



Important Notice for Newly Admitted International Students of 2026 Fall Semester

2026. 5. 15.

Office of International Affairs

※ Please read the following notice carefully. Any consequences resulting from not reading or following these instructions are the individual's responsibility.

Undergraduate Tuition Payment

Registration Period	Information
<p>The period will be announced at OIA website on 7.6.(Mon)</p>	<ol style="list-style-type: none">1. Visit the OIA website to print out the bill and make the payment during the designated payment period.2. Visit a Woori Bank branch or transfer through Internet banking, phone banking, or ATM.3. For overseas remittance<ul style="list-style-type: none">- Bank Name: Woori Bank- Swift Code : HVBKKRSEXXX- Bank Address: Chung-Ang University Branch, 84 Heukseok-ro, Dongjak-gu, Seoul, Korea- Account holder: Chung-Ang University

Undergraduate Tuition Payment

Notice

1. If the tuition payment is not completed within the designated payment period, the students admission will be withdrawn.
2. In the event of any changes to the payment period due to circumstances within the university, students will be notified accordingly.
3. **For overseas remittances, student are responsible for paying the transaction fees. Please remit an amount larger than the actual payment amount for these fees. (Any excess deposit will be refunded at a later date)**
4. When transferring tuition fees through a Korean bank account, please note that when paying through the individual tuition deposit account (virtual account made for the students with their own name) the deposit amount has to be the same as the official tuition fee amount, otherwise the deposit will not be processed. (*Does not apply to international remittances)
5. Bill print: You can print the bill out from the OIA website during the designated tuition payment period (<http://oia.cau.ac.kr> > Admissions > Notice)
6. For inquiries regarding tuition payment, please contact the Financial Accounting Team at the following number : 02-820-6072

Korean Course Registration for Students Without Required Korean Proficiency

For students who failed to meet CAU Korean language requirements, guidelines for Korean language course tuition payment will be announced on the OIA website **on 2026.07.06 (Mon)**

Guidelines for Submission of Supplementary Documents and Certificate of Final Education

	Category	Information	Required Students
Document Submission	Bank Balance Certificate	Refer to OIA Homepage on July 6, 2026	
	Supplementary Documents	<ul style="list-style-type: none"> - Submission of: Original documents of certificate of enrollment/(expected) graduation, transcript, certificate of family relationship, etc. - Submission deadline: 6p.m, Monday, July 6, 2026 (submissions postmarked by the submission deadline will be accepted) 	<p>Educational documents: Applicants who have graduated from high school or a college/(junior college)</p> <p>Other documents: Applicants who submitted copies of the required documents during the application period</p>
	Certificate for Scholarship	<ul style="list-style-type: none"> - Submission of: Korean language institute certificate, TOPIK score report - Submission deadline: 6p.m, Monday, July 6, 2026 (submissions postmarked by the submission deadline will be accepted) 	<p>Applicants who have met the Korean language proficiency requirement by submitting documents such as a TOPIK score certificate or a language institute completion certificate.</p>
	Certificate of Final Education	<ul style="list-style-type: none"> - Submission of: Please refer to <Attachment 1> for the guideline on academic certificate by educational organizations and the methods for academic certification. - Submission deadline: 5p.m, Friday, August 21, 2026 (submissions postmarked by the submission deadline will be accepted) 	<ul style="list-style-type: none"> - Applicants expected to graduate from high school - Applicants currently enrolled in a four-year university - Applicants expected to graduate from a four-year university or junior college - Applicants who need to apply for D-2 visa (or) change to a D-2 visa
Place of Submission		<ul style="list-style-type: none"> - Korean: 서울특별시 동작구 흑석로 84 중앙대학교 310관 210호 국제처(우편번호: 06974) - English: Office of International Affairs, Building 310, Room 210, Chung-Ang University, 84 Heukseok-ro, Dongjak-gu, Seoul(Postal Code: 06974), Republic of Korea 	
Notice		<ul style="list-style-type: none"> - <u>Failure to submit the required documents within the specified deadline may result in the rejection of your application or even the cancellation of your admission.</u> However, if your graduation date falls after the deadline for document submission, you should send an email to the Office of International Affairs (OIA) to request an adjustment to the submission period. (E-mail: ba@cau.ac.kr) - The Certificate of Admission cannot be issued unless the final academic certificate and bank balance certificate are submitted. - All documents must be submitted within the deadline. For mailed submissions, only documents postmarked by the submission deadline will be accepted. 	

Applying for Dormitory

Application Schedule

The application schedule for dormitory accommodations will be announced on **July 2026** on the OIA website (<http://oia.cau.ac.kr>).

Dormitory inquiries

Seoul Campus

- Homepage: dormitory.cau.ac.kr
- Phone: 02-820-6672
- E-mail: dormitory@cau.ac.kr

Davinci (Anseong) Campus

- Homepage: dorm.cau.ac.kr
- Phone: 031-670-3480
- E-mail: caudorm@cau.ac.kr

Registration/Change of Student Visa(D-2)

Students Residing Abroad

1. Please apply after checking the notice on the OIA website during the designated application period for the "Certificate of Admission."
2. The electronic file of the "Certificate of Admission" will be sent individually to each student.
3. The student (or their agency) should visit the Korean consulate in their home country to apply for a visa.

Students Residing in Korea

1. Make an online reservation at the immigration office using the website (<https://www.hikorea.go.kr/>).
※ Please note that seats are limited, so it is highly recommended to make a prompt reservation.
(From mid to late July)
2. Apply for the "Certificate of Admission" after checking the notice on the OIA website.
3. Visit the immigration office with the "Certificate of Admission" issued by the university to apply for a change of visa (or school). Please complete the change request before the beginning of the semester (**September 1, 2026**) to avoid any potential fine
※ If your change of status is restricted in Korea, you must leave the country and obtain a visa in your home country.
※ It is not possible to study at CAU with a residence status (D-2-2) issued by another university.
A change of school is required.

“Certificate of Admission” for Student Visa (D-2) Issuance

Required Students

Individuals who need to register or change their student visa (D-2-2) status.

Application and Issuance Period

Category	Period	Contents
Registration	Mon, July 6, 2026 ~ Mon, August 24, 2026	Register online (http://oia.cau.ac.kr >Admissions >Notice)
Issuance	From mid to late July (to be determined)	<ol style="list-style-type: none"> 1. Be issued based on the order in which the applications are received ✖ It will be issued sequentially in the order of application submission and sent via email (same for both overseas applicants and those staying in Korea) 2. The certificate will be issued only to those who have completed tuition payment and submitted the required Academic Certificate, and Bank Balance Certificate.

Note

1. For students who failed to meet CAU Korean language requirement, guidelines for registering the “Certificate of Admission” will be announced on the OIA website on **Monday July 6, 2026**. (Date STC)
2. The Certificate of Admission will be issued to applicants who have **completed the registration process and submitted the final academic verification documents and bank balance certificate.**
3. **Applicants are responsible for any issues caused by failure to comply with the application period or by errors in the information entered (e.g., delayed issuance or non-issuance of the certificate).**

Orientation for Newly Admitted International Students – 2026 Fall Semester

Date & Time	August 24, 2026 (Mon) (Subject to change)
Participants	All newly admitted international students
Location	Further details will be announced later on the OIA Website. Please visit OIA website (http://oia.cau.ac.kr) and click Admissions > Notice
Inquiries	Phone 02-820-6124, 6575
	Email ba@cau.ac.kr

* The undergraduate orientation schedule is subject to change depending on university circumstances; any changes will be announced in advance.

Korean language requirement notice for non-qualified applicants

Important Information

1. Admitted applicants who failed to meet CAU Korean language requirement must take a leave of absence from designated undergraduate program and take the Korean Language Course at CAU Anseong Campus Institute of International Education. **The students must attend the courses for at least 6 months. Otherwise, your admission may be canceled.**
2. Upon meeting any of the criteria below, students will be allowed to start or re-enroll in their degree at CAU

Admission Requirements for the Korean Language Program

No.	Korean Language Requirements
1	Obtain a certificate of TOPIK level 4 or higher (TOPIK level 3 or higher for Design department/Global School of Arts Applied Music/Global School of Arts Game Contents & Animations)
2	Complete the level-4 (or higher) Korean Language Course at the CAU Institute of International Education
3	Complete Korean language course Level 5 or higher at a Korean University certified by IEQAS (The certificate should be submitted before the semester starts.)
4	Complete King Sejong Korean Institute Intermediate 2 course or higher-only applicable upon admission (The certificate should be submitted before the semester starts.)

Note

1. Submission of the above language proficiency documents by **August 24, 2026 (Mon)** is required for admission to the undergraduate program.
2. For overseas residents, please be aware of the time required to obtain a visa. The period between meeting the aforementioned requirements and the issuance of the visa may result in missing courses. If you experience a delay in entering Korea that causes you to miss classes, it may impact your semester performance.

Additional Notices for Non-Qualified Korean Language Applicants

Important Information

1. Guidelines for application for the “Certificate of Admission” and tuition payment for Korean language courses will be announced on the OIA website [on July 6\(Mon\), 2026](#) (date is subject to change).
2. Those who do not meet Korean language requirement must submit documents that meet following conditions to International Affairs Office.

Document Submission

Required Documents	Information
Bank Statement of your own or your financial guarantor (parents)	- The notice regarding the issuance of academic certificate documents and the submission requirements for bank balance certificate will be announced on Mon, July 6, 2026 (Date STC)
Academic Certificate	- Applicants who do not meet the Korean language proficiency requirements must check the notices on the OIA website on the announced date above.

Note

The “Certificate of Admission” will be issued only to those who have paid undergraduate and/or Korean language course tuition fees and have submitted both the Academic Certificate and Bank Balance Certificate.

Health Insurance Guide

Eligibility

According to the implementation of the policy by the Ministry of Health and Welfare of Korea, foreign students who have completed alien registration are automatically enrolled in the National Health Insurance. This applies to first-time entrants to Korea.

Notice for National Health Insurance Fee

Notice for National Health Insurance Fee: Bills for the National Health Insurance fee will be sent to the address you provided during alien registration. Alternatively, you may choose to subscribe to electronic bill notices on your own.

Payment methods

Payment for National Health Insurance Fee: Automatic payment, and etc.

Note

For matters such as cases where automatic enrollment is not processed or possible exemptions from National Health Insurance coverage, please contact the National Health Insurance Service individually.

Inquiry

Homepage

National Health Insurance Service Website
(www.nhis.or.kr)

Phone

National Health Insurance Service customer service center
(1577-1000) or civil complaints for foreigners (033-811-2000)

Change of personal information

Important Information

1. If there have been any changes to the applicants' name, passport number, contact information, email address, or other relevant details after the application period, it is necessary to send an email to the Office of International Affairs (OIA). (ba@cau.ac.kr) to update the information. It is important to receive a reply from the OIA confirming that the changes have been made.
2. **Applicants are fully responsible for any issues that may arise from not updating their information in a timely manner.**

Inquiries

Admission and Academic Document Inquiries	Phone	02-820-6124, 6575
	Email	ba@cau.ac.kr
Visa Issuance Inquiries	Phone	02-820-6360, 6202
	Email	oia@cau.ac.kr

[Reference] Authentication Method for each document confirming final education

Category	Verification of Academic Background						
	China	Other Countries					
		Apostille Countries	Non-Apostille Countries				
High School Diploma	1. General High School: Graduation Academic Credential Verification Report issued by the Academic Degree and Education Certificate Authentication Center operated by the Ministry of Education of China(Issuing institution: www.chsi.com.cn) 2. Business/Vocational High School: Choose one among below cases.	Submit Apostille Document	Submit document with 'Consular Authentication' from the Korean consulate in your country				
	<table border="1"> <tr> <td>보통중등전문학교(普通中专) Regular Specialized Secondary Schools</td> <td> 1. Online Issuance - Graduation Certificated issued by a local education authority: Verification by Apostille document - Only acceptable if authenticity of the documents can be verified online </td> </tr> <tr> <td>직업고등학교(职业高中) Vocational High Schools</td> <td rowspan="2"> 2. Offline Issuance ("School Information Confirm Form" (Attachment 1) is required) - Graduation certificate issued by a local education : Verification by Apostille document - Certificate of graduation issued by the school : Confirmation by the province of city's Ministry of Education + Verification by Apostille document </td> </tr> <tr> <td>성인중등전문학교(成人中专) Adult Specialized Secondary Schools</td> </tr> <tr> <td>기술공업학교(技工学校) Skilled Workers Schools</td> <td> Human Resources and Social Security official website (http://www.mohrss.gov.cn/) Online verification copy + Verification by Apostille document • Only acceptable if authenticity of the documents can be verified online </td> </tr> </table>			보통중등전문학교(普通中专) Regular Specialized Secondary Schools	1. Online Issuance - Graduation Certificated issued by a local education authority: Verification by Apostille document - Only acceptable if authenticity of the documents can be verified online	직업고등학교(职业高中) Vocational High Schools	2. Offline Issuance ("School Information Confirm Form" (Attachment 1) is required) - Graduation certificate issued by a local education : Verification by Apostille document - Certificate of graduation issued by the school : Confirmation by the province of city's Ministry of Education + Verification by Apostille document
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성인중등전문학교(成人中专) Adult Specialized Secondary Schools							
기술공업학교(技工学校) Skilled Workers Schools	Human Resources and Social Security official website (http://www.mohrss.gov.cn/) Online verification copy + Verification by Apostille document • Only acceptable if authenticity of the documents can be verified online						
3. Other accredited school certificate of graduation issued by the school+ Verification from Apostille document ※ Certificate of Establishment Permit (事业单位法人证书) or License of the Publication of a Private School(民办学校办学许可证)is required. (Only academic curriculum is recognized. Notarization is not required)							
University(4 years)Enrollment (completion) Certificate	Degree report issued by the certification center owned by China government (Ministry of Education) www.chsi.com.cn						
University (4 years)/ College Diploma/Certificate of Graduation							

※ For those who have obtained their education or degree in Korea: Graduation certificates issued by domestic high schools and universities (no additional notarization is required)

A photograph of a modern building with a curved facade and vertical glass panels. The building is surrounded by trees, including a large tree with pink blossoms in the foreground. A stone staircase leads up to the building. The text "End of Document" is overlaid in blue, with a small red square above the letter "d".

End of Document