

**Congratulations on your successful admission to Chungnam National University!**

Please make sure you fully understand the content below so as not to be at a disadvantage for your admission.

◎ Information about issuance of Official Certificate of Admission and Visa:

CNU Office of International Affairs ☎+82-42-821-8822(China), 8077(Other Countries)



## Notes for Successful Applicants to Graduate Admission, Spring 2022

2021. 12.

본 유의사항은 한글, 영어로 작성되었으며, 해석상의 차이가 발생할 경우 한글로 작성된 내용을 기준으로 합니다.

- The notes for applicants has been prepared in Korean and English. When interpretational differences arise, the Korean version will have priority over the English version.



# Contents

<b>I . Tuition .....</b>	<b>1</b>
1. Tuition Payment .....	1
2. Notice of Payments .....	2
<b>II . Additional Documents (if relevant) .....</b>	<b>2</b>
1. Diploma/Graduation(Degree) Certificate .....	2
2. Application for Student Card(Smart Card) .....	3
<b>III . Course Registration .....</b>	<b>4</b>
<b>IV . Freshmen Orientation .....</b>	<b>4</b>
<b>V . Dormitory Guide .....</b>	<b>5</b>
1. Expected Move-in Date .....	5
2. Duration of Stay .....	5
3. Dormitory Application and Selection .....	5
4. Dormitory Fees .....	5
5. Notice about Dormitory .....	6
<b>VI . Insurance .....</b>	<b>7</b>
<b>&lt;Appendix&gt; Contact Information .....</b>	<b>9</b>

## I. Tuition

### 1. Tuition Payment

A. Period: Jan. 11(Tue) 2022 ~ Jan. 14(Fri) 2022 09:00~16:00 [Regular Banking Hours]

#### B. How to Pay

##### 1) Payment in Korea

- Designated Banks: Hana Bank, Woori Bank and Nonghyup Bank(NH)
- Using Virtual Payment Account: Transfer money to one of personal accounts(Hana Bank, Woori Bank and Nonghyup Bank(NH)) on the tuition bill (Making a deposit without a bankbook, internet banking, phone banking, CD/ATM, etc.)
- ※ For those who are not transferring money from the banks listed above, they are responsible for paying any additional bank fees.
- Using Credit Card: HANA Bank or Woori Bank card holders can visit the bank or pay through the bank's web site

##### 2) Payment out of Korea[To provide separate information]

Outside Korea: Transfer money from abroad to CNU

- ▶ Sender's name must be identical to the student's name on passport.
- ▶ Account number will be Individually informed
- ▶ Students who transfer money from abroad must fill in and send the form below to [grad@cnu.ac.kr](mailto:grad@cnu.ac.kr) immediately after transferring money.

Degree Course (Master's/ Doctoral)	Department of Major	Applicant's name (On passport)	Date Tuition was sent (yy/mm/dd)	Name of Person who sent Money

\* 1,100 KRW = 1 USD

\* When paying tuition, please add a bank service fee for 100 USD.

\* Tuition paid in excess is refundable.

#### C. Printing the Tuition Bill

1) Period: Accessible from Jan. 7(Fri) 2022 10:00

2) CNU web site(<http://plus.cnu.ac.kr>)→대학생활→학생민원서비스→“신입생 등록금고지서 출력 (<http://cnuis.cnu.ac.kr/EntUrgNotiQ.jsp>)”

3) Password: Date of Birth(yyyymmdd)

#### D. Installment Payments [※ Payments within Korea only]

1) For students unable to pay tuition all at once, paying in installments is possible

2) Period of Application: Jan. 5(Wed) 2022 ~ Jan. 6(Thu) 2022, 09:00~18:00

3) How to apply: CNU web site(<http://plus.cnu.ac.kr>)→대학생활→학생민원서비스→“신입생 등록금 분납신청(<http://cnuis.cnu.ac.kr/EntLoginPpaid.jsp>)”

#### 4) Payment Period

- First Payment: Jan. 11(Tue) 2022 ~ Jan. 14(Fri) 2022, 09:00-16:00
- Second Payment: Mar. 29(Tue) 2022 ~ Mar. 30(Wed) 2022, 09:00-16:00
- How to Pay: Same as Section 1.-B. How to Pay

#### 5) Amount of each Installment

- First Payment: the First Tuition Fee
- Second Payment: the Balance of the Total Tuition Fee

#### 6) Notice

- If students do not pay within the above period, the installment payment will be canceled and you must pay all the remaining tuition within additional payment period.
- Confirmation of each installment payment will be sent to your mobile phone via text message. In addition, you can confirm your payments at your department's office or on CNU website.

#### E. Notice about Payments

- 1) Successful applicant who does not pay tuition within the tuition payment period will be excluded from the admission list.
- 2) Tuition should be paid during regular banking hours(09:00-16:00)
- 3) Successful applicants must submit their tuition bill at the bank even if on a full scholarship. If not, admission will be automatically rescinded.
- 4) After payment, please confirm if the payment has been successfully posted.
  - ※ Confirm the status of your tuition payment by checking “등록금고지서 출력” on CNU website(<http://www.cnu.ac.kr>)
  - ※ Please call the Office of Financial Affairs(☎+82-42-821-5133) if problem arises

## 2. Notice of Payments

- A. An applicant who wants to renounce the enrollment at CNU after completing all of the registration procedures should submit a Registration Waiver Form and a Tuition Refund Request Form to the Office of International Affairs by Feb. 18<sup>th</sup>(Fri) 2022.
- B. CNU will refund tuition to the renouncer according to the Article 6 clause 2 of the University Tuition Rules.

Time Frame for Possible Tuition Refund	Possible Tuition Refund Amount
Before the start of the semester	All tuition fees
Before 30 days after the start of the semester	5/6 of tuition fees
Before 60 days after the start of the semester, but after 30 days from the start of the semester	2/3 of tuition fees
Before 90 days after the start of the semester, but after 60 days from the start of the semester	1/2 of tuition fees
Over 90 days after the start of the semester	Non-refundable

## II. Additional Documents (if relevant)

### 1. Diploma/Graduation(Degree) Certificate

#### A. Applicants who graduated from a university in Korea

Applicants who submitted a certificate of expected degree or completion must submit their official graduation certificate(diploma).

#### B. Applicants who graduated from a university outside of Korea

Applicants who did not submit an original graduation certificate either notarized by the embassy or by apostille must submit their original official graduation certificate(diploma) and transcript which have been notarized by the embassy or by apostille.

※ Applicants who graduated from an university in China must submit their Credentials Report or Online Verification Report of Higher Education Qualification Certificate after downloading from China Academic Degree & Graduate Education Development Center (<http://www.cdgd.edu.cn> or <http://www.chsi.com.cn>)

#### C. Where and When to submit: Office of International Affairs(E1-1) Room 215

- Applicants who graduated from a university in Korea: Mar. 2(Wed) 2022 ~ Mar. 11(Fri) 2022
- Applicants who graduated from a university outside Korea: until Jan. 7(Fri) 2022

※ Enrollment will be canceled if successful applicants do not submit the above documents within designed period.

### 2. Application for a Student Card(Smart Card)

#### A. Period: from Mar. 2(Wed) 2022

#### B. Location: KEB Hana Bank of the First Student Hall(W-8)

#### C. Please bring your photo (3×4cm) and Identification card(passport or Alien Registration Card etc.)

※ The bank will utilize the photo that you submitted during the application procedure

#### D. Method: Details will be given after admission.

### III. Course Registration

1. Date and Time: Feb. 7(Mon) 2022 ~ Feb. 11(Fri) 2022

※ Refer to CNU website: International Students→Academic Information→Academic Calender of 2022

2. How to Register: After reading the “Course Handbook(수강편람)” carefully and having a consultation with their department office, successful applicants must register for their courses through the website(<http://cnuis.cnu.ac.kr/>)

3. Notice

A. Successful applicants must register for their courses after a consultation with their department office within the above period, after paying the tuition.

B. Login to the website(<http://cnuis.cnu.ac.kr/>) with your ID(application number) and password (birthday-yymmdd), and register for courses. After finishing the course registration, confirm the registered course.

C. Transfer student should be careful for the credit recognition when registering for course.

D. For more information, please call Office of Graduate School(☎+82-42-821-7057) or your department' s office

※ For changing personal information(e.g. name, registration number), please call Office of International Affairs(☎+82-42-821-5013)

### IV. Freshman Orientation

※ In consideration of the Covid-19 situation, the freshmen orientation will be replaced with distributing orientation materials(possibly via online).

### V. Dormitory Guide

From the first semester of the 2022 academic year, only those who have completed the COVID-19 vaccine (AstraZeneca, Moderna, and Pfizer receive the second dose, and Janssen, 14 days after the first dose) can enter the student dormitory. Please check the notice of successful applicants posted.

(However, those who have submitted an inoculation certificate, negative confirmation system exception confirmation, and those who have recovered (valid for up to 180 days from the date of release of quarantine) are excluded)

1. Expected Move-in date: Feb. 26(Sat) 2022 ~ Feb. 27(Sun) 2022, 09:00-15:00

※ Student must comply with the scheduled dates and check the notice(required documents e.g.

TB test result, uploading a photo etc.) on the dormitory web site(<http://dorm.cnu.ac.kr>) concerning details for living in the dormitory.

※ After Feb. 27(Sun) 2022, students can move in only during weekdays from 09:00~18:00.

However, the moving in procedure is not permitted in lunchtime(12:00~13:00) and on weekends(including the national holidays).

※ Permission is not granted unless the submission documentation procedure stated in the announcement of precautions has been completed.

## 2. Duration of stay: Spring semester, 2022

※ An additional application is required to live in the dormitory for summer vacation and the fall semester.

※ Please check the notice as there are no other applications for extension.

## 3. Dormitory Application and Announcement

A. Only students who applied for the dormitory during the admission application period are entitled to be selected for living in the dormitory.

※ Students who did not apply for the dormitory during the application period are not qualified.

B. Expected date of announcement for residence list: Jan. 26(Wed) 2022, 14:00

※ Result will be notified in the dormitory web site, and every new resident should be aware of “the Dormitory Notice for New Residents” which is located at the dormitory web site

## 4. Dormitory Fees

The dormitory fees is approximately 800,000won ~ 1,300,000won.

The amount may change due to COVID-19, so please refer to the website.

[Dormitory Fees \(Click for more information\)](#)

※ For fees of Spring semester, 2022, please refer to [Dormitory web site]-[생활관비]

※ The cost of living includes the cost of meals(breakfast or lunch, and dinner), and the cost of meal and management cannot be paid separately.

※ Students who live in building 12 and 13 must pay the public utility charges(electricity, water, and gas bills) separately.

※ Married students have to submit the relative document which clarifies marriage. If not, they will be excluded from the list. Also, there could be a room shortage.

※ Information of arranged dormitory building and fees can be found on the payment bill for dormitory.

※ The fees described above may fluctuate.

## B. Meal Plans

(Currency: Won)

Type	Weekdays (Breakfast/Dinner)	Weekend	Food Expenses	Note
TYPE 1	10 meals	0 meal	575,390	3,700 for a separate payment of meal
TYPE 2		2 meals	620,100	
TYPE 3		4 meals	665,110	
TYPE 4		6 meals	717,430	

※ TYPE 1 is the minimum type, and 10 meals on weekdays(breakfast or lunch, and dinner) are mandatory.

1) Choosing breakfast or lunch is mandatory.

2) Students who choose breakfast can buy separate meal tickets for lunch.

※ Students choose between TYPE 2~4 can use allocated meals for any meal(breakfast, lunch and dinner) on weekends.

※ Students can use the dormitory restaurant by purchasing additional meal tickets after using up all of your meals on weekends.

※ Except for the residents living in rooms for the married, and building 12 and 13, selecting at least one meal plan is mandatory. If residents want separate payment of meal, he or she should make inquiries to the restaurant(☎+82-42-829-4026).

## C. How to pay dormitory fees

1) Payment Period: Feb. 3(Thu) 2022 ~ Feb. 4(Fri) 2022, 10:00-23:00

2) Visit the Dormitory web site and print the payment bill

3) How to pay: Use virtual payment or credit card(KEB Hana Bank, Woori Bank, Shinhan Bank, Kookmin Bank)

4) If you submit a Residence Waiver Form by Feb. 25(Fri) 2022 18:00, dormitory fees are fully refundable.

※ How to apply for waive of residence: [Dormitory Web site]-[입사포기 신청]

## 5. Notice about Dormitories

A. If you do not pay the dormitory fees by the payment deadline, it would be considered that you cancel the dormitory.

B. For detailed information and pictures of the dormitory accommodation, please visit the dormitory web site(<http://dorm.cnu.ac.kr>) and refer to “생활관 살펴보기”

C. For further details, please call Dormitory Office(☎+82-42-821-6181).



## VI. Insurance

1. Every International student must have insurance according to Korean government regulations
  - A student currently qualified as a local subscriber of National Health Insurance, but who does not pay the insurance premium in advance, will lose eligibility and cannot re-enroll into the program. These students can purchase the private health insurance.
2. Information on the National Health Insurance Scheme of the Republic of Korea for Foreigners
  - A. If a foreigner resides in the Republic of Korea for six months or more, he or she will be compulsorily subscribed to the local subscriber scheme of the National Health Insurance starting from July 16, 2019, and he or she will receive the same insurance payment benefits as citizens of the Republic of Korea.
  - B. Those subject to enrollment
    - Those who are not yet enrolled in the National Health Insurance of the Republic of Korea among those who have resided in Korea for six months or more.
    - Marriage migrants (F-6) are subject to subscription as of entry date into the country (if your alien registration took place later than the date of entry, then from the date of registration)
    - All foreigners except for those with A (diplomat), B (tourist), C (short-term), and G1 (miscellaneous) visas
  - C. Enrollment process: Processed uniformly by the National Health Insurance Service (NHIS) without any separate reporting procedure
    - ※ If changing and reporting the place of residence at a registration government office, the applicant must report the detailed address precisely, such as the apartment or house number, so as not to incur complications from the mis-delivery of mail.
  - D. For more information, please access the URL below.  
(<https://www.nhis.or.kr/nhis/policy/wbhada02400m01.do>)

**Any personal information on the application form will be utilized only for the student's academic affairs concerning the student beginning his/her degree course on Sep. 1<sup>st</sup>, 2021.**

## <Appendix> Contact Information

Department	Building Name / Location	Office Phone Number
Korean Language & Literature	College of Humanities W7 Room no. 429	+82-42-821-5321
English Language & Literature	College of Humanities W7 Room no. 446	+82-42-821-5331
German Language & Literature	College of Humanities W7 Room no. 356	+82-42-821-5341
Chinese Language & Literature	College of Humanities W7 Room no. 312	+82-42-821-5361
Japanese Language & Literature	College of Humanities W7 Room no. 445	+82-42-821-5371
Sino-Korean Literature	College of Humanities W7 Room no. 201	+82-42-821-5381
History	College of Humanities W7 Room no. 320	+82-42-821-5391
Archaeology	College of Humanities W7 Room no. 404	+82-42-821-6381
Linguistics	College of Humanities W7 Room no. 203	+82-42-821-6391
Sociology	College of Social Sciences W12-1 Room no. 323	+82-42-821-6331
Psychology	College of Social Sciences W12-1 Room no. 429-2	+82-42-821-6361
Public Administration	College of Social Sciences W12-1 Room no. 224	+82-42-821-5841
Political Science and Diplomacy	College of Social Sciences W12-1 Room no. 227	+82-42-821-5851
Communications	College of Social Sciences W12-1 Room no. 425	+82-42-821-6371
Local Autonomy Administration	College of Social Sciences W12-1 Room no. 327	+82-42-821-5861
Social Welfare	College of Social Sciences W12-1 Room no. 326	+82-42-821-6471
Mathematics	College of Natural Sciences I W5 Room no. 1215	+82-42-821-5421
Physics	College of Natural Sciences (Basic Science II) W11-2 Room no. 2233	+82-42-821-5451
Chemistry	College of Natural Sciences (Basic Science II) W11-2 Room no. 2103	+82-42-821-5471
Biochemistry	College of Natural Sciences (Basic Science I) W11-1 Room no. 1111	+82-42-821-5481
Oceanography	College of Natural Sciences (Basic Science I) W11-1 Room no. 1521	+82-42-821-6431
Astronomy, Space Science and Geology	College of Natural Sciences (Basic Science II) W11-2 Room no. 2318	+82-42-821-5461
Sport Science	College of Natural Sciences I W5 Room no. 1322	+82-42-821-6451
Dance	College of Natural Sciences I W5 Room no. 1117	+82-42-821-6481
Economics	College of Economics and Management E6 Room no. 234	+82-42-821-5521
Business Administration	College of Economics and Management E6 Room no. 233	+82-42-821-5531
Accounting	College of Economics and Management E6 Room no. 233	+82-42-821-5541
International Trade	College of Economics and Management E6 Room no. 209	+82-42-821-5551
Chemical Engineering and Applied Chemistry	College of Engineering I W3 Room no. 1145	+82-42-821-6286
Polymer Engineering	College of Engineering I W3 Room no. 1348	+82-42-821-6661
Electronics Engineering	College of Engineering II E2 Room no. 2403	+82-42-821-5889
Radio and Information Communications Engineering	College of Engineering II E2 Room no. 2413	+82-42-821-6881
Materials Science & Engineering	College of Engineering I W3 Room no. 1358	+82-42-821-5634
Mechanical Engineering	College of Engineering IV E4 Room no. 4214	+82-42-821-5641
Mechatronics Engineering	College of Engineering IV E4 Room no. 4517	+82-42-821-6871
Applied Organic Materials Engineering	College of Engineering I W3 Room no. 1348	+82-42-821-6611
Electrical Engineering	College of Engineering II E2 Room no. 2167	+82-42-821-5651
Architectural Engineering	College of Engineering II E2 Room no. 2213	+82-42-821-5621
Architecture	College of Engineering II E2 Room no. 2215	+82-42-821-6280
Civil Engineering	College of Engineering II E2 Room no. 2216	+82-42-821-5671
Naval Architecture & Ocean Engineering	College of Engineering III E3 Room no. 3101	+82-42-821-6621
Environmental Engineering	College of Engineering III E3 Room no. 3324	+82-42-821-6671
Computer Engineering	College of Engineering V W2 Room no. 5406	+82-42-821-5441

Department	Building Name / Location	Office Phone Number
Agronomy	College of Agriculture and Life Sciences Building I E10-1 Room no. 1214	+82-42-821-5721
Horticulture	College of Agriculture and Life Sciences Building I E10-1 Room no. 1316	+82-42-821-5731
Forest Resources	College of Agriculture and Life Sciences Building I E10-1 Room no. 1113	+82-42-821-5741
Applied Biology	College of Agriculture and Life Sciences Building I E10-1 Room no. 1412	+82-42-821-5761
Animal Science	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 2307	+82-42-821-5771
Agricultural and Rural Engineering	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 3102	+82-42-821-5791
Agricultural Machinery Engineering	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 2207	+82-42-821-6711
Agricultural Chemistry	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 2422	+82-42-821-6731
Food Science & Technology	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 3202	+82-42-821-6721
Agricultural Economics	College of Agriculture and Life Sciences Building I E10-1 Room no. 1302	+82-42-821-6741
Law	College of Law N12 Room no. 210	+82-42-821-5816
Pharmacy	College of Pharmacy I W6 Room no. 305	+82-42-821-5920
Medicine	College of Medicine Second floor Room no. 206[Bowun Campus]	+82-42-580-8115
Medical Science	College of Medicine 4th floor Room no. 409[Bowun Campus]	+82-42-580-8216
Clothing & Textiles	College of Human Ecology N14 Room no. 104	+82-42-821-6821
Food & Nutrition	College of Human Ecology N14 Room no. 421	+82-42-821-6831
Consumer Science	College of Human Ecology N14 Room no. 402	+82-42-821-6841
Music	College of Fine Arts and Music (Music Hall I) N10-1 Room no. 1118	+82-42-821-6921
Wind and String Instrument	College of Fine Arts and Music (Music Hall I) N10-1 Room no. 1118	+82-42-821-6931
Fine Arts	College of Fine Arts and Music (Art Hall) N9-1 Room no. 111	+82-42-821-6971
Design and Material studies	College of Fine Arts and Music (Design Hall) N9-2 Room no. 3203	+82-42-821-6981
Veterinary Medicine	College of Veterinary Medicine N13-1 Room no. 202	+82-42-821-6761
Education	Global Human Resource Development Center W15 Room no. 501	+82-42-821-6341
Nursing	College of Nursing Room no. 104[Bowun Campus]	+82-42-580-8321
Bioscience and Biotechnology	College of Bioscience and Biotechnology N11 Room no. 111	+82-42-821-5491
Global Cultural Contents	College of Humanities W7 Room no. 312	+82-42-821-5361
Clinical Pharmacy & Administration	College of Engineering I W3 Room no. 1132-1	+82-42-821-5920
National Public Policy	College of Human Ecology N14 Room no. 313	+82-42-821-8026
Bio-big data	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 2307	+82-42-821-5771
Bioconvergence Science and Technology	College of Biological Sciences and Biotechnology Room no. 111	+82-42-821-5573
Smart Agricultural Systems	College of Agriculture and Life Sciences Building II & III E10-2 Room no. 2207	+82-42-821-6711
Environmental and IT Convergence	College of Engineering III E3 Room no. 3324	+82-42-821-6671

The field of work	Department in charge	Building Name / Location	Office Phone Number
Admissions	Office of International Affairs	International Affairs Building E1-1 Room no. 215	+82-42-821-8823, 8825
VISA		International Affairs Building E1-1 Room no. 206	+82-42-821-8822(Chinese), 8824(Other than Chinese)
Academic management (leave of absence, etc.)	Division of the Registrar	Administration Building E7-1 Room no. 108	+82-42-821-5032, 5033, 5034, 5036
Application for classes, Grades accepted, Thesis	Office of Graduate School	Administration Building E7-1 Room no. 417	+82-42-821-7055, 7056, 7057
Scholarship	Division of Student Affairs	Administration Building E7 Room no. 111	+82-42-821-5081, 5084
Tuition payment	Division of Accounting	Administration Building E7 Room no. 101	+82-42-821-5133
Dormitory	Dormitory	Dormitory 3Dong N5 Room no. 120	+82-42-821-6181