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

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

- 1st digit: Building no.
- 2nd digit: Floor
- 3rd-4th digit: Room number

Where is room “8201”?
- It is located at room #1 of 2nd Floor, Building #8 (Business administration building)

Ex) Design Hall room #107 ☞ D9107
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): Sinpyeong 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.
- Donghae Line (Railway): Bujeon through Ilgwang

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: 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)
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 활용한 원색 바탕에 천연색 정면 얼굴 사진
Color photograph of face, front view, on white background, taken within the past six months

Background

- White background and frameless.
- Photographs should not be modified using Photoshop or similar software; photos with damaged parts are not acceptable.
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

국 적: KOREAN
성 명: Leo Choi
외국인등록번호: (Leave it blank)
체 류 지: 동서대학교 유학생기숙사

당 외국인은 본인(회사)이 소유(임대)하고 있는
[ ]가족주 [ ]임대주[ ]임대주택[ ]기타(거주하고 있음을 확인합니다.
※ 회사소유가 아닌 개인 임대주택(아파트)의 경우 임대
서류 첨부

2017 년 2 월 27 일
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

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.

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
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

Deadline: Along with quarantine fee payment
Newcomers has to choose either one option out of the plans below:

**Plan 1**
- **Arrival** Feb./Mar.
- Mandatory
- Insurance from your home country

**Plan 2**
- Mandatory

**Mandatory**
- National Health Insurance
- Approx. 70K₩ / Month

**Mandatory**
- National Health Insurance
- Approx. 70K₩ / Month

*Plans for Newcomers*
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.

International Exchange Center, Dongseo university
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 as casual information.

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

- Facebook Page: https://www.facebook.com/intldsu

Facebook page

Website (Notice Board)
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=jICbyEQzBmE
Precautions for the Campus Life

(Crime Prevention )

Sexual Crime

English: https://www.youtube.com/watch?v=GfxmjyOlifo
Chinese: https://www.youtube.com/watch?v=cL2hubqFVf4

Intellectual Crime

English: https://www.youtube.com/watch?v=dqmWpqYP98F
Chinese: https://www.youtube.com/watch?v=DBT147A1ifQ