

International Student Guidebook

01

A-Z Guide to Starting
Your University Life



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01 | Academic Programs

A

Academic Schedule

Month	Period	Event
March	1st week	Beginning of Spring Semester (개강)
	2nd week	Course Registration Correction
	4th week	Course Withdrawal Deadline
April	2nd - 4th week	Midterm Examinations
May	2nd week	Spring Campus Festival
June	1st-2nd week	Final Examinations
	3rd week	End of Spring Semester
	3rd week - beginning of July	Summer courses
	Last Exam Day - August 31st	Summer Break
	June 20th - August 31st	Leave of Absence (휴학) Application Period
July	1st week	Re-enrollment (복학 · 재입학) Application Period
August	2nd week	Course Registration for Fall Semester
	3rd week	Fall Graduation Ceremony
	4th week	Tuition Fee Payment for Fall Semester
September	1st week	Beginning of Fall Semester
	2nd week	Course Registration Correction
	3rd week	Course Withdrawal Deadline
October	2nd-3rd week	Midterm Examinations
November		
December	1st-2nd week	Final Examinations
	3rd week	End of Fall Semester
	Last Exam Day - February 28th	Winter Break
	December 23rd - February 28th	Leave of Absence (휴학) Application Period
January	1st week	Re-enrollment (복학 · 재입학) Application Period
February	1st week	Course Registration for Spring Semester
	3rd week	Spring Graduation Ceremony
	4th week	Tuition Fee Payment for Spring Semester

The schedule above is subject to change. Students should check the calendar each year through the campus web-portal online.

B

Major Courses

Admission Unit for Freshmen (1st Year)

Campus	College	Track	Department
Jukjeon	PRIMUS International College	English	International Business Administration
			Mobile Systems Engineering
			Korean Studies
		Korean	Bio and Material Engineering
			Acting and Filmmaking ¹⁾
			School of Global Core Education ^{2) 3)}

- ¹⁾ : Applicants for the Department of Acting and Filmmaking are required to submit materials (a video clip or portfolio for practical screening).
- ²⁾ : All Korean track applicants, EXCEPT for those applying to the Department of Acting and Filmmaking, MUST apply to the School of Global Core Education.
- ³⁾ : Among the applicants for the School of Global Core Education, ones who plan to major in the College of Music & Arts from their second year are also required to submit relevant artworks(video clip or portfolio) for practical screening.

Selection of Major/Department on the Online Application

(For Applicants to the School of Global Core Education Only)

- All applicants in the Korean track will be admitted to their respective departments starting from the 2nd year, upon the completion of their 1st year study at the School of Global Core Education.
- Applicants for freshmen admission MUST select the majors/departments in which they will enroll in starting from the 2nd year during the online application.

Majors for 2nd - 4th Year

Jukjeon Campus

Area	College	Majors / Deparments	
Humanities	Humanities	Korean Language and Literature, History, Philosophy, British and American Humanities	
	Law	Law	
	Social Science	Political Science and International Relations, Public Administration, Counseling	
		Urban Planning and Real Estate Studies	[Urban and Regional Planning], [Real Estate]
		Media Communications	[Journalism] [Media Contents] [Advertising and Public Relations]
	Business and Economics	Economics, International Trade	
		Business Administration	[Business Administration] [Accounting]

Area	College	Majors / Deparments			
Sciences	Engineering	Electronics and Electrical Engineering, Semiconductor Convergence Engineering, Civil and Environmental Engineering, Mechanical Engineering, Chemical Engineering			
		Polymer Science and Engineering	Polymer Science & Engineering, Fiber System Engineering		
		Architecture	Architecture (5 years), Architectural Engineering		
	Software Convergence	Software Science, Computer Engineering, Statistics Data Science			
Arts	Music · Arts	Ceramic Arts*			
		Design*	Visual Communication Design, Fashion Merchandise Design		
		Theater and Film*	Musical(Acting)		
		Dance*(Korean Traditional Dance, Ballet, Modern Dance)*			
		Music*	Piano, Vocal Music, Music Composition		
			Instrumental Music	String	Violin, Viola, Cello, Double Bass
				Wind (Woodwind instrument)	Flute, Oboe, Clarinet, Bassoon
				Wind (Brass instrument)	Horm, Trumpet, Tenor Trombone, Bass Strombone, Tuba
				Percussion	
			Korean Traditional Music	Instrumental Music(Pipe	Pipe, Daegeum, Haegeum, Ajaeng, Sogeum, Danso,
				Instrumental Music (String)	Geomungo, Gayageum
				Instrumental Music (Percussion)	Janggo·Gong
		Vocal		Jeongga, Pansori, Confucian	
	Theory, Composition				

- Applicants for departments marked with an asterisk (*) must submit related materials for practical screening (video or portfolio).
- In the context of the recruitment unit, departments enclosed in brackets “[]” indicate majors.
- Applicants for Korean traditional music should contact the Global Education Team 1 before submitting an online application to check specific major criteria.
- Students majoring in Architecture (5-year program) must complete the Specialized Architecture Education Course, which leads to a
- Certificate from the Korea Architectural Accrediting Board (KAAB). Students in the Department of Engineering (excluding Architecture majors) must complete the Specialized Engineering Education Course, which leads to a Certificate from the Accreditation Board for Engineering Education of Korea (ABEEK).

Cheonan Campus

Area	College	Majors / Deparments	
Humanities	Foreign Language	Asian and Middle Eastern Studies	Chinese Studies, Japanese Studies, Mongolian Studies, Middle Eastern Studies, Vietnamese Studies
		European and Latin American Studies	German, French, Spanish, Russian, Portuguese
		English, Global Korean Language	
	Public Service	Public Policy, Social Welfare, Food and Resource Economics	
	Health Science	Health Administration	
Natural Science	Bio Convergence	Life Resources	Crop Science and Biotechnology, Animal Biotechnology, Environmental Horticulture, Landscape Architecture
		Biomedical Science	Biological Science, Microbiology
		Food Engineering	
	Science and Technology	Mathematics, Physics, Chemistry, Food Science and Nutrition, Materials Science and Polymer Science and Engineering Engineering, Energy Engineering, Management Engineering	
Art • Physical Fitness	Arts	Literary Creative Writing	
		Fine Arts*	Crafts Design, Oriental Painting, Western Painting, Sculpture
		New Music*	Music Technology Jazz Performance, Singer Songwriting
	Sports Science	Recreation and Leisure Sports, Sports Management	
		International Sports Studies	Exercise Prescription and Rehabilitation, International Sports Studies, Taekwondo

Applicants for departments marked with an asterisk (*) must submit the relevant artworks for practical screening (video clip or portfolio).

02 | Important Documents

A

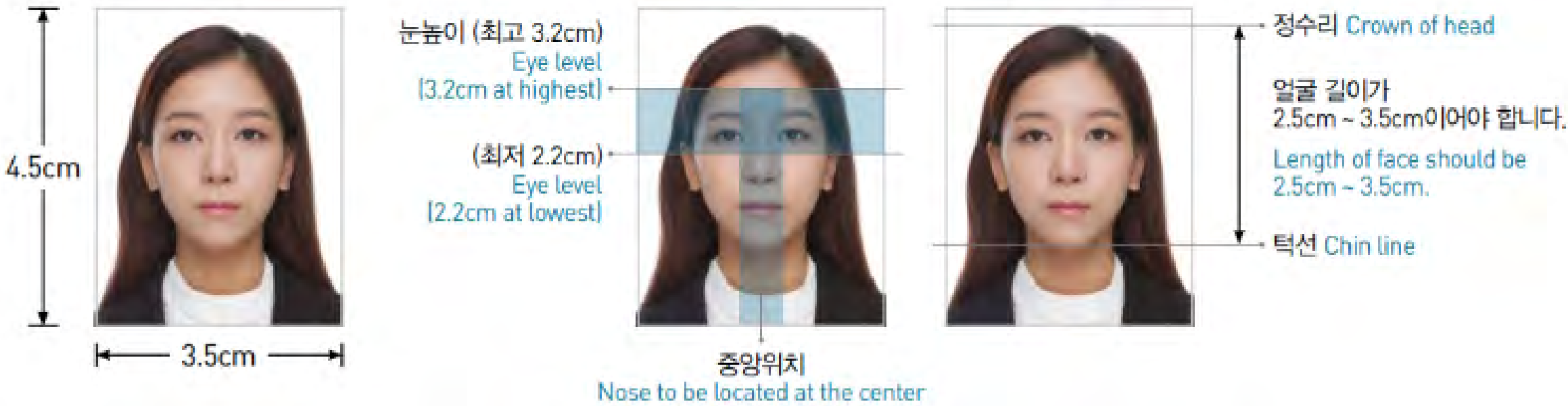
Residence Card

For students who entered Korea after obtaining a visa from their home country.

No	Required Documents	Details	Notes
1	Application Form	<ul style="list-style-type: none">Name (in English), accurate passport numberKorean Address: Write the address exactly as shown on your housing contract or proof of residenceContact number in Korea (must include the area code)Photo: Color passport-style photo taken within the last 6 months (no hats, no sunglasses)	<p>Issuance of the residence card may be delayed if:</p> <ul style="list-style-type: none">The photo was not taken within the last 6 monthsA previously submitted photo is usedThe photo is edited, photoshopped, or AI-generatedThe face appears too smallThe photo size is incorrectThe photo does not meet the required specifications
2	Residence Card Issuance Fee	KRW 35,000 (cash only)	
3	Copy of Passport	Copy of the information page and visa page	
4	Certificate of Enrollment	<ul style="list-style-type: none">Issued through the CS Center (in the form of an official certificate: Portal → Internet Certificate Issuance → Print Enrollment/Leave of Absence Certificate)Must be printed by the student	Refer to the Internet Certificate Issuance Guide
5	Proof of Financial Resources	Financial statement or foreign currency remittance record	
6	Proof of Residence	<p>Submit one of the following:</p> <ul style="list-style-type: none">Dormitory: Dormitory confirmation issued by the officeRental Housing: Copy of rental contract, confirmation of contract details by landlordFriend's/Other's House: Handwritten residence confirmation, copy of landlord's ID	Must submit one of the three documents listed

※ Do not leave Korea before receiving your residence card. Otherwise, your visa will be cancelled/invalid.

1. Photo Guide



2. Application Form

■ 출입국관리법 시행규칙 [별지 제34호서식] <개정 2022. 4. 12.>

통합신청서 (신고서)
APPLICATION FORM (REPORT FORM)

※ 신청서는 한글 또는 영문으로 작성하시기 바랍니다. (Please complete this form in Korean or English.)

□ 신청/신고 선택 SELECT APPLICATION/REPORT

<input checked="" type="checkbox"/> 외국인 등록 FOREIGN RESIDENT REGISTRATION	<input type="checkbox"/> 체류자격 외 활동허가 (희망 자격 :) ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN / Status to apply for ()	ATTACH YOUR PHOTO HERE PHOTO 여권용 사진(35mm×45mm) * 촬영일부터 6개월이 지나지 않아 촬영한 사진은 불가합니다. taken within last 6 months * 외국인등록증 재발급 시에만 사진 부착 Photo only for Foreign Resident Registration (Reissued)
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처 변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE	
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수, 복수) REENTRY PERMIT (SINGLE, MULTIPLE)	
<input type="checkbox"/> 체류자격 변경허가 (희망 자격 :) CHANGE OF STATUS OF SOJOURN / Status to apply for ()	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE	
<input type="checkbox"/> 체류자격 부여 (희망 자격 :) GRANTING STATUS OF SOJOURN / Status to apply for ()	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON REGISTRATION	

성명 Name In Full	성 Surname KIM	명 Given names DANKOOK	
생년월일 Date of Birth	년 yyyy 2001	월 mm 12	일 dd 24
외국인등록번호 Foreign Resident Registration No.	0 1 1 2 2 4	성 별 Sex <input checked="" type="checkbox"/> 남 M <input type="checkbox"/> 여 F	국적 Nationality AMERICAN
여권번호 Passport No.	12345678	여권 발급일자 Passport Issue Date 2021.01.01	여권 유효기간 Passport Expiry Date 2031.01.01
대한민국 내 주소 Address In Korea	경기도 용인시 수지구 죽전로 152 단국대학교		
전화번호 Telephone No.	031-8005-2906	휴대전화 Cell phone No.	(if any)
본국 주소 Address In Home Country	56 WALL STREET, NEW YORK, USA		전화번호 Phone No. +1123 456 789

재학 여부 School Status	미취학 [], 최 [], 중 [], 고 [] Non-school [], Elementary [], Middle [], High []	학교 이름 Name of School	전화번호 Phone No.
	학교 종류 Type of School	교육청 인가 [], 교육청 비인가, 대안학교 [] Accredited school by Education Office [], Non-accredited, Alternative school []	
근무처 Workplace	원 근무처 Current Workplace	사업자등록번호 Business Registration No.	전화번호 Phone No.
	예정 근무처 New Workplace	사업자등록번호 Business Registration No.	전화번호 Phone No.
연 소득금액 Annual Income Amount		만원(ten thousand won)	직업 Occupation
재입국 신청 기간 Intended Period Of Reentry		전자우편 E-Mail	
반환용 계좌번호(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Foreign Resident Registration			

신청일 Date of application	2025.08.26	신청인 서명 또는 인 Signature/Seal	
신청인 제출서류 (담당공무원 확인사항) Required documents for applicants (Matters to be checked by officer in charge)		「출입국관리법 시행규칙」 별표 5의2의 체류자격별·신청구분별 첨부서류 참고 Please refer to the attached documents for each status of stay and each application type in Annex 5-2 of the Enforcement Rule of the Immigration Act.	

행정정보 공동이용 동의서 (Consent for sharing of administrative information)

본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공동이용을 통하여 위의 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 않는 경우에는 신청인이 직접 관련 서류를 제출해야 합니다.

I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge as specified in Article 36 of the Electronic Government Act. * If you disagree, you are required to present all related documents in person.

신청인 Applicant	KIM DANKOOK	서명 또는 인 신청인의 배우자 Signature/Seal Spouse of applicant		서명 또는 인 신청인의 부 또는 모 Signature/Seal Father/Mother of applicant		서명 또는 인 Signature/Seal
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공 용 란 (For Official Use Only)						
기본 사항	최초입국일		체류자격		체류기간	
접수 사항	접수일자		접수번호			
허가(신고) 사항	허가(신고) 일자		허가번호		체류자격	
					체류기간	
결 재	담 당				청장·소장	
					가 / 부	

수입인지는 뒷면에 첨부(Rvenue Stamp on the Backside) / 수수료 면제(exemption) [] (면제사유 :)
210mm×297mm[백상지(80 g / m²) 또는 중질지(80 g / m²)]

3. Confirmation Letter

확 인 서
(Confirmation Letter 确认书)

~~담당자 :~~ **DO NOT WRITE
ANYTHING HERE**

○(한국어) 외국인 유학생(D-2,D-4) 및 유학생에 동반하는 외국인(F-3 등)은 유학경비 및 체류경비를 국외에서 조달하여야 하며, 이 금원으로 학비조달 및 생활비에 정상적으로 사용되어야 합니다. 또한 은행 잔고증명서를 발급받은 후 입금된 금액을 대거 인출한 경우에는 추후 체류자격변경 및 체류기간연장이 불허될 수 있음을 고지 받았습니다.

○(영어) Those who hold D-2(Student)/D-4(Language trainee) visas, including their dependents(F-3 visas), are required to finance the cost of attendance(COA) from their home country and prove that the cost is enough to afford the tuition and living expenses for their daily use. Now you are fully advised and noticed that the act of money-withdrawal in a mass, after getting issued the bank statement, could severely damage the reliability and validity of the very statement, may leading to disapproval on the application for visa change and extension.

○(중국어) 外国留学生(D-2,D-4)与留学生陪同(F-3 等)人员的留学经费及滞留经费要从国外筹资。且，该资金要正常用于学费缴纳及生活费的支付。如果，提交银行存款证明后进行大额度的取款时，有可能拒绝以后的滞留资格变更及延期申请。
我已被告知上诉所有内容。

YYYY 년(Year 年) MM 월(Month 月) DD 일(Day 日)

- 확인자(Confirmer 确认人) : YOUR NAME
- 서명 (Signature 签名) : YOUR SIGNATURE
- 생년월일(Birthdate 出生年月日) : YOUR DOB (YYYY.MM.DD)

After receiving your residence card, please open a bank account and enter your bank information into the school web system.

B

D-2 VISA Extension

Students need to extend their visa before the expiration date. Students can either submit their documents to the university or do it themselves online.

No	Required Documents	Details	Notes
1	Application Form	<ul style="list-style-type: none"> Fill in name and passport number correctly Fill in the Korean Address from your visa documents Include Korean contact number 	If reissuing, photos that were previously submitted are not accepted
2	Residence Card	Submit the card (ensure the back side is not fully used)	If the back side has insufficient space for additional entries, a new card must be issued (issuance fee: KRW 35.000)
3	Revenue Stamp	Submission must be made with KRW 60,000 revenue stamp (cash payment is not accepted) <ul style="list-style-type: none"> Available at Woori Bank branches 	
4	Passport Copy	Copy of the information page and visa page	
5	Certificate of Enrollment	<ul style="list-style-type: none"> Issued through the CS Center (in the form of an official certificate: Portal → Internet Certificate Issuance → Print Enrollment/ Leave of Absence Certificate) Must be printed by the student 	Refer to the Internet Certificate Issuance Guide
6	Academic Transcript	<ul style="list-style-type: none"> Issued through the CS Center (in the form of an official certificate: Portal → Internet Certificate Issuance → Print Academic Transcript) Must be printed by the student 	Confirm there is no unpaid national health insurance Confirm there is no unpaid taxes (vehicle, local, income) https://www.wetax.go.kr
7	Proof of Financial Resources	Financial statement of foreign currency remittance record	
8	Registration Fee Receipt	Issued through the CS Center or the school web system (Portal → Internet Certificate Issuance → Tuition Payment Certificate)	Optional
9	Proof of Residence	Submit one of the following: <ul style="list-style-type: none"> Dormitory: Dormitory confirmation issued by the office Rental Housing: Copy of rental contract, confirmation of contract details by landlord Friend's/Other's House: Handwritten residence confirmation, copy of landlord's ID 	Must submit one of the three documents listed

Please check in advance if you are ineligible for visa extension on (e.g., unpaid taxes, national health insurance). The Residence Card takes approximately one month to be issued (WeChat ID: Global_DKU)

Online Visa Extension

- 1. Go to <https://www.hikorea.go.kr>
- 2. Log into your account or sign up if you don't have one
- 3. In the top menu, go to "민원신청" → "전자민원"



- 4. Click "본인민원신청", then select "등록외국인의 체류기간연장허가" (Extension of Stay for Registered Foreigners)



- 5. Fill out the application form with your personal information

전자민원 신청

방문예약

출입국민원 대행기관 이용

출입국우대카드

자진출국 사전신고

등록외국인의 체류기간연장허가

신청대상자 정보

성명	KIM DANKOOK	성별	남자
국적	한국	생년월일	2005-11-03
외국인등록번호	051103-1234567	여권번호	A12345678
여권 유효기간	2025/11/03	* 전화번호	010-1234-5678
* 이메일	kimdku@dankook.ac.kr	휴대전화번호	010-1234-5678
체류만료일	2025-08-26		
신청사유	비자기간 연장		
신청일	2025-07-15	관할출입국·외국인관서	수원출입국·외국인청
* 정부초청장학생확인서 (수수료면제)	<div>*귀하의 체류자격에서 정부초청장학생은 확인서를 첨부시 수수료가 면제됩니다. ※ 수수료 면제 대상입니까? <input type="radio"/> 예 <input checked="" type="radio"/> 아니요 (확인서 존재시 증빙서류 첨부후 예를 선택하십시오. 첨부하지 않을시 예를 선택해도 수수료가 면제되지 않습니다.)</div>		

6. Upload the required documents

hikorea.go.kr

4. 논문지도교수추천서(석박사논문준비자에 한함)	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>논문지도교수추천서 (석박사논문준비자에 한함)</div>
5. 수료증명서	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>수료증명서</div>
6. 기타(국내체제경비 입증서류등)	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>기타(국내체제경비 입증서류등)</div>
7. 정부초청장학생확인서	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>정부초청장학생확인서</div>
* 8. 체류지 입증서류	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>입대차계약서, 숙소제공확인서, 체류기간만료예고통지우편물, 공공요금납부영수증, 기숙사비영수증등</div>
9. 재학여부 신고서	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>만 6세 이상 만 18세 이하만 해당</div>
10. 재학증명서	<div>Choose File no file selected</div> <div>추가 삭제</div> <div>만 6세 이상 만 18세 이하 외국인 중 재학 중인자만 해당</div>

※ 2MB(2,048KB) 이하의 jpg, bmp, png, gif, tif, pdf 파일을 첨부하십시오. (증명사진은 95KB 이하의 jpg 파일만 가능)
 ※ 첨부파일명 및 첨부파일 경로에 외래어(영어 제외) 포함 시 파일첨부가 되지 않을 수 있습니다.

이전

신청

7. Proceed to payment

이 누리집은 대한민국 공식 전자정부 누리집입니다.

emilylim98 로그인하였습니다. 로그아웃 마이페이지 이용안내 고객센터 **한국어** ENGLISH 中文

민원신청

신용카드
계좌이체

민원신청

전자민원

전자민원 안내

전자민원 신청

방문예약

출입국민원 대하
이용

KG 이니시스

안전하고 편리한 이니시스결제입니다.

☒ 전체동의

이용약관

전자금융거래 이용약관	<input checked="" type="checkbox"/> 동의
개인정보의 수집 및 이용안내	<input checked="" type="checkbox"/> 동의 개인정보 제공 및 위탁안내 <input checked="" type="checkbox"/> 동의

약관보기 ▼

현대카드 + 무

삼성카드 + 무

신한카드 무

KB국민 무

하나Pay(하나) 무

롯데카드 무

농협(NH페이) 무

우리카드 무

하나Pay(외환) 무

씨티카드 무

그외카드 ▼

카드사별 무이자 할부 가능 개월 수 상이
 무이자 할부 제외 대상: 개인사업자, 법인, 체크, GIFT, 선물, 은행계열 카드

무이자정책

뉴스·공지

KG이니시스 결제형

안전한 계좌거래의 시작, 계좌인증서비스

통합인증 서비스

KG 이니시스

안전하고 편리한 이니시스결제입니다.

☒ 전체동의

상품명
등록외국인의 체류기간연장청...

상품가격 50,000 원

결제금액 50,000 원

원활하면 모바일 1년 무료

뉴스·공지

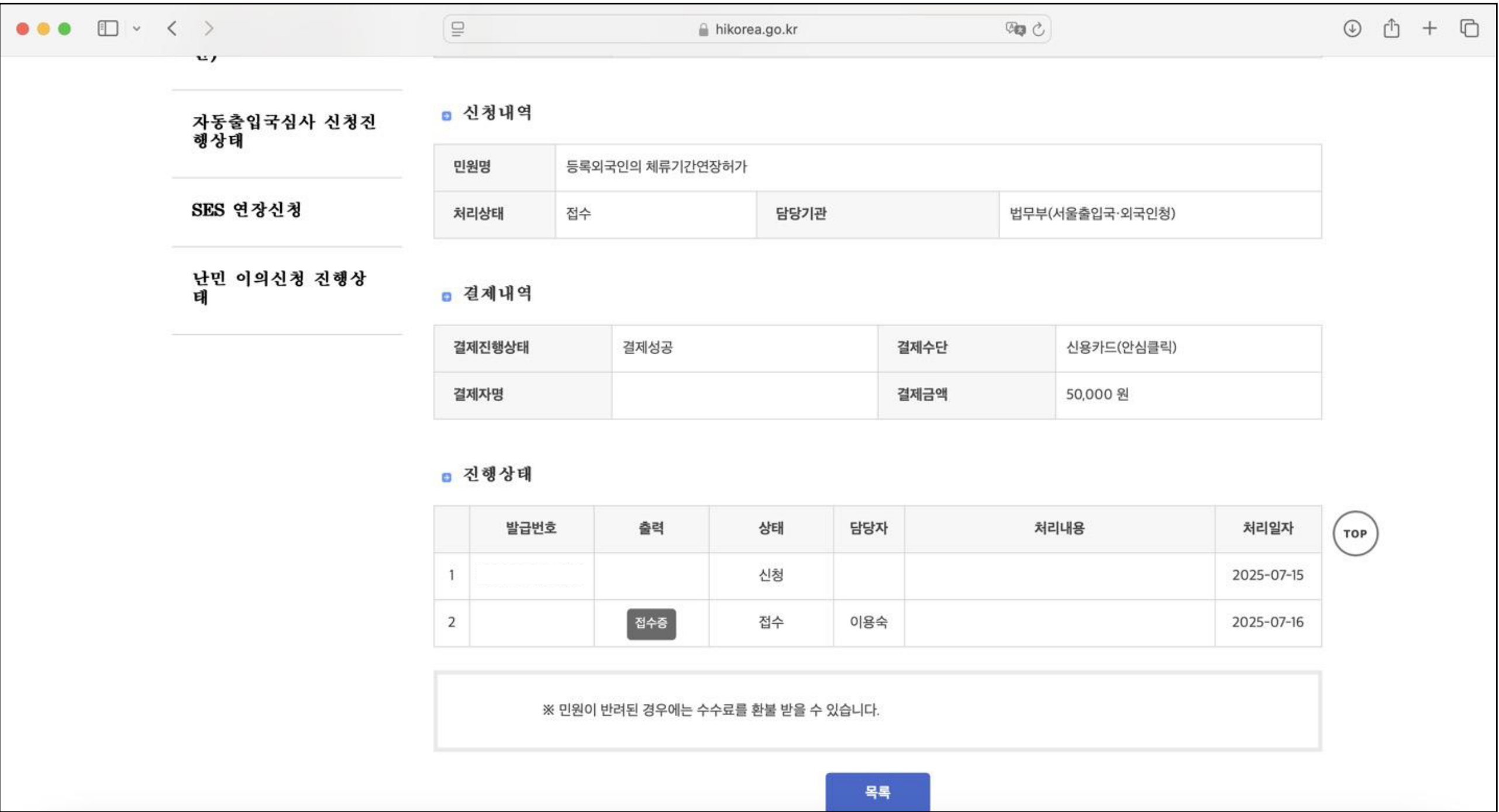
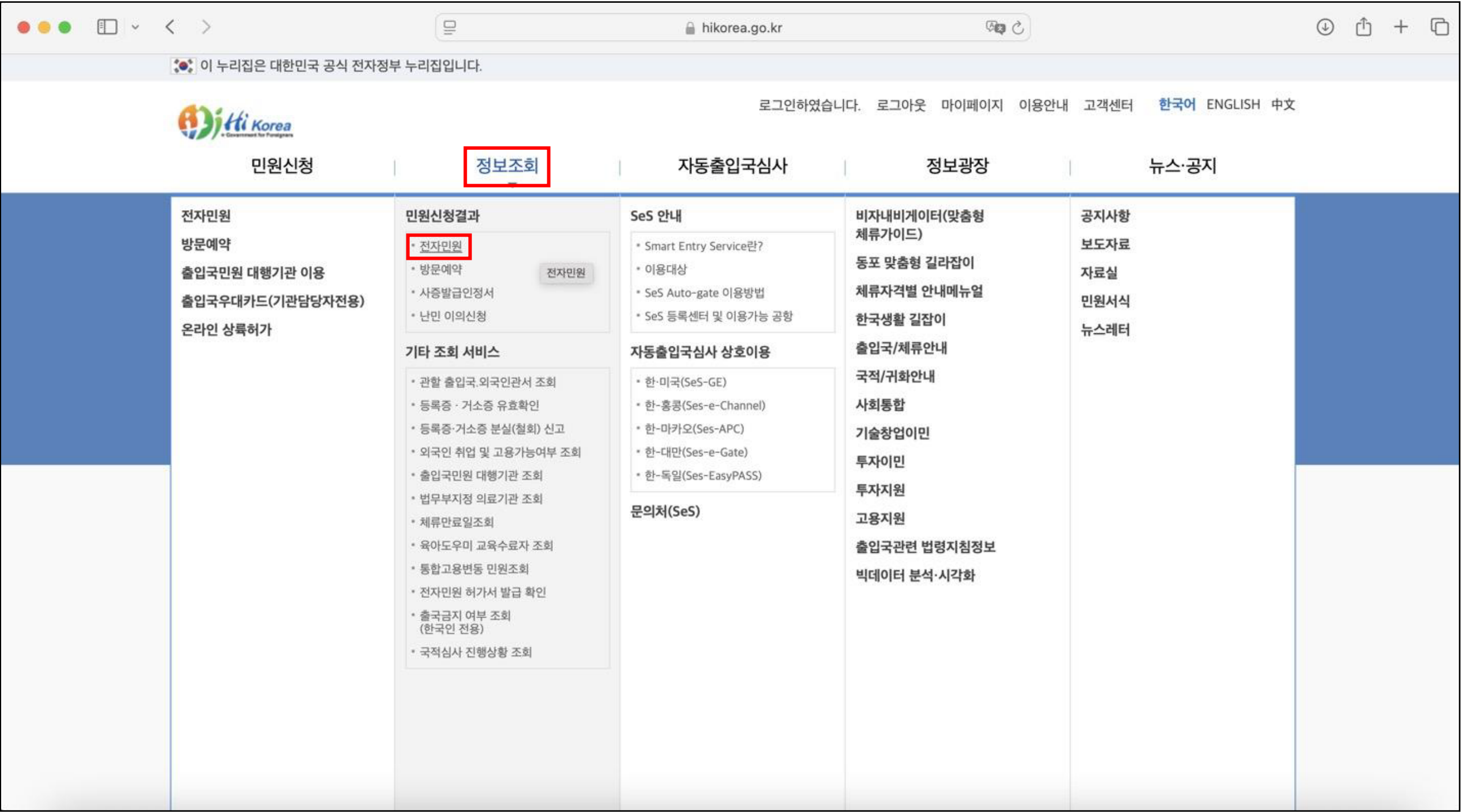
KG이니시스 결제형

안전한 계좌거래의 시작, 계좌인증서비스

8. Submit the application

Check Application Status

In the top menu, 정보조회 → 전자민원 → 전자민원현황



At the beginning of every semester, students must visit International Hall, Room 105, to complete their enrollment report (재학신고) and visa extension (비자 연장) if needed. Freshmen must also complete their Residence Card application (외국인등록증 발급 신청).

Please make sure to complete the required registration before the deadline. The registration period will be announced in the group chat at the start of each semester. Students must also bring the appropriate documents when visiting.

Failure to complete the 재학신고 process may result in serious consequences for a student's visa status, including possible shortening or cancellation of the visa by immigration authorities, which could lead to losing the legal right to stay in Korea.



Room 105 is the first room you will see upon entering the International Hall.

D

Re-Issuance and Reporting Change of RC

In the following cases, students should report changes in registration details or apply for re-issuance of an Residence Card at the nearest Korea Immigration Service within 14 day from occurrence:

- Loss of Residence Card
- When the Residence Card is damaged/unreadable
- Changes in passport number, date of issuance or date of expiration
- Details of the institution or organization hosting a foreign student with following visa status changes
- When there is not enough room to mark current information
- Changes in name, gender, date of birth or nationality

Process

1. Prepare required documents

Passport, Application form, 1 Photo (3.5X4.5cm), Cash (35,000 WON)

2. Apply for issuance of your documents

Visit the immigration Office website <https://www.hikorea.go.kr>, enter the reserve visit service and apply with the required information.

3. Visit the immigration Office

Visit the immigration Office you applied to, submit your documents, and pay the fee.

4. Receive new Residence Card

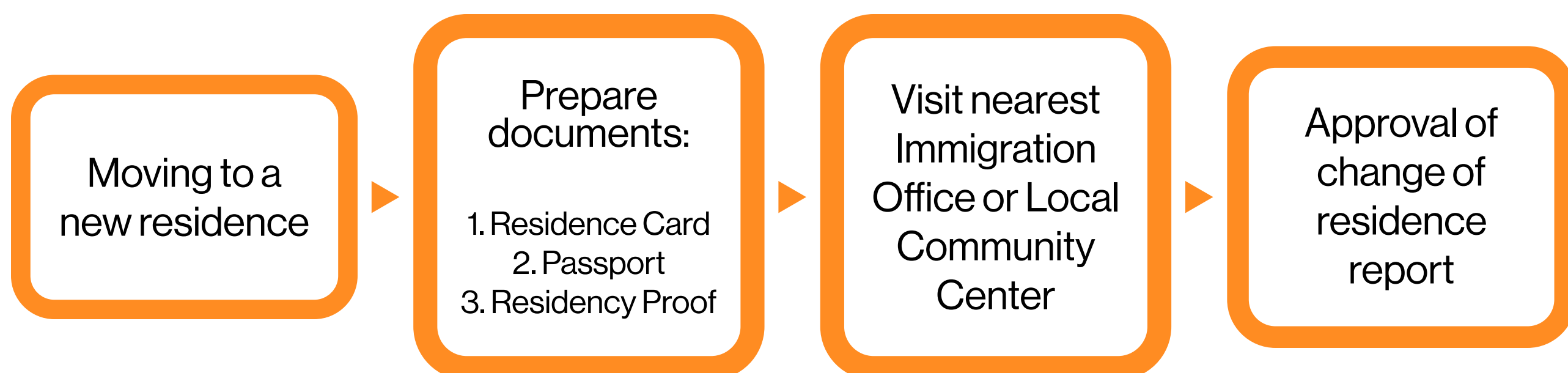
Visit the immigration Office again to received the re-issued RC

If a registered foreigner does not report the aforementioned changes to the Residence Card within 14 days after the change, s/he will be considered to be in breach of the Immigration Act - Art. 35 and will be fined accordingly.

E

Change of Residence Address

Students who change their place of residence are required to report the new address to the local Immigration Office. The report must be done within 14 days of moving, or students must pay a penalty fine.



Immigration Office or Local Community Center

Jukjeon3-dong Community Service Center (죽전3동 행정복지센터)

Address	경기 용인시 수지구 대지로 42 42, Daeji-ro, Suji-gu, Yongin-si, Gyeonggi-do, Republic of Korea
Operational Hours	09:00-18:00 (공휴일 제외)
Tel	031-324-8126



Transportation

- BUS 25, stop 대지초등학교 (20min)
- BUS 59, stop 대지초등학교 (30min)
- BUS 102, stop 대지중학교 (25min)

Bojeong-dong Community Service Center (보정동 행정복지센터)

Address	경기 용인시 기흥구 죽전로 40 40, Jukjeon-ro, Giheung-gu, Yongin-si, Gyeonggi-do, Republic of Korea
Operational Hours	09:00-18:00 (공휴일 제외)
Tel	031-324-6772



Transportation

- BUS 24, stop 보정동행정복지센터(18min)
- BUS 8100, stop 보정동행정복지센터(16min)

Suwon Immigration Office (수원출입국외국인청)

Address	경기도 수원시 영통구 반달로 39 39, Bandal-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Republic of Korea
Operational Hours	09:00-18:00 (공휴일 제외)
Tel	031-695-3817

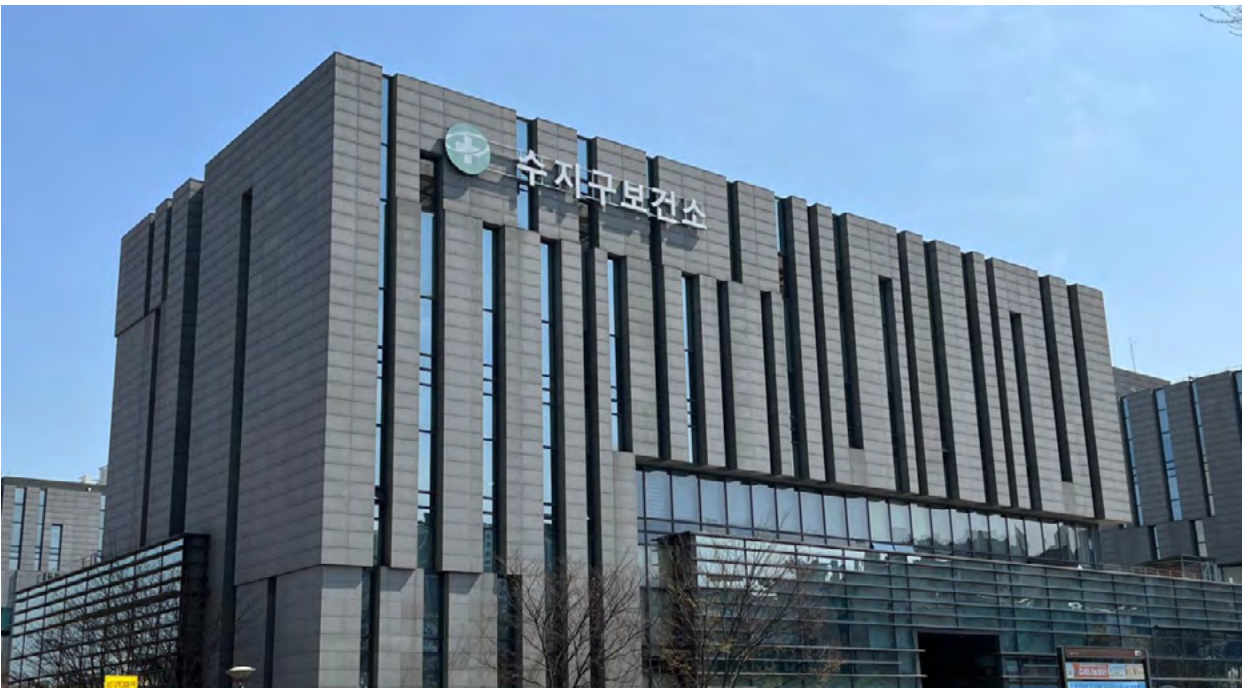


Transportation

BUS 24, stop 죽전역.신세계백화점 → SUBWAY 수인분당선, stop 영통역 (55min)

Suji-gu Public Health Center (수지구청/수지보건소)

Address	경기 용인시 수지구 풍덕천동 포은대로 435 수지구청,수지보건소 435, Poeun-daero, Suji-gu, Yongin-si, Gyeonggi-do, Republic of Korea
Operational Hours	09:00-18:00 (공휴일 제외)
Tel	031-324-8114



Transportation

BUS 720-3, stop 수지구청 (25min)

BUS 24, stop 죽전역.신세계백화점 → BUS 1 or 82 stop 롯데마트 앞 (31min)

Part-time Work Permit for International Students

D-2 VISA

D-2-2 visa holders with a GPA of 2.0 (C average) or higher in the previous semester.

* Students who do not meet Korean language requirements, those who have completed their programs, or those whose attendance and GPA indicate difficulty in managing both studies and work may be restricted from applying for a part-time work permit. For students who entered Korea after obtaining a visa from their home country.

Program & Year	Korean Language Proficiency	Weekday Working Hours	Weekend/Sem Break Working Hours
Bachelor's Degree (1st–2nd year)	<ul style="list-style-type: none"> TOPIK Level 3+ or KIIP Pre-test ≥ 61 Sejong Institute Intermediate 1+ 	X = 10 hrs O = 25 hrs	Unlimited = 30 hours
Bachelor's Degree (3rd–4th year)	<ul style="list-style-type: none"> TOPIK Level 4+ or KIIP Pre-test ≥ 81 Sejong Institute Intermediate 2+ 	X = 10 hrs O = 25 hrs	Unlimited = 30 hours

English Track students are permitted to work up to 25 hours on weekdays and 30 hours on weekends or during semester breaks.

Required Documents

1. Part-time work confirmation letter (It must be signed by teacher in charge)
2. Standard Employment Letter (근로계약서)
3. Copy of Certificate of Business Registration (사업자 등록)
4. Academic transcript
5. TOPIK score report
6. Employer's ID card

Application Procedure

1. Prepare all required document
 2. Visit the International Office (Room 317) → Signature of the international student advisor
 3. Apply at the Immigration Office or via the HiKorea website.
- Online e-application or in-person (reservation required)
- * For more details, visit www.hikorea.go.kr or call ☎ 1345

G

Health Insurance

International students staying in Korea are subject to a mandatory subscription to National health insurance from March 1, 2021.

Eligibility for Coverage

- D-2 visa holders: From residence registration date (first entry)
- D-4 visa holders: From 6 months after entry date

Contributions

Monthly Contributions for International Students (2025): **approx. KRW 76,390**
(For those who enroll on or after March 1 / This is the already-discounted amount. Please note that the exact contribution may differ depending on each individual's circumstances.)

Contribution Reduction

- A 50% discount is applied for eligible students
- Eligibility: annual household income ≤ KRW 3.6 million and assets ≤ KRW 135 million
- Students who are not eligible must pay the full fee (approx. KRW 135,000/month)

Payment Schedule

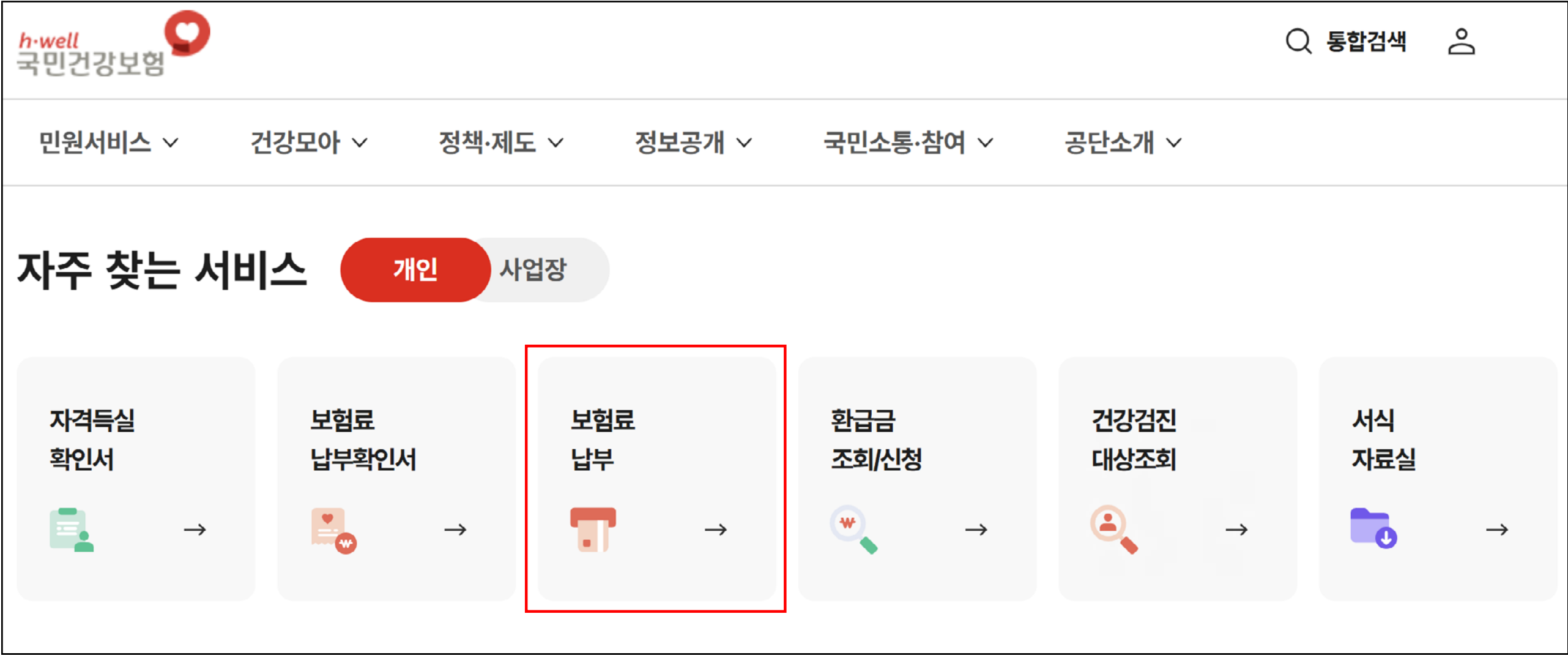
- Contributions for the following month must be paid by the 25th of the current month
- Example: April 2025 contribution → due by March 25, 2025
- Bills are issued around the 10th of each month

Payment Methods

- Automatic transfer (bank account or credit card)
- NHIS website
- NHIS branch office
- Bank or convenience store

To apply for electronic billing, automatic transfer, or register a refund account:
Call NHIS, visit the NHIS website, or go to a local branch office

Website



Application



The건강보험

국민건강보험공단

Open

09.36

HALKIN STEADY

최종집속 2025.08.04 09:35:46

전체열기 + 전체닫기 -

민원여기요 조회 +

전자문서지갑 증명서 발급·확인 +

건강모아 신청·납부 -

건강프로그램 전자고지·자동이체 신청/해지

장기요양 **보험료 납부**

The건강보험 납부결과확인

고객센터 고지서 송달지 변경 신청

인증센터 보험료 고지서 재발급

설정 주택금융부채 공제 신청 및 조회

소득 조정·정산 신청 및 결과 조회

재산·전월세조정 신청 및 결과조회

정산보험료 분할고지 신청

해외 출국자 입국신고

임의계속 가입 신청 및 결과조회

피부양자 자격취득 및 상실 신고

로그아웃

09.36

74

<

보험료 납부

구분	미납내역	
건강보험	2025.08 ~ 2025.08	76,890원
연금보험	-	0원

건강보험

연금보험

납부자번호 선택

▼

납부할 보험료 선택

▲

전자납부번호 : 3024359889111

☒ 전체완납

번호 : 1

일부납

☒ 완납

고지년월

2025.08

합계 (C=A+B)

76,890 원

▼

납부할 분할 회차 선택

▼

선택합계

76,890 원

가상계좌
신청

보험료 납부하기

(계좌이체, 카드, 간편결제)

09.36

가상계좌 신청확인

가상계좌 정보

금융기관

Confirm bank, virtual account, and payment amount

우리은행

계좌번호

4458-0402091-18-274

납부기한

2025.08.04 (04:30~23:00)

합계

76,890 원

납부금액 내역

번호 : 1

고지년월

2025.08

합계 (C=A+B)

76,890 원

돌아가기

Letter



국민건강보험

강원특별자치도 원주시 건강로 32
(반곡동, 국민건강보험공단)

경기도 용인시 기흥구 죽전로 58 (보정동) 501호, 502호, 6, 7, 8층
문의: 용인서부지사 [FAX: 031)229-0671]

www.nhis.or.kr

국민건강보험 고객센터
Health Insurance Customer Center

☎ 033)811-2000
☎ 1577-1000

한국어 상담
Consultation in Foreign Language

한국어 상담
Consultation in Korean

30243598891 - 05월 **Confirm name and address**



**전자고지 신청해서
편하게 받아주세요**

전자고지서 수신 경로
— 이메일, 카카오톡 알림톡,
네이버 앱, 홈케어지



귀하

1 6 8 9 0

B5(성남M) 448(용인수지) 41 88

No:57180

※ 납부마감일이 **토요일** 또는 **공휴일**인 경우에는 그 다음날이 납부기한입니다.
If the payment due date is **Saturday** or a **holiday**, it is extended until the following weekday.

건강 보험료

Contributor 납부자/유자

Payer No. 납부자번호

Contribution to Pay
납부할 금액 (월+일)

2025년 5월 Contribution Receipt
for a payer 영수증(납부자용)

Confirm the amount and payment period

Contribution to Pay 납부할 금액 (월+일)	Health Contribution (㉑) 건강보험료	Long term Care contribution (㉒) 장기요양보험료	Due date 납부기한
76,390 won	67,640 won	8,750 won	2025.04.25. 까지

❖ 보험료를 미납한 경우 병원·의료
이용시 건강보험 적용을 받지 못하고
각종 제후자가산사에 제한을 받을 수
있으니 납기내 납부하여 주시기
바랍니다.

If you fail to pay your contribution,
you may not get insurance benefits
and you can be subject to various
constraints related to residence
permit screening. Please pay for the
contribution within the due date.

❖ 납부기한을 지나 납부한 경우
지연일수에 대한 연체금은 다음달
보험료에 포함되어 고지 됩니다.

If the contribution is paid after the
due date, the arrears for the delayed
number of days will be included in
the following month's bill.

Contribution
보험료

Arrears month
연체금 내역명

Arrears
연체금

0 won

0 won

㉓ 납부할 금액은 당월보험료와 전월보험료 지연납부로 일할계산된 연체금의 합계입니다.
The amount to be paid is the sum of the current month's contribution and the arrears calculated on
a daily basis for the delayed payment of the previous month's contribution.

2025년 04월 08일

납부용 QR 코드



Using QR code, the payment is
available Via Kakao Pay
(Kakao Link app or at the convenience store,
GS25, 7-ELEVEN, CU, MINI STOP)

국민건강보험공단 이 사

자동이체신청납부자번호 :

수납인



보험료 산정 안내

Insurance Contribution Calculation Guide

※ 외국인(F5, F6 제외) 및 재국민화 지역보험료가 평균보험료로 미만을 산정할 경우 평균보험료인 152,790원(건강보험료 135,280원 + 장기요양보험료 17,510원)이 부과됩니다.

구분 Classifications		전월 Previous month	당월 Current month	구분 Classifications		전월 Previous month	당월 Current month
건강보험료 health insurance contribution	① 소득월액보험료 (Contribution based on the monthly income)	19,780 원	19,780 원	⑦ 면제-지원금 Exemption/Grant	(-)	0 원	0 원
	② 재산보험료 (Property based on the monthly income)	0 원	0 원	⑧ 증가 금액 Increased amount	(+)	0 원	0 원
	③ 재산보험료 (Property based Contribution)	0 원	0 원	⑨ 납부연속금액 Continuity amount	(+)	0 원	0 원
	④ 건강보험료 (Health Insurance Contribution)	135,280 원	135,280 원	⑩ 자동이체계좌 Automatic transfer/Debit	(-)	0 원	0 원
	⑤ 경관·정지 Temporary suspension	(-)	67,640 원	⑪ 납부할 보험료 (Contributability)		67,640 원	67,640 원
⑥ 한시적격액 (Temporary Reduction)	(-)	0 원	0 원	⑫ 납부할 보험료 (Contributability)		67,640 원	67,640 원
장기요양 보험료 long-term care insurance contribution	⑬ 장기요양 보험료 (Long-term care insurance contribution)	8,750 원	8,750 원	⑬ 납부할 보험료 (Contributability)		8,750 원	8,750 원
	⑭ 건강 관리 지역 (Health care area)	(-)	0 원	⑭ 납부할 보험료 (Contributability)		8,750 원	8,750 원
	⑮ 증가 금액 (Increase amount)	(+)	0 원	⑮ 납부할 보험료 (Contributability)		8,750 원	8,750 원
No. 사유 Reason		성명 Name		변동세부내역 Detail		Confirm the amount	
4 외국인선입		'H3'의 보험료가 평균보험료 미만으로, 평균보험료 부과					

※ 지역가입자 자격 취득·변동사항은 위와 같으며 기타 자세한 사항은 홈페이지(www.nhis.or.kr) 참조. The eligibility status for acquiring and altering as a self-employed insured aligns with the information provided above. For additional details, please visit our website(www.nhis.or.kr).

건강 보험료 2025년 5월

고지서 (금융기관용)

납부자번호

전자납부번호

납부할 금액

76,390 원 보험료 납부기한

2025.04.25. 까지

보험료 납부 안내 사항

- 납부할 금액은 실시간 조회되어 납부시기에 따라 고지서 금액과 상이할 수 있습니다.
- 가상계좌를 통한 납부는 납부기한까지 고지서의 금액만 입금 가능합니다.
- 가상계좌 이용시간 : 07:30 ~23:30까지
- [납부장소] 모든 은행, 우체국, 농수협(지역조합 포함), 새마을금고, 신협, 증권사, 산림조합중앙회, 공단 홈페이지(www.nhis.or.kr), 인터넷지리(www.giro.or.kr), The건강보험(앱), 모바일지리(앱)

가상계좌 납부 (Virtual Account)

카카오뱅크
케이뱅크
토스뱅크
기업은행
KB국민은행
우체국
NH농협
신한은행
우리은행
하나은행

Virtual account

자동이체 신청 지로번호
건강

- [Place of payment]
all banks, post offices, website(www.nhis.or.kr), giro(www.giro.or.kr), stock firm, The건강보험(App), mobile Giro(App)
- Time to pay with a virtual account 07:30~23:30

납부용 QR 코드

국민건강보험공단

수납한

Insurance Benefits

Same Benefits as Korean Citizens

International students enrolled in the National Health Insurance receive benefits equal to those of Korean citizens, including:

- Dental and oriental medical treatment
- Health checkups
- Pregnancy and childbirth-related medical expenses (National Haengbok Card)

Exclusions

Benefits do not cover non-essential treatments, such as those for diseases that do not affect work or daily life (e.g., plastic surgery).

Co-payment Rates

Patients share part of the medical costs as follows:

- Outpatient services: NHIS covers 40%–70% of expenses, and patients are responsible for the remaining 30%–60%, depending on the type of institution and treatment
- Hospitalization: NHIS covers 80% of expenses, and patients pay the remaining 20%.

Consequences of Nonpayment of NHIS Contributions

Restriction on Health Insurance Benefits

Effective Date: Health insurance benefits at medical care institutions are unavailable from the first day of the month following the payment deadline until the outstanding contribution is fully paid.

Restrictions on Visa Extension

General Rule: Your stay in Korea may not be extended by the Korea Immigration Service if NHIS contributions are unpaid.

Exceptional Cases: The restriction on visa extension does not apply if:





- The outstanding contribution is less than KRW 500,000
- Other debts in arrears are less than KRW 100,000

Dispositions on Default

Demand for Payment: The NHIS may demand payment by a specified period.

Compulsory Collection Procedures: If payment is not made by the specified period, the NHIS may initiate compulsory collection procedures, which can include seizure of assets, automobiles, bank deposits

Video Guide

Korean	English	Chinese	Vietnamese
			

H

SIM Card

Prepaid SIM Cards (Short-Term Use)

In Korea, prepaid SIM cards usually come in data packs (where you recharge your data plan for up to 90-days), or unlimited plans that last for a certain number of days (usually between 5 – 30 days). Purchasing a prepaid SIM card gives you the option of having a phone in Korea without the hassle of creating a Korean bank account or waiting for your Residence Card to come through. When you go to set up your prepaid SIM card, however, you will need to bring your passport and, in some cases, your proof of entry into Korea, which you will receive upon arrival at the airport.

Monthly Phone Plans (Long-Term Use)

If you are staying in Korea for a longer period of time, setting up a phone subscription plan might be a more cost-effective option to consider. To set up a monthly phone plan, you will need to bring a valid passport, your Residence Card, as well as proof of a Korean bank account. With the monthly plan, your phone bill can be paid via automatic withdrawal (Direct debit), wire transfer or credit card.

3 Major Telecommunication Companies in Korea



Company	Contact
SKT (T World)	https://www.tworld.co.kr Call center: 080-252-5011
KT	https://www.kt.com Call center: 100
LG U+	https://www.lguplus.com Call center: 114

It is recommended that students first purchase a prepaid SIM card before receiving their Residence Card, as having a phone number will be helpful when opening a bank account and signing up for a monthly phone plan later on.

Order

Prepaid SIM → Receive RC → Open Bank Account → Monthly Phone Plan → Update Phone Number with Bank

Opening a bank account is highly recommended during students' stay in Korea, as it makes managing finances, receiving refunds, and paying for various services much more convenient. Students can easily open a bank account at the Woori Bank branch located on campus. Having a local bank account will also be useful for receiving scholarship payments, transferring money, and making online or mobile payments while living in Korea

Required documents

1. Identification (passport, residence card)
2. Money to deposit
3. Certificate of Enrollment
4. Korean mobile phone number (for SMS verification)

Procedure

1. Upon entering the bank, take a queue number and wait for your number to be called
2. Go to the teller desk when your number is displayed on the display board
3. Explain your purpose for visiting the bank (bank account opening, remittance, deposit, etc.). Ask to issue debit card if necessary
 - » A Debit Card (Check Card) can be used to make deposits or withdrawals through an ATM, and also as transportation card.
4. Fill in the forms and submit as directed by the bank teller
5. Keep your bankbook and debit card safe
 - » Never disclose your PIN or password to others.

03 | Academic Services

A

DKU Mobile APP, Campus Portal

Both the Dankook mobile app and the web portal serve as platforms for managing academic and administrative matters, including university announcements, grade inquiry, dormitory applications, and course registration.

Students can access to the Campus Portal and DKU Mobile Application with their ID (student number) and Password (the initial password is the D.O.B of the student, 6 digits).

DKU Mobile App

Search “Dankook” or “DKU” through App Store or Play Store to download the application.



단국대학교.
Education

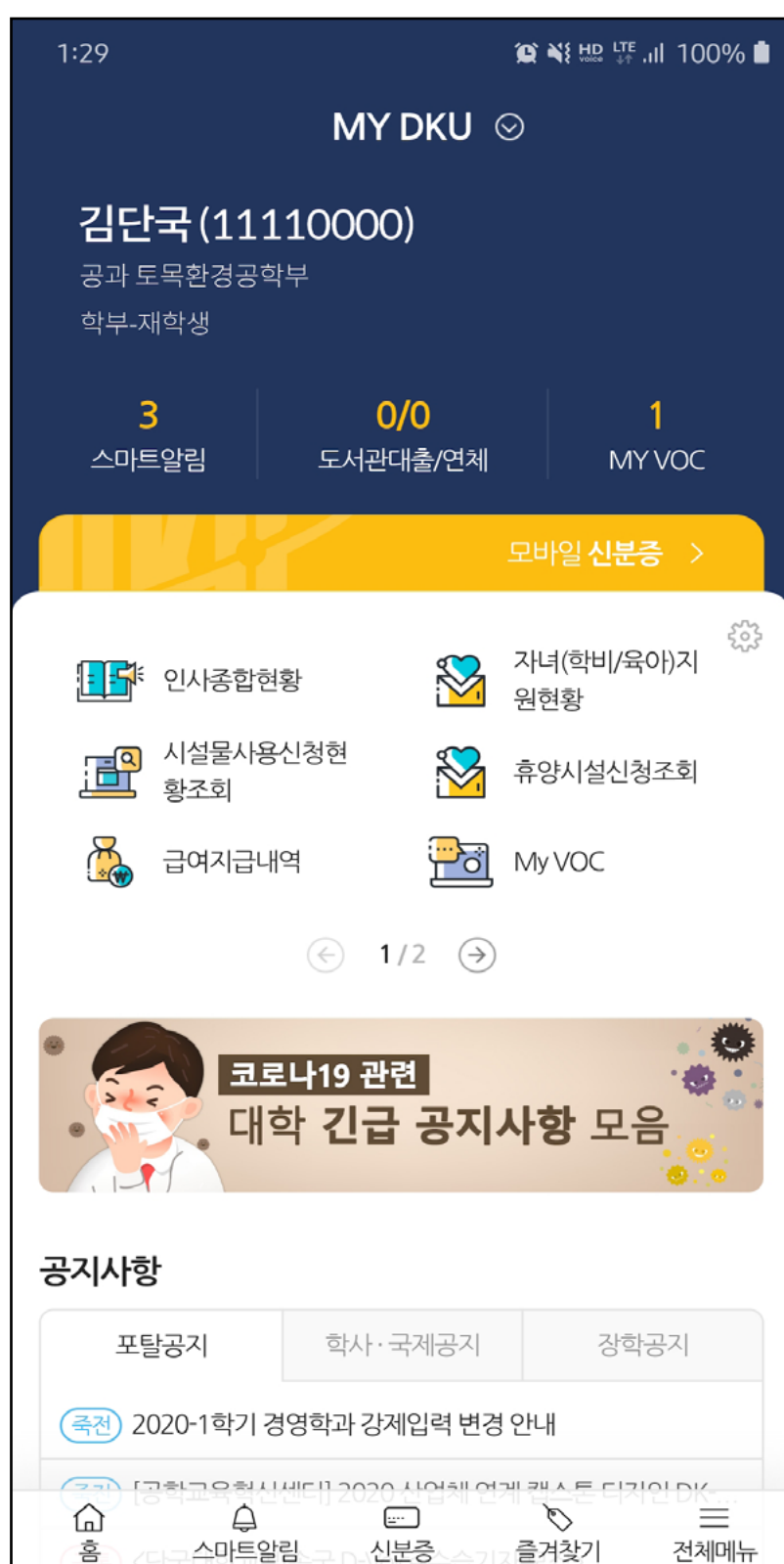
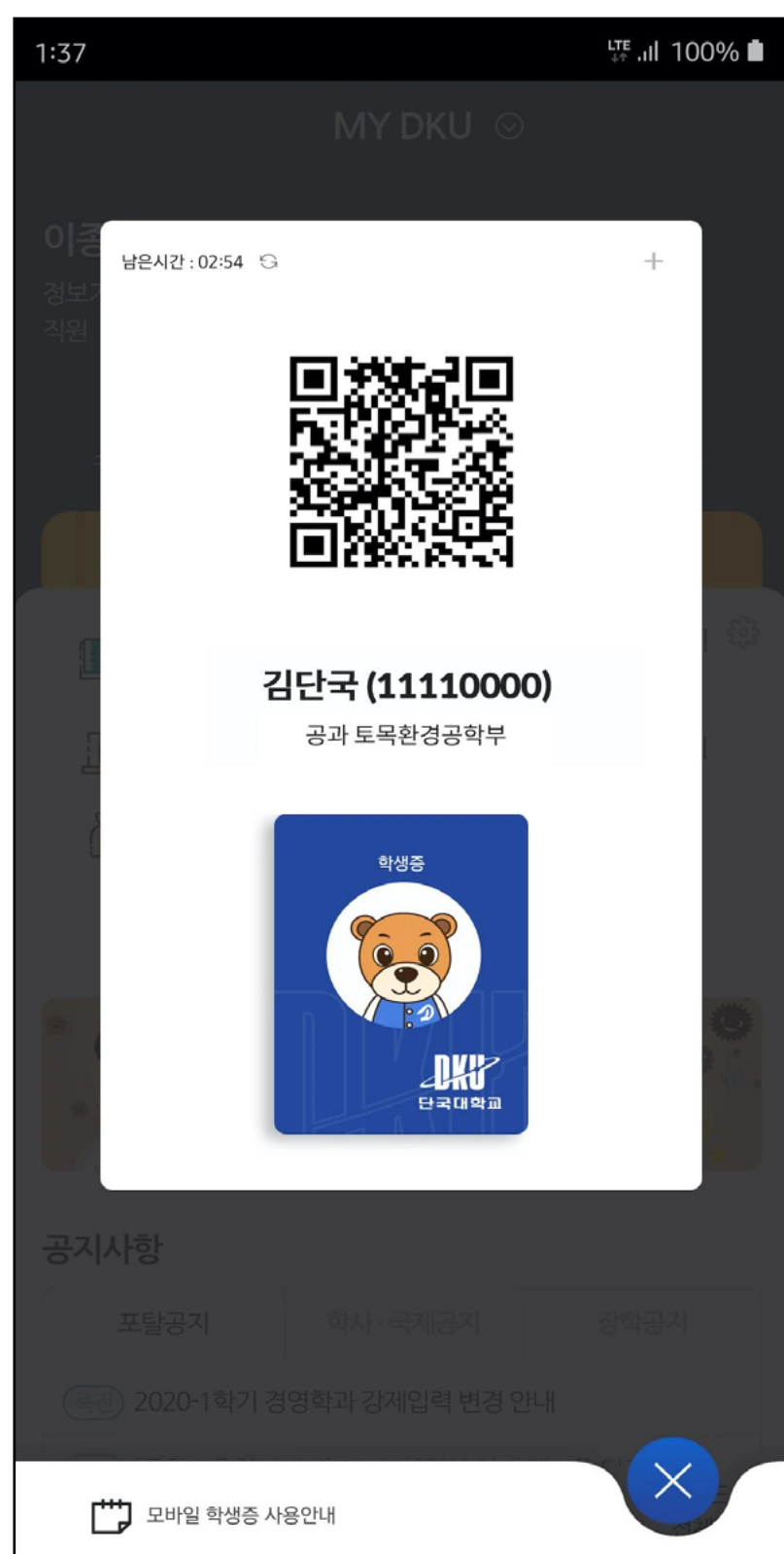
Open



iOS



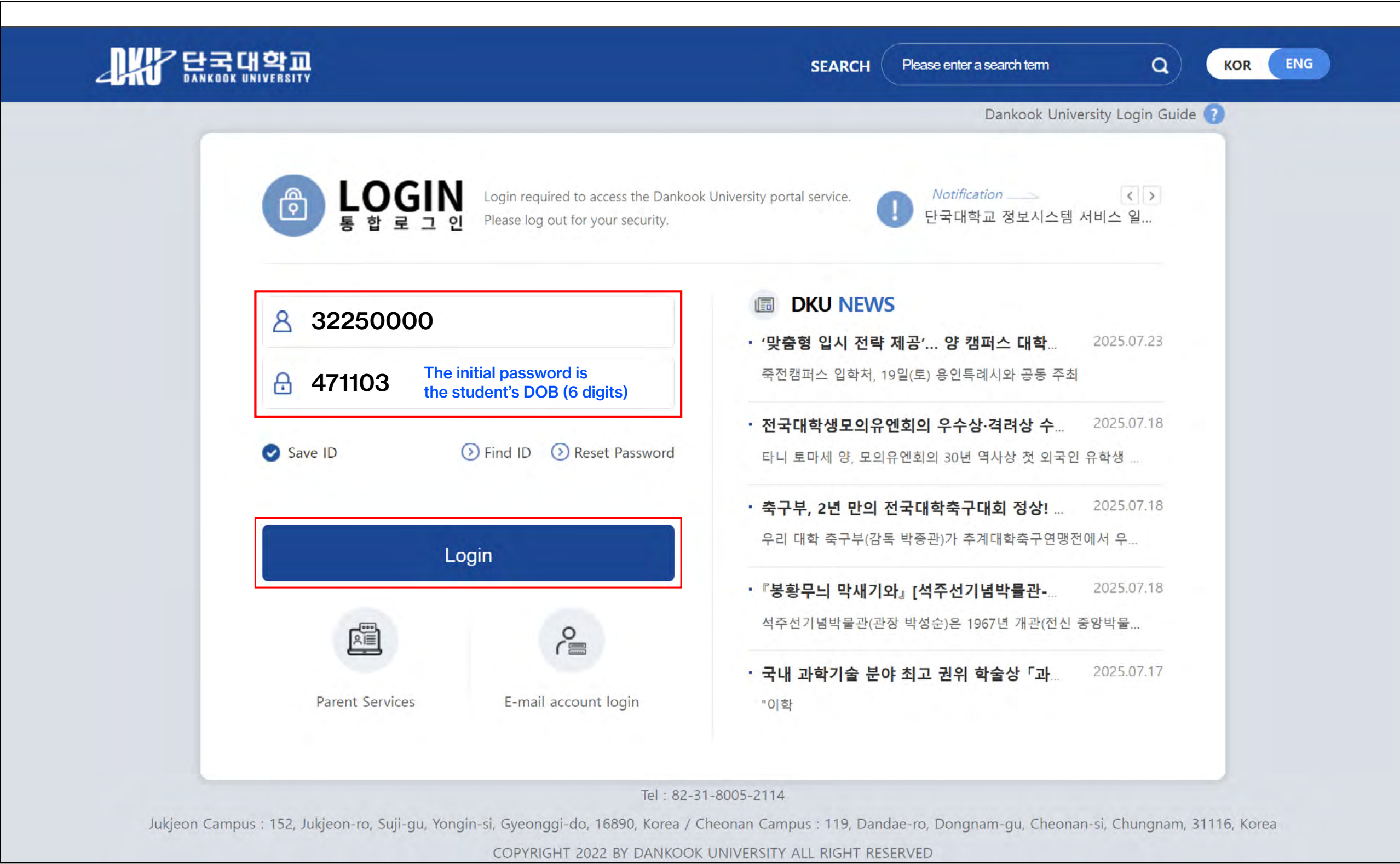
Android



You can also access your mobile student ID through the DKU app.

Campus Portal

Students can access to DKU portal through the address <https://portal.dankook.ac.kr> or the mobile application.

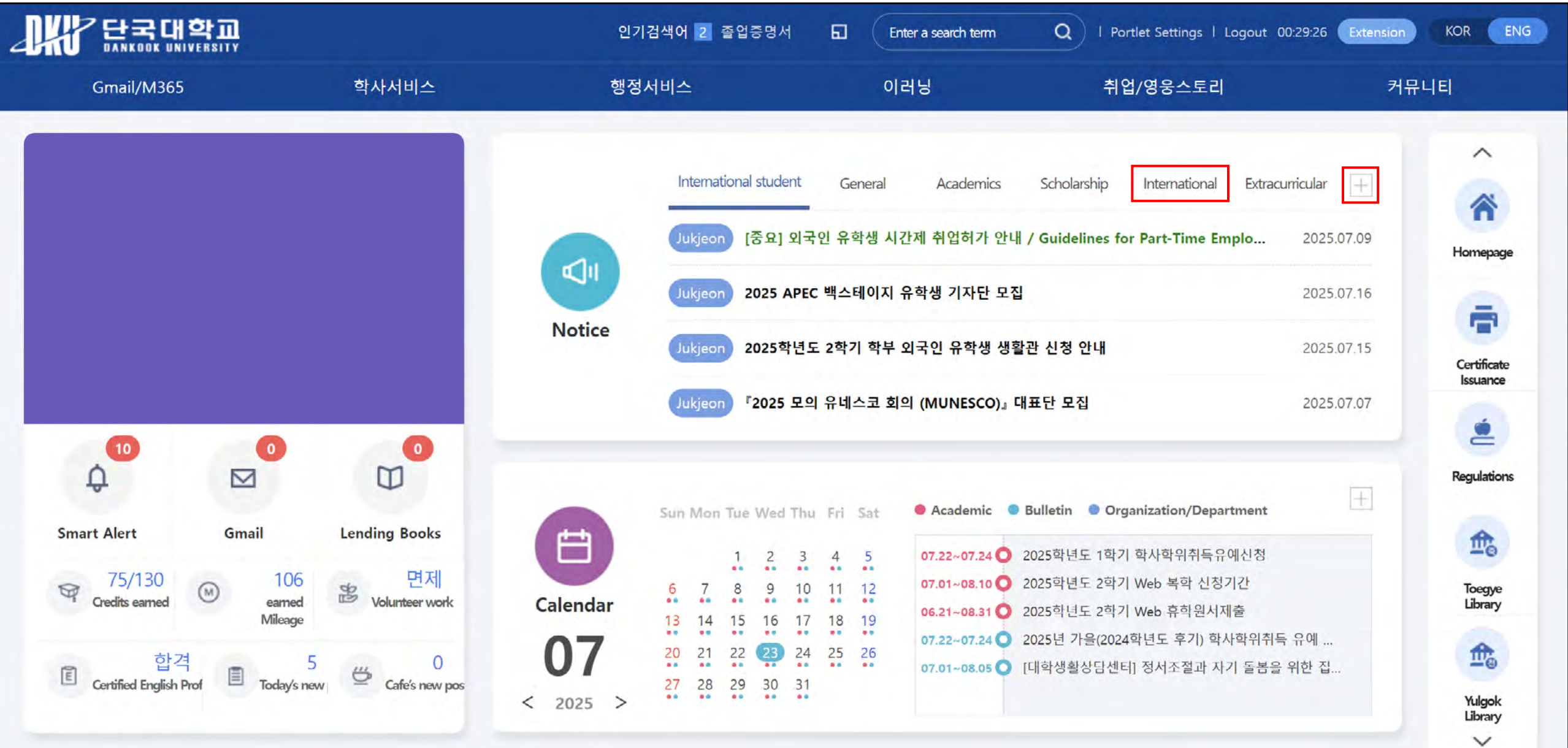


B International Student Announcement Board

Students are recommended to check the announcement board regularly to get the latest announcements and important notices on school events, academics, and scholarships.

Students can see the notice board on the portal's home page.

DKU Portal → International → Click the ‘+’ button



Scholarships and Tuition Fees

Students will be automatically offered scholarships based on the language test scores and the GPA of the previous semester. The scholarship amount (fee waived) will appear on the tuition invoice (등록금고지서).

Korean Track

Admission Criteria	TOPIK	Year	GPA	Scholarship	Dormitory Fee Waiver Condition
2023-2~	Non TOPIK Holder / Level 2 or Below	Any	4.0 or higher	20%	3.0 or Higher
			3.5 to below 4.0	15%	
			3.0 to below 3.5	10%	
	TOPIK Level 3 Holder / Completed Sejong Korea Intermediate 1	1 st - 2 nd	4.0 or higher	50%	2.5 or Higher
			3.5 to below 4.0	40%	
			3.0 to below 3.5	30%	
	TOPIK Level 3 Holder / Completed Sejong Korea Intermediate 1	3 rd - 4 th	4.0 or higher	20%	3.0 or Higher
			3.5 to below 4.0	15%	
			3.0 to below 3.5	10%	
	TOPIK Level 4 or Higher / Completed Sejong Korea Intermediate 2 or Higher	Any	Highest GPA among those with 4.0 or higher (1 person per year)	100%	2.5 or Higher
			4.0 or higher	60%	
			3.5 to below 4.0	50%	
			3.0 to below 3.5	40%	
			2.5 to below 3.0	30%	

English Track

Eligibility	GPA	Scholarship
Current Students (2 nd - 8 th Semester)	4.3 or higher	100%
	4.0 to below 4.3	70%
	3.5 to below 4.0	50%
	3.0 to below 3.5	30%

GPA refers to the average grade of the previous semester.

TOPIK Scholarship

Category	Scholarship
Students who take TOPIK (Year 1 students only)	TOPIK application fee
Students who get TOPIK Level 4 for the first time (Year 1 students only)	KRW 500,000
Students who get TOPIK Level 4 for the first time (Year 2 and 3 students only)	KRW 300,000

TOPIK Scholarship and application fee waiver cannot be received at the same time

Tuition Fees

* Below are the tuition fees for academic year of 2025 and may be subject to change every year.

College	Department	Tuition Fee
Humanities	Jukjeon: Humanities, Law, Social Science (excluding Media Communication), Business and Economics (Global Business Administration)	KRW 4,230,000
	Cheonan: Foreign Languages, Public Service, Helath Science (Health Administration), Arts (Literary Creative Writing)	
Science	Jukjeon: Social Science (Media Communication), Software Convergence (Information Statistics)	KRW 4,991,000
	Cheonan: Natural Sciences (Mathematics)	
Sports	Cheonan: Sport Science	KRW 4,881,000
Engineering	Jukjeon: Engineering, Software Convergence (Software Science, Computer Engineering)	KRW 5,570,000
	Cheonan: Natural Sciences (excluding Mathematics), Life Sciences and Biotechnology	
Arts	Jukjeon: Music & Arts	KRW 5,803,000
	Cheonan: Arts (excluding Literary Creative Writing)	
International Studies (Humanities)	Jukjeon: International Business Administration, Korean Studies	KRW 6,376,000
International Studies (Engineering)	Jukjeon: Mobile Systems Engineering, Bio and Material Engineering	KRW 6,799,000

Tuition fees for the 2025 academic year are expected to change due to the restructuring of admissions and college units.

D

Course Registration

It is recommended to use the ‘**Course Registration Helper**’ when registering for courses every semester. Major subjects, electives, general course requirements can be found by the course title as a keyword.

On course registration day, students should sign in to apply for their courses during the registration time frame.

1. Login to the Campus Portal with your ID (student number) and Password.
2. Click the ‘Web-info(school affairs)’ menu and then go to ‘Web-info System’
3. Click the ‘Academic’ button, then select ‘Class management’ on the left side of the screen.
4. Click ‘Enrollment’ for details and then choose ‘Course registration helper’ from the list.
5. Students will now see the Course registration helper page. Students can search and add subjects in the helper and make a list of subjects beforehand. It wil help students to save time and avoid any troubles during the registration process, especially for subjects with limited seats.

Adding and Removing Courses in the Helper

1. To add subjects to your helper, first choose between the options of 교양/전공 (Elective/Major), and 죽전/천안 (Jukjeon/Cheonan). Then type the class title in the search box and click the [SEARCH] button.
2. When you find the course you want in the search results, click [추가] to add.
3. To remove the classes you added, simply click on the [삭제] button in the table.

단국대학교 웹정보시스템

CommonAcademicAdministrativeAffiliated DeptPortfolio

Academic

Student status management

Teaching management

Graduation management

Class management

Enrollment

Guidance

Enrollment

수강신청확인서

Course registration helper

Timetable

Apply for course registration withdrawal

Check summer/winter session enrollment / print bill

개설희망 교과목 수요조사

Timetable

Lecturing management

Course evaluation

Special English Learning

Grade management

Clinic

Scholarship management

Registration management

Student management

Counseling management

Civil defense reservists

Music data management

International exchange

Course registration helper

Class management > Enrollment > Course registration helper

※ 시스템 테스트로 인하여 간혹 사용기간이 열려 수강신청이 가능할 수 있으나 테스트 후 예고없이 삭제됩니다.

1) 강의시간/강의실은 교강사 및 강의실 사정에 따라 변경될 수 있으니 아래[수강계획현황] 및 [수강계획시간표]를 활용하여 중복여부를 확인 바랍니다.

2) 수강신청 전 반드시 원적수업 및 영어강의 여부를 최종적으로 확인 바랍니다.

3) 재수강은 기존 수강교과목 중 C+ 이하 성적을 취득한 교과목에 한해 한 학기 최대 6학점까지 수강가능.

4) 교육과정 경과조치 (2024학년도 이전 입학자)
- DK로드맵 미이수자는 선택교양 취업진로교과목 (554880, 545530, 544820) 대체이수
- 공통교양 대학영어1,2 교과목 각 2학점으로 이수기준 완화
- 공통교양 진로설계와자기개발/글로벌중국어 이수 의무사항 폐지
- 영역교양 이수기준은 영역구분없이 입학년도 이수기준 학점 총족으로 변경
(단, 2024학년도 입학자는 혁신/정보/기술 영역교양을 SW/AI 영역에서 단과대학별 필수교과 이수해야 함)
- 기타 전공 학과(부)기초, 법학소양, 공학소양 이수 경과조치는 학과사무실 문의

5) 혁신칼리지 입학생 교과과정 바로가기 (회계 / 물목)

수강계획 현황

※ 전여석은 전여석공지기간에만 확인할 수 있습니다.

수강계획 시간표

The added course will show up in this table

삭제	캠퍼스	교과목_분반	교과목명	학점	교강사	강의언어	요일/교시/강의실	희망 인원	제한 인원	전여석	폐강	순위변경
삭제	죽전	539240-1	대학글쓰기	3	김유미		월7,8,9/수7,8,9(상경414)	1	30	30		▲ ▼ ▲ ▼
삭제	죽전	562260-1	Music & Visual Arts	3	문채경	영어	월3,4,5,6,7,8(국제501)	1	35	35		▲ ▼ ▲ ▼
삭제	죽전	528560-1	Political Science	3	곽동진	영어	화9,10,11,12,13,14(사회B108)	1	35	35		▲ ▼ ▲ ▼
삭제	죽전	560100-6	대학영어(Honors)2	2	스튜어트존스		목9,10,11,12(인문202)	1	35	35		▲ ▼ ▲ ▼

To remove the added course

* 수강신청가능학점 = 최대학점 + 초과가능(추가)학점+ 이월학점 + 혁신융합학점

도우미 등록 과목 수	4	도우미 등록 학점	11	영어레벨	
최대학점	19	초과가능(추가)	3	이월학점	0
				혁신융합학점	0

개설강좌 검색

※ 혁신칼리지 학생의 경우 전공배정에 따라 이수구분이 추후 변경 될 수 있습니다.

검색 구분

교양 검색전공 검색학문기초 검색

Pick between elective and major classes

죽전

-의사소통역량

대학글쓰기

요일

SEARCH

Search for specific classes

검색결과는 [46건] 입니다.

추가	이수구분	교과목번호	분반	교과목명	학점	교강사	강의언어	요일/교시/강의실	전여석	수업유형	주수강조직
추가	의사소통역량	539240	1	대학글쓰기	3	김유미		월7,8,9/수7,8,9(상경414)	30	대면수업	대학
To add courses	의사소통역량	539240	2	대학글쓰기	3	권현지		월7,8,9/수7,8,9(사범312)	30	대면수업	대학
추가	의사소통역량	539240	3	대학글쓰기	3	이경민		월7,8,9/수7,8,9(사범402)	30	대면수업	대학

30

Course Registration (Using the Course Registration Helper)

1. Log in to your account in the course registration website.
2. Students will see the list of the courses they added earlier into the helper.
3. To register, double click on the subject title of each course.
4. See the '수강신청내역' section located at the bottom part of the page to check whether the registration was successful.
5. Double check whether you are registering in the right classes as there can be multiple lecturers for a course in some subject areas
6. Click the 삭제 (delete) button next to the course you want to remove.

COURSE REGISTRATION SYSTEM

단국대학교 수강신청시스템

수강신청

수강신청

수강안내

수강안내문

Q&A

FAQ

수강신청

수강신청

수강시간표

수강신청확인서

종합강의시간표

수강계획도우미

수강계획도우미 등록(학부)

2025-2학기

학번		소속	경영경제대학 경영학부
성명		제1전공	경영경제대학 경영학부 경영학전공

미수학기

학기최소학점

학기최대학점(A)

학기미달학점(B)

성적초과학점(C)

혁신추가학점(D)

신청가능학점(A+B+C+D)

수강계획도우미

교과목번호-분반

To register for the courses, simply click the subject

교과목 번호	분 반	교과목명	학 점	교강사명	요일/교시/강의실	마감 여부	신청 인원	제한 인원	배강
306100	2	경영과학1	3	김홍규	월4,5,6/수4,5,6(상경506)	N	0	55	
550490	2	미디어커뮤니케이션이론	3	김선희	목11,12,13,14,15,16(미디어507)	N	0	65	
470500	1	IT정보보호법	3	김경선	월13,14,15,16,17,18(대학원동215)	N	0	60	
312570	4	공학컴퓨터응용	3	하준	목2,3,4,5,6,7(3공522)	N	0	45	
390450	9	일반물리학2	2	현준원	목10,11,12,13(3공503)	N	0	45	
391610	1	일반화학2	2	조성관	월1,2,3,4(3공110)	N	0	50	

더블클릭하면 해당 강좌가 수강신청 됩니다.

마감된 강좌는 잔여석에 한해 11시, 12시, 18시, 23시에 수강신청 가능

수강신청내역 Registered courses will appear here

삭제	캠퍼스	교과목번호	분반	교과목명	학점	교강사명	재수강 년도학 기	수업유형
삭제	죽전	523610	1	브랜드커뮤니케이션	3	정연승		원격수업
수16,17,18/금16,17,18								

To drop the registered class, click on the 삭제 button

신청과목 수	1	신청학점	3
--------	---	------	---

	월	화	수	목	금	토
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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15						
16						
17						
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20						
21						
22						
23						
24						

Timetable Structure

	Class	Time
Day 30 minutes/period	1st Period	09:00 - 09:30
	2nd Period	09:30 - 10:00
	↓	↓
	18th Period	17:30 - 18:00
	Class	Time
Night 50 minutes/period	19th Period	18:00 - 18:50
	20th Period	18:55 - 19:45
	↓	↓
	24th Period	21:35 - 22:25

E

Exams and Grading System

Exam Period

Semester	Exam	Period
Spring	Midterm	Mid April
	Final	Mid June
Fall	Midterm	Mid October
	Final	Mid December

DKU uses a grading system of A-F, or a Pass/Fail for some courses. Most universities in Korea have similar examination schedules as below.

Grading System

	Mark	Grade	Grade Point
Results	95 - 100	A+	4.5
	90 - 94	A	4
	85 - 89	B+	3.5
	80 -84	B	3
	75 - 79	C+	2.5
	70 - 74	C	2

After the final examination week ends, students can check their final grades through the web portal. Usually, students are required to complete a teaching evaluation section before they can view their final results.

How To Check Your Grades/Examination Scores

Please access the Web-info System, and go to ‘Grade management’, under the **Academic** menu, to check the examination scores or final grades.

단국대학교 웹정보시스템

CommonAcademicAdministrativeAffiliated DeptPortfolio

Academic

Student status management

Teaching management

Graduation management

Class management

Grade management

-Enter / view community service

-Apply for redemption of english subject

-Enter / view official english

-Apply for official english support grant

-View task / miscellaneous score

-View mid-terms grades

-View finals grades

-Apply for grade correction (finals)

View finals grades

Grade management > View finals grades

학기성적

신청학점

취득학점

평점평균

환산점수

과목별점수

검색결과는 [0건] 입니다.

순번	교과목코드	교과목명	분반	신청학점	취득학점	담당교수	점수	등급	평점	구분	이수영역
성적조회 기간이 아니거나 강의평가를 전부 해야 조회가능합니다.											

F

Graduation Requirements

Students are required to fulfill the college or major credit requirement, language requirement and also some special requirements set by the college or department, to which the student belongs. Especially for international students, a language proficiency certificate is included in graduation requirements.

Example

Major	Credit Requirement			College Requirement	Language Requirement
	General Courses	Major Courses	Total		
Fashion Merchandise Design	34+	82+	130+	Graduation Project (Fashion Show)	TOPIK 4 or Above
International Business (English Track)	34+	82+	130+	Graduation Exam	None

Students can find if they have remaining credits, incomplete compulsory subjects, or other outstanding graduation requirements by using the ‘Self-diagnosis simulation’.

Student status management

Teaching management

Graduation management

-Apply for early graduation

-Apply for graduation suspension

-Self diagnosis simulation

Class management

Grade management

Clinic

Scholarship management

Registration management

Student management

Counseling management

Civil defense reservists

Music data management

International exchange

DKU아너스

학번	32241234	학적상태	재학	학적변동		학적변동일	
성명(한글)	김단국	성명(한자)		소속	국제경영학과		
성명(영문)	Kim Dankook			입학구분	신입학	입학년도	2024
학위과정	학사	학년/학기	2 / 1	국적	대한민국	학기수(등록/이수)	3 / 3
생년월일	2005-08-12	성별	남자	공인외국어	F	편입학인정(학기/학점)	0 /

전공정보

남자

전공변경/수강신청/사회봉사 결과 등의 반영을 원하시면 아래 시뮬레이션처리 버튼을 클릭하세요.

순번	전공구분	소속	공학	기준년도	논문실적	판정여부
1	주전공(1)	공과대학 화학공학과	선택안함	2024	N	N
2	복수전공(2)	선택안함				
3	복수전공(3)	선택안함				
4	부전공(1)	선택안함				
5	부전공(2)	선택안함				
6	마이크로전공(1)					
7	마이크로전공(2)					
8	마이크로전공(3)					
9	마이크로전공(4)					
10	마이크로전공(5)					
11	마이크로전공(6)					

시뮬레이션처리

학적적금초기화

초역

영역별 이수학점

검색결과는 [37건] 입니다.

전공구분	이수조건	기준			취득			수강신청			부족		통과 여부	재수강 학점
		영역	학점	과목	학점	과목	학점	과목	학점	과목	학점	과목		
주전공	교양과정 공통	0	11	0	14	5	0	0	0	0	0	0	N	0
주전공	대학글쓰기	0	3	1	3	1	0	0	0	0	0	0	P	0
주전공	영어읽기	0	3	1	3	1	0	0	0	0	0	0	P	0
주전공	대학영어	0	4	2	6	2	0	0	0	0	0	0	P	0
주전공	진로설계와자기계발	0	0	0	2	1	0	0	0	0	0	0		0
주전공	사회봉사	0	1	1	0	0	0	0	1	1	0	0	N	0
주전공	교양과정 영역	0	6	0	3	1	0	0	3	0	0	0	N	0
주전공	- 영역별교양	0	6	0	3	1	0	0	3	0	0	0	N	0

확인사항

주전공등합격

사회봉사_공 학원트링 실화전공_전공필수 실화전공_전공선택 졸업후처치합격

이수교과목

코드	교과목명	이수년도	이수 학기	학점
조회된 데이터가 없습니다.				

P (Passed) and N (Not Passed) signs show whether students passed or not based on certain criteria. Insufficient credits in each criteria for graduation is also shown on this page.

33

G

Attendance System

DKU applies three attendance classifications which are **ATTENDANCE**, **TARDY**, and **ABSENCE**. Professors usually check attendance at the beginning of the class. Students should be aware that if they receive more than 3 absences in a course, it will automatically be considered a **FAIL** according to DKU academic regulations. Students can check their attendance status through the Web-info System in the ‘**Lecturing management**’ tag, under the ‘**Class management**’ menu.

단국대학교 웹정보시스템

CommonAcademicAdministrativeAffiliated DeptPortfolio

Academic

Student status management

Teaching management

Graduation management

Class management

Enrollment

Timetable

Lecturing management

Attendance confirmation

유고결석신청

Course evaluation

Special English Learning

Grade management

Clinic

Scholarship management

Registration management

Attendance confirmation

20251학기SEARCH

Course registration list

No.	Campus	Subject ID	Classification	Subject name	Main professor / instructor	Attendance check availability
1	JUKJEON	353391	1	사회봉사온라인특강1	Yu Kyoungcheol	Impossible
2	JUKJEON	353393	1	사회봉사온라인특강3	Yu Kyoungcheol	Impossible
3	JUKJEON	353392	1	사회봉사온라인특강2	Yu Kyoungcheol	Impossible
4	JUKJEON	541000	1	Applied Artificial Intelligence for problem solving(basic)	An Young Hee	Possible
5	JUKJEON	515920	1	Basic Spanish	Yoo Yeongsik	Possible
					HAN. SEOK WO	

Whether attendance

No.	Date	Date of supplementary/ Substitute lecturer	Classroom	Supplementary lecture	Start time	Ending time	Whether attendance
No data available.							

Public Holidays

Dankook University follows the official national public holiday schedule of South Korea. On these days, classes are not held, and most university offices and facilities will be closed, including administrative departments and academic offices.

Some key public holidays include:

New Year’s Day 신정	January 1
Seollal (Lunar New Year) 설날	3-day holiday in late January or February
Independence Movement Day 삼일절	March 1
Children’s Day 어린이날	May 5
Buddha’s Birthday 부처님오신날	date varies by lunar calendar
Memorial Day 현충일	June 6
Liberation Day 광복절	August 15
Chuseok (Korean Thanksgiving) 추석	3-day holiday in September or October
National Foundation Day 개천절	October 3
Hangeul Day 한글날	October 9
Christmas Day 크리스마스	December 25
*School Anniversary 개교기념일	November 3

Please note that make-up classes may be scheduled depending on the academic calendar. Additionally, some campus services such as convenience stores and dining halls may operate on reduced hours during public holidays.

Excused Absence (유고결석)

Students who are unable to attend class due to unavoidable reasons may apply for an excused absence through the university system. Once approved, attendance will be recognized for the affected dates. Applications must include valid reasons and supporting documents.

Recognized Reasons for Absence

1. General Reasons

Reason	Recognized Period	Required Documents
Death of spouse or immediate family member	7 days from the date of death	Death certificate and proof of family relationship
Death of a relative within 4 degrees (Note 1)	3 days from the date of death	Death certificate and proof of family relationship
Student's own wedding	20 days	Wedding certificate
Spouse's childbirth	5 days	Birth certificate and proof of family relationship
Hospitalization or serious illness preventing class attendance, or injuries (Note 2)	Within 2 weeks	1. Medical certificate or hospitalization confirmation indicating period 2. Proof of treatment
Health check-up	Day of check-up	Health check-up notification
Military training	Duration of training	Training attendance certificate
Participation in national or local government events	Duration of event	Official event notice
Participation in university-approved educational activities	Duration of event	Related approval documents
Final semester job-seeking or business start-up (including internships)	Duration of event	Domestic: 1. Certificate of employment 2. Proof of national health insurance registration (Internship: certificate from the host institution is acceptable) Overseas: 1. Overseas employment visa copy 2. Employment contract indicating period and nature of job
Job interview, exam, etc. for employment	Duration of event	Confirmation from the hosting institution
Participation in Korean language proficiency (TOPIK) exam for international students	Duration of event	Confirmation of test registration from the host institution

- Note 1: great-great grandchild, grandniece, grandnephew, first cousin, great aunt, great uncle, great-great grandparent
- Note 2: Injury or illness preventing class attendance” must be confirmed by a medical diagnosis.
- Absences exceeding one-third of the total class hours per subject cannot be recognized.
- Even if excused, students missing over one-third of total class hours in a subject may not receive grades or credits for that course.

2. Student Athletes

Eligible Students	Reason and Recognized Period	Required Documents
Athletes selected for national representation or university events	Period of training and competition (max 1/2 of total class hours)	Certificate from affiliated university or relevant institution
Participation in domestic/ international pro leagues (non-national team)	Not recognized by default, but can be accepted if certified by the country/ institution (including national teams)	Certificate from national institution (if applicable)

Important Notes

- Applications for excused absences must be submitted within 14 days from the occurrence of the reason or the end of the relevant period. Applications made after this period will not be accepted.
(Exception: Final semester job-seeking/start-up can be submitted within 30 days of the event.)
- When applying for an excused absence due to illness or injury preventing class attendance, the medical certificate must clearly state the diagnosis and the duration of absence.
(Hospital visit confirmations are not accepted. Absences exceeding 1/3 of total class hours for a course will not be recognized.)
- Participation in events hosted by government or public institutions will only be recognized if the student is officially requested to attend as a representative.
(Personal attendance is not accepted.)
- Once the excused absence application is submitted, an approval request email will automatically be sent to the course instructor(s).
- DO NOT submit false or altered documents.** Submitting false or altered documents will be handled according to Article 59-2 of the University Regulations and Article 4 of the Student Disciplinary Rules.
- Students who receive excused absences must complete make-up assignments (e.g., reports, exams, papers) as instructed by the professor.
 - However, if the absence is due to illness or injury, the student must have attended at least 2/3 of the total class hours in order to take the exam and receive a grade.
(Actual attendance is required for assessments.)

No	Excused Absence (a)	Hours Attended (b)	Unexcused Absence (c)	Total (a+b+c)	Met 2/3 Attendance (≥ 30 hrs)?	Eligible for Grade?
1	15	30	0	45	Yes	Yes
2	15	27	3	45	No	No (Grade F)
3	12	30	3	45	Yes	Yes
4	6	27	12	45	No	No (Grade F)

- Excused absences are not accepted during summer or winter sessions.
(Exception: Final semester job-seeking/start-up is accepted)
- Make sure to check whether your excused absence has been approved. If it has been approved, the word “승인” will appear.

How to Apply?

단국대학교 웹정보시스템

공통 학사정보 행정정보 연구정보 부속행정

학사정보

학적관리

자격관리

수업관리

수강신청

강의시간표

출강관리

출석확인 조회

유고결석신청

강의평가

성적관리

장학관리

등록관리

학생관리

예비군민방위

대학원논문

대학원종료

유고결석신청

수업관리 > 출강관리 > 유고결석신청

2025 하계계절 SEARCH

신청내역

검색결과는 [0건] 입니다.

순번	신청일자	출석인정	신청상태	출석인정 시작일자	출석인정 종료일자	결석일수	승인된 결석일수
조회된 데이터가 없습니다.							
<div>신규 출석과목조회 저장 삭제</div>							
결석사유	선택	결석일수	일	승인된결석일수	일		
신청상태		결석시작일	일자	결석종료일	일자		
증빙파일	파일선택						
결석 상세사유							
유고결석반려사유							

신청대상 과목목록

검색결과는 [0] 건 입니다.

1. Go to Web Portal → Web Info → Academic → Class Management → Lecturing management → 유고결석신청

2. Click [신규], select 결석사유 (Reason for absence), enter 결석시작일/결석종료일 (Start/End dates), write 유고결석사유 (Detailed reason), and upload 증빙서류 (Supporting documents)

3. Check the box for 숙지사항과 정보동의

4. Click [출석과목조회] , select classes, click Save, then [접수] to submit

Notes:

- You do not need to submit the original supporting documents or printed request form separately

Instructors may assign make-up work (e.g. assignments, papers, exams) depending on the class content missed

If you are uploading multiple files, please compress them into a ZIP file before uploading.

H

Leave of Absence · 휴학

Students can take a leave of absence for one semester or up to one year at a time, with a total limit of 3 years during their studies (maximum 4 times). Applications must be submitted through the Web Information System.

Important Notes

1. Students who wish to extend their leave must submit a new application before the current leave ends.

2. Once the leave is approved, students must leave Korea within 14 days and return their Residence Card at the airport.

3. To return to school, students must apply for a new D-2 visa and re-enter Korea.

4. The D-2 visa becomes invalid during a leave of absence

5. Students who wish to remain in Korea must change their visa type.

How to apply?

DKU Portal → Academics → Web information system → Academic → Student status management → Apply for change of student status → 휴학신규 → Enter required information → 저장 International Office Approval → Academic Affairs Team Approval → Leave of Absence Application Complete (SMS sent, student confirmation required)

Leave of Absence Application Period

- 1. Before the semester starts (미등록휴학) — No tuition payment is needed
- 2. After the semester starts (등록휴학) — Leave is only possible after tuition payment

When applying for a registered leave of absence, please make sure to pay the tuition first before submitting your application.

Please check the schedule in the portal’s notice for the application period.

I

Return to School · 복학

After taking a leave of absence, students must submit a return to school application within the designated period and receive approval before resuming classes.

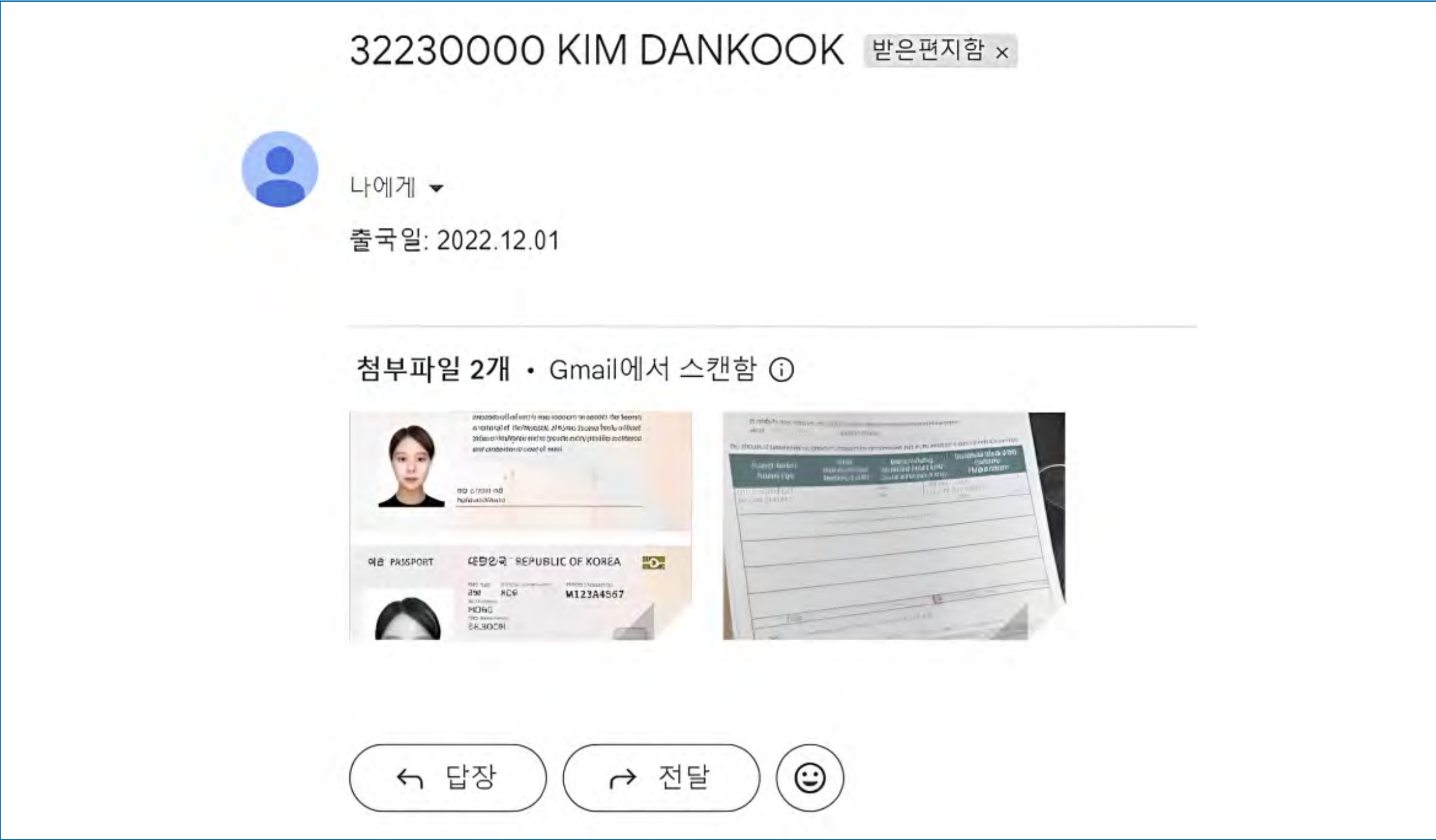
How to apply?

DKU Portal → Academics → Web information system → Academic → Student status management → Apply for change of student status → 복학신규 → Enter required information → 저장 → Academic Affairs Team Approval → Course Registration & Tuition Payment

Certificate of Admission Application and Financial Document Submission

Application Period & Method

- 1. Application Period: Differs per semester (please confirm the period in the portal’s notice)
- 2. Application Method (via Email)
 - Email address: dkuglobal20@gmail.com
 - Email subject: Student ID + Full Name (as in passport)
 - Email body: Include your most recent departure date (Korea → overseas) and attach your passport photo and bank balance certificate.



Bank Balance Certificate Issuance Guide

1. Eligible Students

All students (currently enrolled, completed coursework, returning) who need a Certificate of Admission for new visa issuance.

2. Required Document

Bank balance certificate in your own name in English.

- If the certificate is in a parent's name, submit a family relationship certificate as well.
- Two copies required: 1 for school submission, 1 for consulate submission.
- If issued in a language other than English, submit a translator's confirmation and translation (notarization not required).

3. Minimum Balance Requirement

20,000,000 KRW or its equivalent in any foreign currencies.

4. Validity & Issuance Period

- For banks outside China – Must meet one of the following:
 - A. Issued within 30 days before visa application date
 - B. If validity period is stated, valid until that date (up to 6 months from issuance accepted)
- For banks in China – Must meet both of the following:
 - A. Issued within 30 days before visa application date
 - B. At least 30 days of validity (deposit freeze period) remaining as of visa application date

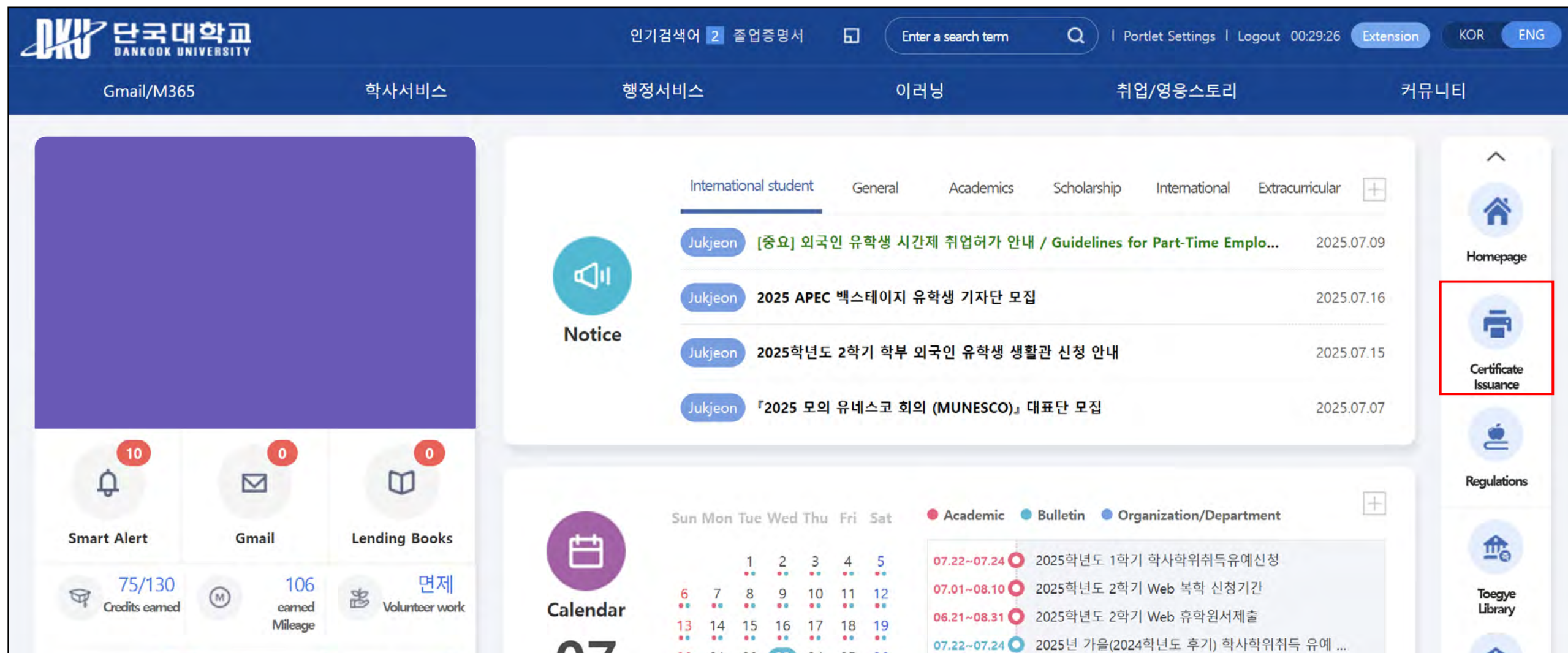
Bank Balance Certificate Submission Guide

1. Obtain two copies of the bank balance certificate
2. Send one scanned copy to the International Office and apply for the Certificate of Admission
3. Receive the Certificate of Admission
4. Submit one copy to the consulate when applying for a visa (check each consulate for required documents)
5. After entering Korea, submit one original copy to International Hall Room 317

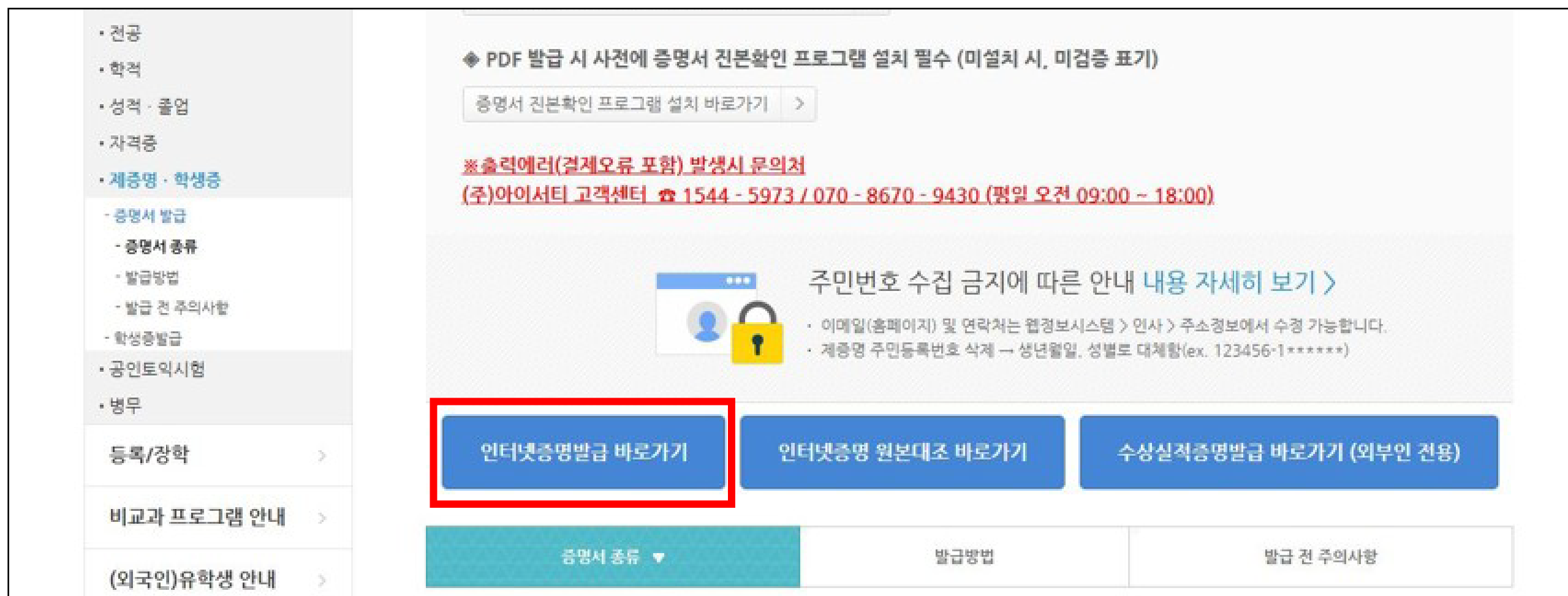
If more than 30 days have passed since the bank balance certificate was issued, visa application documents cannot be accepted. Apply for your visa immediately after receiving your Certificate of Admission.

Students can print school certificates (enrollment, transcript, scholarship, etc.) from the university's portal in both Korean and English.

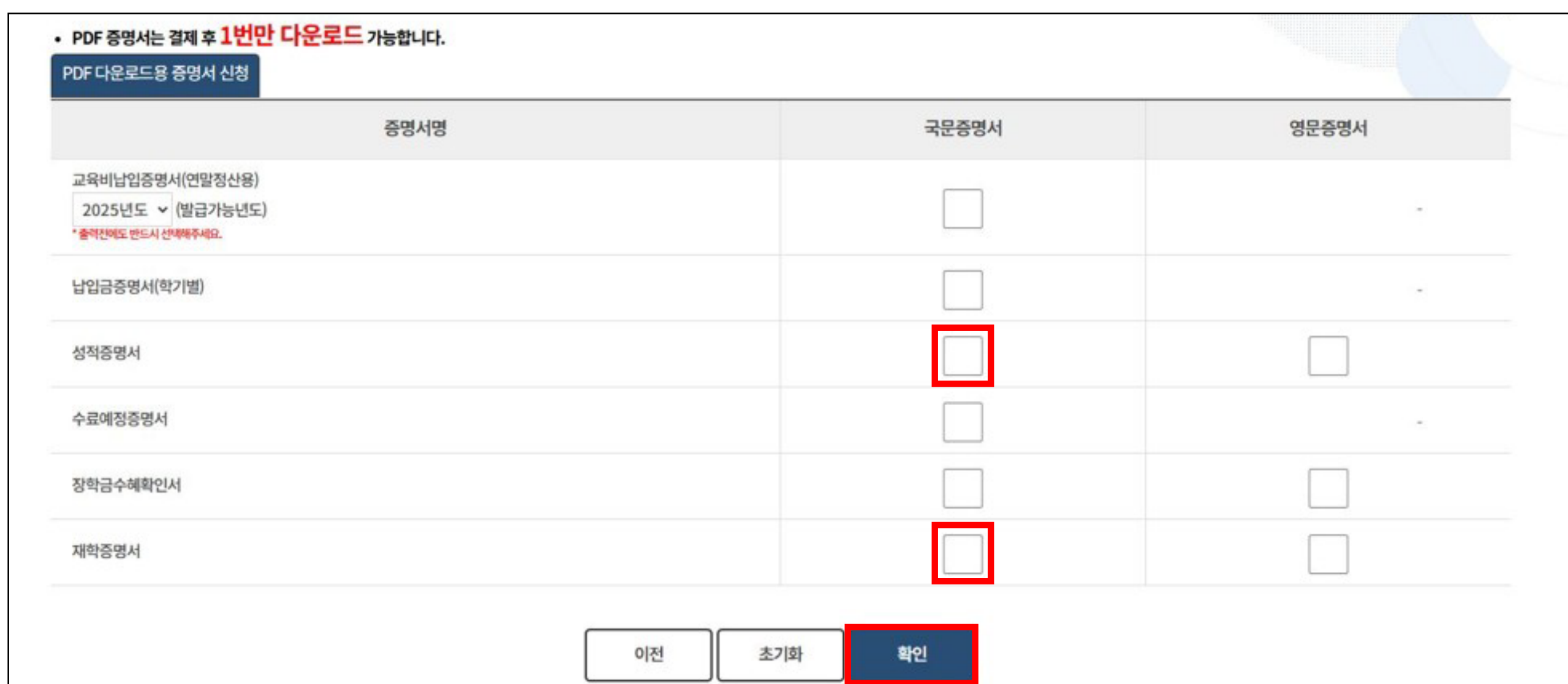
1. Go to the DKU portal (<https://portal.dankook.ac.kr/web/portal>).
2. Go to the '인터넷증명' (Certificate Issuance) option on the right-side menu



3. Click on '인터넷증명 바로가기'



4. Mark the box under the text to agree with the terms and conditions, then click on '동의' (Agree).
5. Choose the type of certificate, the language of the certificate (국문증명서 for Korean; 영문증명서 for English) and the number of copies from the list.
6. Click on '확인' (Accept) to pay and print the certificate



K

TOPIK Registration

Dankook University offers a group registration service for the TOPIK test exclusively for Dankook University students.

- Limited Quota: Pre-registration is limited to the first 150 students.
- Application Notification: The application period will be announced through the international students group chat.
- How to Apply: Fill out the designated form when registration opens.

Document Submission

When applying online, upload the following files:

1. A photo of your Residence Card or Passport
2. A 3.5cm x 4.5cm ID photo file (JPG format)
 - File name: Your English name
 - Background: Must be white

TOPIK I	TOPIK II
KRW 40,000	KRW 55,000

Important Notices

1. **No Cancellation**
The group application cannot be canceled. Please apply only after careful consideration.
2. **Personal Information Accuracy**
The applicant must check that all personal information entered (name, date of birth, nationality, contact number) matches their ID.

If there is an error in your personal information, **you will not be allowed to take the test.**
3. **Payment Deadline**
The exam fee must be transferred by the application deadline. All unpaid applications will be canceled after the deadline.
4. **Payment Name**
Please make the payment using your passport name (in English) or student number. Applications for which the sender cannot be identified will be canceled after the deadline.
5. **Application Information Access**
If you apply through group registration, you cannot check your application details through the TOPIK login page. Instructions for receiving your admission ticket will be sent two weeks before the test date.
6. **Confirmation**
Make sure to confirm whether or not your applications has been received by the university.

04

Campus Life

A

Campus Facilities

DKU CS Centre



Location
Beomjeong Hall Room 118
Opposite of Media Centre Bld.

Working Hours
Mon-Fri | 09:00-17:00

Contact
031-8005-2493

sues Academic Documents	Issues Student ID Card	Facilities for Students
Certificate of Enrollment	Re-issuance	Umbrella rental
Academic Transcript	For first-year international students, the student ID cards will be issued during Orientation, free of charge.	Smartphone charging station
		Fax service

On-Campus Bank (Woori Bank)



Location
Hyedang Hall 2F

Working Hours
Mon-Fri | 09:00-16:00

ATMs Around Campus
Beomjeong Hall 1F , Hyedang Hall 2F,
Library 2F, Business Hall 2F, International
Hall 1F, Jilli Hall (Dormitory).

Korean Post Office



Location
Hyedang Hall 2F

Working Hours
09:00-16:00

Stationary Store



Location
Hyedang Hall 2F

Working Hours
09:00-18:00

Convenience Stores (CU and GS25)



Location
There are convenience stores located throughout the campus. Most buildings have at least one convenience store inside or nearby.

Working Hours
Most convenience stores on campus are open 24/7. However, please note that stores located inside department buildings may be closed during vacation periods. Stores in the dormitory area will remain open as usual.

Student Cafeteria (1947 Commons)



Location
Hyedang Hall 1F

Working Hour
Weekdays 08:00 - 19:30
Saturdays 08:00 - 15:00

Cafes on Campus



Location

Business Hall (상경관) 2F, Graduate School 1F, Hyedang Hall 2F

Campus Health Center



Location

Hyedang Hall Room 307

Working Hours

Mon-Fri | 09:00-16:30 *No treatments on Wed

Services:

- Pharmaceutical prescriptions
- Simple injury treatment / first aid
- Blood pressure and blood glucose tests
- General medical consultations and limited medicine disbursements for purchase

*Medical treatments are free of charge. Additional fees are applied for prescription and medicine purchases

Dankook Fitness Center



Location

Hyedang Hall Room 201

Working Hours

06:00-22:00

Dankook Store



Location
International Hall Room 106

Working Hours
10:30-17:00

Beartopia (Library Cafe)



Location
Waterfall Park (폭포공원)

Working Hours
09:00-20:00

Global Lounge



Location
International Hall Room 107

Working Hours
08:00-18:00

Operational Hours

During Semesters

Type		Weekdays	Saturdays	Sundays and Public Holidays
Central Library	Data Room	09:00-20:00	09:00-15:00	Closed
	Reading Room	Room 1, 4, 6 and Graduate Room: 06:00-23:00 Room 2, 3: 24 Hours		
Law Library	Data Room	09:00-20:00	Closed	Closed
	Reading Room	08:00-23:00		

During Breaks

Type		Weekdays	Saturdays	Sundays and Public Holidays
Central Library	Data Room	09:00-17:00	09:00-13:00	Closed
	Reading Room	Room 3, 6 and Graduate Room: 06:00-23:00 Room 2: 24 Hours		
Law Library	Data Room	09:00-17:00	Closed	Closed
	Reading Room	08:00-23:00		

Borrowing and Returning Books

User	Book Limit	Loan Period
Undergraduate Students	10 items	14 days
Graduate Students	15 items	30 days
Faculty	30 items	90 days
Staff/Research Fellow/ Lecturers	15 items	30 days
Alumni/Community	3 items	12 days

Loan Policy

- Overdue Fine: 100KRW item/per day
- Borrowing is restricted until overdue materials are returned
- Any borrower who fails to return library materials on or before their due date may be prevented from being issued university certificates and/or reserving reading room seats.

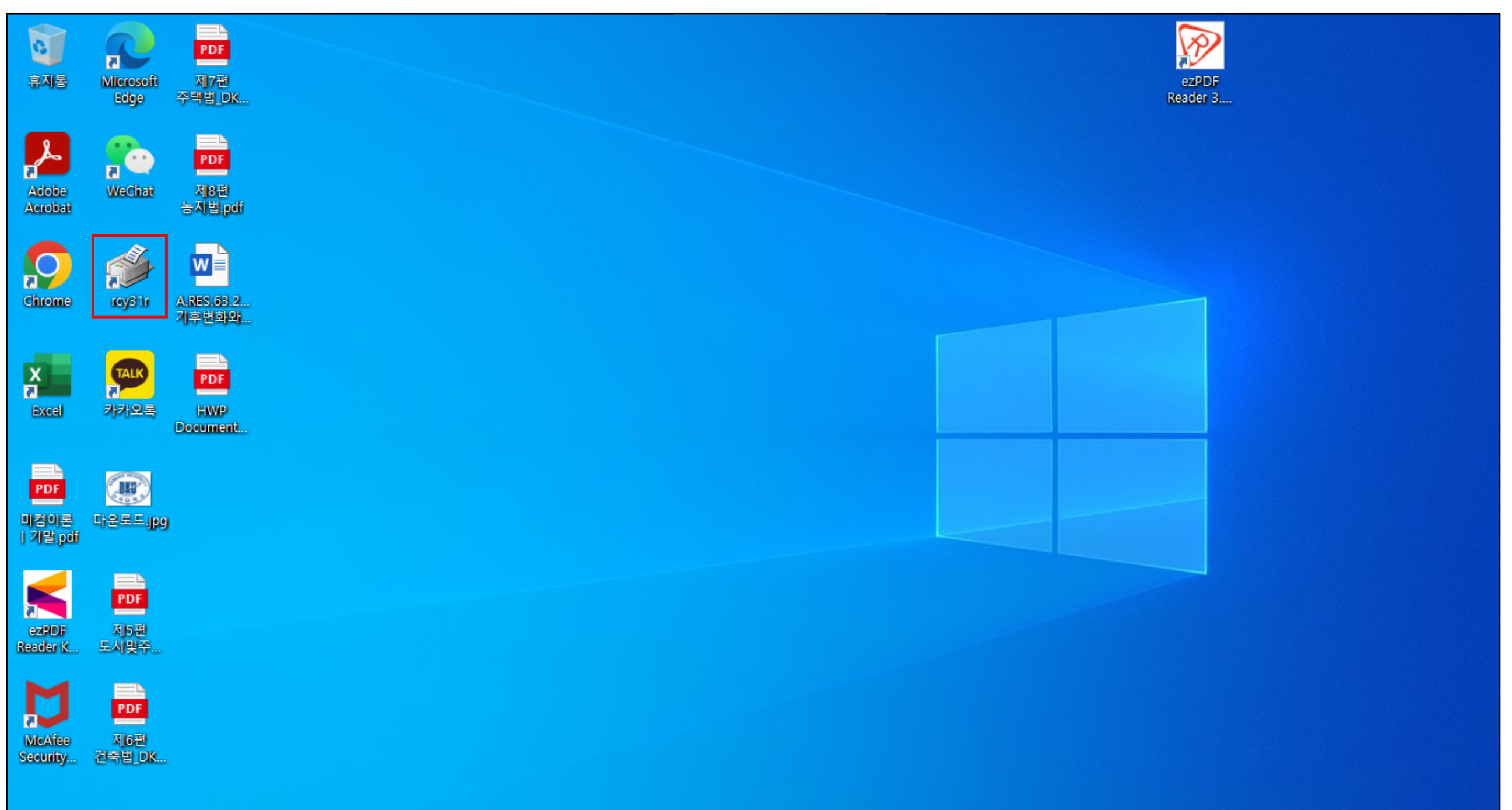
Printing stations can be found in a few places around campus:

- Library 2-3F
- Business Hall 2F
- International Hall 1F
- Software ICT Building 1F

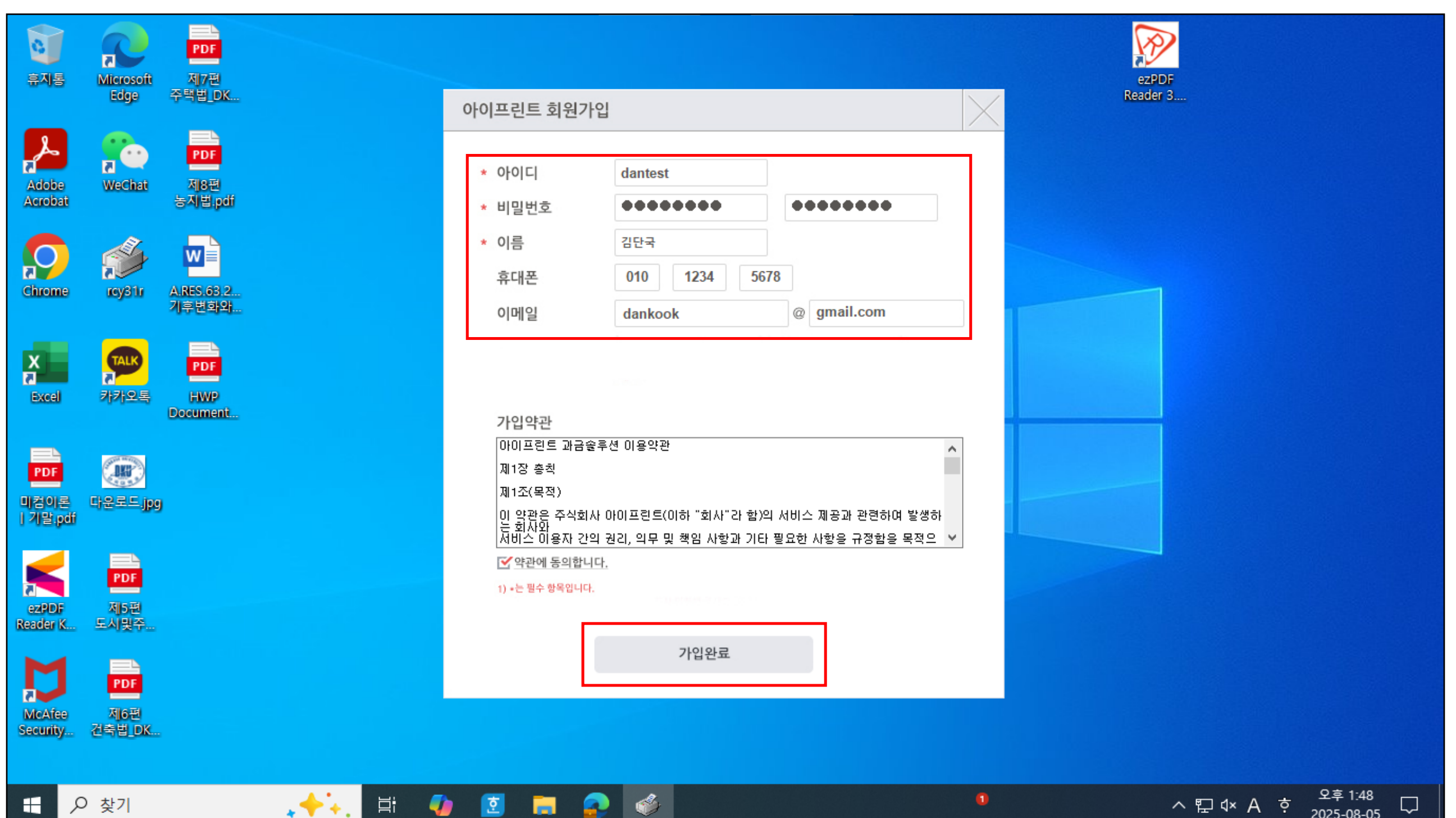
Before using the facilities, students must make an ID by following the link with instructions that are installed on the printing booth. After that, students may top-up their accounts by inserting cash through top-up machines.

How to Print

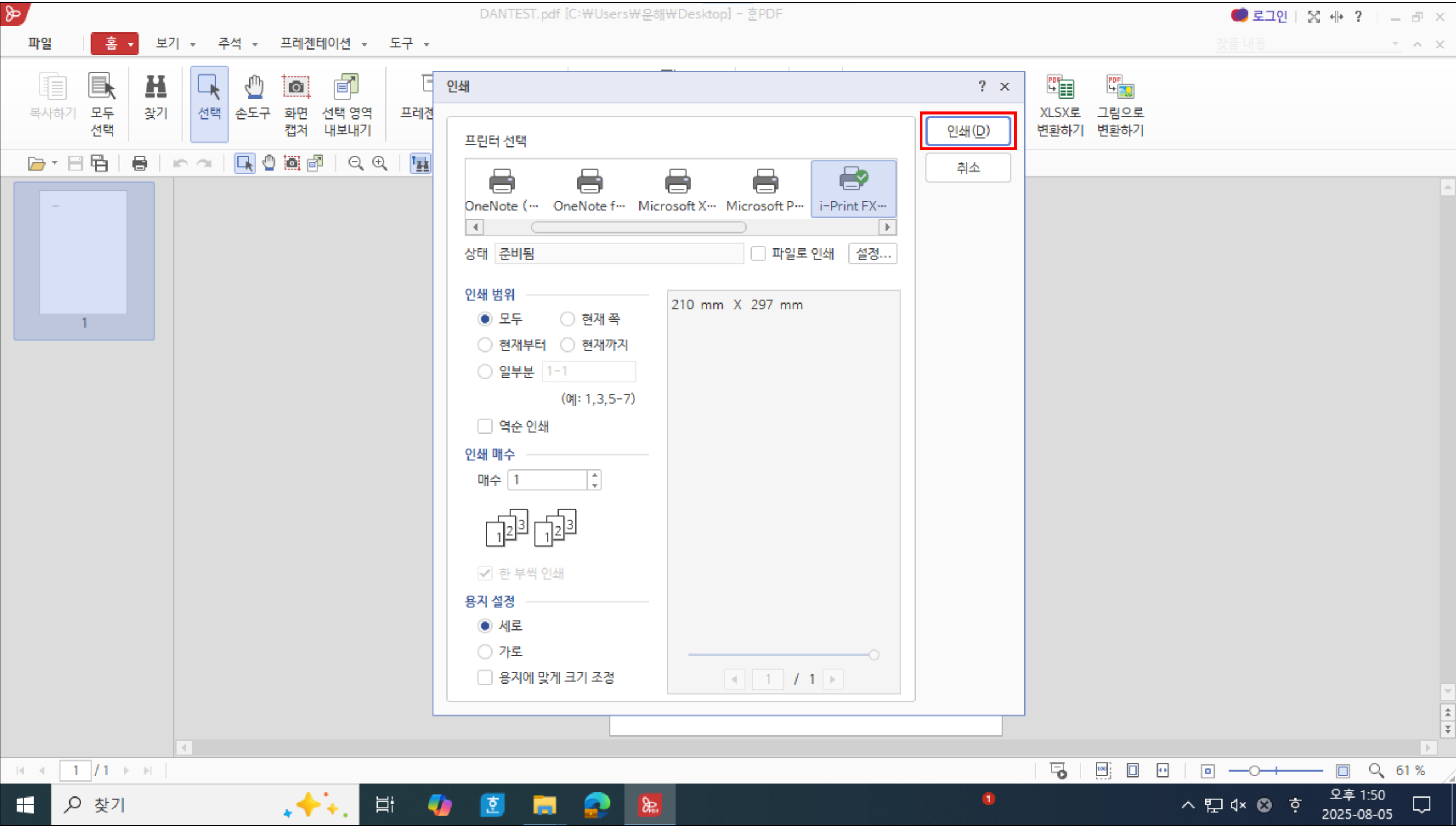
1. Open the printing application on the computer.



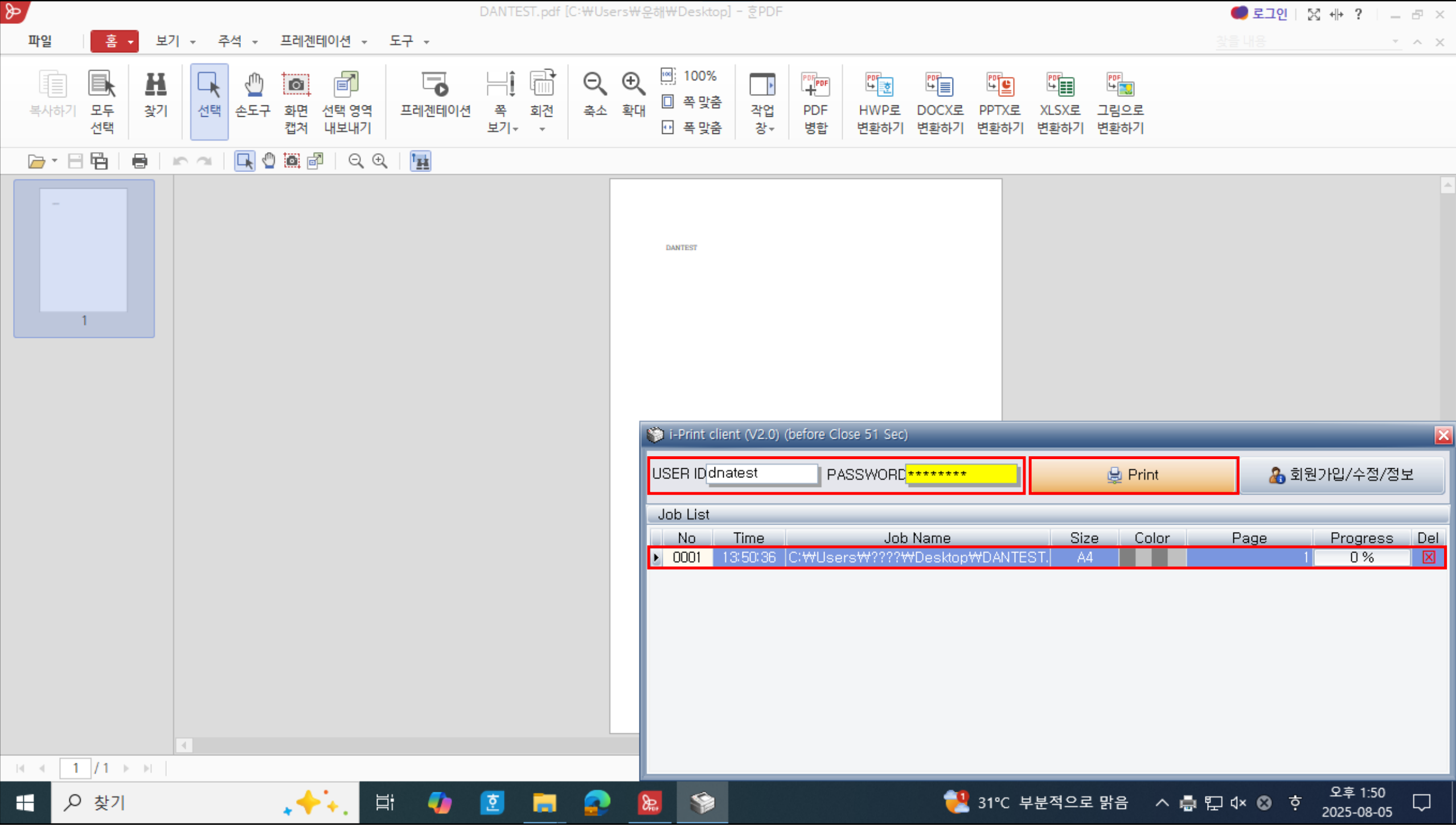
2. Students must create an account if they haven't already.



3. Open the document(s) they want to print and press Ctrl + P to open the print window.



- 4. Click [Print]. A pop-up window will appear.
- 5. Students must enter their User ID and Password
- 6. Select the document(s) to print and click [Print] again.



D

Campus Free Wi-Fi

How to Access

Wifi Name: **DKU_WiFi**

Students / Employees

Username: Student ID Number
Password: web portal password

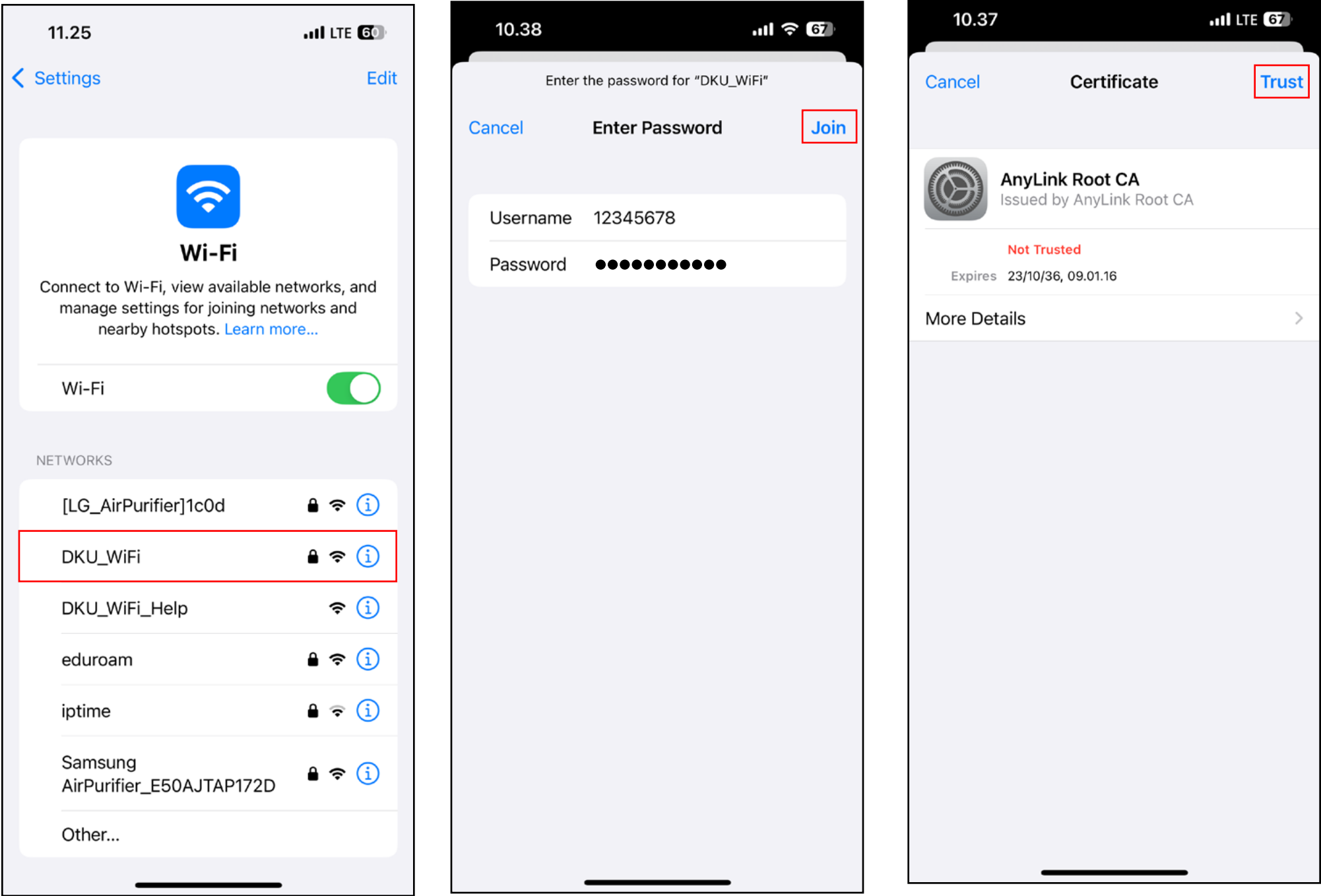
Visitors

Username: guest
Password: dankook2027

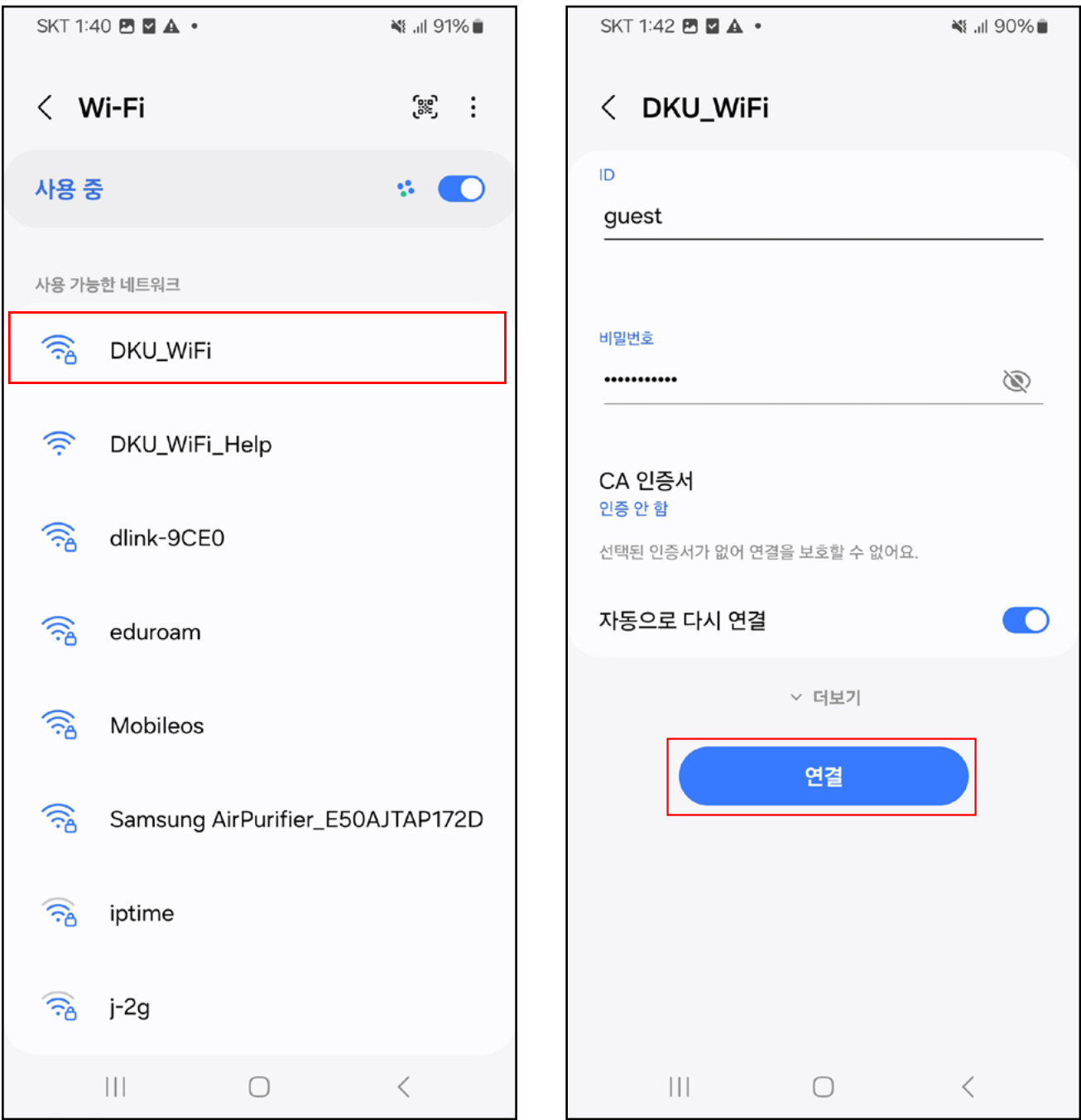
DKU Wifi Help

you can see the guide when you click the **DKU_WIFI_HELP**

iOS



Android



* For Android users, please select TTLS for the EAP Method.

Global Education Team (국제교육1팀)

The Global Education Team is always happy to assist DKU international students on academic affairs, visas, campus accommodation, course registration for some courses, UG admission and much more. All international students are welcome to get advice and help from the experienced & multi-lingual staff members at any time.

Location

International Hall Room 317



Services offered

Counseling Services

Free and confidential counseling is available to all international students. One session is offered each semester, and students can also book individual appointments anytime.

Support for Initial Adjustment

Moving to a new country can be challenging. We provide orientation and arrival sessions each semester to help Korean Language Course students adjust to life in Korea, learn about the university, and connect with other students.

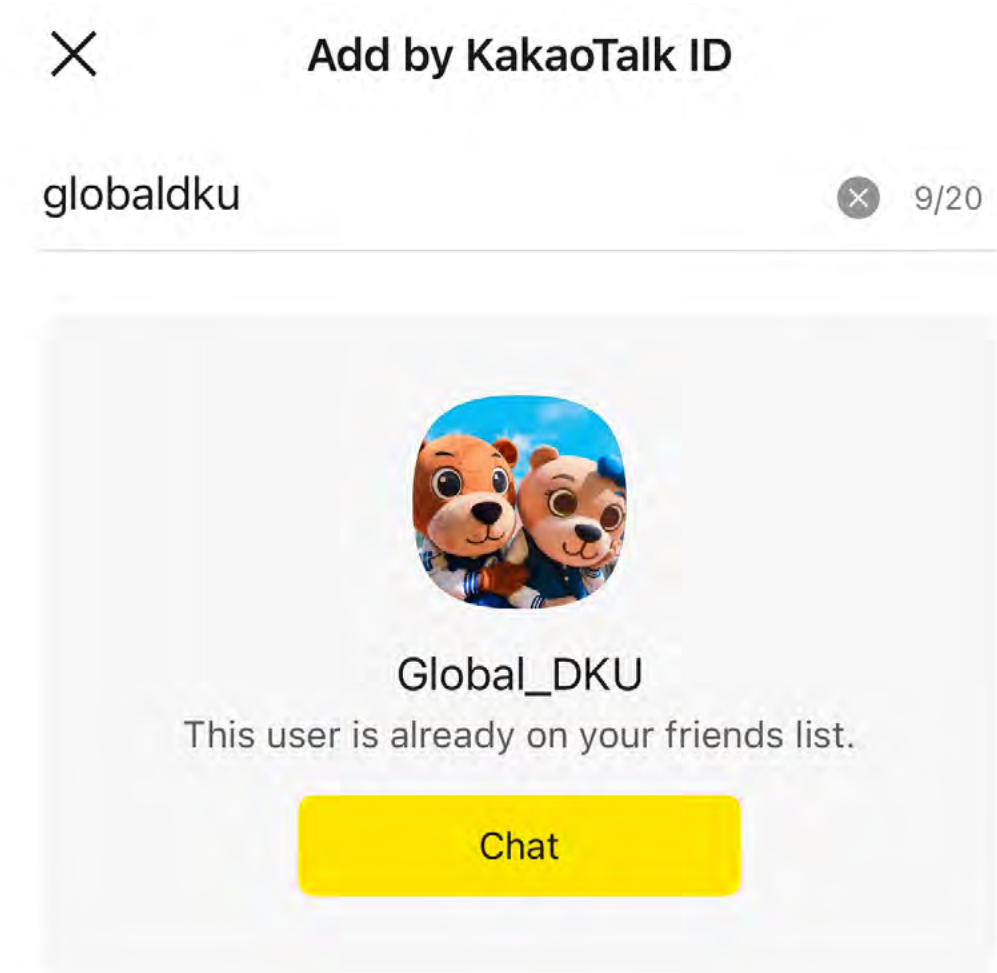
Airport Pick-up Service

Dankook University offers free airport pickup for new international students on designated days.

Immigration Advice and Support

We offer guidance on visas, including extensions, visa changes, foreign registration, and other immigration-related matters to help you stay legally in Korea.

Kakao ID and WeChat ID



KakaoTalk

WeChat

The Global Education Team uses KakaoTalk and WeChat to stay in touch with international students. Add ‘globaldku’ to chat 1:1 with our staff, ask questions, and get announcements or event updates. Follow the steps below to add us as a friend.

1. Install the Kakao Talk or WeChatApp from the iphone App Store or Android Play Store
2. Create an account with your mobile phone number or an email
3. Search for **globaldku** (KakaoTalk) or **Global_DKU** (WeChat)
4. Add us as a friend

F Student Clubs

There are diverse student clubs on campus that welcome new members every semester. Joining a student club is a good opportunity to make Korean friends with similar interests and hobbies.

The student club rooms are located in Hyedang Hall from the 3rd to 6th floor. For more information, please visit the ‘Student Club Association’, room 407 in Hyedang Hall.



Credit: The Dankook Herald

Student Clubs List

Division	Club Name	Category	Location
Culture	에스프레시보(Espres'sivo)	Coffee	Hyedang Hall 506
	화경다회	Tea Ceremony	Hyedang Hall 511
	놀이사랑	Recreation	Hyedang Hall 314
	단국서예회	Calligraphy	Hyedang Hall 315
	영화예술연구회	Film	Hyedang Hall 524
Voluntary Service	선우리	Voluntary service	Hyedang Hall 612
	아이사랑	Activities for children in poverty	Hyedang Hall 611
	UNSA (유엔한국학생협회)	Korean UN Student Association	Hyedang Hall 610
	해비타트 (단비)	Habitat	Hyedang Hall 510
	미소	Animal Protection	Hyedang Hall 520
	Enactus (인액터스)	Community Service	Hyedang Hall 505
Academic Research	DCC (컴퓨터 클럽)	Computer science	Hyedang Hall 523
	SWSC (소프트웨어 연구회)	Computer science	Hyedang Hall 522
	별사랑	Astronomy	Hyedang Hall 519
	인공조명연구회	Artificial lighting	Hyedang Hall 521
	CAGI	CAGI	Hyedang Hall 517
	티핑포인트	Job application	Hyedang Hall 516
	금융투자연구회 Investment Fundamental	Financial investment	Hyedang Hall 313-1
	Aegis	Computer Security	Hyedang Hall 530
	NEWSWEEK연구회	English	Hyedang Hall 401
	일본어회화반	Japanese	Hyedang Hall 403
	TIME연구회	English	Hyedang Hall 408
Creative Writing	매거진미러	Publications	Hyedang Hall 613
	극예술연구회	Theater	Hyedang Hall 315-1
	글그림	Animation	Hyedang Hall 616
	사진예술연구회	Photography	Hyedang Hall 525
	광고친구	Advertising	Hyedang Hall 526
Arts	MUSE	Pop	Hyedang Hall 604
	NRSC	Dance	Hyedang Hall 503
	다솜합창단	Chorus	Hyedang Hall 527
	모닥불	Guitar Music	Hyedang Hall 601
	자드락	Rock	Hyedang Hall 609
	가객	Guitar Music	Hyedang Hall 603
	일레케브라	Female Dance	Hyedang Hall 618
Religion	가톨릭학생회	Christian	Hyedang Hall 402
	CCC (한국대학생선교회)	Christian	Hyedang Hall 410
	네비게이토선교회	Christian	Hyedang Hall 413
	UBF (대학생성경읽기선교회)	Christian	Hyedang Hall 411
	JOY 선교회	Christian	Hyedang Hall 412
Sports	베어시클	Cycling	Hyedang Hall 321
	산악부 (DKUAC)	Mountaineering	Hyedang Hall 502
	PANDAS (야구부)	Baseball	Hyedang Hall 509
	PHOENIX (농구부)	Basketball	Hyedang Hall 513
	아마탁구회 (위너스)	Table Tennis	Hyedang Hall 508
	요트부	Yacht	Hyedang Hall 512
	무혼 (태권도부)	Taekwondo	Hyedang Hall 514
	테니스부 (DKUTC)	Tennis	Hyedang Hall 504
	ACE (축구부)	Soccer	Hyedang Hall 501
	복싱부	Boxing	Hyedang Hall 511
	ONE LOVE (스노우보드)	Snowboarding	Hyedang Hall 507
	FLY	Badminton	Hyedang Hall 617
	코디악베어즈	American football	Hyedang Hall 515
	단쿼시	Squash	Hyedang Hall 528

G

DISA

Dankook International Student Association (DISA) is a student organization made up of international students, dedicated to supporting and representing fellow international students at Dankook University. DISA plays an active role in amplifying student voices, protecting student rights, and building a strong, inclusive community on campus.

Activities

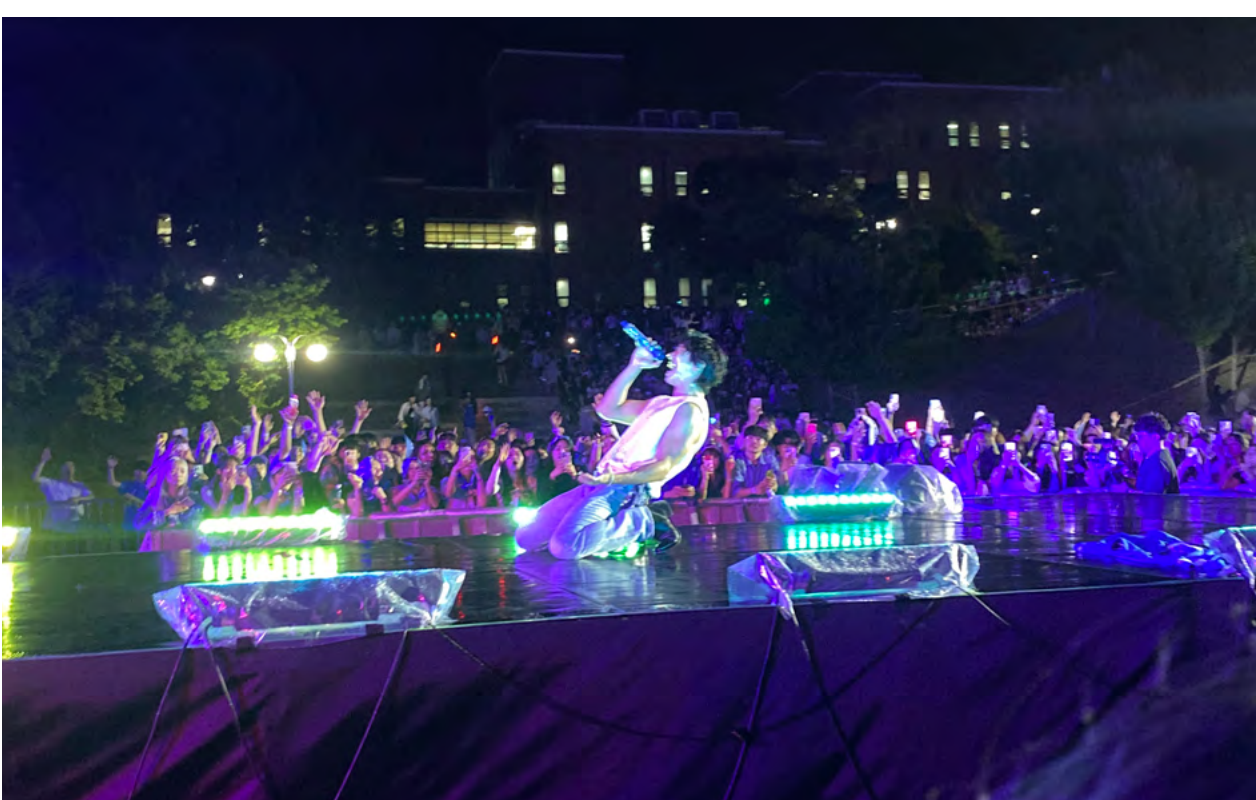
- Supporting campus events such as orientation and general meeting
- Organizing Membership Training (MT) camps for international students
- Providing peer counseling and guidance for freshmen
- Assisting with move-in support for new students
- Supporting airport pickup services for incoming freshmen
- Planning and running events such as the International Sports Festival, Culture Festival, and other cultural exchange programs



H

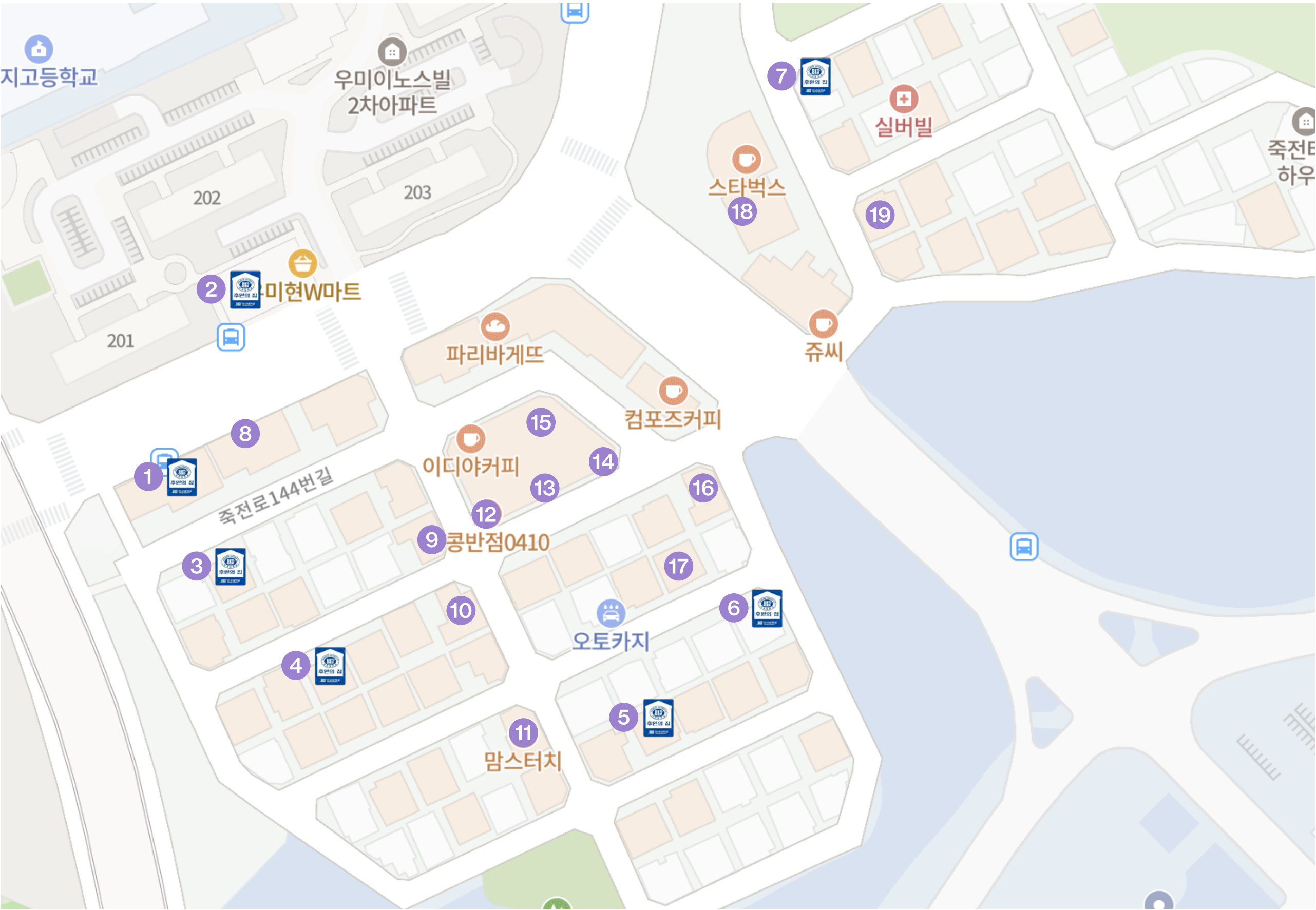
School Festival

Every spring semester, our campus hosts a lively festival featuring famous Korean idols, bands, singers, and rappers. In addition to these exciting headliners, student clubs take the stage with performances like dancing, live band shows, cheerleading, and more. It's a time to celebrate, connect, and enjoy the dynamic energy of campus life together.



I

Nearby Restaurants



Nearby Restaurants		
1	신통치킨	Fried chicken
2	똥봉이 통닭	Fried chicken
3	꼬꼬마루	Fried chicken
4	맛의 전쟁	Korean food
5	고래심줄	Korean food
6	선영이네 김치짜글이	Korean food
7	예촌 왕 돌판구이	Pork BBQ
8	한솔도시락	Chicken-mayo rice bowl, lunch box
9	1357삼겹살	Pork BBQ
10	박가네 명가순두부	Korean spicy soft tofu stew
11	맘스타치	Korean brand fast food (burgers)
12	홍콩반점	Korean style Chinese cuisine
13	빨강 파이프	Sweet and spicy tteokbokki (rice cakes)
14	역전우동 0410	Udon, curry, beef rice bowl
15	매취랑 감자탕	Pork stew
16	천향마라탕	Chinese cuisine (malatang)
17	웅고집	Pork with vegetables, sweet and spicy pork
18	더진국	Korean traditional pork soup and rice
19	내가 찐한 닭	Korean jjimdak (braised chicken)

Jukjeon Campus



Jukjeon Campus Map

- | | |
|---|---|
| 1 Main Gate | 22 College of Engineering - Building 1 |
| 2 Beomjeong Hall (University Admission) | 23 College of Engineering - Building 2 |
| 3 Toegye Memorial Central Library | 24 College of Engineering - Building 3 |
| 4 Hyedang Hall (Student Union) | 25 Open Ground |
| 5 Software ICT Hall | 26 Seok Juseon Memorial Museum |
| 6 Media Center | 27 Parking Lot |
| 7 Education Hall | 28 Laboratories |
| 8 Business and Economics Hall | 29 Laboratories, College of Architecture |
| 9 Humanities Hall | 30 International Hall |
| 10 College of Law Building | 31 Waterfall Park |
| 11 Graduate Studies Hall | 32 Beartopia |
| 12 Arts Hall | 33 Deulsamgil (Waterway) |
| 13 ROTC | 34 Welfare Building |
| 14 Gymnasium & Performing Arts Building | 35 Glocal Industry-University Cooperation |
| 15 Main Stadium | 36 Performing Arts (Dance) Hall |
| 16 Dankook History Museum | 37 Jibhyeonjae (Dormitory) |
| 17 Concert Hall | 38 Woobi Hall (Dormitory) |
| 18 Nampa Music Hall | 39 Jilli Hall (Dormitory) |
| 19 Bear Statue | 40 Yeonmin Memorial Hall |
| 20 Peace Square | 41 Tennis Court |
| 21 Social Science Hall | |

Cheonan Campus



Cheonan Campus Map	
1	Main Gate
2	Industry-Academia Cooperation Hall
3	Danwoo Hall (Dormitory)
4	Bongsa Hall (Dormitory)
5	Haksajae (Dormitory)
6	Wrestling Hall
7	Yulgok Memorial Library
8	Gymnasium
9	Arts Hall
10	Main Stadium
11	Clock Tower Park
12	Humanities / Liberal Arts Hall
13	Social Science Building
14	College of Natyral Science
15	Engineering Hall
16	College of Bioscience
17	Laboratories - College of Bioscience
18	Student Union
19	College of Health & Science
20	College of Medicine
21	University Dental Hospital
22	Bear Statue
23	Outdoor Stage Arena
24	Tennis Court
25	Dankook University Hospital
26	Dankook University Cancer Center
27	Business Incubation Center
28	Medical Building
29	Woori Bank
30	Bus Stop
31	Parking Lot
32	Cheonhoji Lake

05 | Student Accommodation

A

About Our Dormitory

Dankook University provides dormitory housing for more than 4,000 students, with three residence halls on each campus. At the Jukjeon campus, the three dormitories are Jibhyeonjae, Woongbi Hall, and Jilligwan.

- Jibhyeonjae has twin and quadruple rooms for Korean language program students and degree students.
- Woongbi Hall is mainly for exchange and graduate students.
- Jilligwan has quadruple rooms for degree students.

All dorms have automatic heating and air conditioning systems for winter and summer.

Each room has a single bed (110x120cm) and comes with a mattress cover. Students must bring their own bedding (sheet, blanket, pillow) or buy a set in Korea for about 50,000 KRW.

Jibhyeonjae



Woongbi Hall



Jilligwan



B

Registration and Fee

Registration

Current students should fill out the online application form and submit it within the application period. The detailed application process will be notified each semester in the International student group chat.

Dormitory Fee

Dormitory	Room type	Fee (6 months)
Jibhyeonjae	2 people room	2,220,000 Won
	4 people room	1,350,000 Won
Jilli Hall	4 people room	1,460,000 Won

All prices are approximate and subject to change.

C

Dormitory Facilities



Compose Coffee



Convenience Store



Kitchen



Lounge



Laundry Room



Gym

D

Dormitory Regulations

DKU dormitories apply a penalty-reward points system for a safer and more convenient living space for students. Students are reminded that this scoring system will affect their dormitory application opportunities for the following semester.

Penalty Score Table

Action/Behavior	Penalty
Providing accomodation to non-residents; transfering or renting to others. [Including the use of unauthorized access or exchanging cards with other dormitory students]	12 points Immediate Eviction
Gambling or assault in the dormitory.	
Importing breeding pets (mammals, birds, reptiles, amphibians, ornamental fishes, etc.).	
Arson or theft in the dormitory.	
Any use of personal cooking appliances (rice cookers, induction ranges, burners, etc.).	
Sexual abuse, sexual harassment, or sexual violence.	
Disorderly conduct or indecent behavior (attempting or assisting entrance of the other gender or non-residents).	
Smoking in the dormitory (room, hallway, common room, etc.).	
Commercial activities inside the dormitory.	6 points
Bringing or drinking alcohol in ther dormitory. Damage or violence under the influence.	
Eating or delivering food out of the approved areas.	4 points
Alteration of the room without permission.	
Delibrately destroying public goods or facilities in the dormitory.	
Unauthorized entry or use of unlicensed electric appliances (coffee pot, electric blanket, iron, etc.). [Only permitted if approved by the faculty for health reasons]	
Making excessive noise that disturbs other residents will be subjected to disciplinary action (if reported).	3 points
Vandalizing notices or opening/acquiring another resident's mail without permission.	
Uncleanliness (room, bathroom) on the occasion of the routine/non-routine inspection.	2 points
Disobedience or non-compliance with the staff or the supervisor's instructions.	
Not attending routine inspection without proper reason.	
Using dormitory furniture outside or changing the original arrangement of the room.	
Use of attachment (nails, stickers, unauthorized posts, etc.), or unauthorized tempering (with grafitti) or announcements.	
Littering or failure to comply with the instructions when separating recyclables.	
Obstructing or disturbing other residents.	
Visiting other rooms.	
Inappropriate attire in the dormitory common areas (dressed in underwear or pajamas).	
Wearing shoes in the dormitory room.	
Abandoning personal items in shared spaces (corridors, stairways, lounge, laundry room, etc.).	1 point
Entering or exiting between 01:00 and 04:30 without permission. Staying out overnight without permission.	

Reward Score Table

Action/Behavior	Penalty
Acting to secure residents' living area or conserving facilities. (Fire suspension, report on a safety incident, emergency rescue, etc.)	3 points
The director or dormitory acknowledges that the student is an example for other residents.	
The inside of the room is clean during the regular and non-regular inspection.	2 points
Finding lost items and reporting them to the office.	
Havind exemplary behavior towards other residents.	
Being good at organizing shoes.	
Assisting supervisors.	
Participating in the dormitory volunteer program or acting with exemplary conduct.	
Applying to dormitory events (only for rewarding events).	1 point
Participating in dormitory afternoon program.	
Participating in dormitory morning program.	

Curfew Time, Overnight leave, and Long-Term Leave

On weekdays, the dormitory has a 1:00 AM - 5:00 AM curfew. Failure to return before the curfew will result in a 1-point deduction. Dormitory students who wish to stay out overnight or take a long-term leave must submit a report to the dormitory administrative office by filling out a form.

How to apply for leaves:

- 1. After you login to domi.dankook.ac.kr, click “MY PAGE (마이페이지)”
- 2. Click “외박신청” from the menu list on the left
- 3. Set the date you wish to apply for
- 4. Briefly state the reason for staying out overnight

Students can also apply for After-hours entry in the “야간출입” menu.

E

Dormitory Administrative Office

If students experience any issues with their dormitory or have questions regarding dormitory life, they should visit the Dormitory Administrative Office for assistance. The staff can help with matters such as room maintenance, facility use, or general concerns about living conditions.

Students should also go to the Dormitory Administrative Office when moving into the dormitory or when requesting to extend their stay.

Location

Woongbi Hall Room B104

Office Hours

Monday ~ Friday, 09:00 ~ 17:00 (Lunch break 12:00~13:00)



JUKJEON CAMPUS

317 International Hall, 152 Jukjeon-ro, Suji-gu, Yongin-si, Gyeonggi-do, 16890, Korea

CHEONAN CAMPUS

234 Humanities Hall, 119 Dandae-ro, Dongnam-gu, Cheonan-si, Chungnam-do, 31116, Korea

www.dankook.ac.kr

