody>
</table>

※ Schedule may be subject to change

01. Course Registration

A. Major: Maximum of 3 courses per semester (1 course = 3 credits)
- Maximum of 6 credits per semester for pre-requisite courses in addition to major credits
- Same course cannot be approved as a pre-requisite and a major credit at the same time

B. Course Retake: Repeating of a failed course is allowed only once (Be aware of that the same course opens 3 ~ 4 semesters after)

※ Credit waiver is not possible for the Graduate School

02. Pre-requisite Courses

A. Subject for prerequisite courses
   1) A person who has entered a master’s course different from major of the undergraduate course.
   2) A person who has entered a Ph.D. program different from the major of the master’s course.
   3) A person who has been requested to complete the course of the head of the department due to reasons such as change of department, etc.
Guide Book for International Students

03. Course Completion & Graduation

A. Course Completion Criteria

<table>
<thead>
<tr>
<th>Program</th>
<th>Enrolment</th>
<th>Credits</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>4 semesters</td>
<td>24</td>
<td>Over 3.0</td>
</tr>
<tr>
<td>Ph.D.</td>
<td>4 semesters + 2 research semesters</td>
<td>36</td>
<td>Over 3.0</td>
</tr>
<tr>
<td>Master's / Ph.D. Integrated</td>
<td>8 semesters + 2 research semesters</td>
<td>60 (including 6 credits of thesis guidance)</td>
<td>Over 3.0</td>
</tr>
</tbody>
</table>

Subject for pre-requisite courses must take required pre-requisite courses to complete.
Completion Criteria credits subject to change depending on the major and degree course. (Please confirm at the administrative office of each college)

B. Early Completion (not applicable for transfer students or Ph.D. students)

(1) Eligibility
※ Recipients for pre-requisite courses must fulfill the requirement of pre-requisite courses

<table>
<thead>
<tr>
<th>Program</th>
<th>Condition</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's</td>
<td>Earned graduate program credits during undergraduate program on top of credits required for graduation and have more than 6 credits approved as graduate program credits when entering school, or have more than 6 approved credits taken from the previous graduate school among the freshmen who has completed a course in other graduate school.</td>
<td>Shorten 1 semester (Six months)</td>
</tr>
<tr>
<td>Master's / Ph.D. Integrated</td>
<td>Earned more than 60 credits (including 6 credits of thesis guidance) and GPA over 3.5</td>
<td>Shorten up to 2 semester (1 year)</td>
</tr>
</tbody>
</table>

(2) How to apply
- Eligible students who wish to apply for the early completion, submit an application to the college administrative office.

C. Difference between completion and graduation (Conferment of degree)

<table>
<thead>
<tr>
<th>Completion</th>
<th>Graduation (conferment of degree)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Completed the entire regular degree course required for graduation and earned required credits (24 credits for master’s, 36 credits for Ph.D., 60 credits for Master’s / Ph.D. Integrated) with GPA over 3.0</td>
<td>Successfully passed completion criteria, Foreign Language Examination &amp; Comprehensive Examination and passed a thesis evaluation</td>
</tr>
</tbody>
</table>

04. Tuition Payment

A. Payment in Full

(1) Payment Period
- Spring Semester : 2024. 2. 20(Tue) ~ 2. 26(Mon)
- Fall Semester : 2024. 8. 22(Thur) ~ 8. 28(Wed)
※ Tuition payment is optional for students who are taking (or planning) a leave of absence.

(4) A transfer student pursuing major that is different from previous major.
(5) If whose double major in previous university is same with pursuing major, the pre-requisite subject is excluded from the list.
(Submit related documents that can confirm "double major completion" within a prescribed period)

B. Credit Requirements for Pre-requisite course(s)

(1) Within 9 credits(3 courses) (Each department has a different rule so please confirm with the department)
(2) Pre-requisite courses must be taken for a course completion and approved as acquired credits

C. Abolished departments for prerequisite course acquisition system (As of February 2024)

<table>
<thead>
<tr>
<th>Abolished Departments</th>
<th>Applicable Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chemical Engineering</td>
<td>Ph.d, Master &amp; Ph.d Integrated</td>
</tr>
<tr>
<td>Advertising &amp; PR, Medical Device Business, Artificial Intelligence</td>
<td>Ph.d, Part-time</td>
</tr>
</tbody>
</table>

D. Pre-requisite course Exemption

Exemption allowed if a student already earned pre-requisite courses designated by the department during his / her recent degree course

E. Application for pre-requisite course exemption

(1) Print "신수과목 면제대장" from 'Forms' tab of the Graduate School Website (gs.dongguk.edu)
(2) Fill out "면제대장" and visit the Department Office with an recent degree course
(3) Get "면제대장" and transcript checked and receive approval from the dean of the department
(4) Submit to Graduate School Office(refer to announcement)

F. Pre-requisite course Application

Apply course(s) that is marked as pre-requisite during the course registration period in the beginning of each semester (courses marked as "신수" beside 과목목)

G. Approval of pre-requisite course credit

GPA of all prerequisite courses taken must be over 3.0 for successful acquisition
(2) Payment Method
- Print a tuition bill (on uDRIMS) and pay at the bank, online banking or ATM
- Payment Certificate : uDRIMS → 대학원전산실 → 등록 → 등록확인서 → Check and Print
  (Students will receive a text message after tuition is paid)

B. Installment Payment
(1) Registration Period
- 4 Installment Payments : Spring Semester : 2024. 2. 12(Mon) ~ 2. 16(Fri)
  Fall Semester : 2024. 8. 13(Tue) ~ 8. 17(Sat)
- 3 Installment Payments : Spring Semester : 2024. 3. 16(Sat) ~ 3. 19(Tue),
  Fall Semester : 2024. 9. 12(Thurs) ~ 9. 15(Sun)
(2) Exception
- Freshmen, transfer students, readmitted students of current semester, students on (or will be on) leave
  of absence, credit registered students, students on the government guaranteed student loan program,
  and students who will be paying tuition with a credit card in the related semester are not eligible for
  installment payment.
(3) Payment Method : uDRIMS → 학사정보 → 등록 → 등록대상자선정 → 학비납부(고지서출력)
(4) Payment details
※ Spring Semester
<table>
<thead>
<tr>
<th>Installments</th>
<th>Amount (A-Type)</th>
<th>Amount (B-Type)</th>
<th>Payment Period</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>50% of tuition fee</td>
<td>-</td>
<td>2024. 2. 20(Tue) ~ 2. 22(Thurs)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>2nd</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 3. 20(Wed) ~ 3. 22(Fri)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>3rd</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 4. 17(Wed) ~ 4. 19(Fri)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>4th</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 5. 15(Wed) ~ 5. 17(Fri)</td>
<td>Shinhan Bank</td>
</tr>
</tbody>
</table>
※ Fall Semester
<table>
<thead>
<tr>
<th>Installments</th>
<th>Amount (A-Type)</th>
<th>Amount (B-Type)</th>
<th>Payment Period</th>
<th>Bank</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>50% of tuition fee</td>
<td>-</td>
<td>2024. 8. 22(Thurs) ~ 8. 24(Mon)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>2nd</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 9. 20(Thurs) ~ 9. 22(Fri)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>3rd</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 10. 16(Weds) ~ 10. 18(Fri)</td>
<td>Shinhan Bank</td>
</tr>
<tr>
<td>4th</td>
<td>50% of tuition fee</td>
<td>25% of tuition fee</td>
<td>2024. 11. 13(Weds) ~ 11. 15(Fri)</td>
<td>Shinhan Bank</td>
</tr>
</tbody>
</table>
※ Above schedule is subject to change. Please refer to ‘학사공지’
(5) Note
- Visa Extension is not possible if on the installment payment plan
- Installment payment will be automatically cancelled if 1st payment is not made on time
- Issuance of certificates (enrollment, transcript and others) is not possible until full payment is made
- Leave of absence is allowed after full payment of tuition

C. Credit Registration
(1) Registration Period
- Spring Semester : 2024. 3. 12(Tue)
- Fall Semester : 2024. 9. 10(Tue)
(2) Subject : Students who have not achieved required number of credits for completion within the regular
  enrollment period
(3) Tuition Fee
<table>
<thead>
<tr>
<th>Subject</th>
<th># of credits for registration</th>
<th>Tuition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major subject</td>
<td>1 ~ 3 Credits</td>
<td>1/2 of tuition of the registered semester</td>
</tr>
<tr>
<td>pre-requisite</td>
<td>More than 4 Credits</td>
<td>Full tuition of the registered semester</td>
</tr>
<tr>
<td></td>
<td>One subject</td>
<td>10% of the registered semester</td>
</tr>
</tbody>
</table>
※ Credit Registration for pre-requisite course : If students who are subject for pre-requisite course, earned
all the credits required for the regular curriculum but did not earn all required pre-requisite credits, the
students have to register credits for pre-requisite courses
※ Example of Credits + Registration for pre-requisite : Major subject(Three subject) + Pre-requisite course (One subject) = 60% tuition of the registered semester

D. Research registration
<table>
<thead>
<tr>
<th>Categories</th>
<th>Research registration(A)</th>
<th>Research registration(B)</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Whom</td>
<td>Those who completed Ph.D or Master’s-Ph.D. integrated courses</td>
<td>Those who participate in research projects as student researchers after completion of Master’s course and Research Registration(A)</td>
</tr>
</tbody>
</table>
| Tuition Fee | - Mandatory for research registration(A) after completion of Ph.D. or Master’s-Ph.D. integrated courses until graduation for a maximum 2 consecutive semesters
  - Those who did not complete research registration(A) are not eligible for receiving instruction of graduate thesis, applying for qualification examination or a thesis written for the degree
| Note       | - Registrability for maximum of 2 semesters
  (Exception: Registrable for 2 additional semesters with approval from the dean of Graduate school)
  - Apply via Industry-Academic Support Office

05. Qualification Exam for Thesis Submission
A. Foreign Language Examination
(1) Eligibility : Students who have registered will be registered for more than 2 semesters. But for Ph.D.
  program students, students who have completed study enrollment [research registration A]
  ※ Disqualified if not enrolled in the applicable semester after applying for an exam
(2) Pass Criteria : Score higher than 70 out of 100(applicable to Master’s, Ph.D., and Master’s/Ph.D. integrated
  program)
(3) Dates : Every March and September(Refer to Dongguk Graduate School website: gs.dongguk.edu)
4. Application Method: uDRIMS → 大学원학생 → 졸업 → 외국어시험관리 → 외국어시험신청 → 조회 → 외국어시험 정보 → Click 신청 to Apply

※ If your picture is not on the uDRIMS, you must upload it using uDRIMS → 大学원학생 → 학적 → 학적기본관리 → 사진등록

5. Subject: International Students may write English or Korean Language Exam in consideration of their major. Refer to the table, «Foreign Language Examination for International Students», below for more information.

6. Qualification for Foreign Language Examination:
   - Foreign Language Exam is exempted if one of the seven conditions is satisfied. Submit applicable forms or certificates to the administrative office of graduate school (Administration Building, 3F) during the Foreign Language Exam Registration Period.
   - Students who have official Language Exams score more than below

<table>
<thead>
<tr>
<th>Language</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Score of TOEIC 700, TOEFL CBT 207(IBT 76), TOEFL ITP 325, TOEFL PBT 550, OET 6.5, OET B2, TOEIC Speaking IM2 above</td>
</tr>
<tr>
<td>Korean</td>
<td>TOPIK Level 5 or higher</td>
</tr>
</tbody>
</table>

※ Evidential Documents: Valid official language exam result (original certificate)

② Transfer students who passed the Foreign Language Exam from the previous Graduate School
※ Evidential Documents: any documents that can prove success of the Foreign Language Exam such as transcript of the previous Graduate School

③ Students who passed the Foreign Language Examination from other general graduate school and completed or acquired the same degree
※ Evidential Documents: Certificate of completion or degree of the previous graduate school (If submitting a certificate of completion, result of the Foreign Language Exam must be indicated)

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4. Acquired degree from a country using English as an official/common language (Korea in case of Korean Language Exam) or if it can be proved that lectures or the degree-seeking process were in English in case of a non-English-speaking country (Korea in case of Korean Language Exam)
※ Evidential Documents: Certificate of degree conferment or any evidential materials of relevant graduate school (regardless of course of degree)

5. If published an English thesis on the SCI(E) level journal as a lead author after admission to the Dongguk University
※ Evidential Documents: Copy of a thesis on the SCI(E) level journal, print the application from the uDRIMS

6. If have taken a course which can replace the Foreign Language Examination (English) and passed. (Course available during the summer / winter break and conducted by the Graduate school administrative office)
※ Eligibility: Master’s or Ph.D. students enrolled in more than 4th semester, MA-Ph.D. Integrated students enrolled in more than 6th semester, students with completion status

※ Foreign Language Examination for International Students (as of 2023)

<table>
<thead>
<tr>
<th>College</th>
<th>Department</th>
<th>English</th>
<th>Korean</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buddhist studies</td>
<td>Buddhist Studies</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Seon Studies</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Indian Philosophy</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts</td>
<td>All Departments except Multicultural studies</td>
<td>● ●</td>
<td>● ●</td>
<td>Choose 1</td>
</tr>
<tr>
<td></td>
<td>Multicultural studies</td>
<td>● ●</td>
<td>● ●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mathematics</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Physics</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Natural Science</td>
<td>Chemistry</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Statistics and Data science</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Industrial Pharmacy</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Law</td>
<td>Law</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Politics</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public Administration</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
<td>North Korean Studies</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Economics</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>International Trade</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sociology</td>
<td>●</td>
<td>●</td>
<td></td>
</tr>
</tbody>
</table>
### College

#### Social Science
- Media Communication
- Police administration
- Food Industrial Management
- Advertising & PR

#### Police & Criminal Justice
- Police administration
- Business Administration
- Information Management
- All Departments

#### Business School
- Accounting
- Communication
- Civil Environmental Engineering
- Architectural Engineering
- Mechanical Engineering
- Multimedia Engineering
- Industrial and system Engineering
- Energy & Materials Engineering
- Electronics and Electrical Engineering

#### Bio-system
- All Departments

#### Engineering
- Computer Engineering
- Chemical Engineering
- Convergence Standard Major
- Intellectual property
- Technology Entrepreneurship
- Medical Biotechnology
- Medical Device Business
- Autonomous Things Intelligence
- System Semiconductor Science

#### Education
- All Departments

#### Arts
- All Departments

#### Pharmacy
- All Departments

#### Oriental Medicine
- All Departments

#### Academy of Buddhist Studies
- East Asian Buddhist Literature Translation

#### Buddhist Academy
- Buddhist Business

#### Convergence Education
- Artificial Intelligence

### Guide for International Students

#### 06. Thesis Submission and Process of Degree Conferment

**A. Appointment of a thesis director**

**B. Submission of a research plan for thesis and a pledge of research ethics**

**C. Acquisition of thesis submission qualification**

**D. Presentation of a thesis abstract**

**H. Result report for thesis evaluation**

**G. Preliminary / final evaluation of thesis for Master’s / Ph.D degree**

**F. Registration of thesis for Master’s / Ph.D degree and evaluation documents**

**E. Result report for a thesis abstract presentation**

**I. Submission of bound copies of final thesis for Master’s / Ph.D degree**

**J. Conferment of Master’s / Ph.D degree**

### B. Comprehensive Examination

**1) Dates**: Twice a year - March and September (Refer to Dongguk Graduate School Website: gs.dongguk.edu)

**2) Master’s Program**

- **Eligibility**: Registered (will register) for more than 3 semesters, earned more than 18 credits, GPA higher than 3.0
- **Number of courses**: Less than 2 subjects chosen by the department (common elective and major subjects)
- **Pass Criterion**: Higher than 70 from each subjects (each subjects will be approved as pass)

#### Ph.D. Program (Including Master’s / Ph.D. Integrated Program)

- Publish a thesis in a well-known domestic / overseas academic journal before the submission of a thesis for a degree instead of writing a comprehensive examination (Confirm requirement of publishing a thesis of each college at the administrative office of each college).

#### Eligibility

**Ph.D.**
- Registered (will register) for more than 4 semesters, earned more than 27 credits, GPA higher than 3.0

**Master’s / Ph.D. Integrated**
- Registered (will register) for more than 5 semesters (more than 3 semesters for 3rd semester enroller), GPA higher than 3.0

**Completion**
- Students who completed a study enrollment (research registration A)

**Number of courses**: Less than 3 subjects chosen by the department (common elective and major subjects)

**Pass Criteria**: Grade higher than 70 from each subjects (each subjects will be approved as pass)

### Please note that the above table is based on 2023. It is subject to change due to the school policy.
A. Appointment of a thesis advisor (within 2 semesters)
Submit an application form for Thesis Director Appointment and a Pledge of Research Ethics to the college administrative office.
※ Undergraduate-master’s integrated program students must appoint a thesis director when they are admitted to the graduate school.
※ Change of a thesis director: Thesis director can be changed for unavoidable reasons (e.g., change of major or thesis topic, long-term business trip or retirement, or death of a thesis director)

B. Submission of a research plan for thesis and a pledge of research ethics
- Get approval of a research plan for thesis and a pledge of research ethics from an academic advisor and the dean of the department. Then, submit to the college administrative office within 3 months after a thesis director appointment.

C. Acquisition of thesis submission qualification
- Qualification
  ① Students who completed registration for more than 4 semesters (more than 3 semesters for early completion of master’s program, and more than 6 semesters for Master’s / Ph.D. Integrated Program, more than 3 semesters for undergraduate-mater’s integrated program)
  ※ Students who completed study enrollment (research registration) in case of Ph.D. program
  ② Earned (or will earn) minimum number of credits for completion with GPA over 3.0
  ③ Students who earned pre-requisite courses with GPA over 3.0 (only apply to recipient for Pre-requisite courses)
  ④ Students who submitted a research plan for thesis and a pledge of research ethics
  ⑤ Students who passed the foreign language exam and comprehensive exam
  ⑥ Ph.D. students with an above standard research record
- Students who entered the general graduate school before 2014: students who published a research paper (book) in a journal which is recognized by the university
- Follow regulations of each department for specific details like recognition range of an academic journal and number of published thesis

D. Presentation of a thesis abstract (conducted under the supervision of each department)

E. Result report for a thesis abstract presentation: submit ‘Result report’ form after presentation
6 How to use uDRIMS (Graduate)

※ How to use uDRIMS for Graduate

A. uDRIMS(유드림스) Installation
   Automated installation if you follow the link: http://udrims.dongguk.edu

B. uDRIMS(유드림스) Log-in
   ID: Student Number (10 digits), / Initial Password: Birthdate(yy, mm, dd) + dg!(eg. 960413dg!)

C. Password Change
   Click the PASSWORD button (key image) on the upper right hand corner

D. Manual
   Graduate students: uDRIMS log-in → Click ‘대학원학사’
   (1) Personalized University Information: 대학원학사 → 학적
   (2) Checking course registration and printing timetable: 대학원학사 → 교과수업
   (3) Printing bill / Certificate of tuition fee payment: 대학원학사 → 등록

01. Personal Information on uDRIMS
   E-mail address / phone number Change: uDRIMS → ①대학원학사 → ②학적 → ③학적정보등록 → ④신상 → ⑤change e-mail address / phone number → ⑥저장

02. Course Registration and Timetable Print-out
   uDRIMS → ①대학원학사 → ②교과수업 → ③수강신청관리 → ④교과정보사용 → ⑤출력

03. Grade Checks
   A. Check grades after semester: uDIRMS → ①학사정보 → ②성적 → ③정규학기 성적조회
   B. Check GPA: uDIRMS → ①학사정보 → ②성적 → ④전체성적조회
04. Tuition Bill and Certificate of Registration
A. Print tuition bill: uDRIMS → ①학사정보 → ②등록 → ③고지서출력
B. Print certificate of registration (after tuition is paid): uDRIMS → ①학사정보 → ②등록 → ④등록확인서

01. Residence Registration Card
A. Eligibility: Non-Koreans intending to stay in Korea for more than 90 days after entry

B. Required Documents
1. Application form, Copy of Passport
2. Certificate of enrollment
3. 1 Color Photo (3.5 X 4.5cm with white background, taken within 6 months)
4. Certificate of registration issued after the date of entry
5. Tuberculosis (TB) Test Certificate
6. Processing fee KRW 30,000

※ Re-Issuance of Lost Alien Registration Card
A. Reasons for re-issuance: Lost or stolen registration cards, damaged registration cards, lack of space for necessary items to be displayed, changes in details on the existing card (name, gender, birth date and nationality) – Must be done immediately (within 14 days)

B. Required Documents
1. Application form, Document explaining re-issuance, original and 1 copy of passport
2. Certificate of Enrollment, Document for proof of residency
3. 1 Color photo (if wish to change), Processing fee 30,000 KRW in cash

Documents for proof of residency
[To change the current address]
Lease contract, confirmation of provided residence or receipt of university housing fee

[Not to change the current address]
Lease contract, confirmation of provided residence, receipt of university housing fee, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, or residency confirmation
02. Information Change

A. Subject: Registered foreigner who wishes to change the information stated on the card like name, gender, birthday, nationality and more. [Must be done within 15 days of change]

B. Required Documents
   1. Application form, passport, alien registration card and documents which can certify the change
   2. For school change
      ① Enrollment Certification of the new school (Before school starts: certificate of admission, Certificate of tuition fee payment)
      ② Enrollment Certification and transcript of the previous school

03. Address Change

A. Eligibility: Registered foreigners who need to change the address

B. Period: Must be done within 15 days of move-in at the City hall / District office / Gu office or Immigration office. If not, fine will be applied.

C. Required Documents
   - Application form, passport, alien registration card, Real estate or contract paper (or certificate of residence)

04. Visa Extension

A. Required Documents
   Application Form, Passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certification of tuition payment, Processing fee 60,000KRW (Government Revenue Stamp)

   ※ Additional Documents
      1. Students with GPA lower than 2.0: Recommendation letter from academic advisor, Bank statement; balance with at least KRW 10,000,000
      2. Students taking extra semester: Explanation letter, Bank statement; balance with at least KRW 5,800,000 (6 months extension) / 11,700,000 (1 year extension)
      3. Extension for preparing a thesis: Certificate of Completion, Confirmation letter from a academic advisor, Bank statement; balance with at least KRW 5,800,000 (6 months extension) / 11,700,000 (1 year extension)
      4. Extension for preparing TOPIK exam: Certificate of Completion, Explanation letter, Bank statement; balance with KRW 5,800,000 for 4 months extension, KRW 11,700,000 for 12 months extension

B. Maximum extension period for each degree course
   - Undergraduate: Maximum of 6 years after admission
   - Master’s: Maximum of 5 years after admission
   - Ph.D.: Maximum of 8 years after admission

05. Visa Status Change

A. [At first admission] Change General Trainee (D-4) to Overseas study (D-2)
   Required Documents: Application form, Picture, Passport, Alien Registration Card, Certificate of Admission, Business Licence, Certificate of Tuition fee Payment, Certificate of Korean Language Course Enrollment, Bank Balance Certificate (KRW 20 million or above), processing fee 130,000KRW

   ※ Changing status of stay from D-4 (general trainee) to D-2 (Study Abroad) requires prior permission based on the Article 24 of Immigration Control so application for status of stay change must be submitted and get an approval before semester starts (Be aware of penalties)

   ※ It is not allowed to change C-3-2, C-3-3, C-3-5, C-3-6, C-3-7, C-3-9, C-3-10, D-3, E-9, E-10 and G-1 visa into D-2 in Korea. Ones must go back to their home countries and apply for D-2 visa.

B. [Employment activity after graduation] Change Overseas Study (D-2) to Job Seeking (D-10)
   (1) Subject: D-2 visa holders who acquired a Bachelor degree (equivalent or above) in Korea with GPA over 2.5
   (2) Required Documents: Application form, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Transcript, Employment Activity Plan Form, Certificate of residency, Processing fee KRW 130,000
   (3) Period: 2 years

C. [Hired after Graduation] Change Overseas Study (D-2) to Special Occupation (E-7)
   (1) Subject: For those who acquired a Bachelor degree in Korea and have a recommendation letter from the President (Dean) of the institution.
   (2) Required Documents: Application form, Picture, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Business License, Transcript, Original and Copy of Employment Contract, Certificate of residency, Employment Recommendation letter by the Minister of respective department or any documents proving necessity of employment, plan for Employment activity, copy of Business Registration, Processing fee 130,000KRW

   ※ Note: Approval of the E-7 visa should be done before the first day of work so apply right after signing the contract paper.
06. Permission for Part-time Job

Due to the Korean government law, international Students must get permission from the immigration office before start part-time job. Except, unpaid internship for getting credits, participating in research project in college, assistant or part-time job in their college.

A. Basic Policy
- Being fully employed as an international student is forbidden, however if granted, one may get a part-time job.
- Students are most likely to do simple labor. In other words, the students are not allowed to do labor that involves professionalized skill or field.

B. Qualifiers
(1) Qualifiers
- Those who are acknowledged by the international student supervisors that they have achieved a certain amount of skill in the Korean language and have proven their dedication towards the education may apply for the part-time job.
  - Holding visa statue of [D-2-1~D-2-4, D-2-6 ~ D-2-8]
- Regular semester students (undergraduate), Students who completed regular semesters and prepared for a thesis (Graduate school)

(2) Restricted Applicants
① Those who have not achieved the Korean language skill and scores
  - Those who were not granted or have previous record of violating the policy rules
  - Students who completed regular semesters or taken an extra semester
② The Following are restrictions for type of Employers and Field of Jobs
  - Previous records of illegal actions leading to restrictions of issuing visas.
  - Manufacturing, Constructing(In case of Manufacturing, having TOPIK level 4 or higher can be allowed)
  - Fields of E-1 ~ E-7 and E-9, E-10 are restricted
  - Do part-time job in facilities of foreign language education(kids cafe, language learning camp and private language conversation institute) is restricted
③ Following types of working are restricted
  - Employment activities that do not have a direct employment contract with the employer(such as rider in delivery agency)
  - Employment activities based on the relationship between dispatch, subcontract, and mediation
  - Long-distance work(within 90 minutes in capital area and 60 minutes in non-capital area from their residence and university)

(3) Allowed Working Hours
- Holders of D-2 Visa : able to work up to 2 places a year.
- Undergraduate : 30 Hours a Week
- Graduate : 35 Hours a Week
※ During School Semesters (weekends are included), but during the break, it will not be counted
※ Change of Work place during allowed period: ex)New Work Place, New Employer
- How To : Must visit and inform the appropriate immigration office within 15 days of the change

(4) Penalties for Policy Violation
① Those who were not granted permission
  - Following Employment 18th Amendment Law, those who illegally work will be deported from Korea
  - First time getting caught will get a warning: if the degree of violation is minor, residence permit is granted after notification.
  - Second time getting caught will be deported
② Those who were granted, but violated the policy will be
  - 1st time violation --- strict warning after disposition of notification
  - 2nd time violation --- By 89th Amendment Law, one will be restricted in part-time job
  - 3rd time violation --- By 89th Amendment Law, one will lose their privilege of studying abroad

(5) Required Documents
① Passport, Registration Card, Application, Transcript, Topik Certificate
② Copy of Business License
③ Copy of Labor contract(stating the pay hours)
※ There must be no dispatched labor and must follow the terms that has been submitted to the office

D. Required Documents
① Passort, Registration Card, Application, Transcript, Topik Certificate
② Copy of Business License
③ Copy of Labor contract(stating the pay hours)
- There must be no dispatched labor and must follow the terms that has been submitted to the office

E. Exception
Assistants or scholars in their college [not necessary to get permission]

C. Information Regarding Hiring Part-time
(1) The Following must satisfy these qualifications to be allowed to work
① Visa Holder of [D-2]
  - Have at least C 2.0 GPA
  - Holder of Freshmen – Sophmore : TOPIK Lvl 3 or above / Junior – Senior and graduate course : Topik Lvl 4 or above
※ Note : Those who have not achieved the language scores, may be time restrictions by 1/2. However during the break, there will be no restriction applied.
② Working Restriction
  - Holders of D-2 Visa : able to work up to 2 places a year.
③ Allowed Working Hours
  - Undergraduate : 30 Hours a Week
  - Graduate : 35 Hours a Week
④ Penalty for Policy Violation
  - First time getting caught will get a warning: if the degree of violation is minor, residence permit is granted after notification.
  - Second time getting caught will be deported
⑤ Required Documents
  - Passport, Registration Card, Application, Transcript, Topik Certificate
⑥ Copy of Business License
⑦ Copy of Labor contract(stating the pay hours)
- There must be no dispatched labor and must follow the terms that has been submitted to the office

D. How to use ‘HiKorea’ System
You may deal with any immigration / visa related works through ‘HiKorea’ online system. Online application is available from 7am to 6pm on weekdays(not available on weekends and holidays) and only same day cancellation is allowed. You may also reserve date and time for visit.
www.hikorea.go.kr[Korean, English, Chinese, Japanese]
08. Group VISA Application for International Students

A. Application period: For 1 or 2 weeks after semester begins (March / September)

B. Application Method: Submit the below documents in online https://www.hirevisa.com/dongguk

C. Subject: Students who enroll currently (D-2 holders)

D. Applicable Services: Alien Registration, Extension of Stay, Change of Residence Status

E. Non-eligible subject:
1. Installment payment (students may apply for it when the tuition fee payment is fully made.)
2. Students who have changed their address (it is possible to apply after changing the address in near community center)

F. Required documents:
1. Alien Registration: Copy of passport, Copy of VISA used when you entered the country, One passport photo, Certificate of Enrollment issued after the date of entry, and Certificate of Residence
2. Extension of Stay: Copy of passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certificate of Residence, Additional Documents (1. those with a grade lower than C [2.0]: Bank Balance Certificate in the individual’s name, 2. Completed Student(수료생): Certificate of Completion, Confirmation Form for Academic Advisor on Student’s Thesis Schedule, Bank Balance Certificate)

F. Required documents:
1. Alien Registration: Copy of passport, Copy of VISA used when you entered the country, One passport photo, Certificate of Enrollment issued after the date of entry, and Certificate of Residence
2. Extension of Stay: Copy of passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certificate of Residence, Additional Documents (1. those with a grade lower than C [2.0]: Bank Balance Certificate in the individual’s name, 2. Completed Student(수료생): Certificate of Completion, Confirmation Form for Academic Advisor on Student’s Thesis Schedule, Bank Balance Certificate)
02. Important Relevant Organizations and Offices

<table>
<thead>
<tr>
<th>Department name</th>
<th>Responsibility</th>
<th>Contact(02-2260-XXXX)</th>
<th>Location(building)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic team</td>
<td>College register, Season semester</td>
<td>3619</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td></td>
<td>College class, College grade</td>
<td>3620</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td></td>
<td>Scholarship</td>
<td>3046</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Center for students ability development</td>
<td>Club</td>
<td>3041</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Office of International Relations</td>
<td>English-speaking world, Summer school</td>
<td>3645</td>
<td>Main Hall 1F</td>
</tr>
<tr>
<td></td>
<td>Japan, South-East Asia, foreign country Internship</td>
<td>3463</td>
<td>Main Hall 1F</td>
</tr>
<tr>
<td></td>
<td>Chinese-speaking world</td>
<td>3466</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Center for Cham-saram contribution</td>
<td>voluntary service</td>
<td>3059</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Financial Team</td>
<td>Tuition related task</td>
<td>3086</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Graduate school Team</td>
<td>Graduates school task</td>
<td>3037</td>
<td>Main Hall 3F</td>
</tr>
<tr>
<td>Institute of Korean Language</td>
<td>Korean language education</td>
<td>3471, 3798</td>
<td>Hyehwa Hall 5F</td>
</tr>
<tr>
<td>Namsan dormitory office</td>
<td>Manage Namsan residence hall</td>
<td>4933</td>
<td>New-Engineering Building 1F</td>
</tr>
<tr>
<td>Goyang dormitory office</td>
<td>Manage Goyang residence hall</td>
<td>031-961-5393</td>
<td>Ilsan Goyang Haksa</td>
</tr>
</tbody>
</table>

03. Certificate Type & Issuing Office

<table>
<thead>
<tr>
<th>Certificate</th>
<th>Issuing Office</th>
<th>Contact (02-2260-XXXX)</th>
<th>Location(building)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School register, Enrollment, Leave for absence, Graduation(conferment of degree), Expectant Graduation, Expectant completion, Disenrollment, Grade</td>
<td>Center for students ability development</td>
<td>8661-8663</td>
<td>Main Building 3F</td>
</tr>
<tr>
<td>Student ID Issuance / Reissuance</td>
<td>Student CS Center</td>
<td>8661-8662</td>
<td>Main Building 3F</td>
</tr>
<tr>
<td>Certificate of Scholarship</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Certificate of Voluntary service Program</td>
<td>Center for Cham-saram contribution</td>
<td>2290-1787</td>
<td>Main Building 3F</td>
</tr>
<tr>
<td>Certificate of tuition payment (Registration)</td>
<td></td>
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</tr>
</tbody>
</table>

04. Campus Facilities

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Reading Room</td>
<td>Law Building 1F / Myeongjin Hall 3F / Haklim Hall 2F / Wonheung Hall F B1F / Cultura Hall B1F / Neurogym Sarang Social Science Building 2F / Bizmaru Business Administration Building 1F / Jungang [Central] Library</td>
</tr>
<tr>
<td>2. Computer Room</td>
<td>BSC10 Social Science Building 2F / G2 Hyehwa Hall 2F / A2 Myeongjin Hall 2F / B2 Law Building 2F / JE Haklim Hall 1F / Jungang [Central] Library 2F Multimedia Room / Multi-Media Room Law Building 3F</td>
</tr>
<tr>
<td>3. Photocopy Room</td>
<td>Jungang[Central] Library B1F &amp; 3F / Haklim Hall 1F / Wonheung Hall F B1F / Myeongjin Hall 1F / Hyehwa Hall 1F / Information Culture Building 1F / Social Science Building 2F</td>
</tr>
<tr>
<td>4. Standing PC / Printer</td>
<td>Academic Hall B1F Lounge / Culture Hall 1F Lobby / Business Administration Building 2F Lobby / Hyehwa Hall 1F Lobby / Law Building 1F Lobby / Myeongjin Hall 1F Lobby / Wonheung Hall F B1F / Student Union Building 1F Lobby / Information Culture Building 3F Lobby</td>
</tr>
<tr>
<td>6. Financial institution</td>
<td>KB Bank ATM Administration Building 3F Entrance / KB Bank ATM Sangsukwon 1F / KB Bank ATM Hyehwa Hall 1F / Shinhan Bank Myeongjin Hall 1F / Shinhan Bank ATM Business Administration Building 3F Lobby / Shinhan Bank ATM Sangsukwon 1F / Shinhan Bank ATM Culture Hall 1F / Shinhan Bank ATM Dyahang Hall 1F Lounge / Post Office Myeongjin Hall 1F</td>
</tr>
</tbody>
</table>
05. Central Library

A. Entrance
- Put the student ID card over the card reader located at the entrance
※ Student ID card can be used to borrow materials and to use multimedia areas.

B. Operating Hours
(1) During Semester: Monday to Friday 09:00 ~ 21:00
(2) During Semester: Saturday 09:00 ~ 17:00(Closed on Sunday)
※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
(3) During vacation: Monday to Saturday 09:00 ~ 17:00
※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
(4) During exam period: Monday to Saturday 08:00 ~ 22:00
※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00, Reference Room 2 opens 24 hours

C. Data Search
- Use the information retrieval PC located on each floor(Print an application form for reference reading and search at the applicable reference room)

D. Borrowing Materials
(1) Use the rental/return section or rental kiosk to borrow up to 10 materials per person for 15 days
(2) Rental extension is allowed twice for 15 days each(if not returned by the due date, rental will be blocked
for about the exceeded period or fine will be charged)
(3) Maximum 3 books can be reserved
(4) If lost the borrowed material, you have to pay the purchase price of the item
(5) If borrowed materials are not returned, leave of absence is not allowed
※ Homepage: http://lib.dongguk.edu

06. Health Promoting Center on Campus

A. The Health Promoting Center on campus is in charge of improving health of students, staffs and educational personnel using both oriental and western medical treatments.
(1) Doctor’s Medical examination: every Wednesday of each month at 14:30 ~ 17:00
※ every 2nd Wednesday of each month at 14:00 ~ 15:30
- Doctor at the Ilsan Hospital of Dongguk University
- Medical check-up counseling and prescribe oriental medication
(2) General Treatment: Various minor injuries, medication prescription and counseling provided by the nurse at the Ilsan Hospital of Dongguk University

B. Location
- Administration Building 2F, Health Promoting Center(Tel. 02-2260-3442)

C. Operating Hours
- Weekday 08:30 ~ 17:30(Lunch 12:00 ~ 13:00)
※ Please bring your Student ID Card
※ Homepage: http://health.dongguk.edu
07. Jung-gu Community Health Center (보건소)

※ TB Screening, health check-up report (보건증) can be issued.
Operating Hours: Monday - Friday 09:00 ~ 18:00, Closed during weekends
Telephone: 02-3396-5555
Homepage: http://health.junggu.seoul.kr/
Address: 16, Dasan-ro 39-gil, Jung-gu (Subway Line 2 or 6, Sindang Station, Exit 8)
Office of International Students

(During the semester: Weekdays 09:00~17:00 / During the vacation : 10:00~17:00)

#620, 6F Hyehwa Hall, Dongguk University 30, Pildong-ro 1-gil, Jung-gu, Seoul, 100-715, Korea
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Fax : 02-2260-4945
E-Mail : scf@dongguk.edu
Homepage : www.dongguk.edu
International Admission : http://iadmission.dongguk.edu
QQ : 1502832115