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), 7046(Other Countries)

CNU Create New University

Notes for Successful Applicants to Undergraduates, Spring 2024

2023. 12.

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 CHUNGNAM NATIONAL UNIVERSITY

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I Tuition

1. Tuition Payment

A. Period: Jan. 9(Tue) ~ Jan. 12(Fri) 2024 09:00~16:00 [Regular Banking Hours]

B. How to Pay

1) Payment in Korea

- Designated Banks: Any Hana Bank, Woori Bank
- Using Virtual Payment Account: Transfer money to one of personal accounts(Hana Bank or Woori Bank) on the tuition bill (Making a deposit without a bankbook, internet banking, phone banking, CD/ATM, etc.)

  ※ **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 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]

- Using Alipay or Unionpay

  - Payment by Alipay or Union Pay (Union Pay Card issued overseas), respectively, using Hana Bank's unique account information for each student specified in the tuition payment notice.
- Outside 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 okcnu@cnu.ac.kr immediately after transferring money.

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

* 1,300 KRW = 1 USD
* When paying tuition, add a bank service fee for 100 USD.
* Tuition paid in excess is refundable.

C. Printing the Tuition Bill

1) Period: Accessible from Jan. 5(Fri) 2024 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. 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).

3) Successful applicants must submit their tuition bill at the bank even if on a full scholarship. If not, admission will be automatically rescinded

4) After payment, please confirm that 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 "등록금고지서 출력" on CNU web site (http://www.cnu.ac.kr)

※ Please call the Office of Financial Affairs(☎+82-42-821-5133) if problem arises

※ Based on the revised guidelines for issuance of visa and management of stay for foreign students by the Ministry of Justice, foreign students are not allowed to pay tuition fees in installments.

2. Notice of Payments

A. 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 Office of International Affairs no later than by February 23(Fri) 2024.

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

Ⅱ Documents to be Submitted by Successful Applicants

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) and transcript by February 28(Wed) 2024 to Office of International Affairs(Room 206).

B. Applicants who graduated from a university outside of Korea

Applicants who did not submit an official graduation certificate either notarized by the embassy or by apostille, and those applying for an extension or change of a domestic stay visa 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 Reprot of Higher Education Qualification Certificate after downloading (http://www.cdgdc.edu.cn or http://www.chsi.com.cn)

※ Even if you have already submitted an apostille or consular authentication, you may need to obtain reissued apostille or consular authentication based on the guidelines for visa issuance

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

- Applicants who graduated from a university in Korea: until Feb. 28(Wed) 2024
- Applicants who graduated from a university outside Korea: Individual guidance will be provided via email

※ 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 Mar. 4(Mon) 2024

B. Location: KEB Hana Bank of the First Student Hall (1학생회관 W-8)

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

D. Method: Detailed information will be provided after admission.

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

Ⅲ Course Registration

1. Date and Time: Feb. 5(Mon.) ~ Feb. 13(Tue.), 2024

※ Refer to CNU website: International Students→Academic Information→Academic Calender of 2024

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 web site (http://sugang.cnu.ac.kr/) (☎+82-42-821-5042)

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 web site(http://cnuis.cnu.ac.kr/) with your ID(application number) and password(birthday-yymmdd) 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 course.

D. If you need to change your personal information(e.g. nationality, name), please call office of Academic Supports(☎+82-42-821-5032)

Ⅳ Freshman Orientation

A. Date: Late February 2024(1st session) and early March 2024(2nd session)

B. Location: To be announced later(in-person sessions).

※ Further notice will be sent via email.

Ⅴ Dormitory Guide

1. Expected Move-in date: Mar. 2(Sat) ~ Mar. 3(Sun) 2024, 09:00-15:00

A. Student must comply with the scheduled dates and check the notice(required documents e.g., uploading a photo etc.) on the dormitory web site(http://dorm.cnu.ac.kr) concerning details for living in the dormitory

B. After Mar. 4(Mon) 2024, 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).

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

2. Duration of stay: Spring semester, 2024

A. An additional application is required to live in the dormitory for winter vacation and the Fall semester.

B. Please check the notice as there are no other applications for extension.

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: Jan 23(Tue.) 2024, 14:00 (tentative)

※ 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

Type	형식	Dormitory Fee	Food Expenses	Note
Building 2	A room for 2 person	673,200	Mendatory	

The amount of fee may be subject to change due to internal consideration, so please refer to the website.[Dormitory Fees (Click for more information)]

※ For fees of Spring semester, 2024, please refer to [Dormitory web site]-[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.

※ Information of arranged dormitory building and fees can be found on the payment bill for dormitory.

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

A. Meal Plans (Currency: Won)

Type	Weekdays (Breakfast/Dinner)	Weekend	Food Expenses	Note
TYPE 1	10 meals	0 meal	593,070	3,900 for a separate payment of meal
TYPE 2		2 meals	638,820	
TYPE 3		4 meals	681,090	
TYPE 4		6 meals	732,060	

※ 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(☎+82-42-829-4026).

B. How to pay dormitory fees

1) Payment Period: Mar 21(Thu) ~ Mar 22(Fri), 2024, 09:00-23:00

2) Visit the Dormitory web site and print the payment bill *[학생생활관 홈페이지]-[고지서출력]

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 Mar. 1(Fri.), 2024 18:00, dormitory fees are fully refundable.

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

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(☎+82-42-821-6181, extention①).

Ⅵ Insurance

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

A. D-2 holders 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)

B. 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.

C. 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 Mar. 1st, 2024.

<Appendix> Contact Information

Inquiry	Department	Telephone (Area Code: 042)	Homepage
Admissions	International Affairs Office	821-8825	http://ipsi.cnu.ac.kr/html/uadm
Visa Issuance		821-8822, 8824	http://cnuint.cnu.ac.kr/
Registration	Financial Office	821-5133	
Scholarship	Student Affairs Office	821-5081, 5084	
leave of absence, re-enrollment	Academic Supports Office	821-5029, 5034	
School registration	Academic Supports Office (Student Status)	821-5031~4, 5036	
Course Registration	Academic Supports Office(Class)	821-5042	
Dormitory	Dormitory	821-6181	http://dorm.cnu.ac.kr
Humanities	Korean Language and Literature	821-5321	http://human.cnu.ac.kr
	English Language and Literature	821-5331	http://english.cnu.ac.kr
	German Language and Literature	821-5341	http://german.cnu.ac.kr
	French Language and Literature	821-5351	http://french.cnu.ac.kr
	Chinese Language and Literature	821-5361	http://human.cnu.ac.kr
	Japanese Language and Literature	821-5371	
	Sino-Korean Literature	821-5381	http://sinokor.cnu.ac.kr
	History	821-5391	http://human.cnu.ac.kr
	Korean History	821-6311	
	Philosophy	821-6321	
	Archaeology	821-6381	
	Linguistics	821-6391	
Social Sciences	Sociology	821-6331	http://socio.cnu.ac.kr
	Library Information	821-6351	http://munhun.pagei.co.kr
	Psychology	821-6361	http://cnupsy.ezshosting.com
	Public Administration	821-5841	http://cnupa.storee.co.kr
	Political Science and Diplomacy	821-5851	http://politics.cnu.ac.kr
	Communications	821-6371	http://www.cnucomm.net
	Social Welfare	821-6471	http://welfare.ngelnet.com
Economics and Management	Economics	821-5521	http://cem.cnu.ac.kr
	Business Administration	821-5531	
	International Trade	821-5551	
International Studies	Global Studies	821-5960	http://cnusis.cnu.ac.kr
	Korean Cultural Studies	821-5960	
Natural Sciences	Mathematics	821-5421	http://math.cnu.ac.kr
	Information and Statistics	821-5431	http://stat.cnu.ac.kr
	Physics	821-5451	http://physics.cnu.ac.kr
	Astronomy and Space Sciences	821-5461	http://astro1.cnu.ac.kr
	Chemistry	821-5471	http://chem.cnu.ac.kr
	Biochemistry	821-5481	http://biochemistry.cnu.ac.kr

Inquiry	Department	Telephone (Area Code: 042)	Homepage
Natural Sciences	Geological Sciences	821-6421	http://geo.cnu.ac.kr
	Marine Environmental Sciences	821-6431	http://ocean.cnu.ac.kr
	Dance	821-6481	http://dance.cnu.ac.kr
Engineering	Architecture (5-year program)	821-6280	http://archi.cnu.ac.kr
	Architectural Engineering	821-5621	http://archi-eng.cnu.ac.kr
	Civil Engineering	821-5671	http://civileng.cnu.ac.kr
	Environmental Engineering	821-6671	http://envi.cnu.ac.kr
	Mechanical Engineering	821-5641, 6641	http://me.cnu.ac.kr
	Naval Architecture and Ocean Engineering	821-6621	http://ship.cnu.ac.kr
	Mechatronics Engineering	821-6871	http://mec.cnu.ac.kr
	Aerospace Engineering	821-6681	http://aero.cnu.ac.kr
	Materials Science and Engineering	821-6631	http://mse.cnu.ac.kr
	Electrical Engineering	821-5651	http://elec.cnu.ac.kr
	Electronics Engineering	821-5661	http://ee.cnu.ac.kr
	Radio and Information& Communications Engineering	821-6861	http://rice.cnu.ac.kr
	Chemical Engineering and Applied Chemistry	821-5681	http://ceac.cnu.ac.kr
	Organic Materials Engineering	821-6661	http://polyfiber.cnu.ac.kr
Agriculture and Life Sciences	Crop Science	821-5721	http://crop.cnu.ac.kr
	Horticultural Science	821-5731	http://horti.cnu.ac.kr
	Biobased Materials	821-5751	http://wood.cnu.ac.kr
	Environmental and Forest Resources	821-5741	http://forestry.cnu.ac.kr
	Animal and Dairy Science	821-5771, 5781	http://animal.cnu.ac.kr
	Applied Biology	821-5761	http://abio.cnu.ac.kr
	Bio-Environmental Chemistry	821-6731	http://bec.cnu.ac.kr
	Food Science and Technology	821-6721	http://fst.cnu.ac.kr
	Agricultural and Rural Engineering	821-5791	http://are.cnu.ac.kr
	Biosystems Machinery Engineering	821-6711	http://bme.cnu.ac.kr
	Agricultural Economics	821-6741	http://agrieco.cnu.ac.kr
Human Ecology	Clothing and Textiles	821-6821	http://cloth.cnu.ac.kr
	Food and Nutrition	821-6831	http://fdnutri.cnu.ac.kr
	Consumer Science	821-6841	http://cli.cnu.ac.kr
Nursing	Nursing	580-8321	http://nursing.cnu.ac.kr
Biological System Sciences	Biological Sciences	821-5491	http://sbb.cnu.ac.kr/bio
	Microbiology and Molecular Biology	821-6411	http://sbb.cnu.ac.kr/micro