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◎표준입학허가서 및 비자 관련 자세한 문의:

국제교류본부 ☎+82-42-821-8822(중국), 8824(비중국)

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:

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



대학교육의 첫걸음,  
입학본부가 시작합니다!

Jump!CNU

세계로 도약하는 대한민국 대표대학

## Important Notes for Successful Applicants (Undergraduates)

2018. 6.

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# I. Tuition Fee Payments and Renouncing Registration

## 1. Tuition Payment

A. Tuition Payment Period: July 10<sup>th</sup> 2018 (Tue.) ~ July 13<sup>th</sup> 2018 (Fri.) 09:00 - 16:00  
(Regular Banking Hours)

### B. How to Pay

a) Designated Banks: KEB Hana Bank, Woori Bank, Nonghyup Bank (NH)

- At any nationwide location throughout Korea.

b) Using a 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 form (The name of the sender and the student do not need to be necessarily identical and students are responsible for paying any additional bank fees).

c) Using a Credit Card

- ▶ HANA Bank cardholders and WOORI Bank cardholders can visit the bank or pay through the bank's website.

d) Outside of Korea: Transfer money from abroad to CNU

- ▶ An account number will be individually informed.
- ▶ The sender's name must be identical to the name on the student's passport.
- ▶ **Students who transfer money from abroad must send the form below to [open\\_foreign@cnu.ac.kr](mailto:open_foreign@cnu.ac.kr) immediately after transferring money.**

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

\* 1,000 KRW = 1 USD.

\* When paying tuition, add a bank charge of 100 USD.

\* Tuition paid in excess is refundable.

### C. Print Your Payment Notice

a) Period: July 6<sup>th</sup> 2018 (Fri.) ~ July 13<sup>th</sup> 2018 (Fri.)

b) How to Print

- ▶ Visit our website (<http://www.cnu.ac.kr>), and click "대학생활" → "학생민원서비스" → "신입생 등록금 고지서 출력"
- ▶ Password: Date of birth (YYYYMMDD).

#### D. Installment Payments (Payments within Korea Only)

- a) For students unable to pay tuition all at once, paying by installments is possible.
- b) Period of Application for Installment Payments: Further notice
- c) How to Apply: Visit our website (<http://www.cnu.ac.kr>), and click "대학생활" → "학생  
민원서비스" → "신입생 등록금 분납신청"
- d) Payment Period:
  - ▶ First payment: Further notice
  - ▶ Second payment: Further notice
  - ▶ How to pay: same as Section B. How to Pay
- e) The Amount of Money Paid by Installment Payments:
  - ▶ First payment: Partial tuition.
  - ▶ Second payment: Remaining tuition.
- f) Notice:
  - ▶ If you do not pay within the period stated above, payment by installments will be cancelled.
  - ▶ Students who apply for payment by installments must pay any outstanding tuition within an additional payment period, which will be notified later.
  - ▶ 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:

- a) If the successful applicant does not pay tuition within the tuition payment period, he or she will be excluded from the admission list.
- b) Tuition should be paid during regular banking hours (09:00-16:00).
- c) Successful applicants should submit their tuition bill at the bank even if on a full scholarship. If not, admission will be automatically rescinded.**
- d) After payment, please confirm that payment was successful through the following methods:**
  - ▶ Confirm the status of your tuition payment by checking "등록금고지서 출력" on the CNU website (<http://www.cnu.ac.kr>).
  - ▶ Please call the Office of Financial Affairs if a problem arises at (042) 821-5133.

F. Tuition Fees

Currency : Won

College	Recruitment Unit	Tuition Fee
Humanities	All departments	<b>1,819,000</b>
Social Science	All departments	<b>1,819,000</b>
Economics & Management	All departments	<b>1,807,500</b>
Engineering	All departments	<b>2,572,000</b>
Agriculture and Life Science	Agricultural Economics	<b>1,819,000</b>
	All departments except the above	<b>2,193,500</b>
Human Ecology	All departments	<b>2,193,500</b>

2. Notice about Renouncing and Refunds:

A. For an Applicant Who Wants to Renounce

- 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 Admission Office by **August 24<sup>th</sup> 2018 (Fri.)**.

B. Tuition Refund Regulations

- a) Chungnam National University will refund tuition under certain predetermined conditions, which is in accordance with the second clause of Article 6 of The Rules of University Tuition.

Time Frame for Possible Tuition Refund If Certain Conditions Are Met	Possible Tuition Refund Amount
Before the start of the semester	All tuition fees.
Within 30 days after the start of the semester	5/6 of tuition fees
Between 31 to 60 days after the start of the semester	2/3 of tuition fees
Between 61 to 90 days after the start of the semester	1/2 of tuition fees
90 days after the start of the semester	Non-refundable.

## II. Additional Documents to Be Submitted by Successful Applicants

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

A. Applicants who graduated from a university in Korea

- ▶ **Students who completed his or her courses in an university in Korea, but did not graduate have to withdraw from previous university by August 24<sup>th</sup> (Fri.) 2018.**
- ▶ Applicants who have submitted a certificate of expected degree or completion should submit their official graduation certificates (or diplomas) and academic transcripts.

B. Applicants who graduated from a university outside of Korea

- ▶ Applicants who have not submitted an official graduation certificate or one notarized either by the Korean Embassy or with an apostille should submit their graduation certificates (or diplomas) which have been verified by an embassy or with an apostille.

C. Applicants who graduated from a university in China

- ▶ China Academic Degree & Graduate Education Development Center (<http://www.cdgdc.edu.cn>) or China Higher Education Student Information (<http://www.chsi.com.cn>)

D. When and where to submit :

- ▶ **When: August 24<sup>th</sup> 2018 (Fri.)**
- ▶ **Where: The Admission Office (E7-1).**
- ▶ **Your enrollment might be canceled if you do not submit your graduation certificate (or diploma).**

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

A. Period: From September 3 2018 (Mon.) ~

B. Location : The First Student Hall (제1학생회관), Hana Bank (Building W-8).

C. Please bring a photo (3x4), a form of identification (passport or Korean alien registration card)

- ▶ The bank can use the photo submitted during the admission procedure.

### III. Freshman Orientation and Course Registration

#### 1. Freshman Orientation

- A. Period: August 31<sup>st</sup> 2018 (Fri.) 15:00.
- B. Location: Global Center (Building W15), 다문화센터강당(Room101).

#### 2. Course Registration

- A. Freshmen: August 1 2018 (Wed.) ~ August 7, 2018 (Tue.)
- B. Transfer students: September 3<sup>rd</sup> 2018 (Mon.) ~ September 10<sup>th</sup> 2018 (Mon.)
- C. How to register - Read the course catalog carefully and register for your course with the help of your department assistant through the website (<http://cnuis.cnu.ac.kr>).
- D. Notice:
  - ▶ Successful applicants must register for courses within the period stated above after paying tuition.
  - ▶ Log into the website (<http://cnuis.cnu.ac.kr>, ID: Candidate Number, Password: Birthday (YYMMDD)) and register for courses, and check the list of courses that you register for to make sure it is done correctly.
  - ▶ If you are a transfer student, please register for courses according to the result of subjects admitted.
  - ▶ If you need to change your personal information (e.g. nationality), please call student service affairs (042-821-5032).

### IV. Dormitory Guide

- 1. Expected move-in date : September 1<sup>st</sup> (Sat.) 2018 ~ September 2<sup>nd</sup> (Sun.) 2018 09:00 ~15:00
  - ▶ Please comply with the move in dates and refer to the bulletin board on the dormitory website for information about moving. (Dormitory website: <http://dorm.cnu.ac.kr>).
  - ▶ Moving in after September 2nd (Sun.) 2018 is possible  
(Weekdays is available only between 14:00~18:00, and moving in on weekends is not permitted)
- 2. Duration of stay: Fall semester, 2018 (From September 1<sup>st</sup> 2018 to December 21<sup>st</sup> 2018)
  - ▶ Living in the dormitory during the winter vacation requires an additional application.

### 3. Application for the dormitory and selection

- A. Only students who apply for the dormitory during the application period for admission are entitled to be selected in the dormitory.
- ▶ Students who did not apply for the dormitory during the application period for admission are disqualified.
- B. Expected date of announcement of the residence list: July 24<sup>th</sup> 2018, 14:00 on the dormitory website.
- ▶ Successful applicants should check the notice for successful applicants on the dormitory website.

### 4. Payment of Dormitory Fees

A. Dormitory Fees (Based on the 2018 Fall Semester)

(Currency: Won)

Accommodation Type		Maintenance Fees	Food Expenses	Note
Building 4 (Hallway)	2/1 Room	365,200	Meals Included (465,080 ~ 587,860)	Male Only
Building 1,6 (Apartment)	2/1 Room	489,500		Building 1 : Male Only Building 6 : Female Only
Building 2,3 (Studio)	2/1 Room	522,500		Building 2 : Female Only Building 3 : Male Only
Building 5 (Apartment)	2/1 Room	504,900		Female Only
	3/1 Room	457,600		Male Only
Building 7,8,9,11	2/1 Room	522,500		Building 7, 11 : Female Only Building 8, 9 : Male Only
Building 10	For married couple	1,096,700	Meals Excluded	Equipped with Cook Facilities
Building 12	2/1 Room	565,400		Male Only
Building 13	1/1 Room	973,500		Female Only
	2/1 Room	547,800		

- ※ Arranged dormitory building and fees are displayed on the Notice of Payment for Dormitory.
- ※ Students who live in Building 12 or 13 must pay public utility charges (electricity bills, water bills, gas bills).
- ※ Regarding rooms for married students, they have to prove their marriage status and there might be a shortage of rooms.
- ※ The fees described above may fluctuate.

B. Meal Plans (Based on the 2018 Fall Semester)

(Currency : Won)

Types	Weekdays (Breakfast/Dinner)	Weekend	Food Expenses	Note
TYPE 1	10 meals	0 meals	465,080	3,200 for separate payment of meal
TYPE 2		2 meals	511,420	
TYPE 3		4 meals	546,000	
TYPE 4		6 meals	587,860	

- ※ Type 1 (10 meals on weekdays) is the minimum type, and 10 meals on weekdays (breakfast and dinner) are mandatory (buildings 1~6, and buildings 7~11).
- ※ Except for residents living in rooms for married couples, buildings 12 and 13, and Baek-Hang Sah, selecting at least one meal plan (type 1~4) is mandatory.
- ※ If you choose between types 2~4, you can use your allotted meals for any meal (breakfast, lunch, dinner) on weekends.
- ※ You can buy meals in the dormitory restaurant at lunchtime during weekdays. After using up all of your meals on weekends, you can still use the dormitory restaurant by purchasing additional meals.

C. How to Pay Dormitory Fees

- ▶ Payment Period: July 26<sup>th</sup> 2018 (Thur.) ~ July 27<sup>th</sup> 2018 (Fri.) 09:00-23:00.
- ▶ Visit the website <http://dorm.cnu.ac.kr> and print the notice of payment.
- ▶ How to Pay: Use virtual payment on <http://dorm.cnu.ac.kr> or a credit card (Hana Bank, Woori Bank, Shinhan Bank, Kookmin Bank).
- ▶ If you submit a Residence Waiver Form by August 31<sup>st</sup> 2018 (Fri.), 18:00, dormitory fees are fully refundable.

5. Notice about Dormitories

- ▶ If you do not pay the dormitory fees by the end of the payment period, we will consider that you have declined your place in the dormitory.
- ▶ For detailed pictures of the dormitory accommodation, please visit the website (<http://dorm.cnu.ac.kr>) and refer to “생활관살펴보기.”
- ▶ For further details, please call the Dormitory Office at (042)821-6181, 6161.

## V. Insurance

### 1. Insurance Is Mandatory for International Students

- A. Every international student must have insurance according to Korean government regulations.
- B. Each international student must choose either CNU International Student Insurance (충남대 외국인 유학생 보험) or National Healthcare Insurance.
- C. You cannot receive scholarships provided by the Office of International Affairs (OIA) or apply for OIA programs if you do not have insurance.
- D. You cannot register for courses if you do not have insurance.

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

- A. Apply and pay for CNU International Student Insurance
  - ▶ During September in 2018
- B. How to apply for the insurance (<http://www.fstudent.kr/cnun>)
  - ▶ Sign in to the CNU International Student Insurance website and pay.
  - ▶ Cost: About 150,000 KRW / 1 year  
(costs can fluctuate according to individual circumstances such as age and gender)
  - ▶ Insurance Term: September 1<sup>st</sup> 2018 ~ September 1<sup>st</sup> 2019 (1 year).
  - ▶ 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.

#### Use of Personal Information

The personal information provided on this application form will only be utilized for academic affairs concerning the student beginning on September 1, 2019.