

Welcome, Newcomers!

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

2024 Spring semester

International Exchange Center
Dongseo university

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Academic Calendar

2024 Spring semester	
Course drop & add period	March 2 – 8
First day of Spring semester, 2024 Class starts	March 2
Mid-term exam	April 20 – 26
Minseok and Sports festival	May 3
Children's Day / Substitute Holiday	May 5 / May 6
Buddha's Birthday / Teacher's day	May 15
University Anniversary	May 28
Memorial Day	June 6
Make-up class period	June 8 – 15
Final exam	June 17 – 22
End of the semester	June 22
Grade entering period	June 17 – 26
Grade correction period	June 27 – 28

Delivery of classes

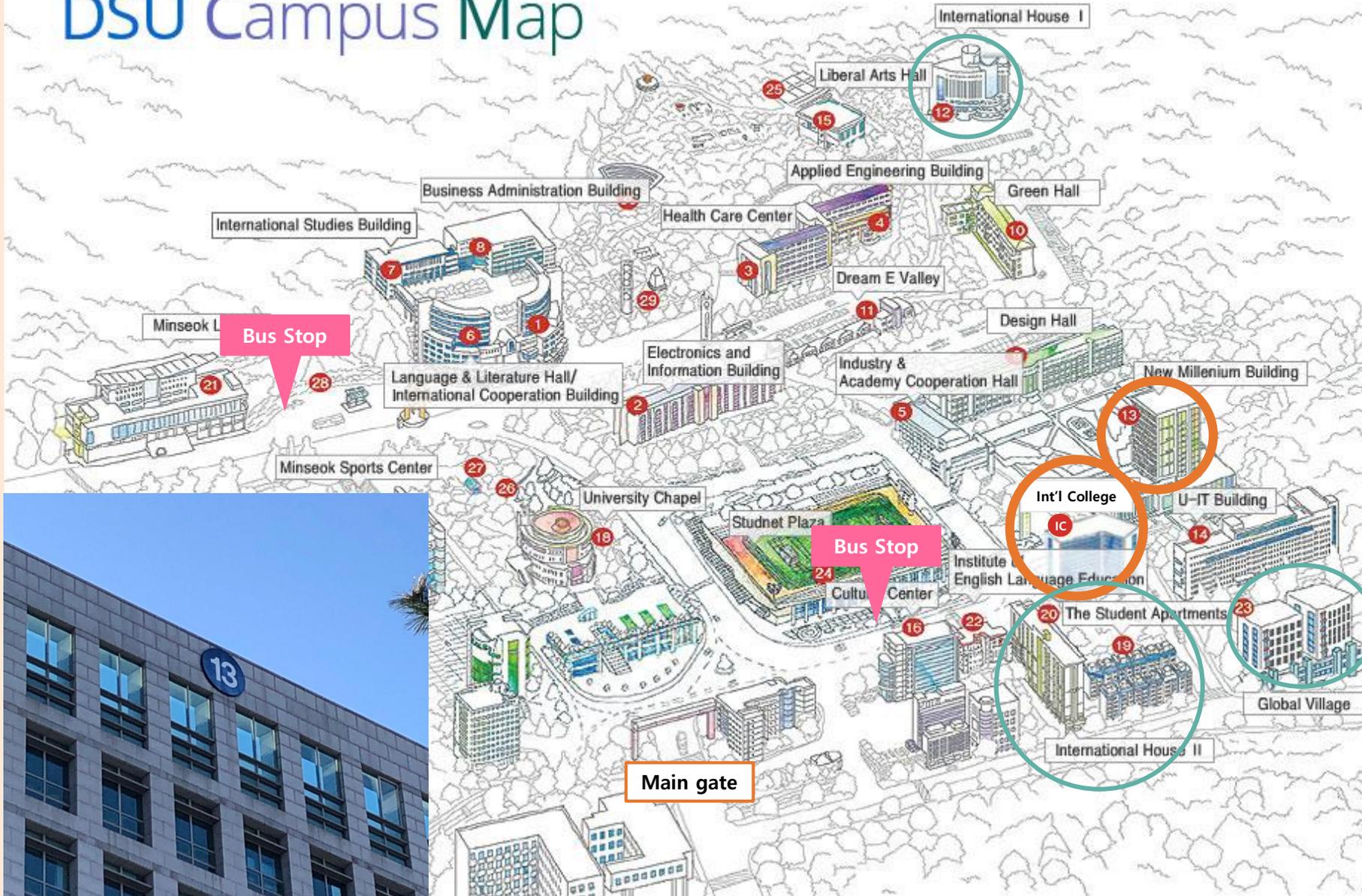
- Each class has their own regulation. The guidelines will be notified through "e-class". If you have question regarding this, please contact your department office.

<https://eclass1.dongseo.ac.kr/>

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

- Facebook: <https://www.facebook.com/intldsu>
- 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)

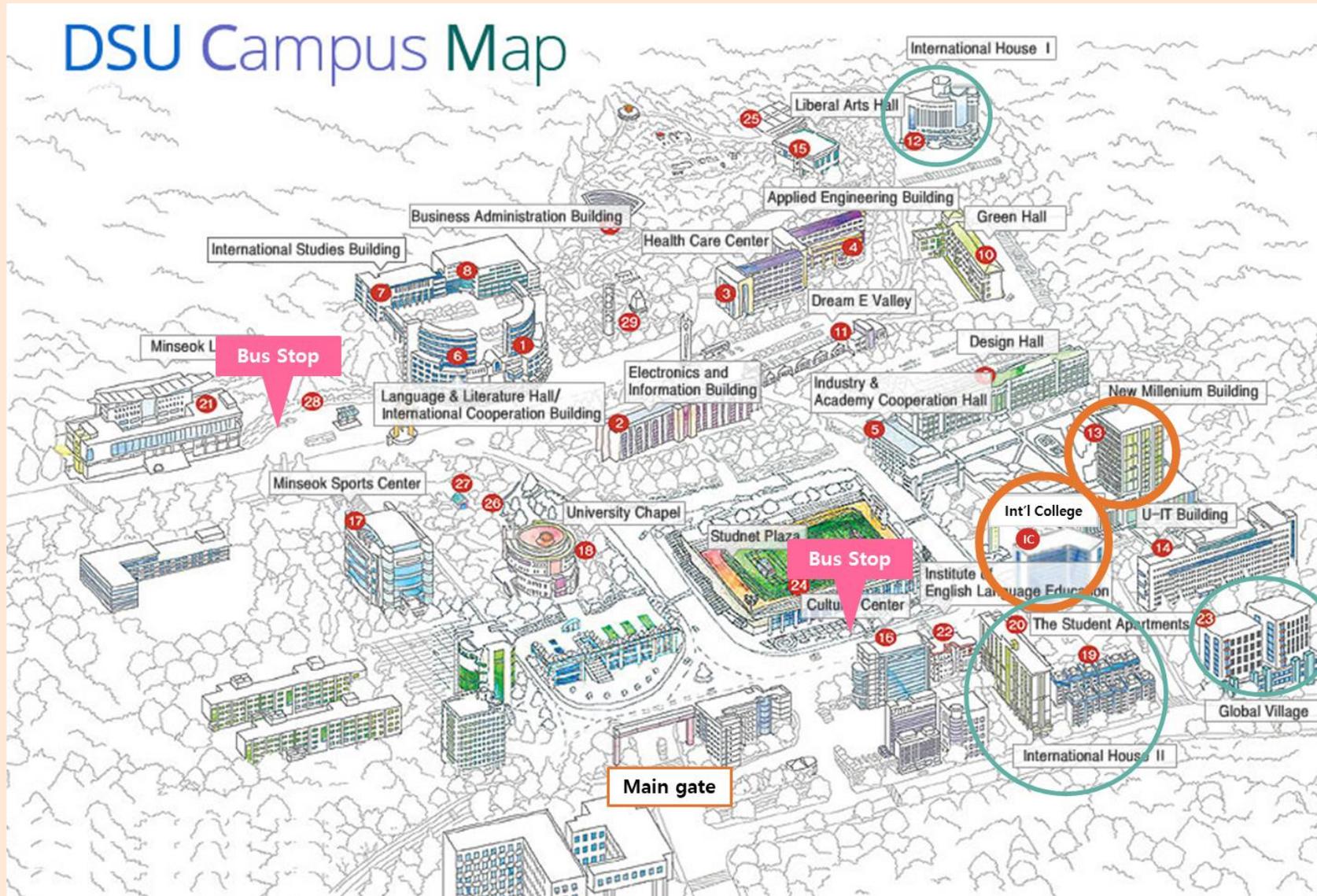
- 7F Dormitory office

12 International House 1

19 International House 2

20 Student Apartments

How to call a lecture room



Where is room "8201" ?

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

1st digit **Building no.**

2nd digit **Floor**

3rd-4th digit **Room number**

Ex) Design Hall room #107

☞ 9107

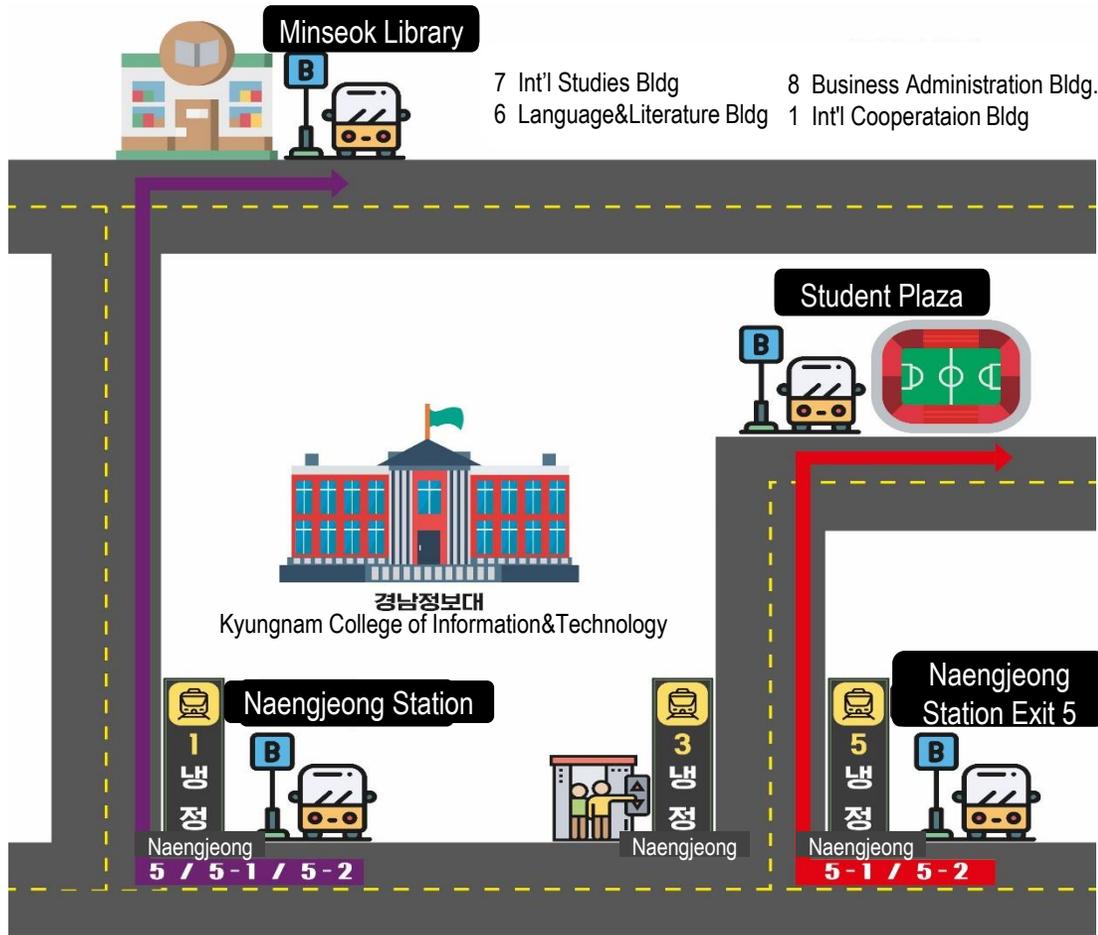
Ex) Int'l College Bldg room #107

☞ IC107

Ex) UIT Bldg room #501

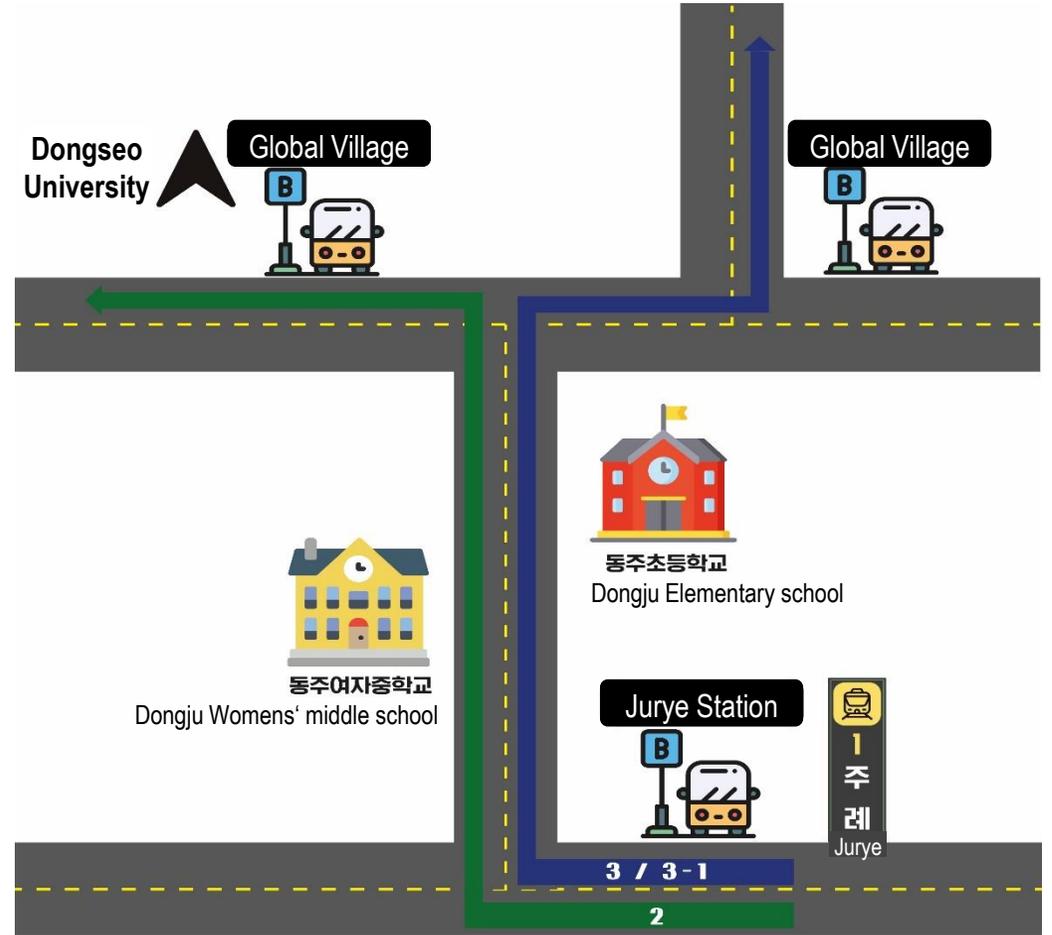
☞ UIT-501

How to get to campus from Metro station



Naengjeong Station

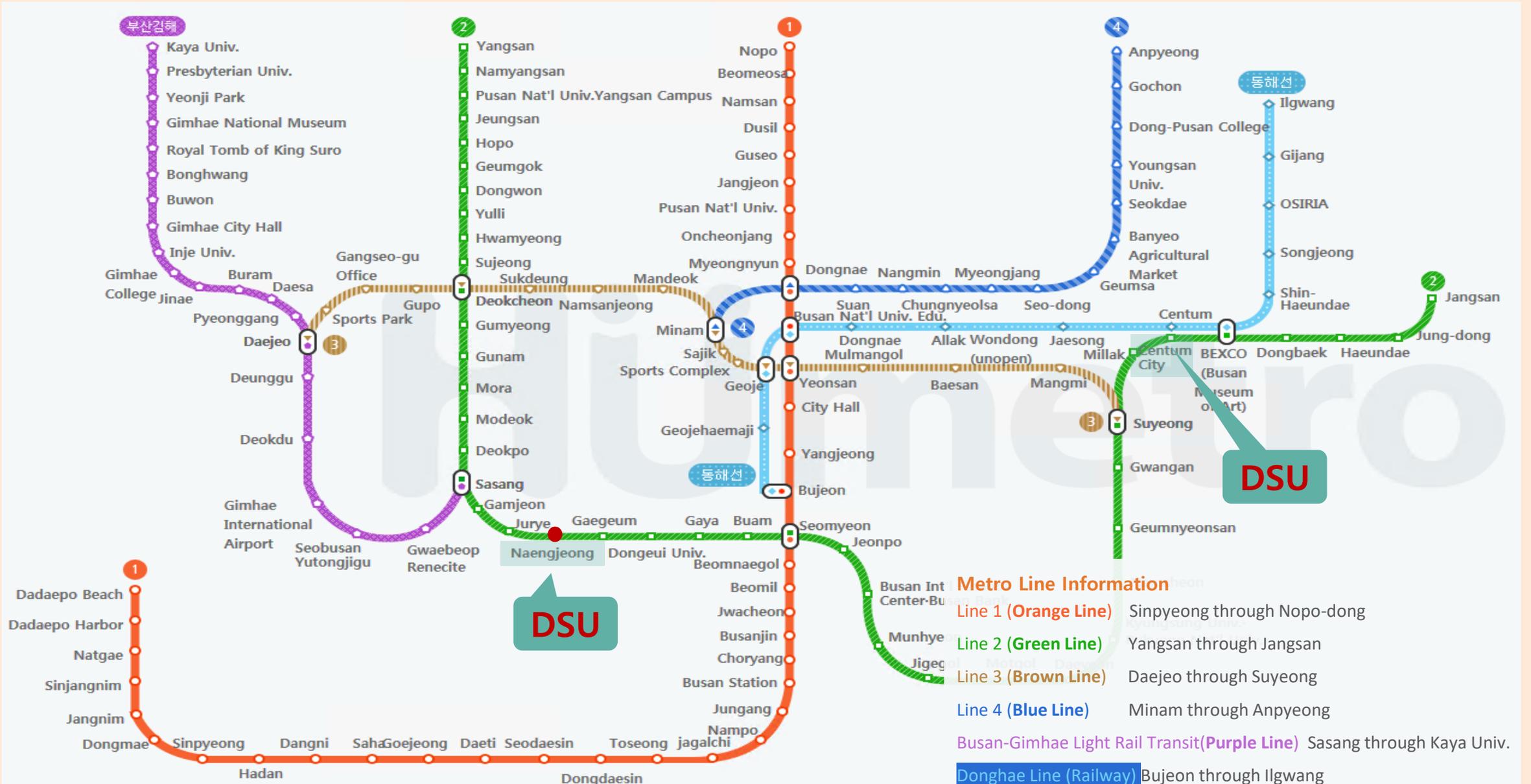
Exit 1 : Bus 2, 5, 5-1, 5-2 → Minseok Library, Language & Literature Hall
Exit 5 : Bus 5-1, 5-2 → Student Plaza



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: March 8 / March 15

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

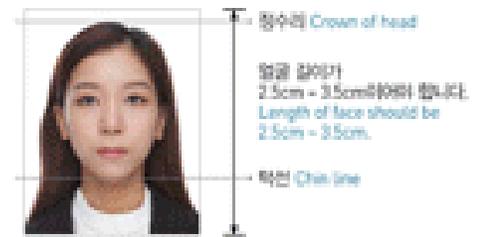
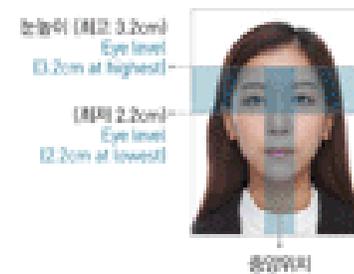
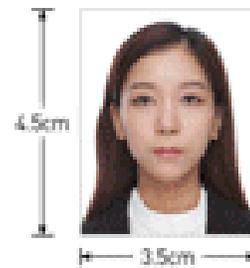
Information on photo size for foreigner registration



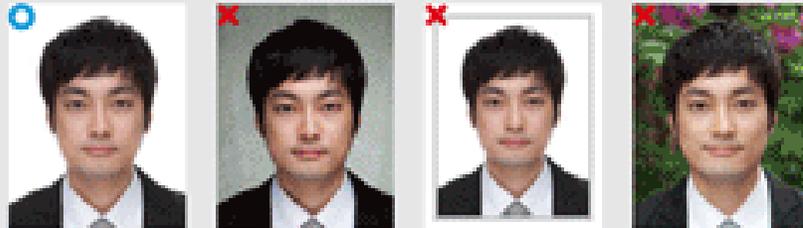
표준사진 Standard photo

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.

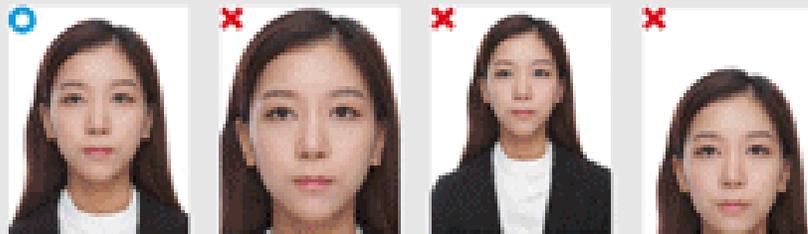
사진 품질 Photo quality



- > 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

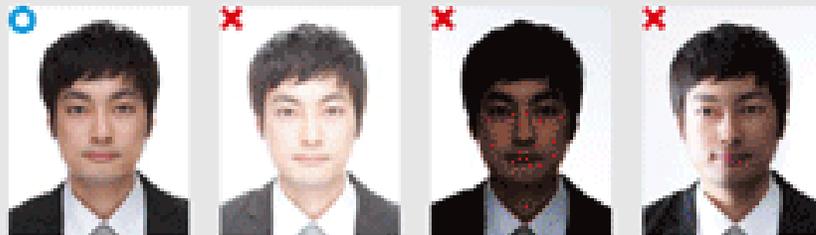
Face direction



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

조명

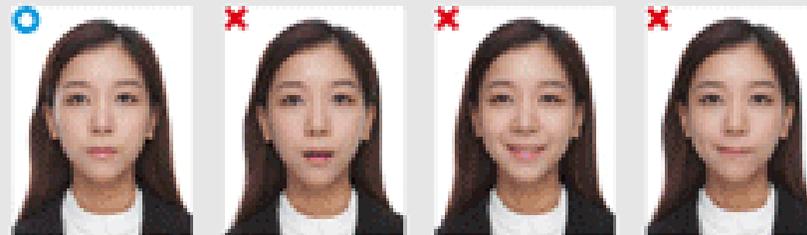
Illumination



- > 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

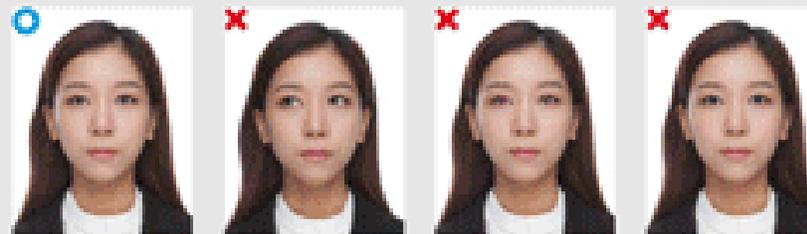
Glasses



- > 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

성명 Name In Full	성 Surname	영 Given names	漢字姓名	성별 Gender	M 남 F 여
19990803	Choi	Leo			
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
19990803					Korean
여권 번호 Passport No.	여권 발급일자 Passport Issue Date	여권 유효기간 Passport Expiry Date			
BS123456	15 Jun 2016	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		사업자등록번호 Business Registration No.	
				전화 번호 Telephone No.	
				전화 번호 Telephone No.	
				전화 번호 Telephone No.	
재입국 신청 기간 Intended Period Of Reentry					
이메일 E-Mail					
반환을 제1번외국인등록 및 외국인등록증 재발급 신청 시에만 기재 Refund Bank Account No. only for Alien Registration					
신청일 Date of application					
Date of application					
신청인 서명 또는 인 Signature/Seal					
신청인 제출서류 「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)의 체류자격별·신청구분별 첨부서류 참고					
「출입국관리법 시행규칙」 별표 5의2(체류자격외활동허가신청 등 첨부서류)에 따라 사업등록증 사본, 법인등기 사실전부증명서, 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	신청인의 부모 또는 오 signature/seal	신청인 Applicant	서명 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			
수업금지 첨부란 (Revenue Stamp Here) / 수수료 면제 (exemption) [] (연세사유)				실사 특이사항	



Color Photo
(3.5x4.5cm)
white background

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

- New International Students must have standard size photos (3.5cm×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×4.5cm) + 9 pcs(3cm×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)

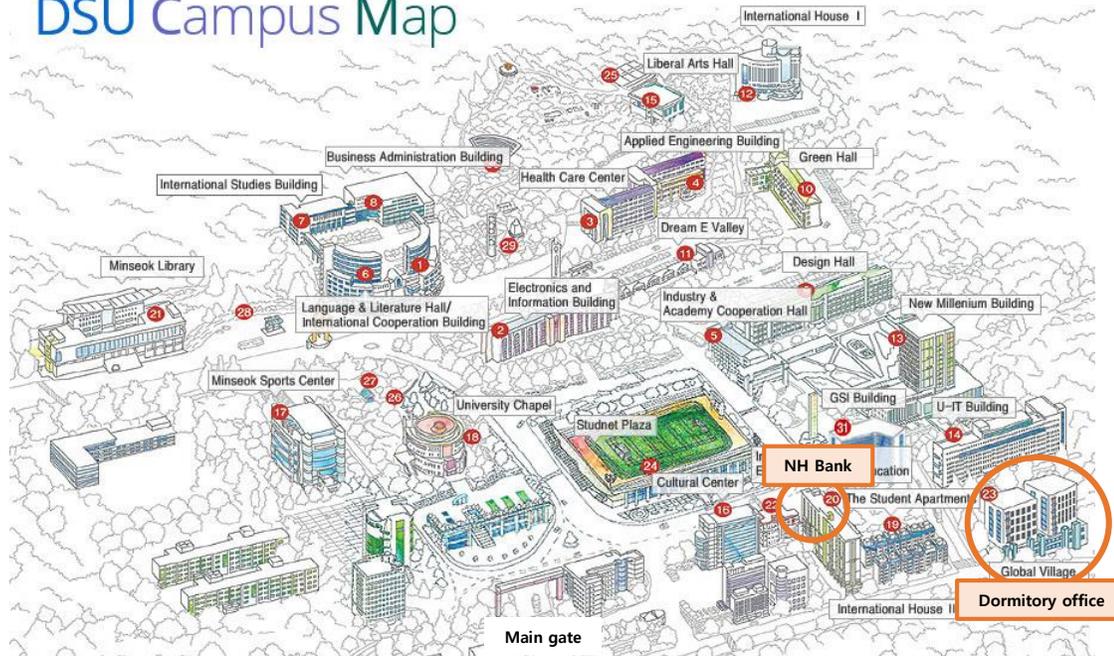
- Reporting Changes of details of an alien registration card

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

"Flywire" online payment system (further notice from the dorm office)

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.

<https://www.dongseo.ac.kr/kr/index.php?pCode=MN2000306>

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 70,000 /month – Mandatory (upon your alien registration)

(Private)

- Make sure to have private insurance from your home country during the gap time between your arrival and the alien registration.

How to apply and pay the Insurance fee

(National Health Insurance)

Government will send the bill to each students

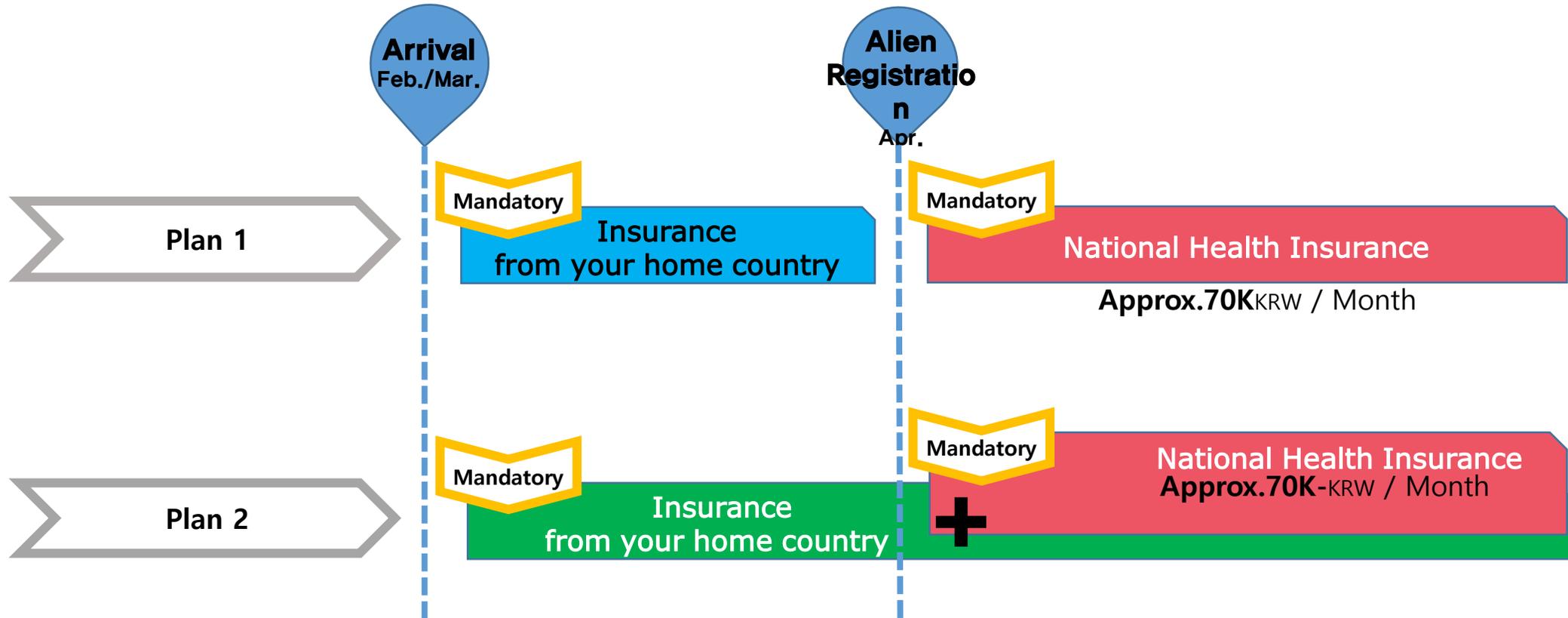
(Private Insurance)

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.



새롭게 리뉴얼한 동서대학교 공식 어플리케이션으로서 모바일 학생증 및 도서관 도서정보조회를 할 수 있는 서비스를 제공하고 있습니다.



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?

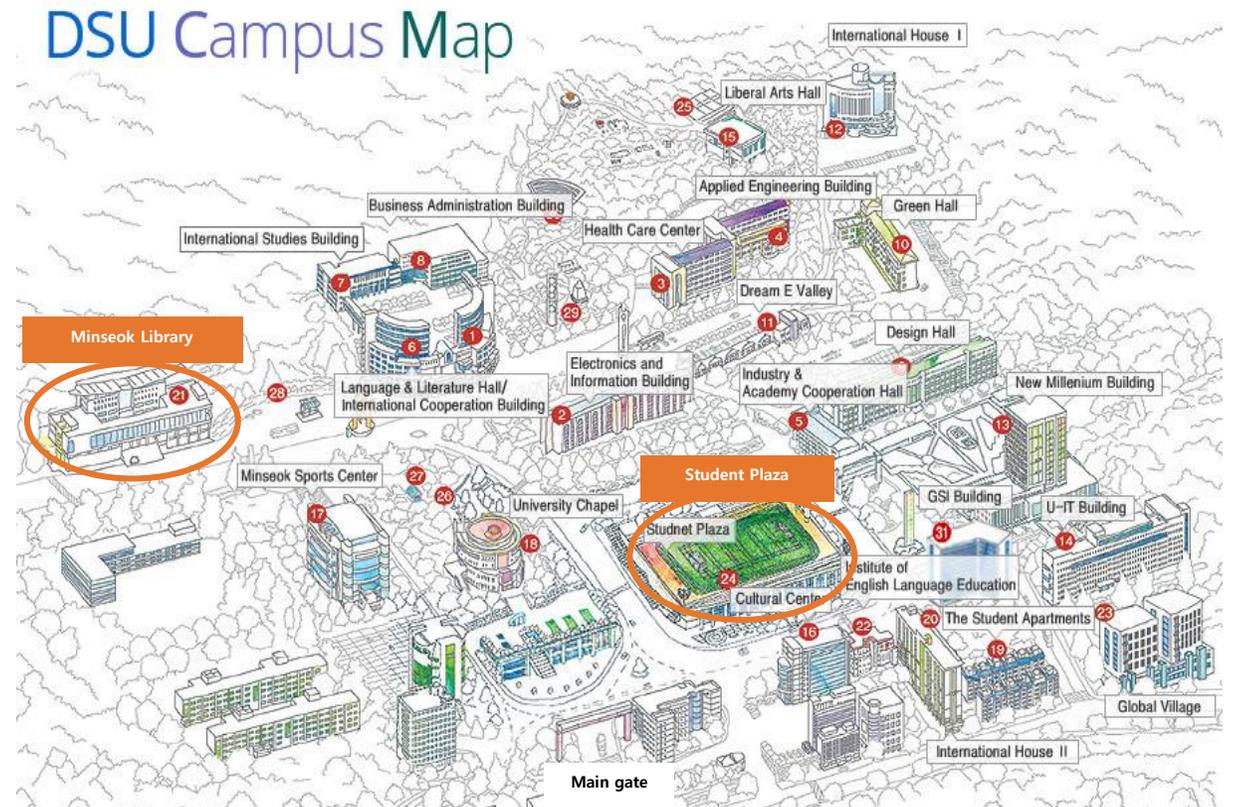
1. 1st Floor of Minseok Library : 6 printers (2 Laser printers, 4 Color printers)
2. Book store in Student Plaza : 2 printers (1 Laser printer, 1 Color printer)



1st floor of the Minseok Library



Book store in Student plaza



Other information

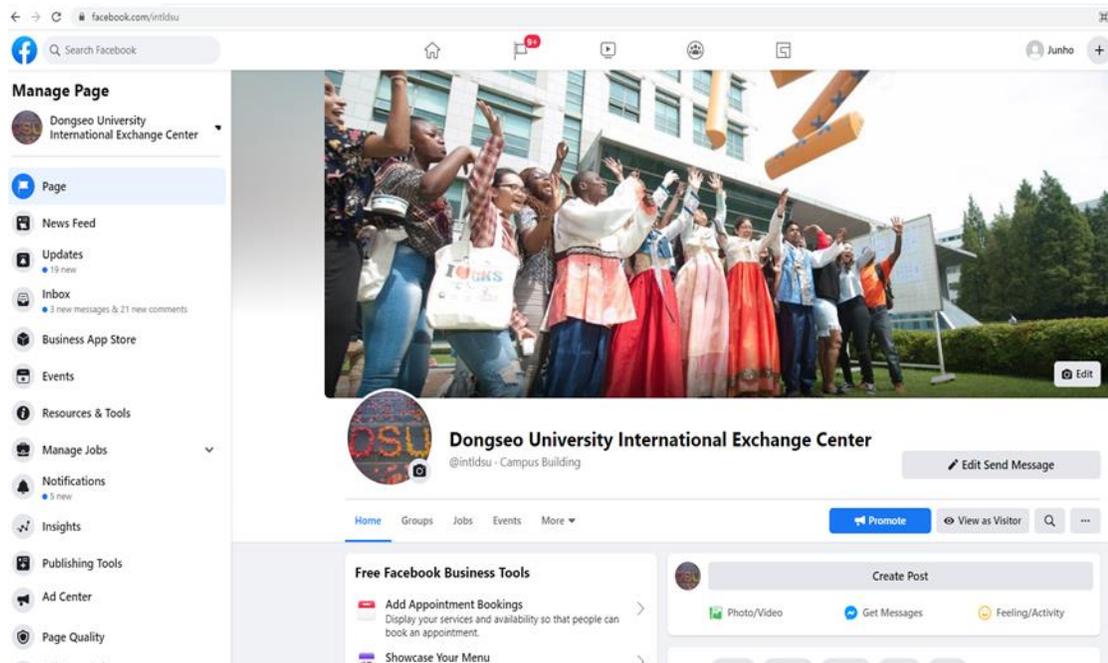
Stay tuned and Get updated yourself!

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

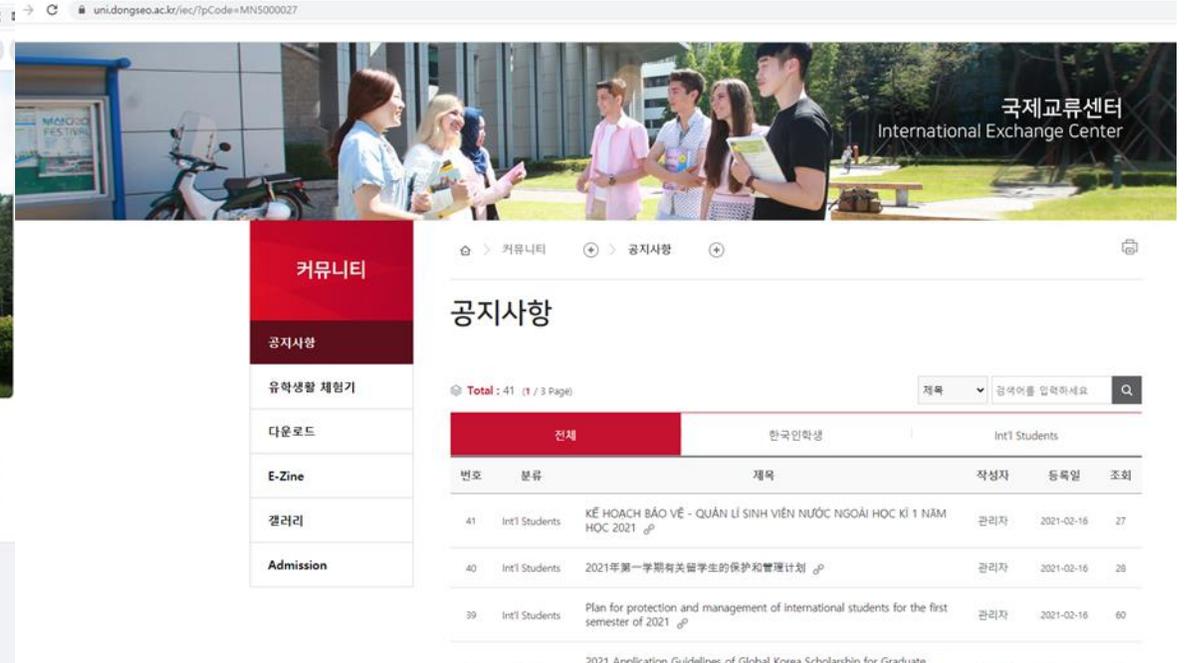
There will be two major channels for the international students in DSU as below

- 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

(Crime Prevention)



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



Crime in General

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

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

Precautions for the Campus Life

(Crime Prevention)



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>