

## WELCOME TO THE INCHEON NATIONAL UNIVERSITY

As an international student, you will need some information about living and staying in Incheon.

This guide is to assist you in preparing for life at Incheon National University.

### **I. Office of International Affairs**

#### **Office Hours**

Monday-Friday 9.00-18.00 (Lunch 12.00-13.00)

#### **Contact information**

Office of International Affairs

Incheon National University, #208 Administration Building,

12-1 Yeonsu-gu, Songdo-dong, Incheon, Korea 406-772

Tel: +82-32-835-9571~7 Fax: +82-32-835-0735 Email: [interui@incheon.ac.kr](mailto:interui@incheon.ac.kr)

Web site: <http://interui.incheon.ac.kr>

#### **Staff**

Mr. Byung Jun, JEON, Director

Tel: 032-835-9571 E-mail: [BJ@incheon.ac.kr](mailto:BJ@incheon.ac.kr)

Mr. Je Dea, WOO, Assistant Director (Japan)

Tel: 032-835-9575 E-mail: [woojedae@incheon.ac.kr](mailto:woojedae@incheon.ac.kr)

Ms. Jungeun KIM, Assistant Director (North America and South-East Asia)

Tel: 032-835-9573 E-mail: [cutti99@incheon.ac.kr](mailto:cutti99@incheon.ac.kr)

Ms. Min Jung KO, Assistant Director (China)

Tel : 032-835-9574 E-mail: [mjko@incheon.ac.kr](mailto:mjko@incheon.ac.kr)

Mr. MinTaek Kim, Assistant Director (Europe, Latin America)

Tel: 032-835-9577 E-mail: [inumintaek@incheon.ac.kr](mailto:inumintaek@incheon.ac.kr)

## 2. Brief introduction

The Incheon National University has been focusing heavily on its development to become a world-class national university with global perspectives.

The Incheon National University aims to become one of the leading universities in Asia by promoting renovated education systems, strengthened research capacities and reformed administration services.

Quality-not-quantity education and world-class research work are our prime objectives. INU will fulfill its educational duties of producing competent graduates, and it promotes to produce globally competent graduates.

## 3. Bus/subway service

For students arriving at Incheon International Airport, there are ways to travelling to the Incheon National University. Exchange students can apply for the Exchange student Pick-up Service (Buddy program) to Office of International Affairs, or they may use one of the following transportation methods:

☛ **Bus: No. 303** to the University every 20 minutes which costs 2,500 Korean won. It takes about 30 minutes from the airport to University of Incheon subway station.

☛ **Subway/Underground:** You can take subway from Incheon Int'l airport to Gyeyang Station and transfer to Incheon subway line 1 (skyblue line) to arrive at the University of Incheon Station. It costs 4,200 Korean Won and takes roughly about 90 minutes.

Students are recommended to carry some cash with them when they arrive in Incheon.

Upon the arrival at the airport, students will need to purchase a bus/subway card at a subway station or convenience store. It will cost around 10000W. Your buddy will assist you.

## 4. Visa Information

### \* Student Visa

Every international student seeking study in Korea should hold a **student visa (D-2)**, which can be applied for and obtained in the nearest Korean Embassy or Consulate in your country. When applying for your visa, students are required to submit "Certificate of Admission", which will be officially issued by Incheon National University. Please consult your local Korean Embassy regarding other supporting documents for your visa application.

### \* Alien Registration

Within 90 days of your arrival in Korea, you **MUST** go to the Immigration Office to register and get a Certificate of Alien Registration regardless of the type of your visa, unless your total period of stay in Korea is less than 90 days.

Required documents:

- Application (obtainable at the Immigration Office)
- One color photo (White back ground, 3cm x 4cm)

- A copy of the passport (however, make sure to have your valid passport)
- Certificate of University Enrollment (Obtainable from an Automatic Document Machine on the 1<sup>st</sup> floor of Administration Building)
- Application fee: 30,000 won

**\* Work Permit**

International students (D2 visa holders) are allowed to work part-time in Korea on the following conditions:

- Recommendation by a college professor
- Having completed at least six months of study in regular college program and still enrolled in Korean college
- Allowed work time: within 20 hours per week in session (during semesters), and unlimited out-of-session (during summer/winter break)

**\* Incheon Immigration Office**

- Address : 1-17 Hang-dong 7-ga, Jung-gu, Incheon - Tel : 032-889-9903~5,7 FAX : 032-889-9920
- Directions: Take bus No. 3 at the bus stop across from Dormitory 1, and get off at the Jungbu Police Station. If you go further 100m in the bus direction, you will find the Incheon Immigration Office.
- Website: <http://www.immigration.go.kr/indeximmeng.html>

## 5. Health Care

- For minor health problems, you can visit the health care centre located on the 1st floor of the Student Centre Building. Nursing staff during office hours can provide basic health care service.
- **All International students are obliged to take out international health insurance** on their own for medical costs incurred during your stay in Korea.

## 6. Dormitory Information

- On Campus: Building Number 18
- INU will make Accommodation on Campus for exchange students
- Dormitory entrance date
  - 1) Spring Semester : From 28<sup>th</sup> February –Regular Entrance
  - 2) Spring Semester : From 21<sup>th</sup> February –Early Entrance(Previous Residents)

Duration	Room Types	Price (won)	Etc.
16 weeks	2 people	832,000	Deposit 32,000 Information usage fee 8,000 Meals Not Included.
	4 people	520,000	

- More information: [http://www.dorm.co.kr/eng/sub3\\_1.htm](http://www.dorm.co.kr/eng/sub3_1.htm)
- Payment

- Way of payment: Transfer account (It will be informed to you in the first week of March)

• **Previous Residents**

Duration	Room Types	Price (won)/per week
1 week (2015.02.14~27)	2 people	52,000
	4 people	32,500

\*Weekly payment has to be made in case of shorter stay.

## 7. Academic Calendar (2015)

Month	Date	Event
February	<b>2/12(Thu)~17(Tue) : Normal Students</b> <b>2/23(Mon)~25 (Wed): New students</b>	<b>Course Registration Period for Spring Semester</b>
March	3/1(Sun) 3/2(Mon) 2 <sup>nd</sup> week 3/12(Thu)	Independence Movement Day* <b>Spring Semester Begins</b> Course Add/Drop Period University Foundation Day(holiday)
April	4/20~24	Spring Semester Mid-Term Exam
May	5/5(Tue) 5/25(Mon)	Children's Day* Buddha's Birthday*
June	6/6(Sat) 6/15 (Mon)~19(Fri) 6/22(Mon)	Memorial Day* Spring Semester Final Exam Summer Vacation starts
July	-	-
August	8/15(Sat) 8/24 (Mon)~27(Thu)	Liberation Day* <b>Course Registration Period for fall semester</b>
September	9/1(Mon) 2 <sup>nd</sup> week 9/26(Sat)~9/29(Tue)	<b>Fall Semester Begins</b> Course Add/Drop Period Chuseok (Korean Thanksgiving Day)*
October	10/3(Sat) 10/9(Fri) 10/12~16	National Foundation Day* Hangul Proclamation Day* Fall Semester Miterm Exam
November	-	-
December	12/14(Mon)~18(Fri) 12/21(Mon) 12/25(Fri)	Fall Semester Final Exam Winter Vacation starts Christmas

\* Schedules marked in red are national holidays.

## 8. Services and Offices

### < On-campus >

Office	Services	Telephone	Location
<b>International Affairs</b>	General information Immigrations (Visa) Health Insurance	+82-(0)32 835-9571~7	<b># I-208</b> Admin. Building
Academic Operations and Records Team	Academic Affairs Records and Transcripts	835-9222~6	# I-103 Admin. Building
<b>Graduate School Office</b>	Academic Affairs Graduate Scholarship	835-8012~3	# I5-304 College of Humanities
Dormitory Office	Payment of Dormitory fee Dormitory-related matters	835-0500/0450	Dormitory
Infirmary (Health Care Centre)	Minor health services	835-9266	Student Centre 1st floor
NH Bank	Banking Service	765-6300	Student Centre 1st floor
Post Office	Postal Service	766-5567	Student Centre 1st floor
On-campus convenience stores	Purchase of household items		Student Centre, 2 <sup>nd</sup> floor Student Centre

### < Off-campus >

Office	Services	Telephone	Location
<b>E-mart</b>	Shopping (Food, clothing and other hosing items)	820-1234	Dong Chun Subway station Bus no. 909
<b>Shinsaegae Department Store</b>	Shopping (Clothing, Furniture, and etc)	430-1234	Incheon Terminal Subway station
<b>Square One</b>	Shopping, Cinema (Clothing, Restaurant, and etc)	456-4500	Dong Chun Subway station
<b>Lotte Mart</b>	Shopping (Food, clothing and other hosing items)	222-2500	Incheon National University Subway station



## 9. Campus Map



1. Administration Building
2. Faculty Office Building
3. INU Promotion Hall
4. Computing & Information Centre (BM contents centre)
5. College of Natural Sciences
6. Haksan Library
7. College of Information & Technology
8. College of Engineering
9. Joint Research Centre
10. Guest House
11. Shops & Service Centre
12. Convention Centre
13. College of Social Sciences · College of Law
14. College of Northeast Asian Economics & Commerce · College of Business
15. College of Humanities · Language Institute
16. College of Arts & Physical Education
17. Student Centre
18. **Dormitory**
19. Continuing Education Centre
20. Sports Centre · Golf Training Course
21. Gymnasium
22. Reserve Officer's Training Corps
23. Auditorium · Concert Hall
24. INU Tower
25. INU Nursery School



## Exchange student Buddy Pick-up Service Application Form

Please type or print clearly in Korean or English

**Last Name:**

**First Name:**

**Home University:**

**Contact Number:**

**E-mail Address:**

**Your Address in Korea: (only if you not staying in the campus dormitory)**

**Arrival in Incheon, Korea :**

☐ I will be arriving in \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ via \_\_\_\_\_  
(date) (time) (flight number)

\_\_\_\_\_ at Incheon Seoul International Airport.

(City&Country of departure)

☐ I will be arriving in \_\_\_\_\_ at \_\_\_\_\_ via \_\_\_\_\_ at Incheon Bus Termninal.  
(date) (time) (city of departure)

☐ I will be arriving in \_\_\_\_\_ at \_\_\_\_\_ by \_\_\_\_\_ via \_\_\_\_\_  
(date) (time) (name of the ship)

\_\_\_\_\_ at Incheon Port International Passenger Terminal.

(City&Country of departure)

☐ Others : \_\_\_\_\_

**Please send this form at least 3 weeks before your arrival to:**

**Incheon National University**

**Office of International Affairs**

**12-1 Songdo-dong, Yeonsu-gu, Incheon, Korea**

**E-mail : [cutti99@incheon.ac.kr](mailto:cutti99@incheon.ac.kr)**

**Fax : + 82-32-835-0736**