

**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 Official Certificate of Admission and Visa:

CNU Office of International Affairs ☎042-821-8822(China), 8824(Other Countries)



## Notes for Successful Applicants to Graduate Admission, Fall 2023

2023. 6.

본 유의사항은 한글, 영어로 작성되었으며, 해석상의 차이가 발생할 경우 한글로 작성된 내용을 기준으로 합니다.

- The notes for applicants has been prepared in Korean and English. When interpretational differences arise, the Korean version will have priority over the English version.



**충남대학교 국제교류본부**

Chungnam National University Office of International Affairs

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## I. Tuition

### 1. Tuition Payment

A. Period: July. 11(Tue) 2023 ~ July. 14(Fri) 2023 09:00~16:00 [Regular Banking Hours]

#### B. How to Pay

##### 1) Payment in Korea

- Designated Banks: Hana Bank, Woori Bank
- Using Virtual Payment Account: Transfer money to one of personal accounts(Hana Bank, Woori Bank) on the tuition bill (Making a deposit without a bankbook, internet banking, phone banking, CD/ATM, etc.)
  - ※ For those who are not transferring money from the banks listed above, they are responsible for paying any additional bank fees.
- Using Credit Card: HANA Bank or Woori Bank card holders can visit the bank or pay through the bank's web site

##### 2) Payment out of Korea[To provide separate information]

- Alipay or Unionpay payments
  - Payments by Alipay or Unionpay using Hana Bank's unique account information for each student specified in the tuition payment notice  
(refer to the attached document for details)
- Outside of Korea: Transfer money from abroad to CNU
  - ▶ Sender's name must be identical to the student's name on passport.
  - ▶ Account number will be Individually informed
  - ▶ Students who transfer money from abroad must fill in and send the form below to [grad@cnu.ac.kr](mailto:grad@cnu.ac.kr) immediately after transferring money.

Degree Course (Master's/ Doctoral)	Department of Major	Applicant's name (On passport)	Date Tuition was sent (yy/mm/dd)	Name of Person who sent Money

\* 1,300 KRW = 1 USD

\* When paying tuition, please add a bank service fee for 100 USD.

\* Tuition paid in excess is refundable.

#### C. Printing the Tuition Bill

1) Period: Accessible from July. 7(Fri) 2023 10:00

2) CNU web site(<http://plus.cnu.ac.kr>)→대학생활→학생민원서비스→“신입생 등록금고지서 출력  
(<http://cnuis.cnu.ac.kr/EntUrgNotiQ.jsp>)”

3) Password: Date of Birth(yyyymmdd)

#### D. Installment Payments [※ Payments within Korea only]

#### E. Notice about Payments

- 1) Successful applicant who does not pay tuition within the tuition payment period will be excluded from the admission list.
- 2) Tuition should be paid during regular banking hours(09:00–16:00)
- 3) Successful applicants must submit their tuition bill at the bank even if on a full scholarship. If not, admission will be automatically rescinded.

※ Full scholarship recipients will be notified separately (will be processed only for those who request registration)

- 4) After payment, please confirm if the payment has been successfully posted.

- 5) Even if the tuition is paid, if there is a change in the final amount, additional payment occurs after admission.

※ Confirm the status of your tuition payment by checking “신입생 등록금고지서 출력” on CNU website(<http://www.cnu.ac.kr>)

※ Please call the Office of Financial Affairs(☎042-821-5133) if problem arises

#### 2. Notice of Payments

- A. An applicant who wants to renounce the enrollment at CNU after completing all of the registration procedures should submit a Registration Waiver Form and a Tuition Refund Request Form to the Office of International Affairs by Aug. 25(Fri) 2023.
- B. CNU will refund tuition to the renouncer according to the Article 6 clause 2 of the University Tuition Rules.

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
Over 90 days after the start of the semester	Non-refundable

## II. Additional Documents (if relevant)

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

- A. Applicants who graduated from a university in Korea

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

B. Applicants who graduated from a university outside of Korea

Applicants who did not submit an original graduation certificate either notarized by the embassy or by apostille must submit their original official graduation certificate(diploma) and transcript which have been notarized by the embassy or by apostille.

- ※ Applicants who graduated from an university in China must submit their Credentials Report or Online Verification Report of Higher Education Qualification Certificate after downloading from China Academic Degree & Graduate Education Development Center (<http://www.cdgd.edu.cn> or <http://www.chsi.com.cn>)

C. Where and When to submit: Office of International Affairs(E1-1) Room 206

- Applicants who graduated from a university in Korea: until Sep. 7(Thu) 2023
- Applicants who graduated from a university outside of Korea: until July 14(Fri) 2023[For VISA]
- ※ Enrollment will be canceled if successful applicants do not submit the above documents within designed period.

2. Application for a Student Card(Smart Card)

A. Period: from Sep. 1(Fri) 2023

B. Location: KEB Hana Bank of the First Student Hall(W-8)

C. Please bring your photo (3×4cm) and Identification card(passport or Alien Registration Card etc.)

- ※ The bank will utilize the photo that you submitted during the application procedure

D. Method: Details will be given after admission.

### III. Course Registration

1. Date and Time: Aug. 7(Mon) 2023 ~ Aug. 11(Fri) 2023

※ Refer to CNU website: International Students→Academic Information→Academic Calender of 2023

2. How to Register: After reading the “Course Handbook(수강편람)” carefully and having a consultation with their department office, successful applicants must register for their courses through the website(<https://sugang.cnu.ac.kr/Flogin.do>)

3. Notice

- A. Successful applicants must register for their courses after a consultation with their department office within the above period, after paying the tuition.
- B. Login to the website(<http://cnuis.cnu.ac.kr/>) with your ID(application number) and password (birthday, YYMMDD total 6 digits), and register for courses. After finishing the course registration, confirm the registered course.
- C. Transfer student should be careful for the credit recognition when registering for course.
- D. For more information, please call Office of Graduate School(☎042-821-7055) or your department's office

### IV. Freshman Orientation

1. Date and Time: Aug. 30(Wed) or 31(Thu) 2023(be expected)

2. Location: CNU Language Education Center(E1-1, Room 101) or online

※ To be notified by e-mail

## V. Notification of the Admission For Successful Candidates [VISA]

Issued in August 2023

Final Decision for Successful candidates



Payment of tuition



### Successful candidates in Korea(VISA issued)

Applicants have to apply for changing the type of VISA or prolonging the period for residence in the Office of International Affairs

### Successful candidates out of Korea(VISA needed)

The certificate of Admission will be sent to successful candidates via E-mail.



Applicants should bring the visa issuance documents to the Korean embassy in their country and get the D-2 visa issued.



Register to obtain an "Alien Registration Card" at the Immigration Office.  
(Within 90 days of the arrival date)

### Important Notes

- Successful applicants who have not submitted the documents which verify applicants' final academic record(<http://www.cdgd.edu.cn> or <http://www.chsi.com.cn>, Apostille certificates or certification by the embassy) within the submission deadline, cannot be issued for certificate of admission from Chungnam National University.

#### ※ Restriction e.g.

- 1) Being admitted to Chungnam National University Master's degree course after dropping out of a Master's degree at another university in Korea
- 2) Being admitted to Chungnam National University Master's degree course after graduating from a Master's degree at another university in Korea

※ For further questions concerning visa, please ask The Office of International Affairs.  
[Tel. 042-821-8822(Chinese), 8824(The others)]

## VI. Dormitory Guide

1. Expected Move-in date: Aug. 26(Sat) 2023 ~ Aug. 27(Sun) 2023, 09:00-15:00

※ Student must comply with the scheduled dates and check the notice(required documents e.g. TB test result, COVID-19 rapid antigen negative confirmation, uploading a photo etc.) on the dormitory web site(<http://dorm.cnu.ac.kr>) concerning details for living in the dormitory.

[COVID-19 related matters may change in the future]

※ After Aug. 27(Sun) 2023, students can move in only during weekdays from 09:00~18:00.

However, the moving in procedure is not permitted in lunchtime(12:00-13:00) and on weekends(including the national holidays).

※ Permission is not granted unless the submission documentation procedure stated in the announcement of precautions has been completed.

2. Duration of stay: Fall semester, 2023

※ An additional application is required to live in the dormitory for winter vacation and the Spring semester(2024).

3. Dormitory Application and Announcement

A. Only students who applied for the dormitory during the admission 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: July 25(Tue) 2023, 14:00

※ Result will be notified in the dormitory web site, and every new resident should be aware of “the Dormitory Notice for New Residents” which is located at the dormitory web site

4. Dormitory Fees

A. Rent Fees(Spring semester, 2023)

Type	Fees			Remark
	Room Fees(A)	Meal Fees(B)	Total(A+B)	
2People/1Room	674,880 Won	Type 1 ~ Type 4	1,264,940 ~ 1,413,030 Won	2 Building

The amount may change due to COVID-19, so please refer to the website.

[Dormitory Fees \(Click for more information\)](#)

※ For fees of Fall semester, 2023, please refer to [Dormitory web site]-[알림]-[생활관비]

※ The cost of living includes the cost of meals(breakfast or lunch, and dinner), and the cost of meal



and management cannot be paid separately.

- ※ Married students have to submit the relative document which clarifies marriage. If not, they will be excluded from the list. Also, there could be a room shortage.
- ※ Information of arranged dormitory building and fees can be found on the payment bill for dormitory.
- ※ The fees described above may fluctuate.

#### B. Meal Plans(Spring semester, 2023)

	Type 1 weekdays	Type 2 weekends 2 meals	Type 3 weekends 4 meals	Type 4 weekends 6 meals
Meal Plans	590,060 Won	639,600 Won	685,540 Won	738,150 Won

- ※ 3,800 for a separate payment of meal
- ※ TYPE 1 is the minimum type, and 10 meals on weekdays(breakfast or lunch, and dinner) are mandatory.
  - 1) Choosing breakfast or lunch is mandatory.
  - 2) Students who choose breakfast can buy separate meal tickets for lunch.
- ※ Students choose between TYPE 2~4 can use allocated meals for any meal(breakfast, lunch and dinner) on weekends.
- ※ Students can use the dormitory restaurant by purchasing additional meal tickets after using up all of your meals on weekends.
- ※ Except for the residents living in rooms for the married, and building 12 and 13, 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).

#### C. How to pay dormitory fees

- 1) Payment Period: July 27(Thu) 2023 ~ July 28(Fri) 2023, 10:00-23:00
- 2) Visit the Dormitory web site and print the payment bill
- 3) How to pay: Use virtual payment or credit card(KEB Hana Bank, Woori Bank, Shinhan Bank, Kookmin Bank)
- 4) If you submit a Residence Waiver Form by Aug. 25(Fri) 2023 18:00, dormitory fees are fully refundable.
  - ※ How to apply for waive of residence: [Dormitory Web site]-[입사포기 신청]
- 5) Inquiries regarding payment: 042-821-6181

#### 5. Notice about Dormitories

- A. If you do not pay the dormitory fees by the payment deadline, it would be considered that you cancel the dormitory.
- B. For detailed information and pictures of the dormitory accommodation, please visit the

dormitory web site(<http://dorm.cnu.ac.kr>) and refer to “생활관 살펴보기”

C. For further details, please call Dormitory Office(☎042-821-6181).

## VII. Insurance

### Information on the National Health Insurance Scheme of the Republic of Korea for Foreigners

If a foreigner resides in the Republic of Korea for six months or more, he or she will be compulsorily subscribed to the local subscriber scheme of the National Health Insurance starting from July 16, 2019, and he or she will receive the same insurance payment benefits as citizens of the Republic of Korea.

1. Those subject to enrollment
  - Those who are not yet enrolled in the National Health Insurance of the Republic of Korea among those who have resided in Korea for six months or more.
  - Marriage migrants (F-6) are subject to subscription as of entry date into the country (if your alien registration took place later than the date of entry, then from the date of registration)
  - All foreigners except for those with A (diplomat), B (tourist), C (short-term), and G1 (miscellaneous) visas
2. Enrollment process: Processed uniformly by the National Health Insurance Service (NHIS) without any separate reporting procedure
  - ※ If changing and reporting the place of residence at a registration government office, the applicant must report the detailed address precisely, such as the apartment or house number, so as not to incur complications from the mis-delivery of mail.
3. For more information, please access the URL below.  
(<https://www.nhis.or.kr/nhis/policy/wbhada02400m01.do>)

**Any personal information on the application form will be utilized only for the student's academic affairs concerning the student beginning his/her degree course on Sep. 1<sup>st</sup>, 2023.**

## <Appendix> Contact Information

Department	Homepage	Office Phone Number
Korean Language & Literature	<a href="https://korean.cnu.ac.kr">https://korean.cnu.ac.kr</a>	042-821-5321
English Language & Literature	<a href="https://english.cnu.ac.kr">https://english.cnu.ac.kr</a>	042-821-5331
German Language & Literature	<a href="https://german.cnu.ac.kr">https://german.cnu.ac.kr</a>	042-821-5341
Chinese Language & Literature	<a href="https://cnucn.cnu.ac.kr">https://cnucn.cnu.ac.kr</a>	042-821-5361
Japanese Language & Literature	<a href="https://cnujapan.cnu.ac.kr">https://cnujapan.cnu.ac.kr</a>	042-821-5371
Sino-Korean Literature	<a href="https://sinokor.cnu.ac.kr">https://sinokor.cnu.ac.kr</a>	042-821-5381
History	<a href="https://homepage.cnu.ac.kr/history">https://homepage.cnu.ac.kr/history</a>	042-821-5391
Archaeology	<a href="https://cnuarchaeology.cnu.ac.kr">https://cnuarchaeology.cnu.ac.kr</a>	042-821-6381
Linguistics	<a href="https://cnulinguistics.cnu.ac.kr">https://cnulinguistics.cnu.ac.kr</a>	042-821-6391
Sociology	<a href="https://socio.cnu.ac.kr">https://socio.cnu.ac.kr</a>	042-821-6331
Psychology	<a href="https://homepage.cnu.ac.kr/cnupsy">https://homepage.cnu.ac.kr/cnupsy</a>	042-821-6361
Public Administration	<a href="https://cnupa.cnu.ac.kr">https://cnupa.cnu.ac.kr</a>	042-821-5841
Political Science and Diplomacy	<a href="https://politics.cnu.ac.kr">https://politics.cnu.ac.kr</a>	042-821-5851
Communications	<a href="https://comm.cnu.ac.kr">https://comm.cnu.ac.kr</a>	042-821-6371
Local Autonomy Administration	<a href="https://autonomy.cnu.ac.kr">https://autonomy.cnu.ac.kr</a>	042-821-5861
Social Welfare	<a href="https://welfare.cnu.ac.kr">https://welfare.cnu.ac.kr</a>	042-821-6471
Mathematics	<a href="https://math.cnu.ac.kr">https://math.cnu.ac.kr</a>	042-821-5421
Physics	<a href="https://physics.cnu.ac.kr">https://physics.cnu.ac.kr</a>	042-821-5451
Chemistry	<a href="https://chem.cnu.ac.kr">https://chem.cnu.ac.kr</a>	042-821-5471
Biochemistry	<a href="https://biochemistry.cnu.ac.kr">https://biochemistry.cnu.ac.kr</a>	042-821-5481
Oceanography	<a href="https://ocean.cnu.ac.kr/">https://ocean.cnu.ac.kr/</a>	042-821-6431
Astronomy, Space Science and Geology	<a href="https://astro1.cnu.ac.kr">https://astro1.cnu.ac.kr</a> <a href="https://geo.cnu.ac.kr">https://geo.cnu.ac.kr</a>	042-821-5461
Sport Science	<a href="https://sports.cnu.ac.kr">https://sports.cnu.ac.kr</a>	042-821-6451
Dance	<a href="https://dance.cnu.ac.kr">https://dance.cnu.ac.kr</a>	042-821-6481
Economics	<a href="https://cem.cnu.ac.kr/economic">https://cem.cnu.ac.kr/economic</a>	042-821-5521
Business Administration	<a href="https://cem.cnu.ac.kr/biz">https://cem.cnu.ac.kr/biz</a>	042-821-5531
Accounting	<a href="https://cem.cnu.ac.kr/biz">https://cem.cnu.ac.kr/biz</a>	042-821-5541
International Trade	<a href="https://cem.cnu.ac.kr/trade">https://cem.cnu.ac.kr/trade</a>	042-821-5551
Chemical Engineering and Applied Chemistry	<a href="https://ceac.cnu.ac.kr">https://ceac.cnu.ac.kr</a>	042-821-6286
Polymer Engineering	<a href="https://polymer.cnu.ac.kr/">https://polymer.cnu.ac.kr/</a>	042-821-6661
Electronics Engineering	<a href="https://ee.cnu.ac.kr">https://ee.cnu.ac.kr</a>	042-821-5889
Radio and Information Communications Engineering	<a href="https://rice.cnu.ac.kr">https://rice.cnu.ac.kr</a>	042-821-6881
Materials Science & Engineering	<a href="https://mse.cnu.ac.kr">https://mse.cnu.ac.kr</a>	042-821-5634
Mechanical Engineering	<a href="https://me.cnu.ac.kr">https://me.cnu.ac.kr</a>	042-821-5641
Mechatronics Engineering	<a href="https://mec.cnu.ac.kr">https://mec.cnu.ac.kr</a>	042-821-6871
Applied Organic Materials Engineering	<a href="https://omeng.cnu.ac.kr">https://omeng.cnu.ac.kr</a>	042-821-6612
Electrical Engineering	<a href="https://elec.cnu.ac.kr">https://elec.cnu.ac.kr</a>	042-821-5651
Architectural Engineering	<a href="https://archi-eng.cnu.ac.kr">https://archi-eng.cnu.ac.kr</a>	042-821-5621
Architecture	<a href="http://archi.cnu.ac.kr">http://archi.cnu.ac.kr</a>	042-821-6280
Civil Engineering	<a href="https://civileng.cnu.ac.kr">https://civileng.cnu.ac.kr</a>	042-821-5671
Autonomous Vehicle System Engineering	<a href="https://avse.cnu.ac.kr">https://avse.cnu.ac.kr</a>	042-821-7221
Environmental Engineering	<a href="https://envi.cnu.ac.kr">https://envi.cnu.ac.kr</a>	042-821-6671
Computer Engineering	<a href="https://eng.cnu.ac.kr/computer">https://eng.cnu.ac.kr/computer</a>	042-821-5441

Department	Homepage	Office Phone Number
Agronomy	<a href="https://crop.cnu.ac.kr">https://crop.cnu.ac.kr</a>	042-821-5721
Horticulture	<a href="https://horti.cnu.ac.kr">https://horti.cnu.ac.kr</a>	042-821-5731
Forest Resources	<a href="https://forestry.cnu.ac.kr">https://forestry.cnu.ac.kr</a>	042-821-5741
Applied Biology	<a href="https://abio.cnu.ac.kr">https://abio.cnu.ac.kr</a>	042-821-5761
Animal Science	<a href="https://animal.cnu.ac.kr">https://animal.cnu.ac.kr</a>	042-821-5771
Dairy Science	<a href="https://animal.cnu.ac.kr">https://animal.cnu.ac.kr</a>	042-821-5781
Agricultural and Rural Engineering	<a href="https://are.cnu.ac.kr">https://are.cnu.ac.kr</a>	042-821-5791
Agricultural Machinery Engineering	<a href="https://bme.cnu.ac.kr">https://bme.cnu.ac.kr</a>	042-821-6711
Agricultural Chemistry	<a href="https://bec.cnu.ac.kr">https://bec.cnu.ac.kr</a>	042-821-6731
Food Science & Technology	<a href="https://fst.cnu.ac.kr">https://fst.cnu.ac.kr</a>	042-821-6721
Agricultural Economics	<a href="https://agrieco.cnu.ac.kr">https://agrieco.cnu.ac.kr</a>	042-821-6741
Law	<a href="https://law.cnu.ac.kr">https://law.cnu.ac.kr</a>	042-821-5816
Pharmacy	<a href="https://pharm.cnu.ac.kr">https://pharm.cnu.ac.kr</a>	042-821-5920
Medicine	<a href="https://medicine.cnu.ac.kr">https://medicine.cnu.ac.kr</a>	042-580-8105
Medical Science	<a href="https://medicine.cnu.ac.kr">https://medicine.cnu.ac.kr</a>	042-580-8216
Clothing & Textiles	<a href="https://cloth.cnu.ac.kr">https://cloth.cnu.ac.kr</a>	042-821-6821
Food & Nutrition	<a href="https://fdnutri.cnu.ac.kr">https://fdnutri.cnu.ac.kr</a>	042-821-6831
Consumer Science	<a href="https://cli.cnu.ac.kr">https://cli.cnu.ac.kr</a>	042-821-6841
Music	<a href="https://music.cnu.ac.kr">https://music.cnu.ac.kr</a>	042-821-6921
Wind and String Instrument	<a href="https://orch.cnu.ac.kr">https://orch.cnu.ac.kr</a>	042-821-6931
Fine Arts	<a href="https://fineart.cnu.ac.kr">https://fineart.cnu.ac.kr</a> <a href="https://sculpture.cnu.ac.kr">https://sculpture.cnu.ac.kr</a>	042-821-6971
Design and Material studies	<a href="https://design.cnu.ac.kr">https://design.cnu.ac.kr</a>	042-821-6981
Veterinary Medicine	<a href="https://vetmed.cnu.ac.kr">https://vetmed.cnu.ac.kr</a>	042-821-6761
Education	<a href="https://edu.cnu.ac.kr/education">https://edu.cnu.ac.kr/education</a>	042-821-6341
Physical Education	<a href="https://edu.cnu.ac.kr/sportsedu">https://edu.cnu.ac.kr/sportsedu</a>	042-821-6441
Engineering Technology Education	<a href="https://edu.cnu.ac.kr/techedu">https://edu.cnu.ac.kr/techedu</a>	042-821-5691
Convergence System Engineering		042-821-7990
Nursing	<a href="https://nursing.cnu.ac.kr">https://nursing.cnu.ac.kr</a>	042-580-8321
Bioscience and Biotechnology	<a href="https://cbb.cnu.ac.kr">https://cbb.cnu.ac.kr</a>	042-821-5491
Global Cultural Contents		042-821-5371
Clinical Pharmacy & Administration	<a href="https://pharm.cnu.ac.kr">https://pharm.cnu.ac.kr</a>	042-821-5920
National Public Policy	<a href="https://gnpp.cnu.ac.kr">https://gnpp.cnu.ac.kr</a>	042-821-8026
Bio-big data		042-821-5771
Bioconvergence Science and Technology	<a href="https://cbb.cnu.ac.kr">https://cbb.cnu.ac.kr</a>	042-821-5573
Smart Agricultural Systems	<a href="https://bme.cnu.ac.kr">https://bme.cnu.ac.kr</a>	042-821-6711
Environmental and IT Convergence	<a href="https://envi.cnu.ac.kr">https://envi.cnu.ac.kr</a>	042-821-6671
Bio-AI Convergence	<a href="https://homepage.cnu.ac.kr/bioai">https://homepage.cnu.ac.kr/bioai</a>	042-821-7291

The field of work	Department in charge	Homepage	Office Phone Number
Admissions	Office of International Affairs	<a href="https://ipsi.cnu.ac.kr/html/gadm">https://ipsi.cnu.ac.kr/html/gadm</a>	042-821-8823, 8825
VISA		<a href="https://cnuint.cnu.ac.kr">https://cnuint.cnu.ac.kr</a>	042-821-8822(Chinese), 8824(Other than Chinese)
Academic management (leave of absence, etc.)	Division of the Registrar		042-821-5032, 5033, 5034, 5036
Application for classes, Grades accepted, Thesis	Office of Graduate School	<a href="https://grad.cnu.ac.kr">https://grad.cnu.ac.kr</a>	042-821-7055, 7056
Scholarship	Division of Student Affairs		042-821-5081
Tuition payment	Division of Accounting		042-821-5133
Dormitory	Dormitory	<a href="https://dorm.cnu.ac.kr">https://dorm.cnu.ac.kr</a>	042-821-6181