

# 2018-1학기 외국인 신규학생 유의사항

## Important Notice for New International Students

### 1. 비자신청

가. 한국 내 체류자(외국인 등록증이 있는 경우)

- 한국 내 체류자 대상 오리엔테이션

\* 시간 : 2018년 2월5일(월) 10:30 ~ 12:00

\* 장소 : 60주년 기념관 1층 108호

: 한국 내 체류하는 학생은 반드시 OT에 참석하기 바람.

: 만약 OT에 참석하지 못하고 비자 변경 또는 연장이 필요한 학생들은 등록금을 납부한 후에 아래 서류를 방문제출해주시기 바람

(단, 인천에 거주(예정)인 학생에 한함, 인천이외의 지역에 거주하는 학생은 표준입학허가서 본교 국제교류팀 방문하여 수령 후 직접 비자 신청. 단, 오티에 참석하지 못해 불이익이 있는 경우 학생들의 책임임)

1) 서류제출일 : 2018년 2월 5일(월) ~ 8일(목), 09:00~17:00 까지<시간엄수>

※ 여학연수 수수료 및 성적증명서 제출 : 2018년 2월 13일(화)까지 제출

2) 서류제출처 : 인하대학교 학생회관 313호, 국제교류팀

3) 문의 : 인하대학교 국제교류팀

전화번호) 032-860-7037~7038, E-mail)orir@inha.ac.kr

4) 기타

- 만약 2월에 한국을 떠날 계획이 있다면, 살고 있는 지역의 관할 출입국관리사무소에서 비자를 변경하거나 연장해야 함. 여행 최소 2주 전에 국제교류팀 방문 요망

- 외국인등록증 없이는 해외로 출국할 수 없음

- 입학신청 당시 한국에 있었으나 현재 고향에 있어 한국 비자를 다시 받아야 하는 경우 반드시 국제교류팀에 통보할 것.

### ■ Visa Application

○ Orientation for the international Students already residing in Korea with an Alien Registration Card

- Time : 2018. Feb. 5(Mon) 10:30 ~ 12:00

- Venue : 60th Anniversary Building, # 108

The international student who need to change or exchange their visa, Please bring the all required documents and visit to the International Office

1) The submission deadline : 2018. 5th of Feb ~ 8th of Feb 09:00 ~ 17:00

※ Deadline for Certificate and Transcript of Language School : 2018. 13rd of Feb, 09:00~ 17:00

2) Location : Student Center 3F #313, Inha University

3) Contact : Inha International Center

Tel) 032-860-7037 ~ 7038, E-mail)orir@inha.ac.kr

4) Important Notice

- If you have a plan to leave Korea during February, you should change or

extend your visa at an immigration office where you are living. Please visit International Office and take Admission letter at least two weeks prior to your trip.

- You can't go abroad without the Alien Registration Card
- For those who were in Korea during the admission application period, but are currently not in Korea, please contact the International Center.

5) 제출서류 / Required Documents

○ 지원시에 제출한 서류가 있더라도, 아래의 모든 서류를 반드시 다시 제출할 것

구분 / Section	필요서류 / Required Documents
<p>공통필수서류 / Generally Required Documents</p>	<p>1) 신청서(국제교류팀에서 배부) 2) 여권(원본 및 인적사항 페이지 사본) 3) 외국인등록증 4) 등록금 납입증명서 인하대학교 입학홈페이지 <a href="http://admission.inha.ac.kr/ui/index.aspx">http://admission.inha.ac.kr/ui/index.aspx</a> 출력가능 5) 표준입학허가서 (국제교류팀에서 배부) 6) 수수료 (비자연장: 6만원 / 비자변경: 13만원) 7) (해당자만) 장학금 수혜 증명서 8) 체류지 입증서류 (사본) - 기숙사 거주자 : 기숙사 거주 확인서(국제교류팀 제공) - 외부 숙소 거주자 : 전월세계약서 사본 ※ 본인의 이름으로 계약하지 않은 경우 다음을 제출 - 계약자 여권 및 신분증(외국인등록증) 사본 - 숙소제공 동의서(국제지원팀 제공)</p> <p><b>1 ) Application Form</b> ( available at the International Center ) <b>2) Passport(original &amp; a copy of identification page)</b> <b>3 ) Alien Registration Card</b> <b>4 ) Receipt for Tuition Payment</b> <a href="http://admission.inha.ac.kr/ui/index.aspx">http://admission.inha.ac.kr/ui/index.aspx</a> (print out the receipt on the website above ) <b>5) Certificate of Admission</b> (available at the International Center ) <b>6 ) Cost of Revenue Stamp</b> (Visa Extension: KRW 60,000 / Visa Status Change: KRW 130,000 ) <b>7) (If Applicable) Certificate of Scholarship</b> <b>8) Proof of Residency(Copy)</b> - If you live in the dorm : Dormitory Certificate (available at the International Center) - If you live in an off-campus apartment: Lease Contract ※ If the person on the contract is not you, you should submit : - A copy of ID (Alien Registration or Passport) of the actual contractor - Agreement on housing sharing (available at the International Center)</p>
D-4 → D-2 체류자격 변경자 /	- 사진 1매

<p>Required Documents to Change Visa Status from D-4 to D-2</p>	<ul style="list-style-type: none"> <li>※ 3.5cm ×4.5cm,</li> <li>※ 현재 외국인 등록증 사진과 다른 사진이어야 함</li> <li>※ 하얀색 배경</li> <li>※ 귀와 이마를 포함한 얼굴 전면이 보여야 함</li> <li>- 결핵건강진단서 : 결핵 고위험국가 18개국 학생 및 기숙사 거주 학생 <ul style="list-style-type: none"> <li>※ 인천거주 예비신/편입생(필히 '인천남구보건소' 발행진단서)</li> <li>※ 결핵 고위험국가 국적 유학생</li> </ul> </li> </ul> <p>결핵 고위험국(18개국) : 네팔, 동티모르, 러시아, 말레이시아, 몽골, 미얀마, 방글라데시, 베트남, 스리랑카, 우즈베키스탄, 인도, 인도네시아, 중국, 캄보디아, 키르기스스탄, 태국, 파키스탄, 필리핀</p> <ul style="list-style-type: none"> <li>- 어학연수 출석률과 기간이 명시된 수료증명서 및 성적증명서</li> <li>- <b>1 NEW Color photo</b> <ul style="list-style-type: none"> <li>※ 3.5cm×4.5cm,</li> <li>※ It should be different from the photo on your current Alien Registration Card</li> <li>※ White Background</li> <li>※ You entire face including ears and forehead should be shown on the photo.</li> </ul> </li> <li>- <b>Tuberculosis Test</b> <ul style="list-style-type: none"> <li>※ New international Students who reside in Incheon ( Only done by Incheon Nam-Gu Health center )</li> <li>※ Domitory Residence</li> <li>※ TB high-risk 18 nationality</li> </ul> </li> <li>- Nepal, EastTimor, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, SriLanka , Uzbekistan, India, Indonesia, China, Cambodia , Kyrgyzstan , Thailand, Pakistan, Philippines</li> <li>- Certificate and Transcript of Language School <ul style="list-style-type: none"> <li>※ attendance record and period of study</li> </ul> </li> <li>- If you are a Chinese: Copy of Household Register and it's English Translation. (You should separately submit 'the kinship relation certificate as well)</li> </ul>
<p>D-2 비자연장자 (국내타학교 전학자 / 졸업후 이적자 / 편입자) / Required Documents for D-2 Visa Extension (transfer students / students who want to continue to study after graduation)</p>	<ul style="list-style-type: none"> <li>1) 전 학교의 성적증명서 1부</li> <li>2) 전 학교의 졸업증명서 1부</li> </ul> <hr/> <ul style="list-style-type: none"> <li>1) 1 original copy of final transcript</li> <li>2) 1 original copy of graduation certificate</li> </ul>

※ 호구부 등 가족관계 입증서류는 원본 혹은 공증본이 필요하오니 미리 준비해 둘 것.

Household Register (for Chinese students only) should be notarized and final certificate of graduation must be certified by Korean Consulate to your home country. Also, the certification should be original. Thus, we recommend you to prepare the certification by Korean consulate in advance.

※ 2018년 2월 26일(정규등록일) 이전 비자만료자

D-4 자격(어학연수생)을 소지하고 있는 외국인학생은 인하대학교의 입학허가서를 받더라도 1월 31일(수) ~ 2월 2일(금) 최종 등록금을 납부한 이후 비자 변경(D-4 → D-2)이 가능함. (D-4 이외의 자격 소지 학생들 역시 등록금을 납부한 이후 비자 연장 및 변경이 가능함.)

따라서 등록금 납부기간 1월 31일(수) ~ 2월 2일(금) 이전에 비자가 만료되는 학생은 어학연수를 2월 말까지 연장하거나 입학대기 비자로 연장 혹은 본국 귀국 후 D-2 비자를 받아 입국하여야 함. 등록금 납부기간 이전에 비자가 만료되는 학생은 반드시 사전에 국제교류팀과 상담 바람.

국내체류 중 비자 만료로 귀국하는 학생들은 반드시 국제교류팀에 사전에 알려주셔야 비자 신청이 가능.

D-2 이외의 비자를 소지하고 있는 학생은 반드시 D-2로 변경해야 하며, F계열 비자(F-1~5) 소지자는 국제교류팀 (Tel: 032-860-7037~8/e-mail: orir@inha.ac.kr)으로 연락 바람.

※ For students whose visas expire before Feb. 26th, 2018

Students who hold D-4 visas can change their visa status (D-4 → D-2) only after their tuition payments have been made between Jan. 31 and Feb. 2th, 2018. (All international students even with a Korean Visa other than D-4 are allowed to apply for visa extension or change only after their tuition payments have been made ).

Therefore, students whose visas expire before the tuition payment period(between Jan. 31 and Feb. 2th) need either to extend their language school studies until the end of February or return to their home countries to apply for a D-2 visa. Please consult with the staff at the International Center in advance.

Students who do not have D-2 visa should change visa status into D-2. Students holding F type(F-1~5) Visa should contact the International Center.

(Tel: 032-860-7037~8/e-mail: orir@inha.ac.kr)

※ D-4 이외의 비자를 소지한 학생들도 비자기간이 많이 남아 있더라도 상기 서류를 가지고 비자연장/변경을 반드시 해야 함.

All Students with a Korean Visa other than D-4 must re-apply for visa extension even if there is enough time till your current visa expires.

나. 해외 체류자 / International Students Residing Overseas

국제교류팀에서 표준입학허가서와 재정능력 증빙서류(은행잔고 증명서 혹은 장학증명서 - 해당자만)를 우편으로 발송할 예정. 본국의 한국 영사관에서학생비자(D-2)를 받아 입국할 것.

Students who are in abroad :

You will receive admission letters and get back financial documents from the International Center. Please apply for a D-2 Visa at the nearest Korean consulate with the necessary documents.

2. 수강신청 지도 / Course Registration Guide

가. 편입학 학점인정 및 수강신청 지도 / Credit Transfer and Course Registration Guide for transfer students

- 일시 : 2018. 2. 19(월) 14시 / Date : 14:00 Feb. 19 (Mon) 2018
- 장소 : 전공사무실 / Place : Department Offices

모 집 단 위	연 락 처(Tel)	장 소(Location)
화학공학 chemical engineering	032-860-7460	2남 231A Rm No. 231A, Building No. 2 South
전기공학 electrical engineering	032-860-7390	하이테크센터 603호 Rm No. 603, Hi-Tech Center
전자공학 electronic engineering	032-860-7410	하이테크센터 801호 Rm No. 801, Hi-Tech Center
화학 Chemistry	032-860-7670	5호관 동 417B호 Rm No. 417B, Building No.5 East
경영학 business administration	032-860-7730	6호관 222호 Rm No. 222, Building No. 6
국제통상학 International trade	032-860-7790	6호관 322A호 Rm No. 322A, Building No. 6
언론정보학 communication and information	032-860-8790	9호관 409호 Rm No. 409, Building No. 9
한국어문학 Korean Language and Literature	032-860-7990	5호관 남 263호 Rm No. 263, Building No.5 South
문화콘텐츠학 Culture and Contents	032-860-8900	5호관 남 267호 Rm No. 267, Building No.5 South
의류디자인학 Fashion Design and Textiles	032-860-8130	본관 516호 Rm No. 518, Main Building

- 내 용 : 전적대학의 학점인정 및 선수과목 지정 등 수강신청과 관련하여 전공의 지도를 받음  
For transfer students, please consult with your department about credit transfer and course selection before registering courses.

나. 편입학 수강신청 : 2월 19일 수강신청 지도 후, 재학생들과 동일하게 수강신청 사이트에서 수강신청

Course Registration for Transfer Students : After consultation about course registration on Feb. 19, transfer students are also required to register courses online.

※ 수강신청에 대해 궁금한 사항이 있으면 해당 학과 행정실로 연락하시기 바랍니다.  
For inquiries about course registration, contact your department office.

※ 학번 조회 : 2018. 2. 9(금) 10시부터 본교 홈페이지(sugang.inha.ac.kr)의 학번 조회에서 확인  
Student ID check: Students can check their student ID on the university website from 10:00 Feb. 9(Fri) 2018. Please go to sugang.inha.ac.kr and click "Student ID Confirmation" on the left menu to check your student ID.

- 다. 신입학 수강신청 지도 / Course Registration Info Session for Newly Admitted Students  
 - 2018. 2. 22일(목) 15:00 / 15:00, Feb. 22 (Thu) 2018  
 - 장소 : 본관 4층 생활과학부 컴퓨터실

3. 수강신청 / Course Registration (for currently enrolled students only)

가. 수강신청은 수강신청 사이트에서 신청 Please register courses online at sugang.inha.ac.kr

나. 수강신청 일정 / Course Registration Schedule

- 1) 전공 및 교양필수 과목 : Major Courses and General Education-Required Courses  
 가) 2018. 2. 19(월) ~ 2. 20(화)

\* 학년별 인원 배정 있음 / Restrictions on class vacancy for each grade year

- 2) 교양선택 과목 / Elective Courses

가) 2018. 2. 22(목)

\* 학년별 인원 배정 있음 / Restrictions on class vacancy for each grade year

- \* 본인에게 적합한 수강과목의 선택 등 수강신청 전반에 관한 의문사항은 수강신청 전에  
 전담지도교수 및 학부(과)장의 수강 지도를 받기 바랍니다.

Consult with your professors about choosing your courses before course  
 registration

- \* 편입생은 학부(과)에서 지정한 선수과목을 수강 신청해야 하므로 반드시 학부(과)에 문의  
 하여 지도를 받은 후에 수강신청 하기 바랍니다.

For transfer students, consult with your department about choosing your courses.  
 Transfer students are required to register courses specially designated by their  
 departments.

- \* 지정된 일자에 1과목도 수강신청하지 못한 재학생 및 복학생은 수강신청 변경  
 기간 3. 9(금)에 수강신청 할 수 있습니다.

For students who were unable to register even one course can register course  
 Add/Drop Period March 9(Fri)

4. 기숙사 입주 / Dormitory

가. 기숙사 입주 가능일 : 2018. 3. 2 (금) ~ 2018. 3. 3 (토), 09:00~17:00

Dormitory moving-in days : March. 2 (Fri), 2018 ~ March. 3 (Sat), 2018

나. 기숙사 입주 시 : 등록카드, 서약서 작성 및 열쇠 수령 (사진과 여권 사본 지참할 것)

When Moving into a Dormitory : Fill out the Registration Card and Pledge Form  
 and Pick up your room key (Bring your photo and a photocopy of your passport).

다. 기숙사에는 랜선만 배부되며, 베개와 이불은 별도 구입해야 함

The Dormitory provides LAN cables only. Students are required to bring their  
 own pillows and blankets on their own.

- ※ 단, 원서작성시 생활관 입사 희망자에 한하여 입사가 허용되며, 생활관비를 납부해야만  
 입사가 허용됨. 부득이한 사정으로 인하여 2018. 3. 4(일) 이후 입사자는 사전에 생활관  
 행정실로 필히 유선 연결 (☎032-860-8319)하여야 함.

Only students who applied for dormitory at the time of their application for  
 admission are allowed to move into dormitory and they must pay dormitory fees

to secure their places in dormitory. For students who have to move into dormitory after March. 4 (Sun) 2018 must contact the dormitory office (☎032-860-8319).

5. 외국인학생을 위한 정보주간 참석 / Welcome Week for International Students

Sessions	Date	Time	Venue
외국인 학생 OT Orientation and Alien Registration Application	3. 5(Mon) March 5th	10:00	본관 중강당 (Mid Auditorium, Main Building.)
학생증 배부 Student ID Distribution	3월 5일(월) ~ 3월9일(금) March 5 <sup>th</sup> ~ March 9th	09:00-17:00 (Lunch Time: 12:00-13:00)	인포메이션 데스크 INFORMATION DESK 학생회관 5층 504호

가. 외국인학생 오리엔테이션/외국인 등록증 신청 :

1) 일시 및 장소 : 2018년 3월 5일(월) 10:00 / 미정(추후 공지)

2) 대상 : 2018-1학기 신입입 외국인 학생 전체

Orientation and Alien Registration Card Application for 2018-1 new students :

1) Time and Location : March 5th 10:00-12:00 in the Mid Auditorium, Main Building.

2) All international students are required to participate in this orientation

※ 외국인 등록증 신청 위한 필요 서류 / Required Documents for Alien Registration Card

외국인 등록증 서류/ Required documents for Alien Registration Card
1. 사진 1장 ※ 3.5cm ×4.5cm ※ 현재 외국인 등록증 사진과 다른 사진이어야 함 ※ 하얀색 배경, ※ 귀와 이마를 포함한 얼굴 전면이 보여야 함 2. 신청서 (국제교류팀 제공) 3. 여권 원본 및 여권 사본 2장 (인적사항페이지 1장, 비자페이지1장) 4. 수수료 : 30,000Won 5. 체류지 입증서류 (전·월세 계약서/기숙사비 영수증 등)
1. One Face Photo ※ 3.5cm ×4.5cm ※ It should be different from the photo on your current Alien Card. ※ White Background ※ All face components including eyes and forehead should be shown 2. Application Form ( available at the Int'l Center ) 3. 2 Copies of Passport (1 Personal Information page and 1 Visa page) 4. Application Fee : KRW 30,000 5. Proof of Residency: Lease contract, confirmation of provided residence, receipt of university housing fee and others

※ 2011년 7월부터 개정된 법에 따라 신규외국인등록시 출입국 사무소에 직접 방문하여 지문을 등록시켜야 함. 국제교류팀 인솔 하에 방문 단체 방문예정.

According to revised immigration regulations, all foreign nationals are required to visit

the Korea Immigration Office in person and be fingerprinted when applying for the foreign registration card(from July1,2011). International Office will guide the international students and will do group visit to the Immigration Office. (The specific schedule will be announced in the orientation.

※ 수령 : 약 3주 후 국제교류팀에서 수령

Issuance : You would be able to pick up your Alien Registration Card at the International Center about 3 weeks after the application.

#### 다. 수강신청 변경기간(미정)

Course Add/Drop Period (Undefined): Drop/Add courses online

1) 여석이 있는 경우 : 온라인으로 입력 (<http://sugang.inha.ac.kr>) → ID와 비밀번호 입력 → '수강신청' 클릭

When there are vacancies : Go to the course registration website (<http://sugang.inha.ac.kr>)

→ Log in with ID and Password → click '수강신청'

2) (Undefined) 동안 듣고 싶은 과목 청강 후 변경기간에 입력

Attend classes that you would like to take between (Undefined) and register online during the Course Drop/Add Period

#### 라. 보험증서 제출 Submission of Insurance Certificate in March

1) 개인적으로 이미 건강보험 (국민건강보험 등)을 가입한 학생들은, 보험 증서를 제출하고 보험료를 환불받을 수 있음

If you already have your own health insurance, you can get back university insurance fee after submitting the certificate of your insurance.

2) 단, 보험은 다음의 조건을 만족해야 함.

- 한국에서의 상해, 질병에 의한 입원 및 외래 진료비를 보상해주어야 함.
- 보험 가입기간은 3월 5일부터 8월 31일까지의 기간을 포함해야 함.

However, for the fee return, your insurance should satisfy the following conditions.

- It should cover outpatients medical costs and hospitalization costs caused by diseases and any other damages.
- Your insurance should be effective from March5th to Aug. 31



6. 외국인학생 필수 교과목 / Compulsory Subjects for International Students

가. 외국인학생 교양필수 이수교과목 목록 / 2018년 신입학생 기준

Compulsory General Education Course List for International Students (For 2018 Freshman)

구분 (Classification)	교과목명(Course Title)	학수번호 (Course No)	학점 (Credit)
기초교양 (basic general education)	외국인전용 글쓰기와 토론 (Writing and Discussion for Foreign Students)	GEF1101	2
	외국인전용 대학 한국어 (Academic Korean for Foreign Students)	GEF1102	2
	영어 일반과목군(1 course of General English)	-	3
	영어 심화과목군(1 course of Advanced English)	-	3
	프로네시스 세미나 1 Phronesis Seminar 1 : Value Formation & Career Exploration	GEB1115 -043	1
	크로스 오버 1 (Crossover Course 1: Humanities)	GEB1112	2
	크로스 오버 2 (Crossover Course 2: Natural Sciences and Computer Science)	GEB1113	
	크로스 오버 3 (Crossover Course 3: Economics, Business and law)	GEB1114	2
핵심교양 (core general education)	외국인 전용 한국의 전통 사회와 문화 (Traditional Korean Society and Culture for Foreign Students)	GEF1103	3
	외국인 전용 한국의 현대 사회와 문화 (Contemporary Korean Society and Culture for Foreign Students)	GEF1104	3
	핵심교양 1개 과목 (One course of core general education)	-	3
총 합 (Total)			24

나. 2018-1학기 교양필수 교과목 개설목록 / Compulsory General Education Course List for 2017-2

학수번호 Course No.	교과목명 (Course Title)	
GEB1115 -043	프로네시스 세미나 1	Phronesis Seminar 1 : Value Formation & Career Exploration
GEB1112	크로스오버 1 : 인간의 탐색	Crossover Course1 : Humanities
GEB1113	크로스오버 2 : 자연의 탐색	Crossover Course 2 : Natural Sciences and Computer Science
GEB1114	크로스오버 3 : 사회의 탐색	Crossover Course 3 : Economics, Business and Law
GEB1201	실용영어 L/S	Practical English : Listening and Speaking
GEB1202	실용영어 R/W	Practical English: Reading and Writing
GEB1203	고급대학영어	Advanced College English
GEF1101	외국인전용 글쓰기와 토론	Writing and Discussion for Foreign Students
GEF1102	외국인전용 대학 한국어	Academic Korean for Foreign Students

※ 위 교과목을 졸업 전까지 반드시 이수해야 함.

All international students must complete all the courses above before graduation.

다. 외국어 강의 / Courses taught in Foreign Languages

전공 및 교양과목 중에 한국어 이외의 외국어로 개설되는 교과목 선택이수 (영문 및 중문홈페이지에 별도목록 게시)

Students can choose to take major/elective courses taught in foreign languages (List of courses taught in foreign languages is posted on the University's English/Chinese website)

라. 2018-1 학기 교양선택 교과목 개설목록 / Elective Course List for 2018-1

학수번호 Course No.	교과목명 (Course Title)	
GEG2046	외국인전용 한자와 한국어	Sino-Korean Characters for Foreign Students
GEG2047	외국인전용 한국어 읽기와 쓰기	Reading and Writing in Korean for Foreign Students
GEG2048	외국인전용 한국어 발표와 말하기	Presentation and Speaking in Korean for Foreign Students
GEG2049	외국인전용 대중매체 한국어	Korean in Mass Media for Foreign Students
GEG2050	외국인전용 한국의 이야기와 문학	Korean Folk Tales and Literature for Foreign Students
GEG2051	외국인전용 기초한국어	Basic Korean for Foreign Students
GEG2052	외국인전용 고급한국어	Advanced Korean for Foreign Students

7. 비자관련 유의사항 / Important Notice about Visa

가. 학생비자 : 한국내 대학에서 수학하고자 하는 모든 외국인 학생은 유학생비자(D-2)를 소지해야 함.

단, 아래 해당하는 등록외국인은 별도의 체류자격외활동허가 없이 대학에서 체류기간의 범위 내에서 유학(D-2) 활동을 병행할 수 있음.

Student Visa : All international students who are enrolled in universities in Korea must possess International Student Visa (D-2). However, foreigners with the following types of visa are also allowed to study at a university:

- 문화예술(D-1), 취재(D-5), 종교(D-6), 주재(D-7), 기업투자(D-8), 무역경영(D-9), 교수(E-1), 회화지도(E-2), 연구(E-3), 기술지도(E-4), 전문직업(E-5), 예술흥행(E-6), 방문동거(F-1), 거주(F-2), 동반(F-3), 영주(F-5), 방문취업(H-2) 체류자격 외국인
- Cultural Arts (D-1), Journalism (D-5), Religious Affairs (D-6), Supervisory Intra-Company Transfer (D-7), Corporate Investment (D-8), Trade Management (D-9), Professorship (E-1), Foreign Language Instructor (E-2), Research (E-3), Technology Transfer (E-4), Professional Employment (E-5), Arts & Performances (E-6), Family Visitation (F-1), Residential (F-2), Dependent Family (F-3), Permanent Residence (F-5), Work Permit (H-2)

나. 외국인등록 : 우리대학교에서 수학 또는 재직 중인 외국인 학생 및 외국인 연구원은 대한민국에 입국한 날로부터 90일 이내에 체류지 관할 출입국관리사무소(인천출입국관리사무소)에서

외국인 등록을 하여야 함. 외국인등록은 외국인의 거주관계 및 신분관계를 명확히 하여 장기 체류 외국인의 효율적인 관리와 보호가 주목적으로 한국국민에 대한 주민등록 제도와 그 의미가 유사함.

Alien Registration : All international students and researchers with foreign citizenships at Inha must complete the alien registration process at the Incheon Immigration Office within 90 days of their arrival. The main purpose of alien registration is to effectively administer and protect foreigners seeking long term stay, which is similar to resident registration process for Korean citizens.

다. 비자연장 :

외국인 유학생은 비자 만료 기간 전에 학생비자를 연장해야 함. 비자를 연장하기 위해 다음과 같은 서류를 제출하여 비자를 연장해야 함. 비자기간 만료 후 연장 신청할 경우 최소 10만원의 벌금 부과됨.

Foreign students should extend their D-2 Visa before their Visa expires. In order to extend the Visa, the students are asked to submit the following documents to the Immigration Office before the Visa expires. Students must pay KRW 100,000 penalty for late visa extension application.

\* 비자연장 서류 Required Documents for Visa Extension

- Application
- Passport and Alien Registration Card
- Application Fee : 60,000 KRW
- Certificate of Enrollment(Korean)
- Transcript(Korean)
- Receipt for Tuition Payment
- Proof of Residency : Lease contract (for details see the 1-2 pages of this document)
- Certificate of Admission ('New' transferring students only)
- Certificate of Final degree (graduation certificate, 'new' transferring students only)
- If applicable : Certificate of Scholarship

\* If visa expires before payment period for the tuition fee, please consult with International Center.

- Certificate that coursework is finished or will be finished, graduate students only

라. 외국인학생 출석관리 강화 / Students must attend classes everyday

인하대학교에서는 외국인 학생이 수업에 3회 이상 무단결석 시 출입국관리사무소에 통보하고 있음. 또한 불법체류 방지와 교육의 질을 제고하기 위하여 출석률이 저조하거나 성적이 2.0에 미달되는 학생들에게는 비자연장 조건을 강화하고 있음.

Inha University reports international students who are absent without notice more than 3 times to the Immigration Office. In order to prevent illegal immigration and improve the quality of education it offers, Inha is very strict in dealing with visa extension for students whose attendance records are poor and GPA is less than 2.0.

마. 외국인학생의 휴학 혹은 자퇴시 유의사항 /

Important Information about Leave of Absence and Dropping out

법무부 규정에 따라 외국인 유학생이 자퇴 및 휴학을 하는 경우 발생일로부터 4주 이내에 본국으로 귀국하여야 함. 비록 비자기간이 많이 남아 있더라도 출입국사무소에 휴학 혹은 자퇴 기록이 보고되므로 비자가 자동 소멸됨. 복학 및 재입학 할 경우 국제교류팀에 사전 통보후 새로운 표준입학허가서 수령

According to the regulations of the Ministry of Justice, international students must return to their home countries within 4 weeks after their leave of absence or dropping out. Once they leave Korea, their school records are reported to the Immigration Office and their visas become automatically invalid even if their visas did not expire. If students hope to get back to school, they should notify the International Office.

바. 재입국허가 / Reentry Permit

2010년 12월 1부터 외국인의 편익 및 출입국 업무 간소화를 위하여 등록된 외국인인 체류기간 내 1년이하의 기간동안 재입국 허가 없이 자유롭게 왕래할 수 있음.

1) 대상

- 체류자격 외교(A-1), 공무(A-2) 협정(A-3)을 가진 외국인
- 체류자격 문화예술(D-1), 유학(D-2), 일반연수(D-4), 취재(D-5), 종교(D-6), 주재(D-7), 벤처기업육성에 관한 특별조치법에 따른 기업투자(D-8-2), 무역경영(D-9), 교수(E-1), 회화지도(E-2), 연구(E-3), 기술지도(E-4), 전문직업(E-5), 예술흥행(E-6), 특정활동(E-7), 방문동거(F-1), 거주(F-2, 단, 고액투자자인 F-2-5 제외), 동반(F-3), 방문취업(H-2)을 가진 외국인.

Re-Entry Permits

Exemption from re-entry permits will take effect for the convenience of registered foreigners in Korea from December 1st 2010.

- 1) Eligible Sojourn Status : D-2, D-4, D-1, D-3, D-5, D-6, D-7, D-9, D-10, E-1, E-2, E-3, E-4, E-5, E-6, E-7, E-9, E-10, F-1, F-2, F-3, G-1, H-1, H-2, A-1, A-2, A-3
- 2) Conditions : The re-entry permit will be exempt for registered foreigners seeking to depart Korea and re-enter within one year.
  - If the period of stay is less than one year, the exemption is valid for the duration of the period of stay.
  - Exemption for the permanent residents (F-5) re-entering Korea will remain valid for two years after their departure date.
- 3) Exception : This exemption may not be applied to the people who are in the prohibited category.
- 4) For more details, please call the Immigration Contact Center (☎1345).

사. 한국내 타대학에서 전입한 외국인학생 /

International Students who transferred from another university in Korea

한국 내 타대학 혹은 한국어 연수기관에서 전입한 외국인학생은 비록 비자기간이 많이 남아 있더라도 인하대학교에서 발급한 입학허가서를 가지고 비자를 연장 혹은 변경해야 함. 만일 이를 어길 경우, 최소 30만 원 이상의 벌금이 부과됨.

Although their visas may not have expired yet, students transferring from another university or language institution in Korea must extend or change their visas with an admission letter issued by Inha. If students do not change their visas after enrolling at

Inha, they must pay a minimum KRW 300,000 penalty.

아. 체류자격 외 활동허가 / Part Time Jobs for International Students

법무부에서는 유학경비 부담을 경감시키고 불법체류를 방지하기 위하여 외국인학생들의 아르바이트 기회를 확대하였음. 사회통념상 학생이 행할 수 있는 범위내의 직종에서 학기 중 주당 25시간(주말 무제한), 방학 중 무제한 아르바이트를 허용하고 있음. 단, 외국어 지도 과외는 불법임

In order to help ease the tuition burden for international students and prevent illegal immigration, the Ministry of Justice has allowed international students to obtain part time jobs. International students can have part time jobs that are socially and legally acceptable.

They are allowed to work a maximum of 20 hours per week at maximum during regular semesters, but there is no limit on working hours during weekends and summer/winter holidays. However, language teaching is still illegal.

체류자격외활동허가를 받지 않은 활동은 불법이며 적발시 100만원 이상의 벌금과 강제퇴거 등의 조치가 취해짐. 뿐만 아니라 주당 25시간 이상의 무리한 노동으로 학업 소홀이 우려되며, 출석률 및 성적이 저조할 경우 비자연장시 불이익을 받게 됨. (2008-2학기부터는 우리대학교 외국인학생의 출석, 성적 등 학사기록이 정부 전산데이터에 등록되어 비자연장 등 체류관리 시 참고 자료로 사용됨).

Any activities that are not permitted by the government are considered illegal. Illegal employment may result in forced deportation and a minimum KRW 1,000,000 penalty. Furthermore, working more than 25 hours could result in neglect of academic work and students whose attendance and academic records are poor may receive disadvantages when applying for visa extension. (Since the 2nd semester of 2008, all the academic records of international students at Inha have been entered into a database that is used by the government as reference to review visa extension and conduct other immigration related matters.)

■ 신청방법: 하이코리아(www.hikorea.go.kr)에서 신청가능/수수료 면제

How to apply for Part Time Work Permit (D-2, D-4)

1) International Students do not have to visit the Immigration office to apply for work permit. Instead, Students can apply for the work permit on the HiKorea Website (www.hikorea.go.kr) from July 1, 2011.

2) Application fees for part time work permit are exempted.

8. 인하대학교 외국인학생 지원 프로그램

(Inha University's Support Program for International Students)

외국인 학생들의 학사, 장학 및 출입국과 관련된 각종 민원 관련 창구를 일원화하여 One-Stop Service 제공.

The International Center offers a 'one-stop service' for international students, that covers a wide range of services related to academic affairs, scholarships and immigration.

- 1) One-stop 서비스 구축에 따른 각종 민원 해결(수강신청, 학생증신청, 건의사항 접수 등)  
Students can get assistance with problems related to course registration, Student ID application etc. through the One-Stop Service.
- 2) 출입국관리 통합서비스 : Combined Service for Immigration Affairs

9. 기타안내 / Others

- 인하대학교의 모든 소식은 영문, 중문 홈페이지를 통해 공지하므로 외국인 학생들은 수시로 영문, 중문 홈페이지를 확인하여 불이익을 받지 않도록 할 것.

All the important information will be posted on the university's English/Chinese websites.

Therefore, it is the responsibility of students to regularly check the university's homepage online.

- 긴급한 사안의 발생시 학교와 연락을 위하여 개인 연락처를 INS상에 반드시 입력하거나 국제 교류팀을 방문하여 연락처를 알려줄 것.

Please inform the International Center of your contact information or put it on the INS for emergency.

## 서약서 (PLEDGE AGREEMENT / 誓约书)

본인은 대한민국 체류시 대한민국 제반 법규를 따를 것이며, 만일 이를 어길시 민·형사상의 책임 및 이에 따른 모든 불이익을 감수할 것을 서약합니다.

(

/ 我确认

在韩国滞留时一定要遵守韩国所有的法律, 假使万一违反时我甘受民事刑事上的责任以及因不遵守韩国法律的任何不利益)

1. 한국내 출입국 및 민형사 등 제반 법규의 준수

(

/遵守韩国出入境与民事刑事上的所有法律.)

2. 인하대학교 제반 규정 준수

(

/遵守仁荷大学的所有规定.)

3. 학생 신분에서 어긋나는 행동 금지

(

/按学生身份来行动.)

4. 국내 입국후 90일 이내 외국인등록

(

I shall complete alien registration within 90 days of my entrance into Korea./境后90日之内外国人登陆.)

5. 모든 아르바이트 활동 전 체류자격외 활동허가 취득 (불법 아르바이트 적발시 100만원 이상의 벌금과 강제 추방 조치) ※ 조교 및 연구프로젝트, 교내 아르바이트도 허가를 받아야 함

(打工活动前取得打工许可(

校内的助教, 研究活动等的活动也必须取得打工许可.)

6. 성실한 학업 수행 (무단결석 3차례시 출입국사무소 통보)

(诚实地参加学业(3次以上无故缺席时, 仁荷大学向出入境管理局报告.)

7. 외국으로 출국시 재입국 허가 취득

(

I shall receive re entry permit in case of temporary departure. /出外国时取得往返签证.)

8. 휴학 혹은 자퇴시 4주내 본국 귀국 (

休学或退学后必须在14天内回国.)

9. 기타 제반 규정 준수 (

/遵守韩国的所有法律与规定.)

2018년(年/ ) \_\_\_\_월(月/ ) \_\_\_\_일(日/ )

- ◎ 성명(姓名/ ) : \_\_\_\_\_
- ◎ 학과(专业/ ) : \_\_\_\_\_
- ◎ 학번(学号/ ) : \_\_\_\_\_
- ◎ 서명(签名/ ) : \_\_\_\_\_ (印)

2018 Academic Proficiency Tests for Freshman  
(English/ Maths / Physics)

■ Basic English Proficiency Test

Basic English Proficiency Test is a placement test for the General Education English communication courses which all newly enrolled students are required to complete. The test result will not reflect on your course grade, however, please, try to do your best so that you can check where your level of English proficiency stands.

(Those who do not take the test may experience disadvantages, such as limited application to English subjects during the course period.)

1. Must be taken by: All 2018-1 freshman(International Students)

2. Testing method: Online mock TOEIC

a. Questions: 50 listening questions + 50 reading comprehension questions = 100 questions in total

b. Time: 60 minutes.

3. How to take the test

a. Go to the testing website (<http://entest.co.kr/inha> )

b. Sign in with your - 5-digit Application No / password: 6-digit date of birth

c. Procedure

• Sign in → Basic English Proficiency Test for Freshmen → Check the test schedule → Register for the test → Take the test

\*Detailed testing procedures will be announced later on.

d. Note: The test includes listening comprehension questions, so please check the speakers before taking the test

○ Schedule for Tests and Score & Level Announcement

Category	Schedule	Note	
Test	2018.02.14.(Wed), 02.19(Mon)- 02.20(Tue) 10am~5pm	International successful applicants	testing website
Test Score confirmation	available on 2018.02.21. (Wed) after 18:00	all examinee	
Course Level confirmation	available on 2018.02.21(Wed) after 20:00	course registration website	
Course Registration	2018.02.22. (Thur) 09:30~ 17:00	course registration website	

※ Relevant websites

◎ Test website: <http://entest.co.kr/inha>

◎ Course registration website: <http://sugang.inha.ac.kr>

◎ Office of Frontier College website: <http://generaledu.inha.ac.kr>



○ Test Result and Course Registration

1. The test score will be available on the 'test website' during the designated period
  2. The level of your 『English Communication』 course will be available on the 'test website' during the designated period
- Course registration website: check the grades See basic compulsory subjects
3. Register for the course you are assigned to during the designated period on the 'course registration website'.

Level	Title	Course No.	Credit Hrs.	Note.
Elementary	English Communication	GEB1107	3	
Intermediate	English Communication: Intermediate	GEB1108	3	
Advanced	English Communication: Advanced	GEB1109	3	
Basic	Basic University-Level English	GEG2033	3	Must complete 'Basic University-Level English' course before taking the English Communication course
Test untaken				Not eligible for course registration

4. Course Taking Period for Colleges

Category	College	Course Taking Semester
Group A	College of Engineering College of Natural Sciences	Freshman Year, 2 <sup>nd</sup> Semester
Group B	College of Business Administration College of Education College of Social Science College of Humanities College of Medicine Arts & Sports Department Global Studies College of Future Convergence	Freshman Year, 1 <sup>st</sup> Semester

5. Course Registration Guide

- a. 『English Communication』 course taking period is divided by colleges. However the students who are in Group A may take the course in the 2nd semester of 2018.
- b. Those students in either Group A or B, who need to complete the prerequisite, 『Basic University-Level English』 course, must take the course in the 1st semester of 2018 and take the English Communication course in the following semester.
- c. The level of your English Communication course you will be assigned to, according to the test score, can't be changed, so please make sure you take the test as sincerely as possible.

○ Contact Information

\* Office of Frontier College (Office Room No. 1306, 60th Anniversary Building / Phone No.: 032-860-9254~5)

■ Basic Math Proficiency Test

(Those who do not take the test may experience disadvantages, such as limited application to maths subjects during the course period.)

1. Must be taken by: All 2018-1 freshman (College of Engineering and College of Natural Sciences)

2. Testing method: Online test

a. Questions: 25 questions

b. Time: 90 minutes (auto exit and marking after 90 minutes)

c. Notice: You must take the test before 11:30 (the system will be closed automatically after 13:00)

3. How to take the test

a. Go to the testing website (<http://entest.co.kr/inha> )

b. Sign in with your - 5-digit Application No / password: 6-digit date of birth

c. Procedure

• Sign in → Test for Freshmen Academic Ability → Basic Proficiency Test (Math) → Check the test details and take the test → Take the test

○ Schedule for Tests and Score & Level Announcement ※ In the case of missing the test, a student has to register for Basic University level Math.

Category		Schedule	Note	
Test		2018.02.20.(Tue) 11:00~ 13:00	International successful applicants	testing website
Test Score confirmation		Confirmation after taking the exam		
Course Level confirmation		available on 2018.02.21(Wed) after 20:00	course registration website	
Course Registration	Elementary Math applicant	2018.02.22. (Thur) 09:30~ 17:00	2018 1 <sup>st</sup> semester course registration	
	Regular Math applicant			

※ Relevant websites

◎ Test website: <http://entest.co.kr/inha>

◎ Course registration website: <http://sugang.inha.ac.kr>

○ Test Result and Course Registration

1. The test score will be available on the 'test website' during the designated period

2. The level of your course will be available on the 'Course registration website' during the designated period

• Course registration website: check the grades See basic compulsory subjects

3. According to the test result, a student may register for courses during the designed period on Course Registration website.

Level	Title	Course No.	Credit Hrs.	Note.
Regular Math	Regular Math 1	MTH1001	3	
Basic Math	Basic Math	MTH1010	3	Regular Math is possible only after taking Basic Math
Test untaken				Automatically assigned for Basic Math (not include students from the Department of Food and Nutrition and Department

				of Biological Sciences)
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4. Notice

- a. Regular Math is recommended to take in 1st semester 2018.
- b. The level of your Math course you will be assigned to, according to the test score, can't be changed, so please make sure you take the test as sincerely as possible.

○ Contact Information

\* Academic Affairs Team (Office Room No. 303A, Main Building / Phone No.: 032-860-7043)

■ Basic Physics Proficiency Test

(Those who do not take the test may experience disadvantages, such as limited application to physics subjects during the course period.)

1. Must be taken by: All 2018-1 freshman (College of Engineering and College of Natural Sciences)

(Excluding Department of Aerospace Engineering/ Department of Statistics, Biological Sciences, Food and Nutrition)

2. Testing method: Online test

a. Questions: 25 questions

b. Time: 50 minutes (auto exit and marking after 90 minutes)

c. Notice: The test will start just at 15:00, so, login and prepare for the test prior to 15:00. (Auto exit and marking at 15:50)

3. How to take the test

a. Go to the testing website (<http://entest.co.kr/inha> )

b. Sign in with your - 5-digit Application No / password: 6-digit date of birth

c. Procedure

• Sign in → Test for Freshmen Academic Ability → Basic Proficiency Test (Physics) → Take the test

(For more detailed schedule refer to the attached manual (physics).)

○ Schedule for Tests and Score & Level Announcement ※ In the case of missing the test, a student has to register for Basic University level Physics.

Category		Schedule	Note	
Test		2018.02.20.(Tue) 15:00 ~ 15:50	International successful applicants	testing website
Test Score confirmation		2018.02.21 (Wed) after 20:00		
Course Level confirmation		2018.02.21(Wed) after 20:00	course registration website	
Course Registration	Elementary Physics applicant	2018.02.22. (Thur) 09:30~ 17:00	2018 1 <sup>st</sup> semester course registration	
	Regular Physics			

	applicant		
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※ Relevant websites

◎ Test website: <http://entest.co.kr/inha> →

◎ Course registration website: <http://sugang.inha.ac.kr>

○ Test Result and Course Registration

1. The test score will be available on the 'test website' during the designated period
2. The level of your course will be available on the 'Course registration website' during the designated period

• Course registration website: check the grades See basic compulsory subjects

3. According to the test result, a student may register for courses during the designed period on Course Registration website.

Level	Title	Course No.	Credit Hrs.	Note.
Physics	Physics 1	PHY1001	3	
Basic Physics	Basic Physics	will be announced later	3	Physics 1 is possible only after taking Basic Physics
Test untaken				enabled to take Physics related courses

4. Notice

a. Physics 1 is recommended to take in 1st semester 2018.

b. The level of your Physics course you will be assigned to, according to the test score, can't be changed, so please make sure you take the test as sincerely as possible.

○ Contact Information

\* Academic Affairs Team (Office Room No. 303A, Main Building / Phone No.: 032-860-7043)