

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)



Notes for Successful Applicants to Undergraduates, Fall 2023

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.



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I Tuition

1. Tuition Payment

A. Period: Aug. 9(Wed) 2023 ~ Aug. 10(Thu) 2023 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 Aug. 7(Mon) 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. 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

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 August. 25(Fri) 2023.
- 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 [September 7\(Thu\) 2023](#) to Office of International Affairs(Building E1-1 Room 206).

B. Applicants who graduated from a university outside of Korea

Applicants who submitted a certificate of expected degree or completion must submit their official graduation certificate(diploma) and transcript with Apostille or Counsel Confirmation by [August 7\(Mon\) 2023](#) to Office of International Affairs(Building E1-1 Room 206).

*The diploma (academic) certification report issued by applying through <http://www.chsi.com.cn> is to be submitted for Chinese school graduates

2. Application for a Student Card(Smart Card)

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

B. Location: KEB Hana Bank of the 1st Student Union (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: Aug. 9(Wed.) ~ Aug. 11(Fri.), 2023 *09:30~18:00

* Refer to CNU website: International Students→Academic Information→Academic Calendar 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 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

1. Date: August 30(Wed), 2023 (Expected)

2. Place: In-person or remote orientation

*Separate notification will be sent via email

V 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 Sep. 1st, 2023.

<Appendix> Contact Information

| Inquiry | Department | Telephone (Area Code: 042) | website |
|---|------------------------------------|-------------------------------|---|
| Admissions | Office of International Affairs | 821-8825 | http://cnuint.cnu.ac.kr/ |
| Visa and Students Affairs | | 821-8822(중국) 821-7046(비중국) | |
| Tuition fee | Account Team | 821-5133 | |
| Scholarship | Student Affairs Office | 821-5081, 5084 | |
| Leave of absence & Re-enrollment | Academic Supports Office | 821-5029, 5034 | |
| Credit Validation & Academic Administration | Academic Supports Office | 821-5031, 5033, 5036 | |
| Course Registration | Academic Supports Office | 821-5042 | |
| International Studies | Global-Studies | 821-8653 | http://cnusis.cnu.ac.kr |
| | Korean Cultural Studies | 821-8653 | |