

Notice for successful applicants who get admission for Spring semester of 2018

1. Confirmation your entrance

- 1) Please mail jinny@inha.ac.kr and confirm your entrance **until Dec 31(Sun)**.
If you don't send email, graduate school doesn't take any step to issue "Certificate of Admission", create your student ID no., course registration and enrollment.
- 2) Contents which must be included in email.
 - Student ID
 - Name
 - Address(including post code if any)
: Inha will send the "Certificate of Admissio" to this address and will not take responsibility for wrong delivery cause by address typo of students' email.
 - Phone numebr
 - Country students're staying currently
 - In case of who're staying in Korea currently, please let us know your current visa status, expiration date.
- 3) If you fail to get a visa and come Korea on time, fail to enroll spring semester on time(late february), your admission will be canceled.

2. Issuance of "Certificate of Admission"

- 1) Person in charge : Ms. Lee Ah Ram
 - ① E-mail : leeahram@inha.ac.kr
 - ② Phone : (International) +82-32-860-7037
(Domestic) 032-860-7037
- 2) The certificate of admission will be issued and distributed from mid-Jan to Feb.
- 3) **Students in Korea**
 - Visit the international center(Student Union Bld. - #313) and take the certificate from Ms. Lee Ah Ram
 - If you cannot visit, you have to ask Ms. Lee to send it to you by post.
 - Finish the registration during Feb,26~27 and issue "Certificate of Enrollment" from portal by yourself. (Registraion period is from Feb.26~Mar.2) but we recommend you to finish the registration early for early visa issuance) Visit immigration bureau with "Certificate of Enrollment" and other required documents.
 - If your current visa is expired early before admission, please contact Ms. Lee Ah Ram (leeahram@inha.ac.kr, 032-860-7037) to ask urgent assistance.
- 4) **Students in other countries (Including China)**
 - The staff in international center will send the formal certificate of admission by postal mail(DHL or EMS) from middle of Jan. You will receive that almost at the end of Jan.

- After receiving it, successful applicants must visit the Korean Embassy in their own country and apply for Korean visa(D-2).

※ Without your entrance confirmation e-mail, International center will not issue and send the formal certificate of admission.

3. Jungseok International Scholarship

1) Type of Jungseok International Scholarship

- ① Full Tuition : 100% of "Tuition Fee & Entrance Fee"
- ② 70% Tuition : 70% of "Tuition Fee & Entrance Fee"
- ③ Half Tuition : 50% of "Tuition Fee & Entrance Fee"

2) Tuition & Entrance fee (2017)

※ 2018 tuition fee will be increased (Will notice soon)

Field Fee (per semester)	Master's and Doctoral degree program			
	Engineering / Arts	Natural Science / Sports	Humanities and Social Science	Medical Science
Tuition (KRW)	5,895,000	5,471,000	4,552,000	7,457,000
Entrance fee (KRW)	1,041,000			

- * Tuition per semester (two semesters in an academic year)
- * Student Union Fee : KRW 8,000
- * Entrance fee : only for the first semester
- * Insurance fee : Not fixed yet (FYI, it was KRW 58,000 per semester in 2017)

- You can make an estimation by calculating how much money you have to prepare for your enrollment based on the table of 2017 tuition & entrance fee. For example, if your major is business administration or international trade, (Half scholarship) you have to pay $[(4,552,000 + 1,041,000)/2 = 2,796,500] + \text{Insurance fee}$
- Please print the tuition bill from Inha Portal System(<http://portal.inha.ac.kr>), around mid-Feb. and go to Hana Bank(Student Union Bldg. 2nd floor) or the finance team(Main Bldg. 1st floor) to complete the tuition payment from Feb.26(Mon) to Mar. 2(Fri).

3) Duration of Scholarship

- Up to the 4th semester for Master's degree program
- Up to the 6th semester for Doctoral degree program
- Up to the 10th semester for Integrated Master's and Doctoral degree program
- * For whose cumulative GPA is below 3.30, he/she will lost scholarships from next semester.

4) Detailed information : <http://gradeng.inha.ac.kr> ► Admission ► Scholarships

4. Dormitory affairs (Homepage : <http://dorm.inha.ac.kr>)

- Please check the notice about dormitory application by visiting the homepage of dorm
You can download the designated form for dormitory application from below sitelink.

[한국어/Korean]

https://dorm.inha.ac.kr/board_notice/View.aspx?Seq=23688&CateNum=0&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0

[영어/English] :

https://dorm.inha.ac.kr/board_notice02/View.aspx?Seq=23687&CateNum=0&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0

- New international students have the priority for their 1st semester but it's only when they apply for room for 4 persons.
- 2) How to apply (For new international students) < **Application Deadline : JAN. 5 17:00**>
 - A. [Fill out the application form](#) (Please download it from above site link.)
: '2018-1 대학원 신입생 신청서 (ApplicationFormforDormitory)'
 - B. Send it to the dormitory office(**happydorm@inha.ac.kr**) **directly** by Jan. 5 17:00
(**Don't send it to Graduate School Office**)
 - * E-mail title should be "[Dormitory 1 or 2 or 3 application for 1nd semester of 2018](#)"
- 3) Selection Notification : (expected schedule) on Jan.15(Mon) 11:00
 - ※ New graduate school students shall be notified individually for their selection and further information.
- 4) Payment of dormitory fees : Payment period runs from Jan. 16(Tue)~ 18(Thu)
 - ※ The information for registration and payment will be given through the website at the same time with the announcement of results. (Students should prepare their expenses in advance.)
 - ※ Refund is not available for withdrawal during the semester.
 - ※ The announcement date is subject to change depending on the academic plan.
- 5) **Period of dormitory entrance : [from Mar.2\(Fri\) 09:00 to Mar.3\(Sat\) 17:00](#)**
 - If you have any problems with this schedule, you have to contact the dormitory office in advance. (More than one or two weeks before dormitory entrance)
 - [Students who want to enter earlier, they should write the day when you send a e-mail to \[happydorm@inha.ac.kr\]\(mailto:happydorm@inha.ac.kr\). \(available period : from Feb. 19, Please ask the additional payment to dormitory office\(\[happydorm@inha.ac.kr\]\(mailto:happydorm@inha.ac.kr\)\)](#)
 - ※ [If you have any questions, please contact the staff at dormitory office directly.](#)
 - The 1st Dormitory : ☎ +82-32-860-8319
 - The 2nd Dormitory : ☎ +82-32-860-7274
 - The 3rd Dormitory : ☎ +82-32-860-7275

5. Announcement of Student ID number : in late Jan. 2018

- Student ID number : 8 numbers like "22*****"
- Student ID number will be the ID number of INS program.
- initial Password : Male - 5000000, Female - 6000000

6. Course registration : From Jan. 29(Mon) 09:00 to Feb. 4(Sun)

- 1) Log-in INS program(<http://portal.inha.ac.kr/>) and do course registration.
After accessing the INHA portal system, click "INS(학사행정) → Courses(Graduate) → Course Registration" subsequently. You can select and save some courses which you want to take for your first semester.
- ※ You can ask Inha student ambassadors if you have difficulties to use INS program.
http://gradeng.inha.ac.kr/entrance/ent_030401.aspx

- 2) You have to select what you want to take for your first semester after talking with your adviser professor.
- 3) Graduate students are allowed to take max. 9 credits(= 3 courses) for one semester.
- 4) Those who have been assigned designated subjects should complete to take them all before their graduation. (Some designated subjects are given to new students usually due to difference between their previous and new majors.) They are allowed to register max. 12 credits including undergraduate subjects. Credits of designated subjects aren't included in total credits for graduate requirements, but grades of designated subjects will be counted for C.G.P.A. of their degree program.

※ **Course registration for undergraduate subjects**

Feb.13-14: Major and required courses

Feb.19-20: All courses except for above

- 5) Don't select any Korean language course during registration period.
 - Application for beginner level : Visit graduate school office or send email to snow0206@inha.ac.kr to register.
 - Application for intermediate level course : students must apply for level test held on March 6(Tue) and if he/she pass the level test, he can register intermediate level.
- ※ No credit is given to the beginner/intermediate level of Korean language course.

7. Enrollment(Pay the tuition and entrance fee) : From Feb.26(Mon) 09:00 to Mar.2(Fri) 16:00

- Get the bill from the INS program(<http://portal.inha.ac.kr>) and print it out after mid-Jan.
- Check the amount of the tuition, entrance fee, student union fee, and Insurance fee.
- Full scholarship students : Even though students are full scholarship beneficiary, they must pay for insurance fee. Pay by visiting the finance team on the first floor, or transferring the insurance fee through account no. written on tuition bill.
- 70% or half scholarship : Pay by visiting the finance team on the first floor, or transferring the insurance fee through account no. written on tuition bill.
- Student union fee : KRW 8,000
- Payment is available from 9 a.m. to 4 p.m. in each day (GMT+9)
- **If you fail to complete enrollment during this period, your admission will be canceled.**
If you have problems or difficulties to make it during enrollment period, you must contact the graduate school in advance.

8. Health insurance

- Inha University has made it mandatory for all international students to obtain an insurance following the government guideline(Ministry of Education). All new students should take health insurance. It's mandatory for all.
- **Those who already have other insurance(They should be valid in korea) must submit the official original insurance policy(Certificate of insurance) during Jan.30 ~ Feb.12 to graduate school office(Main Bldg, 3th floor #317)**

9. Application for Korean language placement test : Feb. 26(Mon) ~ Mar. 2(Fri)

- All new international students should apply for this test if they want to take intermediate/advanced level of Korean language course. The test will be held at 9:30 on

Mar.6(TUE)

- There will be an additional notice about this test in mid-Feb.
- Fill out the application form and submit it to the staff at the graduate school office.
- Mr. Lee Min Jae is in charge of Korean Language Placement Test.
 - ① E-mail : 203236@inha.ac.kr / ② Phone : 032-860-8383 / +82-32-860-8383
- Those who don't know anything about Korean language are allowed to take the beginner level of Korean language course directly. For this, they have to send an e-mail to Mr. Lee Min Jae

10. The starting date of Spring Semester in 2018 : March 5 (Mon)

- Please come to Korea before registration period(Feb.26 ~ Mar.2) because new students must complete enrollment before 4 p.m. on Mar. 2(Fri).
- If you **fail** to get a Korean visa or to come to Korea or to complete enrollment **on time**, your admission will be canceled.

11. Korean Language Level Test : March, 6(TUE) 9:30 ~ 10:30

- subject to change, will notice in mid of Feb again by Mr.Lee Min Jae(203236@inha.ac.kr / ② Phone : 032-860-8383 / +82-32-860-8383)
- According to the test result, the graduate school will assign a certain level of Korean language course to new international students.

**12. Orientation for new international students (organized by Graduate School)
: Time & Venue will be noticed later**

- [All new international graduate students must attend this orientation.](#)

**13. Orientation for new international students & Alien Registration
(organized by International Center) : Time & Venue will be noticed later
: Time & Venue will be noticed later**

- [All new international students attend this orientation & Alien Registration](#)
- International Center : 032-860-7036~9 / +82-32-860-7036~9

14. [Additional course registration\(Add/Drop period\) : From March 12\(Mon\) 09:00 to 14\(Wed\)](#)

■ **Designated subject** : On the date of admission result notification, some of admitted students will find that several designated subjects are assigned to them, because of major difference between at their former university and at Inha University. Some students whose previous major is same with the new one at Inha University should take designated subjects, because his/her intended department made a decision that it is needed to take more basic courses for his/her further study at INHA.

Please check the list of designated subjects carefully, if you have. When they want to register one of their designated subjects, they are allowed to take max. 12 credits for a semester. Credits of designated subjects will not be included in graduation requirement, but grades of them will affect graduate students' C.G.P.A.

■ 2017 Inha Student Ambassadors

[한국어/Korean] : http://grad.inha.ac.kr/entrance/ent_030203.aspx

[영어/English] : http://gradeng.inha.ac.kr/entrance/ent_030401.aspx

[중국어/Chinese] : http://gradcn.inha.ac.kr/entrance/ent_030401.aspx

- If you have inquiries about life in Inha Univ. you can ask student ambassadors referring to above site link.

■ Degree Requirements (Requirements for Graduation)

[영어/English] : http://gradeng.inha.ac.kr/education/edu_040501.aspx

[중국어/Chinese] : http://gradcn.inha.ac.kr/education/edu_040501.aspx

■ Successful applicants who will achieve a Bachelor or Master's degree in this summer must submit official final certificates of degree and transcripts **until February 26th(Mon)**. If you fail to submit them, your admission will be canceled.

Division	Documents	
Degree from Korea	① Official certificate of Degree/Graduation : original certificate with the degree number in Korean language ② Official transcripts : issued after the date of graduation in Korean language	
Degree from foreign countries	from China	① Official certificates of Degree and Graduation : translated in English/Korean and officially notarized ones ② Official transcripts : issued after the date of graduation in English. If in Chinese language, they should be translated in English/Korean and officially notarized. ③ 教育部學歷證書電子註冊備案表 : printed one in English issued by http://www.chsi.com.cn ④ 教育部學位與研究生教育發展中心-(學位)認證報告 : original one in English issued by http://www.cdgd.edu.cn
	from foreign countries except China	① Official certificates of Degree : ㉔Apostille or ㉔Notarized by Korean consulate(embassy) in a foreign country or ㉔Notarized by Foreign consulate(embassy) in Korea. ② Official transcripts : original ones issued after the date of graduation in English. If they are in other languages, they should be translated in English/Korean and officially notarized. Strongly recommend to be notarized by the apostille service or Korean consulate(embassy) in a foreign country.

■ Medical Examination

- It's happened international students give up study because serious disease is occurred
- In this regard, graduate school suggest all new students to check your health before admission so that you can prevent the situation mentioned above.
- In case of new students staying in Korea currently, you can visit International Healthcare Center, Inha University hospital and do medical examination offered from them at KRW 55,000. Below you can download the designated format for medical examination. You must make a reservation before visiting.

1) Designated form download

[한국어/Korean] :

http://grad.inha.ac.kr/board_data/View.aspx?Seq=60178&CateNum=0&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0

[영어/English] :

http://gradeng.inha.ac.kr/board_data_en/View.aspx?Seq=60179&CateNum=0&PageNum=0&SearchField=Title&Keyword=&SortExp=&SortDir=0

2) International Healthcare Center, Inha University Hospital : 032-890-2080

♣ Contact Information : Ms. Jeon Yejin

- E-mail : jinny@inha.ac.kr /
- International call : +82-32-860-8389
- Domestic call : 032-860-8389