



# Ajou Exchange/ Visiting Student **Fall 2023**

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**AJOU UNIVERSITY**

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Dear Ajou exchange/visiting students,

On behalf of the Office of International Affairs (OIA), it is my pleasure to welcome you to Ajou University for Fall 2023.

Please find enclosed:

**Pre-arrival information package for Exchange/Visiting Students**

- Pre-arrival Information
- Pre-arrival Check List
- Academic Calendar for 2023 - 2024
- Housing Information
- Useful Websites
- Campus Map

Any updated information will be announced on our website at [oia.ajou.ac.kr/oia/index.do](https://oia.ajou.ac.kr/oia/index.do) or via e-mail.

We wish you a safe trip to Korea and look forward to meeting you soon. If you have any other questions, please do not hesitate to contact us.

Warm regards,

Daian Lee (Ms.), Incoming Coordinator

Office of International Affairs, Ajou University

206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do 16499, Republic of Korea

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# Welcome to Ajou University, Korea

We are very pleased to welcome you to become a student at Ajou University.

Ajou University, established in 1973 under the motto of “Asia’s best university for the 21<sup>st</sup> century”, is a leading research university. Ajou is located in Suwon, a city harmonizing Korean tradition and a modern city environment, and 30km south from Seoul. It has Samsung Electronics, one of the representative global companies in Korea, and Hwaseong Fortress, a UNESCO Heritage Site.

Proud to introduce, we are the only university in Gyeonggi Province having both Professional Graduate School of Medicine and Law that has an on-campus medical center which is one of the top ten in the nation. Eight programs in the School of Engineering and Information Technology is ABEEK accredited, School of Business – EPAS accredited and College of Medicine – JCI accredited. Last but not least, Ajou University is accredited by the Korean Government for excellent management and services for international students (IEQAS).

Through the Office of International Affairs, we offer a wide range of international programs and services which includes student and faculty exchanges, international summer school, Korean language program, etc. Ajou University currently offers more than 30% of its courses in English, and has a collaborative partnership with around 330 universities in 70 countries. The university welcomes around 1,100 international students from 70 countries to its campus annually.

The OIA sincerely looks forward to your visit, and we will do our utmost to ensure that your Ajou experience will be a rewarding one- academically, culturally, personally and professionally. Once again, we welcome you to Ajou University!

Office of International Affairs, Ajou University



## Pre-arrival Information

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Fall Semester 2023

This pre-arrival information includes crucial information that will help you prepare your departure for Ajou!

### ■ Applying for Student Visa (D-2-6) / (D-2-8)

All international exchange students are required to obtain D-2-6 (exchange) or D-2-8(visiting) visa for their study at Ajou. In order to obtain a visa, you must submit the required documents to the Korean Embassy or Consulate in your country.

These documents have been sent to your home university or to the confirmed email address.

- (1) Certificate of Admission
- (2) Invitation Letter
- (3) Certificate of Business Registration of Ajou University

The application procedure and required documents may vary depending on the embassy or consulate, so it is advised that you check with your local Korean embassy or consulate beforehand. Please note that you need to sign the Certificate of Admission issued by Ajou University before submitting it to the embassy.

If you have already obtained another type of visa, you **must** change it to **D-2-6(exchange) / D-2-8(visiting)**. The duration of the visa is determined by the Korean consular officer, and the expiration date on your visa may not match the end date of your program. If your visa expires before you complete your tasks, you will need to apply for a visa extension at the Korean Immigration Office.

Required documents may be added or changed depending on individual circumstances. For more information, please visit the Korean immigration website – Hi Korea (E-Government for Foreigners) at [www.hikorea.go.kr](http://www.hikorea.go.kr).

### ■ Health and Medical Clearance Form

All students have been requested to submit the health and medical clearance form with their online application as part of the required documents. However, if it is not submitted upon application, students will need to get re-tested for tuberculosis at the district public health center in Korea upon arrival. Please note that the OIA will submit your tuberculosis test result to the Office of Student Housing & Residence at Ajou University **at once** so individual submission will not be necessary. Furthermore, please note that according to the government regulation, students from certain designated countries, listed below, are required to submit TB test result upon their D-2-6 *visa application*.

The designated 19 countries are: *Cambodia, Myanmar, the Philippines, Pakistan, Bangladesh, Mongolia, Indonesia, India, Nepal, Vietnam, Thailand, Russia, Malaysia, Uzbekistan, China, Sri Lanka, East Timor, Kyrgyzstan, Laos*

## ■ Dormitory Application

The application will be available online at Ajou website:

<https://edorm.ajou.ac.kr/edorm/index.jsp>

The application period is from **July 15<sup>th</sup> ~ August 1<sup>st</sup>, 2023** and you will need to input the following for a successful application:

- 1) Your registered email address
- 2) Ajou student ID number as the *application ID*

**You can find the registered email address and student ID number on the Letter of Invitation.**

### ● Application Period

International Dorm: July 15<sup>th</sup> – July 18<sup>th</sup>

Hwahong Hall(2-person bedroom): July 22<sup>nd</sup> – July 25<sup>th</sup>

Hwahong Hall(4-person bedroom): July 29<sup>th</sup> – Aug 1<sup>st</sup>

Please note that housing applications after the application period will not be accepted, and, unfortunately, we cannot guarantee your placement. After the successful completion of your housing registration, your room will be assigned accordingly. Students cannot choose roommates and it will be randomly assigned by the Office of Residence. **We recommend you to apply for the dorm at your earliest convenience. The selection will be processed based on the first come, first served basis.**

University dormitory will open on the **26<sup>th</sup> August** for new coming students for the Fall semester 2023. It is recommended to arrive in Korea within August 26<sup>th</sup> – 29<sup>th</sup> time frame.

For details on the housing application procedure, please refer to “Notice on Housing Application”. For any questions about the dormitory, please contact directly to the dormitory coordinator at [leehy2149@ajou.ac.kr](mailto:leehy2149@ajou.ac.kr).

## ■ Course Registration

Course registration will be available online from **August 17-18<sup>th</sup>, 2023**. The tentative course list will be announced on our website and the **final list** will be uploaded in **around the last week of July or first week of August** before the official course registration.

Meanwhile, you may refer to the course list offered in the **the previous semester** on our website as similar courses are offered on each corresponding semester.

Course list: <https://oia.ajou.ac.kr/oia/incoming/english-course.do>

- **Course Registration: Aug. 17<sup>th</sup> (Thur.) – 18<sup>th</sup> (Fri.), 2023 (ONLINE)**
- **Course Change: Sep. 1<sup>st</sup> (Fri.) – 7<sup>th</sup> (Thur.), 2023 (ONLINE)**
- **Course Withdrawal: Sep. 25<sup>th</sup>-27<sup>th</sup>, 2023 (ONLINE)**

※ The above schedule is subject to change and will be announced via email.

Please note that you can **add and drop** courses during the course changing period. Also, we would like to inform you that you can drop **only one course** during the course withdrawal period(Sep. 25<sup>th</sup>-27<sup>th</sup>), so please avoid registering irrelevant courses during the course registration. For online course registration, make sure to bring your laptop.

## ■ Orientation

All international students are required to attend the orientation. The orientation will assist you with any questions you may have during your stay at Ajou University.

The orientation will include important information such as the academic schedule, alien registration, health insurance and tips for living in Korea will be introduced to prepare you for your life in Korea.

- **Orientation: Aug. 28<sup>th</sup> (Mon.) 2 P.M, 2023**

※ The above schedule is subject to change. Details (place, time) will be announced via email.

## ■ Health Insurance Policy at Ajou

All incoming exchange & visiting students studying at Ajou University are obligated to obtain personal health insurance as a condition of admission. Students must purchase an insurance for the full study period, including periods of travel before and after their exchange period at Ajou University.

From 1<sup>st</sup> of March 2021, holders of Study (D-2) visa are subject to the statutory subscription to the National Health Insurance Service (NHIS) in accordance with the Korean Government's regulation. It is mandatory for international students. The aforementioned visa holders will be automatically subscribed to the NHIS. The subscription information will be mailed to the address written in the Alien Registration Card. If insurance fees are unpaid, the insurance benefits will be limited and disadvantages when staying in Korea such as visa extension and etc. may arise.

If a student receives medical coverage equivalent to medical care benefits by foreign laws or from foreign insurance can apply for exemption from the subscription. The application for exemption can be rejected by the NHIS.

For more information on National Health Insurance Service, please check:

<https://oia.ajou.ac.kr/oia/life/health-insurance.do>.

Students with health insurance must upload a copy of the insurance contract through the link below by **August. 1<sup>st</sup>, 2023**. Please note that if you were unsuccessful accessing the Google Survey, please make sure to send a copy of your health insurance via [incoming@ajou.ac.kr](mailto:incoming@ajou.ac.kr).

\* Link: click on [Google Survey](#) and upload your file.

## ■ Meals & Food

Students can buy various types of meals on and off-campus, and also cook some instant snacks in the shared kitchen of the dormitory. Students usually use the kitchen to cook noodles, toast, and small snacks or to keep their own food in the communal refrigerator. Normal meal prices range from 4,000 won to 6,000 won (approx. USD 3.5 ~ 5) per meal on campus.

## ■ Alien Registration

Foreigners staying in Korea for more than 90 days must register for the alien registration at a local immigration office within 90 days from the date of entry. Simply receiving your visa is not the last step to registration, and those with visas must receive an ARC (Alien registration card) to finalize their sojourn documentation. **It is illegal to stay in Korea for more than 90 days without being registered, regardless of your visa at entry.**

The required documents for your ARC application is as below:

- 1) Application Form
- 2) Copy of Passport
- 3) Copy of Visa Page
- 4) 1 color face photo (3.5 \* 4.5, passport photo regulations apply \* **With white background**)
- 5) Certificate of Enrollment at Ajou
- 6) Certificate of Residence (issued by the dormitory coordinator)
- 7) Application fee: KRW 30,000

**Note:** The incoming coordinator will collect your documents and submit them to the Suwon Immigration Office at once. Once the applications are submitted, students will need to visit the Immigration Office with the coordinator to register their fingerprints. It usually takes about 3~5 weeks for the immigration office to process the issuance of your ARC application.

## ■ Student ID card

Student ID card can be issued ONLY when you make your own Ajou Portal ID. Your student ID Card will be distributed at the dormitories or Office of International Affairs upon your arrival.

## ■ To open a bank account

If you would like to open a bank account in Korea, you will need the Alien Registration card and your passport.

## ■ Other Important Information

This Fall semester, to celebrate the 50<sup>th</sup> Anniversary of Ajou University, we are throwing the Ajou International Week Festival. It showcases the diverse cultures of students through traditional displays, costumes, and food, while also providing an opportunity to introduce your schools. This will foster cultural exchange and creates a memorable experience for all attendees. It is a good idea to bring traditional displays and costumes to wear them for the festival.

## BEFORE DEPARTURE: Q-CODE REGISTRATION

We recommend you to bring your **vaccination records** from home (original copy) and register it to the **Q-CODE** website([Q-CODE INPUT](#))

\* If you have had COVID-19 within 45 days, please bring the proof of recovery. You may not have to be quarantined although the test result is positive once you have the proof of recovery.



## AFTER ARRIVAL: PCR TEST Required for the Entrants with Symptoms

Take a PCR test on the date you arrive in Korea

COVID-19 Testing Center inside the Incheon International Airport:

[https://www.airport.kr/ap\\_cnt/en/svc/covid19/medical/medical.do#](https://www.airport.kr/ap_cnt/en/svc/covid19/medical/medical.do#)

\* It has to be done at your own expense (Airport: KRW 80,000)



**Test Result  
POSITIVE**

**Test Result  
NEGATIVE**



**7 – DAY QUARANTINE /  
CANNOT STAY IN DORMITORY**

([Quarantine Facilities Recommendation](#) next page)

\* University does not hold accountability for any fees.

**IF YOU STAY IN THE DORMITORY,  
YOU CAN MOVE-IN**

## ■ Quarantine Facilities

When you are tested “positive” for COVID 19 with the PCR test, you will have to move to one-person quarantine facility. You can book the facility at Airbnb. You can refer to the link below to make a reservation, otherwise you can find it on your own. Please book the facility near Ajou University. Please note that University does not hold accountability for any fees.

[https://www.airbnb.co.kr/rooms/53942215?check\\_in=2022-03-07&check\\_out=2022-03-14&guests=1&adults=1&s=67&unique\\_share\\_id=e6e5a698-347c-4932-9144-855e2751d58f](https://www.airbnb.co.kr/rooms/53942215?check_in=2022-03-07&check_out=2022-03-14&guests=1&adults=1&s=67&unique_share_id=e6e5a698-347c-4932-9144-855e2751d58f)

[https://www.airbnb.co.kr/rooms/49575154?check\\_in=2022-03-07&check\\_out=2022-03-14&guests=1&adults=1&s=67&unique\\_share\\_id=96abf71c-9592-4372-9fba-5b56bba682a3&source\\_impression\\_id=p3\\_1658480427\\_egbweFD9QYpycaS5](https://www.airbnb.co.kr/rooms/49575154?check_in=2022-03-07&check_out=2022-03-14&guests=1&adults=1&s=67&unique_share_id=96abf71c-9592-4372-9fba-5b56bba682a3&source_impression_id=p3_1658480427_egbweFD9QYpycaS5)

[https://airbnb.com/h/jw53?\\_ga=2.183086758.1869740633.1658480412-140954384.1658480412](https://airbnb.com/h/jw53?_ga=2.183086758.1869740633.1658480412-140954384.1658480412)

[https://airbnb.com/h/jh33?\\_ga=2.183086758.1869740633.1658480412-140954384.1658480412](https://airbnb.com/h/jh33?_ga=2.183086758.1869740633.1658480412-140954384.1658480412)

[https://airbnb.com/h/jh43?\\_ga=2.183086758.1869740633.1658480412-140954384.1658480412](https://airbnb.com/h/jh43?_ga=2.183086758.1869740633.1658480412-140954384.1658480412)

[https://www.airbnb.co.kr/rooms/556937555272226514?source\\_impression\\_id=p3\\_1658480631\\_GtOrkWS5ada5nbYc](https://www.airbnb.co.kr/rooms/556937555272226514?source_impression_id=p3_1658480631_GtOrkWS5ada5nbYc)

## ■ Contact Information

Ms. Daian Lee

Incoming coordinator

Office of International Affairs, Ajou University

206 Worldcup-ro, Yeongtong-gu, Suwon 16499, Republic of Korea

Tel: +82-31-219-2923

E-mail: [incoming@ajou.ac.kr](mailto:incoming@ajou.ac.kr)

Office of International Affairs Website: <https://oia.ajou.ac.kr/oia/index.do>

Office location: Yulgok Hall # 152 (Working hours: 9 am ~ 6 pm (Lunch time: 12 pm~ 1 pm))

## Check List

Please make sure to **complete** any applications or surveys by the deadline, and remember the important schedule and the necessary documents to bring with you to Korea.

|   |   |  |
|---|---|--|
| 1 | <b>Online application for housing</b>   | <b>Link:</b><br><a href="https://edorm.ajou.ac.kr/edorm/index.jsp">https://edorm.ajou.ac.kr/edorm/index.jsp</a>  |
|   | <p>Incoming students who will stay on-campus dormitory must apply for the dormitory room during the period below.</p> <ul style="list-style-type: none"> <li>- International Dorm: July 15<sup>th</sup> – July 18<sup>th</sup></li> <li>- Hwahong Hall(2-person bedroom): July 22<sup>nd</sup> – July 25<sup>th</sup></li> <li>- Hwahong Hall(4-person bedroom): July 29<sup>th</sup> – Aug 1<sup>st</sup></li> </ul> <p><b>No late application allowed.</b> If you wish to know more about the dormitory, please contact the dorm coordinator.</p> |  |
| 2 | <b>Copy of Health Insurance</b>   | <b>Deadline: July. 1<sup>st</sup>, 2022</b><br>To: <a href="mailto:incoming@ajou.ac.kr">incoming@ajou.ac.kr</a>  |
|   | <p>All incoming students should be insured during their exchange study. Please submit a copy of the insurance via survey. Please make sure to pay for the private insurance package for at least first 2 months of the stay in Korea before be subscribed to the NHIS.</p>  |  |
| 3 | <b>Arrival Information</b>  | <b>Link:</b><br><a href="https://forms.gle/WNetK3Uuotuidcj9">https://forms.gle/WNetK3Uuotuidcj9</a>  |
|   | <p>Please submit your arrival information after the official arrival period is announced.</p>   |  |
| 4 | <b>Course Registration</b>  | <b>Period:</b><br><b>August 17<sup>th</sup>-18<sup>th</sup>, 2023</b><br><br><b>Course list:</b><br><a href="https://oia.ajou.ac.kr/oia/incoming/english-course.do">https://oia.ajou.ac.kr/oia/incoming/english-course.do</a>  |
|   | <p>List of courses offered in English will be available online from end of December. The guideline will be emailed in end of January or early February.</p>   |  |
| 5 | <b>Three Photos (3.5cm x 4.5cm size, white background)</b>  | 3.5 cm x 4.5cm,<br>white background,<br>both ears shown,<br>passport photo<br>regulations apply  |
|   | <p>You need to prepare 3 photos to make the Alien Registration Card and etc.</p>  |  |
| 6 | <b>Alien Registration Card</b>  | <p>All incoming students must apply for the Alien Registration card after their arrival. AR card will be used as your ID card during your stay in Korea.</p> <p>You will receive additional information about the registration for Alien Registration card during the orientation and via email.</p> |
|   |   |  |
| 7 | <b>Laptop</b>   | <p>For online courses and assignments, make sure to bring a laptop that functions well and plays live and recorded videos without a problem. For the charger, please bring 220 voltage adapter along with you if needed.</p>   |
|   |   |  |
| 8 | <b>Snacks</b>   | <p>Students can bring snacks that will not go bad. This is highly recommended for students with dietary restrictions.</p>  |
|   |   |  |

# Academic Calendar for Exchange students

2023-2024 Academic Year

## Fall 2023 Semester

|                           |                    |
|---------------------------|--------------------|
| • Course registration     | Aug 17-18 (Online) |
| • Dormitory Opening       | Aug 26             |
| • Orientation (Mandatory) | Aug 28 (Online)    |
| • Classes Begin           | Sept 1             |
| • Course Change           | Sept 1-7 (Online)  |
| • Course Drop             | Sept 25-27         |
| • Mid-term Exam           | Oct 20-26          |
| • Final Exam              | Dec 15-21          |
| • End of Fall Semester    | Dec 22             |
| • Dormitory Move-out      | Dec 23             |

\* Any change of dates will be announced via email.

## Spring 2024 Semester (tentative)

|                              |                         |
|------------------------------|-------------------------|
| • Course registration        | Feb 22-23 (Tentative)   |
| • Dormitory Opening          | Feb 22                  |
| • Orientation (Mandatory)    | Feb 26 (Tentative)      |
| • Classes Begin              | Mar 2                   |
| • Course Change              | Mar 2-8 (Tentative)     |
| • Course Drop                | Mar 25-29 (Tentative)   |
| • Mid-term Exam              | April 17-23 (Tentative) |
| • Final Exam                 | June 13-19 (Tentative)  |
| • End of the Spring Semester | June 20 (Tentative)     |
| • Dormitory Moving-out       | June 22 (Tentative)     |

\* The academic schedule for Fall 2022 will be updated during the Spring semester.

## Korean National Holidays in 2023

|            |                           |            |                            |
|------------|---------------------------|------------|----------------------------|
| Jan 1      | Solar New Year's Day      | June 6     | Memorial Day               |
| Jan 21- 24 | Lunar New Year's Day      | Aug 15     | Liberation Day             |
| Mar 1      | Independence Movement Day | Sept 28-30 | Chuseok (Thanksgiving Day) |
| May 5      | Presidential Election Day | Oct 3      | National Foundation Day    |
| May 27(29) | Buddha's Birthday         | Oct 9      | Hangul Proclamation Day    |
|            |                           | Dec 25     | Christmas                  |

## Notice on Housing Application

Fall Semester 2023

This information is about Ajou University Fall semester 2023 housing application. All international students should read this notice **very carefully**, and follow the instructions given. Ajou University's Housing Application can be done via **online system only**.

For your application, please log in at the **online** housing application system web page:

<https://edorm.ajou.ac.kr/edorm/index.jsp>

❖ E-mail application will not be accepted

**For further details, please find the notice here [HERE](#)**

The housing application will be open **from July 15<sup>th</sup> (Sat.) to August 1<sup>st</sup> (Tue.), 2023 (Korean time)**.

### Application Period

|                    |                  |   |
|--------------------|------------------|---|
| International Dorm | 2-person bedroom | July 15 <sup>th</sup> – July 18 <sup>th</sup> |
| Hwahong Hall       | 2-person bedroom | July 22 <sup>nd</sup> – Jan 25 <sup>th</sup>  |
| Hwahong Hall       | 4-person bedroom | July 29 <sup>th</sup> – Aug 1 <sup>st</sup>   |

Please use the student ID number given by Ajou University as application number and the registered email address you entered on the online application. Please note that the email address should be exactly the **same** as the one registered during your online application.

Please select "Exchange" for your student status and NOT "Undergraduate".

### Room type

|                    |  |                 |
|--------------------|--|-----------------|
| International Dorm | • 2-person bedroom                       | Shared bathroom |
| Hwahong Hall       | • 2-person bedroom<br>• 4-person bedroom |                 |

Any violation of housing regulations and COVID-19 prevention rules will be asked to move out.

Room assignment cannot be guaranteed according to your preference due to the capacity of the dormitory and please make sure to apply for the room before the deadline.

Dormitory opening for Fall Semester 2023 is **from Aug. 26<sup>th</sup> (Sat.), 2022**. For inquiries about the dormitory, please contact the dorm coordinator:

Ms. Hye-young Lee  
Dormitory Coordinator for Foreign Students  
Office of Student Housing & Residence  
E-mail: [leehy2149@ajou.ac.kr](mailto:leehy2149@ajou.ac.kr)  
Tel: (+82)-31-219-2149  
Office: 2<sup>nd</sup> floor of Dormitory Restaurant Hall

# Housing Application Procedure

All Ajou International Students should apply for the dormitory online and international students can only stay at Hwahong Hall and the International Dormitory. Instructions are as follows:

## Online Dormitory Application (dormitory application system)

### Application Procedure

1. Go to: <https://edorm.ajou.ac.kr/edorm/index.jsp> LOG IN (Registered Email/Ajou ID#)
2. After log in to the above website, please select the relevant option in blue box.
3. Click application and fill out the blanks

In case of any system malfunction, we will check students' submission and if your name is not found on the list, we will inform you for re-submission.

### 1. Submission of Application

|                    |                  |   |
|--------------------|------------------|---|
| International Dorm | 2-person bedroom | July 15 <sup>th</sup> – July 18 <sup>th</sup> |
| Hwahong Hall       | 2-person bedroom | July 22 <sup>nd</sup> – Jan 25 <sup>th</sup>  |
| Hwahong Hall       | 4-person bedroom | July 29 <sup>th</sup> – Aug 1 <sup>st</sup>   |

### 2. Payment of the Dormitory Fee

|                              |  |
|------------------------------|--|
| Payment of the Dormitory Fee | Aug 14 <sup>th</sup> (Mon.) ~16 <sup>th</sup> (Wed.) |
|------------------------------|--|

\* If you do not move in without paying by the due date without any notice, your application will be cancelled.

\* Please check that you can be arranged in a 2-bed room even though you apply for the 4-bed room due to the lack of 4 bed-rooms.

### 3. Dormitory Fees (for the year of 2023)

|                  |                    |                  |                         |
|------------------|--------------------|------------------|-------------------------|
| Regular Semester | International Dorm | 2-person bedroom | KRW 1,372,000 /semester |
|                  | Hwahong Hall       | 2-person bedroom | KRW 1,050,000 /semester |
|                  | Hwahong Hall       | 4-person bedroom | KRW 712,000 /semester   |

\*Meal service is not included. Students should serve themselves in several cafeterias on campus.

### 4. Room Allocation Request

For resident who wants to stay in the same room of previous semester, you need to tick the question "I PREFER TO STAY IN THE SAME ROOM STAYING NOW", when you apply for the dormitory in Ajou portal.

If you have any request regarding room allocation, you can email to [leehy2149@ajou.ac.kr](mailto:leehy2149@ajou.ac.kr).

Due to some circumstance, your request may not be accepted.

**(email subject: request for room allocation with your student ID number)**

It is not advisable for you to request us to stay alone when you apply for the 2 bedroom or 4 bedroom. If you want to stay alone, consider applying for a single

## 5. Announcement of Selected Incoming Student

- 1) International dormitory: 21 Jul 2023 (Fri)
- 2) Hwahong hall 2-person bedroom: 28 Jul 2023 (Fri)
- 3) Hwahong hall 4-person bedroom: 4 Aug 2023 (Fri)
- 4) Availability of single room at Hwahong hall, liaise with the dormitory coordinator.

## 6. Required documents before move in

### Tuberculosis Test

Before moving in to the dorm, all residents should submit the result of the health check-up (especially for tuberculosis result).

The result sheet must show normal or abnormal of TB in English or Korean. Without the result sheet, students cannot move in.

The Office of International Affairs will forward the TB test results to the Office of Student Housing & Residence at once.

❖ If you didn't submit the health check-up result yet, please email it to the OIA as soon as possible.

Without the result sheet, students cannot move in the dormitory. The tuberculosis check result should be updated every year because it is valid for 1 year.

If your tuberculosis test has expired, you must email a new TB test result to the dormitory office.

## 7. Refund Policy

|                | Within 4 weeks | Within 8 weeks | Within 12 weeks | After 12 weeks |
|----------------|----------------|----------------|-----------------|----------------|
| <b>Payment</b> | 100%           | 75%            | 50%             | 25%            |
| <b>Refund</b>  | 75%            | 50%            | 25%             | 0              |

- a) If residents need to leave during the middle of the semester, residents should apply for refund request. Without refund request, the Office of Student Housing & Residence has no responsibility to refund your dorm fee.
- b) The dormitory fee will be refunded to the student according to the refund policy.
- c) The criteria of refund policy are based on the move-in date given by the dormitory and not by the individual students' actual move-in date.
- d) Residents who are expelled due to violation of dormitory rules and regulations will receive **NO REFUND**
- e) Summer or winter vacation residents have NO REFUND even though early withdrawal from the dormitory.

## 8. Important Notice

- A. Due to limited accommodations, room arrangement *cannot be guaranteed as your preference* and your room can be changed even though it was assigned.
  - B. If you do not apply for the dormitory within the application period, the application cannot be acceptable.
  - C. If you don't pay the bill by the due date, your application will be cancelled without further notice.
  - D. Every resident should *submit the TB test result* (Tuberculosis) sheet before moving in. The OIA will submit the Exchange Students' TB result at once to dormitory.
  - E. If you leave your stuff in a room without applying for the dormitory, it will be cleared out. You are responsible for your own belongings, nobody can be responsible for them.
  - F. Dormitory offers bedding sets (a temporary pillow, blanket and bed sheet) for only international students from the inspector office in each dorm 1<sup>st</sup> floor.
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# Requirement for International Students

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## 1. Eligibility to Move In

- A. Incoming international students
- B. Registered international students
  - 1) Excluding those who were on academic probation in the previous semester
  - 2) Excluding those who were given 30 points' penalties and expelled from the dormitory
  - 3) Excluding research students

## 2. Selection Criteria

- A. The resident selection shall take place every semester.
- B. Incoming students will be given priority.
- C. Selection criteria for currently registered students
  - 1) Currently registered students will be selected after the spots for incoming students are filled.
  - 2) Currently registered students must move out of their rooms prior to the beginning of the semester if not selected. Unless selected students make full payment by the deadline, the vacancies will be given to those next in line on the waiting list.

## 3. Room Assignment Guidelines

- A. Room assignment will be handled by the Office of Student Housing & Residence with full consideration of applicants' requests.
- B. Students who have sleep disorders (snoring, teeth grinding, etc.) serious enough to disturb roommates cannot be accepted.
- C. Students can choose from the two types of rooms: two-bed rooms and four-bed rooms. However, if there aren't any remaining rooms, the Office of Student Housing & Residence will randomly assign the rooms. *If there is a lack of 4-bed room, the Office of Student Housing & Residence will arrange a 2-bed room.*
- D. Students will be categorized into groups of Undergraduate, Graduate School, Exchange Student, etc. when allocating the rooms.

## 4. Dormitory Application Procedures

- A. The dormitory application submission period for international students will be the same as local students.
- B. No application allowed after the deadline.

## **Any Inquiries**

### **Dormitory Coordinator for Foreign Students**

Ms. Hye-young Lee

Dormitory Coordinator for Foreign Students

Office of Student Housing & Residence

E-mail: [leehy2149@ajou.ac.kr](mailto:leehy2149@ajou.ac.kr)

Tel: (+82)-31-219-2149

Office: 2<sup>nd</sup> floor of Dormitory Restaurant Hall

- **Dormitory Address**

Room # (XXXX), Building name,

Ajou University, 206 Worldcup-ro, Yeongtong-gu, Suwon 16499, South Korea

**The Office of Student Housing & Residence  
Ajou University**

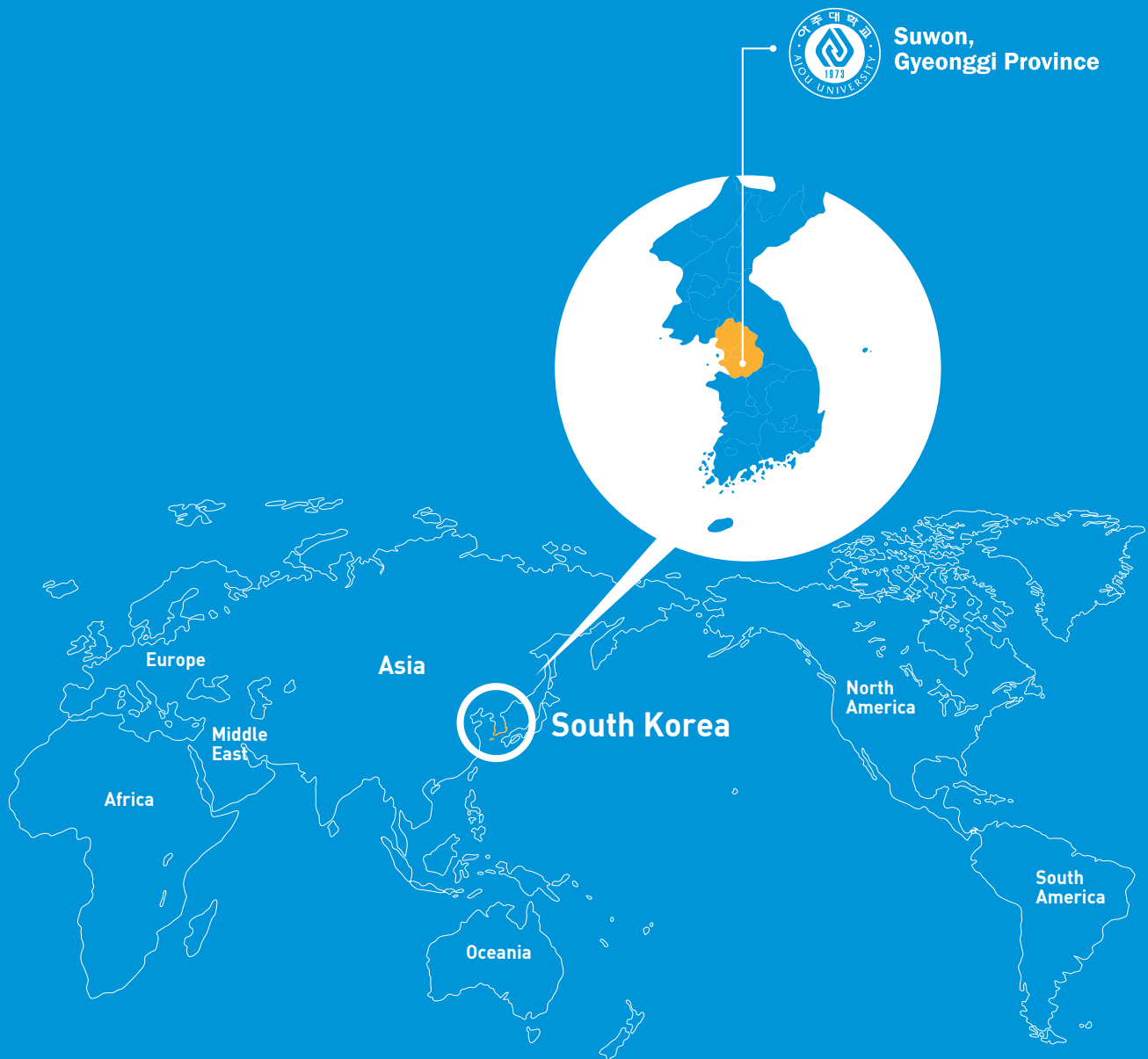
## Useful Websites

| Category   | Domain  |
|--|---|
| <b>▷ Ajou links</b>  |   |
| University Library<br>Housing Office<br>Counselling Center<br>Graduate School of International Studies<br>Ajou University Hospital   | library.ajou.ac.kr<br>edorm.ajou.ac.kr<br>www2.ajou.ac.kr/ws/<br>gsis.ajou.ac.kr<br>hosp.ajoumc.or.kr   |
| <b>▷ Korean Government</b>   |   |
| Immigration Bureau<br>Hi-Korea<br>Study in Korea<br>National Institute for Int'l Education<br>Ministry of Education<br>Ministry of Foreign Affairs<br>Ministry of Health Insurance Corporation<br>Korea Tourism Organization<br>K-MOOC<br>Korean Culture and Information Service | www.immigration.go.kr<br>www.hikorea.go.kr<br>www.studyinkorea.go.kr<br>www.niied.go.kr<br>www.moe.go.kr<br>www.mofa.go.kr<br>www.nhis.or.kr<br>www.visitkorea.or.kr<br>www.kmooc.kr<br>www.factsaboutkorea.go.kr |
| <b>▷ about Suwon</b>   |   |
| Suwon City<br>Suwon Center for Int'l Cooperation<br>Suwon Youth Foundation   | www.suwon.go.kr<br>www.swcic.or.kr<br>www.syf.or.kr   |
| <b>▷ Culture and Tourism</b>   |   |
| Visit Korea Committee<br>Gateway to Korea<br>Visit Seoul<br>Life in Korea<br>Temple stay information   | www.vkc.or.kr<br>www.korea.net<br>www.visitseoul.net<br>www.lifeinkorea.com<br>eng.templestay.com   |
| <b>▷ Newspaper in English</b>  |   |
| The Korea Herald<br>The Korea Times<br>The JoongAng Ilbo<br>The Chosun Ilbo<br>The Dong-A Ilbo   | www.koreaherald.com<br>www.koreatimes.co.kr<br>english.joins.com<br>english.chosun.com<br>english.donga.com   |
| <b>▷ Embassies in Seoul</b>  |   |
| List and contact of Embassies  | www.lifeinkorea.com/information/Comms/embassy.cfm   |

# Campus Map



- |                    |   |
|--------------------|---|
| 1 정문               | Main Gate   |
| 2 버스정류장            | School Bus Stop                                       |
| 3 선구자상             | The Pioneer Statue                                    |
| 4 에너지센터            | Energy Center   |
| 5 원천관              | Woncheon Hall   |
| 6 원천정보관            | Woncheon Haedong Hall                                 |
| 7 북문               | North Gate  |
| 8 화학실험동            | Chemical Engineering Laboratory                       |
| 9 서관               | West Hall   |
| 10 동관              | East Hall   |
| 11 종합설계동           | Capstone Design Laboratory Geotechnical               |
| 12 대형지반연구실험동       | Engineering Laboratory                                |
| 13 토목실험동           | Civil Engineering Laboratory                          |
| 14 팔달관             | Paldal Hall   |
| 15 학군단             | R.O.T.C Headquarters                                  |
| 16 산학협력원           | Industry-University Cooperation Building              |
| 17 국제학사            | International House_Dormitory 5                       |
| 18 광교관             | Gwanggyo Hall_Dormitory 4                             |
| 19 화홍관             | Hwahong Hall_Dormitory 3                              |
| 20 용지관             | Yongji Hall_Dormitory 2                               |
| 21 기숙사 식당          | Dormitory Dining Hall                                 |
| 22 남재관             | Namje Hall_Dormitory 1                                |
| 23 학생회관            | Student Union 1                                       |
| 24 학생회관            | Student Union 2                                       |
| 25 성호관             | Seongho Hall  |
| 26 더테라스            | The Terrace   |
| 27 중앙도서관           | Central Library                                       |
| 28 노천극장            | Amphitheater  |
| 29 율곡관             | Yulgok Hall   |
| 30 다산관             | Dasan Hall  |
| 31 약학관             | College of Pharmacy                                   |
| 32 임상수기센터 및 실험동물센터 | Clinical Skills Laboratory and Animal Research Center |
| 33 연암관             | Yeonam Hall   |
| 34 테니스장            | Tennis Courts   |
| 35 의과대학연구관         | School of Medicine-Research Building                  |
| 36 제2주차빌딩          | Parking Garage 2                                      |
| 37 체육관             | Gymnasium   |
| 38 운동장             | Athletic Field  |
| 39 캠퍼스플라자          | Campus Plaza  |
| 40 송재관             | Songjae Hall  |
| 41 아주대학교병원         | Ajou University Hospital                              |
| 42 병원별관            | University Hospital Annex                             |
| 43 웰빙센터            | Well-Being Center                                     |
| 44 제1주차빌딩          | Parking Garage 1                                      |
| 45 장례식장            | Funeral Hall  |
| 46 병원정문            | University Hospital Main Gate                         |
| 47 동문              | East Gate   |
| 48 권역외상센터          | Trauma Center   |
| 49 남문              | South Gate  |
| 50 홍재관             | Hongjae Hall  |
| 51 가온마당            | Gaon Garden   |
| 52 혜강관             | Hyegang Hall  |
| 53 일신관             | Iljin Hall  |



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- Website: [www.ajou.ac.kr/kr/index.do](http://www.ajou.ac.kr/kr/index.do)

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