



2023 GUIDE BOOK for International Students



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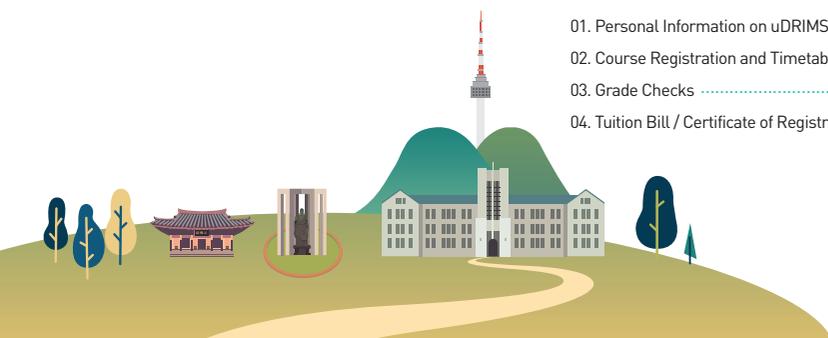
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1 Introduction

01. Dongguk University

Dongguk University was founded by Korea's ecumenically-minded Jogye Order in 1906. Since its foundation, Dongguk has remained as one of the few Buddhist-affiliated universities in Korea. Dongguk University, with a future-oriented management and optimum education environment, attempts to globalize its education and research, to take a leap forward to contribute to peace and development for mankind, and to be one of the most prestigious universities in the world.

The foundational spirit of Dongguk University is summed up in three educational goals: to build up on one's knowledge and character based on the Buddhist virtues; to make the nation, mankind, and nature full of wisdom and benevolence; and to realize the ideal society in which people can trust and respect each other. Students of Dongguk University are developing leadership with a global consciousness and harmonization.

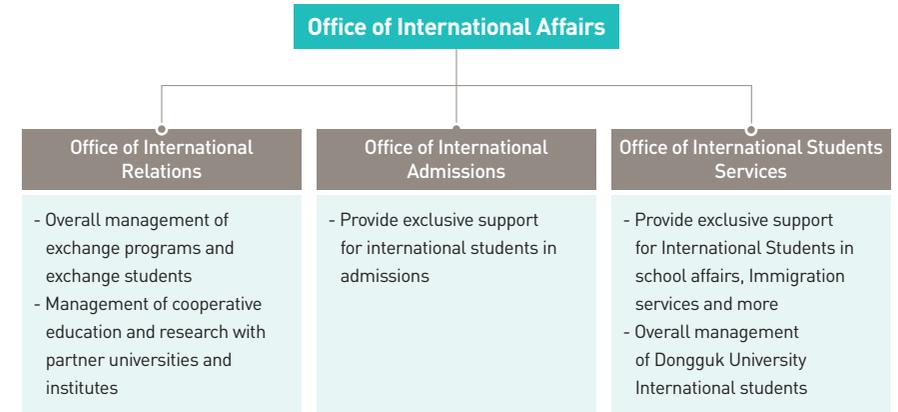
※ Dongguk University Website : <http://www.dongguk.edu>

The screenshot shows the Dongguk University website interface. Key sections are highlighted with red boxes and labels:

- Admission Guide**: Located under the '대학안내' (University Guide) menu.
- Academic Schedule & Campus Information**: Located under the '학사/생활/장학' (Academics/Life/Scholarship) menu.
- Information for International Students**: Located under the '국제교류' (International Exchange) menu.
- Notice**: Located at the bottom of the page.

02. International Affairs

- Organization : Office of International Relations, Office of International Admissions, Office of International Student Services



03. Office of International Admissions

- Purpose: Support for international students in admissions
- Contact: 02-2260-4944, 3887 / adm@dongguk.edu

04. Office of International Student Services

- Purpose : Support for International Students in school affairs, visa and more
- Contact: 02-2260-4947, 4948 / scf@dongguk.edu



2 Campus Life

01. Student ID Card

A. Student ID Card

(1) Application

- Distribute on the International Freshman / Transfer student Orientation

(2) Re-issuance

- Apply at the Student CS center in person (3F, Main Building, TEL : 02-2260-8661~ 4)
- Reissuance fee : 5,000WON by cash (Must bring an ID card)

B. Mobile Student ID Card

(1) Application : Dongguk University APP → Log-in → Download Mobile Student ID card

(2) Use at the library and other facilities on campus

C. International Student ID Card

(1) Application :

- Apply through Dongguk website first(photo required)
(Home → 학생CS센터 → 학생증발급 → 국제학생증)
- Filling out the application form(attached photo) and pay the issuance fee(14,000 KRW)
- Visit Shinhan Bank Dongguk Univ. Branch (02-2260-8989) to receive the card



02. On-campus Housing

- Application Period and method : Every December & June, TBA on the Dongguk website notice board(국제 공지)
- How to apply : On-line application TBA on the Dongguk website notice board(국제 / 교류 공지)
- Fee(deposit not included) : Approx. 370,000KRW per month(Namsan Residence Hall, Seoul), 300,000 KRW per month(Chungmu Residence Hall, Seoul), 300,000KRW per month(Goyang)

※ Double room

※ Deposit (₩100,000) will be returned after move-out.

- Period of residence : Select either 4 months or 6 months.

- Note : Withdrawing, refunding, extending or shortening of the stay period are not allowed after residence admission(students will receive a disadvantage in future residence admissions)

※ Homepage : Namsan Residence Hall - <http://dorm.dongguk.edu>

Chungmu Residence Hall - <https://dormcm.dongguk.edu>

Goyang Residence Hall - <https://bmcorm.dongguk.edu>



03. Campus Facilities

Location	Store(Eng.)	Store(Kor.)	Items(Category)	Contact (2260-xxxx)
Sanglokwon (Cafeteria)	Snack Bar	분식점	Snacks	8979
	Canteen	상록원 매점	Beverage, snacks	8978
	BURGER KING	버거킹	Fast food	2277-3006
	SOT AND NOODLE	솔앤누들	Udon, Rice with Fish Roe(Al-bab), Korean Snacks	8979, 8980
	2F Cafeteria	학생식당	Korean food, Western food	8979, 8980
	3F Faculty Cafeteria	교직원식당	Korean food, Western food	8977
Business Administration Building	B1F Cafeteria	학생식당	Korean food, Western food	8957
	B1F GUEROOTEOGI Canteen	그루터기매장	Beverage, snacks	8963
Hyehwa Hall	1F Stationery Store	문구점	Stationery	8967
	1F Kookmin Bank	국민은행	Bank	2279-9792
Dahyang Hall	4F Canteen	혜화 매점	Beverage, snacks	8942
	BORISOO Canteen	보리수 매점	Beverage, snacks	8964
	Book Store	서점	Textbooks, language study books, etc.	8956
	Stationery Store	문구점	Stationery	8950
	Optician's Shop	안경점	Glasses, Contact Lens	8969
	Photo Studio	사진관	1F / Photograph shooting, Photo develop	8971
	Printing Office	기획사	Print thesis, Photocopy, Printing	8972
	Mobile Phone	휴대폰	Mobile Phone, Accessory	8970
New Engineering Building	1F NAMSAN HAKSA Cafeteria	남산학사 식당	Korean food, Western food	8507
	CU convenience store	CU편의점	Beverage, Snack	2275-6113

Location		Store(Eng.)	Store(Kor.)	Items(Category)	Contact (2260-xxxx)
Haklim Hall	1F	SEVEN-ELEVEN	세븐일레븐	Beverage, snacks	4954
Science Building	B1F	Resources Center	교재실	Teaching material production	8975
Munhwa Hall	1F	DOORITEO Canteen	두리터매점	Beverage, snacks	4925
		GARDEN COOK	가든쿡	Pasta, Pizza, Salad	1478
Main Building	1F	Cafe DOORITEO	카페 두리터	Coffee, Beverage, Dessert	1478
		Blue pot	블루포트	Coffee, Beverage, Dessert	8970
Entire Region on Campus	Outdoor	GAON-NURI	가온누리	Coffee, Beverage, Dessert	8961
		Shinhan Bank	신한은행	Bank	2265-1954
Myeongjin Building	1F	Post Office	우체국	Post Office	8988
		Photocopy room	복사실	Photocopy, Color printing	8984

04. Cultural Activities

Buddhist culture experience activities like Temple Stays are provided every semester for foreign students to experience Korean Buddhist culture.

※ 2023 Cultural Activity Schedule : May / October(once a semester)

- Detailed information : TBA on the Dongguk website Notice Board[국제 공지]

05. Counselling

A. Regular Counselling

Freshman and Transfer students must have counselling in their first semester

① Counselling Details : Academic, campus life, Immigration affair

② Counselling Place : Office of International Students Services (#620 6F, Hyehwa Hall)

- Regular Counselling : At any time during the semester

- Scheduled Counselling : April / October(Freshmen must attend)

B. Mentoring Counselling

Freshman and Transfer students must have mentoring counselling with professor in their first semester

① Counselling Details : Campus life, Korean learning, global leading units, class, career 등

② will conduct counselling linked with global Korea culture class

06. Insurance

A. All the international students will be compulsory subscribed to the local subscriber scheme of the National Health Insurance.

B. National Health Insurance Service

① Eligibility

- Registered as a foreigner and holds one of the following visa types : F-1 ~ 5, D-1, D-2, D-3, D-5 ~ D-10, E-1 ~ E-7, E-9 ~ E-10, H-1 ~ H-2

② Registration process and required documents

- Registration of insurance is natural from the date of alien registration(first entry) or re-entry.
- Copy of ARC, Certificate of enrollment, Passport or certificate of entry / exit record
- Who do not pay the insurance fee will not be allowed to extend one's visa.

③ Benefits

- Same coverage will be applied as Korean citizens
- Hospitalization : Insurance holders pay 20% of the medical fee
- Outpatients medical costs : Insurance holders pay 30 ~ 50% of the medical fee
- It also covers other treatments such as childbirth and provides various health information such as disease prevention

④ Inquiry

- Website : www.nhis.or.kr TEL : 1577-1000 / English : 033-811-2000

07. Employment Support Program

A. Employment Competency Enhancement Concentration Program (Camp)

- Residence qualifications for foreign workers, Job aptitude tests, preparation of job documents suitable for job suitability, 1:1 individual counseling and consulting, and practical interview simulations for international students
- 2 times per semester (3days)

B. Employment Support Program(Online)

- A one-time special lecture focused on the most difficult content among foreign student's job searching activities
- Self-introduction letter, interview skills, etc
- 3 times per semester

C. Employment information

- Employment and internship information for international students are available on our website's international notice and employment bulletin board for international students.
- You must get permission from the immigration office in advance to get a job or do an internship

08. Special Korean course for foreign students

A special Korean course to strengthen the language competency of foreign students to help understand lectures.

A. Activity contents : Achieve TOPIK Level 4, learn TOPIK problem solving skills and Korean expression.

B. Program Period : MAR ~ JUN, SEP ~ DEC every year

09. OASIS program for international students

Education for international students' start-up knowledge, operation of project teams, and support for commercialization(education → development → advancement, mentoring of start-up technology-based start-up ideas, prototype production, and support for corporate establishment, etc.)

A. If completed OASIS start-up education and establish a corporation, it is possible to apply for a technology start-up visa(D8-4)

B . Activity period: 1 year

10. Global Buddy(A) Program

This program is running for international students to adjust to living in Korea and studying at Dongguk by making a group with Korean students and International students.

A. Application Method : Use Dream Path

B. Program Period : Every Semester(Approx. 2 months)

C. Activity Method : Regular meeting with matched global buddy partner

D. Activity Contents ; Study Korean, various Korean cultural experiences, and etc.

11. Korean Language Clinic

To help graduate international students to improve Korean writing thesis skills

A. Subject : Graduate international students(enrolled student, student with completion status)

B. Details : Get some corrections and feedbacks of thesis written in Korean

C. How to Use:

- Counselling Method : Apply and get feedback via Dream-Path
- Fee : Free of Charge
- Note :

- 1) Limitation of counselling opportunity : Two counselling sessions per semester.
- 2) Correction / feedback within 3 weeks after applying
- 3) Undergraduate school students can not apply for this program

D. Inquiry : Office of International Student Services(Hyehwa hall 6F), 02-2260-4947~8, scf@dongguk.edu

12. Special Lecture for writing Korean thesis

This program is designed to help graduate international students to write Korean thesis

A. Contents : How to search information in libraries, formats of academic thesis, and how to use a program to prevent plagiarism(3 times in a semester)

13. Korean Language Course

※ 2023 Schedule

Semester	Class	Details
Spring	2023. 3. 20 ~ 2023. 5. 31	- 10 weeks per semester - 5 days a week(including one cultural activity day)
Summer	2023. 6. 19 ~ 2023. 8. 31	- Intermediate / Advanced course(9:10~13:00), Elementary course(13:10~17:00)
Fall	2023. 9. 18 ~ 2023. 11.30	- Tuition : 1,670,000KRW per semester(Textbook not included)
Winter	2023. 12. 13 ~ 2024. 2. 29	- Dongguk University Students : A 50% discount & no application fee - Inquiry : International Language Institution 02-2260-3472
2024 Spring	2024. 3. 18 ~ 2024. 5. 31	(Hyehwa Hall, 5F) (interlang.dongguk.edu or klc@dongguk.edu)

3 Undergraduate**I . Academic Calendar for Spring 2023**

Year	Month	Day	Details
2023	3	2(Thur)	Spring Semester Begins
		3(Fri) ~ 8(Wed)	Course Drop / Add
		3(Fri) ~ 8(Wed)	Course Credit Waiver
		22(Wed) ~ 24(Fri)	Double-major or Integrated Program or Convergence major Withdrawal
		22(Wed) ~ 24(Fri)	Apply for Early Graduation
		22(Wed) ~ 24(Fri)	Course Withdrawal
	4	14(Fri)	Mountain Climbing on commemoration of April 19 Revolution
		17(Mon) ~ 21(Fri)	Mid-term Examination
	5	17(Mon) ~ 21(Fri)	Decision of Major for students with undecided major
		8(Mon)	University Anniversary
		15(Mon) ~ 26(Fri)	Registration for Re-admission
		17(Wed) ~ 19(Fri)	Course Registration for Summer Semester
		27(Sat)	Buddha's Birthday
		1(Thur) ~ 7(Wed)	Apply for Major Change
	6	1(Thur) ~ 23(Fri)	Apply for Double-majors or Integrated Program
		8(Thur) ~ 14(Wed)	Final-term Examination
		14(Wed)	End of Semester
		22(Thur) ~ 8.31(Thur)	Summer Vacation
	7	22(Thur) ~ 7.12(Wed)	Summer Semester
		26(Mon) ~ 30(Fri)	Apply for reinstatement for Fall Semester(1 st period)
		17(Mon) ~ 21(Fri)	Apply for reinstatement for Fall Semester(2 nd period)
		17(Mon) ~ 21(Fri)	Apply for leave of absence for Fall Semester
	8	7(Mon) ~ 11(Fri)	Course Registration for Fall Semester
		22(Tue) ~ 28(Mon)	Enrollment for Fall Seme
		24(Thur)	2023 Fall Commencement(Seoul Campus)

II. Academic Calendar for Fall 2023

Year	Month	Day	Details
2023	09	1(Fri)	Fall Semester Begins
		1(Fri) ~ 6(Wed)	Course Drop / Add
		20(Wed) ~ 22(Fri)	Course Withdrawal
		25(Mon) ~ 27(Wed)	Double-major or Integrated Program or Convergence major Withdrawal
	10	25(Mon) ~ 27(Wed)	Apply for Early Graduation
		23(Mon) ~ 27(Fri)	Mid-term Examination
		23(Mon) ~ 27(Fri)	Decision of Major for students with undecided major
	11	13(Mon) ~ 24(Fri)	Apply for Readmission
		15(Wed) ~ 17(Fri)	Course Registration for Winter Semester
		20(Mon) ~ 12.8(Fri)	Submit graduation thesis for graduation in spring 2024
		29(Wed) ~ 12.1(Fri)	Apply for Major Change
		29(Wed) ~ 12.15(Fri)	Apply for Double-majors or Integrated Program
	12	8(Fri) ~ 14(Thur)	Final-term Examination
		14(Thur)	End of Semester
		22(Fri) ~ 2024.2.29(Thur)	Winter Vacation
		22(Fri) ~ 2024.1.15(Mon)	Winter Semester
2024	01	2(Tue) ~ 5(Fri)	Apply for reinstatement for Spring Semester(1 st period)
		15(Mon) ~ 19(Fri)	Apply for reinstatement for Spring Semester(2 nd period)
	02	15(Mon) ~ 19(Fri)	Apply for leave of absence for Spring Semester
		5(Mon) ~ 12(Mon)	Course Registration for Spring Semester
		15(Thur)	2024 Spring Commencement(Seoul Campus)
		20(Tue) ~ 26(Mon)	Enrollment for Spring Semester

01. Course Registration

※ How to check the course timetable for course registration:

- ① uDRIMS → 학사정보 → 교과수업 → 수강신청관리 → 종합강의시간표
- ② Dongguk Website → 학사 / 생활 / 장학 → 교육과정 → 종합강의시간표(pdf File)

A. Registration Method

Access the website (<http://uDRIMS.dongguk.edu/sugang>)

B. Registration Period

- Spring Semester : 2023. 2. 6(Mon) ~ 10(Fri)

- Fall Semester : 2023. 8. 7(Mon) ~ 11(Fri) 17:00

※ Please refer to [학사공지] from the Dongguk website for detailed schedule.

C. Credits

(1) Students must register minimum 12 credits and maximum 18 credits per semester.

※ To receive international scholarship, students must achieve at least 15 credits.

※ Exception: Pharmacy, Computer Engineering (enrolled after 2012), Multimedia Engineering (enrolled after 2017), Information & Communication Engineering (enrolled after 2018)

(2) Students who are eligible to take 3 additional credits (via uDRIMS)

- Students who are enrolled in a 5-year Undergraduate—Master's Integrated Program

- Transfer students to the college of Natural Science

- Students with GPA above 4.0 and who have achieved more than 15 credits in a previous semester

(3) Students who are enrolled in an additional semester must take at least 1 class.

(4) Note : If enrolled student does not register courses, he / she will receive a grade warning.

(5) Timetable Print : uDRIMS → 학사정보 → 교과수업 → 수강신청관리 → 개인강의시간표조회

(6) Check Achieved Credits & Grades :

uDRIMS → 학사정보 → 졸업 → 졸업대상자관리 → 취득학점확인서조회 (전 학년)

D. Course Drop and Add

(1) Course Drop and Add Period

- Spring Semester : 2023. 3. 3(Fri) ~ 8(Wed) 17:00

- Fall Semester : 2023. 9. 1(Fri) ~ 6(Wed)

(2) Check Registered Courses : uDRIMS → 학사정보 → 학적 → 학적부열람 및 수정 → 수강

(3) Course Change : Access the website (<http://uDRIMS.dongguk.edu/sugang>) and change courses

E. Course Withdrawal

(1) Subject : Students enrolled in the Spring or Fall Semester, 2023

(2) Course Withdrawal Period

- Spring Semester : 2023. 3. 22(Wed) ~ 24(Fri) 17:00

- Fall Semester : 2023. 9. 20(Wed) ~ 22(Fri)

(3) Note

- Students cannot add other courses during this period

- Course withdrawal will not be permitted if the total registered credits are less than 12 credits.

- Withdrawn course will be shown as 'W' on the term report card (not shown on transcripts)

- Note : number of credits earned (more than 15 credits) is one of the scholarship requirement

- Withdrawal and restore are possible during the course withdrawal period only

02. Course Retake

A. Subject

- Students can retake a course with the same subject in case of Credits achieved less than C+

B. Grade Limitation

- ※ Maximum grade for repeated courses is A0 (starting from 2012)

C. Transcript

- Previous achieved grade will be marked as 'R'. Except from GPA.
- The previous achieved grade will be deleted automatically and the new grade will be calculated on the final transcript.

03. Pre-course registration

This registration is designed for students to register courses easily.

A. Subject : All lectures

B. Application Methods

- (1) Login uDRIMS
- (2) uDRIMS → 학사정보 → 교과수업 → 수강신청관리 → 희망 강의 신청
- (3) Pre-course registration is allowed up to 24 credits

C. Note

It is an advance registration to help students to do it easily by clicking the button of shopping cart. Registration during the official course registration period is required.

It is available regardless of overlap(time, credits) or limitation(academic year, departments, or occupancy restriction). Please consider that those exceptions are not acceptable during official course registration.

04. Course Credit Waiver

A. Regulation

- (1) Credits achieved starting from spring, 2015 cannot be waived (Only course retake is allowed)
- (2) Credits achieved up to fall, 2014 semester can be waived if course retake is impossible.

B. Registration Method

(1) Registration Period

- Spring semester : 2023. 3. 14(Tue) ~ 16(Thur) / 6. 7(Wed) ~ 9(Fri)
- Fall semester : 2023. 9. 13(Wed) ~ 15(Fri) / 12. 6(Wed) ~ 8(Fri)

(2) Students enrolled before 2012

- uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청

(3) Students enrolled between 2012 and 2014

- uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청 → 2012입학 이후

C. Number of credits allowed waiving

- Students enrolled before spring, 2012 : No limitation
- Students enrolled between 2012~2014 : Up to 6 credits (Students attending more than the 5th semester)
- ※ Courses allowed to waive : Courses that are not included in the 2014 Course Curriculum (based on Course Catalog, 2014)
- ※ Check courses allowed to waive : uDRIMS → 학사정보 → 성적 → 성적삭제관리 → 취득학점포기신청(courses marked as "가능")

05. Tuition Fee Payment

A. Payment in Full

(1) Payment Period

- Spring Semester : 2023. 2. 20(Mon) ~ 24(Fri)
- Fall Semester : 2023. 8. 22(Tue) ~ 28(Mon)

(2) Payment Method

- Print a tuition bill (from uDRIMS) and pay at the bank, online banking or ATM
- Payment Certificate : uDRIMS → 학사정보 → 등록 → 등록확인서 → Check and Print (Students will receive a text message when the tuition fee is paid.)

B. Installment payment

(1) Registration Period

- 4 Installment Payments : Spring Semester: 2023.3.16(Thur) ~ 2023.3.19(Sun)
Fall Semester: 2023.9.14(Thur) ~ 2023.9.17(Sun)
- 3 Installment Payments : Spring Semester: 2023.2.10(Fri) ~ 2023.2.14(Thur)
Fall Semester: 2023.8.11(Fri) ~ 2023.8.15(Thur)

(2) Exception

- Freshmen, transfer students, readmitted students of current semester, students on (or will be on) leave of absence, credit registered students, students on the government guaranteed student loan program, and students who will be paying tuition with a credit card in the related semester are not eligible for installment payment.

(3) Payment Method : uDRIMS → 학사정보 → 등록 → 등록대상자신청 → 분납신청 (고지서출력)

(4) Payment details

※ Spring Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2023. 2. 20(Mon) ~ 2. 22(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2023. 3. 22(Wed) ~ 3. 24(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2023. 4. 19(Wed) ~ 4. 21(Fri)	
4 th	25% of tuition fee	25% of tuition fee	2023. 5. 15(Mon) ~ 5. 17(Wed)	

※ Fall Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2023. 8. 22(Tue) ~ 8. 24(Thur)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2023. 9. 19(Tue) ~ 9. 21(Thur)	
3 rd	25% of tuition fee	25% of tuition fee	2023. 10. 18(Wed) ~ 10. 20(Fri)	
4 th	25% of tuition fee	25% of tuition fee	2023. 11. 13(Mon) ~ 11. 15(Wed)	

※ Above schedule is subject to change. Please refer to '학사공지'

(5) Note

- **Visa extension is not possible on the installment payment**
- Installment payment will be automatically cancelled if 1st payment is not made on time
- Issuance of certificates(enrollment, registration) is not possible until full payment is made
- Students will be expelled if full payment is not made by the **last installment** payment period
- Leave of absence will be allowed only in case full payment is made.

06. Scholarship

A. International Scholarship offered by Dongguk

(1) Scholarship for International Students(must earn at least 15 credits)

※ Students enrolled between March 2016 ~ September 2017

GPA	Amount	Application
3.0 ~ 3.99	40% of tuition fee	Not Required
Above 4.0	60% of tuition fee	

※ Students enrolled after March 2018

GPA	Amount	Application
3.0 ~ 3.49	20% of tuition fee	Not Required
3.5 ~ 3.99	40% of tuition fee	
Above 4.0	60% of tuition fee	

(2). Language excellence scholarship

※ Students enrolled between 2016 ~ 2017

TOPIK	Amount	Application
Level 4	300,000KRW	Apply individually
Level 5 ~ 6	500,000KRW	

※ Students enrolled after March 2018

TOPIK	Amount	Application
Level 5	500,000KRW	Application is available only twice during the period of attendance at school
Level 5 ~ 6	700,000KRW	

(2) Language excellence scholarship

※ Students enrolled after 2023

TOPIK	Amount	Application
Level 4	200,000KRW	Application is available only twice during the period of attendance at school
Level 5	400,000KRW	
Level 6	600,000KRW	

- Scholarship Payment Method:

Scholarship for International Students: Deducted from the tuition of the upcoming semester

Language Excellence Scholarship: Apply via uDIRMS in the beginning of each semester and will be transferred to student's bank account

- Scholarship cannot be overlapped with any other scholarships offered by the University

B. Outside Scholarship

(1). GKS (Global Korea Scholarship)

1) Scholarship in details

- Amount : Maximum of 5,000,000KRW(500,000KRW per month)
- Period : 10 months(Selection made every year)
- Payment Method : Given to selected students at the end of every month

2) Eligibility

- Applicants must meet all the criteria listed below

- ① 2nd, 3rd, or 4th-year international students enrolled in a four-year university program on their own expense to study
 - ※ 4th-year students who are registered but not earning any credits and graduate school students are not eligible
- ② GPA above 80 out of 100 during the entire period of attendance at university
- ③ GPA above 80 out of 100 in the previous semester
 - ※ Grades : Round up to one decimal place and write up to tenth only.(GPA 80 after round up not accepted)
- ④ Students with TOPIK Level 4 or higher
 - ※ Note : Students receiving similar scholarship from the university, Korean government or any other institutions(basically students who are supported with a living expense that is over 300,000KRW per month) are not allowed to apply.

3) Selection Process and Schedule

- Basic Policy

- ① Students recommended by the university will be evaluated by the NIIED's committee
- ② For evaluation, things like applicant's GPA, Korean language proficiency, contribution possibility to both countries, and reason for application will be taken into consideration
- ③ Self introduction paper, study plan and recommendation letter will be evaluated based on the rating standard of the committee
- ④ The committee will consider applicant's nationality so students from various countries can be selected

- Selection Schedule : Please refer to the Dongguk University Website (국제 / 유학생 공지)

4) Inquiry

- Office of International Student Services (Tel : 02-2260-4947, 4948, E-mail : scf@dongguk.edu)
- Website : <http://www.niied.go.kr>, <http://www.gks.go.kr>

[2]. Others

Scholarship	Eligibility	Application Period	Quota	Amount of Scholarship (KRW)	Scholarship organizations	Selection methods
GKS Scholarship	Undergraduate school (2nd year ~ 4th year)	January ~ February	Max. 10	6 million / year	NIIED (National Institute of International Education)	Individual Application
Samsung Dream Scholarship	Students from developing countries (Undergraduate, graduate school)	In the beginning of semester	Max. 3	Max. 5 million / semester	Samsung Dream Scholarship Foundation	Recommendation from Office of International Student Services

07. Grading System

A. Evaluation Criteria : Exam, attendance, assessment and more

B. Grades and GPA

Grade	A+	A0	B+	B0	C+	C0	D+	D0	F	P, W
GPA	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0	Not counted
Note	Accepted as a credit							included in the GPA		P : Accepted as a credit

※ Grade "F" will appear on the transcript and will affect GPA

※ GPA = Final GPA(Achieved credits * sum of GPA) / Total Credits Achieved("P" courses not counted)

C. Attendance

- Student will receive an "F" grade if they miss more than 1/4 of the classes
- 3 times late is equal to 1 absence

D. Academic Warning(Academic Slump)

- (1) Students with GPA lower than 1.75 or who failed to register for courses will receive an academic warning every semester(academic warning accumulates, applicable students who are enrolled in an additional semester)
- (2) Disadvantages to visa status
 - International students with academic warning(s) may receive disadvantages on their visa extension
 - 1st Warning : Caution
 - 2nd Warning : Recommendation letter by an academic advisor required for visa extension
 - 3rd Warning : D-2 visa extension / D-2 visa prohibited to change

08. Course Evaluation

A. Period

- 2 weeks before and after the semester ends(Please refer to the notice board (학사공지))

B. Method

- uDRIMS → 학사정보 → 교과수업 → 강의평가관리 → 강의평가등록 및 조회(Only certain courses are being evaluated)
- ※ Students will have a limited access to their grade result if they fail to participate in the 2nd period of course evaluation.

09. Summer / Winter Semesters

- Registration period, tuition bill, lecture schedules, and classrooms will be announced(Refer to '학사공지' from the Dongguk University Website)

A. Semester Period

- Summer : 2023. 6. 22(Thu) ~ 2023. 7. 12(Wed) / 4 days a week(Mon, Tue, Thu, Fri) / For 15 days
- Winter : 2023. 12. 22(Fri) ~ 2024. 1. 15(Mon) / 4 days a week(Mon, Tue, Thu, Fri) / For 15 days

B. Number of Credits

- Currently enrolled students: up to 6 credits / Student on leave of absence: up to 3 credits

10. Graduation Requirement : TOPIK

- Applied to international students who enrolled(Except for students who admitted an English proficiency score)
- Requirement : TOPIK Level 4 or higher
- Deadline for submission of TOPIK score : Submit to Office of International Student Service one semesters in advance of graduation. If not, graduation is not allowed.

11. e - Class

Students may access to e-class(eclass.dongguk.edu) anywhere at any time and share lecture-related documents. It is also possible to take online lecture through e-Class

12. Leave of Absence / Reinstatement**A. Leave of Absence**

- (1) Subject: Students who must return home because of unavoidable circumstances.
[D-2 holders must change status of stay legitimately or return to home after leave of absence]
- (2) Application Period:
 - Spring Semester : 2023. 1. 3(Mon) ~ 5(Thu)
 - Fall Semester : 2023. 6. 26(Mon) ~ 30(Fri)
- (3) How to Apply:
 - Via uDRIMS [학사정보 → 학적변동관리(휴복학) → 휴학신청 / 취소등록]
 - Students must attach their Alien registration card and flight ticket on uDRIMS.
- (4) Period of Leave of Absence
 - Notes : Leave of absence is only granted for 1 semester at a time, and maximum period allowed is 2 years (4 semesters) for undergraduate students.
 - Maximum period allowed is 2 years(4 semesters) for transfer students of undergraduate program.
 - Students will be expelled if they do not apply for reinstatement or extension of leave of absence after termination of period of leave(1 year) (Extension is also available on uDRIMS.)

B. Reinstatement

- (1) Subject : Students who are returning to school after leave of absence
- (2) Application Period
 - 2023-Spring : 1st - 2023. 1. 3(Tue) ~ 5(Thu) / 2nd - 2023. 1. 16(Mon) ~ 20(Fri)
 - 2023-Fall : 1st - 2023. 6. 26(Mon) ~ 30(Fri) / 2nd - 2023. 7. 17(Mon) ~ 21(Fri)
 - 2024-Spring : 1st - 2024. 1. 2(Tue) ~ 1. 5(Fri) / 2nd - 2024. 1. 15(Mon) ~ 19(Fri)
- (3) How to apply
 - Via uDRIMS [학사정보-학적변동관리(휴복학)-복학신청 / 취소등록] by attaching a return ticket(D-2 holder) or ALC(other types of visa holder)
 - Leave of Absence is granted for one year(2 semesters) at a time, but students may take one semester off and return early
 - If students fail to register within the registration period, reinstatement and registered courses will be cancelled automatically

※ D-2 Application for Overseas Applicants

- (1) Subject : Student who does not hold D-4 or D-2 or F1-F4
- (2) Procedure
 - Write one's address to receive the certificate of admission when they apply for returning to school on uDRIMS → Send the certificate from school → Ones visit embassy of Korea in their home countries and apply for the visa → Entry

13. Change of Major**A. Eligibility**

- Students enrolled in 2nd ~ 5th Semester(given 3 chances)
- Except transfer students, students on leave of absence and students who already changed major

B. Registration Period & Method

- (1) Spring Semester : 2023. 6. 1(Thu) ~ 7(Wed) / Visit the college administrative office where your new major belongs to
- (2) Fall Semester : 2023. 11. 29(Wed) ~ 12. 1(Fri) / Visit the college administrative office where your new major belongs to

C. Selection Criteria

- Document screening + Oral Exam(Written exam may be required if necessary)
- Refer to the notice board of the Dongguk website for detailed information about registration method and criteria of each department(major)
- Students must take required courses if changing a major to Management, Economics, or International Trade(Please call related department to confirm)

14. Double Majors

A. Eligibility

- Students who completed at least 2 semesters(Transfer students may apply from their first semester)

B. Registration Period & Method

- Spring Semester : 2023. 6. 1(Thur) ~ 23(Fri) / apply through uDRIMS
- Fall Semester : 2023. 11. 29(Wed) ~ 12. 15(Fri) / apply through uDRIMS

C. Selection Criteria

- GPA and number of credits achieved including the current semester will be considered
(summer / winter semester following after the current semester will be excluded)

D. Cancellation of Double Major

- (1) Subject : Students who want to give up their double major
(Students must meet all the graduation requirements for their first major to graduate)
- (2) Registration period
 - Spring Semester : 2023. 3. 22(Wed) ~ 24(Fri) / apply through uDRIMS
 - Fall Semester : 2023. 9. 25(Mon) ~ 27(Wed) / apply through uDRIMS

15. Basic Elective Course Requirement

A. Based on students enrolled 2023

- Minimum number of elective credits required : Total 29 credits for common elective courses

Academic Year	Common Elective (mandatory)							계
	대학생활 탐구	자아성찰	글로벌인재트랙			영어	소프트웨어	
			학문목적 한국어	기초역량	문화			
2023	1	4	5~9	4~8	3	4	4	29

※ College of Engineering : Required to take '소프트웨어' courses

Classification	Semester	Area	Course	Credits	Hours	Note			
Common Elective	1, 2	대학생활탐구	커리어디자인	1	1				
			자아성찰	자아와명상1	1	1			
				자아와명상2	1	1			
				불교와인간	2	2			
				계	4	4			
Common Elective	1, 2	학문목적 한국어	대학한국어 I (발표와 토론)	2	2				
			대학한국어 I (독해와 작문)	2	2				
			대학한국어 II (발표와 토론)	2	2				
			대학한국어 II (독해와 작문)	3	3				
			계	5~9	5~9				
		기초역량	한국의법과정치	2	2				
			한국의경제와경영	2	2				
			수학과통계의이해	2	2				
			과학기술의이해	2	2				
			계	4~8	4~8				
		문화	글로벌한국문화	3	3				
		Common Elective	1, 2	영어	Basic EAS	0	2	레벨 그룹에 따라 총 4학점 이수 ※ 각 그룹별로 이전 단계 과목을 수강하지 않을 경우 이후 단계 과목 수강 불가 그룹 이수해야 할 과목 S0 이수면제 S1 EAS1(A), EAS2(A) S2 EAS1(B), EAS2(B) S3 EAS1(C), EAS2(C) S4 Basic EAS, EAS1(C), EAS2(C)	
					EAS 1	2	2		
EAS 2	2				2				
	계				4	4~6			
	인공지능과미래사회				2	2			
소프트웨어	컴퓨팅사고				2	2			
	프로그래밍입문				2	2			
	자율사물입문				2	2			
	인공지능입문				2	2			
	4차산업혁명과CT융합기술				2	2			
계	4			4					
Total Common Elective Courses				29	29~31				

B. 글로벌인재트랙 이수체계

▶ 신입생

TOPIK 4급 이하

영역	입학 첫 학기		입학 두 번째 학기			
	과목명	학점	과목명	학점		
학문목적 한국어	대학한국어 I (발표와토론)	2	대학한국어 II (발표와토론)	2		
	대학한국어 I (독해와작문)	2	대학한국어 II (독해와작문)	3		
기초역량	불교대, 문과대, 법과대, 경찰사법대, 예술대	한국의법과정치	2	수학과통계의이해	2	
		한국의경제와경영	2			
	이과대, 사회과학대, 경영대, 바이오시스템대, 공과대, 사융합학부	수학과통계의이해	2		과학기술의이해	2
		과학기술의이해	2			
문화	글로벌한국문화	3				

TOPIK 5 ~ 6급

영역	입학 첫 학기		입학 두 번째 학기	
	과목명	학점	과목명	학점
학문목적 한국어	대학한국어 II (발표와토론)	2		
	대학한국어 II (독해와작문)	3		
기초역량	한국의법과정치	2	수학과통계의이해	2
	과학기술의이해	2	한국의경제와경영	2
문화	글로벌한국문화	3		

▶ How to Complete Dongguk Global Leaders Track

(1). Students who take Global Korean Culture Course must consult with the professor in charge.

(2) Students should satisfy all of the following conditions to enter the department

- TOPIK LEVEL 3 or lower : satisfy two requirements below
 - ① Earned 16 credits of Dongguk Global Leaders Track Common Elective.
 - ② Completed a special course in level 4 at Dongguk University International language Institute
 - ③ If not satisfied the language qualification above, completing the alternative programs below is available(Choose one)
 - ① Completed intensive study program at Dongguk University International language Institute(Regular course) Level 4
 - ② Passed level 4 of Korean level test conducted by office of International student services
- TOPIK level 4 or higher : It is possible to do course registration for major class without earning 16 credits of Dongguk Global Leaders Track courses, but should earn that credits before graduation.

16. Graduation

A. Graduation Credit Requirements

Colleges	Credits
Buddhist Studies(students enrolled in / before 2009), Social Science(Excluding Advertising & PR), Police and Criminal Justice(students enrolled in / before 2016), Business(students enrolled in / before 2010), C.F.C	120 credits
Buddhist Studies(students enrolled in / after 2010), Liberal Arts, Natural Science, Law, Advertising and PR, Police and Criminal Justice(students enrolled in / after 2017), Business(students enrolled in / after 2011), Bio-System, Engineering, Education, Arts	130 credits
Computer Engineering(students enrolled in / after 2012), Multimedia Engineering(students enrolled in / after 2017), Information & Communication Engineering(students enrolled in / after 2018)	140 credits
Pharmacy	171 credits

※ GPA: Over 2.0

※ Must submit Certificate of TOPIK Level 4 or higher before graduation(Applied to all international students enrolled in / after September 2011)

B. Early Graduation

(1) Eligibility: students who fulfilled all graduation requirements and currently enrolled in 6th or 7th semester with GPA higher than 4.0 (Except for transfer students and students transfer from the Gyeongju Campus)

(2) Application period and method

- Spring Semester : 2023. 3. 22(Wed) ~ 24(Fri) / via uDRIMS

- Fall Semester : 2023. 9. 25(Mon) ~ 27(Wed) / via uDRIMS

※ Early graduation is not possible if all graduation requirements are not fulfilled regardless of number of credits earned. In this case, students must pay tuition in full and will be registered with an enrollment status, not with a completion status. There is no early completion system.

17. 5-year Undergraduate-Master's Integrated Program

A. Available departments and Admission Quota

Department	Admission Quota
Buddhist Studies, Seon Studies, Indian Philosophy, Korean Language & Literature, English Language & Literature, Japanese Studies, Chinese Language & Literature, History, Philosophy, Mathematics, Physics, Chemistry, Statistics, Semiconductor Science, Law, Politics, Public Administration, Media Communication, Sociology, Economics, Food Industrial management, Advertising and Public Relations, North Korean Studies, Police Administration, Business Administration, Accounting, Information Management, Biological and Environmental Science, Life Science, Food science & biotechnology, Medical biotechnology, Medical device business, Civil & Engineering Science, Architectural Engineering, Mechanical Engineering, Multimedia Engineering, Industrial & System Engineering, Energy & Materials Engineering, Electronics & Electrical Engineering, Information Communication Engineering, Computer Engineering, Chemical Engineering, AI major, Education, Korean Language Education, History Education, Geography, Mathematics Education, Home Economics, Physical Education, Fine Arts, Sports & Science Convergence major, Pharmacy	Within 30% of master's program entrance quota

B. Eligibility

- Undergraduate students who are registered for more than 5 semesters, has GPA over 3.5, and able to fulfill graduation requirements within 7 semesters. Or students who has GPA over 3.3 and able to fulfill graduation requirements within 8 semesters.
- May apply to a graduate program that are related to major, double-major or interdisciplinary program of undergraduate program. Transfer students cannot apply.

C. Period of study

3.5 years (or 4 years) of undergraduate program + 1.5 years of master's program

D. Application Submission

- Period: (Schedule may be subject to change)
 - Fall Semester : 2023. 6. 26(Mon) ~ 30(Fri)
 - Spring Semester : 2023. 12. 26(Tue) ~ 29(Fri)
- How to apply : Submit an application form, transcript, a recommendation letter from the dean of the department, and a pledge form to the Graduate School administration office in the main building 3F.

E. Course registration

Students enrolled in a 5-year Undergraduate-Master's Integrated Program may take 6 credits per semester and a total of 12 credits of master's course
- How to register : via uDRIMS during course registration(or course add / drop) period

F. Credit Approval

Graduate courses taken during undergraduate program will be approved as major courses and number of credits exceeded the undergraduate graduation requirements will be approved as completion credits of master's program(max. 9 credits)

G. Benefit

- Reduction of study period(6 months for undergraduate program and 6 months for master's program; Able to shorten up to 1 year of study term)
- Exemption of graduation thesis(exam) for undergraduate course(Bachelor's degree)
[However, only applicable in case of course of Bachelor and master are related]
- Admission fee exemption for Master's program
- Prior opportunity given when hiring a teaching assistant
- Able to take extra 3 credits during the undergraduate program

4 How to use uDRIMS(Undergraduate)

※ How to use uDRIMS for Undergraduate

A. uDRIMS (유드림스) Installation

- Automated installation if you follow the link : <http://udrims.dongguk.edu>

B. uDRIMS (유드림스) Log-in

ID : Student Number(10 digits) / Initial Password : date of birth(yy mm dd) + dg!(eg. 960413dgl)

C. Password Change

Click the PASSWORD button(key image) on the upper right hand corner

D. Manual

- Personalized University Information : 학적 → 학사정보
- Course Add / Drop : <http://udrims.dongguk.edu/sugang>
- Checking course registration and printing timetable : 학사정보 → 교과수업 → 수강신청관리
- Grade Check : 학사정보 → 성적 → menu will appear on the left
- Printing bill / Certificate of tuition fee payment : 학사정보 → 등록
- Global Buddy Program Applicaton : 부속기관 → 글로벌인재지원팀 글로벌버디(A)

01. Personal Information on uDRIMS

A. Check your information : uDIRMS → ①학사정보 → ②학적

B. Change e-mail address / phone number : uDIRMS → ①학사정보 → ②학적 → ③학적부열람 및 수정 학적정보 등록 → ④신상 → ⑤change e-mail address / phone number → ⑥저장

02. Course Registration and Timetable Print

uDRIMS → ①학사정보 → ②교과수업 → ③수강신청관리 → ④개인강의시간표 조회 → ⑤출력

1 학사정보 2 대학원학사 행정정보 연구정보 부속기관 대관신청 3 수강신청관리 4 개인강의시간표조회 5 출력

구분	이수구분	학수강편번호	교과명	학점	요일/교시	강의실	담당교원	수업형태
대학 학기	PR1975-01	AcademicIshriting	3	화 1.0-2.0, 목 1.0-2.0	사물			
대학 복수1	DBA2010-01	BusinessEngIshDebate2	3	화 5-6-5, 목 5-6-5	사물			
대학 복수1	MBT4049-02	강령전역	3	화 8-9-5, 목 8-9-5	사물			
대학 복수1	MBT4048-02	신상통계발달가죽전역	3	화 8-9-5, 목 8-9-5	사물			
대학 복수1	MBT4071-01	브런드론(한스디지언)	3	화 2.5-3.5, 목 2.5-3.5	사물			

03. Grade Check

A. Check grades after semester : uDIRMS → ①학사정보 → ②성적 → ③성적공시
B. Check GPA : uDIRMS → ①학사정보 → ②성적 → ④전체성적조회

1 학사정보 2 전체성적조회 3 성적공시 4 전체성적조회출력(학생)

순번	년도	학기	이수구분	이수구분영역	학수강편번호	교과명	담당교원	학점	등급	석재구분	재수구분	재수구분년도	재수구분
29	2012	2학기	핵심	과학과기초	03R3023	02 A Survey of Science In English	제이롬	3.0					
30			기교		R6C5011	25 IntegratedEngIshIriting	재프리조안	2.0					
31			기교		R6C0003	21 불교와인간	최광하	2.0					
32			기교		R6C0002	37 자아와영성	서문주	0.0					
33			전공	기초	E112041	03 번역학입문	이승현	3.0					
34			전공	기초	EN62031	01 영어문학의세계	김영민	3.0					
35			대졸학기	전공	7777700	01 한자실습		3.0					
36			대기	대기	0UF2001	06 Introduction to Humanities	유니스	1.0					
37			전공	기초	EN63029	02 영어문학입문	김성봉	3.0					
38			학기	특수영역-외국어	PR19703	02 Current Issues and Discussion	최여남	3.0					
39			기교		R6C2007	01 Keys to University Success	김문연	1.0					

04. Tuition Bill and Certificate of Registration

A. Print tuition bill : uDRIMS → ①학사정보 → ②등록 → ③고지서출력
B. Print certificate of registration (after tuition is paid) : uDRIMS → ①학사정보 → ②등록 → ④등록확인서

1 학사정보 2 등록 3 고지서출력 4 등록확인서

등록구분	입원납부자	구분	입학금	학정금액	감면/연계금액	고지금액
대학	입학금	수업료	3,469,000	-	3,300,000	= 169,000
수업료	가상계좌은행	기성회비	0	-	0	= 0
가상계좌은행	가상계좌은행2	등록금(A)	3,469,000	-	3,300,000	= 169,000
가상계좌은행	가상계좌은행3	학생회비	12,000	-	0	= 12,000
분납납부확인서	가상계좌은행2		0	-	0	= 0
가상계좌은행	가상계좌은행3		0	-	0	= 0
분납납부확인서	분납납부구분		0	-	0	= 0
분납납부구분	입원납부자	분납납부	0	-	0	= 0
등록금 납부내역	선 택	유학생보험	0	-	0	= 0
납부금액			169,000			= 169,000



5 Graduate School

I . Academic Calendar for Spring Semester, 2023

Year	Month	Date	Details
2023	3	2(Thur)	Spring Semester Begins
		3(Fri) ~ 8(Wed)	Course Drop / Add
		4(Sat)	Foreign Language Examination(English, Korean)
	4	20(Mon) ~ 22(Wed)	Application for abstract of a thesis
		14(Fri)	4.19 Revolution Memorial Mountain Climbing
	5	8(Mon)	University Annivers
		15(Mon) ~ 26(Fri)	Application for Readmission
		27(Sat)	Buddha's Birthd
	6	14(Wed)	End of Semeste
		22(Thur) ~ 8. 31(Thur)	Summer Vacati
		26(Mon) ~ 30(Fri)	Application for 5-year Undergraduate-Master's Integrated Program
		26(Mon) ~ 30(Fri)	Apply for reinstatement for Fall Semester(1 st period)
		7(Fri)	Submission of Bound Copies of Final Thesis
	7	17(Mon) ~ 21(Fri)	Apply for reinstatement for Fall Semester(2 nd period)
		17(Mon) ~ 21(Fri)	Apply for leave of absence
		4(Fri) ~ 9(Wed)	Course Registration for Fall Class
	8	14(Mon) ~ 18(Fri)	Registration for Foreign Language Examination(Korean, English)
		22(Tue) ~ 28(Mon)	Enrollment for Fall Semester
		21(Mon) ~ 9. 1(Fri)	Comprehensive Examination for Master's and Ph.D program
		21(Mon) ~ 9. 1(Fri)	Foreign language Examination for Ph.D Program
		24(Thur)	2023 Fall Commencement(Seoul Campus)

II . Academic Calendar for Fall Semester, 2023

Year	Month	Date	Details
2023	9	1(Fri)	Fall Semester Begins
		1(Fri) ~ 7(Thur)	Course Drop / Add
		2(Sat)	Foreign Language Examination(English, Korean)
	11	18(Mon) ~ 20(Wed)	Application for abstract of a thesis
		13(Mon) ~ 24(Fri)	Application for Readmission
		29(Wed) ~ 30(Thur)	Registration for foreign Language Examination replacement course
12	14(Thur)	End of Semester	
	22(Fri) ~ 2024. 2. 29(Thur)	Winter Vacation	
2024	1	2(Tue) ~ 5(Fri)	Apply for reinstatement for Spring Semester(1 st period)
		15(Mon) ~ 19(Fri)	Apply for reinstatement for Spring Semester(2 nd period)
		15(Mon) ~ 19(Fri)	Apply for Leave of Absence for Spring 2024
	2	29(Mon) ~ 2. 2(Fri)	Registration for Comprehensive Examination and Foreign Language Examination
		9(Fri) ~ 14(Wed)	Course Registration for spring semester
		12(Mon) ~ 16(Fri)	Registration for Foreign Language Examination(Korean, English)
		16(Fri)	Orientation for Freshman, 2024
		20(Tue) ~ 26(Mon)	Enrollement for Spring Semester

※ Schedule may be subject to change

01. Course Registration

A. Major : Maximum of 3 courses per semester(1 course = 3 credits)

- Maximum of 6 credits per semester for pre-requisite courses in addition to major credits
- Same course cannot be approved as a pre-requisite and a major credit at the same time

B. Course Retake : Repeating of a failed course is allowed only once(Be aware of that the same course opens 3 ~ 4 semesters after)

※ Credit waiver is not possible for the Graduate School

02. Pre-requisite Courses

A. Subject for prerequisite courses

- (1) A person who has entered a master's course different from major of the undergraduate course.
- (2) A person who has entered a Ph.D. program different from the major of the master's course.
- (3) A person who has been requested to complete the course of the head of the department due to reasons such as change of department, etc.

- (4) A transfer student pursuing major that is different from previous major.
 (5) If whose double major in previous university is same with pursuing major, the pre-requisite subject is excluded from the list.
 (Submit related documents that can confirm "double major completion" within a prescribed period)

B. Credit Requirements for Prerequisite course[s]

- (1) Within 9 credits(3 courses) (Each department has a different rule so please confirm with the department)
 (2) Pre-requisite courses must be taken for a course completion and not approved as acquired credit(s)

C. Abolished departments for prerequisite course acquisition system (As of February 2023)

Abolished Departments	Applicable Program
Management of Information System, Economics, Korean Education, Multicultural Studies, Technology Entrepreneurship, Physics, Media Communication, Biological & Environmental Science, Semiconductor Science, Law, Buddhist Business, Beauty Art Care, Counseling and Coaching, Life Science, Smart & Innovative Materials Engineering, Sports Science Convergence, Food Industrial Management, Renewable Energy Engineering, Pharmacy, Energy & Materials Engineering, Convergence Standart Major, Medical Biotechnology, Autonomous Things Intelligence, Regenerative Medical Engineering, Electronics & Electrical Engineering, Information & Communication Engineering, Industrial Pharmacy, Intellectual property, Philosophy, Computer Engineering, Fintech and Blockchain, Chemistry, Accounting, VR / AR Technology	Master, Ph.D, Master & Ph.D Integrated
Chemical Engineering	Ph.d, Master & Ph.d Integrated
Adversiting & PR, Medical Device Business, Artificial Intelligence	Ph.d, Part-time

D. Prerequisite course Exemption

Exemption allowed if a student already earned pre-requisite courses designated by the department during his / her recent degree course

E. Application for prerequisite course exemption

- (1) Print '선수과목 면제대장' from 'Forms' tab of the Graduate School Website (gs.dongguk.edu)
 (2) Fill out '면제대장' and visit the Department Office with an recent degree course
 (3) Get '면제대장' and transcript checked and receive approval from the dean of the department
 (4) Submit to Graduate School Office(refer to announcement)

F. Prerequisite course Application

Apply course[s] that is marked as pre-requisite during the course registration period in the beginning of each semester (courses marked as "선수" beside 교과목)

G. Approval of prerequisite course credit

GPA of all prerequisite courses taken must be over 3.0 for successful acquisition

03. Completion & Graduation

A. Course Completion Criteria

Program	Enrollment	Credits	GPA
Master's	4 semesters	24	Over 3.0
Ph.D.	4 semesters + 2 research semesters	36	Over 3.0
Master's / Ph.D. Integrated	8 semesters + 2 research semesters	60 (including 6 credits of thesis guidance)	Over 3.0

※ Subject for Pre-requisite courses must take required pre-requisite courses to complete

※ Completion Criteria credits subject to change depending on the major and degree Course
 (Please confirm at the administrative office of each college)

B. Early Completion (not applicable for transfer students or Ph.D. students)

(1) Eligibility

※ Recipients for Pre-requisite courses must fulfill the requirement of pre-requisite courses

Program	Condition	Note
Master's	Earned graduate program credits during undergraduate program on top of credits required for graduation and have more than 6 credits approved as graduate program credits when entering school, or have more than 6 approved credits taken from the previous graduate school among the freshmen who has completed a course in other graduate school	Shorten 1 semester (Six months)
Master's / Ph.D. Integrated	Earned more than 60 credits (including 6 credits of thesis guidance) and GPA over 3.5	Shorten up to 2 semester (1 year)

(2) How to apply

- Eligible students who wish to apply for the early completion, submit an application to the college administrative office

C. Difference between completion and graduation (Conferment of degree)

Completion	Graduation (conferment of degree)
Completed the entire regular degree course required for graduation and earned required credits (24 credits for master's, 36 credits for Ph.D., 60 credits for Master's / Ph.D. Integrated) with GPA over 3.0	Successfully passed completion criteria, Foreign Language Examination & Comprehensive Examination and passed a thesis evaluation

04. Tuition Payment

A. Payment in Full

(1) Payment Period

- Spring Semester : 2023. 2. 20(Mon) ~ 2. 24(Fri)

- Fall Semester : 2023. 8. 22(Tue) ~ 8. 28(Mon)

※ Tuition payment is optional for students who are taking (or planning) a leave of absence.

(2) Payment Method

- Print a tuition bill (on uDRIMS) and pay at the bank, online banking or ATM
- Payment Certificate : uDRIMS → 대학원학사 → 등록 → 등록확인서 → Check and Print
(Students will receive a text message after tuition is paid)

B. Installment Payment

(1) Registration Period

- 4 Installment Payments : Spring Semester : 2023. 2. 20(Mon) ~ 2. 24(Fri)
Fall Semester : 2023. 8. 22(Thur) ~ 8. 28(Mon)
- 3 Installment Payments : Spring Semester : 2023. 3. 16(Thur) ~ 2023. 3. 19(Sun)
Fall Semester : 2023. 9. 14(Thur) ~ 2023. 9. 17(Sun)

(2) Exception : Freshmen, transfer students, readmitted students of current semester, students on (or planning) leave of absence, students on loan program, students who will be paying tuition with a credit card in the related semester are not eligible for installment payment, Student who enrolled the research registration (A, B)

(3) Payment Method :

uDRIMS → 대학원학사 → 등록 → 등록대상자신청 → Print an Installment payment bill (분납고지서 출력)

(4) Payment details

※ Spring Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2023. 2. 20(Mon) ~ 2. 22(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2023. 3. 22(Wed) ~ 3. 24(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2023. 4. 19(Wed) ~ 4. 21(Fri)	
4 th	25% of tuition fee	25% of tuition fee	2023. 5. 15(Mon) ~ 5. 17(Wed)	

※ Fall Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2023. 8. 22(Tue) ~ 8. 24(Thur)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2023. 9. 19(Tue) ~ 9. 21(Thur)	
3 rd	25% of tuition fee	25% of tuition fee	2023. 10. 18(Wed) ~ 10. 20(Fri)	
4 th	25% of tuition fee	25% of tuition fee	2023. 11. 13(Mon) ~ 11. 15(Wed)	

※ Above schedule is subject to change. Please refer to '학사공지'

(5) Note

- **Visa Extension is not possible if on the installment payment plan**
- Installment payment will be automatically cancelled if 1st payment is not made on time
- Issuance of certificates (enrollment, transcript and others) is not possible until full payment is made
- Leave of absence is allowed after full payment of tuition

C. Credit Registration

(1) Registration Period

- Spring Semester : 2023. 3. 9(Thur) ~ 3. 13(Mon)
- Fall Semester : 2023. 9. 13(Wed) ~ 9. 15(Fri)

(2) Subject : Students who have not achieved required number of credits for completion within the regular enrollment period

(3) Tuition Fee

Subject	# of credits for registration	Tuition
Major subject	1 ~ 3 Credits	1/2 of tuition of the registered semester
	More than 4 Credits	Full tuition of the registered semester
pre-requisite	One subject	10% of the registered semester

※ **Credit Registration for pre-requisite course** : If students who are subject for pre-requisite course, earned all the credits required for the regular curriculum but did not earn all required pre-requisite credits, the students have to register credits for pre-requisite courses

※ Example of Credits + Registration for pre-requisite : Major subject(Three subject) + Pre-requisite course (One subject) = 60% tuition of the registered semester

D. Research registration

Categories	Research registration(A)	Research registration(B)
For Whom	Those who completed Ph.D or Master's-Ph.D. integrated courses	Those who participate in research projects as student researchers after completion of Master's course and Research Registration(A)
Tuition Fee	15% of the interrelated course tuition per course	5% of the interrelated course tuition per course
Note	<ul style="list-style-type: none"> - Mandatory for research registration(A) after completion of Ph.D. or Master's-Ph.D. integrated courses until graduation for a maximum 2 consecutive semester - Those who did not complete research registration(A) are not eligible for receiving instruction of graduate thesis, applying for qualification examination or a thesis written for the degree 	<ul style="list-style-type: none"> - Registrable for maximum of 2 semesters (Exception : Registrable for 2 additional semesters with approval from the dean of Graduate school) - Apply via Industry-Academic Support Office

05. Qualification Exam for Thesis Submission**A. Foreign Language Examination**

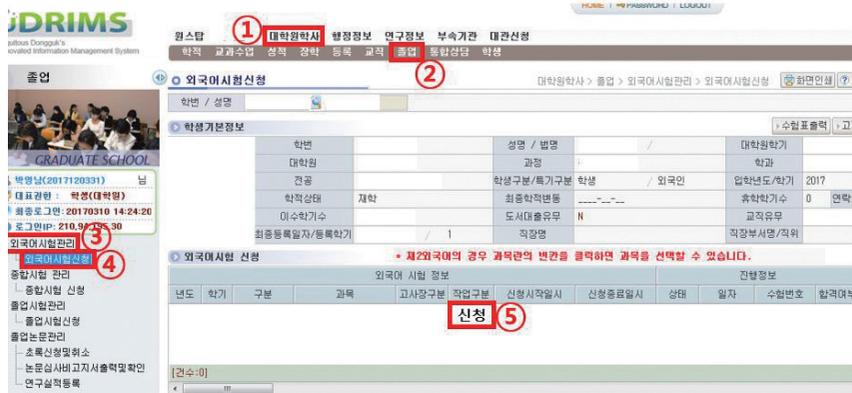
(1) Eligibility : Students who have registered(or will be registered) for more than 2 semesters. But for Ph.D. program students, students who have completed study enrollment (research registration A)

※ **Disqualified if not enrolled in the applicable semester after applying for an exam**

(2) Pass Criteria : Score higher than 70 out of 100(applicable to Master's, Ph.D., and Master's / Ph.D. Integrated program)

(3) Dates : Every March and September(Refer to Dongguk Graduate School website: gs.dongguk.edu)

[4] Application Method : uDRIMS → 대학원학사 → 졸업 → 외국어시험관리 → 외국어시험신청 → 조회 → 외국어시험 정보 → Click 신청 to Apply



※ If your picture is not on the uDRIMS, you must upload it(uDRIMS → 대학원학사 → 학적 → 학적기본관리 → 사진등록)

(5) Subject : International Students may write English or Korean Language Exam in consideration of their major (Refer to the table, <Foreign Language Examination for International Students >, below for more information)

(6) Qualification for Foreign Language Exemption

- Foreign Language Exam is exempted if one of the seven conditions is satisfied. Submit applicable forms or certificates to the administrative office of graduate school(Administration Building, 3F) during the Foreign Language Exam Registration Period

① Students who have official Language Exams score more than below

Language	Score
English	Score of TOEIC 700, TOEFL CBT 207(IIBT 76), TEPS 600(NEW TEPS 327), IELTS 5.5, G-TELP LEVEL3 85(LEVEL2 64), OPIC IM2, TOEIC Speaking 140 above
Korean	TOPIK Level 5 or higher

※ Evidential Documents : Valid official language exam result(original certificate)

② Transfer students who passed the Foreign Language Exam from the previous Graduate School

※ Evidential Documents : any documents that can prove success of the Foreign Language Exam such as transcript of the previous Graduate School

③ Students who passed the Foreign Language Examination from other general graduate school and completed or acquired the same degree

※ Evidential Documents : Certificate of completion or degree of the previous graduate school (If submitting a certificate of completion, result of the Foreign Language Exam must be indicated)

- ④ Acquired degree from a country using English as an official / common language(Korea in case of Korean Language Exam) or if it can be proved that lectures or the degree-seeking process were in English in case of a non-English-speaking country(Korea in case of Korean Language Exam)
 - ※ Evidential Documents : Certificate of degree conferment or any evidential materials of relevant graduate school(regardless of course of degree)
- ⑤ If published an English thesis on the SCI(E) level journal as a lead author after admission to the Dongguk University
 - ※ Evidential Documents : Copy of a thesis on the SCI(E) level journal, print the application from the uDRIMS
- ⑥ If have taken a course which can replace the Foreign Language Examination(English) and passed.(Course available during the summer / winter break and conducted by the Graduate school administrative office)
 - ※ Eligibility : Master's or Ph.D. students enrolled in more than 4th semester, MA-Ph.D. Integrated students enrolled in more than 6th semester, students with completion status
- ⑦ If have taken the International Summer School and passed the program (conducted by the office of International Relations)
 - ※ Enrolled students and students with completion status may take this course, only available in summer

※ Foreign Language Examination for International Students (as of 2021)

College	Department	English	Korean	Note
Buddhist studies	Buddhist Studies		●	
	Seon Studies		●	
Liberal Arts	Indian Philosophy	●		
	All Departments except Multicultural studies		●	
Natural Science	Multicultural studies	●	●	Choose 1
	Mathematics		●	
	Physics	●		
	Chemistry	●	●	Choose 1
Law	Statistics and Data science		●	
	Semiconductor Science	●		
	Law	●	●	Choose 1
Social Science	Politics		●	
	Public Administration	●	●	Choose 1
	North Korean Studies	●	●	Choose 1
	Economics		●	
	International Trade		●	
	Sociology		●	

College	Department	English	Korean	Note
Social Science	Media Communication		•	
	Police administration		•	
	Food Industrial Management		•	
Police & Criminal Justice	Advertising & PR	•	•	
	Police administration		•	
Business School	Business Administration	•	•	Choose 1
	Accounting		•	
	Information Management	•	•	Choose 1
Bio-system	All Departments	•	•	Choose 1
Engineering	Civil Environmental Engineering	•		
	Architectural Engineering	•	•	Choose 1
	Architecture		•	
	Mechanical Engineering	•		
	Multimedia Engineering	•	•	Choose 1
	Industrial and system Engineering	•	•	Choose 1
	Energy & Materials Engineering	•		
	Electronics and Electrical Engineering	•	•	Choose 1
	Information & Communication Engineering	•		
	Computer Engineering	•		
	Chemical Engineering	•	•	Choose 1
	New Regeneration Energy Engineering	•		
	Convergence Standard Major		•	
	Intellectual property		•	
	Technology Entrepreneurship	•	•	Choose 1
	Fintech and Blockchain	•	•	Choose 1
	VR / AR Technology	•	•	Choose 1
Education	All Departments		•	
Arts	All Departments		•	
Pharmacy	All Departments	•	•	Choose 1
Oriental Medicine	All Departments	•	•	Choose 1
Medicine	All Departments	•	•	Choose 1
Academy of Buddhist Studies	East Asian Buddhist Literature Translation	•	•	Choose 1
Buddhist Academy	Buddhist Business		•	
Convergence Education	Artificial Intelligence		•	

※ Please note that the above table is based on 2021. It is subject to change due to the school policy.

B. Comprehensive Examination

(1) Dates : Twice a year - March and September(Refer to Dongguk Graduate School Website : gs.dongguk.edu)

(2) Master's Program

Eligibility	Registered(will register) for more than 3 semesters, earned more than 18 credits, GPA higher than 3.0
Number of courses	Less than 2 subjects chosen by the department(common elective and major subjects)
Pass Criterion	Higher than 70 from each subjects (each subjects will be approved as pass)

※ Regard passing comprehensive examination In case of publishing a thesis in a well-known domestic / overseas academic journal before making a claim for master's degree thesis
(Confirm requirement of publishing a thesis of each college at the administrative office of each college).

(3) Ph.D. Program(Including Master's / Ph.D. Integrated Program)

- Publish a thesis in a well-known domestic / overseas academic journal before the submission of a thesis for a degree instead of writing a comprehensive examination(Confirm requirement of publishing a thesis of each college at the administrative office of each college). For students who are not able to publish a thesis, get an approval from the academic advisor and head professor of a department, register for the comprehensive examination and pass the exam.

Eligibility	Ph.D.	Registered(for will register) for more than 4 semesters, earned more than 27 credits, GPA higher than 3.0
	Master's / Ph.D. Integrated	Registered(for will register) for more than 5 semesters (more than 3 semesters for 3 rd semester enroller), GPA higher than 3.0
	Completion	Students who completed a study enrollment(research registration A)
Number of courses	Less than 3 subjects chosen by the department(common elective and major subjects)	
Pass Criteria	Grade higher than 70 from each subjects(each subjects will be approved as pass)	

06. Thesis Submission and Process of Degree Conferment



A. Appointment of a thesis advisor(within 2 semesters)

Submit an application form for Thesis Director Appointment and a Pledge of Research Ethics to the college administrative office.

- ※ Undergraduate-master's integrated program students must appoint a thesis director when they are admitted to the graduate school
- ※ Change of a thesis director : Thesis director can be changed for unavoidable reasons(e.g. Change of major or thesis topic, long-term business trip or retirement, or death of a thesis director)

B. Submission of a research plan for thesis and a pledge of research ethics

- Get approval of a research plan for thesis and a pledge of research ethics from an academic advisor and the dean of the department. Then, submit to the college administrative office within 3 months after a thesis director appointment.

C. Acquisition of thesis submission qualification**■ Qualification**

- ① Students who completed registration for more than 4 semesters(more than 3 semesters for early completion of master's program, and more than 6 semesters for Master's / Ph.D. Integrated Program, more than 3 semesters for undergraduate-master's integrated program)
 - ※ Students who completed study enrollment(research registration) in case of Ph.D. program
- ② Earned(or will earn) minimum number of credits for completion with GPA over 3.0
- ③ Students who earned pre-requisite courses with GPA over 3.0(only apply to recipient for Pre-requisite courses)
- ④ Students who submitted a research plan for thesis and a pledge of research ethics
- ⑤ Students who passed the foreign language exam and comprehensive exam
- ⑥ Ph.D. students with an above standard research record
 - Students who entered the general graduate school before 2014 : students who published a research paper (book) in a journal which is recognized by the university
 - ※ Follow regulations of each department for specific details like recognition range of an academic journal and number of published thesis
 - Students who entered the general graduate school starting from 2014

Program	Research Achievements	Note
Ph.D.	Humanities and Social Science(including dept. of Home Economics) : More than 1 publications in KCI-level journal Arts and Physical Education : More than 1 publications in KCI-level journal(including candidate journals) Natural sciences / Engineering / Pharmacy / Medical : More than 1 publications in SCI-level journal	Lead author / corresponding author only Publication-finalized thesis acceptable

D. Presentation of a thesis abstract(conducted under the supervision of each department)

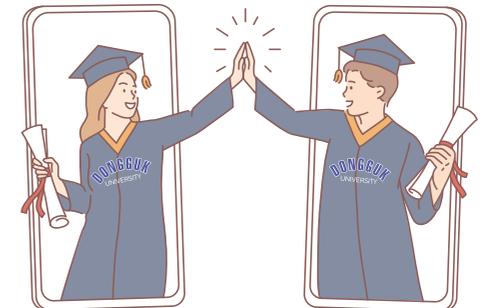
E. Result report for a thesis abstract presentation : submit 'Result report' form after presentation

F. Registration of thesis for Master's / Ph.D. degree and evaluation documents(Every April and October)

G. Preliminary / final evaluation of thesis for Master's / Ph.D. degree**H. Result report for thesis evaluation****I. Submission of bound copies of final thesis for Master's / Ph.D. degree**

Degree	Affiliation	Number of copies
Ph.D.	Thesis for college of Buddhist studies and Law	7
	Thesis for colleges other than Buddhist studies and Law	6
Master's	Thesis for college of Buddhist studies and Law	7
	Thesis for colleges other than Buddhist studies and Law	6

- (1) Submit correct number of bound copies of final thesis (with a thesis file) to the central library(중앙도서관) and receive proof of submission(학위납본증)
- (2) Submit 1 original copy of seal-stamped thesis and 1 copy of proof of submission(학위납본증) to the College Administrative office.

J. Conferment of Master's / Ph.D. degree

6 How to use uDRIMS(Graduate)

※ How to use uDRIMS for Graduate

A. uDRIMS(유드림스) Installation

Automated installation if you follow the link : <http://udrims.dongguk.edu>

B. uDRIMS(유드림스) Log-in

ID : Student Number(10 digits), / Initial Password : Birthdate(yy, mm, dd) + dg!(eg. 960413dg!)

C. Password Change

Click the PASSWORD button(key image) on the upper right hand corner

D. Manual

Graduate students : uDRIMS log-in → Click '대학원학사'

(1) Personalized University Information : 대학원학사 - 학적

(2) Checking course registration and printing timetable : 대학원학사 → 교과수업

(3) Printing bill / Certificate of tuition fee payment : 대학원학사 → 등록

01. Personal Information on uDRIMS

E-mail address / phone number Change : uDRIMS → ①대학원학사 → ②학적 → ③학적정보등록 → ④신상 →

⑤change e-mail address / phone number → ⑥저장



02. Course Registration and Timetable Print-out

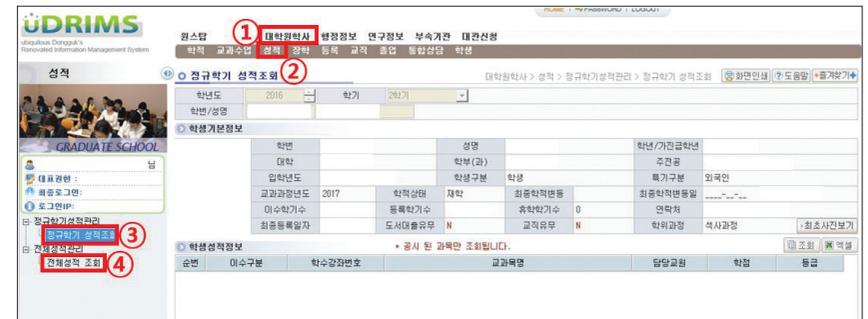
uDRIMS → ①대학원학사 → ②교과수업 → ③수강신청관리 → ④개인강의시간표조회 → ⑤출력



03. Grade Checks

A. Check grades after semester : uDRIMS → ①학사정보 → ②성적 → ③정규학기 성적조회

B. Check GPA : uDRIMS → ①학사정보 → ②성적 → ④전체성적조회



04. Tuition Bill and Certificate of Registration

A. Print tuition bill : uDRIMS → ①대학사정보 → ②등록 → ③고지서출력

B. Print certificate of registration(after tuition is paid) : uDRIMS → ①학사정보 → ②등록 → ④등록확인서

구분	내역	금액	잔액	고지금액
등록구분	신입생			
학년	1학기	입학금 1,047,000	=	1,047,000
신청학기	0	수업료 4,877,000	= 2,436,000	= 2,439,000
가상계좌번호	신한은행	가성회비 0	=	0
가상계좌번호2		등록금(A) 5,924,000	= 2,436,000	= 3,488,000
가상계좌번호3		학생회비 35,000	=	35,000
가상계좌번호4		학생연구비 15,000	=	15,000
가상계좌번호5		논문지도비 0	=	0
가상계좌번호6		동행회비 0	=	0
가상계좌번호7		0	=	0
가상계좌번호8		0	=	0
가상계좌번호9		0	=	0
가상계좌번호10		0	=	0
가상계좌번호11		0	=	0
가상계좌번호12		0	=	0
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가상계좌번호91		0	=	0
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가상계좌번호97		0	=	0
가상계좌번호98		0	=	0
가상계좌번호99		0	=	0
가상계좌번호100		0	=	0



7 Immigration and Visa Information

01. Residence Registration Card

A. Eligibility : Non-Koreans intending to stay in Korea for more than 90 days after entry

B. Required Documents

- (1) Application form, Copy of Passport
- (2) Certificate of enrollment
- (3) 1 Color Photo(3.5 X 4.5cm with white background, taken within 6 months)
- (4) Certificate of registration issued after the date of entry
- (5) Tuberculosis(TB) Test Certificate
- (6) Processing fee KRW 30,000

※ Re-Issuance of Lost Alien Registration Card

A. Reasons for re-issuance : Lost or stolen registration cards, damaged registration cards, lack of space for necessary items to be displayed, changes in details on the existing card(name, gender, birth date and nationality) – Must be done immediately(within 14 days)

B. Required Documents

- (1) Application form, Document explaining re-issuance, original and 1 copy of passport
- (2) Certificate of Enrollment, Document for proof of residency
- (3) 1 Color photo(if wish to change), Processing fee 30,000KRW in cash

Documents for proof of residency

[To change the current address]

Lease contract, confirmation of provided residence or receipt of university housing fee

[Not to change the current address]

Lease contract, confirmation of provided residence, receipt of university housing fee, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, or residency confirmation

02. Information Change

A. Subject : Registered foreigner who wishes to change the information stated on the card like name, gender, birthday, nationality and more. (Must be done within 15 days of change)

B. Required Documents

- (1) Application form, passport, alien registration card and documents which can certify the change
- (2) For school change
 - ① Enrollment Certification of the new school (Before school starts : certificate of admission, Certificate of tuition fee payment)
 - ② Enrollment Certification and transcript of the previous school

03. Address Change

A. Eligibility : Registered foreigners who need to change the address

B. Period : Must be done within 15 days of move-in at the City hall / District office / Gu office or Immigration office. If not, fine will be applied.

C. Required Documents

- Application form, passport, alien registration card, Real estate or contract paper (or certificate of residence)

04. Visa Extension

A. Required Documents

Application Form, Passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certification of tuition payment, Certificate of Residency (Housing contract and etc.), Processing fee 60,000KRW (Government Revenue Stamp)

※ Additional Documents

- (1) Students with GPA lower than 2.0 : Recommendation letter from academic advisor, Bank statement; balance with at least KRW 4,200,000
- (2) Students taking extra semester : Explanation letter, Bank statement; balance with at least KRW 5,400,000 (6 months extension) / 10,800,000 (1 year extension)
- (3) Extension for preparing a thesis : Certificate of Completion, Confirmation letter from a academic advisor, Bank statement; balance with at least KRW 5,400,000 (6 months extension) / 10,800,000 (1 year extension)
- (4) Extension for preparing TOPIK exam : Certificate of Completion, Explanation letter, Bank statement; balance with KRW 5,400,000 for 6 months extension, KRW 10,800,000 for 12 months extension

B. Maximum extension period for each degree course

- Undergraduate : Maximum of 6 years after admission
- Master's : Maximum of 5 years after admission
- Ph.D. : Maximum of 8 years after admission

05. Visa Status Change

A. [At first admission] Change General Trainee (D-4) to Overseas study (D-2)

Required Documents : Application form, Passport, Alien Registration Card, Certificate of Admission, Certificate of Tuition fee Payment, Certificate of Korean Language Course Enrollment, Bank Balance Certificate (KRW 20 million or above), processing fee 130,000KRW

※ Changing status of stay from D-4 (general trainee) to D-2 (Study Abroad) requires prior permission based on the Article 24 of Immigration Control so **application for status of stay change must be submitted and get an approval before semester starts.** (Be aware of penalties)

※ It is not allowed to change C-3-2, C-3-3, C-3-9, D-3, E-9, E-10 and G-1 visa into D-2 in Korea. Ones must go back to their home countries and apply for D-2 visa.

B. [Employment activity after graduation] Change Overseas Study (D-2) to Job Seeking (D-10)

- (1) Subject : D-2 visa holders who acquired a Bachelor degree (equivalent or above) in Korea with GPA over 2.5
- (2) Required Documents : Application form, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Transcript, Employment Activity Plan Form, Certificate of residency, Processing fee KRW 130,000
- (3) Period : 2 years

C. [Hired after Graduation] Change Overseas Study (D-2) to Special Occupation (E-7)

- (1) Subject : For those who acquired a Bachelor degree in Korea and have a recommendation letter from the President (Dean) of the institution.
 - (2) Required Documents : Application form, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Transcript, Original and Copy of Employment Contract, Certificate of residency, Employment Recommendation letter by the Minister of respective department or any documents proving necessity of employment, plan for Employment activity, copy of Business Registration, Processing fee 130,000KRW
- ※ Note : Approval of the E-7 visa should be done before the first day of work so apply right after signing the contract paper.



06. Permission for Part-time Job

Due to the Korean government law, international Students **must** get permission from the immigration office **before start part-time job**. Except, unpaid internship for getting credits, participating in research project in college, assistant or part-time job in their college.

A. Basic Policy

- Being fully employed as an international student is forbidden, however if granted, one may get a part-time job.
- Students are most likely to do simple labor. In other words, the students are not allowed to do labor that involves professionalized skill or field.

B. Qualifiers

(1) Qualifiers

- ① Those who are acknowledged by the international student supervisors that they have achieved a certain amount of skill in the Korean language and has proven their dedication towards the education may apply for the part-time job.
 - Holding visa statue of [D-2-1~D-2-4, D-2-6 and D-2-7]
- ② Regular semester students (undergraduate), Students who completed regular semesters and prepared for a thesis (Graduate school)

(2) Restricted Applicants

- ① Following are those who are unable to apply for a part-time job.
 - Those who have not achieved the Korean language skill and scores
 - Those who are not considered as working with studying by their attendance rate and GPA.
 - Those who are in research courses and possess the (D-2-5)
 - Those who have not been granted or have previous record of violating the policy rules
 - Students who completed regular semesters or taken an extra semester
- ② The Following are restrictions for type of Employers and Field of Jobs
 - Previous records of illegal actions leading to restrictions of issuing visas.
 - Manufacturing, Constructing(In case of Manufacturing, having TOPIK level 4 or higher can be allowed)
 - Fields of E-1 ~ E-7 and E-9, E-10 are restricted
 - Do part-time job in facilities of foreign language education(kids cafe, language learning camp and private language conversation institute) is restricted
- ③ Following types of working are restricted
 - Employment activities that do not have a direct employment contract with the employer(such as rider in delivery agency)
 - Employment activities based on the relationship between dispatch, subcontract, and mediation
 - Long-distance work(within 90 minutes in capital area and 60 minutes in non-capital area from their residence and university)

C. Information Regarding Hiring Part-time

(1) The Following must satisfy these qualifications to be allowed to work

- ① Visa Holder of (D-2)
 - Have at least C 2.0 GPA
 - Holder of Freshmen ~ Sophomore : TOPIK Lvl 3 or above / Junior ~ Senior and graduate course : Topik Lvl 4 or above
 - ※ Note : Those who have not achieved the language scores, may be time restrictions by 1/2. However during the break, there will be no restriction applied.

(2) Working Restriction

- Holders of D-2 Visa : able to work up to 2 places a year.

(3) Allowed Working Hours

- Undergraduate : 25 Hours a Week
- Graduate : 35 Hours a Week

※ During School Semesters (weekends are included), but during the break, it will not be counted

(4) Change of Work place during allowed period: ex)New Work Place, New Employer

- How To : Must visit and inform the appropriate immigration office within 15 days of the change

(5) Penalties for Policy Violation

- ① Those who were not granted permission
 - Following Employment 18th Amendment, those who illegally work will be departed from Korea
 - First time getting caught will get a warning: must pay a violation fine and will not be able to apply and work part-time for a year.
 - Second time getting caught will be deported
- ② Those who were granted, but violated the policy will be
 - 1st time violation → By 89th Amendment Law, one will be restricted in part-time job for a year
 - 2nd time violation → By 89th Amendment Law, one will be restricted in part-time job
 - 3rd time violation → By 89th Amendment Law, one will lose their privilege of studying abroad

D. Required Documents

- ① Passport, Registration Card, Application, Transcript, Topik Certificate
- ② Copy of Business Licenses
- ③ Copy of Labor contract(stating the pay hours)
 - There must be no dispatched labor and must follow the terms that has been submitted to the office

E. Exception

Assistants or scholars in their college (not necessary to get permission)

07. How to use 'HiKorea' System

You may deal with any immigration / visa related works through 'HiKorea' online system. Online application is available from 7am to 6pm on weekdays(not available on weekends and holidays) and only same day cancellation is allowed. You may also reserve date and time for visit.
www.hikorea.go.kr(Korean, English, Chinese, Japanese)

(1) e-Application : Handle immigration / visa related works online without visiting the immigration office

- Information Change(ex. Passport number)
- Permission for participating in part-time job
- Address Change
- Extension of Stay

(2) Reserve Visit : May reserve the date and time that you wish to visit for immigration / visa related works to shorten waiting times**(3) Information** : May find information about immigration / visa as well as Korean life tips**(4) Employment** : May find information about foreign employment※ **How to use HiKorea**

- Become a member** : Follow steps to register
- Apply for e-Application** : Click 'e-Application' in the main page or on the upper - left hand corner - Find the right type of work for you and click 'e-Application'
- Processing fee Payment** : Click 'Apply' and choose the payment method(choose from credit card, account transfer, and mobile phone payment)
- Check Status of e-Application** : Click 'My Page' on the upper right hand corner → Click 'Status of e-application' → Check the application status(Must be 'Processed(Granted)')
- Issuance of Proof of application / Permission** : Click 'My Page' → Click 'Status of e-application' → Click 'Application Number' → Issue the proof of application

08. Agency Business for Visa Extension**A. Application period** : For 1 or 2 weeks after semester begins(March / September)**B. Application Method** : Submit the below documents to Office of International Students Services.**C. Subject** : Students who enroll currently(D-2 holders)**D. Non-eligible subject**

- (1) Installment payment(students may apply for it when the tuition fee payment is fully made.)
- (2) Students who have changed their address(It is possible to apply after changing the address in near Community center)

E. Required documents

- (1) Application form(Students can get it at Office of International Students Services)
- (2) Alien Registration Card
- (3) Certificate of Enrollment, Transcript(Issued by Students CS Center)
- (4) Certificate of Payment(Print on uDRIMS)
- (5) Certificate of Residency(Lease contract, confirmation of provided residence or receipt of university housing fee)
- (6) Additional documents
 - Students whose GPA is under 2.0 : Bank statement; balance with KRW 10,000,000 or over

- Students taking extra semesters : Statement of reasons for taking extra semesters, bank statement: balance with KRW 5,400,000 or over for extending 6 months, KRW 10,800,000 or over for extending 12 months
- Students who completed regular semesters : Certificate of completing regular semesters, confirmation for thesis guidance from the advising professor, bank statement; balance with KRW 5,400,000 or over for extending 6 months, KRW 10,800,000 or over for extending 12 months

F. How to distribute : Visit the Office of International Students Services(After getting text message)**G. Note**

- (1) A 20% discount if apply through Hi-Korea website(www.hikorea.go.kr) individually.
- (2) Must reserve before visiting.

8 Others**01. College Administrative Office**

College	Contact (02-2260-XXXX)	Fax	Location(building)
College of Buddhist Studies	3097	8627	Law Building 1F
College of Liberal Arts	3756	8895	Myeongjin Hall 1F
College of Natural Sciences	3750	8896	Myeongjin Hall 1F
College of Law	3226	3741	Law Building 1F
College of Social Sciences	3104	3978	Social Science Building 3F
College of Business	8885	3684	Business Administration Building 2F
College of Life Science & Biotechnology	031-961-5105-6	031-961-5108	SangyoungBio Hall, Bio-medi Campus(Ilsan)
College of Engineering	3858	8898	Wonheung Hall 1 4F
College of Education	3112	3752	Haklim Hall 1F
College of Arts	3606	3741	Culture Hall 1F
Dharma College	3883	3886	Information Culture Building 3F
College of Pharmacy	031-961-5203	031-961-5206	Pharmacy Hall 2F, Bio-medi Campus(Ilsan)

02. Important Relevant Organizations and Offices

Department name	Responsibility	Contact(02-2260-XXXX)	Location(building)
Academic student support team	College register, Season semester	3620	Main Hall 3F
	College class, College grade	3619	Main Hall 3F
	Scholarship	3046	
	Club	3041	
Office of International Relations	English-speaking world, Summer school	3465	Main Hall 1F
	Japan, South-East Asia, foreign country Internship	3463	
	Chinese-speaking world	3466	
Cham-saram bong-sadan	voluntary service	3058-9	Main Hall 3F
Financial Team	Tuition related task	3086	Main Hall 3F
Graduate school Team	Graduate school task	3037	Main Hall 3F
Korean language center	Korean language education	3471, 3758	Hyehewa hall 5F
Namsan dormitory office	Manage Namsan residence hall	4933	New-Engineering Building 1F
Goyang dormitory office	Manage Goyang residence hall	031-961-5393	Ilsan Goyang Haksa

03. Certificate Type & Issuing Office

Certificate	Issuing Office	Contact (02-2260-XXXX)	Location (building)
School register, Enrollment, Leave for absence, Graduation(conferment of degree), Expectant Graduation (expect conferment of degree), Completion, Expectant completion, Disenrollment, Grade	Student CS Center	8661-8663	Main Building 3F
Student ID Issuance / Reissuance	Student CS Center	8661-8663	Main Building 3F
Certificate of Scholarship	Printing via uDRIMS (Inquiry : Office of student services)		Main Building 3F
Certificate of Voluntary service Program	Dongguk Chamsaram Volunteers	2290-1787	Main Building 3F
Certificate of tuition payment (Registration)	Printing via uDRIMS (Inquiry : Office of Finance)	3086	Main Building 2F

04. Campus Facilities

Facilities	Location
1. Reading Room	Law Building 1F / Myeongjin Hall 3F / Haklim Hall 2F / Wonheung Hall F B1F / Culture Hall B2F / Neungguem Sarang Social Science Building 2F / Bizmaru Business Administration Building 1F / Jungang (Central) Library
2. Computer Room	BSC10 Social Science Building 2F / G2 Hyehewa Hall 2F / A2 Myeongjin Hall 2F / B2 Law Building 2F / JE Haklim Hall 1F / Jungang (Central) Library 2F Multimedia Room / Multi-Media Room Law Building 3F
3. Photocopy Room	Jungang(Central) Library B1F & 3F / Haklim Hall 1F / Wonheung Hall F B1F / Myeongjin Hall 1F / Hyehewa Hall 1F / Information Culture Building 1F / Social Science Building 2F
4. Standing PC / Printer	Academic Hall B1F Lounge / Culture Hall 1F Lobby / Business Administration Building 2F Lobby / Hyehewa Hall 1F Lobby / Law Building 1F Lobby / Myeongjin Hall 1F Lobby / Wonheung Hall F B1F / Student Union Building 1F Lobby / Information Culture Building 3F Lobby
5. Certificate Issuing Machine	Jungang(Central) Library 2F Lobby / Social Science Building 3F / Culture Hall 1F Lobby
6. Financial institution	KB Bank ATM Administration Building 3F Entrance / KB Bank ATM Sanglokwon 1F / KB Bank ATM Hyehewa Hall 1F / Shinhan Bank Myeongjin Hall 1F / Shinhan Bank ATM Business Administration Building 3F Lobby / Shinhan Bank ATM Sanglokwon 1F / Shinhan Bank ATM Culture Hall 1F / Shinhan Bank ATM Dahyang Hall 1F Lounge / Post Office Myeongjin Hall 1F



05. Central Library

A. Entrance

- Put the student ID card over the card reader located at the entrance
- ※ Student ID card can be used to borrow materials and to use multimedia areas.

B. Operating Hours

- (1) During Semester : Monday to Friday 09:00 ~ 21:00
- (2) During Semester : Saturday 09:00 ~ 17:00(Closed on Sunday)
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
- (3) During vacation : Monday to Saturday 09:00 ~ 17:00
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
- (4) During exam period : Monday to Saturday 08:00 ~ 22:00
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00, Reference Room 2 opens 24 hours

C. Data Search

- Use the information retrieval PC located on each floor(Print an application form for reference reading and search at the applicable reference room)

D. Borrowing Materials

- (1) Use the rental / return section or rental kiosk to borrow up to 10 materials per person for 15 days
- (2) Rental extension is allowed twice for 15 days each(if not returned by the due date, rental will be blocked for about the exceeded period or fine will be charged)
- (3) Maximum 3 books can be reserved
- (4) If lost the borrowed material, you have to pay the purchase price of the item
- (5) If borrowed materials are not returned, leave of absence is not allowed

※ Homepage : <http://lib.dongguk.edu>

06. Health Promoting Center on Campus

A. The Health Promoting Center on campus is in charge of improving health of students, staffs and educational personnel using both oriental and western medical treatments.

(1) Doctor's Medical examination:

- General Treatment : general counselling and treatment on every 4th Wednesday of each month
- Oriental Medical Treatments: 1st and 2nd Wednesday of each month at 13:30 ~ 17:00 and 3rd, 4th, and 5th Wednesday of each month at 09:00 ~ 11:30
- General counselling, mental health counselling, medical check-up counselling, and acupuncture / cupping or prescribe oriental medication provided by the following medical Doctors

(2) General Treatment : Various minor injuries, medication prescription and counselling provided by the nurse at the Ilsan Hospital of Dongguk University

B. Location

- Administration Building 2F, Health Promoting Center(Tel. 02-2260-3442)

C. Operating Hours

- Weekday 08:30 ~ 17:30(Lunch 12:00 ~ 13:00)
 ※ Please bring your Student ID Card

※ Homepage : <http://health.dongguk.edu>

07. Jung-gu Community Health Center(보건소)



※ TB Screening, health check-up report(보건증) can be issued

Operating Hours : Monday - Friday 09:00 ~ 18:00, Closed during weekends

Telephone : 02-3396-5555

Homepage : <http://health.junggu.seoul.kr/>

Address : 16, Dasan-ro 39-gil, Jung-gu(Subway Line 2 or 6, Sindang Station, Exit 8)





Office of International Admissions

[During the semester: Weekdays 09:00~17:00 / During the vacation : 10:00~17:00]

#543, 5F Hyehwa Hall, Dongguk University 30, Pildong-ro 1-gil, Jung-gu, Seoul, 100-715, Korea

Tel : 02-2260-4944, 3887

Fax : 02-2260-4945

E-Mail : adm@dongguk.edu

Homepage : www.dongguk.edu

International Admission : <http://admission.dongguk.edu>

QQ : 1502832115