

Spring 2021
New Student Orientation

**V. Only for
International Students**

Korea University
Graduate School of International Studies

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Mandatory Submission of Arrival Report



ALL Spring 2021 international freshmen (including those w/ A, E, F-type visa) MUST submit [an Arrival Report and a proof of ARC \(click\)](#).

◇ **Submission Period:** **within 5 days after you arrive Korea**

◇ **How to Submit:** to official email (gsisadmin@korea.ac.kr)
of Administration Office of KU GSIS

◇ **Required Documents**

- **Arrival Report (after filling out all the blank and signed)**
- **Proof of ARC (choose one from the following)**

1) **Appointment Receipt (Sejongno Immigration Office)**

2) **Certificate of Application for Permit of Stay**

3) **Copy of front & back sides of Alien Registration Card (ARC) (or Residency Card)**

- If your passport information has changed from the one submitted during the admission period, please submit 1 copy of passport ID page.(the page with your photo)

Mandatory Submission of Arrival Report



※ Important Notice due to the COVID-19 situation

- ✓ If you are going to take the classes from where you are staying outside of Korea, you do NOT need to submit the [Arrival Report/proof of ARC](#) to us at the moment.
- ✓ However, please remember to submit them as soon as you come to Korea.
- ✓ According to the immigration office, you can apply for a visa within 3 months from the date of issuance of your COA. Also, the visa is valid for only 3 months from the time it is issued.
If you come to Korea within 3 months, you can use the visa you have received, but if you plan to come to Korea after 3 months, you have to let us know the expected date of the entry beforehand so that you can have a new COA and a new visa.
- ✓ If you are going to take the courses online this semester, please contact the professors in advance before the course registration and inform them about your current situation taking the courses online due to the COVID-19.

Scholarship for International Students



Selection

Selection will be made by the Committee of Graduate School of International Studies among those who, at least, satisfy **the minimum qualification requirements** each semester. In most cases the selection of the scholarship is very competitive as each and every student does one's best for their academic achievement. Therefore, there is **no specific GPA rate for scholarship beneficiaries**.

Amount and Period of Scholarship Grant

The specific amount of the scholarships for international students will be decided after deliberation by the Chair of the Committee of Graduate School of International Studies after final grades are fixed per semester.

Scholarship for International Students



Minimum Qualification

- A) Students must complete **at least 9 credits of courses** except foreign language classes and internships in the previous semester, and receive an GPA (Grade Points Average) of **4.0 or higher**.

- B) Students must **keep enrolled**; (If you take a leave of absence, you will **be disqualified** from the scholarship candidate list for the following semester.)

- C) In order to receive scholarship for the third semester, students must complete **at least 18 credits in total** and take **all the core and core elective courses except for “Thesis Research I” by the second semester**. If a student does not satisfy the above requirements, he or she will not be eligible for the scholarship not only for the third semester but also for the fourth semester.

Scholarship for International Students



Selection Priority for Students of the Same Rank

The selection is made according to the following requirements (priority given from A to C) if there are students of the same rank.

- A) Those who acquired more credits in the previous semester;
- B) Those who acquired more credits in core and core elective courses;
- C) Those who have more total credits.

However, if the priority cannot be determined, it will be decided by the Chair of the Committee of Graduate School of International Studies.



Immigration - Student Visa (D-2)

- Students must arrive in Korea with D-2 visa (student visa);
 - Students already in Korea holding a different visa* must apply for a D-2 visa before the start of the semester (1st March 2021) - **URGENT**
 - ✓ Please apply for visa change at Sejongno Immigration Office;
 - * Students with F, A or E-type visa do not have to change their visa status.
 - * Students with C-type visa CANNOT be changed to a student visa (D-2) in Korea. Students entering Korea with such types of visa must make a departure as soon as possible and obtain a student visa (D-2) at the Korean embassy or consulate in the ir home countries.
- If you take a semester off, your current visa will be **terminated**, and when you want to return to school, you will need a new Certificate of Admission(COA) from the university for a new D-2 visa issuance.
- If your visa is terminated, you have **15 days** to leave Korea; if you do not leave withi n that time, you will be fined and deported by the immigration law in Korea.

Immigration - Alien Registration Card (ARC)



- A residence permit for foreigners living in Korea; if you leave the country and your visa status is single entry, you need this card to be able to re-enter Korea;
- Must be obtained **within 90 days** of entering Korea (takes 2-3 weeks to receive)
URGENT;
- Your ARC can be acquired by appointment at Sejongno Immigration Office;
 - Previously, you could go to the immigration office for your area, however now you must go to the Sejongno Branch regardless of your place of residency.
- Must make an online reservation first before visiting the immigration office → <http://hikorea.go.kr>
- Please refer to Visa & Immigration Guide file provided by Administrative Office for detailed information, or if you want, stop by the Student Council office (#428) for help.
- **DO NOT** leave Korea until before the process is complete and you have received your ARC; otherwise, your ARC application and D-2 visa will be terminated and you will not be permitted to re-enter Korea.

Immigration - Obligation to Report Changes



- You must report certain changes to the Immigration Office promptly within 14 days of occurrence;
 1. Any changes to PASSPORT information (e.g. name, sex, nationality, passport number, expiry date);
 2. Any changes to ARC information (e.g. residency address);
 3. If you lose your ARC (apply for re-issuance).
 - Change of address can be reported to an Immigration Office / City Hall / Local Gu Office. Documents needed:
 - ‘Confirmation of Residence/Accommodation’ (for dormitory and off-campus housing);
 - Dormitory payment receipt (for dormitory);
 - Copy of rental contract (for off-campus housing);
 - Copy of accommodation provider’s ID (for off-campus housing).
- ✓ **If you do not report changes within 14 days, you will be fined.**

Immigration - Part-Time Job



1) Find Part-Time Work

- Prepare the following 3 documents that verify your employment:
 - A copy of the Certificate of Business Registration of your workplace
 - Standard Employment Contract (Working period and hours, hourly wage, and job duty must be stated in detail) *Employer & Student's signatures needed
 - Part-Time Work of Foreign Student Confirmation Form (Employer's signature must be included)

2) Visit GSIS Administration Office (get permission/signature)

- Bring the 3 documents from # 1) to GSIS office with the documents listed below:
 - Certificate of Enrollment
 - Transcript of previous semester's academic grades
 - Official TOPIK score report (if applicable)
- *For students taking English-Track Program (ex. GSIS), submit the following two documents:
 - a) Document from an affiliated department office that proves student's enrollment in English-Track Program
 - b) TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, or TEPS 600 (exempted for students from countries where English is an official language)



Immigration - Part-Time Job

3) Receive Permission to work from Sejongno Immigration Office

- Bring the documents confirmed by GSIS office with your Alien Registration Card (ARC)

4) Begin Working after Receiving Permission

- * Required documents may vary by individual.

You can start working once immigration has approved your part-time work.

- **DO NOT start working before you have obtained permission!!**

- ✓ For detailed information, please refer to the **“Visa & Immigration Guideline”** (click) made by Global Service Center(GSC) at Korea University.
- ✓ You may refer to ‘Part-Time Work’ section and find out the documents here **‘Download’** (click) at GSC website.



Leave of/Return from Absence

◆ Leave of Absence (Article 7 of KU GSIS Bylaws & Regulations)

- o Students are able to take off a maximum of 2 consecutive semesters at a time, and the total numbers cannot exceed 3 semesters.
- o The period of 'Leave of Absence' is included in the term of years for thesis submission.

※ International Students taking a leave of absence must leave Korea **within 15 days** of the date in which their leave of absence is officially approved by the Administration Office.

◆ Return from Absence (Re-enrollment)

- o If you do not register for 'Return from Absence' after the designated period of enrollment expires, you will be **expulsed**.

<Applying for Leave of Absence & Return from Absence (Re-enrollment)>

1. Application Period: February 1 to February 25, 2020 (4:00 p.m.)

2. How to apply: Please email to Administration Office of KU GSIS

From the 2021 Fall Semester, it is possible to register online on the Portal (KUPID)

* KUPID(<http://portal.korea.ac.kr>) → Registration/Graduation →

[University Registration] Application for Leave of Absence/Return

Immigration - Leave of/Return from Absence



◆ For Those Who Have D-2 Visa Holders

According to the 「Korean immigration law」, if a student with D-2 visa leaves Korea for any reason, your authorized length of stay will be **automatically shortened** regardless of the period printed on your ARC. To gain re-entry to Korea, you must then apply for a new D-2 again with a new Certificate of Admission(COA) issued by GSIS Administration Office, Korea University.

◆ How to Apply for New D-2 Visa When Returning

1. Request for Certificate of Admission(COA) by sending copy of passport(and a copy of your ARC, if you have), to GSIS Administration Office by e-mail (gsis@korea.ac.kr).

* COA can be issued 2 months before the official starting date of the semester you wish to return.

2. Submit COA along with required documents to Korean Consulate Office for D-2 visa.

* In most cases, students need to apply for D-2 visa in their home country.

3. Once arrive in Korea, students need to apply for ARC in Immigration Office, Sejongno branch, if you don't have it yet.

▪ For those who have a visa other than D-2 visa, will be guided in detail upon their consultation visit to Global Service Center(GSC) (gsc@korea.ac.kr, +82-2-3290-5172~4).

National Health Insurance Service(NHIS)



According to the official letter from Korean Ministry of Education, National Health Insurance Service (NHIS) has been implemented as below.

1. From March 1st, 2021, D-2 and D-4 visa students who are staying in Korea for more than 6 months are mandated to apply for NHIS.

2. From March 2021 to February 2022, you will have to pay **30%** of the regular insurance fee(KRW 137,530/per month), and from March 2022 to February 2023, 40%, and from March 2023, 50%.

3. Since this revision will take place from March 1st, students who will be entering Korea before March to get prepared for the semester, is highly recommended to take other forms of health insurance, such as private insurance, that will be valid until you apply for NHIS.

◆ **Website of NHIS:** <https://www.nhis.or.kr/english/index.do>

✓ For you information, we've heard that **after you have Alien Registration Card(ARC), NHIS sends you both a health insurance card and notice of payment to the place of residence.**

Road Map (for Master's Thesis-Track Students only)



01

1st Semester

Select 2 or 3
core courses
+ α

Getting used
to life at KU

12 Credits

02

2nd Semester

Finishing
All core courses
(except Thesis Research I)

- ✓ Research Methods
- ✓ 3 of the 4 core
electives

12 Credits

03

3rd Semester

- ✓ Declaring Major
- ✓ Thesis Advisor
- ✓ Thesis Research I
- ✓ General Examination
- ✓ Thesis Proposal

12 Credits

04

4th Semester

Completion of
Thesis for
Graduation

3 Credits