**Congratulations on your successful admission to Chungnam National University!**

**Please make sure you fully understand the content below so as not to be at a disadvantage for your admission.**

**◎ Information about issuance of an Official Certificate of Admission and Visa:**

**CNU Office of International Affairs ☎+82-42-821-8822(China), 8824(Other Countries)**





제 목

**Important Notes for Successful Applicants Undergraduates\_2019 Fall**

**2019. 6.**



제 목

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## Ⅰ / Tuition

### 1. Tuition Payment

**A. Period: Jul 9th 2019 (Tue) ~ Jul 12th 2019 (Fri) 09:00~16:00 [Regular Banking Hours]**

B. How to Pay

1. Payment in Korea

◦Designated Banks: Any KEB Hana Bank, Woori Bank and Nonghyup Bank(NH)

◦Using Virtual Payment Account: Make a deposit from any bank(deposit without a

bankbook, internet banking, phone banking, CD/ATM, etc.) to a personal account number on the tuition bill

**※ Applicants do not have to pay the tuition in applicant’s name and students are responsible for**

**paying any additional bank fees**

◦Using Credit Card: HANA Bank card holders and Woori Bank card holders can visit the

bank or pay through the bank’s web site

1. Payment outside Korea: Transfer money from abroad to CNU

◦The account number will be informed individually

**◦The sender’s name must be identical to the name on the applicant’s passport, and**

**applicants must send the form below to open\_foreign@cnu.ac.kr immediately after**

**transferring the money.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Department** | **Applicant’s Name** | **Date the tuition was sent**  **(yyyy.mm.dd)** | **Name of the person who sent the money** |
| Freshman/ Transfer |  |  |  |  |

**※ KRW 1,000=USD 1, and when paying tuition, add a bank charge of 100 USD**

**※ Please note that the tuition paid in excess is refundable**

C. Printing the Tuition Bill

#### 1) Period: Accessible from Jul 5th 2019 (Fri) 10:00

2) CNU web site[(http://plus.cnu.ac.kr)](http://plus.cnu.ac.kr/)→대학생활→학생민원서비스→“신입생 등록금

고지서[(http://cnuis.cnu.ac.kr/EntUrgNotiQ.jsp](http://cnuis.cnu.ac.kr/EntUrgNotiQ.jsp))”

3) Password: Date of Birth(yyyymmdd)

D. Installment Payments **※ Payments within Korea only**

1) For students unable to pay tuition all at once, paying in installments is possible

#### 2) Period of Application: Jul 2rd 2019 (Tue) ~ Jul 3th 09:00~18:00

**3)** How to apply: CNU web site([http://plus.cnu.ac.kr](http://plus.cnu.ac.kr/))→대학생활→학생민원서비스→“신입생

등록금 분납신청([http://cnuis.cnu.ac.kr/EntLoginPpaid.jsp)](http://cnuis.cnu.ac.kr/EntLoginPpaid.jsp)”

1. Payment Period

**◦ First Payment: Jul 9th 2019 (Tue) ~ Jul 12th 2019 (Fri)**

**◦ Second Payment: Sep 24th 2019 (Tue) ~ Sep 25th 2019 (Wed)**

◦ How to Pay: Same as Section 1.-B. How to Pay

1. Amount of each Installment

◦ First Payment: the First Tuition Fee

◦ Second Payment: the Balance of th Total Tuition Fee

6) Notice

◦ If students do not pay within the above period, the installment payment will be canceled

and you must pay all the remaining tuition within additional payment period

◦ Confirmation of each installment payment will be sent to your mobile phone via a text message. In addition, you can confirm your payments at your department’s office

E. Notice about Payments

1) If the successful applicant does not pay tuition within the tuition payment period, he or

she will be excluded from the admission list.

2) Tuition should be paid during regular banking hours(09:00~16:00)

1. **Successful applicants must submit their tuition bill at the bank even if on a full scholarship. If not, admission will be automatically rescinded.**
2. **After payment, please confirm that the payment has been successfully posted**

**※ Confirm the status of your tuition payment by checking “등록금고지서 출력” on CNU web site**

[**(http://www.cnu.ac.kr)**](http://www.cnu.ac.kr/)

**※ Please call the Office of Financial Affairs(☎+82-42-821-5133) if problem arises**  F. [Tuition Fee]

|  |  |  |
| --- | --- | --- |
| **College** | **Unit** | **Tuition Fee** |
| Humanities | All Departments | **KRW 1,819,000** |
| Social Sciences | All Departments | **KRW 1,819,000** |
| Economics&Management | All Departments | **KRW 1,807,500** |
| Engineering | All Departments | **KRW 2,572,000** |
| Agriculture and Life Sciences | Agricultural Economics | **KRW 1,819,000** |
| All Department except the above | **KRW 2,193,500** |
| Human Ecology | All Departments | **KRW 2,193,500** |
| Bioscience and Biotechnology | All Departments | **KRW 2,193,500** |

### 2. Notice of Payments

1. An applicant who wants to renounce his or her enrollment at CNU after completing all of the registration procedures should submit a Registration Waiver Form and a Tuition Refund Request Form to the Admissions Office no later than **Aug 16th (Fri) 2019.**
2. CNU will refund tuition to the renouncer for predetermined conditions, which is in accordance with the second clause of Article 6 in the Rules of University Tuition.

|  |  |
| --- | --- |
| **Time Frame for Possible Tuition Refund** | **Possible Tuition Refund Amount** |
| Before the start of the semester | All tuition fees |
| Before 30 days after the start of the semester | 5/6 of tuition fees |
| Before 60 days after the start of the semester, but after 30 days from the start of the semester | 2/3 of tuition fees |
| Before 90 days after the start of the semester, but after 60 days from the start of the semester | 1/2 of tuition fees |
| 90 days after the start of the semester | Non-refundable |

## Ⅱ / Documents to be Submitted by Successful Applicants

### 1. Diploma/Graduation(Degree) Certificate

1. Applicants who graduated from a university in Korea

**※ Applicants who completed course work(or not graduate) have to finish drop-out procedure in the previous school no later than Aug 30th 2019 (Fri)**

Applicants who submitted a certificate of expected degree or completion must submit their official graduation certificate(diploma) and academic transcripts

1. Applicants who graduated from a university outside of Korea

Applicants who did not submitted an official graduation certificate either notarized by

the embassy or by apostille must submit their graduation certificate(diploma) and

transcript which has been notarized by the embassy or by apostille.

**※ For applicants who graduated from a university in China:** [**http://www.cdgdc.edu.cn**](http://www.cdgdc.edu.cn/) **or**

[**http://www.chsi.com.cn**](http://www.chsi.com.cn/)

1. **Where and when to submit: By Aug 30th 2019 (Fri), Admissions Office(E7-1)**

**※ Your enrollment can be canceled if you do not submit your graduation certificate(diploma)**

### 2. Application for a Student Card(Smart Card)

1. Period: Sep 2th 2019 (Mon) ~
2. Location: the First Student Hall (1학생회관) KEB Hana Bank(W-8)
3. Please bring your photo(3×4cm), Identification card(passport or Alien Registration Card etc.)  **※ The bank will utilize the photo that you submitted during the application procedure**

## Ⅲ / Freshman Orientation and Course Registration

### 1. Freshman Orientation

1. Date and Time: Aug 30th 2019 (Fri) 15:00~
2. Location: Office of International Affairs(W15, Room 101)

**※ Orientation for students who move in dormitory: Sep 2th 2019 (Mon) 12:00~12:40, Global**

**Center(W15) Room 108**

### 2. Course Registration

1. Freshman: Aug 5th 2019 (Mon) ~ Aug 7th 2019 (Wed) (09:30~18:00)
2. Transfer Students: Sep 2th 2019 (Mon) ~ Sep 6th 2019 (Fri) (09:30~18:00)

**※ Refer to CNU web site “학사일정”**

1. How to Register: After reading the **“Course Handbook(수강편람)”** carefully and a consultation with their department office, successful applicants must register for their courses through the web site[(http://cnuis.cnu.ac.kr/)](http://cnuis.cnu.ac.kr/)
2. Notice
   1. **Successful applicants must register for their courses after a consultation with their department office within the above period, after paying the tuition**
   2. **Log into the web site**[**(http://cnuis.cnu.ac.kr/)**](http://cnuis.cnu.ac.kr/) **with your ID(application number) and password(birthday-yymmdd) and register for courses. After registration, confirm the registered course after finishing the course registration**
   3. Transfer student should be careful for the credit recognition when registering course.
   4. If you need to change your personal information(e.g. nationality, name), please call student service affairs(☎+82-42-821-5032)

## Ⅳ / Dormitory Guide

### 1. Expected Move-in date: Aug 31th 2019 (Sat) ~ Sep 1st 2019 (Sun) 09:00~15:00

**※ Student must comply with the scheduled dates and check the notice(required documents e.g. TB test result,**

**uploading a photo etc.) on the dormitory web site**[**(http://dorm.cnu.ac.kr)**](http://dorm.cnu.ac.kr/) **concerning details for living in the**

**dormitory**

**※ After Sep 1st 2019 (Sun), students can move in only during weekdays from 14:00~18:00, and moving in on weekends is not permitted**

**2. Duration of stay: Fall semester, 2019**

**※ An additional application is required to live in the dormitory for summer vacation and the 2020 Spring semester**

### 3. Dormitory Application and Selection

A. Only students who applied for the dormitory during the application period are entitled to be selected for living in the dormitory

**※ Students who did not apply for the dormitory during the application period are not qualified**

#### B. Expected date of announcement for residence list: Jul 23th 2019 (Tue) 14:00

**※ Result is notified in the dormitory web site, and every new residents should be aware of “the**

**Dormitory Notice for New Residents”, which is located at the dormitory web site**

### 4. Dormitory Fees

1. Dormitory Fees(Fall, 2019) (Currency: Won)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accomodation Type** | | **Maintenance Fees** | **Food Expenses** | **Note** |
| Building 4(Hallway) | 2/1 Room | 372,360 | Meals  Included  (480,420 ~587,860) |  |
| Building 1, 6(Apartment) | 2/1 Room | 499,690 |  |
| Building 2, 3(Studio) | 2/1 Room | 532,860 |  |
| Building 5(Apartment) | 2/1 Room | 514,670 |  |
| 3/1 Room | 466,520 |  |
| Building 7, 8, 9, 11(Studio) | 2/1 Room | 532,860 |  |
| Building 10 | For married Couple | 1,119,220 | Meals Excluded | Cooking can be done |
| Building 12 | 2/1 Room | 576,730 |  |
| For married Couple | 1,090,330 | Cooking can be done |
| Building 13 | 1/1 Room | 994,030 |  |
| 2/1 Room | 558,540 |

**※ For fees of 2019, pleaser refer to [Dormitory Web site]-[생활관비]**

**※ Students who live in building 12 and 13 must pay the public utility charges(electricity, water, and gas bills)**

**※ When it comes to rooms for married students, the residents have to submit the document which clarify marriage and there could be a room shortage**

**※ You can check your arranged dormitory building and fees on the notice of payment for dormitory**

**※ The fees described above may fluctuate**

1. Meal Plans(Fall, 2019) (Currency: Won)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type** | **Weekdays**  **(Breakfast/Dinner)** | **Weekend** | **Food Expenses** | **Note** |
| TYPE 1 | 10 meals | 0 meal | **480,420** | 3,300 for separate  payment of meal |
| TYPE 2 | 2 meals | **523,090** |
| TYPE 3 | 4 meals | **560,120** |
| TYPE 4 | 6 meals | **601,980** |

**※ TYPE 1 is the minimum type, and 10 meals for weekdays(breakfast and dinner) are mandatory**

**※ If you choose between TYPE 2~4, you can use your allocated meals for any meal(breakfast, lunch and dinner) on weekends**

**※ After using up all of your meals on weekends, you can use the dormitory restaurant by purchasing additional meals**

**※ Except for the residents living in rooms for the married, building 12 and 13, and Baekhangsah, selecting at least one meal plan is mandatory. If residents want separate payment of meal, he or she should make inquiries to the restaurant(☎042-829-4026)**

1. How to pay dormitory fees

1) Payment Period: Jul 25th 2019 (Thu) ~ Jul 26th 2019 (Fri) 09:00~23:00

1. Visit the Dormitory Web site and print the payment notice
2. How to pay: Use virtual payment or credit card(KEB Hana Bank, Woori Bank, Shinhan Bank,

Kookmin Bank)

1. If you submit a Residence Waiver Form **by Aug 30th 2019 (Fri) 18:00**, dormitory fees are fully refundable

**※ How to apply for waive of residence: [Dormitory Web site]-[입사포기 신청]**

### 5. Notice about Dormitories

1. If you do not pay the dormitory fees by the end of the payment deadline, the dormitory will consider that you have declined your place in the dormitory
2. For detailed information and pictures of the dormitory accommodation, please visit the dormitory web site([http://dorm.cnu.ac.kr)](http://dorm.cnu.ac.kr/) and refer to “생활관 살펴보기”
3. For further details, please call the Dormitory Office(☎+82-42-821-6181)

## Ⅴ / Insurance

### 1. Notice about Insurance

#### A. Every International student must have insurance according to Korean government regulations

1. Each student must choose either 「CNU International Student Insurance(충남대 외국인 유학생 보험)」 or National Healthcare Insurance(국민건강보험)
2. You cannot receive scholarships provided by the Office of International Affairs(OIA) or apply for OIA programs if you do not have insurance
3. You cannot register for courses if you do not have insurance

### 2. 「CNU International Student Insurance(충남대 외국인 유학생 보험)」

1. Application and payment period for CNU International Student Insurance

: Sep 2nd 2019 (Mon) ~ Sep 30th 2019 (Mon)

1. For insurance application, sign in to the CNU International Student Insurance web site and pay the premium individually(There will be further notice about insurance by email)
   1. Online system web site: <http://www.fstudent.kr/cnu2019>
   2. Cost: About 150,000 KRW / 1 year

**※ Costs can fluctuate according to individual circumstances such as age and gender**

* 1. Insurance Term: Sep 1st 2019 ~ Aug 30th 2020[1 year]

1. If you cancel your insurance for an approved reason(withdraw from school, leave of absence, graduation), the insurance company will refund your balance upon cancellation

### 3. National Healthcare Insurance Holder

A. Those who already have National Healthcare Insurance do not need to join CNU

International Students Insurance(충남대 외국인 유학생 보험). However, they must send proof of their National Healthcare Insurance to the email below.

1) Send the proof of your insurance document and the below form to cnuhjk@cnu.ac.kr

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Application Number/ Student Number** | **Name in English**  **(Same as on passport)** | **Degree Course of Study**  **(Freshman/Transfer)** | **Degree Course of Study**  **(Freshman/Transfer)** | **E-mail** |
|  |  |  |  |  |

**Use of Personal Information**

**Any personal information on the application form will be utilized only for the student’s academic affairs concerning the student beginning their degree course on Fall 2nd, 2019**

<Appendix> Contact Information

**Academic Affairs Office**

|  |  |  |
| --- | --- | --- |
| **Inquiry** | **Department** | **Phone Number(Area code: 042)** |
| Admissions | Admissions Office | 821-8024(China), 6591(Other Countries) |
| School Registration(leave of absence etc.) | Academic Supports Office | 821-5029, 5031~5034, 5036 |
| Course Registration | 821-5041~4, 5037, 5047 |
| Scholarship | Students Affairs Office | 821-5081, 5084 |
| Student Card | 821-5049, 544-1111 |
| Tuition Payment | Financial Office | 821-5133 |
| Dormitory | Dormitory | 821-6181 |
| International Students | International Affairs Office | 821-8822(China), 8824(Other Countries) |
| Language Education | International Langauge Education Center | 821-8805 |
| College | Humanities | 821-5312~4 |
| Social Sciences | 821-6212~4 |
| Economics and Management | 821-5512~4 |
| Engineering | 821-5612~3, 8992 |
| Agriculture and Life Sciences | 821-5712~4 |
| Human Ecology | 821-6812, 6814 |
| Biological System Sciences | 821-5572, 5491 |

**Departments Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **College** | **Unit** | **PhoneNumber** | **Web Site** |
| Humanities | Korean Language and Literature | 821-5321 | http://human.cnu.ac.kr |
| English Language and Literature | 821-5331 | http://english.cnu.ac.kr |
| Chinese Language and Literature | 821-5361 | http://human.cnu.ac.kr |
| Japanese Language and Literature | 821-5371 | [http://human.cnu.ac.kr](http://human.cnu.ac.kr/) |
| History | 821-5391 | http://human.cnu.ac.kr |
| Social Sciences | Psychology | 821-6361 | http://cnupsy.ezshosting.com |
| Communications | 821-6371 | http://www.cnucomm.net |
| Political Science and Diplomacy | 821-5841,5861 | http://politics.cnu.ac.kr |
| Economics and Management | School of Business | 821-5531 | http://cem.cnu.ac.kr |
| International Trade | 821-5551 |
| Asia Business International Studies | 821-5960 |
| Natural and physical Sciences | Mathematics | 821-5421 | http://math.cnu.ac.kr |
| Physics | 821-5451 | http://physics.cnu.ac.kr |
| Engineering | Civil Engineering | 821-5671 | http://civileng.cnu.ac.kr |
| Mechanical Engineering | 821-5641,6641 | http://me.cnu.ac.kr |
| Aerospace Engineering | 821-5651 | http://aero.cnu.ac.kr |
| Electronics Engineering | 821-5661 | [http://ee.cnu.ac.kr](http://ee.cnu.ac.kr/) |
| Radio and Information Communications Engineering | 821-6861 | http://rice.cnu.ac.kr |
| Agriculture and Life Sciences | Agricultural Economics | 821-6741 | [http://agrieco.cnu.anyline.kr](http://agrieco.cnu.anyline.kr/) |
| Food Science & Technology | 821-6721 | http://fst.cnu.ac.kr |
| Human Ecology | Clothing & Textiles | 821-6821 | [http://cloth.cnu.ac.kr](http://cloth.cnu.ac.kr/) |
| Food & Nutrition | 821-6831 | http://fdnutri.cnu.ac.kr |
| Consumer Science | 821-6841 | http://cli.cnu.ac.kr |