# CONTENTS

1. Academic Calendar................................................................. 4page

2. Application Procedure......................................................... 5page
   A. General Procedure – Overview........................................... 5page
   B. How to apply................................................................. 5page
      (1) Online Application................................................... 5page
      (2) Required Document Submission.................................... 5page
   C. Courses for Exchange students.......................................... 6page
      (1) Undergraduate Courses in English................................ 6page
      (2) Korean Language Program......................................... 6page
   D. Before Arrival............................................................. 8page
   E. Arrival in Korea........................................................... 8page
      (1) Airport Pick Up....................................................... 8page
      (2) How to check in dormitory......................................... 8page
   F. Orientation................................................................. 8page

3. Visa & Foreign Registration................................................. 9page
   A. Student Visa.............................................................. 9page
   B. Alien Registration........................................................ 9page
   C. Government website for foreigners................................... 10page
   D. Government website for foreigners................................... 10page

4. Life in Kyung Hee.............................................................. 11page
   A. Campus Life.............................................................. 11page
      • Health or General Insurance ....................................... 11page
• Housing/Dormitory .................................................................11page
• Specific information about dormitory ......................................12page
• Residence Violation Items and Penalty Points- I House..............13page
• Facilities .................................................................14page
• Emergency number ...............................................................14page
• How to use Wi-Fi .................................................................14page
• Other Information .................................................................14page

B. Academic Life........................................................................15page
• Course registration .................................................................15page
• Change period .....................................................................22page
• Drop period ........................................................................22page
• Exams & grading .................................................................22page
• Student ID card ..................................................................22page
• How to use online Information system ....................................23page
• Transcript issuance & distribution ...........................................23page

5. Life in Korea...........................................................................23page

A. Public transportation .............................................................23page
B. Website .............................................................................23page
C. Cash ..................................................................................23page
D. Korean class outside .............................................................24page
E. HOW TO GET YOUR AILLEN REGISTRATION CARD..............24page

<1> Getting to Kyung Hee University, Seoul..................................31page
<2> Using Wi-Fi ........................................................................32page
<3> Brief information to go dormitory (I House I, II, IV)..............34page
<4> Campus map included in OIA and CISS ................................ 38page
## 1. Academic Calendar

### First Semester (spring)

<table>
<thead>
<tr>
<th>Month</th>
<th>Week(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>March</td>
<td>First Week</td>
<td>Class Begins</td>
</tr>
<tr>
<td>April</td>
<td>Third Week ~</td>
<td>Mid-term Examinations</td>
</tr>
<tr>
<td></td>
<td>Last Week</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Third Week</td>
<td>Magnolia Festival</td>
</tr>
<tr>
<td></td>
<td>18th</td>
<td>Anniversary of the University</td>
</tr>
<tr>
<td>June</td>
<td>Second Week</td>
<td>Final Examinations</td>
</tr>
<tr>
<td></td>
<td>Third Week</td>
<td>Summer Vacation begins</td>
</tr>
</tbody>
</table>

### Second Semester (fall)

<table>
<thead>
<tr>
<th>Month</th>
<th>Week(s)</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>First Week</td>
<td>Class Begins</td>
</tr>
<tr>
<td>October</td>
<td>Third Week ~</td>
<td>Mid-term Examinations</td>
</tr>
<tr>
<td></td>
<td>Last Week</td>
<td>Kowhang Festival</td>
</tr>
<tr>
<td></td>
<td>Third Week</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Third Week</td>
<td>Final Examinations</td>
</tr>
</tbody>
</table>

> Dates are subject to change.

### SPRING

<table>
<thead>
<tr>
<th>Period</th>
<th>March 2 ~ June 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course registration</td>
<td>Early February</td>
</tr>
<tr>
<td>Dormitory Check in</td>
<td>Late February</td>
</tr>
<tr>
<td>Course change</td>
<td>First week of March</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>April 20 ~ April 26</td>
</tr>
<tr>
<td>Final exam</td>
<td>June 15 ~ June 21</td>
</tr>
<tr>
<td>Online grade notice</td>
<td>June 29 ~ July 1</td>
</tr>
<tr>
<td>Official Transcript issuance</td>
<td>Late July ~ Early August</td>
</tr>
</tbody>
</table>

### FALL

<table>
<thead>
<tr>
<th>Period</th>
<th>September 1 ~ December 21</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course registration</td>
<td>Early August</td>
</tr>
<tr>
<td>Dormitory Check in</td>
<td>Late August</td>
</tr>
<tr>
<td>Course change</td>
<td>First week of September</td>
</tr>
<tr>
<td>Midterm exam</td>
<td>October 20 ~ October 26</td>
</tr>
<tr>
<td>Final exam</td>
<td>December 15 ~ December 21</td>
</tr>
<tr>
<td>Online grade notice</td>
<td>January 2 ~ January 4</td>
</tr>
<tr>
<td>Official Transcript issuance</td>
<td>Late January ~ Early February</td>
</tr>
</tbody>
</table>

> Dates are subject to change. *Dormitory is available only on and after dormitory check-in date.
2. Application Procedure

A. General procedure - Overview

<table>
<thead>
<tr>
<th>Semester</th>
<th>Personal information Submission</th>
<th>Application Deadline</th>
<th>Notification of Acceptance &amp; Issuance of Certificate of Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>By May 1st</td>
<td>By May 1st</td>
<td>Mid June</td>
</tr>
<tr>
<td>Spring semester</td>
<td>By Nov. 1st</td>
<td>By Nov. 1st</td>
<td>Mid December</td>
</tr>
</tbody>
</table>

- Qualification
  - Students enrolled at partner institutions as a full-time student
- Nationality
  - Please consult with our coordinator in advance of nomination if your student’s nationality and your home institution country are different. Because of visa issues.
- Exchange students should apply through their home institution.
  - All formalities concerning international exchange students planning to study at Kyung Hee University under the terms of a bilateral agreement must be conducted via the home institution.
  - Students should initially enquire at students’ own institution (for example at students’ own International Relations Office) as to whether exchange programs exist between Kyung Hee University and students’ institution.
- Office of International Affairs Home page address: http://blog.khu.ac.kr/khuexchange
  - Students should check this blog for further and latest.
  - Students should read all the guidelines carefully before applying.

B. How to apply (as an exchange student)

Before applying, Nomination email should be sent to exchange@khu.ac.kr and naya@khu.ac.kr by 20th April for fall semester and 20th October for spring semester at the latest.

(1) Online application: Personal information Submission through online

Please submit personal information through online system before 1st May for fall semester and Nov 1st for spring semester. Here is our link.

https://spreadsheets.google.com/viewform?formkey=dGRTTEVtMjQzWktPSThKek5GcnU3YlE6MQ

<> It should be done before you send all the required documents below by post.

<> There are other procedures for incoming students from Japan, Mainland China and Taiwan. Please contact your International coordinator at your Home Institution and then contact our staff in charge of these countries.

(2) Required documents submission

- Application Form for Exchange Students, Kyung Hee University (The application forms; Seoul and Global Campus are Downloadable respectively on our website.)
- Academic Official Transcript (English)
- Certificate of Enrolment (English): A document issued by your home institution which proves each student’s status as a full time student at our partner institution
Outline Study Plans (English or Korean): A paper which contains reasons to apply for Kyung Hee University and explain goals to study as an exchange student, and it is the same as a personal statement. (A document attached in Application Form on the 3rd page)

- 2 Photographs (front, hatless): 3.5cmX4.5cm
- Copy of Passport (You should copy the picture page of own passport, CLEARLY, because it is highly important for issuing a Certificate of Admission.)
- Notification of Arrival (Submit us this file right after the flight reservation by Mid-January for spring semester and by Mid-July for fall semester. For airport pick up, students need to submit this document before the air port-pick request: the deadline is 20th January for spring semester or 20th July for fall semester.)
- Recommendation letter from academic advisor
- Application for Admission To Dormitory [dormitory application for Seoul and Global Campus respectively]

NOTE
1. Submit the original required documents IN ONE PACKAGE by post.
2. [Address] Sang Hoo Park, 304 main building, Kyung Hee University, 26 Kyunghee-daero, Dongdaemun-gu, Seoul 130701, South Korea
3. Application documents will not be returned once they have been submitted.
4. Please note that your application will not be processed if you do not submit ALL the required application documents TOGETHER.
5. Application Form should be written in PRINTED LETTER type. We do not allow handwritten applications.

C. Courses for Exchange Students
   (1) Undergraduate courses in English
   Most exchange students take this option. Various departments offer courses in English. The English course list for each semester will be sent to students about one month before each semester starts. Students can take courses conducted in English. Before selecting specific subjects, all the students who apply for the exchange program must choose one major and fill out ‘Major of Choice at Kyung Hee’ on the application form.

   ※ Field of Study for those who apply for Undergraduate course
   More information can be found on the Official English Website of Kyung Hee University at http://khu.ac.kr/khuexchange
### College of Humanities
- Korean Language and Literature, History, Philosophy, English (English Language and Literature, English Language and Linguistics, English Interpretation and Translation)

### College of Law
- School of Law - Major in Law

### College of Politics and Economics
- Political Science, Public Administration, Sociology, Economics
- International Business and Trade, Journalism and Communication

### College of Business Administration
- Business Administration, Accounting, Health Service Management

### College of Hotel and Tourism Management
- Convention Management, Food Service Management
- Culinary Science and Arts, Hotel Management, Tourism Management, Tourism English Interpretation, Tourism Japanese Interpretation

### College of Sciences
- Mathematics, Physics, Chemistry, Biology
- Geography, Information Display

### College of Human Ecology
- Food & Nutrition, Child & Family Studies, Housing & Interior Design
- Clothing & Textiles, Elder Welfare & Counseling

### College of Music
- Composition, Voice, Instrumental Music

### College of Fine Arts
- Korean Painting, Painting, Sculpture

### College of Nursing Science
- Nursing Science, RN / BSN Programs

### Humanitas College

- The asterisks(*) indicate colleges with very few English courses.

- **Restriction:** College of Medicine, College of Oriental Medicine, College of Pharmacy, College of Arts and Design (School of Dance)

### (2) Korean Language Program
This program is provided by the Institute of International Education on Seoul Campus. Exchange students can attend the course. However, students should be aware that if taking this language program, you cannot take any regular course as it is a very intensive program with a lot of assignments, from 9am till 1pm (Mon-Fri). In regards to acquiring credits for these courses, students must consult with their institution's academic advisor/international coordinator of home institution in advance to see if they can earn official credits toward their degree back home. Website of Institute of International Education of application. - [http://eng.iie.ac.kr](http://eng.iie.ac.kr)

- **Additional application for this program after the application deadline is not allowed.**

- **Sample course combination for exchange students (You must choose ONLY one option)**
  - **Option 1:** Intensive Korean Language Program only (from 09:00 to 13:00 every day from Monday to Friday) Students can take part in the Korean language program at the Institute of International Education
  - **Option 2:** Recommended - 3 ~ 5 regular courses. (Minimum of 3 regular courses and maximum of 6 regular courses.)
D. Before Arrival

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Flights Tickets</td>
<td>Refer to “Notification of Arrival” on page 6</td>
</tr>
<tr>
<td>2. Visa</td>
<td>Refer to “Student Visa” on page 9 ~ 10</td>
</tr>
<tr>
<td>3. Orientation</td>
<td>Refer to page 8 ~ 9</td>
</tr>
<tr>
<td>4. Dormitory</td>
<td>Refer to page 11</td>
</tr>
<tr>
<td>5. Insurance</td>
<td>Refer to page 11</td>
</tr>
<tr>
<td>6. Email</td>
<td>Please check often your spam email box sometimes, your home institution system blocks our e-mails. If you did not receive the information from OIA, Kyung Hee, please inform your new personal e-mail address via <a href="mailto:exchange@khu.ac.kr">exchange@khu.ac.kr</a> to us. Refer to “other things to be notified” on page 22</td>
</tr>
</tbody>
</table>

※ In case, we are posting important information on our blog. Please refer to it.

E. Arrival in Korea

1) Airport Pick Up
Our staff will pick up incoming Exchange Students at the Inchon International Airport on our official arrival date only (announced later) upon their request.
Students who arrive at the Inchon International Airport later than 8 p.m. should come by him/herself.
It is strongly advised that exchange students from the same institution arrive at the same time on the same flight. Therefore students are asked to coordinate their departure in advance.

Refer to the dormitory map sample on page 34~37.

2) How to check in Dormitory
Please remember dormitory move-in time: 10a.m. till 10p.m.
Students who come to dormitory later than 10 p.m. should notify us in advance of departure. If not, you will not be able to check in.
Please note that those who will not stay at one of our dormitories must notify us of the exact housing address right after you find a place. If you do not stay at dormitory, you may have to apply for your alien registration card by yourself.

F. Orientation
For International students, OIA organizes an orientation before the start of each semester, or within the first week of the semester. Students must attend the orientation.

- Schedule

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>The last week of Aug or the first week of Sept</td>
</tr>
<tr>
<td>Spring semester</td>
<td>The last week of Feb or the first week of March</td>
</tr>
</tbody>
</table>

(1) Further details on the orientation will be sent to the exchange students later by e-mail.
(2) Students must bring all the documents for Kyung Hee Student ID Card on the orientation day. We will send the application form with a sample via e-mail before your departure.
Certificate of Enrollment is given to each student during the orientation. You need to check all the details once you receive it. While the application for your alien registration card is processed, a copy of passport will be necessary for proving your identification.

The exact dates for pick-up, dormitory entrance, OT will be notified later via e-mail.

3. Visa & Foreign Registration

A. Student Visa

It is students’ responsibility to ensure obtaining and maintaining a valid passport and student visa to enter Korea for study purposes. After Kyung Hee approves student’s admission, a student will be issued with a Certificate of Admission which the student can then use to apply for his/her student visa at the nearest Korean embassy or consulate.

In most cases, exchange students can acquire their D-2 visa with ease when they present their Certificate of Admission issued by Kyung Hee University. In regards to D-2 visa, please contact the nearest Korean Embassy or consulate for more information. Required documents vary from country to country.

It is mandatory for students to get visa before they actually come in Korea. Procedures acquiring visa in Korea are not simple and need more requirements. Penalty from Immigration Office can be given according to situation. Students in a country where there is no Korean embassy can get their visa from Korean embassy of a nearby country via post service. (Ex. Lithuania)

※ Note: If you acquired D-2 Visa in your land, you should submit the copy of visa through exchange@khu.ac.kr

<!> Requirements for student visa might be different to each nationality. If necessary, the chief of a Korean Embassy or consulate abroad may ask an applicant to submit additional documents not listed above. Please check the required documents from Korean embassy in your country.

B. Extension

Students should note that during the summer vacation a dormitory room is difficult to be secured as other programs are being offered at Kyung Hee, so space is very limited. Thus extension will not be made for the spring semesters.

An application for extension of D-2 visa should be made before 2 months and at least 2 weeks in advance of visa expire date. The following documentation must be submitted to the Immigration Office in person:

1. Passport and Alien Registration card
2. Visa Extension Application form (downloadable from KIS website)
3. Certificate of Enrollment (will be issued by Office of International Affairs, it’s not a Certificate of Admission)
4. Official transcript of records (will be issued by Office of International Affairs): <Note> below
5. Certificate of scholarship or school fees payment receipt (will be issued by Office of International Affairs)
6. Official letter from Home institution
7. Service Fee (30,000 won)

※ Note: In case the transcript of record is not issued at the time of application for extension, OIA will issue a replaceable paper that proves the transcript will be issued later. For more information please visit http://www.hikorea.go.kr
C. Alien Registration Card

International students must register as a foreigner in order to receive a foreign ID card, often called as an Alien Registration Card. Within 90 days from the day of your arrival in Korea, students must apply for Alien Registration Card at the Korean Immigration Office. If it passes 90-day-limit to register, a fine will be given.

Students holding a D-2 visa should obtain an alien registration card after their arrival in Korea. It will be used in a variety of circumstances during your stay in Korea.

1. Passport
2. Certificate of Enrollment at Kyung Hee University (It will be issued by Office of International Affairs; it’s not a Certificate of Admission.)
3. Foreign Registration Form (downloadable from KIS website)
4. 3 color photos, one attached the Form (3.5cm x 4.5cm sized, Color photograph of face, front view, on white background, take the past 6 months)
5. Processing fee (10,000 won: Government Revenue Stamp)
6. Do Fingerprint: From July 1 2011, International students need to have their fingerprints registered at a jurisdictional immigration office.

※ In our campus, it is possible to register Alien Registration Card because you can apply for Alien registration card on our campus at the beginning of each semester. Some immigration office staff will visit our campus to help our incoming students. Immigration office visit on exact date. The exact date and procedure will be notified later.
(If you miss this opportunity, you have to visit to the Immigration office in person)

※ Contact for Further Information
Contact the Immigration Office: [http://www.immigration.go.kr](http://www.immigration.go.kr)

Sejongno Branch Office Address: SK Hub Bldg. 2F, Gyeongwoon-dong Jongno-gu Seoul
Contact number: 1345 (Translation service is available)
Find the direction: Take subway line 3 and get off at Anguk station. Exit gate 6

<Note>
Students who do not live in dormitory MUST contact the immigration office AT FIRST, please call to the number 1345, because the branch office where you can apply for your Alien Registration Card might be different.

D. Government website for foreigners

• For further information, please contact Korean Embassy, overseas Korean Consulate or Immigration Office in Korea. Here is [http://www.immigration.go.kr](http://www.immigration.go.kr)
• You must bring all the required documents on the day

• Korean government runs various websites to help foreigners out. Usually almost all the information such as living in Korea contains on this websites. [http://www.hikorea.go.kr](http://www.hikorea.go.kr)

• The Seoul global center provides lot of information for foreigners. [http://global.seoul.go.kr](http://global.seoul.go.kr)

Please go to Page 24 for more specific information
4. Life in Kyung Hee

A. Campus Life

- **Health Insurance**
  - Obtaining a health insurance in advance of departure is mandatory. Kyung Hee University doesn’t provide any type of insurance to students. Because the cost for medical care for a foreigner is very high, students must have it in case.

- **Housing/Dormitory**
  - Dormitory room will be secured for exchange students who requested it usually within 2 weeks before your arrival. So, OIA would like to ask you not to worry although it’s late to notice the arrangement.
  - We will try our best to meet your request. However depending on internal situation, you might assigned dormitory.
  - If you don’t pay a fine for losing your dormitory key and not returning back to dormitory administration, your transcript will not be issued, please be aware of it before you leave.

<table>
<thead>
<tr>
<th>Classification</th>
<th>Room type</th>
<th>Facilities</th>
<th>Meal plan</th>
<th>Website</th>
<th>Dormitory fee for 4 months</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I HOUSE I,II,IV (Outside Of KHU)</strong></td>
<td>2 persons</td>
<td>Bed, desk, Wardrobe, high-speed internet(wired), cooking facilities, air conditioner, washing machine, hanging garment dryer, shoe rack, Fridge</td>
<td>X</td>
<td>(ask at <a href="mailto:ciss@khu.ac.kr">ciss@khu.ac.kr</a>)</td>
<td>Approximately ₩1,090,000 ~ ₩1,250,000</td>
</tr>
<tr>
<td><strong>Sehawon (Inside Of KHU)</strong></td>
<td>2 persons</td>
<td>Bed, Wardrobe, Desk, Air conditioner, Fridge (shared), and high-speed internet(wired), water purifier on each floor, study rooms on each floor, coin-op laundry</td>
<td>X</td>
<td><a href="http://sewhahall.khu.ac.kr/">http://sewhahall.khu.ac.kr/</a> (available only in Korean)</td>
<td>Approximately ₩890,000</td>
</tr>
<tr>
<td><strong>Finding housing On my own</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

※ Kyung Hee does **not** provide any assistance to find off-campus housing. Kyung Hee HIGHLY recommends students to live in the dorms provided. Finding a private place outside campus is really difficult. The cost is very high and there are not many real estate agents who can communicate in English. Also, short period rent is difficult for foreigners.

<!-- Rates for 2012 spring semester might be 10% increased compared to the price mentioned above. -->

<!-- Rates are subject to change. -->

※ NOTE: Dorm fee should be paid straightly to the Dormitory bank account by transaction.
## Specific information about Dormitory

<table>
<thead>
<tr>
<th>Location</th>
<th>Dormitory</th>
<th>Phone / Fax</th>
<th>E-mail</th>
<th>Address</th>
<th>Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>On Campus</td>
<td>Sehwa Hall</td>
<td>☏ 02-961-9476</td>
<td>khsd94@kh</td>
<td>서울시 동대문구 경희대로 26 경희대학교 생활관 씨아림 (우) 130-701</td>
<td>1. Public Transportation&lt;br&gt;Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. → Get off at Kyung Hee Middle and Highschool.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax 02-961-9479</td>
<td>u.ac.kr</td>
<td>130-701, 26 Kyungheedaero Dongdaemun-gu, Seoul, South KOREA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>1-House I</td>
<td>☏ 070-8114-0366</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>서울시 동대문구 이문 2동 264-365 (우) 130-082</td>
<td>2. Private Vehicle&lt;br&gt;Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University Back Gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax 02-957-2753</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>264-365 Imun-2-dong, Dongdaemun-gu, Seoul, South KOREA</td>
<td></td>
</tr>
<tr>
<td>Off Campus</td>
<td>I-House II</td>
<td>☏ 02-957-2753</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>서울시 동대문구 이문 2동 346-33 (우) 130-831</td>
<td>1. Public Transportation&lt;br&gt;Get off at the subway line number 1, Hoegi station → Get on a shuttle bus number 2, in front of the exit number 1. Get off at Hankuk University of Foreign Studies Back Gate → Go up the hill for 150m and then you will see the Tomato Convenience Store. Turn right at there and go forward for 20m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax 02-957-2753</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>346-33 Imun-2-dong, Dongdaemun-gu, Seoul, South KOREA</td>
<td></td>
</tr>
<tr>
<td></td>
<td>I-House IV</td>
<td>☏ 070-4324-5252</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>서울시 동대문구 횡기동 3-18 번지(우) 130-701</td>
<td>2. Private Vehicle&lt;br&gt;Circulation Road → North Arterial Road → East Arterial Road(toward Cheongryangri) → Toward Hankuk University of Foreign Studies → Toward Kyung Hee University Back Gate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fax 02-961-9479</td>
<td><a href="mailto:ciss_sc@khu.a">ciss_sc@khu.a</a> c.kr</td>
<td>130-701, 3-18 Hoegi-dong, Dongdaemun-gu, Seoul, South KOREA</td>
<td></td>
</tr>
</tbody>
</table>

---

**Account:** Bank: HANA BANK, Account number: 278-910015-83204, Receiver: 경희대학교 CISSDORM. All 4 months dormitory fee needed to be paid by transfer only at one time.
### Residence Violation Items and Penalty Points – I-House

<table>
<thead>
<tr>
<th>Violation Items</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>● To enter the room of opposite sex.</td>
<td>20 points (Resignation)</td>
</tr>
<tr>
<td>● Arson or theft in the building.</td>
<td></td>
</tr>
<tr>
<td>● Breaking dormitory facilities on purpose.</td>
<td></td>
</tr>
<tr>
<td>● Transfer or rental of the room for others.</td>
<td></td>
</tr>
<tr>
<td>● Sexual harassment or sexual assault.</td>
<td></td>
</tr>
<tr>
<td>● Disobeying directions from the instructors or assistants.</td>
<td></td>
</tr>
<tr>
<td>● Smoking &amp; Drinking in the building.</td>
<td></td>
</tr>
<tr>
<td>● Changing room number without permission.</td>
<td></td>
</tr>
<tr>
<td>● Bringing non-residents in the dormitory to offer a lodge.</td>
<td></td>
</tr>
<tr>
<td>● Showing gambling, violence in the building.</td>
<td></td>
</tr>
<tr>
<td>● Bringing non-residents in the dormitory without permission.</td>
<td>10 points</td>
</tr>
<tr>
<td>● Coping or renting door access card and room key illegally.</td>
<td></td>
</tr>
<tr>
<td>● Visiting other rooms after 24:00.</td>
<td></td>
</tr>
<tr>
<td>● Making loud noises and disturbing others in the building.</td>
<td></td>
</tr>
<tr>
<td>● Bringing into the inflammables and electric heater illegally.</td>
<td></td>
</tr>
<tr>
<td>● Receiving or unsealing others postal matter.</td>
<td></td>
</tr>
<tr>
<td>● Keeping pets (mammals, birds, reptile, amphibians, fish etc.)</td>
<td>10 points</td>
</tr>
<tr>
<td>● Putting up or distributing notices to others illegally.</td>
<td></td>
</tr>
<tr>
<td>● Leaving private belongings in the public spaces (hallway etc.) without permission.</td>
<td>10 points</td>
</tr>
<tr>
<td>● Other offense to hinder academic atmosphere in the dormitory.</td>
<td></td>
</tr>
<tr>
<td>● Destroying public notices without permission.</td>
<td>5 points</td>
</tr>
<tr>
<td>● Not attending regular roll-call. (Students must attend fist roll-call without exception. This call does not apply an excuse for absence.)</td>
<td></td>
</tr>
<tr>
<td>● First warning against poor maintenance of the room.</td>
<td>3 points</td>
</tr>
<tr>
<td>● Not using a standard plastic garbage bag or not separating garbage collection.</td>
<td></td>
</tr>
<tr>
<td>● Staying out overnight without permission.</td>
<td>2 points</td>
</tr>
<tr>
<td>● Second warning against poor maintenance of the room.</td>
<td></td>
</tr>
</tbody>
</table>

* Lost a key: 10,000 KRW  
* Lost a door access card: 20,000 KRW  
* You can be resigned from the dormitory if you break any living regulations.  
* Room assigning can be altered after entering the dormitory.  
* The rules as above are subject to change.

**Furnishings:** bed, desk, chair, bookshelf, closet, Internet, refrigerator, air conditioner, shower, washer, Electric stove, blankets, bed sheets, pillow and pillow case

**Facilities:** water purifier
<table>
<thead>
<tr>
<th>Facilities</th>
<th>Gym</th>
<th>Medical Clinic on campus</th>
<th>Kyung Hee Medical Center</th>
<th>Cafeteria</th>
<th>Post Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening hours</td>
<td>8:00~ 19:00</td>
<td>9:00~ 17:00</td>
<td>Webpage: <a href="http://www.khmc.or.kr/eng/">http://www.khmc.or.kr/eng/</a></td>
<td>9:00~ 19:00</td>
<td>9:00~ 18:00</td>
</tr>
<tr>
<td>Location</td>
<td>B3, Chung Woon building (Building for liberal art college)</td>
<td>#152, B1, Obis Hall (Building for business department)</td>
<td>The right side of the main gate of Kyung Hee University</td>
<td>(1) B2, Chung Woon building (2) B1, Heerang (Next to Sehwa)</td>
<td>B1, Chung Woon building</td>
</tr>
<tr>
<td>Additional Info</td>
<td></td>
<td></td>
<td>※ International Healthcare Service: 82-2-958-9644 (English)</td>
<td>Meal price: 2,500~3,500 KRW</td>
<td></td>
</tr>
</tbody>
</table>

**Emergency number**
- Police 112
- Fire Station or Emergency 119
- Immigration office 1345
- Travel Tips around S. Korea 1330

**Using Wi-Fi ID**
Students can make a Wi-Fi ID for wireless internet inside KHU at [http://ois.khu.ac.kr/login.php](http://ois.khu.ac.kr/login.php). Put your students ID number and password which will be notified via email. Please note that it should be reissued every 4 weeks. Once accessed, Click [English] on upper right side (refer to the page 32).

**Other Information**
(1) Many shops in Chung Woon Kwan a building for general education: souvenir shop, agency, bookstore (textbooks), 2 cafeteria (one for students, the other for staff), stationery, fitness center, post office.
(2) One stop service center (1st floor): You can use computer and scanners.
(3) When you are using the International credit card to withdraw the money, find out Global ATM at Institute of International Education (IIE) building (in the 1st floor)
(4) If you use a local ATM, it will cause a problem with your international card,
B. Academic Life

• Course registration
The course registration will open for our foreign students. We will guide the exact period and time for registration via email and blog. Please refer the file how to register eagerly well.

• NOTE
* Your course registration should be done by yourself through our system.
* Before the course registration, you should check courses you will take and their credits. Upon completion, check whether courses are registered well or not, and make sure to logout before exiting course registration page and there is no timetable class.
* Problems occurred from wrong course registration are student’s responsibility. So make sure to check your course registration history.
[Access Online Information System → Courses → Registration]

Go to http://sugang.khu.ac.kr/.
* This website will be open during the specific registration period which decided by KHU.
* During the period, there will be a system check once or twice. In this case, please try it once again 30 minutes or 1 hour later!

[Important]
1. Students who attend the Korean Intensive language course should NOT register, because we will register on behalf of the students.
2. You cannot register the courses from Kyung Hee Cyber University.
3. In Korea, the registration is very competitive that you expected. If there is no available seat, you should choose the alternative course instead your preferance. Therefore, have some alternative courses in mind.
You will see this page if you go to [http://sugang.khu.ac.kr/](http://sugang.khu.ac.kr/)

Don’t forget that it is based on a Korean local time!

1. Enter your ‘Student ID Number’
2. Password: Your password for Online Information System

--- Kyung Hee OIA will provide a student ID number and password to each student via email, Please remember about it

* Do not change your own password If you might change your password, you cannot get any help from OIA
* Your Id and password will be used only for administrative purpose.

3. Required: Please type 4 letters shown in the box which is located at left side of a blank for ‘Required’
4. Click it. It means ‘login’. Then the page below will appear.
This picture is for incoming students.

1. Check whether it's ‘심화전공’ (means as Intensive major). If not, check it.

2. Check whether it’s 국교위교환학생 (means as Exchange student). If not, check it.

3. Then click this button to go to course registration page.

[Another note]
I recommend you to check your name and students' number once again, as it is written on the picture.
1. If click the button, the middle of this picture above will pop up..

2. Put your course code. You must put **exactly same code**! Don’t forget to distinguish a capital letter.

3. Click this button after putting your course code. Then the page below will appear.
1. Click the course code in blue. Then the course will be added to your course registration list. To add other courses, simply repeat this process.

2. This number means remaining seats for this course. If it’s 0, then this course is already full. I recommend you to find another course. Do not waste your time!
1. This section will show you your registered courses. Use it to check whether courses you want are registered well.

2. This blue button is used to remove the course. If you made a mistake, use it.

3. You should logout by clicking this button after your course registration!

There are 3 chances you will have for course registration through online.

<table>
<thead>
<tr>
<th>The first chance</th>
<th>Normally <strong>One month before</strong> class begins: you can decide classes with other exchange students at first. You can receive the opportunity to register course earlier than Korean students do.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Second chance</td>
<td><strong>Approximately two weeks before</strong> class begin: System will be open and you will be able to register courses again with our undergraduate students</td>
</tr>
<tr>
<td>The last chance</td>
<td>The period for changing courses, It is <strong>only the first week of the semester.</strong></td>
</tr>
</tbody>
</table>

*How to find a course schedule for exchange students*

Go to this site: [http://khuis.khu.ac.kr/java/servlet/khu.hssu.infospace.TimeTableT?prTag=outer&campusGb=1](http://khuis.khu.ac.kr/java/servlet/khu.hssu.infospace.TimeTableT?prTag=outer&campusGb=1)


*This is only for your reference. You will be able to find syllabi. However when you register courses. You must only refer to the English course list we send via e-mail or post. If not, you may take courses which are half-English or not available for exchange students.*

*Refer to the picture which is a sample on page 16.

It shows how to register courses for International students at Kyung Hee.

(Ex. Korean semester normally starts in spring, so ‘Semester 1’ means spring semester which starts in March. ‘Semester 2’ means fall semester which starts in September.)
※ Sample

1. Choose the orange button which says English. It will change the language of this page to English from Korean, like this.

2. Choose the 2011 for the year and 1st for the semester. Then choose the college and major that you want.

3. Choose the English Language Class. It will sort out Korean classes that you cannot take.

4. Press the orange button which says Search. Then lots of courses will pop up like this.

5. Click the View button to see the syllabus.

6. Be careful! (주의事项) this Korean means only a part of this class will be done by English, which means you shouldn't take this class. Keep it in mind and please avoid choosing those half-English classes.

7. Also, please be advised that some of English classes among 100% English classes can only be taken by Korean students according to each college's decision which is not made yet.

Internet Address for this page: http://kuic.khu.ac.kr/java/servlet/khuissw.infospace.TimeTableT?nTag=outer&campus=G0+1
• Change period.
Students can change their course schedule for a week after semester begins. (ex: First week of March, First week of September). You have to add/drop courses which are suitable for you. Consider it very carefully please. The exact time for “change period” will be notified later.

• Drop Period.
Students can drop the courses with under the following conditions only.
  1. Over 15 credits (Korean system): At the time of dropping you have to take over 15 credits (normally 5 courses here or more), otherwise you cannot drop.
  2. course language: We have English courses for exchange students but sometimes professor changed into Korean class without notification. Then you may drop.
Students will be informed via email regarding drop period. Then you have to send an email to “exchange@khu.ac.kr” about drop course until we inform you. Because exchange students cannot drop courses through the online system. Thus you have to send us the information of course which you want to drop.

• Exams & grading
  <Kyung Hee University Grading Scale>
Grading is based on attendance, class discussion, homework, and examinations, totaling of 100 points. Kyung Hee University regulations require a minimum of 70% attendance to receive academic credits.

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
<th>Score</th>
<th>Grade</th>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>93-100</td>
<td>A+</td>
<td>73-76</td>
<td>C+</td>
<td>0-56</td>
<td>F</td>
</tr>
<tr>
<td>90-92</td>
<td>A0</td>
<td>70-72</td>
<td>C0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>87-89</td>
<td>A-</td>
<td>67-69</td>
<td>C-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>83-86</td>
<td>B+</td>
<td>63-66</td>
<td>D+</td>
<td></td>
<td></td>
</tr>
<tr>
<td>80-82</td>
<td>B0</td>
<td>60-62</td>
<td>D0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>77-79</td>
<td>B-</td>
<td>57-59</td>
<td>D-</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<Comparison of Credits>

<table>
<thead>
<tr>
<th>Kyung Hee University Credits</th>
<th>ECTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 full academic year</td>
<td>30~36 Credits</td>
</tr>
<tr>
<td>1 semester</td>
<td>15~18 credits</td>
</tr>
<tr>
<td>Duration (1 Sem.)</td>
<td>16 weeks</td>
</tr>
</tbody>
</table>

(1) 1 course = 3 credits (in general) = 48 hours of lecture
(3 hours of lecture per a week * 16 weeks = 48 hours of lecture hours for one semester)
(2) Students can take up to 6 regular English courses, or at least 3 regular English courses (9 credits per semester)

• Student ID card
- All students have to bring ‘student ID card application form’ to the orientation. A passport-sized picture should be attached on the application form. The application form will be sent to each student via e-mail before arrival in Korea. With the form filled out, make sure to print it and bring it to the orientation.
- This card is used for library access and attendance (sometimes). You have to carry it all the time.

• How to use Online Information system
Once given a ‘student ID number’, Students can check their course schedule by online with their number at
Kyung Hee university will provide your student ID and password individually and do not change the password otherwise it would be hard to get an administrative help you and use only for administrative purpose. Besides course registration, students can check records and personal information on the Online Information System. Students must check whether their course schedule is correct. It is each student's responsibility to make sure that every course they choose is registered well.

- **Transcript issuance & distribution**
  The transcript record in Kyung Hee will be issued approximately 6 weeks after the end of the semester. They will be sent to the International Office of the Students’ home institution. Before Kyung Hee sends the transcript; students can check their final records through the Online Information System once their exams are over.
  * Please check you e-mail address through information system. The professor will send some information about the lecture to your e-mail address.

5. **Life in Korea**

A. **Public Transportation**
   - Unified Charging System
     The City of Seoul is operating the unified charging system to reduce financial burdens of the citizens for using public transportations. Even if a passenger have multiple transfers among different transportation types (subway, different buses and etc.) for a trip, the passenger is charged as using 1 transportation type, 1200 won (About 1500 won paying with cash) within the designated initial distance. And there is additional 100 won for every 5 km after the initial distance.
     With an applicable T-Money card or a transportation card, one can get saving benefits of the unified charging system. A passenger must place a T-Money card or a transportation card on the card reading machine when the person is getting on and off the bus (or subway), so the distance traveled is recognized with the card and the total charges are calculated by the machine. When having transfers, a passenger repeat the same procedure for each ride, so all the distance is calculated and decided to charge nothing or some 100 more for a certain ride by the reading machine.
     
     To get the benefits of the unified charging system, the transfer layover time must not exceed 30 minutes (or 1 hour during 9:00 pm ~ 7:00 am). If a passenger is paying with cash, 100 won is charged more. T-Money can be purchased or recharged at stores near bus stops, or any convenient stores. It also can be recharged at any subway stations. The previously used transportation cards still can be used as T-Money.

B. **Website**
   - For more life information to live in Korea, please visit following websites.
     
     - [http://www.hikorea.go.kr](http://www.hikorea.go.kr)
     - [http://english.seoul.go.kr](http://english.seoul.go.kr)
     - [http://global.seoul.go.kr](http://global.seoul.go.kr)

C. **Cash**
   - Students should prepare cash in advance when coming to Korea. Not dollar but Korean Won. Otherwise, money can be exchanged at the exchange booths at the Inchon international airport. It is not easy to
change money once arriving here.

D. Korean Class outside
- If you would like to attend the basic Korean class outside of campus, has a good Korean language Program which is run by the Seoul Metropolitan Government, is Seoul Global center for foreign residents in Seoul. There are schedule and information on the program in Seoul global center. Please visit the website to have enjoyment of life in Seoul.

E. How to get your Alien Registration card.
Anyone who will sojourn in Korea more than 3 months must have an alien registration card. And here’s an information on how to make the card. Before we start, there is a page where you can get all the information regarding your sojourn in Korea. This homepage offers various governmental service from alien registration card, visa extension, change of status and so on.

You can change the language here

http://www.hikorea.go.kr/
Move your mouse to here and you will see the menu changed as left. Hit the ‘foreigner sojourn’ on this page.

1. Click ‘Foreigner registration’

2. Each jurisdiction has different immigration office and the office you need to go depends on the place you live in. If you live in the Kyung Hee dormitory, you should go to the one in SejongNo. Refer to the last page about how to get to there. If you live outside, far from the dorm, you should find another adequate office in your jurisdiction.

3. Click ‘Required documents for foreigner registration’. Then you will see a list of required documents.
They offer an application form in various formats. Choose one among these. I recommend the widely-used Microsoft format. Download this form and fill the information as it requires.

Exchange student should obtain a D-2 type visa. And the first document, a certificate of studentship, will be provided from the university when you get here. So what you need to prepare is: passport, application form, 3x4 size color photo, 10,000KRW of commission fee and the certificate of studentship above.

* refer to an annex attached on the last page if you want to know how to fill the application form

- If you prepare everything I just explained, you can issue the card by visiting the immigration office near Kyung Hee university. Now, here's an information how to get to the office.
When you arrive at the An-Guk station, use the exit No.6 then you will see a building as the picture below. And the office is in there on the second floor.

Take the deep blue line subway, the line No.1, heading to Incheon. Be careful not to take one going to the opposite way or another wrong light blue line. Please double check not to get lost. See below for your reference.

As you see on this subway map, there's two blue line, the light one and the deep one.

-When you arrive at the An-Guk station, use the exit No.6 then you will see a building as the picture below. And the office is in there on the second floor.
Note: You should buy a card when you use the subway in Korea. There's a machine that sells a subway card in each station. You can use the card after charging a certain amount of money in that card. After using it, you can get your money for the card back with the same vending machine you used to purchase.
**ANNEX # 01 – HOW TO FILL THE FORM**

Fill the appropriate information even if there is no explanation, except the place I marked as ‘leave blank’. You can also find helpful information on the page 2 of the application file.
Other things to be notified

- Bring your formal photos (3.5 X 4.5) **enough** when coming to Korea. They will be used to get Alien Registration Card, Student ID card and so on.
- Bring a copy of important documents such as passport copy. They will be used to get a mobile phone, open a Korean bank account and so on. Also if you prepare scanned files of those documents in your USB, it can save time a lot.
- **E-mail** is the only communication tool between office of international affairs and incoming students. Therefore, all the students must check e-mail regularly before and during the semester.
- We are also trying to update information on our blog. Please visit regularly
- After you might be purchasing a **mobile phone** here, please send your **personal contact number** to us via email exchange@khu.ac.kr because we send texts or phone to you directly from time to time when there is an urgent matter.

**Updated by Office of International Affairs (September 6th 2012)**
<1> Getting to Kyung Hee University, Seoul

By Limousine Bus & Taxi
FYI, this is for someone who will use a limousine bus. Use this bus.
You should get off Cheongryangni Station and then you can take a taxi to Kyung Hee University.
It might be cost less than W5000 (about $4~5).

Kyung Hee University (Seoul)’s address
Kyung Hee University, 26 Kyunghee-daero, Dongdaemun-gu, Seoul 130701, South Korea
Nearest subway station is Hoegi station (Line 1, Jung-ang Line)
<2> Using Wi-Fi

The Entrance page is provided in Korean only, so please follow the 3 step below the picture.
(For labtop, computer)

1 Step fill your ID and Password in the blank

2 Step click “Shortcut to ID Application”

3 Step click the button [English] and then fill in the form
WI-FI for mobile phone should follow below process. (After finishing above process 32page)

If you don’t know the MACID number then follow below process.

[MAC ID]
1. Mobile phone users
   <1> iPhone/iPod Touch
   SETTING --> GENERAL --> Wi-Fi Adress

   <2> Sony (PSP)
   Settings --> System Setting --> System information
   --> MAC Address
Brief information to go dormitory

* If you’re not sure of the exact location of the dormitory, please visit Office of International Affairs (OIA), #304, the main building of KHU on the only official date. (Tel: 82-2-961-0031)

**"I-House-3" is not available at this stage. Please do not consider about “I-House-3”**
<3-1> I HOUSE 1 Location.
- It is near by “TOMATO STORE” which is placed next to the “Rear Gate”
<3-2> I HOUSE 2 Location.
- It is placed next to the "Sehawon"
<3-3> I HOUSE 4 Location.
- It is taking about 5 minutes to take I HOUSE IV via Main gate, and Dunkin donuts.
- Also it is nearby "GS 25 convenience store"
Campus map included in OIA and CISS


---

Office of International Affairs (OIA) is in the administration Building, 3F #304

CISS is in the college of Dance, 1F