

For Foreign Students

2026 CAU Fall Semester Graduate School Orientation

Office of International Affairs

02-820-6532

gsadmin@cau.ac.kr

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CHAPTER 01

OIA Introduction

OIA Location(Seoul)



1. Address: Heukseok-ro 84, Dongjak-gu, Seoul , Korea
2. OIA Location: Building 310(Centennial Building)
Room No.210(2nd Floor)
3. Office Hour: 9am ~ 6pm(Vacation: 9am ~ 4pm)
※Lunch Break: from 12pm to 1pm
4. Contact
 - Webpage: <https://oia@cau.ac.kr>
 - E-mail: gsadmin@cau.ac.kr
 - Phone: 02-820-6532

OIA Location(Da Vinci)



1. **Address:** 4726, Seodong-daero, Daedeok-myeon, Anseong-Si, Korea
2. **OIA Location:** Building 802 Room No.24101-1(1st Floor)
3. **Office Hour:** 9:30am ~5:30pm(Vacation: 9:30am ~ 5pm)
※Lunch Break: from 12pm to 1pm
4. **Contact**
 - Webpage: <https://oia@cau.ac.kr>
 - E-mail: gsadmin@cau.ac.kr
 - Phone: 02-820-6532

ABOUT OIA

Campus Map

Seoul Campus



Building 310 Room 210(2nd Floor)

Da Vinci Campus



Building 802 Room 24101-1(1st Floor)

Contact Information

대학원 유학생 입학지원
Graduate School Admission

T: 02-820-6532
E: gsadmin@cau.ac.kr

대학원 유학생 학사
Graduate School Academic Affairs

T: 02-820-5029
E: gstop@cau.ac.kr

CHAPTER 02

Visa & RC Registration

Foreigner Registration

Foreigner Registration

- Foreigners intending to stay in Korea for more than 90 days after arrival must apply for Foreigner Registration and have a RC(Registration Card)

When

- **Student Visa Holder:** within 90 days of one`s arrival in Korea
- **Visa-Free Entry:** within 30 days of one`s arrival in Korea

What

- Register one`s passport information, residence, visa type and etc.

How

Visit Immigration Office

- Students visit Immigration Office in order to make RC

Group Registration in CAU

- CAU helps students to make RC in the campus

Foreign Registration

Important Notice

- All foreigners staying in Korea for more than 90 days are required to apply for RC
- Must apply within one month after your arrival
- **DO NOT LEAVE SOUTH KOREA FOR ANY REASON DURING the REGISTRAION PROCESS**
- You must make an online reservation prior to visiting the Immigration Office
- Any other questions, call: 1345

Visit Immigration Office

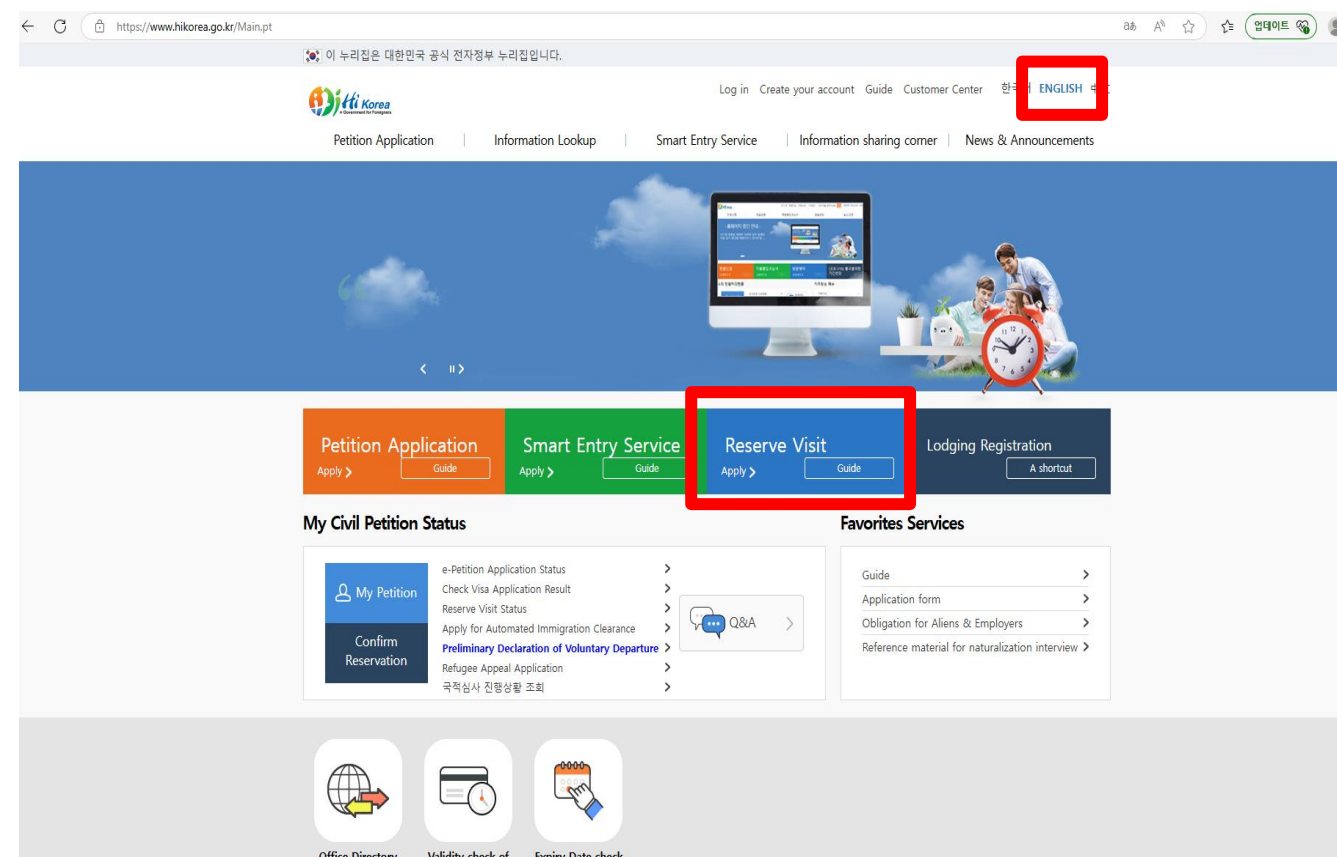
Procedure



Visit Immigration Office

- HIKOREA webpage: [하이코리아](https://www.hikorea.go.kr)(https://www.hikorea.go.kr)
- Change the Language
- Click Reserve Visit(访问预约)

<English>



<Chinese(中文)>



Online
Reservation

Visit Immigration Office

Required Documents	Documents	Passport	• 3.5 X 4.5cm (No glasses, bangs, etc) • 30,000 KRW(only cash)
		Application Form	
		1 Color Photo	
		Fee	
		Certificate of Enrollment	
		Certificate of Residence	
	Link	• Foreign Resident Registration < 출입국/체류안내 < 하이코리아	

Visit Immigration Office

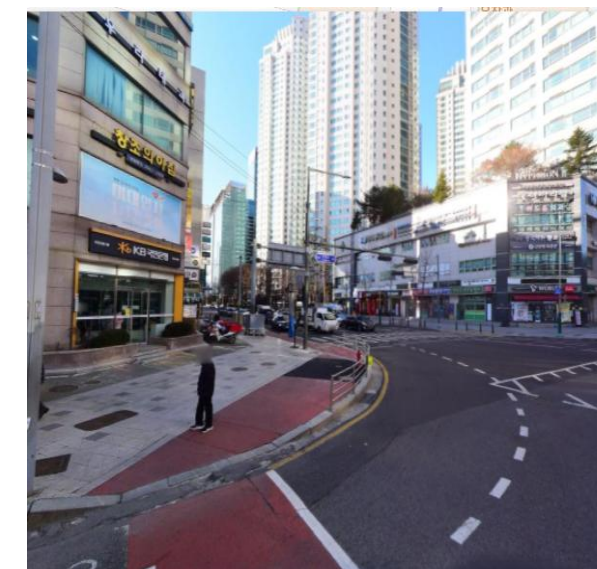
Seoul Immigration Office

Address

151, Mokdongdong-ro, Yangcheon-gu, Seoul, Korea

Subway

- Get off the **Omokgyo Station** on Subway Line 5(Purple Line)
- Go to **Exit 8**
- Turn left at the intersection(When you see the **KB Bank**)
- Walk straight **approximately 10 minutes**
- Look at the **opposite side**



Group Registration

Group Registration

- Students who newly enrolled in CAU can apply for Group RC Application

Schedule

Online Application & Document Submission

Document Supplementation Deadline

On-site Photo Service

Registering Fingerprints

- Aug. 31 (Mon) 9:00 – Sept. 4 (Fri) 18:00 KST
<https://unionsys.kr/>
- Sept. 10 (Thurs) 18:00 KST
- Only those who need to submit additional documents
- Sept. 11 (Fri) 10:00 – 16:00 (Applicants only)
- Location: Bldg. 310 Room 734
- Fee: 15,000 KRW (Cash payment on-site)
- Sept. 15 (Tue) 10:00 – 17:00 (TBA)
- Location: Bldg. 310 Room 413 (TBA)
- Please keep in mind that Group registration would take longer than personal registration.
- ONLY Seoul Campus students are eligible for group registration. Students enrolled in the Da Vinci Campus or living outside Seoul are not eligible; such applications may be cancelled without prior notice.
- If you are living in a CAU dormitory, your Certificate of Residence will also be submitted on your behalf.
- Fingerprint registration will take place at the university, so you do not need to visit the Immigration Office individually. The schedule will be announced after applications are received.
- The Global E&S Visa Support Team may contact you if additional documents are required. If you fail to respond by the given deadline, your group application may be cancelled without prior notice, and you may be required to apply individually.

Notice

- The schedule above is subjected to be changed.

Available Visa for studying in Korea

Visa Type	D-2	• All international Students who are taking degree programs should have proper VISA such as Students (D-2) Visa
	Available Visa for Studying Other than D-2	A Visa • A-1, A-3 D Visa • D-1, D-4-2, D-5, D-9 E Visa • E-1, E-7 F Visa • F-1, F-4, F-5, F-6 G Visa • G-1-5, G-1-6 H Visa • H-2
	Notice	If you would like to study with other types of Visa, it should be valid during your study period. Please submit the visa copy and if there are any changes, you should inform us and apply for D-2 VISA in time.

D-2 Visa Holder, Apply for change of school or study level(Degree)

Required Documents	Documents	Application Form
		Passport
		Certificate of Registration
		Certificate of Admission
		Certificate of Enrollment
		Certificate of Tuition Payment
	Notice	• It is mandatory to report the change of university before new semester starts even if your visa is not expired. (Your Foreign Registration Staying Period remains) • Students graduated from CAU Bachelor's or Master's should report to the Immigration Office regarding Study Status changes.

Extension of D-2 Visa

Required Documents	Documents	Application Form	• Rental Agreement and etc
		Passport & Registration Card	
		Certificate of Enrollment	
		Transcript	
		Certificate of Residence	
		Application Fee	
	Notice	[Important] Application for visa extension(length of stay) can be made from two months before the expiration date till the new semester starts. If you stay after the visa expired(length of staying is over), your stay is illegal and you could be expelled and have limitation to extend your stay or issue a new visa.	

Updating Contact Information

Notice

- Reporting changes of particulars of a Foreigner Registration card
- If any of the following changes happens to registered foreigners, they must report it to the local Immigration Office within 15 days from its occurrence.
- If information such as passport number or address is changed, students must visit Immigration Office to report the change within 15 days
 - Name, gender, date of birth, nationality, institution or school etc.
 - Passport information like date of issuance or expiration date etc.
- For visa matters, please visit the Office of international Affairs
 - Phone : 02-820-6272
 - Office : Room number 210, 2nd floor of Centennial bldg. no. 310
 - E-mail : gsadmin@cau.ac.kr

Extension of D-2 Visa

Required Documents	Documents	Application Form	• Rental Agreement and etc
		Passport & Registration Card	
		Certificate of Enrollment	
		Transcript	
		Certificate of Residence	
		Application Fee	
	Notice	[Important] Application for visa extension(length of stay) can be made from two months before the expiration date till the new semester starts. If you stay after the visa expired(length of staying is over), your stay is illegal and you could be expelled and have limitation to extend your stay or issue a new visa.	

Staying Period Extension after Completing your Study

Extention	Contents	Degree	Maximum Period	First Extention Period
		Master`s	~ 5years since the admission year	6 months ~ 1 year
		Doctoral	~ 8years since the admission year	6 months ~ 2 years
	Required Documents	Application		Proof of Financial Support
		Passport and Certificate of Foreign Regisration		Letter of recommendation written by Professor
		Certificate of Diploma		
	How to	Visit the Immigration Office		
	Notice	[Important] Even though your Staying (Permit) Period on your Foreign Registration Card is not over, if you finish your study(After finishing your study) or leave of school, it will be noticed to Immigration Office and your current Student(D-2) visa will be expired(not valid).		

Part-Time Work Visa(D-2)

Part Time Work	Qualification	• All Students who possess Students(D-2) Visa	
	Permitted Hours	• Up to 30 Hours(TOPIK Lv 4. or higher) week days during semester ※ TOPIK Lv.5 or higher: 35 hours	
	Allowed Fields of Work	• Unlimited during vacation or weekends ※ TOPIK Lv.4 or higher	
	Allowed Period	• Majors and occupations that are related	
	Required Documents	• Occupations can be accepted by normal standard from society as being suitable for students	
		• Up to 1 year within your period of Staying(Extension is possible)	
		Application	Confirmation form of Part-time work of Foreign Student
Passport	Transcript or Attendance Certificate		
Certificate of Foreigner Registration			

Part-Time Work Visa(D-2)

Part
Time
Work

외국인유학생 시간제취업 추천서				
대상자	성명		외국인 등록번호	
	학과(전공)		이수학기	
	전화번호		e-mail	
취업예정 근무처	업체명			
	사업자 등록번호		업종	
	주소			
	고용주	(인 또는 서명)	전화번호	
	취업기간		급역 (시 급)	
	근무시간	평일 :	토·일요일 :	
위 유학생은 본인이 지도하는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 추천합니다. 20				
지도교 수	소속 및 직위			
	성명	(인 또는 서명)	연락처	
○ ○ 출입국관리사무소(출장소)장 귀하				
유학생담당 자 확인란	소속 및 직위 (연락처)		성명	(인 또는 서명)

Filled out by Employee(Students)

Filled out by Employer

Filled out by OIA

CHAPTER 03

Dormitory

Dormitory Location(Seoul)



1. Address: Heukseok-ro 84, Dongjak-gu, Seoul , Korea
2. Dormitory Location: Building 308, 309(Blue Mir Hall)
3. Contact
 - Webpage: <https://dormitory@cau.ac.kr>
 - E-mail: dormitory@cau.ac.kr
 - Phone: 02-820-6672

OIA Location(Da Vinci)



1. **Address:** 4726, Seodong-daero, Daedeok-myeon, Anseong-Si, Korea
2. **Dormitory Location:** Building 701 ~ 706
3. **Contact**
 - Webpage: <https://dorm.cau.ac.kr>
 - E-mail: caudorm@cau.ac.kr
 - Phone: 031-670-3482

Dormitory Fee

Dormitory
Fee

Campus	Type	Semester	Vacation	
			8 weeks	4 weeks
Seoul	Double Room	1,366,400 KRW	683,200 KRW	341,600 KRW
	Room for 4	952,000 KRW	476,000 KRW	238,000 KRW
Da Vinci (Anseong)	Double Room	899,000 KRW	11,000 KRW / day	
Notice	• Meal plan is not included • For more information, please refer to each dormitory webpages or send an e-mail to respective office			

CHAPTER 04

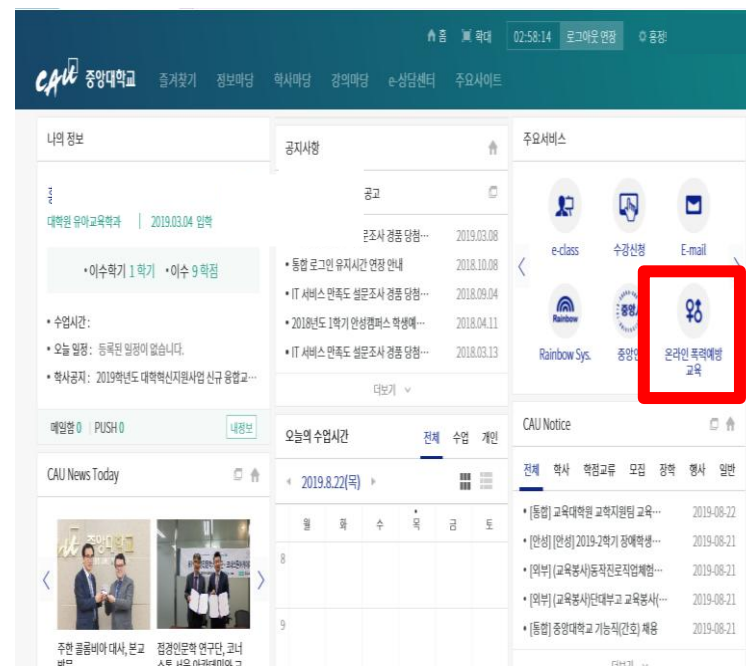
Others

Mandatory Program for Foreign Students

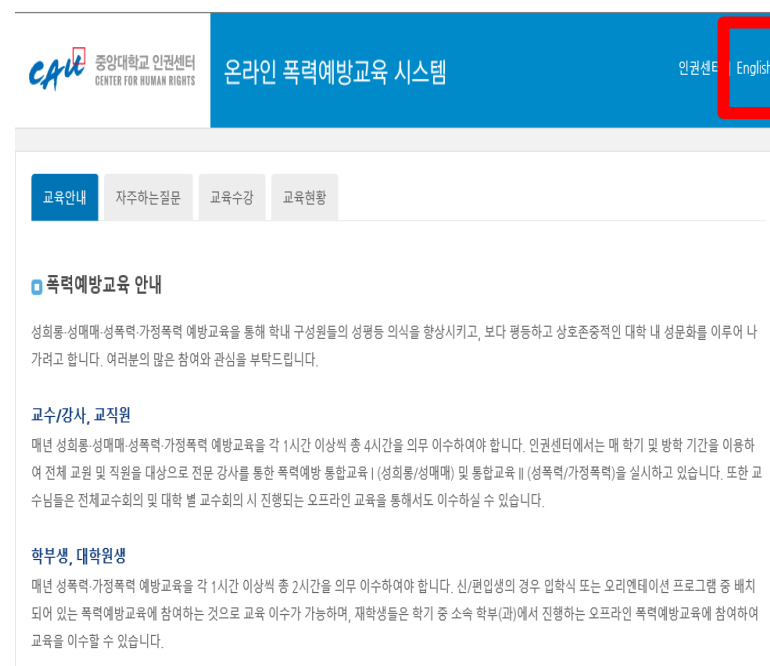
Mandatory Education Program

- According to Korean law, foreign students **must complete the education programs** below

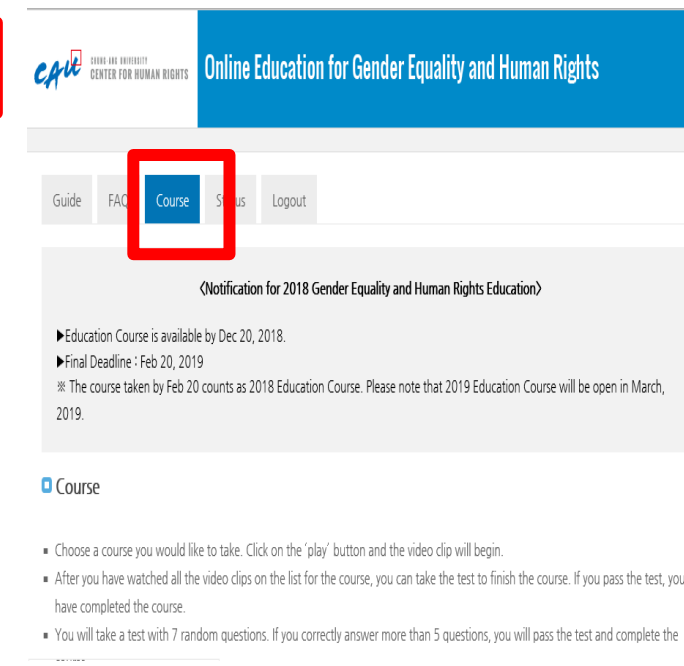
Gender Equality and Human Rights Education



1. Click 온라인 폭력예방교육



2. Click English



3. Click course

1. Sexual Harassment Prevention Education

Title of Lecture	Completion Status	Play
1.Introduction (4min 57sec)	Not taken	Play
2.The Concepts of Sexual Harassment (4min 57sec)	Not taken	Play
3.Characteristics of Sexual Harassment in Daily Life (7min 33sec)	Not taken	Play
4.Sexual Harassment and Sexual Violence Based on Status (7min 50sec)	Not taken	Play
5.Respecting Others and Forming Equal Relationships (4min 53sec)	Not taken	Play
6.The Roles of Supervisors and Colleagues Within an Organization (3min 13sec)	Not taken	Play
7.The Reality and Relief Procedure of Sexual Violence in Universities (4min 44sec)	Not taken	Play
TEST	Not completed	TEST

4. Take all the courses and complete your course by taking test

Education for Understanding Korean Law

- Students must complete the program once a year**
- The video will be uploaded to your e-class**

National Health Insurance Service

NHIS	Eligible Subjects	From March 1, 2021, every international student with a D-2 visa must subscribe to the National Health Insurance of Korea.	
	Enrollment Time	First Entry Date	Residence Card
		Re-Entry	Re-Entry Date
	Procedure	- No action is required from students, as they are automatically subscribed to health insurance by NHIS - An NHIS card and subscription guide are sent to student`s residential address in Korea	
	Contribution	50% insurance fee reduction for international students - As CAYSS Scholarship student`s annual income exceeds 3.6million won, they are excluded from insurance fee reduction	

On-Campus Health Care

Health-Care	Center for Human Rights		• Webpage: https://humanrights.cau.ac.kr/index.php • Tel(Seoul): 02-820-6908, 6909, 6914 • Tel(Da Vinci): 031-670-3163 • E-mail: chr119@cau.ac.kr
	Student Health Center		• Location - Seoul: Building 310 B305(T: 02-820-6338~6340) - Da Vinci: Building 801, 1st Floor(T: 031-670-3518~3519) • Notes: English Services, Students ID necessary, Free services
	University Hospital	Address	102, Heukseok-ro, Dongjak-gu, Seoul, Republic of Korea
		Notes	• English/Chinese Services available

THANK YOU

Welcome to Chung-Ang University

E: gsadmin@cau.ac.kr
T: 02-820-6532