

Welcome to  
AJOU  
University!



# Ajou International Student

## Spring 2024



AJOU UNIVERSITY  
Office of International Affairs



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# Important things to do after arrival

## ■ Student ID Card

Undergraduate	Pick up from the OIA office (Yulgok #153)
Exchange students	Pick up from the dormitory buildings (International dorm / Hwahong Hall) Pick up from the OIA (Yulgok #152) * <a href="#">If you live off-campus</a>
GSIS students	Pick up from the GSIS office (Yulgok #155)
Graduate students	Pick up from the graduate school office (Yulgok #305)

## ■ Health Insurance

- ① ALL Ajou international students are mandatorily required to purchase a health insurance. IF YOU ARE NOT INSURED, issuance of the documents such as Certificate of Enrollment, Official Transcript and E-Class usage and etc. will be restricted. Therefore, those who have brought the health insurance from their home country must submit the copy of insurance plan to each office.
- ② From March 2021, in accordance with the Korean Government's regulation, holders of Study (D-2) visa are subject to the statutory subscription to the National Health Insurance Service (NHIS). It is mandatory for international students who are studying in Korea. The aforementioned visa holders will be automatically subscribed to the NHIS. The detailed information will be explained by each program.

## ■ Health and Medical Clearance Form

- All international on-campus residents are required to submit their health and medical clearance form to live on campus. Please note that according to the Korean government regulation, students from the designated 35 countries may require to submit TB test result when applying for Alien Registration card. The record should come from the local district public health center in Korea.

*The designated 35 countries are: Angola, Azerbaijan, Bangladesh, Belarus, Cambodia, China, Congo, Ethiopia, India, Indonesia, Kazakhstan, Kenya, Kyrgyzstan, Laos, Malaysia, Moldova, Mongolia, Mozambique, Myanmar, Nepal, Nigeria, Pakistan, Papua New Guinea, Peru, Philippines, Russia, South Africa, Sri Lanka, Tajikistan, Thailand, Timor Leste, Ukraine, Uzbekistan, Vietnam, Zimbabwe*



## ■ How to get the physical check-up(TB test) in Korea

Physical check up at general hospitals or clinics where X-ray examination is available

- Time : 09:00 ~ 18:00 (Lunch Break: 12:00 ~ 14:00)
- Things to bring: Passport
- Cost : May vary by the hospital, approximately 20,000 KRW
- Usually result comes out in 1 day
- Note: TB test(x-ray/skin) is required in order to live at the university dormitory.

## ■ Alien Registration Card Registration

- All international students who will stay in Korea for more than 90 days should apply for the AR registration. However, due to the new immigration service policy, individual visits to the Suwon Immigration Office are not recommended. Therefore, the program of each office will receive the application and submit it to the Immigration Office.

### •Things to bring:

- Copy of Passport, 1 Face photo (3.5\*4.5, white background taken within 6 months, color)
- Copy of Visa page
- Completed Application form
- Certificate of Residence (Ajou Dormitory / off-campus)
- Certificate of Enrollment (issued at Ajou Service Center, cost: KRW 500)
- Fee: KRW 30,000 (please submit three bills of KRW 10,000)

- ☞ Individual visits to the Immigration Office are restricted, so students are highly encouraged to submit their registration to the program of each office.

## ■ Bank account opening

KB Bank (KB 국민은행)

☞ 1st Floor of Student Union Building (On-Campus) / A.R. card, Passport, Student ID card

## ■ Important NOTICES for international students

- Ajou Website (English) : [www.ajou.ac.kr/en/index.do](http://www.ajou.ac.kr/en/index.do), <https://oia.ajou.ac.kr/oia/index.do>

- ▶ Notice board

- Useful information such as free trips, events on campus, job opportunities and others will be noticed on the website on a regular basis.

## ■ Required documents to be submitted to OIA for Exchange/Visiting students

- Copy of Insurance contract

☞ *This is applied to the students who brought an insurance document from their home countries that have not yet submitted to the office.*

# Ajou University Facilities & Services

## ■ Library

Library	Open Hrs.	Ref.
Study Room	2 <sup>nd</sup> Floor: 24 Hrs. 3 <sup>rd</sup> ~ 4 <sup>th</sup> Floor: 7:00 ~ 23:00	Open Mon. to Sun.
Reading Room	Mon. ~ Fri.: 09:00 ~ 21:00 Sat.: 10:00 ~ 16:00	Closed on Sunday/National Holidays/School Anniversary/Inevitable situations such as blackout)  (Summer/Winter break) Mon. ~ Fri.: 09:00 ~ 18:00 Sat.: 10:00 ~ 16:00

\* Undergraduate students can check up to 15 books from 14 days.

\* Graduate students can check up to 30 books for 30 days.

## ■ PC Labs on Campus

Name	Location
Yulgok Hall	Rm#157
Dasan Hall	Rm#307
Hwahong Hall(dorm)	PC Room, 1st floor
Woncheon Hall	Rm#540
Library	Internet Center, 1 <sup>st</sup> floor of Reading room
Seongho Hall	First floor next to the cafeteria

## ■ Cafeteria

Name	Location	Working Hrs.
Dorm Cafeteria	Dorm, Dining Hall	10:00~14:00 17:00~19:00
Faculty Cafeteria	Dorm Dining Hall, 2nd floor	11:00 ~ 14:00 17:00 ~ 19:00
Student Restaurant	1 <sup>st</sup> floor, Student Union 1 Bld.	9:00 ~ 18:30
Dasan Hall	1 <sup>st</sup> floor, Dasan Hall	9:00 ~ 20:00
Paldal Hall	1 <sup>st</sup> Floor, Paldal Hall	9:00~ 19:20
Yeonam Hall	12 <sup>th</sup> Floor, Yeonam Hall	12:00 ~ 19:00

## ■ International Health Services

- Ajou University Hospital – Well-Being Center Location: 1<sup>st</sup> floor of the Ajou University Well-being Center Opening hrs.: Weekdays 8:00 ~ 16:00  
Purpose: Major health problems

### •Health Care Center

Location: Student Union 2 Building 2<sup>nd</sup> floor, Rm #227 Open hrs.: Weekdays 9:00 ~ 18:00  
(lunch break 12:00~13:00)  
Purpose: Minor health problems

## ■ Fitness Center

Location: 2<sup>nd</sup> floor, Gym  
Opening hrs.: Mon ~ Sat 7:00 ~ 22:00  
Sign up: Administration Office Rm #109, 1<sup>st</sup> floor Gym

### ■ Procedures:

- A. Visit the Administration Office (Gym) after 13:00
- B. Receipt for Gym
- C. Application form
- D. Pay fee at the bank on-campus
- E. Submit payment receipt to the Administration Office at the Gym

## ■ Emergency Calls in Korea

- ☛International Crime Reports or Consultations: 111 (No Area code is required)
- ☛Traffic Accident & Crime reports Hot line(Police): 112 (No Area code is required)
- ☛Emergency Rescue: 119 (No Area code is required)

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## Guide to use Ajou Service Center (ASC)

- LOCATION : STUDENT UNION 2 BUILDING #116
- OFFICE HOURS : 09:00 ~ 18:00 (MON-FRI)
- TEL : +82-31-219-1541~4
- FAX: +82-31-219-1545
- Email: asc@ajou.ac.kr

STUDENT ID	<ul style="list-style-type: none"><li>■ <b>Re-Issuance (chip-damage of Student Card, a lost card or damage by the student's own fault)</b> Make a lost card report at ASC → Submit an application for re-issuance → Re-issuance fee (standard KRW 3,000/ ISIC KRW 14,000) → Receive a new card immediately (except for holidays and weekends) * If you have remained of T-money in your card, you should refund it before visiting to ASC.</li><li>■ <b>Extension of Validity</b> Submit an ISIC application form at ASC (KRW 14,000)</li></ul>
CERTIFICATE	<ul style="list-style-type: none"><li>■ <b>Applying in Person</b> Visit ASC → Submit Student ID → Get certificates Available Time : Weekdays 09:00 ~ 18:00 (except for holidays)</li><li>■ <b>Applying by Automatic Certificate Issuing Machine (recommended)</b> Use the machine (in front of ASC) → Use your student number for ID and date of birth for password (YY/MM/DD) → Get certificates Available Time : Weekdays 09:00 ~ 21:00 Weekends &amp; Holidays 09:00 ~ 19:00</li><li>■ <b>Issuance Fee</b> KRW 500 for English/Korean version of Certificate</li></ul>
LOST & FOUND INTERNET & SCANNER	<ul style="list-style-type: none"><li>■ <b>Lost &amp; Found</b> Check for lost items at ASC</li><li>■ <b>Using Internet &amp; Scanner</b> Scanner and fax machine is available at ASC. The internet station is located in front of ASC office. Services are available at no charge.</li></ul>

# Direction to Suwon Immigration Office



## 1. Suwon Immigration Office (수원출입국관리사무소)

- Address : 39, Bandal-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Republic of Korea
- Tel : 031-659-3817 / Service Hours: Weekdays 9:00~18:00 (Lunch 12:00~13:00)
- Web: [https://www.hikorea.go.kr/pt/main\\_en.pt](https://www.hikorea.go.kr/pt/main_en.pt)

## 2. Transportation

- ① Take the Bus No. 720-1 in front of Ajou University's main gate and get off at the Suwon Immigration Office / Salgugol Park / Yeongtong Station Exit 3.
- ② If you take a taxi, it takes about 20 minutes and fare will be around KRW 8,000.

## 3. Things to bring for registration for alien registration card

- ① Passport, 1 color photo (3.5\*4.5, white background taken with in 6 months)
- ② Completed Application form
- ③ Certificate of Residence (Ajou Dormitory or off-campus)
- ④ Certificate of Enrollment (issued at Ajou Service Center, cost: KRW 500)
- ⑤ Copy of Visa page

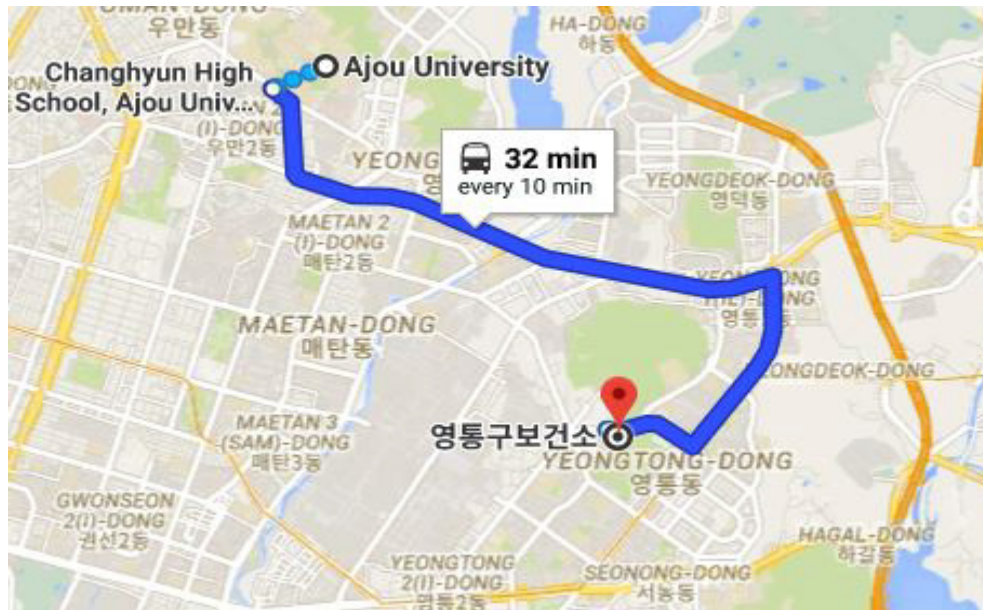
## 4. Fee

KRW 30,000 (please submit three bills of KRW 10,000)

## 5. Note

The service is provided for Alien Registration purposes and a reservation should be made beforehand.

# Direction to Yeongtong Public Health Center



## 1. Yeongtong Public Health Center (영통보건소)

- Address : 396, Yeongtong-ro, Yeongtong-Gu, Suwon, Gyeonggi-do
- Tel : 031-228-8716 / Service Hours: 9:00~17:00

## 2. Transportation

- ① Take the Bus No. 720-1 in front of Aju University's main gate and get off at the Yeongtong-gu Bogeonso / Suwon Sports and Cultural Center (16 bus stops).
- ② If you take a taxi, it takes about 20 minutes and fare will be around 9,000KRW

## 3. Things to bring

- ① Passport

## 4. Note

Students can get COVID-19 tested at the Public Health Center.  
Testing Hours: weekdays 9:00~17:00, weekends 9:00~18:00

# Useful Websites

Category	Domain
<b>★ Ajou links</b>	
University Library	library.ajou.ac.kr
Housing Office	edorm.ajou.ac.kr
Counselling Center	www.ajou.ac.kr/en/life/consulting.do
Graduate School of International Studies	gsis.ajou.ac.kr
Ajou University Hospital	hosp.ajoumc.or.kr
<b>★ Korean Government</b>	
Immigration Bureau	www.immigration.go.kr
Hi-Korea	www.hikorea.go.kr
Study in Korea	www.studyinkorea.go.kr
National Institute for Int'l Education	www.niied.go.kr
Ministry of Education	www.moe.go.kr
Ministry of Foreign Affairs	www.mofa.go.kr
Ministry of Health Insurance Corporation	www.nhis.or.kr
Korea Tourism Organization	www.visitkorea.or.kr
K-MOOC	www.kmooc.kr
Korean Culture and Information Service	www.factsaboutkorea.go.kr
<b>★ about Suwon</b>	
Suwon City	www.suwon.go.kr
Suwon Center for Int'l Cooperation	www.swcic.or.kr
Suwon Youth Foundation	www.syf.or.kr
<b>★ Culture and Tourism</b>	
Visit Korea Committee	www.vkc.or.kr
Gateway to Korea	www.korea.net
Visit Seoul	www.visitseoul.net
Life in Korea	www.lifeinkorea.com
Temple stay information	eng.templestay.com
<b>★ Newspaper in English</b>	
The Korea Herald	www.koreaherald.com
The Korea Times	www.koreatimes.co.kr
The JoongAng Ilbo	english.joins.com
The Chosun Ilbo	english.chosun.com
The Dong-A Ilbo	english.donga.com
<b>★ Embassies in Seoul</b>	
List and contact of Embassies	www.lifeinkorea.com/information/Comms/embassy.cfm

## ■ Contact for Offices

Exchange Program	Office of International Affairs incoming@ajou.ac.kr	031-219-2923/2922 Rm # 152, Yulgok Hall
Undergraduate Program	Office of International Affairs admission@ajou.ac.kr	031-219-3520/2925 Rm # 153, Yulgok Hall
GSIS Program	Office of GSIS gsis@ajou.ac.kr	031-219-1551/1555 Rm # 155, Yulgok Hall
Graduate Program (Master, Doctoral)	Office of Graduate School grad@ajou.ac.kr	031-219-2302~3 Rm # 305, Yulgok Hall



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