

For Foreign Students

2026 CAU Spring Semester

# Graduate School Orientation

Office of International Affairs

02-820-6532

[gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr)

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CHAPTER 01

# OIA Introduction

# OIA Location(Seoul)



1. **Address:** Heukseok-ro 84, Dongjak-gu, Seoul , Korea
2. **OIA Location:** Building 310(Centennial Building)  
Room No.210(2<sup>nd</sup> Floor)
3. **Office Hour:** 9am ~ 6pm(Vacation: 9am ~ 4pm)  
\*Lunch Break: from 12pm to 1pm
4. **Contact**
  - Webpage: <https://oia@cau.ac.kr>
  - E-mail: [gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr)
  - Phone: 02-820-6532

# OIA Location(Da Vinci)



1. **Address:**4726, Seodong-daero, Daedeok-myeon, Anseong-Si, Korea
2. **OIA Location:** Building 802 Room No.24101-1(1<sup>st</sup> Floor)
3. **Office Hour:** 9:30am ~5:30pm(Vacation: 9:30am ~ 5pm)  
※Lunch Break: from 12pm to 1pm
4. **Contact**
  - Webpage: <https://oia@cau.ac.kr>
  - E-mail: [gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr)
  - Phone: 02-820-6532

# Campus Map

## Seoul Campus



Building 310 Room 210(2<sup>nd</sup> Floor)

## Da Vinci Campus



Building 802 Room 24101-1(1<sup>st</sup> Floor)

ABOUT OIA

# Contact Information

대학원 유학생 입학지원  
Graduate School Admission

**T: 02-820-6532**  
**E: gsadmin@cau.ac.kr**

대학원 유학생 학사  
Graduate School Academic Affairs

**T: 02-820-5029**  
**E: gstop@cau.ac.kr**

CHAPTER 02

# Visa & RC Registration

# Foreigner Registration

## Foreigner Registration

- Foreigners intending to stay in Korea for more than 90 days after arrival must apply for Foreigner Registration and have a RC(Registration Card)

### When

- **Student Visa Holder:** within 90 days of one`s arrival in Korea
- **Visa-Free Entry:** within 30 days of one`s arrival in Korea

### What

- Register one`s passport information, residence, visa type and etc.

### How

#### Visit Immigration Office

- Students visit Immigration Office in order to make RC

#### Group Registration in CAU

- CAU helps students to make RC in the campus

# Foreign Registration

## Important Notice

- All foreigners staying in Korea for more than 90 days are required to apply for RC
- Must apply within one month after your arrival
- **DO NOT LEAVE SOUTH KOREA FOR ANY REASON DURING the REGISTRATION PROCESS**
- You must make an online reservation prior to visiting the Immigration Office
- Any other questions, call: 1345

# Visit Immigration Office

## Procedure

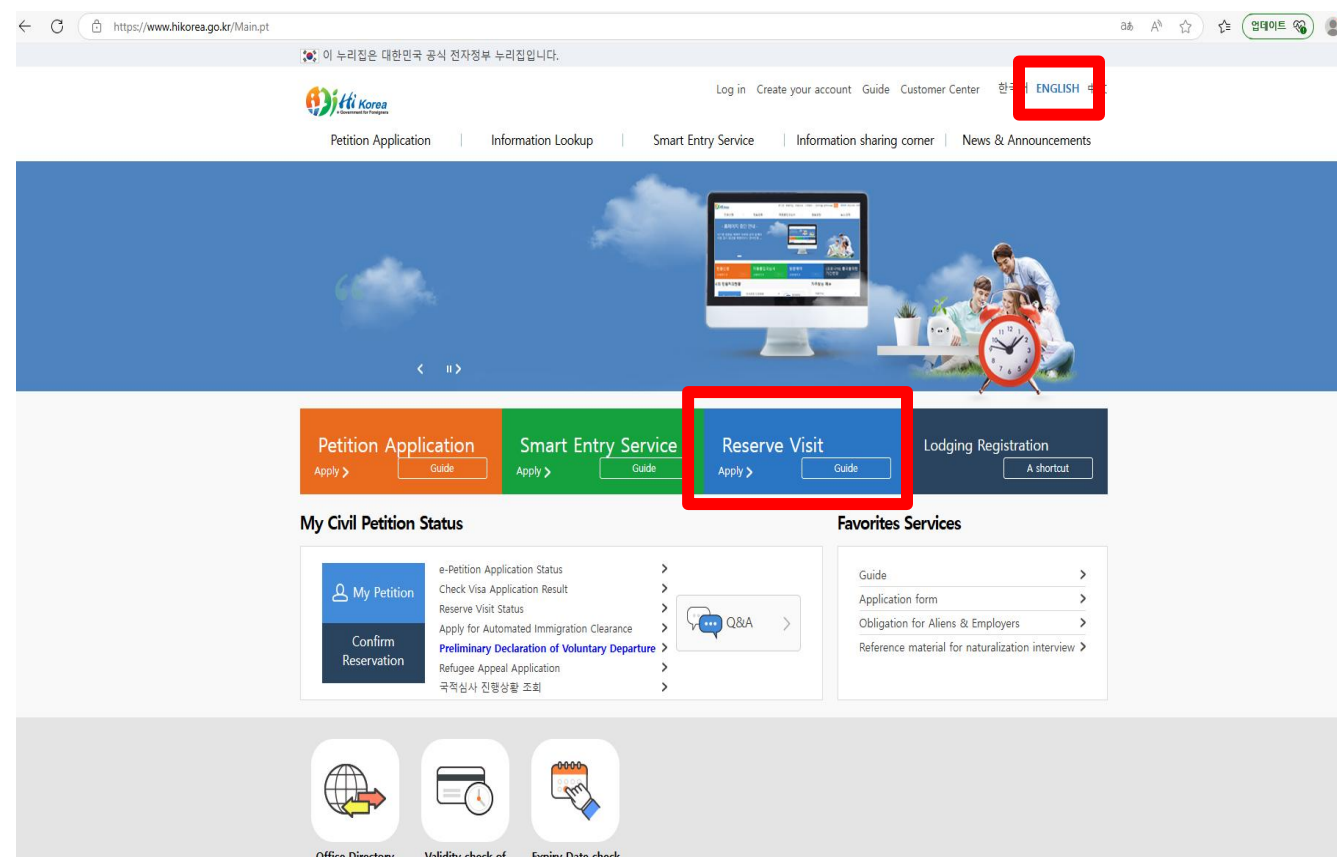


# Visit Immigration Office

Online Reservation

- HIKOREA webpage: [하이코리아](https://www.hikorea.go.kr)(https://www.hikorea.go.kr)
- Change the Language
- Click Reserve Visit(访问预约)

<English>



<Chinese(中文)>



# Visit Immigration Office

Required Documents	Documents	Passport	
		Application Form	
		1 Color Photo	<ul style="list-style-type: none"><li>• 3.5 X 4.5cm (No glasses, bangs, etc)</li></ul>
		Fee	<ul style="list-style-type: none"><li>• 30,000 KRW(only cash)</li></ul>
		Certificate of Enrollment	
		Certificate of Residence	
	Link	<ul style="list-style-type: none"><li>• <a href="#">Foreign Resident Registration &lt; 출입국/체류안내 &lt; 하이코리아</a></li></ul>	

# Visit Immigration Office

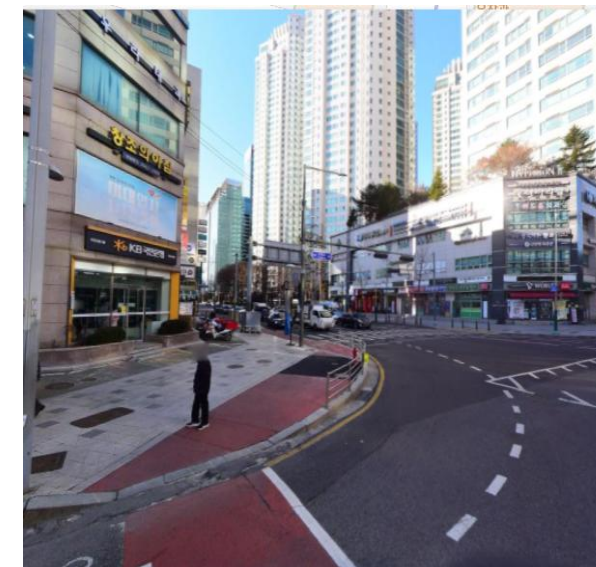
Seoul  
Immigration  
Office

## Address

151, Mokdongdong-ro, Yangcheon-gu, Seoul, Korea

## Subway

- Get off the **Omokgyo Station** on Subway Line 5(Purple Line)
- Go to **Exit 8**
- Turn left at the intersection(When you see the **KB Bank**)
- Walk straight **approximately 10 minutes**
- Look at the **opposite side**



# Group Registration

## Group Registration

- Students who newly enrolled in CAU can apply for Group RC Application

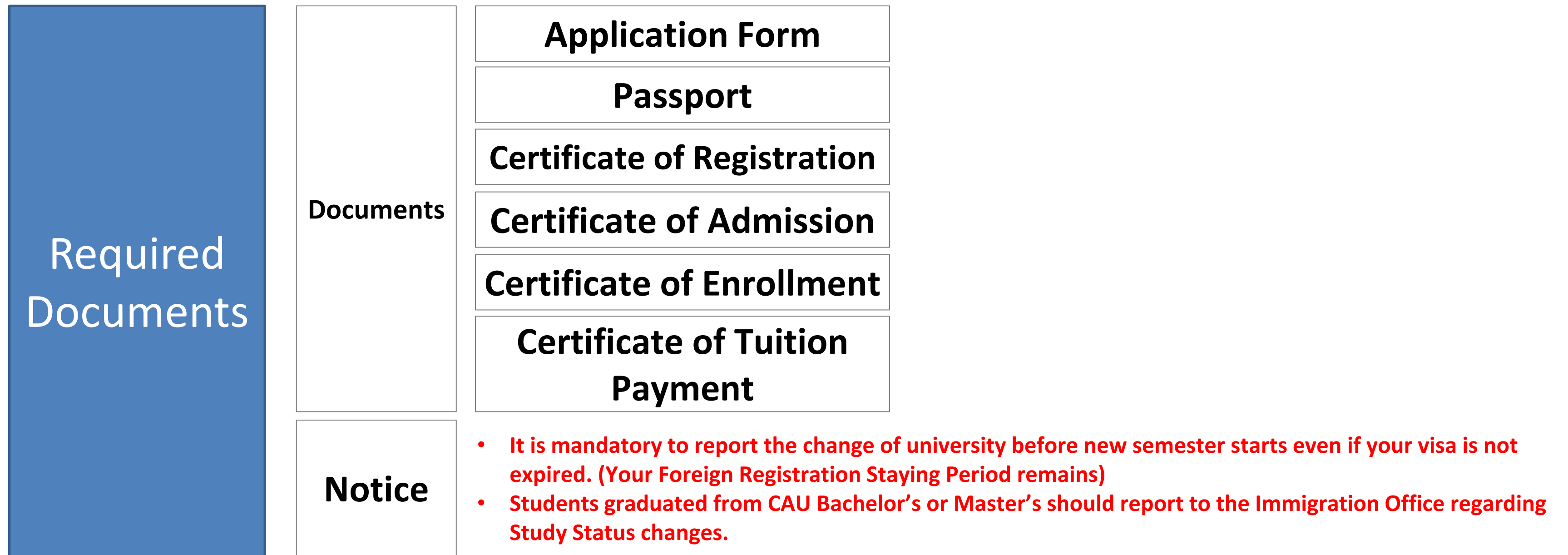
<b>Schedule</b>	<b>Online Application &amp; Document Submission</b>	<ul style="list-style-type: none"><li>• March 3 (Tue) 9:00 – March 9 (Mon) 18:00 KST <a href="https://unionsys.kr/">https://unionsys.kr/</a></li></ul>
	<b>Document Supplementation Deadline</b>	<ul style="list-style-type: none"><li>• March 13 (Fri) 18:00 KST</li><li>• <a href="#">Only those who need to submit additional documents</a></li></ul>
	<b>On-site Photo Service</b>	<ul style="list-style-type: none"><li>• March 12 (Thu) 10:00 - 16:00 (<a href="#">Applicants only</a>)</li><li>• Location: Bldg. 310 Room 733~734</li><li>• Fee: 18,000 KRW (Cash payment on-site)</li></ul>
	<b>Registering Fingerprints</b>	<ul style="list-style-type: none"><li>• TBA</li></ul>
<b>Notice</b>	<ul style="list-style-type: none"><li>• <a href="#">Please keep in mind that Group registration would take longer than personal registration.</a></li><li>• ONLY Seoul Campus students are eligible for group registration. Students enrolled in the Da Vinci Campus or living outside Seoul are not eligible; such applications may be cancelled without prior notice.</li><li>• If you are living in a CAU dormitory, your Certificate of Residence will also be submitted on your behalf.</li><li>• Fingerprint registration will take place at the university, so you do not need to visit the Immigration Office individually. The schedule will be announced after applications are received.</li><li>• The Global E&amp;S Visa Support Team may contact you if additional documents are required. If you fail to respond by the given deadline, your group application may be cancelled without prior notice, and you may be required to apply individually.</li></ul>	

- The schedule above is subjected to be changed.

# Available Visa for studying in Korea

Visa Type	<b>D-2</b>	<ul style="list-style-type: none"><li>All international Students who are taking degree programs should have proper VISA such as Students (D-2) Visa</li></ul>	
	<b>Available Visa for Studying Other than D-2</b>	<b>A Visa</b>	<ul style="list-style-type: none"><li>A-1, A-3</li></ul>
		<b>D Visa</b>	<ul style="list-style-type: none"><li>D-1, D-4-2, D-5, D-9</li></ul>
		<b>E Visa</b>	<ul style="list-style-type: none"><li>E-1, E-7</li></ul>
		<b>F Visa</b>	<ul style="list-style-type: none"><li>F-1, F-4, F-5, F-6</li></ul>
		<b>G Visa</b>	<ul style="list-style-type: none"><li>G-1-5, G-1-6</li></ul>
<b>H Visa</b>	<ul style="list-style-type: none"><li>H-2</li></ul>		
	<b>Notice</b>	<p>If you would like to study with other types of Visa, it should be valid during your study period. Please submit the visa copy and if there are any changes, you should inform us and apply for D-2 VISA in time.</p>	

# D-2 Visa Holder, Apply for change of school or study level(Degree)



# Extension of D-2 Visa

## Required Documents

### Documents

- Application Form
- Passport & Registration Card
- Certificate of Enrollment
- Transcript
- Certificate of Residence
- Application Fee

- Rental Agreement and etc

### Notice

**[Important]** Application for visa extension(length of stay) can be made from two months before the expiration date till the new semester starts. If you stay after the visa expired(length of staying is over), your stay is illegal and you could be expelled and have limitation to extend your stay or issue a new visa.

# Updating Contact Information

## Notice

- Reporting changes of particulars of a Foreigner Registration card
- If any of the following changes happens to registered foreigners, they must report it to the local Immigration Office within 15 days from its occurrence.
- If information such as passport number or address is changed, students must visit Immigration Office to report the change within 15 days
  - Name, gender, date of birth, nationality, institution or school etc.
  - Passport information like date of issuance or expiration date etc.
- **For visa matters, please visit the Office of international Affairs**
  - Phone : 02-820-6272
  - Office : Room number 210, 2nd floor of Centennial bldg. no. 310
  - E-mail : gsadmin@cau.ac.kr

# Extension of D-2 Visa

## Required Documents

### Documents

- Application Form
- Passport & Registration Card
- Certificate of Enrollment
- Transcript
- Certificate of Residence
- Application Fee

- Rental Agreement and etc

### Notice

**[Important]** Application for visa extension(length of stay) can be made from two months before the expiration date till the new semester starts. If you stay after the visa expired(length of staying is over), your stay is illegal and you could be expelled and have limitation to extend your stay or issue a new visa.

# Staying Period Extension after Completing your Study

Extention	<b>Contents</b>	<b>Degree</b>	<b>Maximum Period</b>	<b>First Extention Period</b>	
		<b>Master`s</b>	~ 5years since the admission year	6 months ~ 1 year	
	<b>Doctoral</b>	~ 8years since the admission year	6 months ~ 2 years		
	<b>Required Documents</b>	<b>Application</b>		<b>Proof of Financial Support</b>	
		Passport and Certificate of Foreign Regisration		Letter of recommendation written by Professor	
Certificate of Diploma					
<b>How to</b>	<b>Visit the Immigration Office</b>				
<b>Notice</b>	<p><b>[Important]</b> Even though your Staying (Permit) Period on your Foreign Registration Card is not over, if you finish your study(After finishing your study) or leave of school, it will be noticed to Immigration Office and your current Student(D-2) visa will be expired(not valid).</p>				

# Part-Time Work Visa(D-2)

## Part Time Work

Qualification

- All Students who possess Students(D-2) Visa

Permitted Hours

- Up to **30 Hours(TOPIK Lv 4. or higher)** week days during semester  
※ TOPIK Lv.5 or higher: 35 hours
- Unlimited during vacation or weekends  
※ TOPIK Lv.4 or higher

Allowed Fields of Work

- Majors and occupations that are related
- Occupations can be accepted by normal standard from society as being suitable for students

Allowed Period

- Up to 1 year within your period of Staying(Extension is possible)

Required Documents

- Application
- Passport
- Certificate of Foreigner Registration

Confirmation form of Part-time work of Foreign Student

Transcript or Attendance Certificate

# Part-Time Work Visa(D-2)

Part Time Work

외국인유학생 시간제취업 추천서				
대상자	성명		외국인 등록번호	
	학과(전공)		이수학기	
	전화번호		e-mail	
취업예정 근무처	업체명			
	사업자 등록번호		업종	
	주소			
	고용주	(인 또는 서명)	전화번호	
	취업기간		급역 (시급)	
	근무시간	평일 :	토·일요일 :	
<p>위 유학생은 본인이 지도하는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 추천합니다.</p> <p style="text-align: center;">20 . . . .</p>				
지도교수	소속 및 직위			
	성명	(인 또는 서명)	연락처	
<p>○ ○ 출입국관리사무소(출장소)장 귀하</p>				
유학생담당 자 확인란	소속 및 직위 (연락처)		성명	(인 또는 서명)

Filled out by Employee(Students)

Filled out by Employer

Filled out by OIA

CHAPTER 03

# Dormitory

# Dormitory Location(Seoul)



1. **Address:** Heukseok-ro 84, Dongjak-gu, Seoul , Korea
2. **Dormitory Location:** Building 308, 309(Blue Mir Hall)
3. **Contact**
  - Webpage: <https://dormitory@cau.ac.kr>
  - E-mail: [dormitory@cau.ac.kr](mailto:dormitory@cau.ac.kr)
  - Phone: 02-820-6672

# OIA Location(Da Vinci)



1. **Address:**4726, Seodong-daero, Daedeok-myeon, Anseong-Si, Korea
2. **Dormitory Location:** Building 701 ~ 706
3. **Contact**
  - Webpage: <https://dorm.cau.ac.kr>
  - E-mail: [caudorm@cau.ac.kr](mailto:caudorm@cau.ac.kr)
  - Phone: 031-670-3482

# Dormitory Fee

Dormitory Fee	Campus	Type	Semester	Vacation	
				8 weeks	4 weeks
Seoul	Double Room	1,366,400 KRW	683,200 KRW	341,600 KRW	
	Room for 4	952,000 KRW	476,000 KRW	238,000 KRW	
Da Vinci (Anseong)	Double Room	899,000 KRW	11,000 KRW / day		
Notice	<ul style="list-style-type: none"> <li>• <b>Meal plan is not included</b></li> <li>• For more information, please refer to each dormitory webpages or send an e-mail to respective office</li> </ul>				

CHAPTER 04

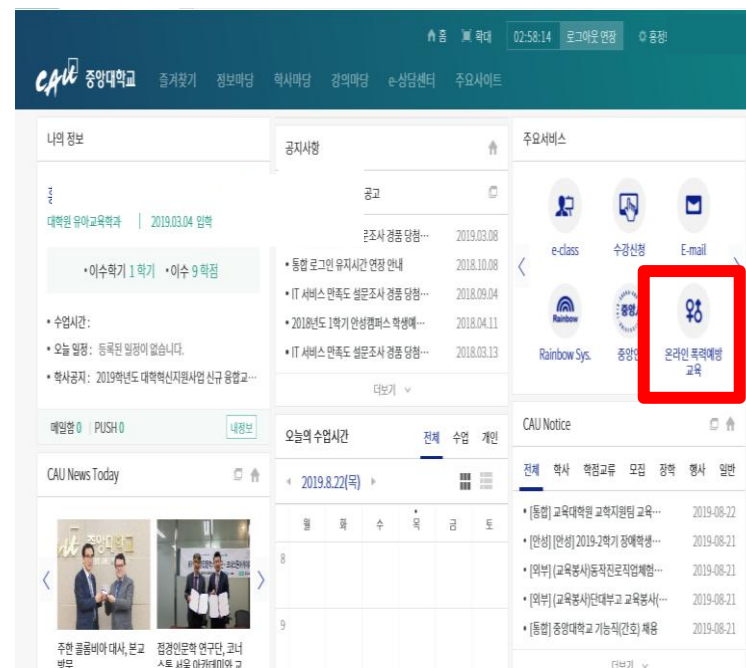
# Others

# Mandatory Program for Foreign Students

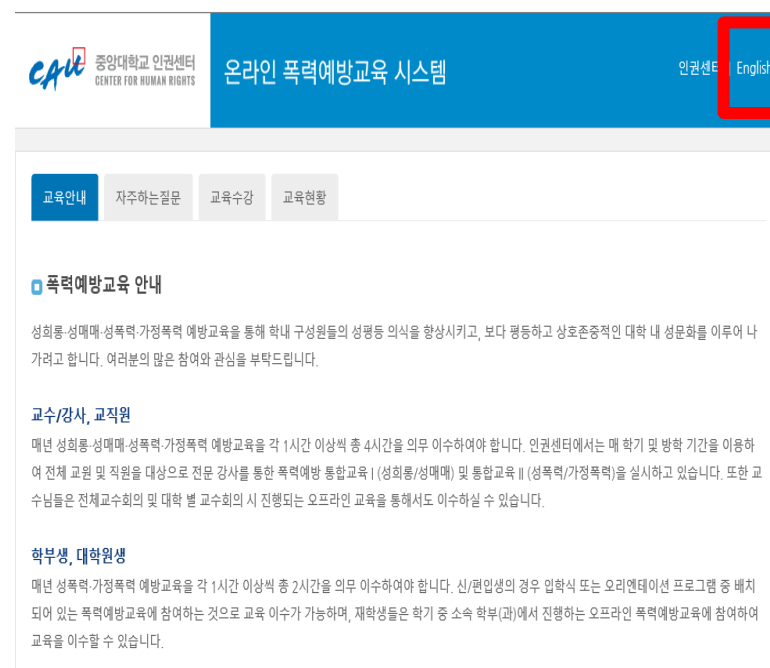
Mandatory Education Program

- According to Korean law, foreign students **must complete the education programs** below

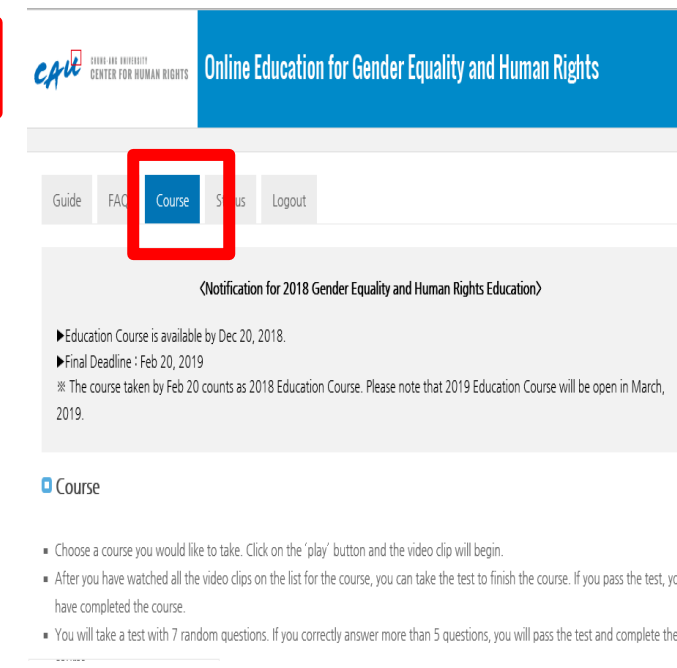
## Gender Equality and Human Rights Education



1. Click 온라인 폭력예방교육



2. Click English



3. Click course

### 1. Sexual Harassment Prevention Education

Title of Lecture	Completion Status	Play
1.Introduction (4min 57sec)	Not taken	Play
2.The Concepts of Sexual Harassment (4min 57sec)	Not taken	Play
3.Characteristics of Sexual Harassment in Daily Life (7min 33sec)	Not taken	Play
4.Sexual Harassment and Sexual Violence Based on Status (7min 50sec)	Not taken	Play
5.Respecting Others and Forming Equal Relationships (4min 53sec)	Not taken	Play
6.The Roles of Supervisors and Colleagues Within an Organization (3min 13sec)	Not taken	Play
7.The Reality and Relief Procedure of Sexual Violence in Universities (4min 44sec)	Not taken	Play
TEST	Not completed	TEST

4. Take all the courses and complete your course by taking test

## Education for Understanding Korean Law

- Students must complete the program once a year
- The video will be uploaded to your e-class

# National Health Insurance Service



## Eligible Subjects

- From March 1, 2021, every international student with a D-2 visa must subscribe to the National Health Insurance of Korea.

## Enrollment Time

### First Entry Date

- Residence Card

### Re-Entry

- Re-Entry Date

## Procedure

- **No action is required from students**, as they are automatically subscribed to health insurance by NHIS
- An NHIS card and subscription guide are sent to student`s residential address in Korea

## Contribution

- **50% insurance fee reduction** for international students
- **As CAYSS Scholarship student`s** annual income exceeds 3.6million won, they are excluded from insurance fee reduction

# On-Campus Health Care

## Health-Care

**Center for Human Rights**

- Webpage: <https://humanrights.cau.ac.kr/index.php>
- Tel(Seoul): 02-820-6908, 6909, 6914
- Tel(Da Vinci): 031-670-3163
- E-mail: chr119@cau.ac.kr

**Student Health Center**

- Location
  - Seoul: Building 310 B305(T: 02-820-6338~6340)
  - Da Vinci: Building 801, 1<sup>st</sup> Floor(T: 031-670-3518~3519)
- Notes: **English Services, Students ID necessary, Free services**

**University Hospital**

**Address**

102, Heukseok-ro, Dongjak-gu, Seoul, Republic of Korea

**Notes**

- **English/Chinese Services available**

THANK YOU

Welcome to

# Chung-Ang University

E: [gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr)  
T: 02-820-6532