

# *Welcome, New Comers!*

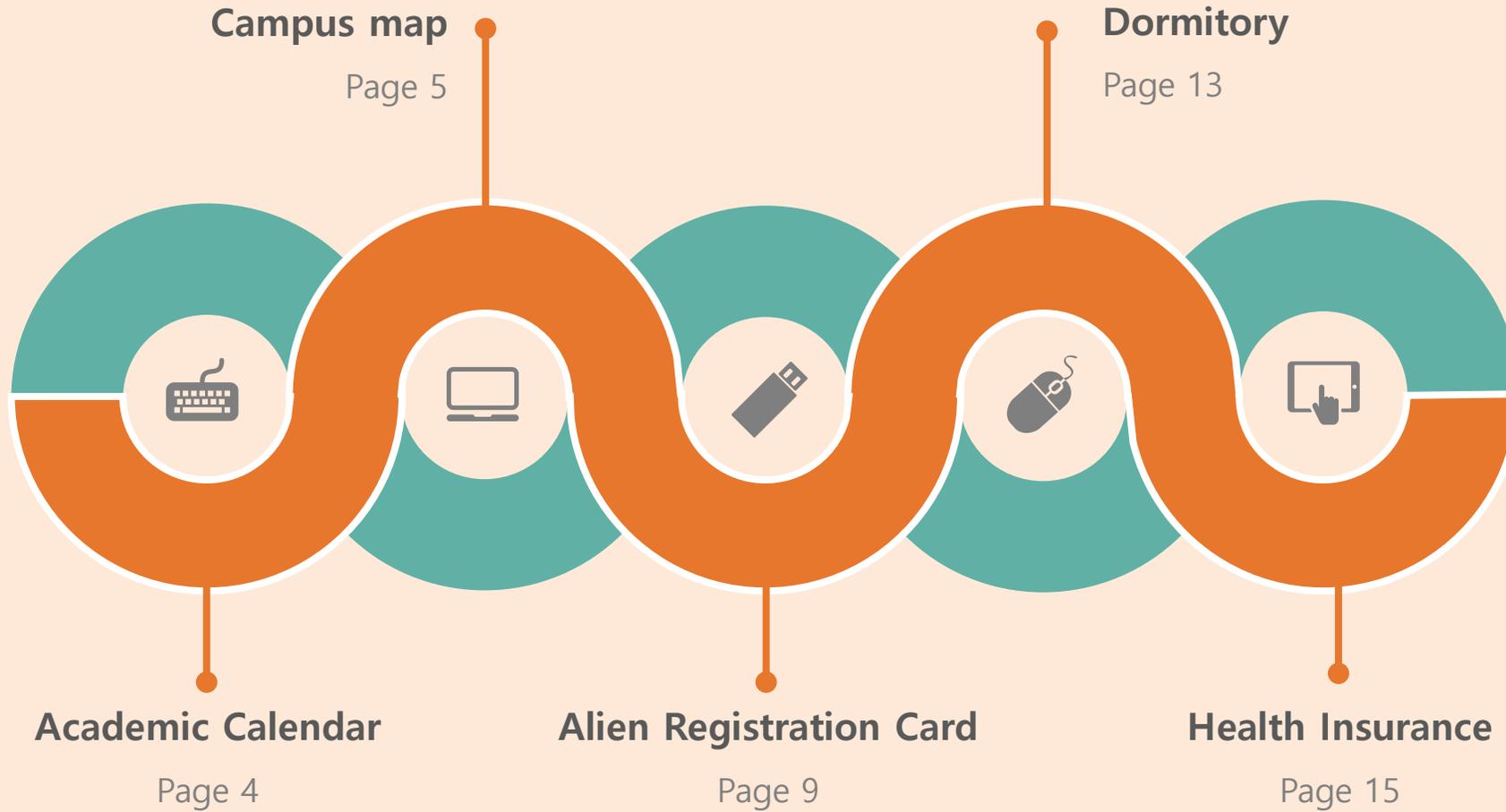
Warm welcome to Dongseo university!  
We are very happy to have you here at our campus.  
Here, you can have the useful information for your life in Dongseo as well as Busan.  
Hope this semester will be a great start for all of you!

# *Guide book for International Students*

2022 Fall semester

International Exchange Center  
Dongseo university

# Contents



# Academic Calendar

2022 Fall semester	
Dongseo University 30 <sup>th</sup> Anniversary	September 1 – 7
Course drop & add period	September 1 – 8
First day of 2022 fall semester Class starts	September 1
Chuseok Celebration Event	September 8
Chuseok Holiday	September 9-12
National Foundation Day	October 3
Hangul Proclamation Day (Substitute Holiday)	October 9 (October 10)
Mid-term exam	October 20-26
Academic Expo	November 16
Make-up class period	December 8-13
Final exam	December 14-20
End of the semester	December 20
Grade entering period	December 14-21
Grade correction period	December 22-23

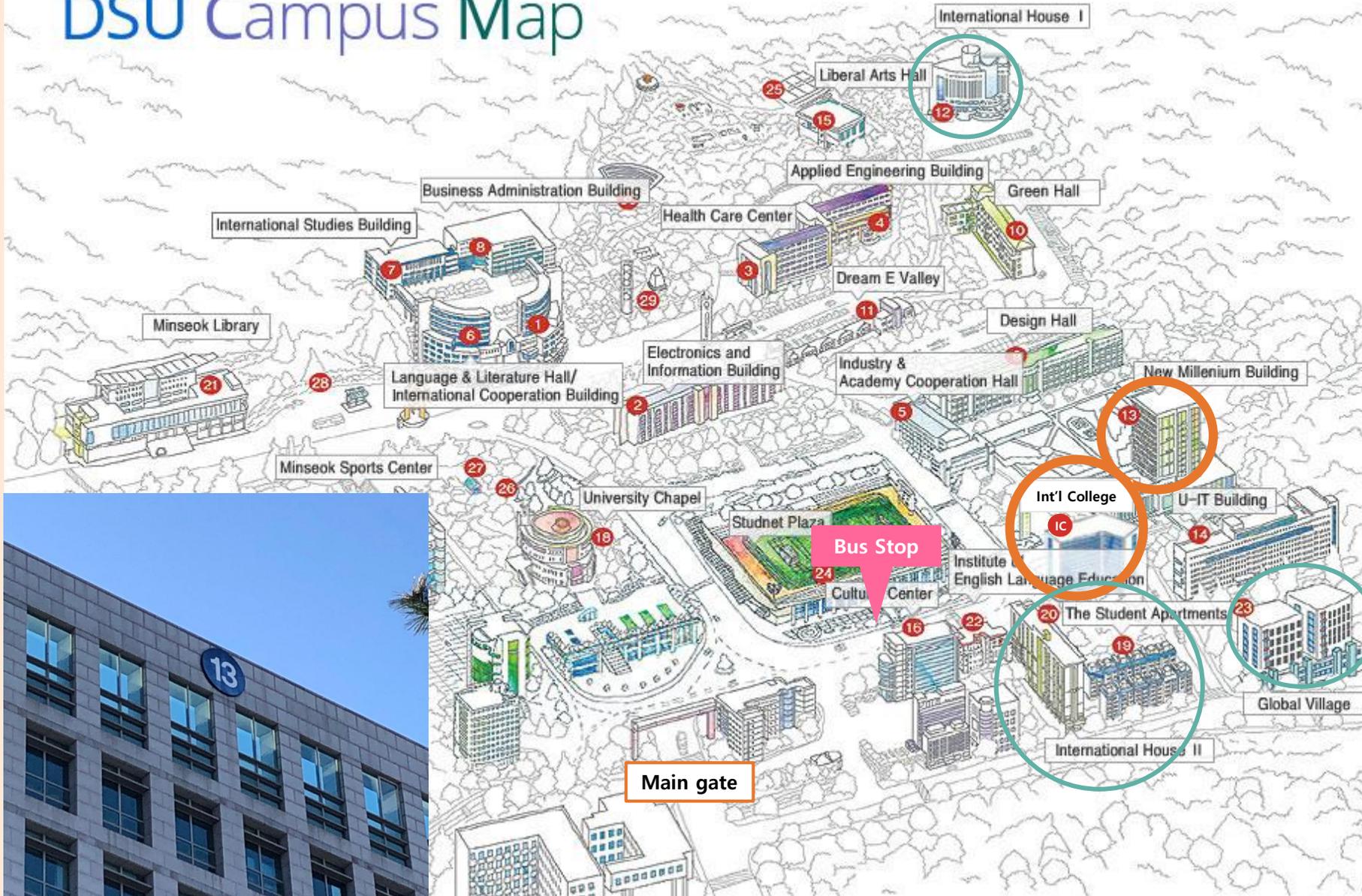
## Delivery of classes

- Each class will notify guidelines to join online class and test the accessibility before the start of the online classes. If you have question regarding this, please contact your department office.
- If students miss the online classes, their attendance will be marked absent.

Any changes will be re-notified through the website notice board and facebook page. Please stay tuned.

- Facebook: <https://www.facebook.com/intldsudsu>
- Website: <https://uni.dongseo.ac.kr/iec/?pCode=MN5000027>

# DSU Campus Map



## Building number(#)

All the buildings at Dongseo university have their own building number on top of the building.

[Virtual Tour link\(Click here\)](#)

## 13 New Millennium Building

4F International exchange center

## IC International College

7F Int'l College Office

## 24 Student plaza Bus stop

To transfer to the subway (Naengjung subway station), please take a green bus at bus stop.

## Dormitory Building

23 Global Village (East wing)

- 7F Dormitory office

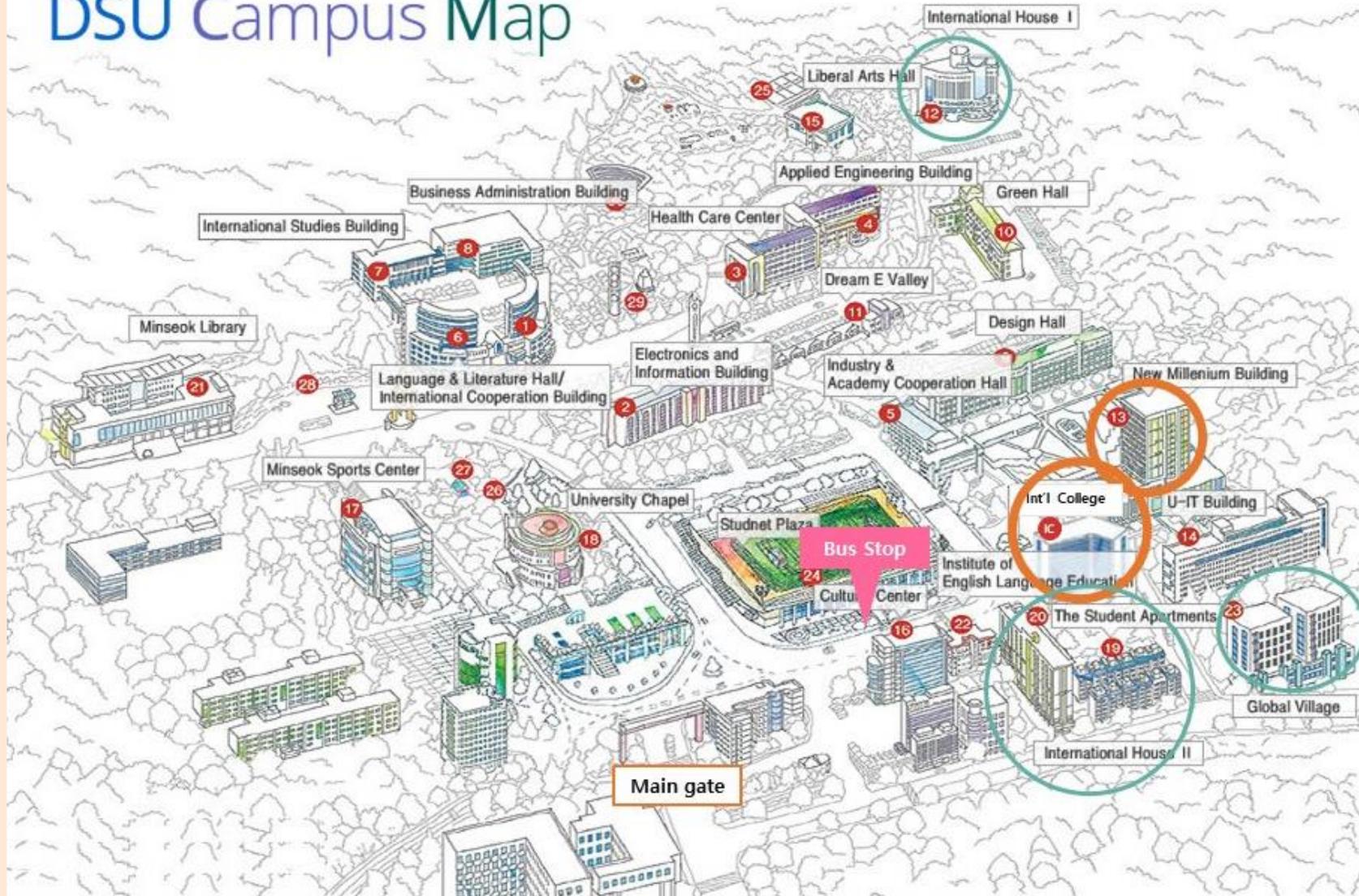
12 International House 1

19 International House 2

20 Student Apartments

# How to call a lecture room

## DSU Campus Map



## Where is room "8201" ?

- It is located at room #1 of 2nd Floor, Building #8(Business administration building)

**1<sup>st</sup> digit**      **Building no.**

**2<sup>nd</sup> digit**      **Floor**

**3<sup>rd</sup>-4<sup>th</sup> digit**      **Room number**

Ex) Design Hall room #107

☞ 9107

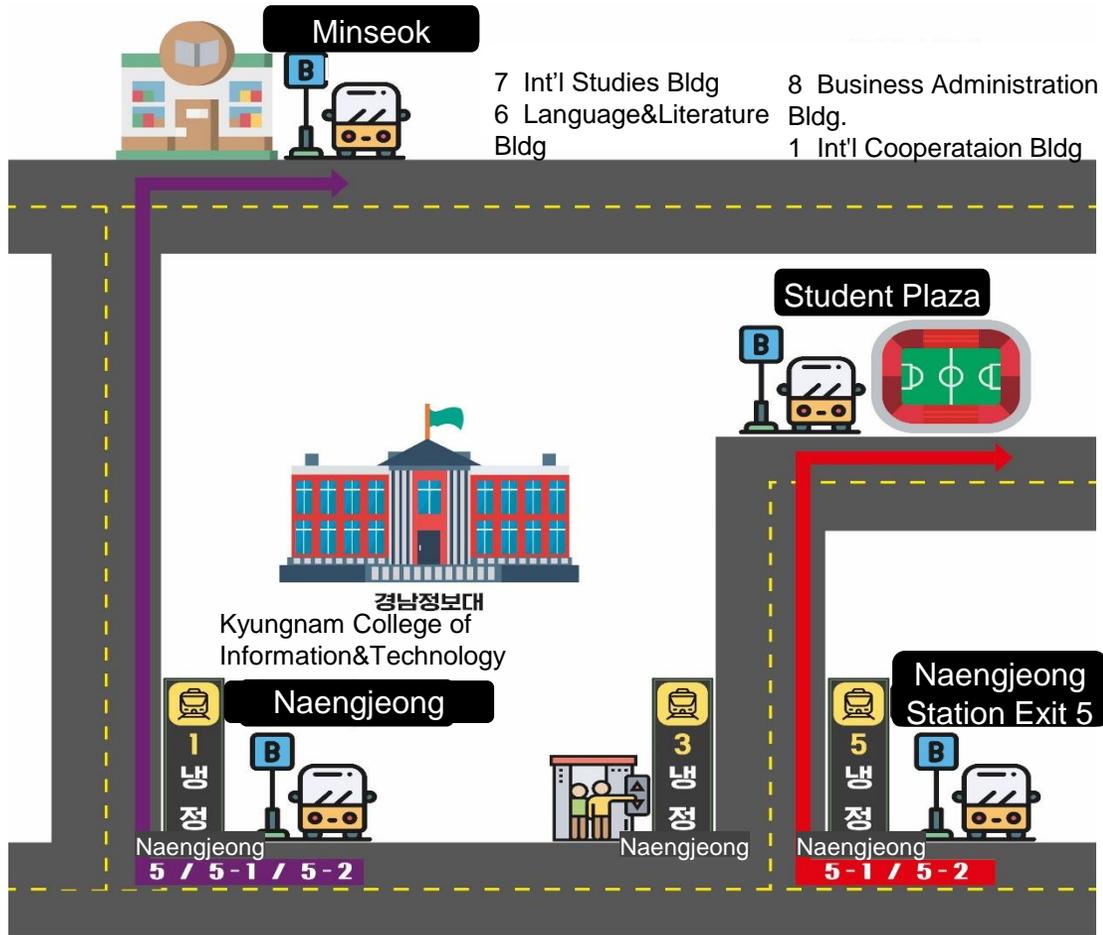
Ex) Int'l College Bldg room #107

☞ IC107

Ex) UIT Bldg room #501

☞ UIT-501

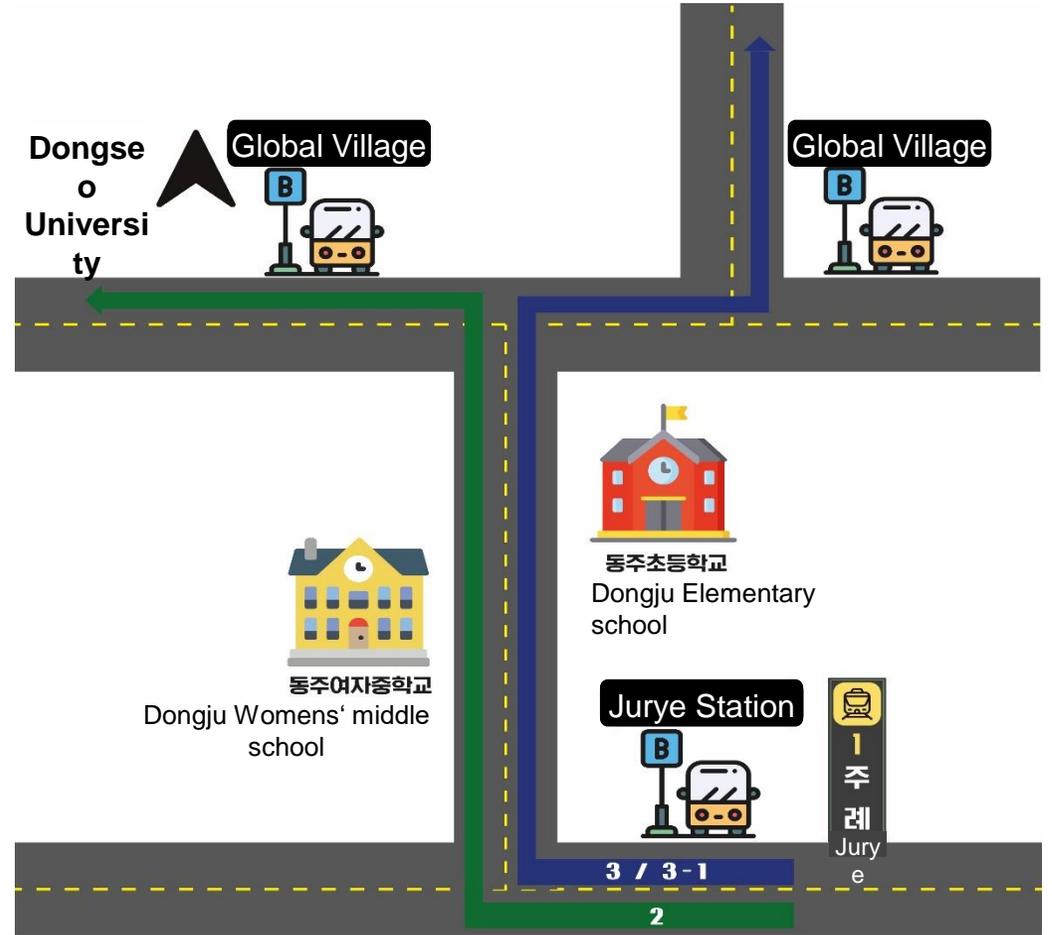
# How to get to campus from Metro station



**Naengjeong Station**

Exit 1 : Bus 2, 5, 5-1, 5-2 → Minseok Library, Language & Literature Hall

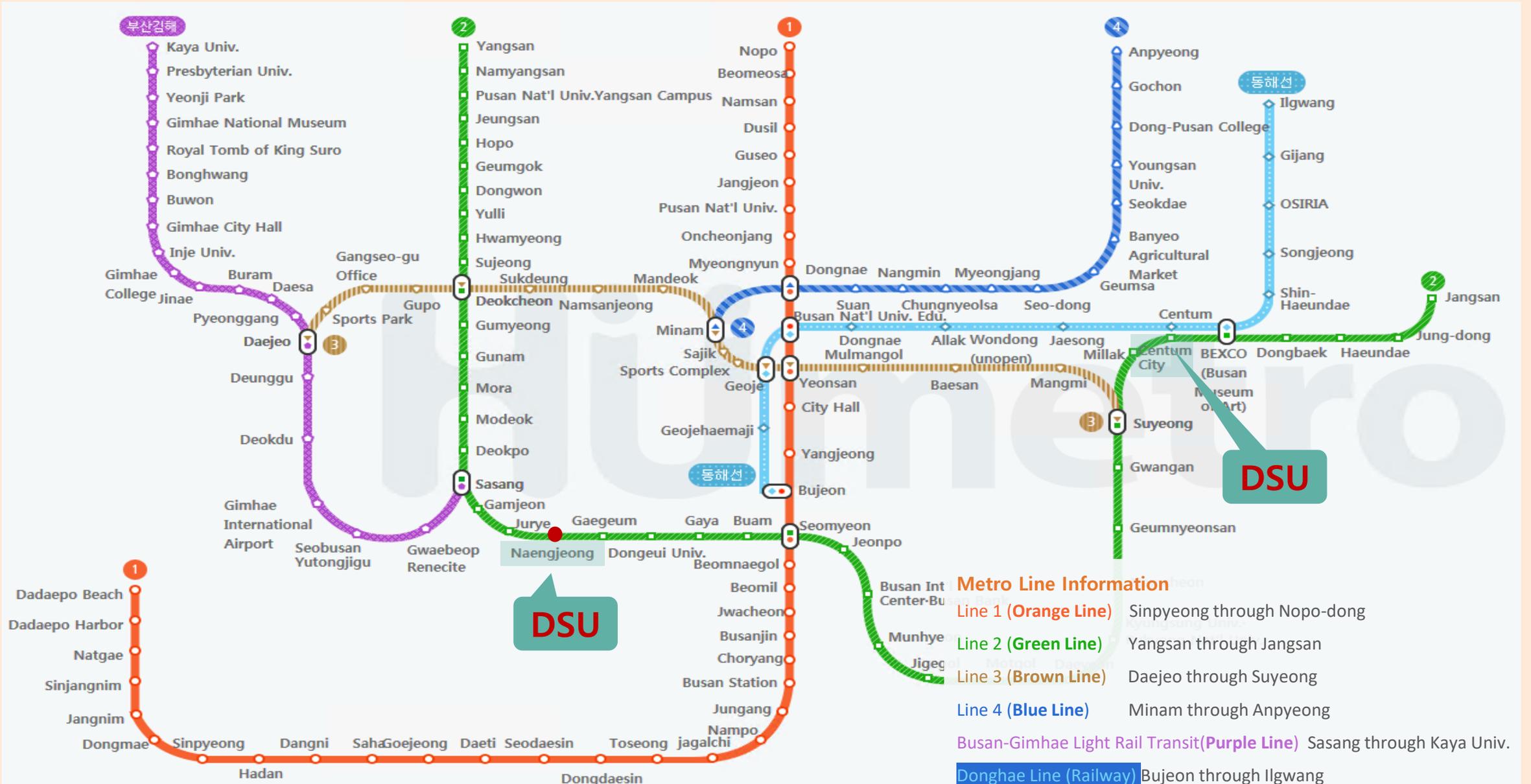
Exit 5 : Bus 5-1, 5-2 → Student Plaza



**Jurye Station**

Exit 1 : Bus 2, 3, 3-1 → Global Village

# Busan Metro Map



# Alien Registration Card (ARC)

Alien Registration Card (ARC) is an identification card for international students studying in Korea. It is illegal to stay in Korea for more than 90 days without ARC regardless of the valid period of student visa (D-2). The students should apply for ARC as soon as arriving in Korea with student visa (D-2).

## Document Submission Deadline: August 30 / September 7 / September 13

Please submit all documents to International Exchange Center [according to the deadlines](#)

### Required Documents

- 1 Application form (get the form at International Exchange Center)
- 2 1 Color Photo (3.5x4.5cm) with white background
- 3 Passport
- 4 Proof of Residency
  - Living on-campus: 'Certificate of Residence/Accommodation' from Dormitory office (7F East wing of Global Village) after full payment of dorm fee
  - Living off-campus: Submit the copy of rental contract
    - If the contract is not under the applicant's name, it is required to submit the copy of accommodation provider's ID card & "Certificate of Residence/Accommodation"
- 5 Application fee 30,000 KRW (in cash)

# 외국인등록용 사진규격 안내

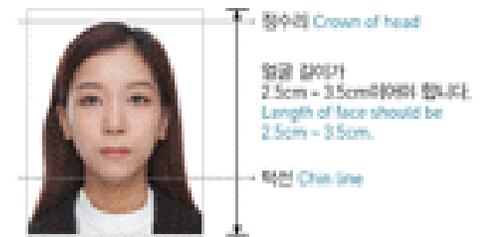
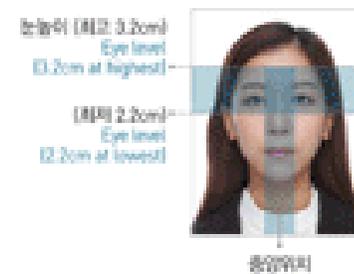
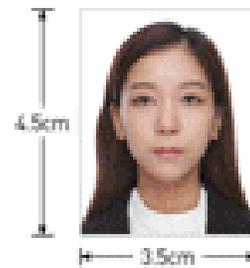
Information on photo size for foreigner registration



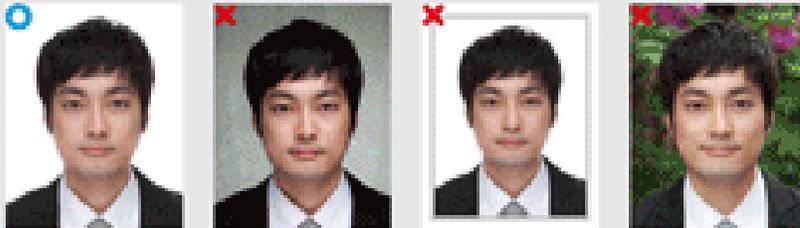
## 표준사진 Standard photo

사진크기 : 가로 3.5cm × 세로 4.5cm  
Photo size : 3.5cm × 4.5cm

6개월 이내에 촬영한 흰색 바탕에 천연색 정면 얼굴 사진  
Color photograph of face, front view, on white background,  
taken within the past six months



## 배경 Background



- > 흰색바탕, 무배경으로 대두리가 없어야 합니다.  
> White background and frameless.

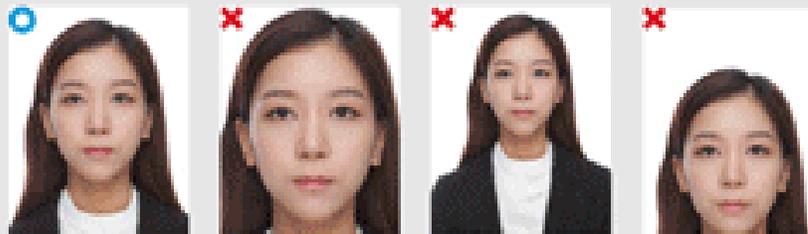
## 사진 품질 Photo quality



- > 사진 보정프로그램(포토샵)으로 이미지를 변형하였거나 사진의 일부가 훼손된 것은 안됩니다.  
> Photographs should not be modified using Photoshop or similar software; photos with damaged parts are not acceptable.

## 얼굴 비율

Face proportion



- > 얼굴길이(머리 정수리부터 턱까지) : 2.5cm ~ 3.5cm(세로)
- > Length of face (from crown of head to chin): 2.5cm - 3.5cm

## 얼굴 방향

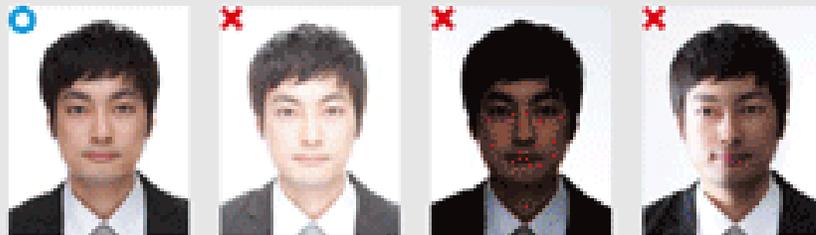
Face direction



- > 얼굴은 정면을 응시하여야 하며 기울어 지서는 안됩니다.
- > The face should be oriented forward and should not be inclined to one side.

## 조명

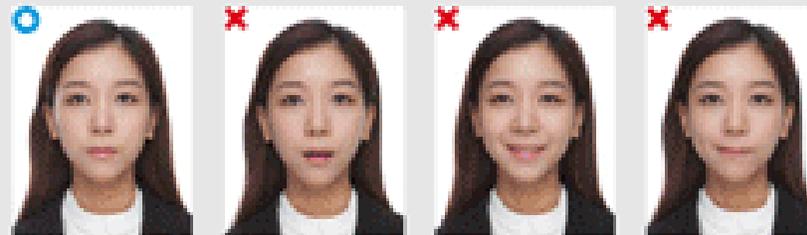
Illumination



- > 초점이 명확하여야 하며 얼굴에 그림자가 없어야 합니다.
- > The focus should be clear, and there should be no shadow on the face.

## 표정

Expression



- > 입을 다문 자연스러운 표정이어야 합니다.
- > The mouth should be closed, and the expression should be natural.

## 안경

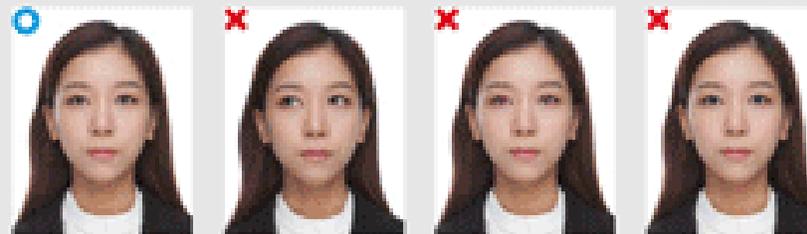
Glasses



- > 색안경을 착용하여서는 안되며 안경 테두리가 눈동자를 가여서는 안됩니다.
- > No sunglasses should be worn; if wearing glasses, the pupils should not be obscured by the glasses frames.

## 눈동자

Pupil



- > 눈동자는 정면을 응시하여야 하고 직육면상이 나타나거나 컬러렌즈를 착용하여서는 안됩니다.
- > Eyes should be focused straight ahead, and there should be no red eye effect and no colored lenses if the subject is wearing glasses.

## 악세서리

Accessory



- > 양쪽 귀가 노출되어야 하며 모자, 목도리 등을 착용하여서는 안됩니다.
- > Both ears should be visible, and hats or mufflers must not be worn.

## 어깨선

Shoulder line



- > 상반신은 어깨까지만 나와야 하고 어깨 위치가 동일하여야 합니다.
- > The upper part of the body should be shown down to the shoulders, and the positions of the shoulders should be the same.

# Alien Registration Card (ARC)

## Application Form (example)

■ 출입국관리법 시행규칙 [별지 제34호서식]

### 통합신청서 (신고서) APPLICATION FORM (REPORT FORM)

업무선택 SELECT APPLICATION

<input checked="" type="checkbox"/> 외국인 등록 ALIEN REGISTRATION	<input type="checkbox"/> 체류자격의 활동허가 ENGAGE IN ACTIVITIES NOT COVERED BY THE STATUS OF SOJOURN
<input type="checkbox"/> 등록증 재발급 REISSUANCE OF REGISTRATION CARD	<input type="checkbox"/> 근무처변경·추가허가 / 신고 CHANGE OR ADDITION OF WORKPLACE
<input type="checkbox"/> 체류기간 연장허가 EXTENSION OF SOJOURN PERIOD	<input type="checkbox"/> 재입국허가 (단수·복수) REENTRY PERMIT (SINGLE, MULTIPLE)
<input type="checkbox"/> 체류자격 변경허가 CHANGE OF STATUS OF SOJOURN	<input type="checkbox"/> 체류지 변경신고 ALTERATION OF RESIDENCE
<input type="checkbox"/> 체류자격 부여 GRANTING STATUS OF SOJOURN	<input type="checkbox"/> 등록사항 변경신고 CHANGE OF INFORMATION ON ALIEN REGISTRATION



**Color Photo  
(3.5x4.5cm)  
white background**

성명 Name In Full	성 Surname	영 Given names	漢字姓名	성별 Gender	M 남 M [ ] 여 F
생년월일 또는 외국인등록번호 Date of Birth or Alien Registration No. (if any)	년 Year	월 Month	일 Day	외국인등록번호 후단 Registration No.	국적 Nationality / Others
여권 번호 Passport No.	여권 발급일자 Passport Issue Date		15 Jun 2016	여권 유효기간 Passport Expiry Date	15 Jun 2026
대한민국 내 주소 Address In Korea 41Jurye-ro, Sasang-gu, Busan, Dongseo University					
전화 번호 Telephone No.		휴대 전화 Cell phone No.			
본국 주소 Address In Home Country		원 근무처 Current Workplace		사업자등록번호 Business Registration No.	
		매장 근무처 New Workplace		전화 번호 Telephone No.	
		재입국 신청 기간 Intended Period Of Reentry		이메일 E-Mail	
반환을 거부한(외국인등록 및 외국인등록증 재발급 신청 시에만 기재) Refund Bank Account No. only for Alien Registration					
신청일 Date of application			신청인 서명 또는 인 Signature/Seal		
신청인 제출서류 「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고					
담당공무원 확인사항 「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업등록증 사본, 법인등기 사항전부증명서, 건설업등록증 사본, 주민등록표 등·초본이 첨부서류로 되어 있는 경우					
행정정보 공유이용 동의서 (Consent for sharing of administrative information)					
본인은 이 건 업무처리와 관련하여 담당 공무원이 「전자정부법」 제36조에 따른 행정정보의 공유이용을 통하여 위와 담당 공무원 확인 사항을 확인하는 것에 동의합니다. *동의하지 아니하는 경우에는 신청인이 직접 관련 서류를 제출하여야 합니다.					
I, the undersigned, hereby consent to allow all documents and information required for the processing of this application to be viewed by the public servant in charge. As specified under E-government Law, article 36. *If you disagree, you will present all related documents yourself.					
신청인 Applicant	서명 또는 인 signature/seal	신청인의 배우자 signature/seal	사망 또는 인 signature/seal	사망 또는 인 signature/seal	사망 또는 인 signature/seal
공용란 (For Official Use Only)					
기본 사항	최초입국일	체류자격	체류기간		
접수 사항	접수일자	접수번호			
허가(신고) 사항	허가(신고) 일자	허가 번호	체류자격		
결재	담담	소장			
수입인지 첨부란 (Revenue Stamp Here) / 수수료 면제 (exemption) [ ] (연세사유)			실사 특이사항		

210mm x 297mm [백상지 80g/㎡ (재활용품)]

## Need a standard sized (3.5x4.5cm) photo?

- New International Students must have standard size photos (3.5cm x 4.5cm/white background) for their alien card.

- You can go to the photo studio by yourself!!

※ Take a photo of this notice paper and show it to the person at the photo Studio!!

- Price and photo package

- around 15,000 won

- 6 pcs (3.5cm x 4.5cm) + 9 pcs (3cm x 4cm)



# Alien Registration Card (ARC)

## Certificate of Residence/Accommodation (example)

Available at Dormitory office (7F East wing of Global Village) after full payment of dorm fee

0 국 적: KOREAN ← Nationality

0 성 명: Leo Choi ← Name

0 외국인등록번호: (Leave it blank) ← Alien No.

0 체 류 지: 도 부산광역시(군) 사상구 주례로 47  
동서대학교 유학생기숙사

위 외국인은 본인(회사)이 소유(임대)하고 있는  
[  ]기숙사 [  ]임대숙소 [  ]임대주택 [  ]기타(  
거주하고 있음을 확인합니다.

※ 회사소유가 아닌 개인 임대주택(아파트)의 경우 임대  
서류 첨부

International House 1, #130.  
International House 2, #60.  
Global Village, #132  
Student Apartment, #30.

Dormitory building Room no.

2017 년 2 월 27 일 ← Date

# Important notice of Alien Registration

- **Visa expired alert:** if you do not enter into Korea for more than a year during your permitted period of stay, the visa will be expired regardless of the validity



- March, 2021 : Alien registration (Validity: 2 years / March 20, 2021 - March 31, 2023)
- July, 2021 : Return to home country (for vacation or other reasons)
- July, 2021 – June, 2022: Student couldn't (doesn't) come back to Korea for a certain reason (COVID-19, illness, and etc.)
- July, 2022 : Visa expired (regardless of the validity of the visa)

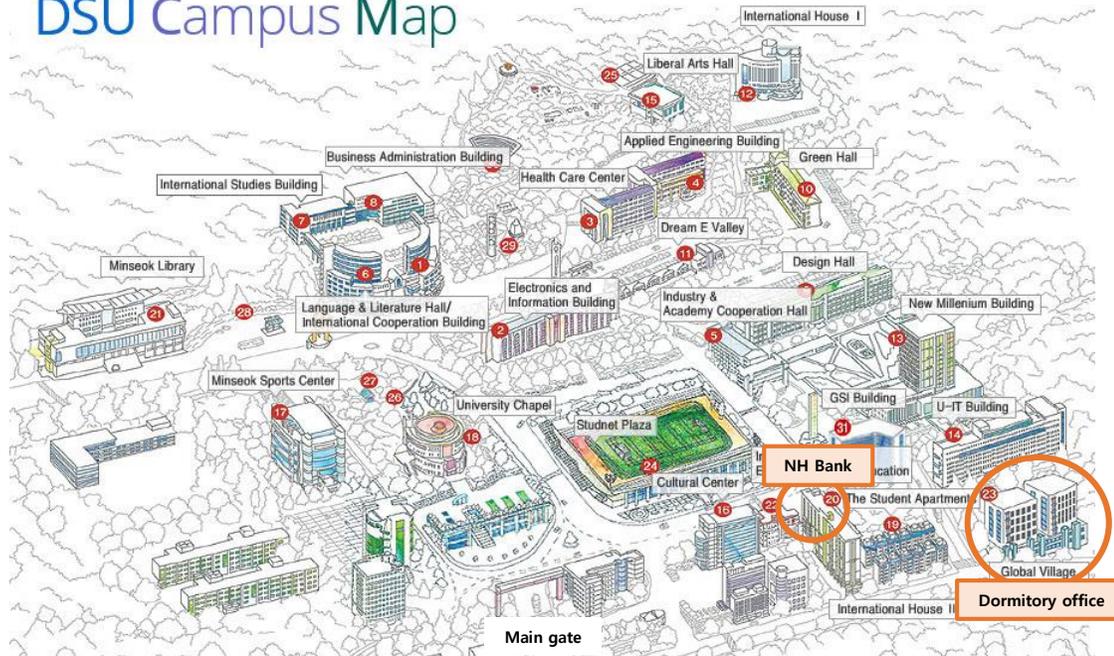
- Reporting Changes of details of an alien registration card

Foreigners are required to report changes to any details (including change of address) on their ARC within 14 days of the change (penalty will be if reported after 14 days) If any of the following changes happen, they must be reported to the local Immigration Office or online at hikorea.go.kr. Call 1345 in advance to check which office is appropriate for you.

- Name, gender, date of birth, or nationality
- Passport details: number, date of issuance, or expiration date
- Hosting employer/institution (including change of business name) for D-2 and D-4 status holders
- Residence address

# Dormitory

## DSU Campus Map



## Dormitory Office

Dormitory office (7F, East wing of Global Village)

## How to pay the dormitory fee

1. (Freshmen) Ask dormitory fee invoice to dormitory office

(From Second semester) Print via website of the dormitory application Pay dormitory fee

2. Pay dormitory fee at on-campus NH Bank

Dormitory fee/semester (vacation fee is not included)

International House 1&2	530,000KRW
Global Village	650,000KRW

3. Dormitory fee payment deadline will be announced by dormitory office soon.

## Bedding preparation

Bedding should be prepared by students themselves, if you didn't not apply before hand.

## Dormitory application for vacation and next semester

Please apply online after keep checking dormitory bulletin board. Those students who don't apply in time should move out the dorm at the end of the semester.

# Dormitory

2021 spring semester

## Dormitory regulation

- Don't change the assigned rooms with another student without authorization
- Don't visit rooms of the opposite gender
- Due to the risk of fire, any use of electric heating appliance and cooking in the room is absolutely prohibited. Please use kitchen.
- Remove your shoes before entering the room.
- Save energy! Keep any electric appliances and heating system off, when leaving your room.
- Separate garbage and discard trash in the appointed place.
- Any behavior that can bother other people is restricted (smoking, drinking, loud noises and singing, and etc.)
- Use your own IP address for Internet access

# Health Insurance

Deadline: Along with quarantine fee payment

## National Health Insurance (Mandatory for every international students)

By the new Korean government policy, all the foreign students will be mandatorily subscribed to Korean National Health Insurance as soon as your Foreign Registration Number issued. (Around October)

*\* if you already have Foreign Registration Number, you have to carry National Health Insurance from March, 2021*

By the time you get the Foreign Registration Number, you **have to** carry ① an insurance from your home country that covers in Korea or ② a private insurance

## Insurance fee

### (National Health Insurance)

- Around 50,000 – 60,000KRW /month – Mandatory (upon your alien registration)

### (Private)

- Around 65,000KRW/6 month (August – February) – Mandatory for newcomers

※ If a student has NHIS (National Health Insurance Service, Korea) or an insurance that guarantees medical benefits in case of illness or injury in Korea, please submit **the copy of insurance certificate** to International Exchange Center not to pay the insurance fee.

※ Insurance fee can be changeable by Korean government's policy.

## How to apply and pay the Insurance fee

### (National Health Insurance)

Government will send the bill to each students

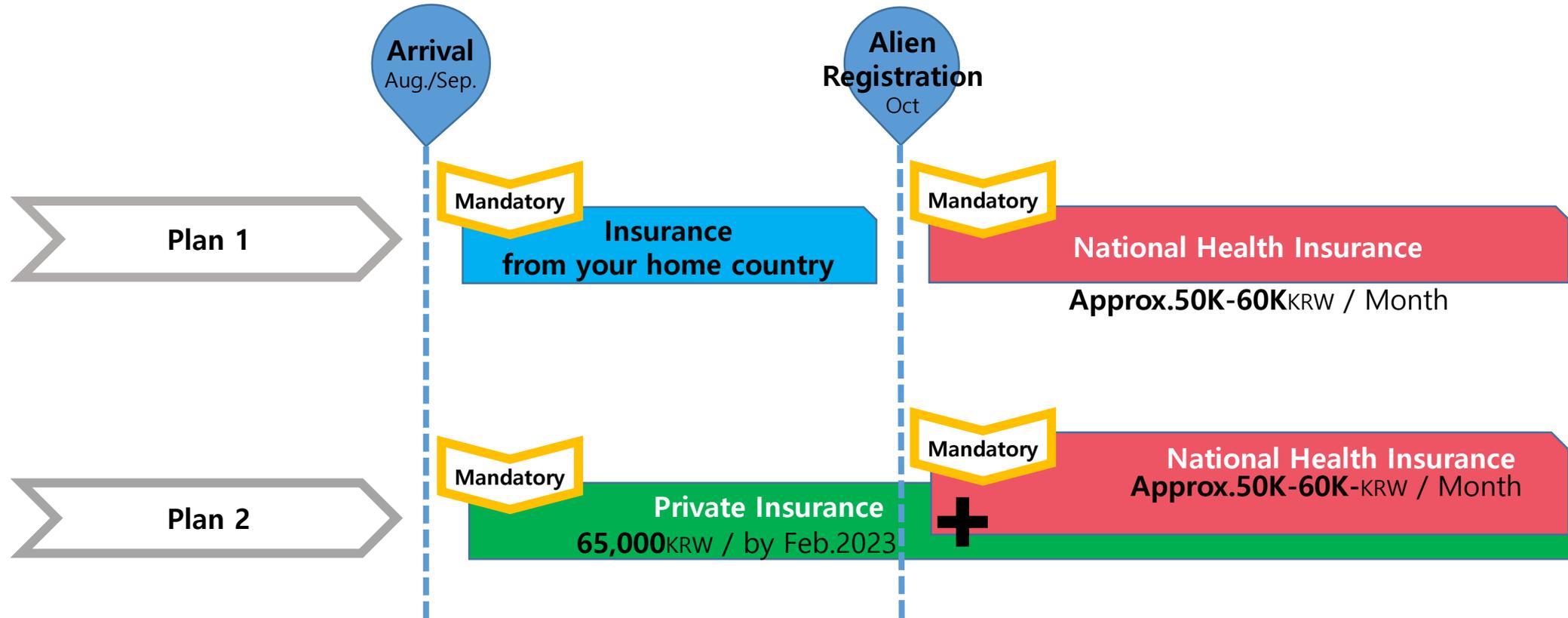
### (Private Insurance)

Pay insurance fee to international exchange center

# Health Insurance

## (Plans for Newcomers)

Newcomers has to choose either one options out of the plans below



# Mobile Student ID Card

DSU doesn't offer plastic student ID card.

When you would like to enter into Library, you need to have Mobile Student ID card.

## How to make a Mobile Student ID Card

1. Access google play store or app store,
2. search 'Dongseo University' or '동서대학교 스마트캠퍼스'
3. download.



# *Important notice for Academic Affairs*

- Please ask the issues regarding academic affairs to the department office of your major (or office of graduation school or International College)
- You will lose your scholarship opportunity in the next semester if you have your G.P.A lower than 2.5
- You will lose your studentship if you have your G.P.A lower than 1.5 for three semesters consecutively
- You will lose your studentship if you have your G.P.A lower than 1.5 for four times during your study period
- In order to graduate, you have to get TOPIK level 4 or above during your study period (*only for Korean tracks / Undergrads*)

# Other information

## Free Printers on Campus

There are printers which you can use free of charge.

## Where can I find free printers?

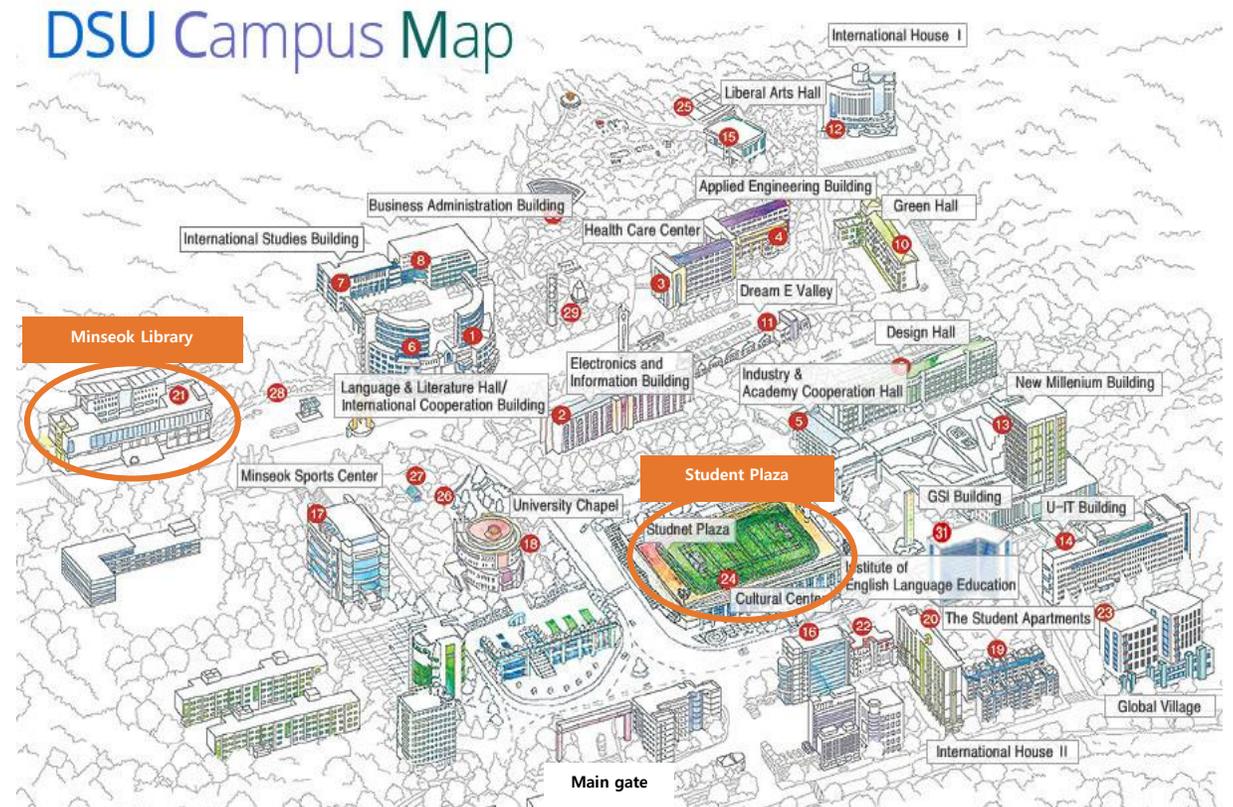
1. 1<sup>st</sup> Floor of Minseok Library : 6 printers (2 Laser printers, 4 Color printers)
2. Book store in Student Plaza : 2 printers (1 Laser printer, 1 Color printer)



1st floor of the Minseok Library



Book store in Student plaza



# Other information

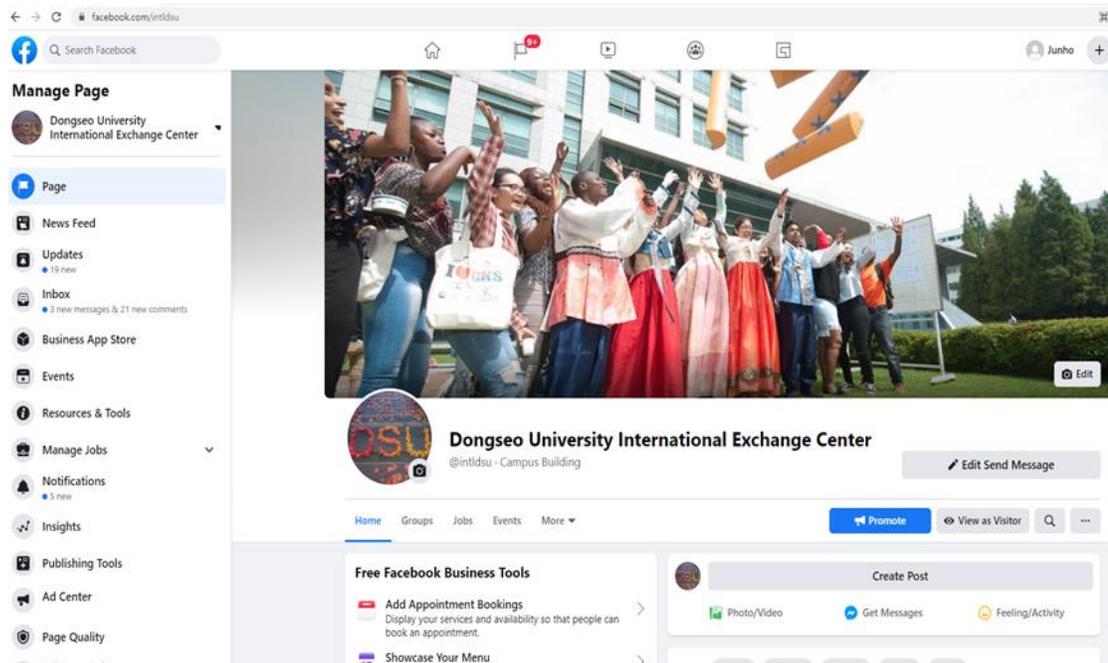
## Stay tuned and Get updated yourself!

There are bunch of information during your stay here in Dongseo. It includes emergency notification such as well as casual information.

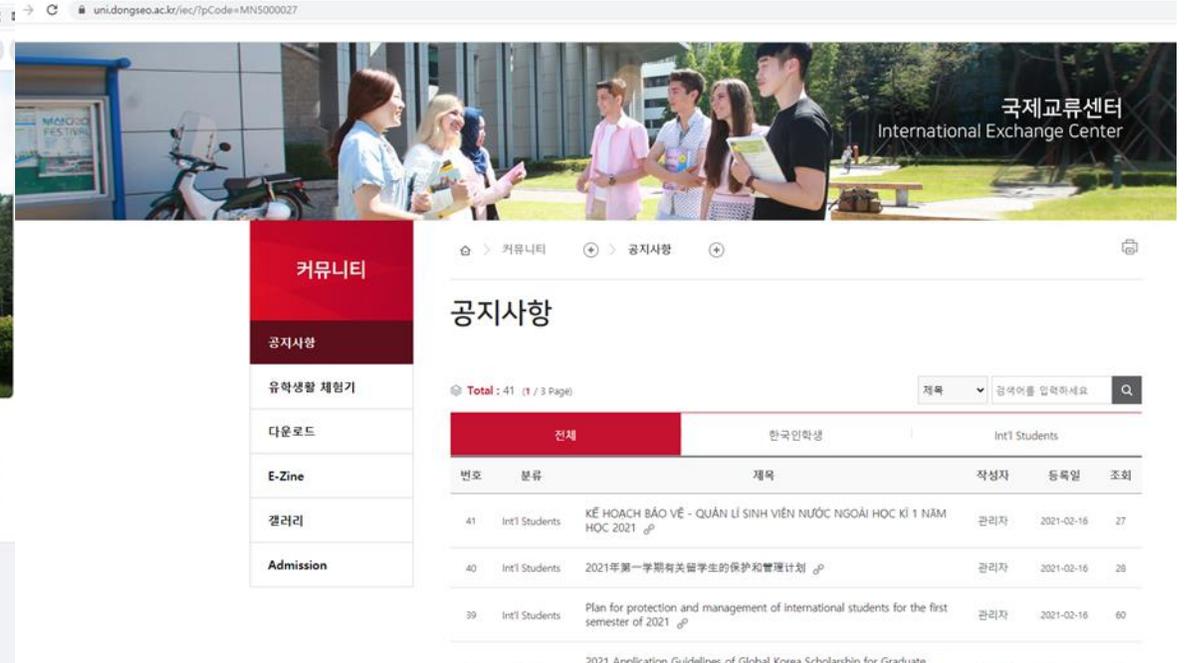
There will be two major channels for the international students in DSU as below

- Facebook Page: <https://www.facebook.com/intldsui>
- International Exchange Center Website (Notice Board): <https://uni.dongseo.ac.kr/iec/?pCode=MN5000027>

## Facebook page

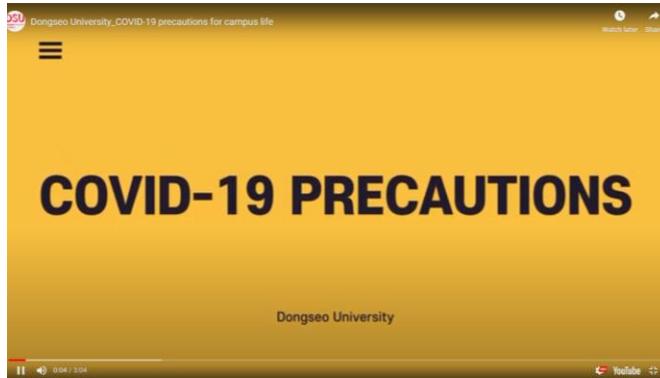


## Website (Notice Board)



# Precautions for the Campus Life

(COVID-19 / Crime Prevention )



**This is COVID-19 Precaution for Campus Life.**

Please follow the school instructions on campus during your study.

English: <https://www.youtube.com/watch?v=o3c6YEgHkk0>

Chinese: <https://www.youtube.com/watch?v=zebmz10a6Os>

Korean: [https://www.youtube.com/watch?v=Ob-\\_wZSZcp4](https://www.youtube.com/watch?v=Ob-_wZSZcp4)



**This is Crime Prevention for non-Koreans.**

Please follow the instruction and understand better about the crime and laws

English: <https://youtu.be/dnOtqAzclA8>

Chinese: [https://youtu.be/EK57\\_kx3f7A](https://youtu.be/EK57_kx3f7A)

# Precautions for the Campus Life

(COVID-19 / Crime Prevention )



## Crime in General

English: <https://www.youtube.com/watch?v=23n30SVo0Co>

Chinese: <https://www.youtube.com/watch?v=jlCbyEQzBmE>



## Sexual Crime

English: <https://www.youtube.com/watch?v=GfxmjyOllfo>

Chinese: <https://www.youtube.com/watch?v=cL2hubqFVf4>



## Intellectual Crime

English: <https://www.youtube.com/watch?v=dqmWpqYP98E>

Chinese: <https://www.youtube.com/watch?v=DBT147A1ifQ>

# Important notice about COVID-19

(as of August 25<sup>th</sup>, 2021)

## **Mandatory Mask-Wearing in Busan**

*(Effective as of 12AM, August 22, 2020)*

The City of Busan has issued an administrative order making it mandatory for residents and visitors in Busan to wear face masks indoors and outdoors to prevent the spread of COVID-19 as coronavirus cases surge in the Busan area. The administrative order is effective as of 12AM, August 22, 2020 until further notice.

Apart from everyday private life and eating, among other activities, masks must be worn in indoor spaces, including indoor facilities with a high risk of coming into contact with others, such as rallies and concerts.

After the new regulation passes through a grace period, **those not wearing a mask will receive a fine of up to 100 thousand won starting from October 13th.**

The administrative order is based on Article 49 of the Infectious Disease Control and Prevention Act.

## **Guide to Cooperation in Observing Living Rules following Strengthening Quarantine Rules**

*(implemented in August 17, 2020)*

If a person who violates isolation measures is confirmed to be COVID-19, he/she shall pay the full amount of the isolation hospital treatment expenses

Also subject to the penalty of less than 10,000,000 won or sentenced imprisonment 1 year or less.

You may also be forced expulsion from Korea and your re-entry may be limited

# More Useful information regarding COVID-19

## Current updates

<https://english.busan.go.kr/covid-19>

The screenshot shows the 'COVID-19 Busan Updates' page. A callout box labeled 'Facts and updates' points to the statistics table. Another callout box labeled 'Resources' points to the 'COVID-19 Resources' section. A third callout box labeled 'Updated rules and regulation' points to the 'Social Distancing Rules' section.

New Cases (Today)	Recovered (Today)	Currently hospitalized	Deaths (Today)
17	20	332	1
Total 3,108	Total 2,674		Total 102

**COVID-19 Resources**

- Coronavirus Disease-19, Republic of Korea Korea Disease Control and Prevention Agency
- COVID-19 Vaccination Campaign
- Ministry of Justice, Korea Immigration Service
- Ministry of Food and Drug Safety

**Social Distancing Rules (Level 1.5) in the Busan Area (Feb. 15 - Feb. 28, 2021)**

- Revised Social Distancing Measures Effective as of Saturday, Nov. 7
- Mask wearing to become mandatory (11.13)
- Int'l students coming to Korea must take 3 COVID-19 tests
- Proof of negative PCR test result to be required for all incoming travelers
- Information About Social Distancing Levels 1-3 (Busan City)
- All about Korea's Response to COVID-19 (Government of the Republic of Korea)



**GET US NOTICED!!**

If you feel sick or have symptoms of COVID-19, Please stay in your room and do not come to the class Then, **contact to the International Exchange Center**

**Current Distancing Rules and regulations: Level 4**  
**(※ Effective Saturday, February 19 until Sunday, March 13, 2022)**

<https://www.busan.go.kr/eng/bsnews01/1501458>