

**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.

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



## Important Notes for Successful Applicants 2019 Spring (Undergraduates)

2018. 12.



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# I / Tuition

## 1. Tuition Payment

**A. Period: Jan 15<sup>th</sup> 2019 (Tue) ~ Jan 18<sup>th</sup> 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

#### 2) 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](mailto: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 Jan 11<sup>th</sup> 2019 (Fri) 10:00**

2) CNU web site(<http://plus.cnu.ac.kr>)→대학생활→학생민원서비스→"신입생 등록금고지서(<http://cnuis.cnu.ac.kr/EntUrgNotiQjsp>)"

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: Jan 3<sup>rd</sup> 2019 (Thu) 09:00~18:00**

3) How to apply: CNU web site(<http://plus.cnu.ac.kr>)→대학생활→학생민원서비스→"신입생 등록금 분납신청(<http://cnuis.cnu.ac.kr/EntLoginPpaid.jsp>)"

#### 4) Payment Period

- **First Payment: Jan 15<sup>th</sup> 2019 (Tue) ~ Jan 18<sup>th</sup> 2019 (Fri)**
- **Second Payment: Mar 20<sup>th</sup> 2019 (Wed) ~ Mar 21<sup>th</sup> 2019 (Thu)**
- How to Pay: Same as Section 1.-B. How to Pay

#### 5) Amount of each Installment

- First Payment: the First Tuition Fee
- Second Payment: the Balance of the 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)

- 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**

※ 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

#### 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

- 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 Admissions Office no later than **Feb 22<sup>nd</sup> (Fri) 2019**.
- 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
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 completed course work(or not graduate) have to finish drop-out procedure in the previous school no later than **Feb 22<sup>nd</sup> 2019 (Fri)**
- 1) Applicants who submitted a certificate of expected degree or completion must submit their official graduation certificate(diploma) and academic transcripts
- B. Applicants who graduated from a university outside of Korea
- 1) 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.cdgd.edu.cn> or <http://www.chsi.com.cn>
- C. Where and when to submit: By Feb 22<sup>nd</sup> 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)

- A. Period: Mar 4<sup>th</sup> 2019 (Mon) ~
- B. Location: the First Student Hall (1학생회관) KEB Hana Bank(W-8)
- C. 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

- A. Date and Time: Feb 28<sup>th</sup> 2019 (Thu) 15:00~
- B. Location: Office of International Affairs(W15, Room 101)
  - ※ Orientation for students who move in dormitory: Mar 4<sup>th</sup> 2019 (Mon) 12:00~12:40, Global Center(W15) Room 108

### 2. Course Registration

- A. Freshman: Feb 7<sup>th</sup> 2019 (Thu) ~ Feb 13<sup>th</sup> 2019 (Wed) (09:30~18:00)
- B. Transfer Students: Mar 4<sup>th</sup> 2019 (Mon) ~ Mar 8<sup>th</sup> 2019 (Fri) (09:30~18:00)
  - ※ Refer to CNU web site “학사일정”
- C. 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/>)
- D. 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/>) with your ID(application number) and password(birthday-yyymmdd) 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: Mar 2<sup>nd</sup> 2019 (Sat) ~ Mar 3<sup>rd</sup> 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>) concerning details for living in the dormitory
- ※ After Mar 3<sup>rd</sup> 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: Spring semester, 2019

- ※ An additional application is required to live in the dormitory for summer vacation and the 2019 fall 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: Jan 22<sup>nd</sup> 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

#### A. Dormitory Fees(Spring, 2019)

(Currency: Won)

Accommodation 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	Meals Excluded	
Building 10	For married Couple	1,119,220		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, please 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

#### B. Meal Plans(Spring, 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	528,870	
TYPE 3		4 meals	570,840	
TYPE 4		6 meals	617,220	

- ※ 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)

#### C. How to pay dormitory fees

##### 1) Payment Period: Jan 24<sup>th</sup> 2019 (Thu) ~ Jan 25<sup>th</sup> 2019 (Fri) 09:00~23:00

- 2) Visit the Dormitory Web site and print the payment notice
- 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 Feb 28<sup>th</sup> 2019 (Thu) 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 end of the payment deadline, the dormitory will consider that you have declined your place in 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 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)」

#### A. Application and payment period for CNU International Student Insurance

: Mar 1<sup>st</sup> 2019 (Fri) ~ Mar 31<sup>st</sup> 2019 (Sun)

#### B. 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

- 3) Insurance Term: Mar 1<sup>st</sup> 2019 ~ Feb 28<sup>th</sup> 2020[1 year]

#### C. 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](mailto: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 Mar 1<sup>st</sup>, 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	821-5032~4
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 Language 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	Phone Number	Web Site
Humanities	Korean Language and Literature	821-5321	<a href="http://human.cnu.ac.kr">http://human.cnu.ac.kr</a>
	English Language and Literature	821-5331	<a href="http://english.cnu.ac.kr">http://english.cnu.ac.kr</a>
	Japanese Language and Literature	821-5371	<a href="http://human.cnu.ac.kr">http://human.cnu.ac.kr</a>
	Sino-Korean Literature	821-5381	<a href="http://sinokor.cnu.ac.kr">http://sinokor.cnu.ac.kr</a>
Social Sciences	Sociology	821-6331	<a href="http://socio.cnu.ac.kr">http://socio.cnu.ac.kr</a>
	Communications	821-6371	<a href="http://www.cnucomm.net">http://www.cnucomm.net</a>
	Public Administration	821-5841, 5861	<a href="http://cnupa.storee.co.kr">http://cnupa.storee.co.kr</a>
Economics and Management	Economics	821-5521	<a href="http://cem.cnu.ac.kr">http://cem.cnu.ac.kr</a>
	School of Business	821-5531	
	International Trade	821-5551	
	Asia Business International Studies	821-5960	
Engineering	Architecture(5-year program)	821-6280	<a href="http://archi.cnu.ac.kr">http://archi.cnu.ac.kr</a>
	Mechanical Engineering	821-5641	<a href="http://me.cnu.ac.kr">http://me.cnu.ac.kr</a>
	Electrical Engineering	821-5651	<a href="http://elec.cnu.ac.kr">http://elec.cnu.ac.kr</a>
	Electronics Engineering	821-5661	<a href="http://ee.cnu.ac.kr">http://ee.cnu.ac.kr</a>
	Advanced Materials Engineering	821-6631	<a href="http://mse.cnu.ac.kr">http://mse.cnu.ac.kr</a>
Agriculture and Life Sciences	Agricultural Economics	821-6741	<a href="http://agrieco.cnu.anyline.kr">http://agrieco.cnu.anyline.kr</a>
	Animal and Dairy Science	821-5771, 5781	<a href="http://animal.cnu.ac.kr">http://animal.cnu.ac.kr</a>
Human Ecology	Clothing&Textiles	821-6821	<a href="http://cloth.cnu.ac.kr">http://cloth.cnu.ac.kr</a>
	Consumer Science	821-6841	<a href="http://cli.cnu.ac.kr">http://cli.cnu.ac.kr</a>
Biological System Sciences	Microbiology&Molecular Biology	821-6411	<a href="http://sbb.cnu.ac.kr/micro">http://sbb.cnu.ac.kr/micro</a>