

# Inha University

## International Student Handbook



INHA UNIVERSITY

# Dear International Students,

**Congratulations on your entrance  
to Inha University!**

The International Center is here to assist you in making the transition to the university and to Korea. We realize that this transition, like any from one culture to another, will require significant thought and flexibility. We would like to do whatever we can to make your stay at Inha pleasant and profitable.

Study abroad presents various challenges, both academic and personal. You should be prepared to be flexible and to take some risks. You should also be willing to adapt to new situations and to expect differences in all things. The way courses will be taught, and consequently the way you study, will be different. Housing and living standards will also be different. You cannot assume or even expect the environment or living arrangements to be the same as they are at your home institution.

We have prepared this handbook in an effort to help you quickly adjust to life at Inha and in Korea, and make the best of your stay here. The university also has many services available to international students and we encourage you to take advantage of these. You will learn about these services in the international student orientation at the beginning of the semester. The orientation will acquaint you with various aspects of campus life as well as issues specific to international students such as visa, health insurance, credits and registration system.

Please do not hesitate to contact us if you have any questions.  
We wish you a great experience at Inha!

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# International Center

The International Center deals with cooperative activities between Inha University and other international universities and institutes, creates partnerships, manages exchange students and faculty members and develops international curricula with overseas partner universities. In addition, the International Center offers administrative support to students and faculty members, who will be faced with many opportunities and challenges in Korea.

## Main Affairs

- Administrative Support for Creating International Exchange Agreements with Overseas Universities
- Administrative Support for the Exchange of Students and Faculty Members
- Administrative Support for the University's International Activities
- Support Information for Domestic and Worldwide Scholarships
- Administrative Support for International Students and Faculty
- Manage the University's English and Chinese Homepages

# International Student Services

The International Center is an excellent resource for international students. It offers information and support on a variety of issues that international students will face. It also organizes social activities for international students and offers social and travel programs to introduce students to Korean traditions and culture as well as places of interest. The center has resources and can direct students to information to help them ease the transition to life in a new culture. For a detailed list of upcoming events and activities, please regularly check 'Inha Notice' at <http://eng.inha.ac.kr/intro/notice.asp>

## Student Services

### Orientation Sessions

The International Center offers orientation sessions for new international students in the first week of every semester. During these sessions, new students will learn how to sign up for classes, apply for student ID card and use Inha Network System [INS], along with other important information necessary for campus life.

## Counseling Service

Counseling services in three languages (Korean, English and Chinese) are available for international students who face the special challenge of adapting to a new culture or deal with personal problems and concerns. You can speak to a counselor about a wide range of issues including cultural adjustment, relationships, careers, academic concerns and even legal matters.

\* The list of counseling professors available will be posted on the school website in the beginning of every semester.

## Visa Advice

The International Center offers comprehensive information on immigration affairs such as alien registration, visa extension, change of visa status and tourist visa for visiting family. **For more information about visa, refer to page 60.**

## 1:1 Senior Advisor/ Buddy Program

In order to help international students quickly adjust to living in Korea and to facilitate the best academic performance, the International Center has launched a '1:1 Senior Advisor/ Buddy Program'. All newly admitted undergraduate students are eligible to join the senior advisor program and senior advisors are generally assigned to international students according to their major. Exchange students will also have their own Korean buddies, who are ready to help with personal matters that may be causing you a concern.

## Extracurricular Activities

Throughout the year, the International Center offers a number of cultural activities and recreational trips. Recreational trips take students to areas of interest in Incheon and other parts of Korea. Please check the university's English and Chinese website for upcoming trips or events.

## International Center Staff

Name	Contact Information	Task
Kim, Ja-Kyung	☎ 032-860-7030 ✉ kimjk@inha.ac.kr	Manager of the International Center
Cho, Brandon	☎ 032-860-7032 ✉ jjcho@inha.ac.kr	Exchange Programs (China), Korean Government Scholarship Program
Choi, Chung-Ho	☎ 032-860-7034 ✉ choi@inha.ac.kr	Exchange Programs (Japan and Southeast Asia)
Kam, Jerry	☎ 032-860-7033 ✉ prof.kam@inha.ac.kr	Exchange Programs (Europe) International Summer School
Kang, Chloe	☎ 032-860-7031 ✉ jayoung3001@inha.ac.kr	Exchange Programs (America/ Australia/Canada) Immigration Affairs
Tae, Yoo-Gyeong	☎ 032-860-7036 ✉ diadem326@inha.ac.kr	Advising for Credit Transfer
Cho, Ae-Ri	☎ 032-860-7035 ✉ aeriaeri@inha.ac.kr	Advising for Immigration Affairs
Kim, Yun-Hee	☎ 032-860-7037 ✉ yunhee@inha.ac.kr	ISL(International Student Lounge), Dormitory Advising

- **Office E-mail** : orir@inha.ac.kr
- **Office Location** : 1-330 Main Building, International Center, Inha University, 100 Inha-ro, Nam-gu, Incheon, 402-751, Korea
- **Web Address** : <http://www.inha.ac.kr/>
- **Office Hours** : Open from Monday through Friday, from 9:00AM to 6:00PM (Open till 5:00PM during Summer/Winter Holidays, Closed on National Holidays)

## Important Telephone Numbers

- **119**

General Nationwide Emergency Telephone – FREE CALL within Korea.  
To call for an ambulance, fire truck or police for a life threatening emergency.

- **112**

To call the police for emergency.

- **032-890-2114**

Inha University Hospital (10 min. from the campus by taxi)

\* Note that the telephone number for all emergencies is 119. You are always welcome to contact the International Center if you need any help at all. Make sure the International Center always has your most current e-mail address and phone number.

# Contact Information & How to Get to the campus from the Airport

## How to be contacted in Korea

### Telephone

In case of residing in the dormitory, you can receive phone calls in your dormitory room from outside, using the following numbers:

#### Dormitory 1

Domestic Calls (032) 866-6117

International Calls +82-32-866-6117

#### Dormitory 2

Domestic Calls (032) 864-6300

International Calls +82-32-864-6300

\* Please follow the operator's directions.

## Mailing Address

**When someone sends a mail or packet to you, the mail should be addressed as follows:**

### 01 Department

[Student's Name]

[Department's Name]

Inha University

100 Inha-ro, Nam-gu, Incheon, 402-751, Korea

### 02 Dormitory 1

[Student's Name]

[Room No.] Inha University Dormitory 1

40 Soseong-ro, Nam-gu,

Incheon 402-751, Korea

### 03 Dormitory 2

[Student's Name]

[Room No.] Inha University Dormitory 2

71 Soseong-ro, Nam-gu,

Incheon 402-751, Korea

## Getting to the University from the Airport

### By Taxi

Taxi is by far the most convenient way of getting to the campus from/to the airport (especially with lots of luggage); it is also the most expensive. One way trip is approximately KRW 50,000 (USD 50.00). Once you clear customs and exit the main terminal, go to the taxi stop No. 20. It will take less than 1 hour to get to Inha University.

### By Subway

Subway provides regular public transit service to and from the Incheon International Airport. The closest subway station to the campus is Juan station on line #1. You can take bus No. 511 to get to the campus or take taxi from the subway station.



# Studying at Inha

## Course Registration

All course registration should be completed online by using computerized registration system (INS) during the designated period.

You can visit the URL <http://sugang.inha.ac.kr> and enter your ID & PW.

After logged in, **Click Course Registration → Select Courses**

You can get assistance from your department or the International Center if needed.

Please make sure to attend classes during the 1<sup>st</sup> week of semester to ensure you are informed about any changes, cancellation or notifications in each class.

You can change courses during course add/drop period. The course add/drop period, as well as other important dates, can be found on the Academic Calendar ([http://eng.inha.ac.kr/stulife/academic\\_calendar.asp](http://eng.inha.ac.kr/stulife/academic_calendar.asp)).

Exchange students are advised to consult academic advisors, who will be assigned to each of them, and choose courses in their major fields, general education or Korean Language courses for foreigners. Some courses may require prior consultation and approval from professors.

A list of courses offered in English will be provided when it is available for each semester. You can find general information on courses offered at Inha University on the web site.

### \* How to check the list of undergraduate courses taught in foreign languages

- ① Go to the course registration website (<http://sugang.inha.ac.kr/sugang/>) and click 'English' on the upper right corner.
- ② Find the following menu on the left side of the screen: Curriculum → Click 'Course Schedule' → Choose 'foreign language' in the 'etc' bar on the popup window (You should NOT click other search buttons!)

### \* How to register courses online

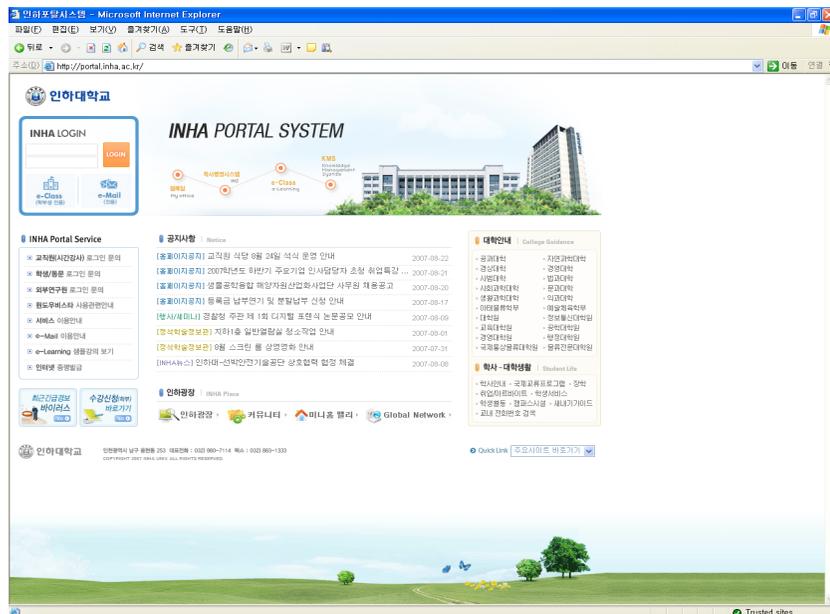
- ① Go to the course registration website (<http://sugang.inha.ac.kr/sugang/>) and click 'English' on the upper right corner.
- ② Log in with your student ID and password.
- ③ Find 'Course Registration' on the left side of the website and click it.

\* For more information about the course registration, you may also refer to the 'Course Registration Manual' on the left side menu of the website.

## INS and Student ID

INS (Inha Innovative Information System) is a web-based computing system which provides Inha University students with access to various academic procedures and information including Course Registration, e-Campus, Academic records, e-mail and etc.

- Students will be issued a Student ID number which can be used widely for various purposes, such as log-in for university website, INS system and Automatic Document Machine. You will be provided your e-mail address as follows;
  - Student ID** @inha.edu
  - Student IDs normally contain eight-digit numbers.**
- Your default Password will be set in the beginning as follows;
  - <Undergraduate>
    - Male students: **1000000** \*\* - Female students: **2000000** \*\*
  - <Graduate>
    - Male students: **5000000** \*\* - Female students: **6000000** \*\*
- In order to change your password, please go to the INS site and log in with your ID and default PW(Password), and go through the change procedures.



## Workload

### Degree Seeking Students (undergraduate)

Full time students who need 132 credits to graduate must register for a minimum of 16 credits up to a maximum of 19 credits. Those who need 135 credits to graduate must register for a minimum of 16 credits up to a maximum of 20 credits; except in the last semester before graduation (8th semester, or 10th semester for Architecture majors) when these students may register for a minimum of 3 credits on the condition that they are enrolled as full time students.

Students who have successfully completed more than 16 credits (12 credits for seniors) with a GPA above 4.0 (without an F) in the previous semester, or who have taken the Techno-Management Program with a GPA above 3.7 in the previous semester, may register for 3 more credits than the maximum credit limit. Students, majoring in medical science, may take up to 30, and students, majoring in nursing with Teacher Certificate Program, up to 23 credits.

### Exchange Students (undergraduate)

Exchange students can take a minimum of one course (2~3 credits) up to a maximum of 19 credits per semester.

## Course Drop

Students cannot drop a course after they have completed course registration. When it is inevitable, dropping one course over the set period of time will be allowed. The number of credits being taken for the semester cannot go below 13 (9 in the case of seniors) because of the dropped course; and students who have dropped a course will not be entitled to any established scholarship, high academic achievement scholarship or freshmen's high academic achievement scholarship.

## Retaking Course

- Courses with the same course number may be retaken.
- Students retaking a course may not drop the course.  
(switching to another Course is allowed during the course drop/add period.)
- The grade earned in a retaken course will automatically delete the previous grade from the student's record.
- Any academic warning received for a low grade will remain in effect even after it has been deleted by the grade received from the retaken course.
- The semester and year in which a student completes a retaken course will be specified under "Retake" column. If it does not appear, that will be understood as he/she has not taken the course.
- Eligible Retake courses can be checked on our course registration page (sugang.inha.ac.kr) through the 'eligible retake course search' engine.

## Korean Language courses

It is mandatory for the full-time students to take minimum 2 Korean courses out of the 3 courses below until graduation. (Applied for students admitted since spring 2009)

- Basic Korean
- Intermediate Korean
- Advanced Korean

However, it is not mandatory for exchange students to take Korean courses.

## Others

Once a student has completed registration, he/she should check for any possible errors/mistakes on the system, and keep a printed copy of the confirmed courses scheduled. If he/she does not rectify errors/mistakes, he/she might fail to earn credits or even get an F.

## Examination and Grade Assessments

### Regular Examination

- Mid-term Examination : Between the 7th-8th weeks from the start of a semester
- Final Examination : At the end of semester

**\* Those who failed to attend more than 3/4 of lectures of each course are not entitled to take the exams, and will earn an 'F' grade.**

## Missed Examination Procedure

### 01 Students entitled to take a substitute examination for a missed examination.

- Those who have failed to take an exam because of an a scheduling conflict with another course's exam, draft notice, or official school ceremony
- Those who have failed to take an exam due to personal illness or due to the death of a parent
- Those who have failed to take an exam for other reasons accepted by the head of department

### 02 Application Procedure

- Fill out a missed exam application form.(Attach written evidence.)
- Get approval of the teaching professor via academic advisor and head of department.
- Submit the application form to the department (college) of the academic course for a substitute examination.

## Grading Criteria

In principle, grading will be done based on relative assessment. Grading criteria for each course may vary.

Grade	Assessment	Proportion
A+	4.5	20(±10%)
A0	4.0	
B+	3.5	30(±10%)
B0	3.0	
C+	2.5	30(±10%)
C0	2.0	
D+	1.5	20(±10%)
D0	1.0	
F	0	

## Grade Notification and Correction

### 01 Grade Notification :

Within 7 days from the last day of final exam for a minimum of 3 days

### 02 Notification online:

Log in on the Course Registration website (sugang.inha.ac.kr) → Course Evaluation and Checking Grades

# Payment

Fees are billed in advance and payable by semester and completed within the designated due date.

If it is not possible to make payment by the due date, you should contact the office concerned in advance to avoid unexpected problems such as delay in registration, housing and other areas.

Students who do not pay the tuition fee until the 1st quarter of the semester will be removed from the university registration.

No credit is given for a term's work nor is a degree conferred until all charges have been settled. Failure to make satisfactory financial arrangements can result in delay of graduation, denial of registration privileges, removal from classes, and / or the withholding of transcripts.

Inha University will not accept foreign currency or checks written in foreign currency. Payments to the university can be made by wire transfer or cash in KRW currency. Credit card payment is not accepted.

Direct payment can be made at the Finance Team on the first floor of the Univ. Main Building during the designated period which normally comes 1~2 weeks immediately before classes start. Please check the academic calendar for the correct payment schedule.

You can check and print out your "Tuition Bill" from the INS on your own, or can have the bill issued at the International Center during the payment period.

# Campus Life

## Orientation Session

All new international students must attend the orientation sessions organized by the International Center at the beginning of each semester. During these sessions, you can learn how to sign up for classes, apply for alien registration card & student ID card and use INS (Inha Network System) etc.

### \* Things to Bring for Student ID & Alien Registration Card

Alien Registration	Student ID
<ul style="list-style-type: none"><li>One passport size photo(Color) -White background</li><li>Photo Copy of Passport (ID page &amp; Visa page)</li><li>Original Passport</li><li>Application Fee(KRW 10,000)</li></ul>	<ul style="list-style-type: none"><li>One passport size photo(Color) -White background</li><li>Photo Copy of Passport(ID page)</li><li>One copy of Insurance Policy</li><li>Application Fee(KRW 10,000)</li></ul>

\* Application forms are available in the orientation sessions. If you already have your alien registration card, you should submit its photocopy (front and back) when you apply for your student ID.

\* It usually takes 2~3 weeks to get alien registration card, while student ID card takes about 2 more weeks after alien registration card is issued.

## Student ID card

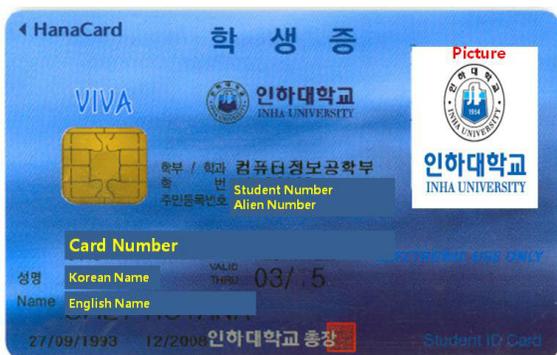
Students can apply for student ID card and alien registration card during the orientation sessions. Therefore, all new international students are expected to attend the orientation sessions, which are usually held in the first week of every semester. (Orientation session schedules are posted online at the university website)

### ■ Items you will be required to apply for Student ID card:

- Completed Application Form  
(application forms are available in the orientation session)
- 1 photocopy of your passport
- 1 passport size photo
- 1 photocopy of your alien registration card (front & back side)

The student ID card is both your student identification card and your library card. It can also be used as your debit card as well as the public transportation card. You can use the card on campus to access resources such as campus libraries, photocopying and network printing etc.

**\* In order to use the printers and copy machines on campus, cards must contain sufficient funds. Cards can be recharged at Building No. 4(2F), No. 5(2F), No. 9 (1F), West Building(4F) and Jungseok Memorial Library (1F).**



## University Dormitory

Students can reside in campus residential halls which are conveniently located within walking distance. The 1st Dormitory, 'Woongbijae' can accommodate up to 1,010 students in its five story building equipped with various facilities for residents' comfort.

The 'Biryongjae' the second dormitory opened in February 2006 along with the Guest House for international visitors. Accommodating over 1,400 students, the new 13-story dormitory provides modern facilities such as LAN connection, digital satellite receivers, DID telephones, as well as PC labs, Gym and study areas. All international students will be given priority in campus residence for their first semester.

All exchange students will be guaranteed on campus housing at their own expenses.

Application for on-campus housing should be made when submitting the admission application materials.



## Dormitory Charges per semester (Spring 2012)

(Currency: KRW)

Residence Hall	Quadruple	Double -type 1	Double -type 2	Opening year
Dormitory 1	906,950	-	-	2000
Dormitory 2	906,950	1,279,550	1,439,400	2006
Notes	4 people shared bathroom & shower room	2 people shared bathroom & shower room	2 people private bathroom & shower room	-

- \* One semester runs for 16 weeks, and approximate costs of ₩500,000 are needed for each winter/summer break additionally.
- \* Dormitory fees are subject to change.
- \* As for the double rooms, Korean students have priority over international students.
- \* Breakfasts and suppers for Monday through Friday are included in the dormitory fees shown above. All lunches and meals for weekends and holidays should be purchased separately.
- \* Bed sheets and LAN cables for internet access are provided for free. Students should prepare pillow, blankets and towels on their own.

## Dining Hall in the Dormitory

### Service Time

During the semester		During the vacation	
Breakfast	07:30 am ~ 09:00 am	Breakfast	08:00 am ~ 09:00 am
Lunch	11:30 am ~ 13:30 pm	Lunch	11:30 am ~ 13:30 pm
Dinner	17:30 pm ~ 19:00 pm	Dinner	17:30 pm ~ 19:30 pm

- \* For all lunches and holiday meals (Sat-Sun, holidays) you can purchase meal tickets on the 1st floor of the dormitory.

## Residence Life

- **Please note:** If you are entering the dormitory, please check the dormitory opening date. Check-in before the opening date is not allowed.

All exchange students are assigned an international coordinator. If you are having problems with your living situation, including conflict with your roommate, you should first try to resolve the issue by talking directly to your roommate.

Sometimes students are not aware that certain kinds of behavior or personal habits may cause problems for other students. You should be willing to compromise and work out a mutually beneficial arrangement. If the problem still persists, you should talk to your coordinator and explain the problem to him or her.

You can also consult with the International coordinator if you need to talk to someone who understands cultural differences and is especially sensitive to the needs of international students. The International coordinator can contact the Office of dormitory on the student's behalf if they feel they need additional help in dealing with their housing situation.

Examples of past problems with roommates include excessive noise, and alcohol consumption, unsanitary habits and smoking. Each residence hall has its own policy on quiet hours, which is stated in their housing materials.

## Regulations in the Dormitory

- Dormitory sections are strictly separated according to gender. Male students are NOT allowed to enter female rooms and vice versa.
- Residents are NOT allowed to bring guests into the dormitory without the permission of the dormitory office.
- Drinking alcohol and smoking in the residence is strictly forbidden and will result in immediate expulsion from the dormitory without exception.
- Roll call is at 24:00 (12 a.m. midnight) every day. Students must stay in their rooms during the roll call hour or they will be given a demerit.
- Public equipment/furnishings cannot be moved out of the student's room and, if damaged, must be compensated for by a student.
- Students are not allowed to move their rooms without permission.
- Electronic equipment, e.g. TVs, heaters, irons, coffee makers, is not allowed in the room.
- Students are responsible for cleaning their own rooms.
- In general, students are not permitted to have overnight leave outside of the dormitory. In the unavoidable situations, a student should request permission of the dormitory director using this website: (<http://site.inha.ac.kr/dorm>)
- Students must observe adequate illness prevention measures in their public hygiene habits and, if ill, should seek medical treatment at once.
- Merits are given when a student has contributed in helping to enhance the potential and educational environment in the dormitory.
- TV is available until 23:50 and visiting other rooms until 24:00.
- Other rules can be found in the regulation handouts printed and distributed in every room.

## Off Campus Housing

Staying in a private student accommodation offers room and board, and in some cases cleaning and laundry services. Prices vary depending on the sizes, facilities, and distance to the university. They range from approximately KRW 350,000 to KRW 700,000 per month (deposit excluded). For exchange students who stay in Korea for less than a year, the housing situation may be quite difficult because of the year long nature of most apartment rental contracts. The International Center assists students in finding an off campus housing near the campus, but it can NOT guarantee that all students can secure off campus housing.

## Health Insurance for International Students

Inha University has made it mandatory for all international students to obtain a health insurance plan, from their home country or Korea, which covers medical expense in Korea. All international students including exchange students are required to have one of the insurance plans below:

- ① Inha University's Designated Insurance Plan or
- ② National Health Insurance or
- ③ Medical Insurance Plan available in Korea or
- ④ Medical Insurance Plan from a foreign country

**\* Students who have purchased another insurance policy other than Inha University's designated insurance plan must submit a photocopy of his/her insurance certificate on the Visa orientation session in the 1st week of every semester.**

## University's Designated Insurance Plan

### 01 Information

Contents	Details
Name of the Insurance	International Student Insurance (LIG Insurance)
Premium for 1 year	Approx. KRW 160,000~200,000
Max. Coverage & Limits	Death/Physical Disability : KRW 20m. Domestic hospitalization for Injury/Sickness : KRW 10m. Domestic Medical Expenses for Injury/Sickness : KRW 250,000/Day Medicinal Expenses for Prescription Drugs : KRW 50,000/Day

\* The insurance premium stated above are for those born in early 1990s.  
Students born before 1990s may have to pay much more.

### 02 Coverage

Contents	Details of the Insurance Policy(Since Oct. 1st 2009)
Hospitalization	90% of medical expenses may be covered
Treatment	Insurers must pay deductibles depending on the type of hospital - Clinic(KRW 10,000), Hospital (KRW 15,000), General Hospital (KRW 20,000)
Medicine	Insurers must pay deductibles (KRW 8,000) for buying prescription drugs
Max.Coverage	Traditional Korean Medicine, Dental Treatment, Chronic Proctological Disease etc. are NOT covered

### > EX.

When a student with flu like symptoms is seen by a doctor at Inha Univ. Hospital and his treatment costs are the following:

Doctor's Bill (KRW 30,000)/ Prescription Drugs (KRW 12,000)

◦ Deductibles (KRW 28,000) must be paid by the student. (KRW 14,000, the rest of the medical expenses would be paid by insurance company)

### 03 Insurance Premium

Period	Premium	15% Discounted Rates
1 year	approx. KRW 160,000~200,000	approx. KRW 13,6000~170,000

\* The insurance premium stated in the table above may vary depending on the age and gender, and if more than 100 students purchase the insurance on a group basis, a 15% discount may be applied.

\* Students can choose to buy insurance for 6 months, and the premium would be around 70% of that of the 1 year insurance.

\* For students who were born before 1980s, the insurance premium may be a lot more expensive. Therefore, please consult with the insurance agency first before buying the insurance.

\* When the early cancellation of the insurance policy happens, a partial refund of the insurance premium is possible.

## 04 Payment

- Ⓐ Payment Period : first 3 days of every semester, 9:00AM-5:00PM
- Ⓑ Payment : Go to the International Student Lounge (ISL) in the Student Center (Rm No. 504) and make payment. After the payment period, students will have to purchase insurance on their own. Group discount will NOT be applied.
- Ⓒ Insurance certificates and cards can be picked up at the time of making payment at the ISL.

**\* The International Center is NOT responsible for any insurance claims or medical expenses of students. If you have any questions or concerns regarding the university's designated insurance plan, please contact the insurance agency at 010-3350-3337 or anjw6313@hanmail.net**

## 05 Insurance Claim

After paying all the medical expenses, complete the following documents and submit them to the Insurance Claim Center by fax or e-mail

- ① Insurance Claim Application Form
- ② one photocopy of the insurance policy
- ③ Receipt and Medical Certificate
- ③ one photocopy of your bankbook
- ⑤ one photocopy of your alien registration card or passport

### \* LIG Insurance Claim Center

T: 02-3140-1717, Homepage: <http://www.lig.co.kr/main.Main.lig>

### \* Insurance Local Agency

T: 1566-6350, M: 010-3350-3337, F: 0303-0505-3337

## 06 Inha Student Health Association Program

Since the insurance regulations in Korea changed on Oct. 2009, all undergraduate students including exchange students are required to be registered in Inha Student Health Association as a complementary measure.

- Fee: KRW 11,000 per semester

**\* It is possible that students can receive double benefits from insurance and health association program.**

**\* 3rd or 4th year undergraduate students can receive a free medical examination once while they are enrolled at school.  
(Medical examination service is available for 3-5 days in October every year and the schedule is posted online at the school website)**

**\* Inquiry: Student Support Team (Tel. 032-860-7077): [ctho1@inha.ac.kr](mailto:ctho1@inha.ac.kr)**

## 07 National Health Insurance (Optional)

National Health Insurance covers Diseases or Physical Impairment that occurred prior to insurance purchase as well as some other diseases that are not covered by private insurance plan. Family Dependents can also be covered.

**\* For more details about the National Health Insurance, please go to its online website at <http://www.nhic.or.kr/portal/site/eng/>**

## 08 Illnesses NOT covered by the designated Insurance

- Ⓐ Diseases or Physical Impairment that occurred prior to insurance purchase
  - \* If a student files an insurance claim for illnesses that has medical history, he/she may be deprived of his/her insurance membership.**

- ㉞ Mental Diseases
- ㉟ Pregnancy, Childbirth, Abortion, Miscarriage etc.
- ㊱ Dental Illnesses
- ㊲ Obesity, Urinary Impairment
- ㊳ Colorectal or proctological Diseases that are not covered by medical treatment benefits under the National Health Insurance Act
- ㊴ Treatments NOT covered by medical treatment benefits under the National Health Insurance Act (Implant, Denture, Traditional Korean Medicine etc)
- ㊵ Skin conditions that do not affect daily life (spots, warts, falling hair, freckles etc)
- ㊶ Eyesight Test, Prescription of Glasses
- ㊷ Cosmetic Surgeries
- ㊸ Suicide, Self Injury, Criminal or Violent Act etc
- ㊹ Overseas Medical Treatments

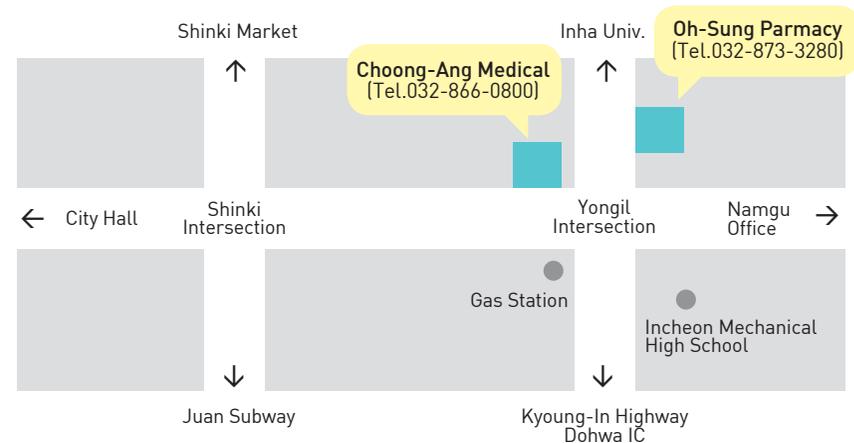
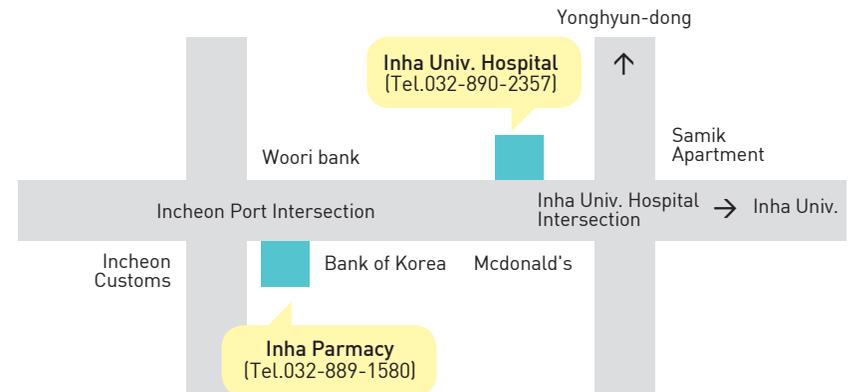
### List of Hospitals and Pharmacies near the Campus

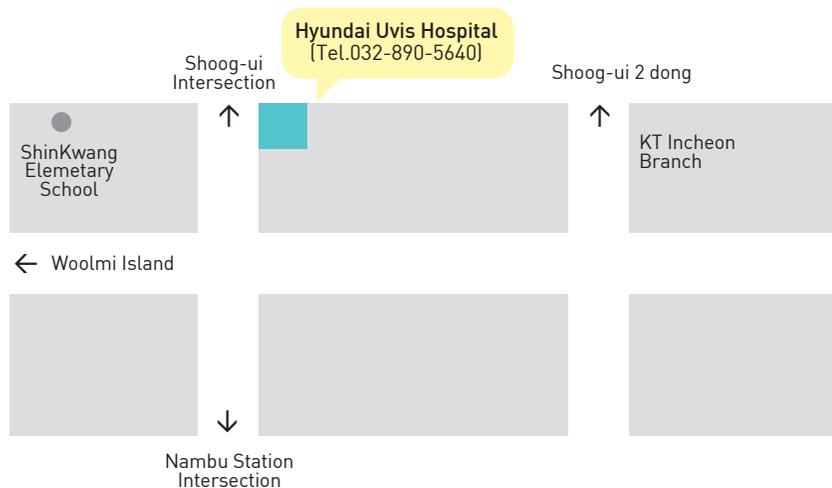
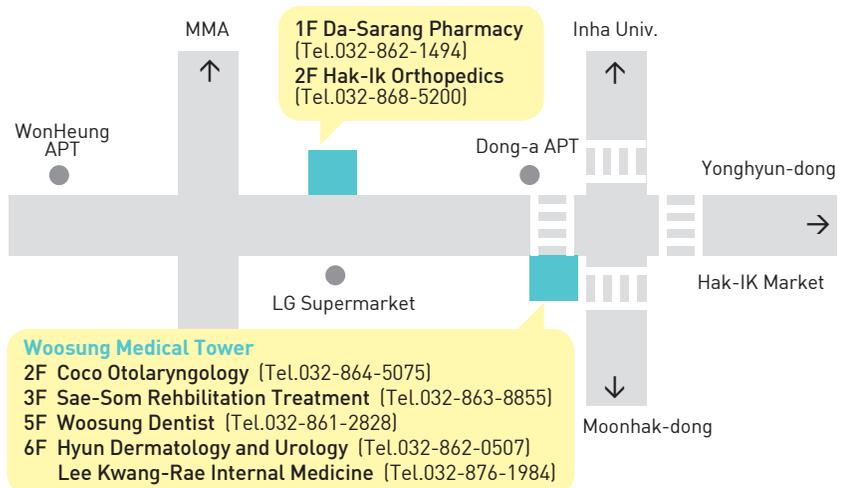
현대유비스병원	(Hyundai Uvis Hospital/ Hospital)	☎ 032-890-5640
중앙메디칼	(Choong-Ang Medical/ Hospital)	☎ 032-866-0800
학익정형외과	(Hak-Ik Orthopedics /Hospital)	☎ 032-868-5200
굿모닝치과	(Good Morning Dentist /Clinic)	☎ 032-864-2875
코코이비인후과	(Coco Otolaryngology /Clinic)	☎ 032-864-5075
새솜재활의학과	(Sae-Som Rehabilitation Treatment /Clinic)	☎ 032-863-8855
현피부비뇨기과	(Hyun Dermatology and Urology /Clinic)	☎ 032-862-0507
이광래내과의원	(Lee Kwang-Rae Internal Medicine /Clinic)	☎ 032-876-1984
인하대병원	(Inha University Hospital/ General Hospital)	☎ 032-890-2357
오성약국	(Oh-Sung Pharmacy)	☎ 032-873-3280
고일약국	(Ko-Il Pharmacy)	☎ 032-862-8275
다사랑약국	(Da-Sarang Pharmacy)	☎ 032-862-1494
인하약국	(Inha Pharmacy)	☎ 032-889-1580

\* If you go to one of the hospitals or pharmacies shown above, you will have to pay for all your medical expenses first and then make an insurance claim to the insurance company.

\* **Deductibles** : General Hospital (KRW 20,000), Hospital (KRW 15,000), Clinic (KRW 10,000), Pharmacy (KRW 8,000)

### Maps of Hospitals and Pharmacies near Inha University





## Student Activities

### Student Club

There are more than 100 students clubs and voluntary organizations on campus for various activities and functions including the Overseas Students Association (OSA). International students are more than welcome to join any of them, and you will enjoy a far more enriched campus life with cultural and social experiences. For the list of student clubs, check the school website at [http://eng.inha.ac.kr/stulife/student\\_club.asp](http://eng.inha.ac.kr/stulife/student_club.asp)

### International Student Lounge (ISL)

ISL is to bring international students together and to help the new incoming students by providing them with guidance and assistance in each and every step towards joining Inha.

You can use the computers with the internet access, English newspapers & magazines, and photocopy machine (Free up to 5 pgs) for free. The ISL also provides various programs such as welcome party for international students, cultural festivals, field trips and outdoor activities.

- **Location** : Student Center (학생회관) Rm No. 504
- **Work time** : 09:00 ~ 18:00 (Lunch 12:00~13:00, during the semester)  
09:00 ~ 17:00 (during the vacation)
- **Major Activities**:
  - Welcome Party for the Freshmen
  - Cultural Festivals & Year-end Party
  - Field Trips & Sports Activities
- **Telephone** : 032-860-9198
- For further information, feel free to visit the ISL or the International Center.

## Jungseok Memorial Library

JungSeok Memorial Library is the main library at Inha University, complemented by two additional branch libraries, the Law library and the Medical library. The JungSeok Memorial Library building is comprised of 8 floors, 6 floors above ground and 2 floors underground. This library was established in accordance with the wish of the late Dr. Choong-Hoon Cho, former chairman of the Inha Educational Foundation and Korean Air. He personally donated more than 50 million (US) dollars to the library building fund. JungSeok is the pen name of Dr. Choong-Hoon Cho. The library was completed in 2003. Currently, there are over 1.3 million books and subscriptions to more than 37,000 titles of academic journals. Jungseok Memorial Library is one of the leading libraries in Korea.



## General Information

F	Floor	Semester		Vacation	
		Weekday	Saturday	Weekday	Saturday
6 <sup>th</sup>	Convention Hall, Meeting Room	By request	closed	By request	closed
5 <sup>th</sup>	IT Lab, Multimedia Center, Multimedia Lab Screen Room, Seminar Room, Virtual Reality Center	09:00-18:00	09:00-13:00	09:00-17:00	09:00-13:00
4 <sup>th</sup>	Social Science Information Center	09:00-21:00	09:00-13:00	09:00-17:00	09:00-13:00
3 <sup>rd</sup>	Art & Humanities Information Center	09:00-21:00	09:00-13:00	09:00-17:00	09:00-13:00
2 <sup>nd</sup>	Science & Technology Information Center	09:00-21:00	09:00-13:00	09:00-17:00	09:00-13:00
1 <sup>st</sup>	Lobby, Information desk, Electronic Commons	09:00-21:00	09:00-13:00	09:00-17:00	09:00-13:00
B1	24-hour Study Room, Cafeteria, Locker	24hours			
B2	Repository, Special & Rare Collections	09:00-18:00	closed	09:00-17:00	closed

### B2

#### Repository

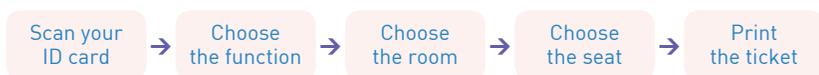
With mobile racks that can store over one million books, this repository preserves books that are not frequently used. Books are available to students for check out by request.

## B1

### Study Rooms

This floor has 1,334 seats in total, including 410 seats in each of the 1st and 3rd reading rooms and 514 seats in 2nd reading room. One third of the total seats can be reserved through the Internet and the rest are claimed on a first-come first-served basis. To prevent a monopoly on seats, all seats are available only to those who have made a reservation or were issued a seat on the spot.

### How to use study room seats



It is mandatory to go through the "finished" or "free" step when you finish your study and leave the room, in order to remove the seat from "occupied" status.

**International students who haven't received their alien registration number yet can use the library in the following ways.**

1. Entrance and Exit / Lending and Return / Facility use: Passport is required
2. General reading room
  - a. Ask for temporary resident number at IT LAB on 5th floor of the library
  - b. Enter the temporary resident number after click 'ticketing by resident number' button at ticketing machine.
  - c. Take the same step for renewal of all day ticket and completion of use
3. Period: Before receiving student ID card

## 1st Floor

### Electronic Commons

The Electronic Commons, with 132 multimedia PCs, allows users to search and print out Web OPAC, Web Databases(Indexing/Abstracting DB), E-Journals, e-Books, Multimedia (VOD, CD-ROM, and AOD), and Internet News, and also provides 12 group study rooms in which 4 to 14 people may study (research) together.

### Facilities Reservation

All seats in the Electronics Commons, Multimedia Center, Labs and Group-Study Rooms are operated by the online reservation system. Reservations are valid for 24 hours.

## 2nd Floor

### Science & Technology Information Center

## 3rd Floor

### Art & Humanities Information Center

## 4th Floor

### Social Science Information Center

Each floor has 32 seats in 8 group study rooms, as well as 14 PCs for Web OPAC. Current journals are arranged alphabetically by title and older bound volumes are shelved in call number order.

Printed materials are arranged by subject from the 2nd floor to the 4th floor. In order to use the copier and printer, you should create a virtual account which must be charged by using the deposit machine located in the Electronic Commons on the 1st Floor.

A fine of 100 won per day per book will be charged on the late returns of books.

## 5th Floor

### Multimedia Lab I, II, III

The Multimedia Lab is available for educational seminars and special lectures for multimedia education by using multimedia contents. Permission (extension #9031) is required in advance.

### IT Lab

With 64 seats, the IT Lab provides PCs equipped with various application programs such as Maya AE, 3D Studio Max, Auto CAD, PageMaker, Adobe. Students can use this Lab for making reports, scanning image materials, editing electronic files.

### Screen Room

This room is fitted with the largest PDP and DTS (Digital Theater System) system. Showings are available 3 days a week (two times a day). The showing dates are changed bi-monthly. Reservation is required.

### Multimedia Center

Multimedia contents (CD-ROM, DVD, Video CD, Audio CD, Video Tape, Cassettes, Microform, etc.), streaming VOD, and satellite broadcasts are available through the integrated search and borrow system in the Multimedia center on the 5th floor. All seats by reservation only.

## Library Research

### OPAC (Online Public Access Catalog)

How to search library catalog

Books > Brief Search Multiple Languages Select

Entire Collection  Monograph  Non-Book  Serial  Thesis

clinton

Keyword  Title  Author  Subject  ISBN/ISSN

Course Reserves  Course Reserves by Professor

Please install Acrobat Reader(6.0) for Full Text.

## Library subscribes to many of Web databases, E-journals, e-books.

How to access E- Resources

> EX. web of science (SCI, SSCI, A&HCI)

About the Library Search **E-Resources** My Library User Services Multimedia

Greeting | About the Library | Branch | Floor Information | Facilities Guide | Circulation | Donation

### E-Resources

E-Journal  
**Web DB**  
eBook

**\*Notice\***  
JungSeok Memorial Library licenses electronic resources for the research and teaching use of Inha University community. Each user is responsible for complying with the terms and conditions of these licenses. Failure to do so can result in the loss of access to a resource for the entire University community.

Our licenses generally prohibit the followings  
- Downloading of excessive portions of databases or electronic journals, as well as downloading of entire issues

### Web DB

Subject  -----Total-----

DB  web of science   Keyword  Begin with

DB   Results per page 10

가 나 다 라 마 바 사 아 자 차 카 타 파 히 기타

A B C D E F G H I J K L M N O P Q R S T U V **W** X Y Z etc

Mark Result: 4 entries page(1/1)

Mark	WEBDB	Publisher	Connect
<input type="checkbox"/>	WBT TOEIC/TOEFL CBT TOEIC/TOEFL : 씨비티 토익 토크	CBT Korea : 씨비티 코리아	
<input type="checkbox"/>	Web of Science = SCI / SSCI / A&HCI (통합검색)	Thomson ISI	
<input type="checkbox"/>	West law = Westlaw	Westlaw	
<input type="checkbox"/>	Wiley InterScience	Wiley	

1. Select ① option (E- Resources)
2. Select ② option (Web DB), and
3. Select ③ the alphabet button or write ③ the DB name
4. then click the ④ connect icon

## Off Campus Access

The proxy server allows Inha users to access to restricted library E-resources including databases and online journals from off-campus computers.

## Library Service

### Circulation

#### Borrowing

After searching for material information from the library's homepage, you can look for the materials on the appropriate floor - 2nd, 3rd and 4th floors, then present a your ID card to the Circulation Desk to check out the materials.

#### Loan Period

Books not requested by other users may be renewed once by using "My Library" on the Library homepage.

#### Returning

The borrowed materials can be returned to any Circulation Desk on the 1st, 2nd, 3rd or 4th floor. Students can also use the 'Self Check-in Machine' to return materials.

### Purchase Request

Library welcomes suggestions for materials which support teaching, study, and research at Inha University. Before submitting a suggestion, please check the library catalog to see if the material is available.

## DDS / ILS : Document Delivery Service / InterLibrary Loan Service

Books and journal articles which are not held in the library collections may be requested as a photocopy or be borrowed from another library or document source.

**DDS for Chinese : document delivery service from Xiamen University(CALIS) and Yanbian University.**

**\* For any further information, please contact the interlibrary loan service manager. (extension #9019, E-Mail: asilikeet@inha.ac.kr)**



# Settling In

## Adjusting to a New Culture

No matter how wonderful Koreans may (or may not!) be, or how excited you are during your first week in Korea, you will most likely feel that life in Korea is quite different from what you are used to. Korea is a homogenous society with a small but slowly rising number of residents from other countries and ethnic backgrounds. When you first arrive in Korea, you may notice many differences in the way people dress, behave and eat. Here is some etiquette you need to remember when you meet Koreans:

### Formality

Koreans place a high value on formality. This is reflected in the different levels of speech used to address people of a different age or rank. Individuals of a higher rank or older age are treated with more reverence than individuals of a lower rank or younger age.

### Meeting Koreans

When first meeting a Korean, s/he may ask you questions that you may find to be very personal such as your age, family background, and etc. This is not considered to be an invasion of privacy or an act of disrespect. The purpose of these questions is to establish your age and rank in order to determine how to

address you with the correct level of formality. If you feel the questions are too personal, it is acceptable to kindly decline to answer.

### Greetings

- Ordinary greetings: Greet close friends or companions by just saying hello and waving one's hand while asking if they are doing well.
- Nodding: A slight nod to elders in general situations, but not proper for formal situations.
- Shaking Hands: Shake hands when greeting your colleagues, friends, or business partners whom you haven't seen for a while. In Korea, you should not extend your hands before a senior does.
- Bowing: A greeting with the greatest respect to a senior. Koreans make a low bow usually traditional holidays and ceremonial occasions.
- Honorific Expressions: Usually honorific expressions are used to show respect for older people or bosses.

### Drinking

Koreans enjoy having some drinks with family or friends. However, minors under 19 cannot purchase alcoholic beverages, and those who sell alcohol to minors will be penalized. The rules on drunk driving are very strict. When one is offered drinks by his elder, he holds the glass with two hands while the elder pouring the drink and drinks after turning his head aside a little as a way of expressing respect for the elder.

### Tipping

Tipping is not required in Korea, when offered a very good service, you can offer tip.

## Smoking

It is considered impolite to smoke in the presence of elders. Smoking is not permitted in almost all public places and buildings such as public institutions, theaters, libraries, and public transportation. There are areas designated for smoking in public places.

### > Tips. Useful Etiquettes to Know:

- Slightly nod when first met a Korean
- Yield a seat to elders in bus or subway
- Try to have a good harmony with others
- Receive things with two hands
- Take off shoes when entering inside

## Climate and Weather

Korea maybe small in territory but its temperature difference between north and south is pronounced. The country has a continental monsoon climate with four distinctive seasons. Spring and autumn are rather short while summer and winter are long.

## Four distinct seasons

The four distinct seasons can be found in Korea, each bringing its own characteristics, which in turn affect the nature and urban landscapes of Korea.

### Spring (March to May)

Spring in Korea is the most pleasant, when temperatures are warm and comfortable. In spring, hiking and picnics can be enjoyed along with the flower blossoms and fresh air.

### Summer (June to August)

Summer is very hot and muggy, particularly during the rainy season that typically lasts from the end of June to the beginning of July. The average temperature is 25 degrees and the temperature can rise up to 38 degrees when it is hot. In summer, Koreans enjoy their vacation time, opting to go camping and/or traveling to the coast, mountains, or rivers with family.

### Fall (September to November)

Autumn in Korea is very beautiful. Blue skies and colorful foliage can be enjoyed from a number of picturesque spots. Thus, the ideal time to travel in Korea is during the autumn months. In the fall, Koreans traditionally celebrate it's the rice harvest during ChuSeok, one of the nation's biggest holidays.

### Winter (December to February)

Winters in Korea are typically cold and dry. Snows can often be found at higher elevations, where winter enthusiasts can be found enjoying skiing, snowboarding, or participating in other winter activities. The winter climate follows a predictable cycle of three cold days followed by four less cold ones due to the rise of the

high-pressure air masses. The average temperature is -5 degree Celsius and the lowest can be around -15 degrees.



## City of Incheon



With over 2.8 million people, Incheon is one of the largest cities in Korea in terms of population. A gateway to northeast Asia with international airport and seaport in its hand, Incheon is located in Midwest Korean peninsula abutting the Yellow Sea.

Incheon is an intensely dynamic city bursting with rapid cultural and economic change, and it is now transforming into a global business hub centered around the high tech and futuristic New Songdo City, which is designated to become a center of diverse international business and trade.



## Money Matters

Living standards are quite high in Seoul and Incheon metropolitan area. For a student, a monthly budget of about KRW 600,000 (approx. USD 550 or EUR 400 equivalent) is necessary. Students living outside campus may need much more than that (approx. KRW 800,000). Travel expenses and expenses related to accommodation constitute the largest sum of money.

### ■ Monthly Expenses

- Accommodation: approx. KRW 400,000/month
  - \* Living in the Univ. Dormitory is much cheaper. Dormitory accommodation costs approx. KRW 900,000 per semester and this includes breakfast and dinner.
- Public Transportation (bus/metro): approx. KRW 80,000
- Food: approx. KRW 150,000
- University's Designated Health Insurance (per year): approx. KRW 150,000~200,000
- Cell Phone Bill: approx. KRW 35,000~55,000

## Opening a Bank Account

The safest place for your money is in a bank; it is not wise at all to carry a large amount of cash around with you or to keep cash in your room. You can open an account in any bank in Korea. However, the ones you will have an easy access to are Hana Bank. There is a Hana Bank branch on the 2nd floor of the Student building and therefore, you can conveniently use its ATM machines scattered around on campus.

If you would like to open an account with Hana Bank, you will need to have the following documents:

- Original passport
- Alien Registration Card
- \* You can also open an account at Hana Bank when you apply for your student ID card. For more information about the bank account, contact the Hana Bank branch on campus.

## Telephone Service

### Mobile Phone

Mobile phones are widely and commonly used in Korea, and have various functions such as texting messages, taking pictures, and videos, and video calling. Major communication companies in Korea are SK Telecom (SKT), KT Show and LG Telecom. Detailed information can be found on each company's website in English. To buy a mobile phone, foreigners need to submit a passport copy, alien registration card, and other required documents.

<b>SKT</b>	Deposit required Call Center : 080-2525-0111
<b>KT Show</b>	No deposit required, but information of credit card or bank account required. Prepaid phones available. Call Center: 02-2130-1180
<b>LGT</b>	Same as Koreans but bank account required. Call Center: 1544-0010

Communication companies have different fee structures depending on the lifestyles and needs of their clients. Payment can be made via wire transfer, credit card, autogiro, ATM, or online remittance.

## Payphone

As the use of mobile phone has become widely used and the demand for pay phones has increased, there are fewer pay phones on the streets or in public places. Pay phones are operated by coins, phone cards, or credit cards and can be used to make local, long distance, or international calls.



The rate for local calls is KRW 70 per three minutes. International collect calls can be made by pressing the emergency button or dialing 00799.

\* **International Calls:** When making an international call, dial the international calling code, country code, area code, and phone number.

	<b>KT</b>	<b>LG Daicom</b>	<b>Onse Telecom</b>	<b>SK Telecom</b>
Number	001	002	00365	00700

### > EX.

When calling a friend living in New York, dial the numbers in the following order.

→ International calling code (001) + country code (1) + area code (212) + phone no. (123-4567)

### > Tips. Voltage

The standard voltage in Korea is 220 volts. The outlet has two round holes and is the same type used in France, Germany, Austria, Greece, Turkey, and many other countries.

If you do not have a multi-voltage travel adapter, you can borrow one from your hotel's front desk. If you want to buy one in Korea, you can do so at supermarket near the campus.



## Public Transport

Seoul and Incheon metropolitan region is one of the most densely populated areas in the world with over ten million people. To relieve the congestion and heavy traffic, the cities operate a convenient public transportation system. Various bus routes cover all corners of the region but the most efficient method of getting around towns is by the Metro. Not only is it cheap, the average travel time between stations is 2-3 minutes. Buses are also a convenient way to get around the cities once you get accustomed to the seemingly complex routes. However, these routes are not as complex as they appear upon careful inspection since maps and street signs are labeled in English.

### Bus

#### 01 City Bus

Three types of buses cover routes connecting every corner of the city: Ilban bus, Jwaseok bus, and Maeul bus. Bus routes can be the hardest to master for newcomers. However, once you get accustomed to taking the bus, it may be easier for you to reach destinations not easily accessible by subway. Buses travel in five to fifteen minute intervals but it may take longer in busier parts of the city. Schedules vary depending on the bus routes but most routes start at 4:30 a.m. with the last bus of the day making its round at 1 a.m. One of the advantages of traveling by bus is that you can actually enjoy the sights and sounds of various neighborhoods around the town. The drawback to taking the bus is with the jockeying for elbow-room or seating on a moving bus full of commuters.

#### Seoul Transport Operation and Information Service:

<http://topis.seoul.go.kr/>

Incheon Bus Info: <http://www.intis.net/>

Naver Traffic: <http://traffic.map.naver.com/>

#### 02 Bus Fares in Incheon and Seoul

BusType	Cash			Card		
	Adult	Student	Child	Adult	Student	Child
Blue	1,150 Won	1,000 Won	450 Won	1,050 Won	720 Won	450 Won
Green	1,150 Won	1,000 Won	450 Won	1,050 Won	720 Won	450 Won
Red	1,950 Won	1,800 Won	1,200 Won	1,850 Won	1,360 Won	1,200 Won
Yellow	950 Won	800 Won	350 Won	850 Won	560 Won	350 Won
Maeul	850 Won	550 Won	300 Won	750 Won	480 Won	300 Won

### Subway

You will find that the subway is the most efficient way to get around the city. With eleven lines connecting various parts of the region, you can easily travel to your desired destination without the use of buses or taxis. The subway operation hours are from 5:30 to approximately 24:00. The estimated travel time between subway stations are 2-3 minutes. The schedule can vary depending on the line so remember to make note of the schedule in advance.

### Subway Payment

In Seoul and Gyeonggi-do, the basic fare is 1,150Won within 10km and 100won is added per 5km. Thus, subway fares start at 1,150Won and can cost up to

3,150Won depending on your final destination. However, average travel within Seoul will cost between 1,150 to 1,750Won. If using T-Money cards, you can save 100 won on each trip. Several ticket purchasing options are available for the Seoul Metro. The most obvious is the ticket bought at the ticket window or at automated machines which dispenses tickets. These tickets include one-time tickets and prepaid tickets. When purchasing your ticket, it is important to clearly state your destination.

	Card	Ticket
Adult	1,050 Won	1,150 Won

\* The subway fare may be different depending on the cities.

### > Tips. T Money Card



Purchasing a pre-paid transportation card or T-Money card can be very convenient and less confusing. You can recharge these cards by simply giving the person behind the ticket window your card and the amount you wish to recharge. Those of you here for a longer stay may want to opt for the credit-based transportation cards. These cards include credit cards, debit cards or e-cards. The total fare amount is accumulated and at the end of the month, it is billed to you along with your other transactions.

**Note that your student ID card can also be a transportation card!** Subway fares start at 1,050won and can cost up to 3,150won depending on your

destination. However, an average travel within Seoul will cost between 1,150 to 1,750Won. Not only are T-Money cards convenient, but you can save 100 won on each trip. T-Money cards can be purchased at ticket windows or at your local convenience stores (Family Mart, Buy the Way, GS25, 7-eleven).

[www.t-money.co.kr](http://www.t-money.co.kr) / 1644-0088

## Taxis

Taxis in Korea are affordable, comfortable, and can be a convenient way to travel. There are three types of taxis in Seoul: white, silver, and black. White and silver taxis are Ilban or regular taxis and are identified by white and blue plastic caps on top of the car. White caps indicate privately owned taxis while blue caps are company owned cars. Black taxis are Mobeom or luxury taxis and cost more. The basic fare for regular taxis (except Mobeom taxi) is 2,400 won and metered according to time and distance. Keep in mind that there is a 20% fare hike from midnight to 4a.m.

# Visa Information

## Student Visa

All international students seeking to study in Korea should hold a student visa (D-2), which can be applied for and obtained at the nearest Korean Embassy or Consulate in their home country. When applying for the visa, students are required to submit a "Certificate of Admission" which will be officially issued by Inha University.

Please consult with your local Korean Embassy regarding other supporting documents for your visa application.

## Alien Registration

Within 90 days of your arrival in Korea, you must register at the Korea Immigration Office to get an Alien Registration Card, regardless of your visa type unless your total period of stay in Korea is less than 90days. All foreign nationals are required to visit the Korea Immigration Office in person and be fingerprinted when applying for the foreign registration card as of July 1, 2011. The International Office will host a group visit to the Immigration Office after the beginning of semester. The schedule will be announced at the International Student Orientation.

The following documents are required:

1	Application form (obtainable at the International Center or on the website)
2	One color photo (White background, 3.5x 4.5cm)
3	Passport (Original, 1 Copy)

4	1 Copy of VISA page in the passport
5	Certificate of Enrollment (obtainable through the certificate vending machine located in the Main Bldg from March 1/ September 1)
6	Application fee: 10,000 KRW



## Visa Extension

In order to extend your Visa, students are asked to submit the following documents to the International Office before the visa expires. \* You can apply for a visa extension 2 months prior to the expiration date.

\* If you are living outside of Incheon, you will need to apply for a visa extension at the immigration office near you.

Please submit the following documents:

1	Application (obtainable at the International Center or on the website)
2	Passport and Alien Registration Card
3	Application Fee: 30,000 KRW
4	Certificate of Enrollment (obtainable through the certificate vending machine)
5	Transcripts
6	Certificate of Bank Balance – of at least 3,000USD
7	Receipt of Tuition Payment

## Attendance Requirement and Leave of Absence (or Drop out of School)

If a student is absent from a class two consecutive times, without any reason, it will be reported to the designated immigration officer.

**International students are not allowed to take a leave of absence while residing in Korea.** If a student requests a leave of absence, the student will be required to leave the country within 14 days as the visa will no longer be valid.

### \* How to apply for leave of absence

Visit the Faculty Office and fill out the application. Submit a copy of your air ticket. When departing Korea, your alien registration card will be taken when exiting through the immigration gate at the airport.

## Re-Entry Permit

Registered foreign nationals are no longer required to obtain a re-entry permit to depart and re-enter Korea for one year.

- If the period of stay is less than one year, the exemption is valid for the duration of the period of stay.
- Permanent residents on an F5 visa are able to re-enter Korea for two years after their departure date.

## Students transferred from another Korean University

All incoming students, who are transferring from another Korean university or a Korean language institution (including the Inha Language Training Center), will have to change their visa. Transfer students from a four-year Korean university will have to update the school information for their visa. Students who were studying at a language institute will have to change their visa status from a D-4 to a D-2. Failure to change or update your visa will result in a 300,000KRW fine at the minimum.

## One-stop service for visa affairs

The International Center provides a one-stop service for visa affairs in order to make the visa application process at the Immigration Office faster and more convenient for foreign nationals at Inha University. All international students, researchers, and faculty can both apply for and pick up several types of visas through the International Center.

- ① Offered Service: Visa Extension, Change of Visa Status, Visa for work permits
  - \* Invitation visas for family members cannot be obtained through the International Center. Foreign nationals wishing to apply for those two visas should proceed with the formalities on their own.
- ② Service Hours: Mondays and Thursday from 13:00 PM ~ 17:00 PM
- ③ Processing Time: 10 days after application is submitted to the International Office
  - \* The International Center submits the supporting documents to the Immigration Office one day after you submit your application and it takes 7 ~ 9 days for the Immigration Office to grant the visas to the applicants.

### > Caution

If the expiration of your visa is within 10 days, we highly recommend that the student visit immigration office in person as soon as possible.

## Work Permit

Eligible international students will be allowed to work part-time in Korea. However, if international student works without a permit and is reported to the Immigration Office, he will be fined KRW 1,000,000 and will be deported. Students who are participating in a research project or are working as a teaching assistant at Inha University are NOT required to obtain a work permit.

### 01 Eligibility

- ① Students who have completed more than one semester of study and obtained a recommendation from the supervisor (professor) of the affiliated department.
- ② Students who have completed all required course work in a master's or doctoral program, and are staying in Korea in preparation for the graduation thesis.

### 02 Work time and areas

- ① 20 hours or less per week during regular semesters (Graduate student: 30 hours per week)
- ② No limit to work hours during weekends, holidays and school vacations. (The 20-hour rule is not applicable)
- ③ Work permission will be granted for a period of up to one year within the whole stay period. (Work permission can be renewed and extended.)

### 03 Required documents

passport, alien registration card, application, a recommendation from a professor and an officer of International Center, and conformation of employment issued by the employer.

\* Recommendation form is available at the International Office

## 04 How to get a work permit

### [Online Application]

HiKorea web site(www.hikorea.go.kr) → Click! **E-application** → Fill out the form  
→ Upload the required files scanned as image file.

### [Visit to Immigration Office]

Please take all required documents to the Immigration Office.

## 05 Eligible work areas

- ① Areas that can be regarded as being closely related to the study subjects of applying students
- ② Areas commonly associated with students

### > EX.

translation, interpretation, library assistant, landscaping and lawn maintenance, facility maintenance, restaurant and hospitality field, office assistant, research, activities which are temporary such as research project carried out at the same time with study, teaching assistants (temporary) or laboratory assistants.

\* Employment at English villages or English camps such as shop keepers, restaurant employees and assistant program staff.

- ③ Foreign language teachers at educational institutes including private institutes (Applicable only for those with qualifications as foreign language instructors)

## 06 Restricted areas

- ① High-tech industries or research institutes which require high security to protect industry secrets and classified information.
- ② Speculative businesses (gambling and etc)

- ③ Bars or adult entertainment establishments
- ④ Individual private tutoring

## Obligatory declarations

### 01 Change of Residency

If student changes their residency, it must be reported to the local Immigration Office within 14 days.

### 02 The number of passport

If student renews their passport, it must be reported to the local Immigration Office within 14 days.

### > Incheon Immigration Office

#### Address

213 Seohae-Ro, Jung-gu, Incheon  
인천광역시 중구 서해로 213 인천출입국관리사무소

#### Tel.

032-890-6300 / 6400

#### Directions

Take bus No. 3-A at the bus stop across the Dormitory #1, and get off at the Incheon Immigration Office. Going further 100m in the bus direction, you cannot miss the Incheon Immigration Office.

#### Website

<http://www.immigration.go.kr/indeximmeng.html>



## Important Websites

Inha University	<a href="http://eng.inha.ac.kr/">http://eng.inha.ac.kr/</a>
International Center	<a href="http://site.inha.ac.kr/international_info/">http://site.inha.ac.kr/international_info/</a>
INS system	<a href="http://portal.inha.ac.kr">http://portal.inha.ac.kr</a>
Course Registration	<a href="http://sugang.inha.ac.kr">http://sugang.inha.ac.kr</a>
Graduate School	<a href="http://grad.inha.ac.kr/">http://grad.inha.ac.kr/</a>
International Student Lounge(ISL)	<a href="http://lounge.inha.ac.kr/">http://lounge.inha.ac.kr/</a>
Dormitory	<a href="http://site.inha.ac.kr/dorm/">http://site.inha.ac.kr/dorm/</a>
Library	<a href="http://lib.inha.ac.kr/index.asp">http://lib.inha.ac.kr/index.asp</a>
Incheon Immigration Office	<a href="http://incheon.immigration.go.kr/">http://incheon.immigration.go.kr/</a>
Hana Bank	<a href="http://hanabank.co.kr">http://hanabank.co.kr</a>
Inha University Hospital	<a href="http://www.inha.com/mainpage/index.htm">http://www.inha.com/mainpage/index.htm</a>



## Checklists

- List of Important Information** page 70
- Pre-Departure Checklist** page 71
- What to Bring Checklist** page 72
- Travel & Immigration Checklist** page 73
- What to Do After You Arrive in Inha Checklist** page 74
- What to Do Before You Leave Inha Checklist** page 75

## List of Important Information

Name of Emergency Contact: \_\_\_\_\_

Emergency Contact Phone Number: \_\_\_\_\_

Inha University Contacts: [See page 7~9 of this Handbook](#) \_\_\_\_\_

Passport Number: \_\_\_\_\_

VISA type and Number : \_\_\_\_\_

Airline & Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Flight Numbers/Times: \_\_\_\_\_  
\_\_\_\_\_

Airline ticket & confirmation numbers: \_\_\_\_\_  
\_\_\_\_\_

Travel Insurance Company & Phone Number: \_\_\_\_\_

Travel Insurance Policy Number: \_\_\_\_\_

Bank Name & Phone Number: \_\_\_\_\_  
\_\_\_\_\_

Credit Card Name & Phone Number: \_\_\_\_\_  
\_\_\_\_\_

List of Traveler's Checks & Numbers: \_\_\_\_\_  
\_\_\_\_\_

Doctor (Home Country) Contact Info: \_\_\_\_\_  
\_\_\_\_\_

## Pre-Departure Checklist

- Have you arranged your travel to Inha?
- Have you purchased travel insurance for liability, trip cancellation, theft and lost luggage?
- Have you notified your arrival date to the International Center ?
- Have you completed the "List of Important Information" on page 75 of this Handbook?
- Have you had your medical prescriptions written in English in generic terms?
- Have you made arrangements so that your mail is forwarded to an appropriate address while you're in Korea?
- Have you made TWO photocopies of EACH of the following?

- Passport
- Visa
- Certificate of Admission
- Fee receipt
- Airline tickets
- Credit cards and bank cards
- Travel insurance documentation

- Have you given one set of photocopies of the above items to your parent/guardian? (The other set of photocopies goes in your carry-on bag.)
- Have you packed everything listed in the "Travel & Immigration Checklist" (page 73) in your carry-on bag?
- Have you made a list of what you have packed in each item of your main luggage, in case you need to make an insurance claim?

## What to Bring Check list

**Remember :** You can buy many items that you need after your arrival. We will advise you where to buy the items you need during the International Student Orientation.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> athletic shoes           | <b>Electronics</b><br><i>see page 40 for more information</i>                            | <b>Toiletries/Medicines</b>   |
| <input type="checkbox"/> bathrobe                 | <input type="checkbox"/> dual voltage appliances   | <input type="checkbox"/> eyeglasses/<br>contact lenses                                    |
| <input type="checkbox"/> dress shirts/blouses     | <input type="checkbox"/> 220V plug adapters  | <input type="checkbox"/> favorite brush,<br>perfume, etc                                  |
| <input type="checkbox"/> dress shoes              | <input type="checkbox"/> converters/transformers   | <input type="checkbox"/> medicine & prescriptions   |
| <input type="checkbox"/> light jacket             |  |   |
| <input type="checkbox"/> jeans or pants           | <b>Miscellaneous</b>   | <b>Bed/Bath</b>   |
| <input type="checkbox"/> pajamas                  | <input type="checkbox"/> address book  | <input type="checkbox"/> alarm clock  |
| <input type="checkbox"/> shorts                   | <input type="checkbox"/> back pack   | <input type="checkbox"/> bed linens, i.e., sheets,<br>pillowcase, blanket                 |
| <input type="checkbox"/> shower shoes             | <input type="checkbox"/> bilingual dictionary  | <input type="checkbox"/> pillow   |
| <input type="checkbox"/> sweaters (jumpers)       | <input type="checkbox"/> calculator  | <input type="checkbox"/> sleeping bag   |
| <input type="checkbox"/> suit/skirt/dress         | <input type="checkbox"/> camera  | <input type="checkbox"/> towel  |
| <input type="checkbox"/> swimsuit                 | <input type="checkbox"/> money<br>(cash, travellers checks,<br>bank cards, credit cards) | <b>Immigration Documents</b>  |
| <input type="checkbox"/> T-shirts                 | <input type="checkbox"/> music from your home<br>country                                 | <input type="checkbox"/> Please see the<br>"Travel & Immigration<br>Checklist" on page 73 |
| <input type="checkbox"/> traditional dress/outfit | <input type="checkbox"/> i-Pod/personal CD player  |   |
| <input type="checkbox"/> undergarments & socks    | <input type="checkbox"/> photographs from home   |   |
| <input type="checkbox"/> winter coat              | <input type="checkbox"/> sewing kit  |   |
| <input type="checkbox"/> winter hat and gloves    | <input type="checkbox"/> sunglasses  |   |
|   | <input type="checkbox"/> umbrella  |   |
|   | <input type="checkbox"/> wallet/purse  |   |

**NOTE :** Casual dress is appropriate for the classroom.

## Travel & Immigration Checklist

**You should bring these items WITH YOU in your carry-on bag on the plane** when you travel to Korea as well as on any connecting flights within Korea

### DO NOT check these items with your luggage!

- International Student Handbook
- Airplane/Bus/Train tickets
- Passport
- Paper receipt for the fee
- Evidence of financial resources
- Evidence of student or exchange visitor status, such as tuition receipts and/or formal Certificate of Admission
- Airline ticket and confirmation numbers

### Tips for having a more comfortable flight and customs processing:

- Get a good night's rest before the flight
- Pack your own bags
- Eat a meal that is light in fat and calories before the flight
- Wear light clothes
- Do not carry packages for strangers
- Drink lots of water prior to and during the flight
- Avoid drinking alcohol and caffeine during the flight

## What to Do After You Arrive at Inha Check list

- Call and/or email your family to let them know that you arrived at Inha safely.
- Set up a local bank account. International Coordinator will deliver how to make a bank account during orientation session to assist new students with establishing a checking account, making wire transfers, and obtaining a bank debit/credit card.
- Pay your tuition, room, meals, health insurance, etc until the deadline.**
- Buy textbooks for your classes. (Bookstore, Student Union Building B1)
- Fix any problems with your room and/or your room key.
- Fix any problems with your email account.
- Borrow some needed items (blankets, hangers, desk lamps, etc) from the store until you can purchase your own. Please ask the buddy students or an International coordinator for access to the closet.
- Exchange students only :** Print out your tuition bill at the registration period and confirm your tuition fee Waived on it. Submit the bill to the financial team at the 1F main building.

## What to Do Before You Leave Inha Check list

### International Students who are leaving Korea permanently:

- Pay ALL of your bills, including but not limited to:
  - University Student Account
  - Cell phone bills
  - Credit card bills
- Return all library books and materials.
- Notify friends and billers (Credit Card Company, bank, cell phone company magazine subscriptions, etc) of your new address.
- Notify the address where you want to receive your transcript in your home country to the International Center.(exchange students only)
- Notify your withdrawal date at least 2weeks before to the dormitory office and get a refund on the dormitory deposit.(exchange students only)
- Close bank accounts.
- Discontinue cell phone service.
- Pack all items from your room and clean room before moving out.
- Return your room key to the dormitory office.

### International Students who are leaving for school breaks and returning to Korea

- IMPORTANT :** If you are leaving Korea, you should get an re-entry Visa at the Immigration office located at Incheon or Incheon International Airport
- If you are staying on campus during summer, winter vacation, apply for the dormitory during the designated application period.



## Campus Map

- 1. University Main Building**  
(Administration Offices, College of Human Ecology, Graduate School, Auditorium, Faculty Cafeteria)
- 2. Building #2** (College of Engineering)
- 3. Building #3** (Research Centers)
- 4. Building #4**  
(Computing & Information Center)
- 5. Building #5**  
East, West, South, North Wings  
(College of Natural Science, College of Humanities)
- 6. Building #6**  
(College of Business Administration, College of Economics & International Trade, Graduate School of International Trade and Logistics)
- 7. Student Center**  
(One Stop Service Center, Post Office, Bank, Infirmary)
- 8. Building #9**  
(College of Law, College of Social Sciences, APSL, Graduate School of Business Administration, Graduate School of Public Administration)
- 9. West Building**  
(College of Education, Graduate School of Education)
- 10. Student Club Hall**
- 11. Man-Kyung Jae**  
(Study Boarding House)
- 12. R.O.T.C. Building**
- 13. Center for Continuing Education**
- 14. Woong-Bi Jae** (University Dormitory 1)
- 15. Flying Dragon Tower** (University Symbol)
- 16. Gymnasium**
- 17. Book-Worm Arbor**
- 18. Gymnasium Seat**
- 19. Vehicle Waiting Place**
- 20. In-Kyung Pond**
- 21. Main Gate**
- 22. Old Gate**
- 23. Inha Hi-Tech Center**  
(Graduate School of Information Technology & Telecommunications)
- 24. Back Gate**
- 25. Arbor**
- 26. Wind Tunnel Laboratory**
- 27. Outdoor Playground**
- 28. Sports Field**
- 29. Baseball Ground**
- 30. Jung-Seok Memorial Library**
- 31. Inha Law School**
- 32. University Dormitory 2,**  
GuestHouse, Athlete Village

# University Service and Facilities

## Student Dining Halls

Location	Opening Hours
2F, Student Center Building	During the Semester: 9:00AM~7:00PM
1F, West Building	During the Vacation: 11:30AM~1:30PM

## Facilities in the Student Center (Building No.7)

Location	Name	Phone Number
1F	University Bookstore	032-864-7799
	Copy Shop	032-862-7500
	Convenience Store (Family Mart)	032-866-3088
	Coffee Shop	032-861-0502
	Souvenir Shop	032-872-9021
	Opticians'	032-873-2122
	Mobile Phone Shop	070-7435-3826
	Travel Agency	032-862-0422
	Computer Shop	032-860-9077
	Barber Shop	032-860-9144
	Supply Store	032-875-5515
2F	Post Office	032-860-8867
	Hana Bank	032-860-8991
	Dining Hall	
	Student Health Center	032-860-8311
3F	Student Support Team	032-860-7077
5F	ISL (International Student Lounge)	032-860-9198

## List of Convenience Stores on Campus

Location	Phone Number
BF1, Jungseok Memorial Library	032-860-9138
1F, Building No. 9	032-860-9132
1F, Building No. 5, South	032-860-9136
1F, Bomi Plaza	032-860-9133
1F, Student Center	032-866-3088

## List of Computer Rooms for Students

Location
University Main Building, Rm No. 435
Building No. 2, Rm No. 465N
Building No. 4, Rm No. 232
Building No. 5, Rm No. 116E
Building No. 5, Rm No. 032S
Building No. 5, Rm No. 236S
Building No. 5, Rm No. 240S
Building No. 5, Rm No. 325S
Building No. 6, Rm No. 137
Building No. 6, Rm No. 326
West Building, Rm No. 431
Law School Rm No. 021
Jungseok Memorial Library

## Female Student Lounge (for Female Students ONLY)

Location
Building No. 2, Rm No. 240S
Building No. 5, Rm No. 130S
Building No. 6, Rm No. 118
West Building Rm No. 127
High-Tech Center Rm No. 100

