



서강대학교
SOGANG UNIVERSITY

대학원 국제학생 가이드북

Guide Book for International Graduate Students

Sogang University Graduate School / TEL 02-705-8168/8169

**Administration Building A307, Sogang University, 35 Baekbeom-ro(Sinsu-dong), Mapo-gu, Seoul
04107**

Contents

[Academic Calendar]

1. Spring Semester, 2024	3
--------------------------------	---

[Departments and Sogang University's Website]

1. Departments	4
2. How to Use Sogang University's Website	6

[Academic Guidelines]	8
-----------------------------	---

[Course Registration]

1. Schedules and Precautions	17
2. Course Registration Guideline	19

[Scholarship System]	24
----------------------------	----

[Guide for Using SAINT Portal]

1. Changing Personal Information· Register Guardian's Contact & Bank Account on SAINT	27
2. How to Check Course Schedule	30
3. Certificate Issuance	31

[Life in Campus]

1. Housing	33
2. Wireless Internet(Wi-Fi) Service	35
3. Useful Mobile Apps of Sogang University	36
4. Guide to Using Library and Reading Room	37
5. Campus Facilities	39
6. Campus Map	41

[Visa and Immigration]

1. General Visa information for International Students	42
2. Visa Issuance	42
3. Foreigner Registration·Alien Registration Card Re-issuance	43
4. Report on Change of Residence·Report on Change in Registration Information	44
5. Permission for Part Time Work	45
6. Guide for Using 'Hi Korea' Website	47

[Others]	53
----------------	----

【Academic Calendar】

1. Spring Semester, 2024

2024. 3	3. 4	Classes begin
	3. 4 ~ 8	Period to revise course registration
	3. 11 ~ 15	Period for comprehensive exam
	9. 22	Deadline for approval of credits
	3. 23	Foreign language exam
	3. 27	Deadline for course withdrawal
2024. 4	4. 15	Deadline for reporting comprehensive exam results
	4. 15	Deadline for submitting Doctoral degree dissertation form and recommending Doctoral degree dissertation examiners
2024. 5	5. 16	Deadline for submitting MA degree dissertation submission form and recommending MA degree dissertation examiners
	5. 17	Deadline for submitting documents for temporary leave
	6. 17 ~ 22	Final Exams
2024. 6	6. 17	Deadline for submitting final report on dissertation of Master's and Doctoral degree candidates
	6. 24	Summer vacation begins
	6. 30	Deadline for final grades submission
2024. 7	7. 8	Deadline for submitting final version of Master's and Doctoral degree dissertation
	7. 29 ~ 8. 9	Period for submitting re-entry and temporary leave application
2024. 8	8. 19 ~ 22	Period for course registration
	8. 20	Commencement
	8. 21	Matriculation Ceremony

【Departments and Sogang University's Website】

1. Departments

1. Administration Office of Graduate School

1) **Location and Contact:** Administration Bldg (A) #307 / +82-2-705-8168 / gradsch@sogang.ac.kr

2) **Website:** <https://gradsch.sogang.ac.kr>

* International students need to check important notices at least 2-3 times a week regarding courses, academic regulations and more on website. Students bear their own responsibility for not checking the school notices of their own.

3) **Main Task:**

Graduate School Operation Management Overall - Admission, Graduation, Scholarship, Course registration, etc

2. Graduate School Innovation Center

1) **Location and Contact:** : Administration Bldg (A) #310 / +82-2-705-8264 / bkgradsch@sogang.ac.kr

2) **Website:** https://gradsch.sogang.ac.kr/gradsch/gradsch004_01_1.html

3) **Main Task**

In order to enhance the research capabilities of graduate schools and to cultivate excellent human resources, the center performs duties in cooperation with administrative departments and related organizations

3. One-Stop Service Center

1) **Location and Contact:** Administration Building (A Hall) #106 / +82-2-705-8000 / onestop@sogang.ac.kr

2) **Main Task:** Getting Transcripts, Certificate of Enrollment, Student ID card Re-issuance

4. Loyola Library

1) **Location and Contact:** Loyola Library Hall 1~3 / +82-2-705-8195 / libref@sogang.ac.kr

2) **Website:** <http://library.sogang.ac.kr>

3) **About Loyola Library:** In total, the library contains 1,000,000 books, 6,000 periodicals, 40,000 references microfilms, audio-video resources, rare resources, internet databases, e-journals and e-books. The library contains 150 PCs. Graduate students may rent up to 40 books for 30 days and may use library webpage to search and check availability and borrow items.

5. Sogang Student Counseling Center

1) **Location and Contact:** Saint Ignatius House (I Hall) / 02-705-8211 / sgcounsel@sogang.ac.kr

2) **Website:** <http://sgcounsel.sogang.ac.kr/>

3) **Main Task:** Sometimes students find adjusting to a new culture and new academic environment very challenging. Sogang Student Counseling Center provides caring, professional counseling support and assistance to students who

request it. Sogang Student Counseling Center provides counseling for career, academic problem, personality & interpersonal relationships, stress, sexual identity-related issues, suicidal impulse, etc. Counseling is available in Korean and English. Students who want to consult can make a reservation through the website, phone call, or visit, and in case of crisis counseling, counseling can be made immediately on the same day.

6. Infirmary (Campus Health Services Center)

1) Location and Contact: Berchmans Woojung Hall (BW Hall) #205 / 02-705-8209 / ohhs@sogang.ac.kr

2) Website : <http://scc.sogang.ac.kr>

3) Main Task: The Infirmary in campus offers a range of services to students. Infirmary is equipped to handle health emergencies, minor illnesses and questions about healthy living. Since the services offered are general, students will be referred to see a specialist if special care is required.

2. How to Use Sogang University's Website

1. Main Menu of the Website

Graduate School of Sogang University Website: <https://gradsch.sogang.ac.kr>



서강대학교

SO GANG UNIVERSITY

일반대학원

Graduate School of Sogang University

HOME

English

로그인

사이트맵

Instagram

Youtube

대학원안내

학과소개

입학

학사

게시판

자료실

대학원혁신센터



출입 축하

입학 축하

대학원 인스타그램 개설안내

대학원행정팀 여름방학 중 근무시간 (~8월 31일까지)
- 10:00 ~ 17:00 (점심시간 12시~13시)

학사수업·졸업(Academics)

2022년 8월 졸업 축하

2022학년도 2학기 일반대학원 수업 운영 안내

★(졸업예정자) 2022년 8월 졸업 학위기 배부 및 석사논문 대여 안내

[학점교환] 2022-2 한국학대학원 학점교류 수강신청 안내

[학점교환] 2022-2 국방대학교 학점교류 수강신청 안내

장학등록 (Scholarships/Registration)

★ 3차 전형 및 학석사연계전형(9월 대학원 입학예정자) 등록금 납부 안내 (8.9~...)

★ 2022-2학기 재학생·논문등록생(수료생) 등록금 납부 안내(8.25~8.29) * 학점등...

2022-2023 불가리아 정부초청 장학생 선발 안내

[마감]한국여학사협회 장학생 선발 안내(~8/1)

2022-2학기 복학·재입학·특별재입학 신청 안내 (7.26~8.9)

입학전형(Admissions)

2022년 가을학기 신입생 입학 축하

★학부·대학원 연계과정 학생선발 합격자 발표 (2022년도 하계)

2022학년도 대학원 후기 일반3차전형 합격자 발표 안내

2022학년도 후기 일반3차전형 구술·면접시험 안내

The Final Admission Result for Fall 2022 (2022학년도 후기 외국인특별전형 합격자 ...)

행사특강·모집(Notice)

★2022 서장이 만들어가는 세상 참가자 모집(~9/23)

★2022학년도 대학원생·논문·영문번역 지원 사업 공고

★2022학년도 대학원생·우수논문상 대회 개최 공고

[법학전문대학원] 학생지도센터 조교 모집 (~8/23)

2023-2024 스위스 정부초청 장학생 모집 (~11/10)

국제학생 (International Students)

Guide Book for International Graduate Students

★2022 Graduate School Thesis Contest

Useful Information for Living in Korea

Issuing CoA for Current Students who are not in Korea (~7/4)

2022-1 국제학생 한국 법령 이해 교육 및 성폭력 예방교육 이수 안내 / 2022-1 Th...

학사 일정	개설과목정보 [국문] [영문]	요청 [국문] [영문]	학위논문 작성법
논문위사도 검사시스템	재학방식	장학금	학자금 대출
연구윤리	생명윤리	일반대학원 인스타그램	일반대학원 유튜브

SAINT PORTAL

서강대학교

로열라도서관

대학원 학생회

대학

전문대학원

특수대학원

관련사이트

찾아오시는길

2. Quick Menu

You may log on to the SAINT portal and check websites for other department in the university using the Quick Menu at the bottom right.

국제학생 (International Students)

+

[Guide Book for International Graduate Students](#)

2022.05.18

[★2022 Graduate School Thesis Contest](#)

2022.05.18

[Useful Information for Living in Korea](#)

2022.05.18

[Issuing CoA for Current Students who are not in Korea \(~7/4\)](#)

2022.06.22

[2022-1 국제학생 한국 법령 이해 교육 및 성폭력 예방교육 이수 안내 / 2022-1 Th...](#)

2022.06.18

학사 일정	개설과목정보 [국문] [영문]	요람 [국문] [영문]	학위논문 작성법
논문유사도 검사시스템	재학양식	장학금	학자금 대출
연구윤리	생명윤리	일반대학원 인스타그램	일반대학원 유튜브

SAINT PORTAL

서강대학교

로욜라도서관

대학원 증학생회

대학

전문대학원

특수대학원

관련사이트

찾아오시는길

3. Check for Notices on the University Website

You need to check the notices on academic affairs. Important notices will be posted on each category on the graduate school website.

학사수업졸업(Academics)

+

[2022년 8월 졸업 축하](#)

2022.08.08

[2022학년도 2학기 일반대학원 수업 운영 안내](#)

2022.08.01

[★\(졸업예정자\) 2022년 8월 졸업 학위기 배부 및 석사논문 대여 안내](#)

2022.07.26

[\[학점교환\] 2022-2 한국학대학원 학점교류 수강신청 안내](#)

2022.08.03

[\[학점교환\] 2022-2 국방대학교 학점교류 수강신청 안내](#)

2022.08.02

장학등록 (Scholarships/Registration)

+

[★ 3차 전형 및 학석사연계전형\(9월 대학원 입학예정자\) 등록금 납부 안내 \(8.9~...](#)

2022.08.05

[★ 2022-2학기 재학생, 논문등록생\(수료생\) 등록금 납부 안내\(8.25~8.29\) * 학점등...](#)

2022.08.04

[2022-2023 불가리아 정부초청 장학생 선발 안내](#)

2022.07.26

[\[마감\]한국여학사협회 장학생 선발 안내\(~8/1\)](#)

2022.07.25

[2022-2학기 복학, 재입학, 특별재입학 신청 안내 \(7.26~8.9\)](#)

2022.07.19

입학전형(Admissions)

+

[2022년 가을학기 신입생 입학 축하](#)

2022.08.08

[★학부·대학원 연계과정 학생선발 합격자 발표 \(2022년도 하계\)](#)

2022.08.08

[2022학년도 대학원 후기 일반3차전형 합격자 발표 안내](#)

2022.08.05

[2022학년도 후기 일반3차전형 구술 면접시험 안내](#)

2022.07.11

[The Final Admission Result for Fall 2022 \(2022학년도 후기 외국인특별전형 합격자 ...](#)

2022.07.08

행사특강·모집(Notice)

+

[★2022 서강이 만들어가는 세상 참가자 모집\(~9/23\)](#)

2022.08.07

[★2022학년도 대학원생 '논문 영문번역 지원' 사업 공고](#)

2022.05.18

[★2022학년도 대학원생 '우수논문상 대회' 개최 공고](#)

2022.04.08

[\[법학전문대학원\] 학생지도센터 조교 모집 \(~8/23\)](#)

2022.08.10

[2023-2024 스위스 정부초청 장학생 모집 \(~11/10\)](#)

2022.08.10

국제학생 (International Students)

+

[Guide Book for International Graduate Students](#)

2022.05.18

[★2022 Graduate School Thesis Contest](#)

2022.05.18

[Useful Information for Living in Korea](#)

2022.05.18

[Issuing CoA for Current Students who are not in Korea \(~7/4\)](#)

2022.06.22

[2022-1 국제학생 한국 법령 이해 교육 및 성폭력 예방교육 이수 안내 / 2022-1 Th...](#)

2022.06.18

학사 일정	개설과목정보 [국문] [영문]	요람 [국문] [영문]	학위논문 작성법
논문유사도 검사시스템	재학양식	장학금	학자금 대출
연구윤리	생명윤리	일반대학원 인스타그램	일반대학원 유튜브

SAINT PORTAL

서강대학교

로욜라도서관

대학원 증학생회

대학

전문대학원

특수대학원

관련사이트

찾아오시는길

【Academic Guidelines】

Class	University Regulations and Enforcement Rules
Minimum Required years for graduation	<ul style="list-style-type: none"> ▪ Minimum requirement period before Completion, excluding Temporary Leave period ▪ Master's degree: 2 years, Doctoral degree: 2 years, Integrated Master's and Doctoral degree: 4 years
Maximum period of regular registration	<ul style="list-style-type: none"> ▪ Maximum period of regular registration before Completion, excluding Temporary Leave period ▪ Master's degree course: 4 years, Doctoral degree: 6 years, Integrated Master's and Doctoral degree: 8 years
Enrollment and Course Registration Credit Limit	<ul style="list-style-type: none"> ▪ Regular registration: enrollment until completion of coursework ▪ Research registration: enrollment for submission of thesis or research after completion of degree work ▪ Maximum credits allowed for course registration per each semester: maximum 12 credits
Change of Degree Program	<ul style="list-style-type: none"> ▪ Change of degree program is subject to approval after an overall review and also depends on available quota. ① Change of degree is permitted for students enrolled in the Master's degree program or Integrated Master's and Doctoral program. ② Students must obtain approval from the guidance professor and department head and submit the application form to the administration office prior to the start of the 4th semester for changing degree program.

Class	University Regulations and Enforcement Rules
Temporary Leave	<ul style="list-style-type: none"> ▪ Maximum length Master's degree: 4 semesters, Doctoral degree: 4 semesters, Integrated Master's and Doctoral degree: 6 semesters ▪ General Temporary Leave <ul style="list-style-type: none"> • Prior to enrollment : application during Temporary Leave application period (tuition fee payment not required) • During the semester : Final deadline is the third week of May for the spring semester and the third week of November for the fall semester ▪ Temporary leave due to pregnancy, child birth, child care: female 4 semesters, male 2 semesters (submission of request with a copy of proof) ▪ Freshmen are not permitted to do the Temporary Leave except for serving in military affairs or suffering from diseases <p>※ Tuition Refunding rate can be different depending on the application period for Temporary Leave</p>
Return to School	<ul style="list-style-type: none"> ▪ Submit application form before the start of enrollment period and make tuition fee payments during the enrollment period.
Expulsion	<ul style="list-style-type: none"> ▪ Voluntary Withdrawal: submission of request for permanent withdrawal ▪ Expulsion: <ul style="list-style-type: none"> ① those who have failed to do the Completion of coursework within the maximum permitted for finishing the program. ② those who have failed to register after the maximum period permitted for temporary Leave (excess of temporary leaves allowed) ③ those who have not enrolled (paid the tuition) by the time allowed.

Class	University Regulations and Enforcement Rules
Re-admission	<ul style="list-style-type: none"> Re-admission may be permitted once within 5 years from expulsion or voluntary of withdrawal after reviewing the remaining quota and the academic achievements of the student during his/her attendance at the university. Students permitted for readmission must pay re-admittance fee and tuition during the registration period. However, re-admission is not permitted for those who exceeded the maximum length of the study period, failed to enroll during the re-admission period, received academic warning or expelled due to discipline actions, failed to complete first semester.
Completion of the course of a study	<ul style="list-style-type: none"> Completion requirements <ul style="list-style-type: none"> ① Master's degree, Doctoral degree: students should enroll at least for 2 years Integrated Master's and Doctoral degree: students should enroll at least for 4 years ② Minimum credits required for completion of the course of a study <ul style="list-style-type: none"> • Master's degree: minimum 24 credits ※ English Language and Literature, Law, Economics, Business Administration, Art & Technology: Minimum 27 credits • Integrated Master's and Doctoral degree: refer to the page 54 of this guidebook ③ CGPA above 3.00 University register status for the student who acquired the completion of the course of a study <ul style="list-style-type: none"> ① If thesis registration is not made after obtaining the required credits of the degree program, the register status is remained as 'completed' ② Certificate of completion will be issued, instead of the certificate of expected Completion
Change of detailed major	<ul style="list-style-type: none"> Application for changing the detailed major can be made only once during the second semester registration period
Curriculum	<ul style="list-style-type: none"> Mandatory Course : Research Ethics(GRA0000) Subject organization: <ul style="list-style-type: none"> 5000 series - Bachelor's · Master's degree courses 6000 series - Master's · Doctoral degree courses 7000 series - Doctoral degree courses

Class	University Regulations and Enforcement Rules
Credit Accreditation and Cross Registration	<p>▪ Scope of credit accreditation: Maximum of 1/2 of the required credits can be accredited as major course credits for credits in identical degree, identical or similar major obtained at Sogang University or other graduate schools in Korea and overseas before the admission.</p> <p>▪ Application for credit accreditation: Application for credit accreditation should be submitted to the Department Head (spring semester - in March, fall semester – in September) for approval of the Dean of Graduate School within one month after the admission.</p> <p>※ Be sure to avoid taking courses that have been accredited before. (overlapping accreditation unavailable)</p> <p>※ Students who have exceeded the standard credits in the master's program at our university can transfer up to 6 credits to the doctoral program only for master's and doctoral programs with B0 or higher.</p> <p>※ Maximum of 9 credits can be accredited by approval of the Department Head and Dean of Graduate School for Master's degree students who have completed their undergraduate studies at Sogang University with CGPA B0 or above and have taken Bachelor's and Master's Degree courses.</p> <p>▪ Cross registration at other graduate schools</p> <p>① Credits attained from research institutes, Yonsei University, Ewha Womans University, Seoul National University and so on. Studies are accredited as credits from the graduate school of Sogang University.</p> <p>② Exchange credits for course registration for each semester cannot exceed 6 credits, and the total number of exchange credits taken at other graduate schools cannot exceed 12 credits.</p> <p>.</p> <p>▪ Restrictions on credit transfer: Credits received in other graduate schools can be transferred to Sogang University and accredited up to half of the credits required for completion of degree work. (the allowable credits depend on the policy of each department)</p>

Class	University Regulations and Enforcement Rules
Early Graduation	<ul style="list-style-type: none"> ▪ Requirements for application (both ① and ② shall be prerequisite) <ul style="list-style-type: none"> ① Student who has obtained all credits for completion of one's department and has completed (passed) the entire course necessary for graduation ② Student with CGPA above 3.9 ▪ Shortened period: 1 semester for Doctoral degree, 2 semesters for Master's degree, 3 semesters for Integrated Master's and Doctoral degree ▪ Request submission period: by the registration period of the last semester
Academic Grades	<ul style="list-style-type: none"> ▪ Letter grades and GPA: <p>A⁺ 4.3 B⁺ 3.3 C⁺ 2.3 F 0.0</p> <p>A^o 4.0 B^o 3.0 C^o 2.0</p> <p>A⁻ 3.7 B⁻ 2.7</p> <p>※ Credits are accredited for grades above C^o.</p>
FA Rule	<ul style="list-style-type: none"> ▪ All courses receive F or FA grade which is counted as a Failure if the number of absences for each course exceeds 1/4 (a quarter) of a total class hours. (3 lateness is equivalent to 1 absence)
Course Retake	<ul style="list-style-type: none"> ▪ Course retake is permitted once for the grades of C⁺, C^o, F or FA as long as the same course is open. All required courses that receives F or FA grade are allowed for the course retake more than once. ▪ Total credits for the semester cannot exceed 12 credits including retaken courses.

Class	University Regulations and Enforcement Rules
Foreign Language Test	<p>At the time of admission, students who have submitted English or Korean report cards of accredited institutions above the following language grades standards do not have to submit their grades again during the semester.</p> <p>▪ English (English or Korean for foreign students)</p> <p>Students satisfying one of the criteria of Appendix 2-2 on page 56 are acknowledged to have passed the English test. (English test exemption forms (attach certificate) must be submitted to the administration team on time for students who have satisfied criteria during the semester)</p> <p>[Test exemption form submission for this semester: ~April. 26(Fri), 2024]</p> <p>- English Exams exemption standards are specified in Appendix 2, [2-2] on page 56</p> <p>※ Foreign students satisfying one of the criteria below are acknowledged to have passed the Korean language test as foreign language test. (including scores submitted upon admission)</p> <p>: Students certified above Level 5 in S-TOPIK (Standard Test of Proficiency in Korean)</p> <p>▪ Second foreign language (for Doctoral degree and Integrated Master's and Doctoral degree program only)</p> <p>Select one of the following language : German, French, Chinese, Spanish, Italian, Japanese, Korean (for foreign students only), and Chinese text</p> <p>- The criteria for exemption from the second foreign language exam administered by this graduate school are as follows:</p> <ol style="list-style-type: none"> 1. Grades of B- and above in middle level of second language courses listed in the undergraduate program of Sogang University and programs from Foreign Language Education Center (separate course registration and tuition payment required) 2 Exceeding the criteria specified in Appendix 2, [2-3] on page 57 (valid only within 2 years from the submission date) <p>▪ English and other second language tests will be conducted in March and September in which detailed schedule will be announced on the graduate school website or the department board.</p> <p>[Foreign Language Test Registration period for this semester : Feb. 28(Wed) ~ Mar. 6(Wed) 2023, Exam date: Mar. 23(Sat)]</p>

Comprehensive Examination	<ul style="list-style-type: none"> ▪ Subjects of Examinations: courses assigned by the department ▪ Examination period: end of March, end of September (examination date is designated by each department) ▪ Students need to take examination by up to 6th semester (Integrated Master's and Doctoral degree students, up to 10th semester. ▪ Evaluation method: evaluation of understanding and knowledge of major by written test or interview in which 60 out of 100 are passing scores. ▪ Reexamination: Students can retake an examination two more times only for the subjects they fail to pass. <p>*Evaluation methods and reexamination criteria may vary depending on the department's bylaws</p>
Qualification Test Application	<ul style="list-style-type: none"> ▪ Students who wish to take foreign language test must submit application forms to the administration team. <p>Applications for comprehensive examination must be submitted to affiliated department at the beginning of each semester.</p>

Class	University Regulations and Enforcement Rules
Thesis	<p>■ Requirements for submission of thesis</p> <ul style="list-style-type: none"> • Master's degree: students who have obtained required credits and have passed the qualification exam must submit the thesis within 3 years from completion of degree work or last semester of term. • Doctoral degree and Integrated Master's and Doctoral degree: <ol style="list-style-type: none"> ① Students who have obtained required credits and passed the qualification exams must submit the thesis within 8 years from completion of degree work or last semester of term. ② Students of the Doctoral degree program must have at least one of their thesis published in academic journals acknowledged by the Graduate School Management Committee (including Integrated Master's and Doctoral degree) after admission to Sogang Doctoral program, until submission of thesis claim for Doctoral degree. • Submit certificate of research ethics <p>■ Procedures for submission of thesis claim</p> <ul style="list-style-type: none"> • Master's degree <ol style="list-style-type: none"> ① Title of thesis claim and thesis approval form ② Submission of rough draft (3 copies) of the thesis to the guidance professor for evaluation • Doctoral degree and Integrated Master's and Doctoral degree <ol style="list-style-type: none"> ① Title of thesis claim and thesis approval form ② Submission of rough draft (5 copies) of the thesis to the guidance professor for evaluation <p>■ Thesis evaluation</p> <ul style="list-style-type: none"> • Master's degree: evaluated by three members (more than 2 professors from Sogang University) • Doctoral degree : evaluated by five members (more than 2 professors from Sogang University) <p>※ Final review reports must be submitted before December 15 for the first half and June 15 for the second half.</p>

■ **Submission of final thesis**

- Outlines for preparation of thesis: refer to <thesis writing guidelines> of the graduate school homepage
- Submission period: refer to <thesis evaluation schedule>
- Submit PDF file online

■ **A Measure on the Replacement of the thesis for the Master's Degree**

: Refer to Graduate School Website afterwards.

■ **Degree conferment**

- Degree conferment will be conducted on February and August.
- Conferment by degree type : Refer to <Appendix 3> of University Regulations

【Course Registration】

1. Schedules and Precautions

1. Course Registration

1) Date: Feb. 16(Fri) 11:00 am ~ 20(Tue) 17:00 pm, 2024

※ Courses must be registered during the registration period

***No late submission is allowed.**

2) Target: All enrolled students and freshmen

3) Method

- Check lecture schedule on the internet
- Select desired courses and apply
- Course Number
 - Courses at Sogang University: 3-digit code of department + 4-digit course number (e.g.: KOR6001)
 - 5000 series (Bachelor's · Master's degree). 6000 series (Master's · Doctoral degree), 7000 series (Doctoral degree)

※ Initials of Departments

Korean Language and Literature (**KOR**), English Language and Literature (**ENG**),
German Language and Literature (**GER**), French Language and Literature (**FRA**),
Chinese Language, Literature and Culture (**CHI**), History (**HIS**), Philosophy (**PHI**),
Religious Studies (**REL**), Sociology (**SOC**), Psychology (**PSY**), Communications (**COM**),
Political Science (**POL**), Law (**LAW**), Global Korean Studies (**KOS**), Mathematics (**MAT**),
Physics (**PHY**), Chemistry (**CHM**), Life Science (**BIO**), Electronic Engineering (**EEE**),
Chemical Bio-molecular Engineering (**CBE**), Computer Science and Engineering
(**CSE**), Mechanical Engineering (**MEE**), Art & Technology (**ANT**), Economics (**ECO**),
Business Administration (**MGT**), Science Communication (**SCP**), Gender Studies (**GES**),
Southeast Asian Studies (**SES**), Biomedical Engineering (**BNT**), Mathematics Education (**MED**)
History Education (**HED**), Artificial intelligence (**AIE**), Critical Global Studies (**CGS**)
Counseling Psychology(**CPY**), Real Estate(**SRE**), Global Legal Studies(**GLS**), Semiconductor
Engineering(SCE), Mental Coaching & Creative Leadership(MTC)

- Courses outside Sogang University (cross registration credits): 1-digit initial of university + course number

※ Yonsei University: Y (e.g. - YKOR5001), Ewha Womans University : E (e.g. - EG11060), Catholic University of Korea : C (e.g. - C50041), National Defense University : M (e.g. - MIR723)

• Course Registration Login

- Go to <http://www.sogang.ac.kr>.

Click on the course registration banner at the bottom of middle and log in by entering the student number and password (The student who is in the 1st semester can find the initial password(or the temporary password) on the graduate school website's student ID verification section on August 16th.)

The new password should be more than 8 characters with at least 3 alphabets, 1 number and 1 special character like !@#)

- Course Registration (* select one of the two methods)

① Direct registration of course number e.g.) Enter KOR6001-01 (course number-class) and save.

② Registration through course list: classifications - select department/major and search for the desired course.

e.g.) Classifications: Graduate School, department/major: select Korean Language and Literature and click on desired course.

- Click on the delete button to cancel course registration.

- [Make sure to check course registration results after registration.](#)

4) Matters of Attention

- Be sure to check classifications of the courses as students may only register courses according to enrolled degrees. (5000 series: Bachelor's · Master's degree, 6000 series: Master's and Doctoral degree, 7000 series: Doctoral degree) However, if needed, you can register other courses with Graduate school dean's approval through the request of the department.

- Exchange credits for course registration for each semester cannot exceed 6 credits, and the total number of exchange credits taken at other graduate schools cannot exceed 12 credits.

- Registration of non-majoring courses in Sogang University or in other universities require meetings with the Department Head prior to registration.

- Refer to the course list posted on the Graduate School homepage for cross registered courses with Yonsei University, Ewha Womans University, Seoul National University and so on. Register courses through the administration team. [\(cancelling of registered courses must be done through the Graduate School office\)](#)

- Course retake is only available for courses with the grades of C⁺, C^o, F and FA.

- Students in or above their 4th semester with registered research process must still register their thesis paper in corresponding departments shown in the course schedule.

- [Be sure to check for overlapping registrations with courses for credit approval.](#)

2. Confirmation and Modification of Registered Courses

1) Date: [Mar. 4\(Mon\) 10:00 am ~ 8\(Fri\) 17:00 pm, 2024](#) ***No late submission is allowed.**

2) Target: students who have enrolled on the 1st semester of 2024 and have registered courses

3) Method: confirmation, cancellation, and modification of course registrations can be conducted through the internet.

※ [Check results after completion of changes.](#)

4) Matters for Attention: course registration is unavailable after the course confirmation and modification period.

3. Cancellation of Registered Courses

1) Date: [by Mar. 27\(Wed\), 2024](#) ***No late submission is allowed.**

2) Method

- If you want to cancel a course you have enrolled, you can cancel it directly at Saint.

※ After cancellation, you must notify to professor about the cancellation by e-mail.

- Students must have at least 1 course registered after cancellation of courses.

2. Course Registration Guideline

1) Select the 'Course Registration' Menu on the Sogang University Website

서강대학교 SOGANG UNIVERSITY

ENGLISH SAINT International Career Search

학교소개 입학/대학·대학원 학사·학생지원 연구·산학 IT서강·캠퍼스생활 서강STORY 발전기금

서강대학교
미래 대학의
모델이 되는 대학
Unique Sogang. Future Standard

도서관 재창조 로열러 원 프로젝트 2020년 중앙 신년사

서강 NEWS

공통연구 협력체계 구축을 위한 상호협력 협약
서강대학교 상명문화연구소는 서울시 관악구에 위치한 상명문화연구소와 공동연구 수행과...

경원전문대학원 사 박대이터 이노베이션 ...
우리 학교 경원전문대학원에 사 박대이터 이노베이션 MBA 과정이 신설된다. 이는 4차...

박종구 총장, 미국 뉴욕지구 및 남가주 서...
지난 12월 14-15일, 박종구 총장과 김주호 대외교류처장이 미국 뉴욕지구 및 남가주 동문회...

서강대학교-(주)한울바이오텍 기술이전 협...
서강대학교와 주식회사 한울바이오텍이 지난 12월 10일 (목) 서강대학교 산학협력단 대회의실에서...

알바공지 학사공지 장학공지 행사특강 서강캘린더

[국제사범] 2020년 소방시설 종합정밀점검 실시 안내
[법학연구소] 『서강법률논증』제9권 제1호 원고모집 연장안내
[인문학] 편입학 필기시험 감독보조(대학원생) 모집
[인문학] 편입학 필기시험 근로학생 모집
[후생복지위원회] 베르크만스우정원 식당 임시 휴업 안내
[교수학습센터] 2019동계 교수자를 위한 맞춤형 스피치 컨설팅 안내
[국제사범] 2020학년도 1학기 사생 모집공고

수강신청 아이콘 클릭

수강신청 Course Registration

2) Insert ID and Password on the Registration Page and Select [Log-in]

서강대학교 SOGANG UNIVERSITY

수강신청 Course Registration

로그인(LOGIN)
(현시점 서버시간 : 2020.2.4 10:24:34)

ID(학번) Password Language 한국어

Log-in

* ID(학번) / Password는 수강신청 전용 홈페이지에서 ID(학번), Password 입력 후 로그인

3) Course Registration Page

- "Personal Course Schedule": Check listed course schedule sorted by days.
- "Log-out": Once course registration is completed, make sure to sign out and close the browser to protect personal information.

The screenshot shows the top navigation bar with links for '로그아웃' (Logout), '개인수업시간표' (Personal Course Schedule), and 'English'. Below this is the '수강신청' (Course Registration) section with dropdowns for '학년도' (2020학년도) and '학기' (1학기). The '매크로 방지 문자열 입력' (Macro Prevention String Input) section contains a text box with 'FTR' and a '확인' (Confirm) button. The '개설교과목 정보 조회' (Open Course Information Search) section has search filters for '소속구분' (Department), '과목번호' (Course Number), and '교과목명' (Course Name). A table below shows columns for '신청상태' (Application Status), '소속' (Department), '과목번호' (Course Number), '분반' (Section), '교과목명' (Course Name), '학점' (Credit), '수업시간/강의실' (Class Time/Room), '교수진' (Faculty), '정원' (Capacity), and '신청' (Apply). The table currently shows '결과가 없습니다' (No results).

4) In Case of Registering Course Wish List in Advance

Saved courses automatically appear once logged in → Click [Save] (security key is not necessary in this case, all other steps identical to #6 step addressed below)

This screenshot shows the '직접입력 (예:COR1002-01)' (Direct Input) section. It features a row of input fields containing course numbers: 'CHI2006-01', 'CHM1051-14', 'HSS3014-01', 'CHM1001-06', 'MGT3003-02', and 'BNTG031-01'. To the right of these fields is a '저장' (Save) button, which is highlighted with a red box and a red checkmark. Below this is the same '개설교과목 정보 조회' (Open Course Information Search) section as in the previous screenshot, showing no results.

5) Course Registration by Course Search

On [Courses Offered Info], search courses by Program or Subject No./Name. In case you register by clicking on course name itself, security code is not necessary.

로그아웃
개인수업시간표
English
2020학년도 1학기
로그인 하였습니다.

수강신청

학년도: 2020학년도
학기: 1학기

다른 그림 보기
확인

원목의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대소문자 무관)

개설교과목 정보 조회

검색입력:
☐ 소속구분
☒ 과목번호
☐ 교과목명

신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
	학부	KOR3004	01	국어형태론	3.0	화목:13:30~14:45]		80	0
	학부	KOR3201	01	한문1	3.0	월:15:00~16:15 수:16:30~17:45]		80	0
	학부	KOR3204	01	국문학과전통문화	3.0	화목:12:00~13:15]		80	0
	학부	KOR3205	01	문장과수사	3.0	화목:09:00~10:15]		80	0
	학부	KOR3300	01	고전문학사	3.0	수금:09:00~10:15]		80	0
	학부	KOR3308	01	민속학개론	3.0	월:12:00~13:15 금:10:30~11:45]		80	0
		KOR3314	01	한시와한시론	3.0	월:10:30~11:45 수:12:00~13:15]		80	0
	학부	KOR3405	01	현대시텍스트읽기II	3.0	화목:13:30~14:45]		80	0
	학부	KOR3409	01	현대소설론	3.0	월:15:00~16:15 수:16:30~17:45]		80	0
	학부	KOR0981	01	국어교과교육론	3.0	화목:16:30~17:45]		80	0

6) Course Registration by Inputting Subject Number (Maximum 6 credits)

After logging into course registration webpage, input security code as shown on the screen. (Not capital sensitive)

로그아웃
개인수업시간표
English
2020학년도 1학기
로그인 하였습니다.

수강신청

학년도: 2020학년도
학기: 1학기

다른 그림 보기
확인

원목의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대소문자 무관)

개설교과목 정보 조회

검색입력:
☒ 소속구분
☐ 과목번호
☐ 교과목명

소속구분:
학과/전공:

신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
결과가 없습니다									

7) After Inputting Security Code


After you put correct security code, press "enter" (or click "Confirm" button) then the tabs below become activated. Enter the desired subject number(Subject Number – Academic Session) and click [Saves].

로그아웃 | 개인수업시간표 | English | 30331188 님이 로그인 하였습니다.

수강신청

학년도: 2020학년도 학기: 1학기

메크로 방지 문자열 입력



원쪽의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대문자 무관)

직접입력 (예:COR1002-01)

개설교과목 정보 조회

검색입력: ☒ 소속구분 ☐ 과목번호 ☐ 교과목명

소속구분: 학과/전공:

신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
결과가 없습니다									

8) Confirmation Screen after Saving the Desired Courses

- The entered subject numbers will be applied and shown at the bottom of the screen below upon saving. (If the course limit has been reached or if the student has registered for an ineligible course due to different major or year requirement, the entered course will be rejected)
- When registering a new course, students should start the process again and enter a new security code.
- If the subject code has been incorrectly entered, students must enter a new security code in order to proceed correctly.

로그아웃 | 개인수업시간표 | English | 2023.11.18 님이 로그인 하였습니다.

수강신청

학년도: 학기:

매크로 방지 문자열 입력

원쪽의 대문자로 구성된 그림문자를 입력하고, 연타키(또는 확인)를 누르세요. (입력 시 대문자 무관)

개설교과목 정보 조회

검색입력: ☒ 소속구분 ☐ 과목번호 ☐ 교과목명

소속구분: 학과/전공:

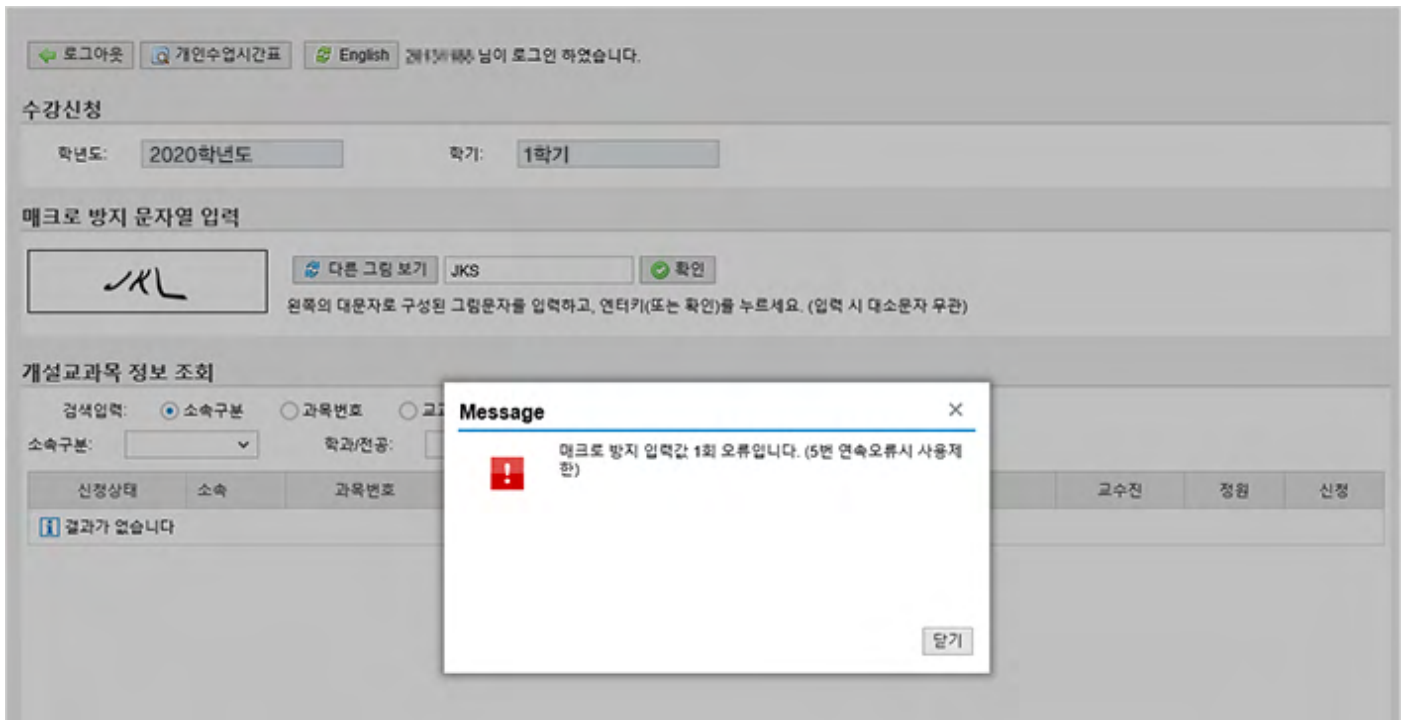
신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
결과가 없습니다									

수강신청 내역

수강가능학점:	19	신청학점:	10.0	신청과목수:	5				
소속구분	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	재이수	삭제	
학부	HSS3014	01	신입생세미나	1.0	금:16:30~18:30]			<input type="button" value="삭제"/>	
학부	BNTG031	01	지식재산권과특허	3.0	화:16:30~19:15]			<input type="button" value="삭제"/>	
학부	CHM1051	14	일반화학실험I	1.0	목:13:30~16:15]			<input type="button" value="삭제"/>	

9) With the Incorrect Security Code, the Below Message Will Pop up.

The below message will pop up when the security code has been incorrectly entered. Please be advised if incorrect security code is put for five consecutive tries, the system becomes disabled for 5 minutes.



10) When the security code has been incorrectly entered for five consecutive tries, the below message pops up, restricting the system for 5 minutes. Next available time will be shown on the bottom of the message.



【Scholarship System】

Class	Contents
Scholarship System	<ul style="list-style-type: none"> ■ TA Scholarship <ul style="list-style-type: none"> - Awarded to students assisting professors of affiliated department or in-school institutions in relation to lectures, research and practice. Scholarship will be decided according to working hours and etc. It will be decided later after the admission by the department chairs. ■ RA Scholarship <ul style="list-style-type: none"> - Awarded to students (full-time student) who work as a researcher and get personnel expense more than 50 % of one semester tuition fee and who have been recommended by their advisors. Submission of the application form should be made on announced dates of each semester to affiliated department. Scholarship will be given within the range 20~50% of tuition. It will be decided later after the admission by the department chairs. ■ International Excellent Academic Achievement Scholarship (국제학술논문장학금) <ul style="list-style-type: none"> - Awarded to students who publish a paper in SCI(E), SSCI, A&HCI, SCOPUS as the single, first, or corresponding author. (Only implemented semesters with relevant notices) ■ Domestic Academic Achievement Scholarship (국내논문장학금) <ul style="list-style-type: none"> - Awarded to students who publish a paper in a Korean journal as the single, first, or co-author. (Only implemented semesters with relevant notices) ■ International Student Mentoring Scholarship <ul style="list-style-type: none"> - Awarded to students who mentor foreign students about study and campus life. <i>※Refer to the page 26 for the detailed information regarding this scholarship.</i> ■ Albatross Fellowship <ul style="list-style-type: none"> - awarded to students who graduate Sogang University (undergraduate) within 10% CGPA of each department and enters master's degree within 3 years of graduation. Tuition and the admission fee will be exempted. It can be awarded along with other scholarships within Sogang University. (It is required to maintain CGPA 3.7/4.3 during the regular semesters) ■ Albatross Scholarship <ul style="list-style-type: none"> - Awarded to students from the undergraduate program of Sogang University who graduated with a CGPA over 3.7 and have been selected in the graduate school evaluation. 70% of the tuition will be awarded. (It is required to maintain CGPA 3.7/4.3 during the regular semesters) ■ Bachelor's · Master's Degree Fast track Program Scholarship <ul style="list-style-type: none"> - Awarded to students admitted to graduate school by fast track program during undergraduate

studies at Sogang University. The admission fee and tuition for the first semester will be exempted.

■ Master's · Doctoral Degree Fast track Program Scholarship

- Awarded to enrolled in Doctoral degree program right after completion of Master's degree program at Sogang University Graduate School. The admission fee and tuition for the first semester will be exempted.

■ Contribution Scholarship

- Awarded to partial members of the Graduate School Student Association.

※ Restriction for scholarship : To get any of the above scholarships, CGPA should be 3.0 or higher (out of 4.3) every semester.

■ Sogang Global Fellowship

Class	Requirements		Amount
	Korean	English	
Sogang Global Scholarship(S)	- TOPIK Level 6 - Completion of Level 6 in Sogang University KLEC	- Minimum TOEFL PBT 600/ CBT 250 /IBT 100 - Minimum 750 in TEPS [NEW TEPS 419] - Minimum 7.0 in IELTS -Students whose native language is English	80% of tuition
Sogang Global Scholarship(A)	- TOPIK Level 5 - Completion of Level 5 in Sogang University KLEC	- Minimum TOEFL PBT 550/ CBT 210 /IBT 80 - Minimum 650 in TEPS [NEW TEPS 352] - Minimum 5.5 in IELTS	50% of tuition
Sogang Global Scholarship(B)	- TOPIK Level 4 - Completion of Level 4 in Sogang University KLEC	-	30% of tuition

※ Notes

1. This scholarship is only for the international students.
 2. Sogang Global Scholarship will be awarded up to 4 semesters for Master's and Doctoral degree courses and 8 semesters for integrated Master's and Doctoral degree courses.
 3. There is no application procedure for this scholarship, and the scholarship will be given automatically.
 4. **If a student's GPA goes below 3.5/4.3 during the regular semester, scholarships will not be awarded for the following semester. And students must take more than or equal to 3 credits for every semester excluding the last semester of regular enrollment.**
 5. If students submit their "Language Proficiency Test Score" before the beginning of their 1st semester, the scholarship will be awarded from the first semester. If they submit their "Language Proficiency Test Score" during the semester, the scholarship will be awarded from the following semester.
 6. Students who participate in research projects of professors are to be awarded a scholarship of a higher class.
- NIIED rules are applied to KGSP Students, so above rules are not applied to KGSP students.

Scholarship System	<p>▪ Scholarship Application</p> <ul style="list-style-type: none"> - application for multiple scholarship in excess 150% of the total tuition amount is not permitted. (regulations of the foundation are in application for external scholarships such as BK) - application of scholarship for students with previous semester CGPA of below 3.0/4.3 is not permitted. (Exception for freshmen) - application of general graduate school scholarships by students in completion of degree work, on temporary leave, under undergraduate studies, under professional graduate studies, and special graduate studies is not permitted. - application for multiple TA scholarship is not permitted. (TA work in more than 2 departments and divisions is not permitted.) - transfer of scholarship to other students is not permitted. - when going on temporary leave or voluntary withdrawal after application of scholarship, scholarship has to be refunded. - login at SAINT portal and enter your account number (payment of scholarships will be delayed if the account number is not entered.) <p>※ Details: Graduate School Homepage (http://gradsch.sogang.ac.kr) → Academics → Scholarship → refer to scholarship regulations of graduate school</p>
--------------------	---

International Student Mentoring Scholarship

Please refer to the below Instagram link for more information.

<https://www.instagram.com/p/Ch80Of7Pzql/>

The notice is based on the second semester of 2022, so there may be some changes.

The notice of foreign mentoring for the Spring 2024 will be posted on the graduate school website at the end of February, so please check it and you can change your intention to participate during the application period.

【Guide for Using SAINT Portal】

1. Changing Personal Information · Register Guardian's Contact & Bank Account on SAINT

1. SAINT Personal Information Changes

1) SAINT Personal Information Changes

It is crucial for students to update their personal information on SAINT regularly since they can receive important notices regarding Graduate programs, scholarships, and employment opportunities through e-mail and text messages so it is advised for students to constantly update cell phone numbers, e-mail address, bank account or mailing address if changes are made by following the procedures listed below.

2) How to Change Personal Information on SAINT

Log-in to SAINT → 「Student Info」 → 「Address/Contact」 → Update mailing address, cell phone number, and e-mail address by clicking 「Change」

① Log-in to SAINT by placing student ID number and password

② 「Student Info」 → 「Address/Contact」 → 「Change」

③ Enter password → Confirm / Cancel → Save

3) How to Register Guardian's Contact Number

Upon updating personal information, students must register guardian's contact number.

① 「Student Info」 → 「Family」 → 「Create」

② Relationship, Name, Phone No., Mobile, E-mail, Guardian, then 「Save」

2. How to Register Bank Account

1) Register Bank Account

To receive tuition refund or scholarship, student's bank account must be registered on SAINT.

2) How to Register Bank Account

① 「Student Info」 → 「Bank」 → 「Create」

2020.06.12(금) 환영의 날 환영합니다. PASSWORD CHANGE | ENGLISH | LOGOUT

학생정보 학적변동 수업/성적 등록/장학 졸업 학생신청 학생활동 시설

은행 [도움말]

학생정보

학번	20171948	이름	황원석	학적상태	재학	학적변동일자	2017.08.02
전공	경제학	과장	박사	국적	중국	지도교수	김도영
학년	2	학기	4	이수학기	3	생년월일	1998.04.17

* 등록금 납입 가능계좌는 조회할 수 있습니다.
* 지급계좌(장학금, 등록금 환불)는 (생성)버튼을 누른 후 입력하시기 바랍니다.

은행정보 리스트 [도움말] [생성] [수정] [삭제]

구분	은행명	계좌번호	해금주
등록금 납입 가능계좌	우리은행	26097496018500	

② Enter account holder's name and account number and click 「Create」 (The account holder's name must be same with the student's name)

2020.06.12(금) 환영의 날 환영합니다. PASSWORD CHANGE | ENGLISH | LOGOUT

학생정보 학적변동 수업/성적 등록/장학 졸업 학생신청 학생활동 시설

은행 [도움말]

학생정보

학번	20171948	이름	황원석	학적상태	재학	학적변동일자	2017.08.02
전공	경제학	과장	박사	국적	중국	지도교수	김도영
학년	2	학기	4	이수학기	3	생년월일	1998.04.17

은행정보 [도움말] [생성] [수정] [삭제]

구분: 지급계좌(장학금, 등록금 환불 등)
국가: 한국
* 계좌번호: [입력란]
계좌번호 입력시 * — * 없이 입력하세요
* 은행명: 우리은행
해금주: 황원석

2. How to Check Course Schedule

1. How to Check Course Schedule

1) Log in to SAINT and click 「My Course Schedule」 shortcut to check your schedule

2) Click 「Course/Grades」 → 「My Course Schedule」

3. Certificate Issuance

1. Certificate Issuance via Online

1) Log in to SAINT and click「Certificate」shortcut

2) Request for Issuance by Clicking 「Application」→「Online Certificate」→「Print out of the certificate by Internet」

2. Request Certificate via Mail

1) Log in to SAINT and click 「Certificate」Shortcut

2) Request for Issuance by Clicking 「Application」→「Request of Certificate via Mail」→「Apply for a certificate」

【Life in Campus】

1. Housing

1. Dormitories (Gonzaga Hall)

1) Eligibility

① Full-time Graduate students (including students on leave of absence), Graduate students, and International Exchange students

② Medical certificate(within one month of validity) must be personally handed in on the check-in day. In case of not submitting, students will not be admitted to the dormitory.

※ Compulsory diagnosis: tuberculosis(with Chest x-ray)

2) Application

① Student selection period: moving in during semester – every January and July / moving in during vacation – every May and November (※ For detailed information, please visit the Gonzaga Dormitory website and check application notice)

② Application Method: An announcement will be made on the website after admission.

3) Selection Standard and Procedure

Selection standard is based on the students' academic performances, penalty points, and whether they are current dormitory residents

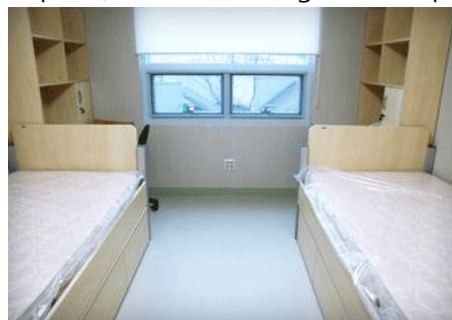
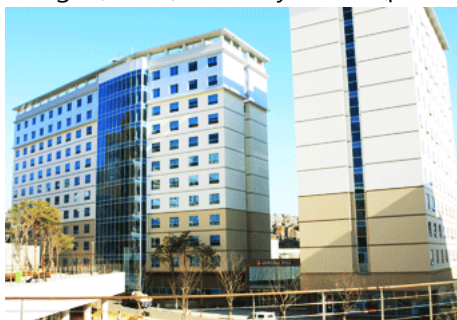
4) Gonzaga Hall Facilities & Location and Contacts

① Each Room: Bedroom (bed, desk, chair, wardrobe, shoes cabinet, internet cable), Restroom, Shower room, Telephone (exclusively within premises & receiving only)

② Each Floor: Lounge tables, water purifier, public refrigerator

③ 1st Basement Floor: Cafeteria (300 seats), Gym, Chapel, Microwaves, Laundry (with charge), Ping-Pong table

④ Lobby: Internet Lounge (6 PCs), Security Office (parcel reception), Mailbox, Lounge, shared printer (charged)



5) Location & Contact

- Gonzaga Hall, 35 Baekbeom-ro, Mapo-gu, Seoul 04107, Korea / 02-705-8811 / gonzaga@sogang.ac.kr

2. off-Campus Housing

1) off-Campus Housing nearby Sogang University

Office of Graduate School does not provide off-campus housing assistance, so if you choose to live off-campus, you will have to find housing on your own. Below is information about off-campus housing nearby Campus and in Seoul, and Office of Graduate School is not responsible for finding a house at all.

- Come & Stay: <https://www.thecomenstay.com>

- Nice Rent: <http://www.nicerent.com>

- Ziptoss: <https://ziptoss.com/en>

2) Housing Types

① Apartment: Apartment in Korea refers to an apartment complex consisting of many different households living in a structure usually taller than five stories. The complex also contains convenience facilities, shopping center, and shared parking lot with security and caretaker. Tenants must make monthly maintenance fee for public utility charges, including electricity, water, and gas.

② Officetel (Residential): 'Officetel' is a newly formed word in Korea that combines 'office' and 'hotel.' It refers to an office space that can also be used as residential property. 'Officetel' is categorized as business facility according to the construction law, however, usually contains built-in furniture and home appliances for occupants' convenience. For this reason, it is sought by many office workers and one-person households. 'Officetel' also requires monthly maintenance fee just like the apartments.

③ Studio Apartment: Studio Apartment, or commonly called 'One Room' in Korea, refers to a residential type similar to 'Officetel' but much smaller. Depending on the housing structure, the kitchen could be separated or openly attached to the bedroom. It is cheaper than 'Officetel' and thus, can be commonly found near universities.

④ Boarding House: Boarding house, or 'Hasook' in Korean, refers to a residential area where tenants could stay without having to pay the security deposits. They must, however, pay monthly rent, which comprises of utilities, breakfast, and dinner. Since it's a boarding house, many tenants share kitchen, living room, and bathroom. The landlord usually stays in the house as well and can be commonly found around universities.

⑤ Goshiwon: 'Goshiwon' refers to an extremely compact and small residential area with cheapest security deposit and monthly rent available. Bathroom, kitchen, and shower are all shared and usually offers rice, eggs, and kimchi as free amenities.

3) Types of Real Estate Contracts (Lease Contracts)

① Big Deposit ('전세 Jeonsae', similar to security deposit system): '전세' is a unique lease contract system only found in Korea. It is designed for tenants to make a huge lump sum deposit to the owner in the form of a security deposit and sign a lease contract for a year or two. When signing the lease agreement, 10% of the entire payment is provided as deposit, and the rest is paid throughout the signed term after moving in.

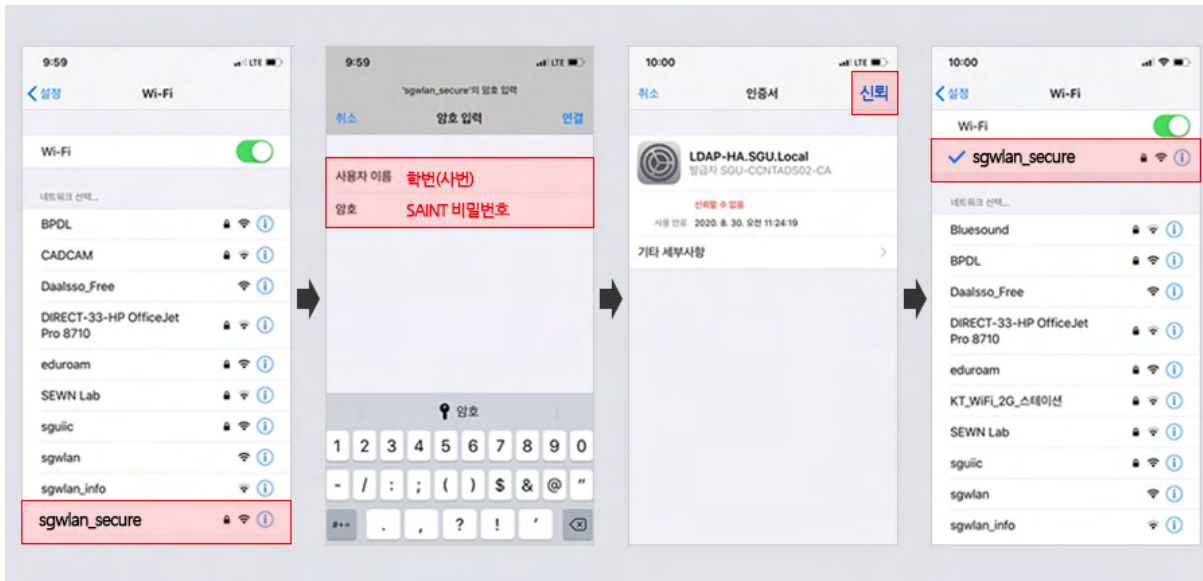
② Monthly Rent ('월세 Weolsae'): '월세' refers to a monthly rent fee made by the tenant after signing a lease agreement with security deposit. The security deposit can cost anywhere from 10 to up to 20 times the price of the monthly rent fee. Tenants must keep record of maintenance and utilities fees for future purposes.

- While returning the security deposit in full is the fundamental ground rule, however, in case of special occasions such as unpaid utility bills or overdue rents, the tenant can receive his/her original deposit after such payments have been deducted. Commission fee differs depending on residential types, living area, and payment amount. International students can search a list of real estates that offer foreign language communication (mostly English, Chinese, and Japanese) by visiting Seoul Real Estate Information website (<http://land.seoul.go.kr>).

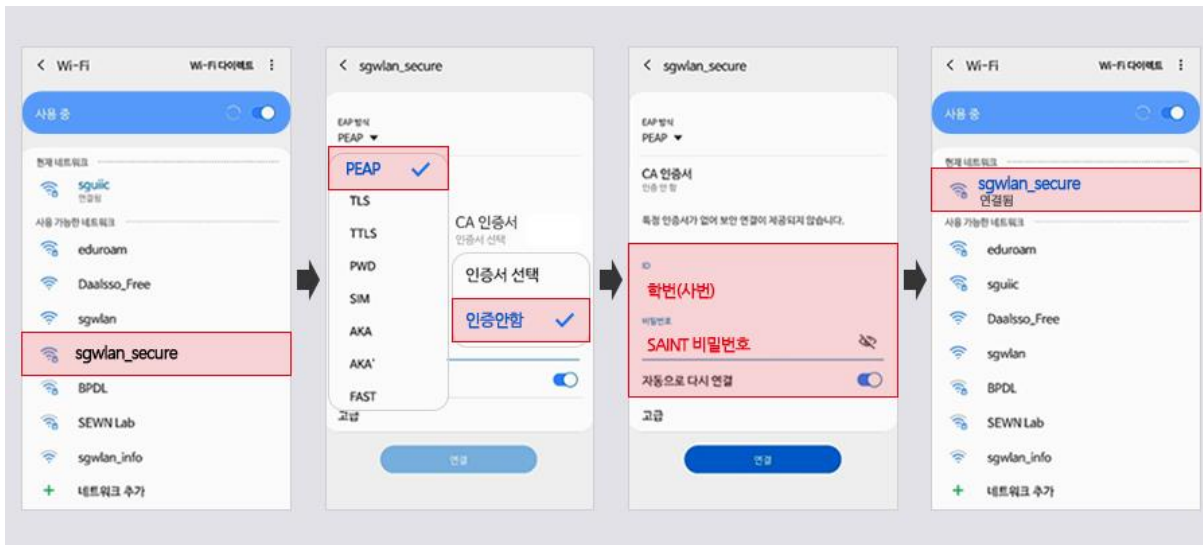
2. Wireless Internet (Wi-Fi) Service

1. Smartphones

1) IOS(Apple)



2) Android (Samsung, LG etc.)



2. Log-in ID : For Sogang University students, and graduates: Use SAINT ID/PW

3. Manual for Laptop Users : Sogang webpage(<http://www.sogang.ac.kr>) → 「IT서강·캠퍼스생활」 → 「무선랜서비스」 → 「WIFI 서비스」

3. Useful Mobile Apps of Sogang University

1. Sogang University Major Mobile Apps

1) Sogang University App

- ① App designed to manage mobile services
- ② Functions: M-SAINT / Mobile Homepage / Meal Menu / Sogang Talk Talk / Mobile Student ID / Campus Tour / Sogang Calendar



2) Mobile Student ID

- ① Provides mobile student ID, allowing students to access library without having to carry the student ID itself for convenience.
- ② Can be used identically with the student ID card when entering the library by scanning the QR Code.



3) Sogang Talk Talk 2.0

- ① Allows chat service among users and sends important school notifications
- ② In general, professors send important notifications about classes via Sogang Talk Talk so we strongly advise students to install the app



2. How to download and use

Download the application from Google Play or App store and login with the same ID and password as SAINT portal.

4. Guide to Using Library and Reading Room

* **Library Instructions:** Information on library use, such as library hours, loan/return information, library location and floor information, can be found on the Sogang University Library website (<http://library.sogang.ac.kr>).



1. Library Hours (can be changed by circumstance)

Place	Day	Semester	Vacation	During Exam
Loyola Library	Mon-Fri	08:00-22:00	08:00-22:00	08:00-22:00
	Sat	09:00-17:00	09:00-17:00	
	Holiday	09:00-17:00	Closed	
	Sunday	Closed	Closed	
Law Library	Mon-Fri	09:00~22:00	09:00~17:00	09:00~22:00
	Sat	Closed	Closed	09:00~17:00
	Sun Holiday			

Place	Day	Location	Semester/ Vacation	During Exam
Reading rooms	Everyday	L111	06:00~23:00	Open 24hours a day
		L112		
		K B1F		
		J 1F		

		X 관 B1 층(Graduate reading room)		
		L113, L133	Open 24hours a day	
		L133		
		PA 3F	06:00~23:00	

* Stacks are closed on Lunar New Year's day & Chuseok Holliday. Reading rooms open 24hours a day.

* Please refer to the Loyola Library website (<http://library.sogang.ac.kr>) for the opening and closing times of each library building.

* Please use the entrances of Buildings 1 and 2, and the entrances of Building 3 are not available.

2. Loan Limit and Period

User	Loan Limit and Period
Undergraduate Students (include students on a leave of absence)	20 Books for 15days
Graduate Students (include students on a leave of absence)	40 Books for 30days
Exchange students, Auditors	3 Books for 30days

3. Tip for Loan & Returns

Renewal	You can extend the due date for borrowed books no more than twice. If a book is reserved by another user for overdue books, renewal is not possible.
Reservation	You may reserve resources which are already out on loan or in progress. A maximum of 3 persons can reserve one resource. Faculties and graduate students may reserve up to 3 to 5 resources. If you do not collect the reserved item within 3 days, your reservation will be automatically terminated.
Return	All library resources can be returned at either the Circulations desk or the Book Return Cart. The book return cart near the entrance gate of L2 is only available when the Loyola library is closed. Course reserves, overdue/ILL/AV/SM materials cannot be returned to the Book Return Cart.
Overdue	Overdue items accrue fines at a penalty of KRW 100 per day per book. User with overdue fines have their library loan right suspended.
Lost	You are obliged to report any lost or damaged borrowed items before return date using the library homepage → [My Library] → [Materials Use] → [Check Borrowing/renew/lost]. Compensation for lost or damaged items is expected to be paid within 10 days. For detailed reimbursement regulation and procedure, please refer to the information screen that appears after clicking the [Check Borrowing/renew/lost] button.

5. Campus Facilities

1. Student Dining Hall

Name	Number	Location
Berchmans Woojung Hall(BW) Student Dining Hall	02-706-7691	BW building 1F
Berchmans Woojung Hall(BW) Faculty Dining Hall	02-706-7691	BW building 1F

2. Student PC Room

Name	Location	Notes
AS Building	AS Building 1F	<During the Semester> Weekday 9:00 - 22:00, Sat 10:00 - 17:00, Closed on Sun <During the School Break> Weekday 9:00 - 17:00 Closed on weekends Available from 11:00 every Thursday due to facility inspection
J Building	J Building 4F(401)	<During the Semester> Weekday 9:00 - 22:00, Sat 10:00 - 17:00, Closed on Sun <During the School Break> Weekday 9:00 - 17:00 Closed on weekends
K Building	K Building 4F(412)	10:00 - 22:00 -Printing available with K building card -Closed early twice a week due to Graduate School classes
X Building	X Building 3F	<During the Semester> Weekday 9:00 - 19:00, Sat 10:00 - 17:00, Closed on Sun <During the School Break> Weekday 9:00 - 17:00 Closed on weekends
GA Building	GA Building 4F	Weekday 10:00- 17:00 (Lunch Time 11:50 - 13:00) -20 won if you bring your own A4 paper, 30 won if you have to buy A4 paper -Closed during the exam period
MA Building 2F	MA Building 2F	<During the Semester> Weekday 08:30~20:00 / Sat: 09:00~13:00 <During the School Break> Weekday 09:00~17:00
Print Kiosks		Loyola Library Hall 1 3F, GA Hall 4F, MA Hall 2F, K Hall 3F, R Hall 1F, J Hall 2F, D Hall B1 (* For further information, please check Sogang University website → 「IT 서강·캠퍼스생활」 → 「캠퍼스생활」)

3. Other Facilities

Name	Number	Location	Notes
Woori Bank	02-705-8253	AR Building 1F	09:30~16:30
Woori Bank ATM (automated teller machine)	Administration Bldg. 1F, In Front of the Gymnasium, Gonzaga Plaza Lobby, Gonzaga Hall Lobby, D Bldg. 1F, AS Bldg. 5F, MA Bldg. 2F, TE Bldg. 1F, Loyola Library 1 st		08:00 - 22:00
J Hall Female Lounge		J Hall #407	
BW Hall Female Lounge		BW Hall #432	

Name	Number	Location	Notes
Post Office	02-705-8252	BW Building 2F	(Weekdays) 09:00~18:00
Institute of Information & Communication (Laptops rentable)	02-705-8716	AS Building 2F	Rentable only for enrolled students ID card needed Come in person
Office of Student Affairs (Classroom reservation, Youth Square)	705-8128	BW Building 2F	Register through SAINT website
Table Tennis Facility		Gym (B1) #015	
Racket Ball Facility		Gym (B2) #012~014	
Fitness Center		Gym (B1) #028	<During the Semester> 07:00 – 21:00 <During the School Break> 07:00 – 18:00 *Closed on Sunday, holiday
Treadmill		Gym (B1) #029	
Souvenir Shop	02-6462-2302	J Building 4F	24 hours

4. Campus Map



1. Main Gate	13. Emmaus Hall(E)	25. Sports Ground
2. Albatross Tower	14. Loyola Library	26. Adam Schall Hall(AS)
3. Administration Bldg.(A)	15. Choe Yangeop Hall(CY)	27. Ricci Hall(R)
4. Geppert-Nam Duck Woo Hall(GN)	16. Xavier Hall(X)	28. Jesuit Apostolic Center
5. Jesuit Community	17. Dasan Hall(D)	29. Kim Daegon Hall(K)
6. Samsung Gabriel Hall(GA)	18. Gonzaga Hall(GH)	30. Bellarmino Dormitory
7. Kumho Asiana Paulus Hall(PA)	19. Back Gate	31. Sogang Bldg.
8. Thomas More Hall(T)	20. Gonzaga Plaza(GP)	32. South Gate
9. Matthew Hall(MA)	21. Teilhard Hall(TE)	33. Arrupe Hall(AR)
10. Mary Hall(M)	22. Jeong Hasang Hall(J)	34. Gymnasium
11. St. Ignatius House(I)	23. POSCO Francisco Hall(F)	35. Youth Plaza
12. Loyola Garden	24. Ricci Hall Annex(RA)	36. Berchmans Woojung Hall(BW)

【Visa and Immigration】

1. General Visa Information for International Students

1. Overview of Visa Issuance

- 1) All international students with foreign citizenships must possess STUDENT(D-2) visa before the start of the semester under the Republic of Korea Ministry of Justice legislation.
- 2) If you already possess a different type of visa, you must confirm your status eligibility with the Immigration office to check whether you should change your status.

2. Types of Visa

1) STUDENT(D-2)

A foreigner who plans to stay in Korea to pursue a degree in education or conduct specific research at an educational institute (technical college or higher) or an academic research institute must obtain a STUDENT(D-2)

2) Eligible visa types that permit foreigners to stay in Korea for academic pursuance other than STUDENT(D-2) visa: from DIPLOMAT(A-1) to INTERNATIONAL AGREEMENTS(A-3), KOREAN ARTS AND CULTURE(D-1), from LONG-TERM NEWS COVERAGE(D-5) to INTERNATIONAL TRADE(D-9), from PROFESSOR(E-1) to FOREIGN NATIONAL OF SPECIAL ABILITY (E-7), from FAMILY VISITOR(F-1) or MARRIAGE MIGRANT(F-6), and any other authorized visa types that allow students' stay in Korea for academic pursuance.

2. Visa Issuance

Applying for the STUDENT(D-2) Visa for the International Students Who Are Abroad

- 1) International students who are currently abroad without the visas must adhere to the following visa application procedures before entering the Republic of Korea.
- 2) After having received a Certificate of Admission, student must visit the Korean Embassy (or Consulate) within their respective countries to apply for Student(D-2) visa. Freshmen are required to obtain a Certificate of Admission through the Office of Graduate School(gradsch@sogang.ac.kr).
- 3) Required Documents:
 - ① Completed application form, copy of passport, photo (3.5×4.5cm, white background, taken within 6 months), application fee
 - ② Certificate of Admission

※ Original and copy can both be used, however, depending on each respective region, the embassy may request original documents only, and therefore, Office of Graduate School strongly advise students to contact the embassy for inquiries prior to requesting visa issuance, and if original documents are needed, please contact the Office of Graduate School.
- ③ Medical Certificate of Tuberculosis Test from hospitals designated by the Korean Embassy (or Consulate) (*Only

applicable persons concerned)

④ Supplementary documents required by the Korean Embassy (or Consulate)

※ Depending on country and region, the Korean Embassy(or Consulate) may require students to submit additional documents including Certificate of Family Relations, Certificate of Diploma, and Certificate of Bank Balance over [KRW 20,000,000](#) , so it is highly advised that you contact the Embassy (or Consulate) to confirm the necessary documents prior to visit the Embassy.

3. Foreigner Registration · Alien Registration Card Re-issuance

1. Foreigner Registration

1) Foreigners staying in Korea for more than 90 days must register for an Alien Registration Card (ARC) at an immigration office of jurisdiction within 90 days from the date of entry.

2) Regardless of the visa status, international students who wish to study in Sogang University must register for the Alien Registration Card within 90 days from the date of entry. If not, please be informed that students may be fined under the Republic of Korea Ministry of Justice legislation.

3) Required Documents:

① Completed application form, copy of passport, photo (3.5×4.5cm, white background, taken within 6 months), application fee

② Certificate of tuition payment or Certificate of Enrollment

③ Proof of Residence (Lease or Rent Contract, Confirmation of Dormitory Residence, Confirmation of Goshiwon Residence, etc.)

2. Alien Registration Card Re-issuance

1) When a foreigner loses their Alien Registration Card, he or she must visit immigration office of jurisdiction within 14 days from the date of loss, and re-apply for the Alien Registration Card.

2) Required Documents:

① passport, photo (3.5×4.5cm, white background, taken within 6 months)

② Completed application form

③ Application fee (KRW 30,000)

※ If you write down your registration number or passport number and keep it in a safe place it will be easier to report when you have lost them.

4. Report on Change of Residence · Change in Registration Information

1. Report on Change of Residence

1) When a foreigner's address changes after the foreigner registration, he or she must report the change of residence to the immigration office that has jurisdiction on his or her new address, or report to local immigration office within 14 days. You may also report the change of residence via the 'Hi Korea' website (<http://www.hikorea.go.kr>).

2) Failure to report the change of residence within 14 days may be subject to fines.

3) Required Documents:

- ① Passport, Alien Registration Card, and Completed application form
- ② Proof of Residence (Lease or Rent Contract, Confirmation of Dormitory Residence, Confirmation of Goshiwon Residence, etc.)

2. Report on Change in Registration Information

1) When any of the following changes occur to a registered foreigner, he or she must report the change of information to the immigration office of jurisdiction within 14 days. He or she may also report the change of registration information via the 'Hi Korea' website (<http://www.hikorea.go.kr>).

- ① Change of name, gender, date of birth, or nationality
- ② Change of passport number, issuance date, or expiry date
- ③ Change of school (including a change in the name of the institute)

2) Failure to report the change of information within 14 days may be subject to fines of up to one million KRW.

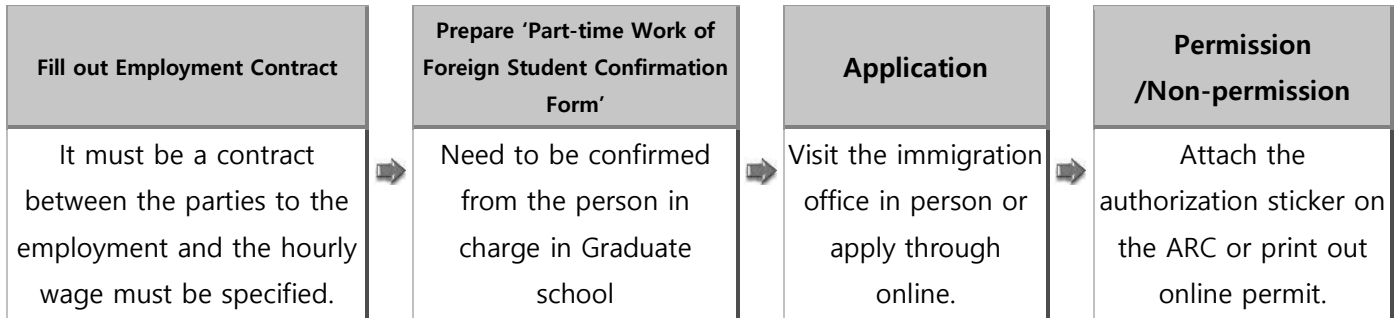
3) Required Documents:

- ① Passport, Alien Registration Card, and Completed application form
- ② Documents proving that personal information such as the name changed (relevant person)
- ③ Proof of enrollment at the current school and proof of release from the previous school (relevant person)
- ④ Documents explaining the need for change of school (relevant person)

5. Permission for Part Time Work

1. Permission for Part Time Work

International students holding a STUDENT(D-2) visa must receive approval from the immigration office prior to beginning any part-time work. For the permission from immigration office, after receiving confirmation on the 'Part-time Work of Foreign Student Confirmation Form' from the Office of Graduate School, submit it to the immigration office of jurisdiction.



1) Subject: STUDENT(D-2) visa holders who satisfy the following conditions

- ① Students with a GPA of more than C(2.0) or higher in the last semester
- ② Students with Korean proficiency (TOPIK grades) as follows: TOPIK level 4 or above

2) How to Apply: Prepare the required documents mentioned below and either visit immigration office in person or through the online application (<http://www.hikorea.go.kr>)

3) Required Documents:

- ① Passport, Alien Registration Card
- ② Part-time Work of Foreign Student Confirmation Form (signed by both employer and graduate school)

It's on the graduate school website

- ③ Academic Transcript
- ④ TOPIK Transcript
- ⑤ Copy of a Business License (※ if the license pertains to manufacturing business, students must additionally submit 'Part-Time Employment Business Regulations Compliance Form')
- ⑥ Copy of a Standard Labor Contract (The hourly wage, details of work, and the exact working hours must be recorded.)

※ The contract must be signed between the student and the licensee who are registered on legit business license. Working as dispatched employee via employment agency or dispatching agency is not allowed.

4) Permitted Work Hours and Range

① Hours: within 35 hours per week for graduate students (※ No limitations imposed on working hours during holidays and vacations during the semester, and excluded when calculating time allowed per week)

Academic Year	Korean Proficiency Level		Permitted Hours	
			Weekdays	Weekends, Vacation
재학중	Level 4	×	15hrs	
		○	35hrs	Unlimited

② Duration: one year maximum within the time of stay, workplace allowed limited to two places simultaneously.

※ Seal of permission for part time work will be on the passport. (Specify the place of employment and the period of permission)

5) Allowed Fields

- Part-time jobs (simple labor), Professional field excluded.
- Interpretation/translation, Assistant position in the food industry, Office assistant, etc.
- Salesclerk, Assistant position in restaurant or events in English Village and English Camp
- Tour guide assistant and Duty-free shop assistant clerk, etc.

6) Restricted Fields

- Private tutoring
- Working for advanced industry and laboratory, where employment is limited to protect industrial secrets
- Working in businesses of speculative activities
- Working as merrymaking receptionist at pleasure bar or merrymaking bar
- Any other job that deems inappropriate for a student to hold or need to be restricted by the Minister of Justice
- Working for companies that are registered as Manufacturing or Construction company on business license

7) If part-time employment extension has been permitted, duration is one year maximum within the time of stay and workplace allowed is limited to two places

Please be advised part-time employment can be denied if the student is maintaining poor work-school balance, such as low attendance rate (70% or below) and low GPA (2.0 or below) based on the recent semester. It can also be denied if the student does not follow proper part-time employment regulations, including insufficiently reporting location, work hours, or any changes.

6. Guide for Using 'Hi Korea' Website

1. How to Make a Reservation to Visit at an Immigration Office

1) A reservation to visit allows you to arrange a date and time on-line before visiting an immigration office. If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

2) Available Time for Online Reservations: Open 365 days a year

3) One-day Advance Policy: you should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.

4) Online Reservation Procedure

① Visit 'Hi Korea' webpage(<http://www.hikorea.go.kr>): Click 'Reserve Visit'

The screenshot shows the Hi Korea website homepage. At the top, there is a navigation bar with links for '로그인' (Login), '회원가입' (Sign Up), '이용안내' (Usage Guide), and '고객센터' (Customer Center). A search bar is also present. Below the navigation bar, there are four main service categories: '민원신청' (Public Service Request), '정보조회' (Information Inquiry), '자동출입국심사' (Automated Border Control), and '정보광장' (Information Plaza). A large banner at the top right features a computer monitor displaying the website interface and a group of people sitting around a laptop. Below the banner, there are four main service buttons: '민원신청' (Public Service Request), '자동출입국심사' (Automated Border Control), '방문예약' (Visit Reservation), and '(코로나19) 출국을위한 기간연장' (COVID-19 Extension of Stay). The '방문예약' button is highlighted with a red box. Below the main service buttons, there are two sections: '나의 민원처리현황' (My Public Service Request Status) and '자주찾는 메뉴' (Frequently Used Menu). The '나의 민원처리현황' section includes a sidebar with '나의 민원' (My Public Service Request) and '방문예약확인' (Visit Reservation Confirmation). The main content area shows the status of various requests: '전자민원 신청현황' (Electronic Public Service Request Status), '사증신청 결과조회' (Passport Application Result Inquiry), '방문예약 신청현황' (Visit Reservation Application Status), and '자동출입국심사신청' (Automated Border Control Application). The '자주찾는 메뉴' section includes a list of frequently used menu items: '이용안내' (Usage Guide), '민원서식' (Public Service Request Form), '법령지침정보' (Law and Policy Information), '외국인의 신고의무' (Reporting Obligation of Foreigners), and '귀화면접심사 참고자료' (Naturalization Interview Reference Materials).

Hi Korea
Government for Foreigners

로그인 회원가입 이용안내 고객센터 검색어를 입력하세요 한국어 ENGLISH 中文

민원신청 | 정보조회 | 자동출입국심사 | 정보광장 | 뉴스·공지

단기체류외국인 출국을 위한 기간연장허가
전자민원 도입

코로나19 세계적 대유행으로 출국이 어려운 단기체류 외국인을 위해 출국을 위한 기간연장허가 신청을 전자 민원으로 가능하도록 하였으니 많은 이용 바랍니다.

자세히보기

민원신청 신청하기 > 이용안내

자동출입국심사 신청하기 > 이용안내

방문예약 신청하기 > 이용안내

(코로나19) 출국을위한 기간연장 바로가기

나의 민원처리현황

나의 민원
방문예약확인

전자민원 신청현황 >
사증신청 결과조회 >
방문예약 신청현황 >
자동출입국심사신청 >

질의응답 (Q&A) >
재입국 허가 >

자주찾는 메뉴

이용안내 >
민원서식 >
법령지침정보 >
외국인의 신고의무 >
귀화면접심사 참고자료 >

② Accessing the 'Reserve Visit' page: Click 'Visit Reservation Application(Non-member)'(If you already signed up for a membership of 'Hi Korea', you can make a reservation by clicking 'Visit Reservation Application(Member)').



로그인 회원가입 이용안내 고객센터 검색어를 입력하세요 한국어 ENGLISH 中文

민원신청

정보조회

자출입국심사

정보광장

뉴스·공지

하이코리아에서는

편리한 민원신청을 위해
온라인으로 신청하실 수 있는 서비스를 제공하고 있습니다.



민원신청

민원신청 > 방문예약 > 방문예약 안내

방문예약 이용안내

전자민원

방문예약

방문예약 안내

방문예약 신청현황(비회원)

출입국우대카드

방문예약 이용안내

인증

신청서 작성

방문예약이란 항공권이나 영화표 예매, 병원 진료예약과 같이 민원인이 인터넷을 통해 편리한 날짜와 시간을 지정하여 출입국·외국인관서 방문일정을 예약하는 제도입니다.

방문예약을 신청한 민원인은 예약한 날짜와 시간에 예약접수증을 소지하고 출입국·외국인관서를 방문하시면 방문예약 전용창구에서 예약시간에 즉시 민원업무 처리 할 수 있습니다.

- 접수시간 : 연중무휴 (등록외국인(거소자포함)이 아닌 경우, 입국한 다음날부터 방문예약이 가능합니다.)
- 이용자격 : 하이코리아 가입회원 및 비회원
- 방문예약 가능기간 : 예약을 신청하는 날의 다음날부터 예약이 가능 (오늘 방문을 위한 예약은 불가합니다.)
- * 체류연장하거의 경우 체류만료일 4개월 전부터 신청 가능
- 예약취소 : 방문예정일 1일 이전에 취소 가능 (방문예약 당일에는 취소불가)
- 예약무효 : 방문당일 예약을 취소하시거나, 예약시간에서 5분이 경과 시, 사무소 및 창구를 잘못 지정할 경우, 모두 무효처리되니 유의하시기 바랍니다.

※ 2017. 5. 29.부터 방문을 원하는 민원인의 실명으로만 예약이 가능하도록 바뀌었습니다.

따라서 방문예약을 원하시는 분은 회원가입 후 로그인하거나 비회원으로 인증을 받아 예약하실 수 있습니다.

[단, 행정대행사는 방문예약시 대행을 의뢰한 외국인의 인적사항(비회원 또는 회원가입)으로 예약을 해 주시기 바랍니다.]

예약접수증을 출력하여 방문사무소, 방문일자, 시간 및 창구번호(또는 예약번호)를 확인하시고 창구방문 시 예약접수증을 제출하여 주시기 바랍니다.

방문예약 신청현황 확인 및 예약증 출력은 [방문예약 - 방문예약 신청현황]을 이용하시기 바랍니다.

기타 궁금한 사항은 콜센터 (국번없이)☎1345 로 문의하시기 바랍니다.

방문예약 유의사항 알림

- 법무부에서는 예약신청인의 인터넷 IP를 정기적으로 점검할 예정이며, 다른 사람의 개인정보를 악용하여 예약을 신청하는 행위가 적발되는 경우 형사처벌됨을 유의하시기 바랍니다.
- 최근 5일 이내에 공과금수납기, 인터넷지로(www.giro.or.kr)를 통해 채납된 건강보험료를 납부한 경우에는 출입국외국인청(사무소·출장소)을 방문하실 때 납부한 영수증을 꼭 지참하시기 바랍니다.

방문예약 신청(회원)

방문예약 신청(비회원)

③ verification (When logging in as a non-member)

- Identity verification using Foreign Registration Number

방문예약 신원확인

방문예약 이용안내	인증	신청서 작성
-----------	----	--------

방문예약신청 시 주의사항

체류기간 만료일 또는 법정 신고기간 도과 후에 방문할 경우 범칙금(또는 과태료) 부과대상이 될 수 있으니, 신청인은 이점을 유의하여 방문예약일자를 선택하시기 바랍니다.

등록(거소)외국인의 신원인증	여권번호 신원인증	사증번호 신원인증
-----------------	-----------	-----------

* 등록(거소)번호 -

* 발급일자 (8자리 입력, ex.19701123)

※ 구 등록증(신고증)에는 [발급일자] 라는 항목명(한글)이 없으나, 등록(거소)증 상단에 인쇄된 일자가 발급일자입니다.

[샘플보기](#)

[확인](#)
[취소](#)

- Identity verification using Passport Number

방문예약 신원확인

방문예약 이용안내	인증	신청서 작성
-----------	----	--------

방문예약신청 시 주의사항

체류기간 만료일 또는 법정 신고기간 도과 후에 방문할 경우 범칙금(또는 과태료) 부과대상이 될 수 있으니, 신청인은 이점을 유의하여 방문예약일자를 선택하시기 바랍니다.

등록(거소)외국인의 신원인증	여권번호 신원인증	사증번호 신원인증
-----------------	-----------	-----------

* 여권번호

※ 국외에 체류중인 경우에는 여권번호 신원인증이 불가합니다.
 ※ A3 현역군인의 경우 여권번호가 계속 불일치한다면 DoD ID를 입력하시기 바랍니다.
 ※ 문의사항이 있는 경우 콜센터(국번없이 1345)로 전화주시기 바랍니다.

* 국적
☐ 러시아(연방) ☐ 몽골 ☐ 미국 ☐ 베트남
☐ 인도 ☐ 인도네시아 ☐ 일본 ☐ 중국
☐ 타이 ☐ 필리핀 ☐ 한국계러시아인 ☐ 한국계중국인
☐ 기타 국가선택

* 생년월일 (8자리 입력, ex.19701123)

견본보기

[확인](#)
[취소](#)

④ Fill out the application form for visit reservation: After filling out the application page, click the application button at the bottom

방문예약 신청

방문예약신청	인증	신청서 작성
* 항목은 필수입력사항이므로 빠짐없이 기입하여 주시기 바랍니다.		
* 담당기관	서울남부출입국·외국인사무소	
관할지역안내	관할지역안내 ※ 해당 관할이 아닌 사무소로 신청한 경우 민원처리가 불가능합니다.	
* 사무소이전안내	일시 : 2020.03.16(월요일) 장소 : 서울시 강서구 마곡서1로 48 (지하철 5호선 마곡역 1번 출구, 도보 5분)	
* 접수창구구분	<input type="radio"/> 체류허가 신청 접수예약(중국인 전용)(2017.09.18~) <input checked="" type="radio"/> 체류허가 신청 접수예약(중국인 제외) <input type="radio"/> 국적업무 예약(귀화, 국적회복, 불행사서약 등) ※ 소관 업무와 관련없는 다른창구에 예약이 접수되었을 경우 민원처리가 되지 않습니다.	
접수창구 설명	중국인을 제외한 외국인의 체류기간연장, 체류자격변경, 외국인등록 등 체류관련업무, 국내거소신고업무, 각종신고 등을 위한 사전예약 창구입니다(중국인은 전용 예약창구를 이용)	
* 접수민원	<input checked="" type="radio"/> 체류민원(일반국가)	
* 방문자 성명	LAM LOK YEE	예약 후 변경불가(예약자 1명만 업무처리 가능)
* 업무선택	<div> <div>등록</div> <div>거소</div> </div>	
	<input checked="" type="checkbox"/> 외국인등록 <input type="checkbox"/> 등록증재발급 <input type="checkbox"/> 체류기간연장 <input type="checkbox"/> 체류자격변경 <input type="checkbox"/> 체류자격부여 <input type="checkbox"/> 체류자격외 활동허가 <input type="checkbox"/> 근무처변경/추가 <input type="checkbox"/> 재입국허가(단수,복수) <input type="checkbox"/> 체류지/변경 <input type="checkbox"/> 등록사항변경(여권정보)	
전화번호	010 - 3600 - 1227	
이동전화번호	010 <input type="text"/> - 3600 - 1227 ※ 이동전화번호 미입력 시 문자메세지 발송이 불가능하며, 예약증을 반드시 소지하고 방문하시기 바랍니다.	
* 비밀번호(숫자 4자리)	<input type="password"/>	
* 방문일자	<input type="text"/> ※ 체류만료일 또는 신고기한을 넘기는 경우에는 범칙금(과태료) 등의 불이익이 발생하니 만료일 당일까 지 예약을 못하신분은 반드시 관할 출입국·외국인관서를 방문하셔서 담당 직원의 안내를 받으시기 바랍 니다.	
방문목적	<input type="text"/>	

⑤ Select the date and time of the visit

방문예약 일자/시간 선택



방문자 수	1명	10분
유의사항	예약신청 가능일자는 2020-07-04 ~ 2020-11-03 입니다.	

2020년 7월

일	월	화	수	목	금	토
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 선택된 날짜(익일부터 신청가능)
- 방문예약 불가(예약만료)
- ※ 예약이 완료된 시간대는 회색으로 나타남
- ※ 체류만료일이나 신고기한까지 방문예약이 불가능한 경우에는 편리한 전자민원을 이용하시기 바랍니다.

선택된 날짜 : 2020-07-03

09:00 (3/2)	10:00 (3/3)	11:00 (3/3)	13:00 (3/3)
09:10 (3/3)	10:10 (3/3)	11:10 (3/3)	13:10 (3/4)
09:20 (3/3)	10:20 (3/3)	11:20 (3/3)	13:20 (3/4)
09:30 (3/3)	10:30 (3/3)	11:30 (3/3)	13:30 (3/3)
09:40 (3/3)	10:40 (3/3)		13:40 (3/3)
09:50 (3/3)	10:50 (3/3)		13:50 (3/4)
14:00 (3/3)	15:00 (3/3)	16:00 (3/3)	17:00 (3/4)
14:10 (3/3)	15:10 (3/3)	16:10 (3/3)	17:10 (3/3)
14:20 (3/3)	15:20 (3/3)	16:20 (3/3)	17:20 (3/3)
14:30 (3/3)	15:30 (3/3)	16:30 (3/3)	17:30 (3/2)
14:40 (3/3)	15:40 (3/2)	16:40 (3/4)	
14:50 (3/3)	15:50 (3/2)	16:50 (3/3)	

닫기

⑥ Confirmation of visit reservation: Print the details of the reservation and visit the immigration office on the reserved date.

방문예약신청확인



예약이 성공적으로 완료되었습니다.

- 해당업무를 처리하기 위하여 필요한 서류를 미리 준비해서 방문하여 주시기 바랍니다.
(제출서류에 대한 안내 : 외국인종합안내센터 국번없이 1345)
- 아래 접수증을 출력하여 2020.07.09 15:10 에 체류허가 신청 접수예약(중국인 제외) (으)로 가시면 됩니다.

접수증

접수번호	SMAA20018769	출력
담당기관	서울남부출입국·외국인사무소	
접수창구구분	체류허가 신청 접수예약(중국인 제외)	
호출번호	90	
방문자 성명		
방문일자	2020.07.09 15:10 ~ 15:20	
방문자수	1명(사람 수)	
방문목적		

확인

2. How to Check the Expiry Date at the 'Hi Korea' Website

① Visit 'Hi Korea' webpage(<http://www.hikorea.go.kr>): Click 'Expiry Date Check'

② After entering passport information, click the confirmation button

체류만료일 조회

여권번호를 입력하여 주십시오.

1. 입국심사확인증은 대한민국에 체류하는 동안 잘 보관하여 주시기 바랍니다.
2. 체류기간 내 출국하여야 합니다.
(입국심사확인증을 분실한 경우라도 별도의 조치없이 출국 가능하며, 재발급 받을 필요가 없습니다.)
※ 단, 재발급을 원하시면 인천공항 출입국서비스센터(032-740-7391~2)에 문의하여 주시기 바랍니다.

* 여권번호 ①	<input type="text"/>
* 국적 ②	<input type="radio"/> 러시아(연방) <input type="radio"/> 몽골 <input type="radio"/> 미국 <input type="radio"/> 베트남 <input type="radio"/> 인도 <input type="radio"/> 인도네시아 <input type="radio"/> 일본 <input type="radio"/> 중국 <input type="radio"/> 타이 <input type="radio"/> 필리핀 <input type="radio"/> 한국계러시아인 <input type="radio"/> 한국계중국인 <input type="radio"/> 기타 <input type="text"/> 국가선택
* 생년월일 ③	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> (8자리 입력, ex. 19701123)
견본보기	

확인

취소

【Others】

1. Issuing Certificates

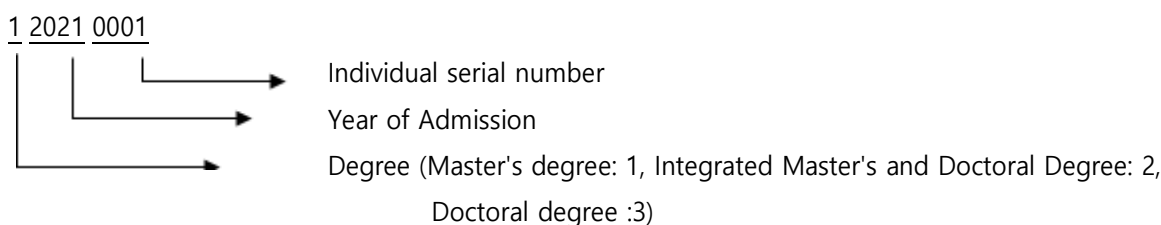
- Certificates such as certificate of enrollment and academic transcript are issued at [One Stop Service Station](#).
- One Stop Service Station (first floor of Main Building Tel: 02-705-8000)

2. Access to Library

- In order to access the library, students could use student ID card or mobile ID card (download mobile ID application – use SAINT ID/PW, ID: Student Number, password: the initial password(or the temporary password) on the graduate school website's student ID verification section on February 14th, you can use it after changing your pw in SAINT first)
- <http://library.sogang.ac.kr/> **Library Guidebook:** <https://library.sogang.ac.kr/htmlmanager/service/241>

3. Structure of Student Number (Student ID Number will be released on February 14)

예) 120210001



4. Modification of Personal Information (address, contact, e-mail and etc.)

Delivery of academic information and contact to individual students are made based on the information entered by the student. Therefore, information should be accurate and modifications should be made immediately if there are any changes. Student is liable for any disadvantages caused due to failure of entering or modifying information.

Modification	Graduate School Homepage → login at SAINT PORTAL → Academics (Student Info)
Method	→ Personal Info → Modify

5. Graduate School Academic Announcements

- Please be aware that academic announcements of the Graduate School are notified on the Graduate School Homepage (<http://gradsch.sogang.ac.kr>).
- The enforcement rules provided in this booklet are the brief information about important enforcement rules. For more detailed information, please refer to the enforcement rules posted on graduate school website. Also, any changes could be made in the future by some circumstances.

6. Life in Korea

- You can get useful information on your daily life in Korea from the below web site.

Study in Korea (<http://www.studyinkorea.go.kr>) → English → Studying in Korea → Life in Korea

Hi Korea (<https://www.hikorea.go.kr/>) → English → Information → Everyday tips

7. Immigration

- Please be aware of what foreigners should apply for or report to the immigration office.
- Hi Korea (https://www.hikorea.go.kr/pt/main_en.pt)

<Appendix 1>

Credit Requirements for Completion of a Course of Study by Department

	Master's degree	Doctoral degree	Integrated Master's and Doctoral degree
Korean Language and Literature	24	36	60
English Language and Literature	27	36	
German Language and Literature	24	36	60
French Language and Literature	24	36	60
Chinese Language, Literature and Culture	24	36	60
History	24	36	60
Philosophy	24	36	60
Religious Studies	24	36	60
Sociology	24	36	60
Psychology	24	36	
Mass Communications	24	36	60
Political Science	24	36	60
Law	27	36(18)	
Mathematics	24	36(12)	54
Physics	24	24(12)	48
Chemistry	24	24(12)	42
Life Science	24	27(9)	51
Electronic Engineering	24	30(12)	54(18)
Chemical and Biomolecular Engineering	24	24	42

Computer Science and Engineering	24	30(18)	54(18)
Mechanical Engineering	24	24	42(6)
Economics	27	36(12)	60
Business Administration	27	36	54
Art & Technology	27	36	
Global Korean Studies	24	36	36
Gender Studies	24		
Southeast Asian Studies	24	36	
Semiconductor Engineering	24	30(12)	54(18)
Artificial Intelligence	24	30(18)	54(18)
Biomedical Engineering	24	36(18)	54(18)
Management of Technology		39(12)	
Critical Global Studies	24	36	60
Mathematics Education	24	36	60
History Education	24	36	60
Counselling Psychology	24	36	60
Real Estate	24	36	60
Global Legal Studies	24	36	60
Mental Coaching & Leadership		36	

(Note) The credits in brackets are research credits which are included in total credits to be earned. If there is no research credit in the above appendix, it means that research credit could be earned as follows, according to Article 45, Enforcement Rules. Master's degree up to 6 credits, Doctoral degree up to 6 credits, Integrated Master's and Doctoral degree up to 12 credits.

<Appendix 2>

Qualification Examination Regulations by Department

[Appendix 2-1] The department of foreign language examination

	Master	Ph.D. (including integrated MA & PhD)
First language (English)	Korean Language and Literature, History, Philosophy, Sociology, Psychology, Mass Communications, Political Science, Law, Economics, Business Administration, Art & Technology, Southeast Asian Studies	Korean Language and Literature, History, Philosophy, Sociology, Psychology, Mass Communications, Political Science, Law, Economics, Business Administration, Art & Technology, Mathematics, Chemistry, Life Science, Southeast Asian Studies, Critical Global Studies
Second language	-	Korean Language and Literature, History, Philosophy, English Language and Literature, French Language and Literature, Critical Global Studies

[Appendix 2-2] English Exams exemption standards

Exam Type		Humanities and Social Sciences Department	Science, Engineering, and Integrated Knowledge Department
TOEFL	IBT	79	75
TOEIC		730	700
New TEPS		327	297
IELTS		6.0	6.0

[Appendix 2-3] Second language Exams exemption standards

Category	Exam Type	Organization	Passing Criteria (Level/Score)
German	TestDaf Goethe-Zertifikat	Korea / Germany	TestDaF TDN 4 or Goethe-Zertifikat C1 or More
French	DELF DALF	French Government	DELF B2 or More
Chinese	HSK (漢語水平考試)	Chinese Government	HSK Level 5 or More
Japanese	JLPT JPT	Korea / Japan	JLPT Level N1 or More JPT Score 715 or More
Spanish	DELE	Spanish Government	C1 or More