

Application Procedure for Student Exchange Program for Spring 2024

■ Schedule

Procedure		Date
1	Submit Nomination Form of Exchange Students (Home University → HNU)	by November 3 (Fri)
2	Provide Log-in Information for online Application (HNU → Home University)	by November 3 (Fri)
3	Fill out the online Application (Exchange Students)	by November 17 (Mon)
4	Provide Admission Letter	Mid - Late December

1. Submit nomination form of exchange students (Home University → HNU)

International office at home university submits the nomination form of the exchange students to Hannam University. *Student's full name, D.O.B., and Passport Number is required

2. Provide log-in information for on-line application (HNU → Home University)

Hannam University provides the log-in information to home university. Candidates who are nominated by the home university can complete the online application by the deadline.

3. Fill out the online application

Candidates who are nominated by the home university fill out the online application as much as possible by the deadline. Candidates are asked to upload the required documents to the online application.

■ Required Documents

1. Application Form and Photo (online application)
2. Purpose of Study Abroad Statement (online application)
3. Letter of Self-introduction (online application)
4. Dormitory Application (online application)
5. Original Transcript (online upload)
6. Certificate of Student Registration (online upload)
7. Letter(s) of Recommendation (online upload)
8. Copy of Passport (online upload)

** Documents should be uploaded in pdf or in jpg format*

4. Provide admission letter

Hannam University provides the Admission Letter and a copy of the Business Registration of HNU to home university for a visa.

COURSE REGISTRATION

1. Course Credit

Most of Hannam University's courses are three credits (three hours per week).

2. Course Registration

All exchange students are required to register for courses through the online course registration system during the first week of the semester. Students can take 12~21 credits at Hannam University during one semester.

- * Please make sure to apply for all courses taken at Hannam University after checking whether they are acceptable at your home university.
- * Course Withdrawal Period: Students can cancel courses only during the specified period.

CENTER for KOREAN LANGUAGE and KOREAN STUDIES

The Center for Korean Language and Korean Studies (CKLKS) offers courses quarterly throughout the academic year (Spring-Summer-Autumn-Winter) and does not follow Hannam University's academic calendar. Courses are provided to exchange students for the first quarter, however, students are required to pay tuition for the following quarter(s) at a 50 percent reduction.

- Classes at CKLKS are held from 9 a.m. to 1 p.m. Monday through Friday.
- A *Certificate of Completion* will not be issued if the students is absent for more than 20 percent of classes.
- Classes are conducted according to the Korean proficiency level of students.
- Course Fees (for exchange students)
 - 1) Spring, Autumn quarter fees: Free
 - 2) Summer, Winter quarter fees: 700,000 KRW (50% deducted)
 - 3) Textbook fees: 40,000 KRW (available at the campus bookstore)

Undergraduate course schedule	First Semester		Second Semester	
CKLKS course schedule	Spring Quarter	Summer Quarter	Autumn Quarter	Winter Quarter
	Free	50 % reduction	Free	50% reduction
	March-May (10 weeks)	June-August (10 weeks)	September-November (10 weeks)	December-February (10 weeks)

INSURANCE APPLICATION

Beginning in March 2021, all foreign students who enter the Republic of Korea must enroll in the Korean National Health Insurance Program. The monthly insurance premium is approximately 70,000 KRW per month.

DORMITORY

Exchange students are required to stay at the university dormitories. Meals are not included.

1. Dormitory for Exchange Students

Dorm	Sibley House I	Sibley House II
Gender	Males only	Females Only
Room Type	Trio	Trio
Expense	710,000 KRW (for a regular semester) - Dormitory Key Deposit Included: 10,000 KRW 510,000 KRW (for summer vacation) - Dormitory Key Deposit Included: 10,000 KRW 510,000 KRW (for winter vacation) - Dormitory Key Deposit Included: 10,000 KRW	
Kitchen	None	
Student Lounge	Yes	
Curfew Time	Yes (11 p.m.)	
Bathroom & Shower	One per room	
Facilities & Amenities Provided	bed, desk, closet, air conditioning, free Wifi, purified water fountain, shared laundry room	
Location	5 minute walk from university	
Additional Notes	- Blanket Set : Individual purchases need Note: Please make payments in account transfer when checking in the dormitory (Announcement of the bank account establishment will be made at the orientation).	

2. Dormitory Operation Period

	During the semester	During the vacation
Spring Semester	Early March to mid-June	Mid-June to late August
Fall Semester	Early September to mid-December	Mid-December to late February

3. Other Dormitory Information

- Students who want to stay during the vacation period will receive a separate application at the dorm during the semester. (Separate expenses apply)
- To apply for admission, departure, and vacation leave, please contact Sibley House staff.
- * Dormitory fees during the vacations are as follows: Summer Vacation (560,000 KRW), Winter Vacation (560,000 KRW).
- * Students are required to move into the Somanggwon dormitory during the vacation from the Sibley House.

4. Dormitory Cafeteria Guide

- Location: The first floor basement of the Somaggwan Dormitory.
- Amount: About 440,000 KRW (110 meals) per semester (Available as a charge).
- You can have meals only during the semester.
- Students who do not live in the Sibley House dormitories can use the cafeteria, but the cost is different.

[*Mensa Christi*: on campus student restaurant]

- Location: the first floor basement of the Hannam University Student Union Building
- Operating Hours
 - 1) Breakfast: 7:30 a.m. - 9:00 a.m.
 - 2) Lunch: 11:30 a.m. - 1:00 p.m.
 - 3) Dinner: 5:30 p.m. - 7:00 p.m.

* All costs above are subject to change without prior notice.

[Campus Map]



ADDITIONAL INFORMATION

■ Alien Registration Card

All foreigners entering Korea should complete the registration at the Foreign Immigration Office. It takes approximately one or two month for the alien registration card to be issued. About two weeks after arrival, all exchange students will go to the Daejeon Foreign Immigration Office to register your fingerprints.

* You will be notified of the fingerprint registration date.

- Required Documents
 - 1) A white background color photo (3.5cm X 4.5cm)
 - 2) Foreign Registration Fee: 30,000 KRW(cash)
 - 3) Copy of your passport
 - 4) Application Form (attached a photo)

■ Buddy Program

Exchange students will be paired 1:1 with a Korean students buddy.

■ Field Trip

Exchange students can participate in field trips during the Spring and Fall semester.

■ Student ID Card

To obtain a Student ID Card, students visit the Office of Academic Affairs and Management located at Student Union Building. Students will need to bring the following:

1. Kookmin Bank Account Book
2. A photo (3.5cm X 4.5cm)

■ Document(s)

* Submit the relevant documents to CIR by the first week of the semester.

Category	Required Documents and Fees
Alien Registration Card Application	1. Passport 2. One application form (attach a photo: a color photo with white background taken within the last six months) 3. One copy of passport 4. Fee: 30,000 KRW * Alien Registration Card will be issued one month later * Visit the immigration office to register fingerprints of new exchange students. (to be announced)
Documents for opening a bank account	1. Bank account application 2. Three copies of passport
Receipt for dormitory payment	1. Receipt - The name on the receipt should be same as in the student's passport - Receipt should be submitted by the due date to CIR - Due date: To be announced

Category	Required Documents and Fees
	* Name of Bank: Shin Hyup (신협) * Bank Account Number: 131-015-620623 * Beneficiary's Name: Hannam University (한남대학교 (생활관)) * Dormitory Name: Sibley House I or II ※ Dormitory fee payment period: According to the instructions of the dormitory ※ Students who wish to use the dormitory during the vacation should fill out an additional application. (The period and amount of application will be announced in the dormitory)
Course Registration	If you are unable to register for courses, please contact CIR

■ Important University Facilities Addresses and Contact Information

1. Address of Foreign Student's Dormitory:

- Men's Dormitory
: ○○○ Rm. No. (34429), Sibley House 1 (Men), Hongdo-Ro 73-10, Daeduck-Gu, Daejeon-City, Korea. (Tel: +82-42-629-8561)
- Women's Dormitory
: ○○○ Rm. No. (34429), Sibley House 2 (Women), Hongdo-Ro 73-10, Daeduck-Gu, Daejeon-City, Korea. (Tel: +82-42-629-8560)

2. Center for International Relations (CIR)

50-Dong 309-Ho, Center for International Relations, Hannam University, Hannam-Ro 70, Daeduk-Gu, Daejeon-City, Korea.

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- Staff Contact List

- 1) English speaking Staff (USA, Europe): hnueng@hnu.kr
- 2) English speaking Staff (Southeast Asia, Africa, Oceania and Etc.): hnuengl@hnu.kr
- 3) Japanese speaking Staff: hnujpn@hnu.kr
- 4) Chinese speaking Staff (China, Taiwan): hnuchina1@hnu.kr

* The above details are subject to change each semester.