

Fall 2020  
New Student Orientation

II . Campus Life

Korea University  
Graduate School of International Studies

# Table of Contents

**01** Useful Websites

**02** KU Facilities

**03** International Studies Hall Facilities

# Korea University Homepage



2021학년도 전기 학부 외국인 특별전형  
2020. 8. 11. 09.9  
관심있는 대학 클릭

세종캠퍼스 | 의료원 | KUPD | 입학지원

Group Service | 로그인 | ENG | 中文 | Q

고려대학교 KOREA UNIVERSITY

고대소개 입학안내 대학·대학원 교육정보 대학생활 연구·산학 고대소식

고대뉴스 연구성과 주요행사 KU세미나

## 고려대의 독보적 킴텀점프 2020 QS세계대학평가 69위

### 코로나 19 관련 학사일정 변경 및 감염예방수칙 안내

Spring 2021 Int'l Undergraduate Application  
Aug 3-Oct 5, 2020  
click here for details

Spend a semester with us at KU!  
Visiting Student Program  
click here for details

Sejong Campus | Medical Center | KUPD

Group Service | 한국어 | 中文 | Q

KOREA UNIVERSITY

About KU Admissions Schools Academics Campus Life Research KU Newsroom

KU News Research Events KU Media

## KU launches the Institute of Data Science

A library that never sleeps  
Read More

### Guidance for Novel Coronavirus Infection Prevention and Control

Guidance for Novel Coronavirus

### KU News

KU's virtuous cycle of sharing  
Research to the future  
Creativity through knowledge  
Cradle of Creativity

## ◆ Single ID Registration (계정 생성)

Click 'Regist Single-ID'

※ Available from September 1, 2020

Login **ID** Regist Single-ID

Login

▶ Finding your Portal ID/Password  
▶ Info for Login Error

Login Certificate

▶ Contact Single-ID/Password

Student  
TEL 02-3290-1141~5, 4090~2

Staff  
TEL 02-3290-4777

▶ Contact Portal (Wireless LAN:4194)

TEL 02-3290-4777

Regist Single-ID

STEP 01 | Personal Info. > STEP 02 | Personal Info. Input > STEP 03 | Finished Up

※ 신입생은 학기 시작 후 **입니다.**

Univ/Step number **Student ID Number** Name **Your Name**

Mobile Verification  
 E-mail Verification

The e-mail address must be same with University Registration Inquiries.

E-mail Address  Verification Code  **Email Verification Recommended**

G-Pin으로 인증  
 본인 명의 휴대폰으로 인증(본인 주민등록번호로 가입된 휴대폰)

Entered staff/student number for creating single ID, Your national ID number is only using for the identification. It should not be used for the personal information.

Confirm Cancel

- Please make sure that you enter exactly the same name as you have entered for your online application for admission, including the comma and the space.
- If you forgot your ID or Password, click 'Finding your Portal ID/Password'.
- For inquiries, please contact the relevant department stated in the grey box of the KUPID homepage.

# KUPID Manual

## ◆ Useful Addresses

o University Registration Inquiries:

Registration/Graduation > University Registration > University Registration Inquiries

o Certificates:

Info Depot > Internet Certificate Verification System > Certificate Request > Request certificate

o Wireless LAN Request:

Info Depot > Computing Resource Enrollment & Application > Wireless LAN Request in Anam Dormitory

([http://wifi.korea.ac.kr/ku\\_re/korea\\_network\\_manual.jsp?\\_ga=2.7179634.1384378506.1595813146-1511364771.1588829128](http://wifi.korea.ac.kr/ku_re/korea_network_manual.jsp?_ga=2.7179634.1384378506.1595813146-1511364771.1588829128))

o Programs(Adobe, SAS Program, IBM SPSS, MATLAB, 한글, 알약, 알툴즈, 알마인드, Acronis and etc.):

(KOREAN)정보생활 > 전산자원등록/신청 > 관리프로그램

o MS Office:

(KOREAN)협업도구

<GUIDELINE (<https://toolinfo.korea.ac.kr/%ED%99%88>)>

o Tuition Payment Installment:

(KOREAN)등록/장학 > 등록금 분할납부 신청

# KUPID Manual

The screenshot displays the KUPID web portal interface. At the top, the logo "KU-The Future 110 years and beyond" is visible. The main navigation bar includes "Mail", "Scholarship Application", "Course", "Registration&Graduation", "Info Depot", "Bulletin", "Community", and "Knowledge". A search bar is located in the top right corner.

On the left side, there is a "Quick Service" menu with icons for Certificate, Wireless LAN Request, IP Address Application, Rules/School Regulation, Search Faculty, and Repair. Below this is a "Policy of Personal Information Processing Regulation" link.

The main content area is divided into several sections:

- Mail:** Includes "사용자 정보 수정" (User Information Modification), "학업도구" (Academic Tools), "Message", "Timetable", "Q&A", and "Quick Service".
- 배안페이지 (Bae-an Page):** Contains "Today's University Events" (e.g., 2019-1 Spring Semester Tuition Payment, [Financial Dept] Tuition Schedule for 2019-1, Notice on 2018 Human Rights & Gender Equality) and "Notices | Scholarship Notice" (e.g., 2019년 인공지능 통계 단기강좌 개최 신청서, [Invitation] - The 7th IEEE International Conference on Artificial Intelligence, 2019 Korea University International Student Job Opening: TA OF GSIS Administration, [재무부] 2019학년도 전기 대학원(일반석사) 지원 안내, How to take Human Rights & Gender Equality).
- Info Depot:** Features "Search Faculty", "Facility Reservations" (Facility Management & Reservation, Locker Request), "Internet Certificate Verification System" (Certificate Request, Certificate Issuance Verification, Certificate Issuance Confirmation (Post Mail), Graduation Status Appeals, Frequently Asked Questions), and "Computing Resource Enrollment & Application" (Wireless LAN Request in Anam Dormitory, Domain Application/Changes, IP Address Application & Status).
- Facilities Maintenance Work:** A section for reporting and tracking facility issues.

At the bottom, there is a footer with the KUPID logo and contact information: "Policy of Personal Information Processing Regulation | Information Security | Electric Power Supply Situation(Green Campus) [Seoul] Anam-ro, Seongbuk-gu, Seoul, 02841 Korea TEL +82-2-3290-1114 [Sejong] Sejong-ro, Sejong-si, 30019 Korea TEL +82-44-860-1114 COPYRIGHT(C)2014 KOREA UNIVERSITY. ALL RIGHTS RESERVED."

# KU MAIL

o Creating University E-mail Account (KUMAIL): <https://mailinfo.korea.ac.kr/>

첫화면 신규 메일 사용법 ▾ 기존 메일 이전

## 고려대학교 메일 서비스 안내

(Korea University Email Service Guide.)

고려대가 새로운 메일 시스템을 시작합니다.

본 메일 시스템 전환은 보다 나은 교육과 연구 환경을 조성하기 위하여 혁신적인 협업과 소통 기능을 도입하는 과정의 일환입니다. 예일대를 비롯한 세계 100대 대학 중 많은 곳에서 구글과 마이크로소프트의 협업 플랫폼을 교육과 연구에 활용하고 있으며 우리도 4차산업혁명시대의 새로운 교육환경 수요에 대비하여 선제적으로 적용하게 되었습니다. 새롭고 생소한 메일 시스템을 처음 접하는 과정에서 다소 불편함을 드린 점 죄송합니다. 과도기적인 이전과정에서 교직원 여러분의 많은 피드백을 바탕으로 보다 편리하고 수준높은 메일 및 협업 시스템을 제공하기 위하여 최선을 다하겠습니다. 많은 성원과 격려를 부탁드립니다.

-정보전산처장 -

### 1. 신규 메일 사용법

(New Email Service Usage Guide.)

### 2. 기존 메일 이전 방법

(How to move existing Email system data.)

### 3. 자주 묻는 질문 (FAQ)

(Frequently Asked Questions.)

# KU Wi-Fi

o Refer to the link to setup the Wi-Fi on your device. <https://wifi.korea.ac.kr/>

## Korea University Seoul campus wireless Wi-Fi service.

Depending on the type of device you are using,  
you can perform automatic setup or manual setup,  
Refer to "Device OS-specific setting method" below.

### 🏠 How to set by Device OS

Frequently Asked Question

한글

division	OS type	Setting division	Explanation	Download
Notebook	Windows OS series	Auto Setting	1. Download and run the setup program 2. Select SSID(SSID : KoreaUniv AP) 3. Enter Portal ID / Password  ※ "Program" automatically recognizes the OS of the user device and the required version is downloaded.	Program Manual
		Static Setting	1. Manual Reference (Only Windows 8.1, 10 or later)	Manual
	Mac OS series	Static Setting	1. Manual Reference	Manual
Smartphone	Android OS	Static Setting	1. Manual Reference	Manual
	Apple IOS	Static Setting	1. Manual Reference	Manual


### ※ Auto setup program by Windows OS

division	OS type	Download	
Notebook	Windows XP	Program(32bit)	Program(64bit)
	Windows 7, 8.0, 8.1, 10	Program(32bit)	Program(64bit)




# KU Library


o Find books, theses / Reserve a seat of a study hall, etc. <https://library.korea.ac.kr/>




**고려대학교도서관**  
KOREA UNIVERSITY LIBRARY


LOGIN ENG 

자료이용
연구지원
시설이용
커뮤니티
나의공간




통합검색







예술정보규레이선




추천학술정보




컬렉션/아카이빙




개관시간




이용자별안내



연회비/이용증



좌석/시설예약



1:1문의

공지사항

전체보기 ▶

교육일정

전체보기 ▶

**열람실 운영 변경**

1. 열람실 운영시간 확대

대상공간	평일 운영시간
서울캠퍼스 도서관 전체 열람실 [중앙신관 / 중앙대학관 / CDL / 법학 / 과학 / 융합양장 / 리스퀘어]	08시 ~ 22시

2020년 8월 졸업자 반납 예정일 8월 25일 일괄 ... 08-10

도서관 E-Book 서버 업데이트로 인한 국내 전자... 08-07

EndNote(Win.) X9.2 및 X9.3버전 호환성 관련 ... 08-07

과학도서관 4층 열람실 노트북열람구역 확대 안내 08-06

2020-2학기 지정도서 신청 안내(Guide for Cour... 08-04

8월 도서관 정보이용교육 안내 07-31

2019 CiteScore 업데이트 안내 07-21

<div style="background-color: #c00040; color: white; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">수</div> <p style="font-size: 0.8em;">08-12</p>	[학술DB] [온라인] EBSCOhost DB 활용교육 11:00 ~ 11:40
<div style="background-color: #c00040; color: white; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">수</div> <p style="font-size: 0.8em;">08-12</p>	[학술DB] [온라인] 도서관 디스커버리 통합검색 이 용교육 14:00 ~ 14:40
<div style="background-color: #c00040; color: white; border-radius: 50%; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">목</div>	[학술DB] [온라인] 도서관 디스커버리 통합검색 이 용교육

# One-Stop Service Center

- ◆ [http://www.korea.ac.kr/mbshome/mbs/university/subview.do?id=university\\_050203010000](http://www.korea.ac.kr/mbshome/mbs/university/subview.do?id=university_050203010000)
  - o Student ID Card, (Re) Issuance of Official Certificates, Lost & Found, etc.
  - o Visit the One-Stop Service Center in Central Plaza or use the Automatic Certificate Issuing Machine on the 1<sup>st</sup> Floor of International Studies Hall (KUPID → Information Depot → Certificates).
  - o Contact Info: One-Stop Service Center ([onestop1@korea.ac.kr](mailto:onestop1@korea.ac.kr), 02-3290-1141~5)

## \* Graduate School (Master/PhD) Available Certificates

재학증명서 Certificate of Enrollment	성적(재학생)증명서 Transcript (Enrolled Students)	수료연구경력증명서 Certificate of Research Experience	제적증명서 Certificate of Removal from Student Register	교육비납입증명서 Certificate of Tuition Payment
휴학증명서 Certificate of Leave of Absence	성적(수료생, 졸업생)증명서 Transcript (Completed Research Students, Graduates)	연구과정연구경력 증명서 Certificate of Research Program & Career	학적부 사본 (재학생) Copy of School Register (Enrolled Students)	표창수상확인서 Certificate of Awarding
학위증명서 Certificate of Graduation	수료증명서 Certificate of Course Completion	외국어시험합격확인서 (재학생) Certificate of Foreign Language Exams (Enrolled Students)	학적부 사본 (수료생, 졸업생) Copy of School Register (Completed Research Students and Graduates)	법학과목 학점취득 증명서 Certificate of Law Course Credit Units
학위예정(학위논문 제출이후)증명서 Certificate of Expected Degree (After Thesis Submission)	수료예정증명서 Provisory Certificate of Completion	종합시험합격확인서(재학생) Certificate of Comprehensive Exams (Enrolled Students)	등록확인서 Certificate of Registration	

\* **For GSIS Diploma, it cannot be re-issued.**

# KU Global Service Center

o Student Visa Management for International Students

<https://gsc.korea.ac.kr/>



About GSC

International Student

Exchange/Visiting Student

Student Services



Welcome to Korea University

August 2020						
Su	Mo	Tu	We	Th	Fr	Sa
						1

## Announcements



[Scholarships] Fall 2020 Scholarships for

# KU On-Campus Housing

- ◆ Anam Global House <https://reslife.korea.ac.kr/>
  - Students by themselves have to check the schedule of the application on the Anam Global House website and apply for it.
  - Contact Info: [reslife@korea.ac.kr](mailto:reslife@korea.ac.kr), 02-3290-1554~5



The advertisement features a background image of a modern university building with a mix of brick and glass facades. At the top center is the Korea University logo, a shield with a tree and the text 'KOREA UNIVERSITY'. Below the logo, the text reads 'CJ International House · Anam Global House' and 'Hotel-type Residential Facility for Professors and Students'. Three red circular icons are arranged horizontally in the center, each containing text in Korean and English. The first icon is for 'Undergraduate (International Student / Exchange Student)', the second for 'Graduate (Korean/Foreigner / KGSP)', and the third for 'Faculty (Korean/Foreigner)'. At the bottom, there are three logos for 'KOREA UNIVERSITY CJ International House', 'KOREA UNIVERSITY Anam International House', and 'KOREA UNIVERSITY Anam Global House'. A small copyright notice is at the very bottom: 'Copyright © KOREA UNIV. CJ International House. All rights reserved. Anam-Dong Seongbuk-Gu Seoul, 02841 Korea Phone : 82-2) 3290-0003'.

**KOREA UNIVERSITY**  
CJ International House

**KOREA UNIVERSITY**  
Anam International House

**KOREA UNIVERSITY**  
Anam Global House

**국제학부**  
Undergraduate  
(International Student / Exchange Student)

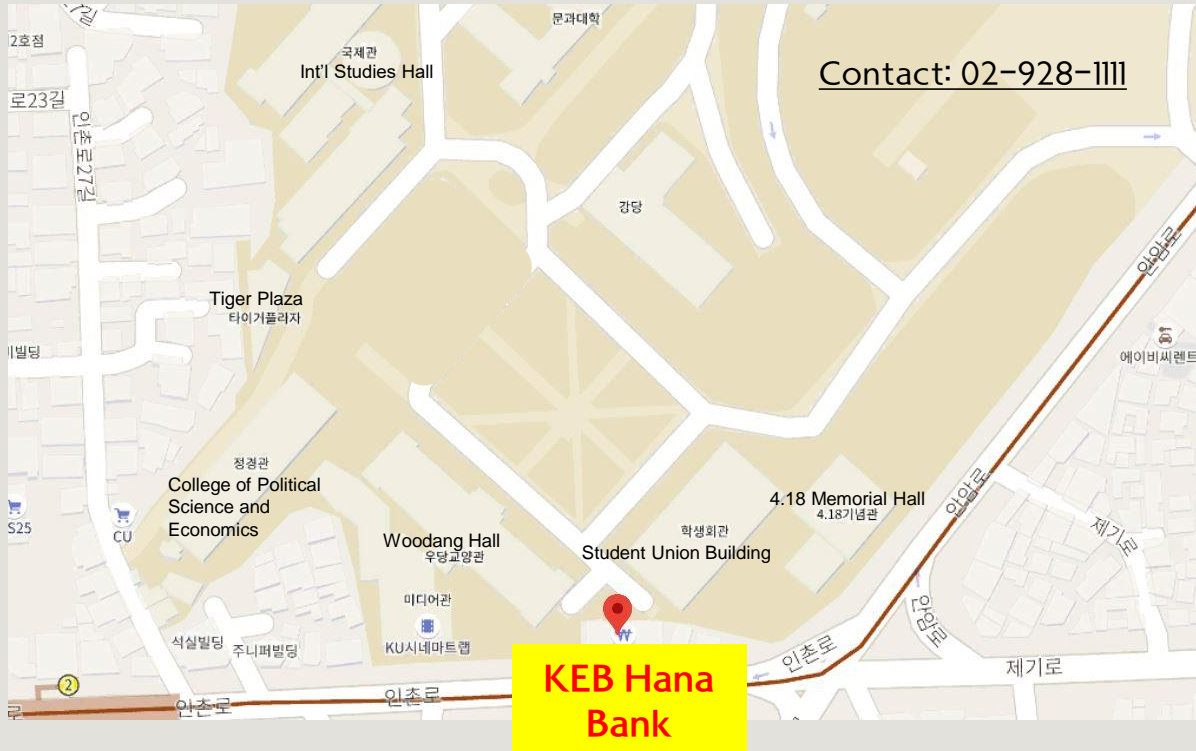
**대학원**  
Graduate  
(Korean/Foreigner / KGSP)

**교직원**  
Faculty  
(Korean/Foreigner)

Copyright © KOREA UNIV. CJ International House. All rights reserved. Anam-Dong Seongbuk-Gu Seoul, 02841 Korea Phone : 82-2) 3290-0003

# KEB Hana Bank \_ Korea University branch

o You can visit the bank to deal with KU related bank business.



# KU Campus Parking

[For more information\\_Parking](#) (Click)

## Parking

PRINT  TEXT  

### Parking Fees

Parking Hours	Fees	Remarks
Up to 10 mins	Free	Free of charge if vehicle leaves within 10 minutes of parking
over 10 min until 2hrs	KRW 500 / 10 mins	KRW 1,500 if parked for 30 mins
		KRW 3,000 if parked for 1 hr
		KRW 3,000 if parked for 2 hrs
over 2hrs min until 6hrs	KRW 1,000 / 10 mins	KRW 12,000 if parked for 3 hrs
		KRW 18,000 if parked for 4 hrs
		KRW 24,000 if parked for 5 hrs
		KRW 30,000 if parked for 6 hrs
over 6hrs(until midnight)	KRW 30,000(maximum 1day rate)	parking hours count on a daily basis

# Student Support

Click the photo linked to the site

## ◆ Campus Safety

- o General affairs department: [meteor@korea.ac.kr](mailto:meteor@korea.ac.kr), 02-3290-1161
- o All-Source Situation Room (ASSR): 02-3290-1919



## ◆ Student Health Care Center <http://drub.korea.ac.kr>

- o If you pay an optional fee per semester along with your tuition fees, you can get treatment for free in case of minor illness, or partial financial support for your medical check-up.
- o Contact Info: Student Health Care Center (02-3290-1571)

## ◆ Human Rights Center <https://humanrights.korea.ac.kr>

- o Contact Info: Human Rights Center ([humanrights@korea.ac.kr](mailto:humanrights@korea.ac.kr), 02-3290-2845~6)

## ◆ Gender Equality Center <http://equity.korea.ac.kr>

- o Contact Info: Gender Equality Center ([helper@korea.ac.kr](mailto:helper@korea.ac.kr), 02-3290-1700)

# International Studies Hall Facilities

## ◆ International Studies Hall 1F

ATM



Certificate Issuing Machines



Printing Machine



## ◆ International Studies Hall 2F

○ KU Bakery

Homepage: <http://kubakery.co.kr/> Tel: 02-3290-5028

○ Post Office

International Studies Hall 204 Tel: 02-3290-1820



# International Studies Hall Facilities

## ◆CheongDam Study Room

- ※ Only available for DIS/GSIS students after facility utilization registration
- Location: Room #323, International Studies Hall

## ◆Student Council

- Location: Room #428, International Studies Hall
- Contact Info: [studentcouncil.kugsis@gmail.com](mailto:studentcouncil.kugsis@gmail.com)

## ◆GSIS Library

- Location: Room #121, International Studies Hall
  - Contact Info: GSIS Administration Office ([gsis@korea.ac.kr](mailto:gsis@korea.ac.kr), 02-3290-1391~2)
- ※ Please visit GSIS Administration Office when you need to visit GSIS Library.

# KU GSIS Facility Utilization Registration

<KUPID>

Follow the steps below and click them:

Info Depot – Facility Reservation – Facility Management & Reservation

<http://cafm.korea.ac.kr/archibus/connect.jsp>

The screenshot shows the top navigation bar of the KU GSIS website. The menu items are: Mail | Tuition/Scholarship | Course | Registration/Graduation | Info Depot | Bulletin | Community | Knowledge. The 'Info Depot' menu is expanded, showing a list of sub-items. The 'Facility Reservations' item is highlighted with a yellow box. Below it, the 'Facility Management & Reservation' sub-item is also highlighted. The rest of the page content is partially visible, including sections for 'Today's University', 'Notices', and 'Facilities Maintenance Work'.

Mail | Tuition/Scholarship | Course | Registration/Graduation | Info Depot | Bulletin | Community | Knowledge

Mail 사용자 정보 수정

KU 입업도구

Message .. 83

Timetable Tur

Time Course Classroom

None

Q & A 0

Quick Service

Certificate Wireless LAN Request IP Address Application

Rules/School Regulation Search Faculty Repair

백인페이지

Facility Reservations

Facility Management & Reservation

Today's University E

Tuition Payment Schedu

[Graduate School] Guide

2020-1 GRADE POSTING SCHEDULE

[Graduate School] 2020 Spring Semester

[IGE] Notice of removal of 'Thinking

Verification System

Certificate Request

Certificate Issuance Verification

[IGE] Certificate Issuance Confirmation (Post Mail)

Graduation Status Appeals

Frequently Asked Questions

Computing Resource Enrollment & Application

Wireless LAN Request in Anam Dormitory

SubDomain Application/Changes

IP Address Application & Status

Notices | Scholarship Notice

[4/23 Update] Contingency Plan for

[6/15 Update] KU Guidance for

Graduate Admission and Payment

[Anam Global House] 2020-2nd semester

[Graduate School] Credit Exchange

[KUKLC] Online Korean Short-term

[GSC] Mentoring Program Scholarship

Extra Classes for "Human Rights

Notice on temporary closure of Outdoor Sports Facilities...

[Human Rights Center] 2020 HRGE edu.

Financial De... 2020-06-09 ~ 2020-12-31

Administrati... 2020-06-06 ~ 2020-07-10

Administrati... 2020-07-06 ~ 2020-07-17

Administrati... 2020-04-13 ~ 2020-07-10

Institute for... 2020-01-31 ~ 2023-01-30

Educational ... 2020-04-23

Planning Tea... 2020-02-07

Financial De... 2020-07-02

Dormitory Se... 2020-07-02

Administrati... 2020-07-01

Korean Langu... 2020-07-01

Global Serv... 2020-06-30

Human Rights... 2020-06-22

Student Affa... 2020-05-29

Human Rights... 2020-05-29

Facilities Maintenance Work

Empty Data

# KU GSIS Facility Utilization Registration

## <공간관리 및 실 예약시스템>

Follow the steps below and click them:

1. 출입신청 – 출입신청
2. 신청서 등록

예약신청   예약관리   **출입신청**

**출입신청** 승인

출입신청 home > 출입관리 > 출입신청

꼭 읽어주세요!

출입신청은 출입카드(학생증)를 이용하여 출입보안장치가 설치된 실에 출입신청을 위한 화면입니다.  
PS. 만일 실을 예약 하고자 할 경우 예약신청 메뉴를 선택하여 주십시오.

- 예약신청 : 세미나 및 스터디를 위한 1일 이내의 예약 사용
- 출입신청 : 보안 카드를 사용하여 출입을 해야 하는 실의 출입 허가 신청으로 1~2개월 이상 사용시 입실 및 퇴실시의 보안

[\\*출입신청 메뉴얼 보기](#) [자]

**신청서등록** [경]

<<< Page : 1 / 1 Total : 3 >>>

# KU GSIS Facility Utilization Registration

## <공간관리 및 실 예약시스템>

신청자: Name

출입용 신분증 선택: Academic Status

연락처: Phone Number

신청자 이메일: Email Address

신청 사유: Reason of the registration request

Click '호실선택'

건물 선택: 국제관(011380)

층 선택: FL03(지상3층)

실 선택: 323(청담 열람실)

출입 기간: Applying Period

Click '호실선택' Again

출입신청 등록

home > 출입관리 > 출입신청 > 출입신청 등록

출입신청 목록보기

신청자

출입용신분증 --선택

연락처

입사카드번호

신청사유

호실선택

국제관(011380) FL03(지상3층) 323(청담 열람실)

출입기간 : 2020-07-02 ~ 2020-12-31 삭제

▶ 승인담당: 김민정 국제학부 ☎ 출입문의처: 국제대학원/국제대학원행정실

- ❖ If you are given a permission to enter another room in International Studies Hall, please select the room number and explain the reason.

# KU GSIS Facility Utilization Registration

If you have successfully completed the registration process, it will be verified within 3 business days.

After you see the word '(승인)', you will gain access to the building, using your student ID card.

출입신청 home > 출입관리 > 출입신청

꼭 읽어주세요!

출입신청은 출입카드(학생증)를 이용하여 출입보안장치가 설치된 실에 출입신청을 위한 화면입니다.  
PS. 만일 실을 예약 하고자 할 경우 예약신청 메뉴를 선택하여 주십시오.

- 예약신청 : 세미나 및 스튜디오를 위한 1일 이내의 예약 사용
- 출입신청 : 보안 카드를 사용하여 출입을 해야 하는 실의 출입 허가 신청으로 1~2개월 이상 사용시 입실 및 퇴실시의 보안 잠금 처리

[\\*출입신청 메뉴얼 보기](#)

번호	신청일자	변경관리	신청호실 (처리상태)
215235	2020-01-02	<input type="button" value="전제취소"/>	
215151	2020-01-02	<input type="button" value="전제취소"/>	[국제관(011380)지상3층(FL03)323(청담열람실)] (승인)
215150	2020-01-02	<input type="button" value="전제취소"/>	

◀◀◀ Page : 1 / 1 Total : 3 ▶▶▶

\* If you don't see the the word '승인' on the first page of '출입신청', please register it again.

\* If the card won't work even though you saw the word '승인' on the first page of '출입신청', please contact '종합상황실' (TEL: 02-3290-1919)