

ORIENTATION FOR INTERNATIONAL STUDENTS

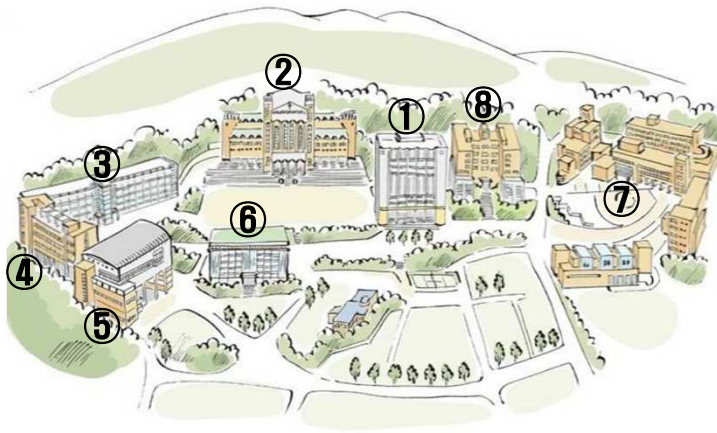
- ❖ **Semester: 2025-1st semester**
- ❖ **Location: Room 501, Jaerim Hall**
- ❖ **Date: 2025.03.07 (Fri), 10:00**

SUNGKYUL UNIVERSITY GRADUATE SCHOOL

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○○○ Introduction to Major School Facilities ○○○



- ① Jaerim Hall
(5F&7F: Classrooms,
5F: Office of Graduate School)
- ② Memorial Hall
(3F: International Exchange Department)
- ③ Jungsaeng Hall
(B1: Student Cafeteria)
- ④ Yeongam Hall
- ⑤ Student Center
(2F: Health Clinic)
- ⑥ Sungkyul Hall
- ⑦ Shinyu Hall
- ⑧ Academic Information Center

○○○ Issuance of Alien Registration Card ○○○

- ▶ Foreign nationals who wish to stay in Korea for more than 90 days must register as foreigners at the Immigration Office within 90 days of the date of entry and receive an alien registration card (alien identification card).



Issuance of Alien Registration Card



▶ Required documents (Qualified University/IEQAS)

- Integrated application form
- Copy of passport
- 1 color photo (3.5cm x 4.5cm)
- Certificate of enrollment
- Certificate of residence
- fee (30,000 won)

▶ Submission location

Ministry of Justice, Ansan Immigration Office (Ansan-si, Gyeonggi-do)

*If your alien registration card is lost, contaminated, or there are not enough spaces to fill in necessary information, you must apply for a reissue.



Report Change of Residence



- ▶ When a registered foreigner changes his/her address (place of residence) Within 14 days from the date of moving (moving in) The city, county, or district office of your new address (place of stay) You must report your move in to the Immigration Office.

※ How to report

- Report to the competent city, county, or district office
- Report to the competent immigration office



Extension of Stay(VISA)



▶ Subject

Foreigners who wish to continue to stay in Korea beyond the previously permitted period of stay must obtain permission to extend the period of stay.

▶ Period

Foreigners wishing to apply for an extension of their period of stay may apply from two months prior to the expiration of their current period of stay until the day of expiration.

※ If you apply for permission to extend your period of stay after the expiration date of your period of stay, a fine will be imposed.(Article 25 of the Immigration Control Act)



Extension of Stay



▶ Documents to be submitted (Qualified University / IEQAS)

- Integrated application form
- Copy of Passport
- Original and copy of alien registration card
- Certificate of enrollment
- Transcript
- Tuition payment receipt
- Certificate of residence
- Fee (60,000 won)



Part-time Employment



▶ Change of location

If you change your place of employment due to a different employer within the permit period, It must be reported within 15 days from the date of change.

▶ Allowed hours

Currently, Sungkyul University is qualified(IEQAS), so up to 35 hours on weekdays, unlimited on weekends/vacations

- ☞ Available to those who have Korean language proficiency (TOPIK level 4 or higher)
or English proficiency (IELTS 5.5 or CEFR B2 or higher)

▶ Restricted subject

Applicants with an attendance rate of 70% or lower or an average grade of C or lower (based on credits completed) for the most recent semester completed. If it is deemed difficult to combine study and employment



Part-time Employment



▶ Submission Location: The Immigration Office / Available online also (www.hikorea.go.kr)

▶ Documents Required

- Application form
- Copy of passport
- Copy of alien registration card
- Certificate of enrollment
- Transcript
- Confirmation of part-time employment (required to be confirmed by university representative)
- Copy of business registration certificate & Copy of business owner's identification card
- A Standard employment contract (must include hourly wage, job description, and working hours)
- Language proficiency certificate



Medical Insurance



- ▶ All international students enrolled at our school must enroll in mandatory health insurance.
- ※ Visa extension is not possible if insurance premiums are overdue



Academic Information



- ▶ **Integrated ID issuance**
Before registering for courses, visit the Sungkyul University portal website (<http://portal.sungkyul.ac.kr>). You must receive an integrated ID.
- ▶ **Graduate school course registration website:** <http://gsugang.sungkyul.ac.kr>
- ※ **For further details, please refer to the announcement on the Sungkyul University website.**



Academic Information



▶ Course Registration

- You must read the 2025-1st semester class schedule posted on the graduate school website before registering for classes.

※ Check the credits/subjects required for graduation by department (major) and then register for classes.

- Current students must register for all courses within the designated period, and must enter their course information directly via the Website.



Academic Information



▶ Graduation Requirements

1) Table of Credits Required for Graduation

Course	Department	Number of semesters	Credits required to be completed	Thesis
Ph.D.	Business Administration	5 semesters	36 Credits	Necessary
Master	Business Administration	4 semesters	24 Credits	Selected
			Or 30 Credits	Or Not selected (Taking 6 credits more)



Academic Information



2) Comprehensive Exam

① Ph.D.

- Eligibility: Applicable starting from the 4th grade
- Subjects: 3 major subjects
- Test fee: 30,000 won per subject

② Master

- Eligibility: Applicable starting from the 3th grade
- Subjects: 2 major subjects
- Test fee: 30,000 won per subject



Academic Information



3) Foreign Language Exam Guide

① Both **Ph.D. and Master** are **required**

② Eligibility : more than 1th grade

③ Question format: English related to major

※ **You may be recognized as having passed the Foreign Language Exam in the following cases**

- TOPIK level 4 (level 3 for arts and physical education) or higher
- TOEFL IBT 59, IELTS 5.5, CEFR B2, NEW TEPS 202 or higher

(Students from countries where English is the official language must submit the certificate of secondary or higher education)



Academic Information



4) Thesis

① Ph.D. (Necessary)

- Submission of the thesis plan and proposal: from the 4th grade
- Preliminary and final review of thesis: 5th grade
- Thesis Fee: 900,000won(450,000 x 2 semesters)

② Master (※ When selecting thesis route)

- Submission of the thesis plan, Preliminary and final review of thesis: from the 3th grade
- Thesis Fee: 200,000won
- ※ For the detailed thesis schedule, check the thesis schedule on the Graduate School website



Academic Information



▶ Attendance and Absence

- Classes last 15 weeks
- Please note that absences of **4 or more will result in an F grade.**



Academic Information



▶ Expulsion

- Those who have not completed registration within the designated registration period
- Those who do not return to school within the specified period after the expiration of the leave of absence period
- Those who have been absent without notice for more than 1 month
- Those who currently enrolled at another university



Scholarship System



▶ Foreign Student Scholarship

40% of tuition paid (master's and doctoral programs)

※ Scholarship amount may change depending on regulations.

▶ Scholarship Eligibility Requirements

Must have a grade point average of 3.0 or higher in the previous semester / no F courses



School Life Information



▶ Mobile student ID

Download and use 'Sungkyul University Mobile ID' from Play Store or App Store

▶ Student Cafeteria / Convenience Store

Jungsaeng Hall basement 1st floor,
operating hours 11:00~18:30 (Break Time 15:30~16:30)



<Jungsaeng Hall>

▶ Locker

You can apply by semester, apply directly at the graduate school academic department office
(fee per semester: 5,000 won, Cash only)



School Life Information



▶ Guide to using the Academic Information Center

- Access the Academic Information Center homepage,
click 'Online User Education' at the bottom left, and watch the video.
- You must enter your student ID and be authenticated to use the library.



<Academic Information Center>

▶ Health Clinic

- Temporary first aid, first aid kit (2nd floor, student center, room 206)
- Operating hours (during the semester): 9 a.m. to 5 p.m.



<Student Center>



School Life Information



▶ Smoking and drinking **prohibited on campus**

- If you are caught smoking or drinking on campus, you may be fined, detained, or given a penalty surcharge in accordance with the National Health Promotion Act and the Minor Offenses Punishment Act, and you will be subject to disciplinary action in accordance with school regulations.

- **All areas of the school are non-smoking & non-drinking**, including indoors, behind buildings, playgrounds, and passageways.

▶ Regularly parked vehicle registration

- Registration location: Living cooperative on the 1st floor of Jaerim Hall

- Parking fee: 40,000 won per semester (graduate students)



School Life Information



▶ Shuttle Bus

1) Myeonghak Station → Sungkyul University

- Morning: 08:00, 08:20, 08:40, 09:00, 10:20, 10:40, 11:00, 11:20, 11:40

- Afternoon: 13:40, 14:00, 14:20, 16:50, 17:10, 17:30, 17:50

2) Sungkyul University → Myeonghak Station

- Afternoon: 13:50, 14:10, 16:40, 17:00, 17:20, 17:40



<Myeonghak Station Bus Stop>



<Sungkyul Univ. Bus Stop>

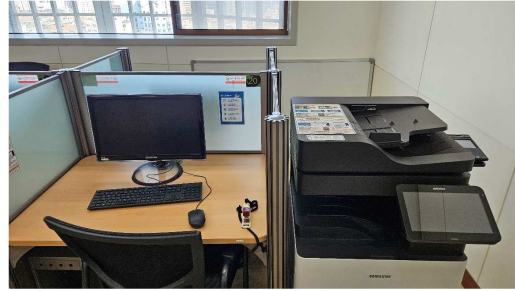


School Life Information



▶ Computer Room(Jaerim Hall 503)

- Available for computer use and studying
- Usable as a printer payment system (black and white only)



School Life Information



▶ Office information

1) Inquiries regarding Academic Affairs: The Office of Graduate School

*Office: Jaerim Hall #505 (031-467-8081~3)

2) Inquiries regarding Living on or off campus/VISA: The Office of International Exchange Department

*Office: Memorial Hall #305 (031-467-8042)