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
### 2022 Fall semester

<table>
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<th>Date</th>
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<td>Dongseo University 30th Anniversary</td>
<td>September 1 – 7</td>
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<td>Course drop &amp; add period</td>
<td>September 1 – 8</td>
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<td>First day of 2022 fall semester</td>
<td>September 1</td>
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<td>Class starts</td>
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<td>Chuseok Celebration Event</td>
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<td>Grade correction period</td>
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</tbody>
</table>

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

- Facebook: [https://www.facebook.com/intldsu](https://www.facebook.com/intldsu)
- Website: [https://uni.dongseo.ac.kr/iec/?pCode=MN5000027](https://uni.dongseo.ac.kr/iec/?pCode=MN5000027)

### 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.
Main gate

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

International Exchange Center, Dongseo university
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

Enjoy your stylish business and campus life with BIZCAM

DSU

Metro Line Information
- **Line 1 (Orange Line)**: Sipyeong through Nopo-dong
- **Line 2 (Green Line)**: Yangsan through Jangsan
- **Line 3 (Brown Line)**: Daejeo through Suyeong
- **Line 4 (Blue Line)**: Minam through Anpyeong
- **Busan-Gimhae Light Rail Transit (Purple Line)**: Sasang through Kaya Univ.

International Exchange Center, Dongseo university
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)
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 배경에 천연색 정면 얼굴 사진
Color photograph of face, front view, on white background, taken within the past six months

다시보기

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### Alien Registration Card (ARC)

#### Face Proportion
- Length of face (from crown of head to chin): 2.5cm - 3.5cm

#### Face Direction
- The face should be oriented forward and should not be inclined to one side.

#### Illumination
- The focus should be clear, and there should be no shadow on the face.

#### Expression
- The mouth should be closed, and the expression should be natural.

#### Glasses
- No sunglasses should be worn; if wearing glasses, the pupils should not be obscured by the glasses frames.

#### Pupil
- Eyes should be focused straight ahead, and there should be no red eye effect and no colored lenses if the subject is wearing glasses.

#### Accessory
- Both ears should be visible, and hats or mufflers must not be worn.

#### Shoulder Line
- The upper part of the body should be shown down to the shoulders, and the positions of the shoulders should be the same.
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)
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: 부산광역시(군) 사상구 조례로 47

동서대학교 유학생기숙사

위 외국인은 본인(회사)이 소유(임대)하고 있는
[ ]가숙사 [ ]임대소 [ ]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, #130.

Dormitory building      Room no.

2017 년 2 월 29 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 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)

<table>
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<tr>
<th></th>
<th>Fee</th>
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<tbody>
<tr>
<td>International House 1&amp;2</td>
<td>530,000KRW</td>
</tr>
<tr>
<td>Global Village</td>
<td>650,000KRW</td>
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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 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

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

Deadline: Along with quarantine fee payment
Health Insurance
(Plans for Newcomers)

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

Plan 1
- Mandatory Insurance from your home country

Plan 2
- Mandatory Private Insurance
  - 65,000 KRW / by Feb. 2023

Alien Registration
- Oct
- Mandatory National Health Insurance
  - Approx. 50K-60K KRW / Month

Arrival
- Aug./Sep.
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)**
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)
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/intldsu](https://www.facebook.com/intldsu)
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

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
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=jICbyEQzBrE

Intellectual Crime

English: https://www.youtube.com/watch?v=dqmWpqYP98E
Chinese: https://www.youtube.com/watch?v=DBT147A1iFQ

Sexual Crime

English: https://www.youtube.com/watch?v=GfxmjyOltfo
Chinese: https://www.youtube.com/watch?v=cL2hubqFVf4
Important notice about COVID-19
(as of August 25th, 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

Current Distancing Rules and regulations: Level 4
(※ Effective Saturday, February 19 until Sunday, March 13, 2022)
https://www.busan.go.kr/eng/bsnews01/1501458

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