

2026 GUIDE BOOK for International Students



Office of International Students of Dongguk University

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2026 GUIDE BOOK for International Students

dongguk
UNIVERSITY 



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1 Introduction

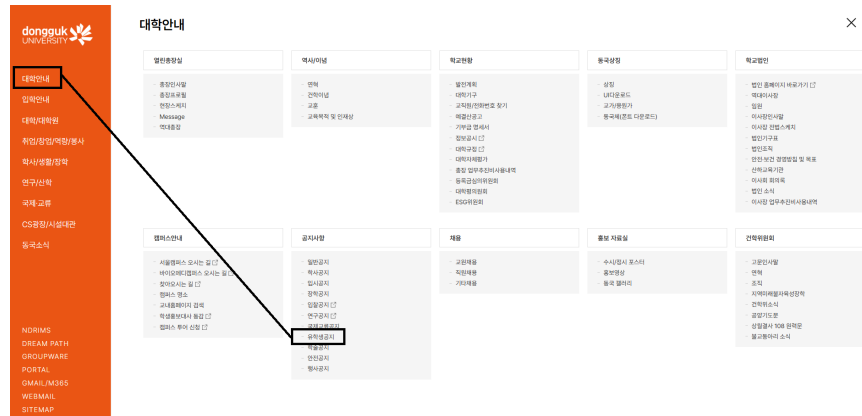
01. Dongguk University

Dongguk University was founded by Korea's ecumenically-minded Jogye Order in 1906. Since its foundation, Dongguk has remained as one of the few Buddhist-affiliated universities in Korea. Dongguk University, with a future-oriented management and optimum education environment, attempts to globalize its education and research, to take a leap forward to contribute to peace and development for mankind, and to be one of the most prestigious universities in the world.

The foundational spirit of Dongguk University is summed up in three educational goals: to build up on one's knowledge and character based on the Buddhist virtues; to make the nation, mankind, and nature full of wisdom and benevolence; and to realize the ideal society in which people can trust and respect each other. Students of Dongguk University are developing leadership with a global consciousness and harmonization.

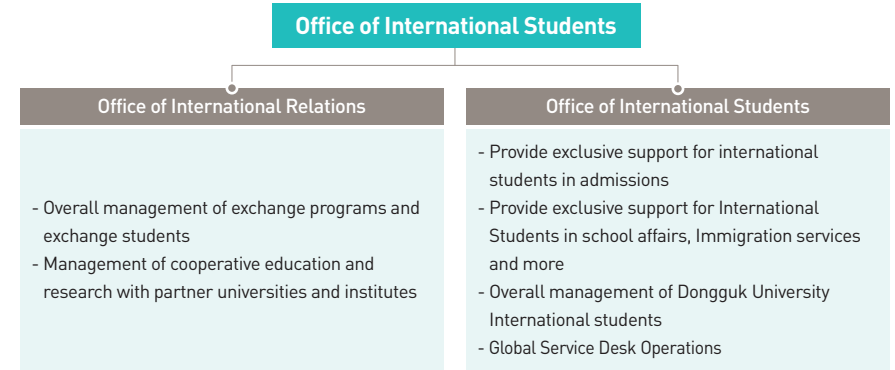
※ Dongguk University Website : <http://www.dongguk.edu>

※ Dongguk University Foreign Admission Website: <https://iadmission.dongguk.edu/>



02. International Affairs

- Organization : Office of International Relations, Office of International Students



03. Office of International Students

- Purpose: Support for international students in admissions Overall support tasks for international students, including study abroad life, academic work, and stay management.

- Contact: 02-2260-4944, 4947, 3887
adm@dongguk.edu (Admission Inquiry), scfd@dongguk.edu (General inquiries for students)

04. Global Service Desk

- Duties: International student scholarship applications, immigration and residency management for foreign students, part-time work permits for international students, various activity programs, distribution of materials

- Contact: 02-2260-4945, 4967, 4968



2 Campus Life

01. Student ID Card

A. Student ID Card

(1) Application

- Distributed by the Global Student Team after the semester begins (further notice will be provided later).

(2) Re-issuance

- Apply at the Student 학생역량개발팀 in person (3F, Main Building, TEL : 02-2260-8661 ~ 4)
- Reissuance fee : 5,000WON by cash (Must bring an ID card)

B. Mobile Student ID Card

(1) Application : Heyoung APP → Log-in → Download Mobile Student ID card

(2) Use at the library and other facilities on campus

C. International Student ID Card

(1) Application :

- Apply through Dongguk website first(photo required)
(Home → CS Square / Facility Pavilion → 학생증발급 → 국제학생증)
- Filling out the application form(attached photo) and pay the issuance fee(14,000 KRW)
- Visit Shinhan Bank Dongguk Univ. Branch (02-2260-8989) to receive the card

(2) Benefit of International Student ID Card

- useful who want to study abroad or traveling(ex. Student discount)
- ※ Detail information please refer International Student ID homepage(www.isic.co.kr)



02. On-campus Housing

- Application Period and method : Every December & June, TBA on the Dongguk website notice board(국제통합공지)
- How to apply : On-line application TBA on the Dongguk website notice board(국제통합공지)
- Fee(deposit not included) : Approx. 375,000KRW per month(Namsan Residence Hall, Seoul), 300,000 KRW per month(Chungmu Residence Hall, Seoul), 330,000KRW per month(Goyang)

- ※ Double room
- ※ Deposit (₩100,000) will be returned after move-out.
- Period of residence : Select either 4 months or 6 months.
- Facilities : restaurant, food court, convenient store, coffee shop, laundry room, gym etc.
- Note : Withdrawing, refunding, extending or shortening of the stay period are not allowed after residence admission(students will receive a disadvantage in future residence admissions)

※ Homepage : Namsan Residence Hall - <http://dorm.dongguk.edu>

Chungmu Residence Hall - <https://dormcm.dongguk.edu>

Goyang Residence Hall - <https://bmcldorm.dongguk.edu>



03. Campus Facilities

Location		Store(Eng.)	Store(Kor.)	Items(Category)	Contact (2260-xxxx)
Sanglokwon (Cafeteria)	1F	Snack Bar	분식점	Snacks	8979
		Canteen	상록원 매점	Beverage, snacks	8978
		No brand&Juicy	노브랜드&쥬시	Fast food	
		SOT AND NOODLE	솔앤누들	Udon, Rice with Fish Roe(AL-bab), Korean Snacks	8977
		Stationery Store	문구점	Stationery	8946
	Printing Office	기획사	Print thesis, Photocopy, Printing	8972	
	2F	Cafeteria	학생식당	Korean food, Western food	8977
3F	Faculty Cafeteria	교직원식당	Korean food, Western food	8977	
Hyehwa Hall	Outdoors	Shoe Repairing	구두수선점	Shoe mending, key, stamp	4954
		Cafe ING	카페	Beverage, snacks	
	1F	Kookmin Bank	국민은행	Bank	2279-9792
	4F	Emarteveryday	이마트에브리데이	Beverage, snacks	8950
Dahyang Hall	1F	BORISOO Canteen	보리수 매점	Beverage, snacks	8964
		Book Store	서점	Textbooks, language study books, etc.	8956
New Engineering Building	1F	NAMSAN HAKSA Cafeteria	남산학사 식당	Korean food, Western food	8507
		CU convenience store	CU편의점	Beverage, Snack	2275-6113
Haklim Hall	B1F	Coopsket	쿵스켓	Beverage, snacks	4954
Science Building	B1F	Resources Center	교재실	Teaching material production	8975
Social Sciences Building	1F	Mega Coffee	카페	Café	
Business Building	B1F	D-Flex	학식	Cafeteria	
Munhwa Hall	1F	DOORITEO Canteen	두리터매점	Beverage, snacks	8979
		GARDEN COOK	가든쿵	Pasta, Pizza, Salad	8979
Wonheungwan	3F	CoupsKet Wonheung	편의점	Convenience store	
Central Library	4th floor outdoor	Coupsket Central Library	편의점	Convenience store	
Main Building	1F	Blue pot	블루포트	Coffee, Beverage, Dessert	8979
	Outdoor	GAON-NURI	가온누리	Coffee, Beverage, Dessert	8979

Location		Store(Eng.)	Store(Kor.)	Items(Category)	Contact (2260-xxxx)
Myeongjin Building	1F	Shinhan Bank	신한은행	Bank	2265-1954
		Post Office	우체국	Post Office	8988
Entire Region on Campus		Photocopy room	복사실	Photocopy, Color printing	8984

04. Buddhist Cultural Activities

Buddhist culture experience activities like Temple Stay, Daily Culture Experience are provided every semester for foreign students to experience Korean Buddhist culture.

(1) Target : International students enrolled in degree programs at our university.

(2) Experience Schedule : March – May / September – November (3 times per semester).

05. Korean-International Student Interaction Program

To enhance the integration and bonds between Korean and international students, and to improve the school life adaptation of international students, we support cultural experience activities.

(1) Target : Korean and international students enrolled in degree programs at our university.

(2) Activity Schedule : Once per semester.

06. Counselling

A. Regular Counselling

Freshman and Transfer students must have counselling in their first semester

① Counselling Details : Academic, campus life, Immigration affair

② Counselling Place : Office of international students (#617, Global Lounge)

- Regular Counselling : At any time during the semester

- For Inquiries : 02-2260-4945 / 4967 / 4968

- Scheduled Counselling : April / October (Freshmen must attend)

B. Mentoring Counselling

Freshman and Transfer students must have mentoring counselling with professor in their first semester

① Counselling Details : Campus life, Korean learning, global leading units, class, career 등

② will conduct counselling linked with global Korea culture class

C. Special counseling for high-risk groups of dropouts

Preemptive response to reduce dropout rate of foreign students

① Consultation details: completion of study/financial ability/financial/career, etc

② How to proceed: Face-to-face consultation

D. a regular meeting of the International Student Council

Identify the grievances of foreign students and seek solutions

- ① Target: Executives of the International Student Association and officials involved in international student affairs
- ② Main contents: Difficulties as a foreign student, ways to increase exchanges between students, requests for support for events, etc

07. Insurance

A. All the international students will be compulsory subscribed to the local subscriber scheme of the National Health Insurance.

B. National Health Insurance Service

① Eligibility

- Registered as a foreigner and holds one of the following visa types : F-1 ~ 5, D-1, D-2, D-3, D-5 ~ D-10, E-1 ~ E-7, E-9 ~ E-10, H-1 ~ H-2

② Registration process and required documents

- Registration of insurance is natural from the date of alien registration(first entry) or re-entry.
- Copy of ARC, Certificate of enrollment, Passport or certificate of entry / exit record
- Who do not pay the insurance fee will not be allowed to extend one's visa.

③ Benefits

- Same coverage will be applied as Korean citizens
- Hospitalization : Insurance holders pay 20% of the medical fee
- Outpatients medical costs : Insurance holders pay 30 ~ 50% of the medical fee
- It also covers other treatments such as childbirth and provides various health information such as disease prevention

④ Inquiry

- Website : www.nhis.or.kr TEL : 1577-1000 / English : 033-811-2000

08. Employment Support Program**A. Employment Camp**

- Residence qualifications for foreign workers, Job aptitude tests, preparation of job documents suitable for job suitability, 1:1 individual counseling and consulting, and practical interview simulations for international students
- 3 times per semester

B. Employment Support Program(Online)

- A one-time special lecture focused on the most difficult content among foreign student's job searching activities
- Self-introduction letter, interview skills, etc
- 3 times per semester

C. Employment information

- Employment and internship information for international students are available on our website's international notice and employment bulletin board for international students.
- You must get permission from the immigration office in advance to get a job or do an internship

09. Special Korean course for foreign students

A special Korean course to strengthen the language competency of foreign students to help understand lectures.

A. Activity contents : Achieve TOPIK Level 4, learn TOPIK problem solving skills and Korean expression.

B. Program Period : Mar ~ Jun, Sep ~ Dec every year

10. Global Buddy(A) Program

This program is running for international students to adjust to living in Korea and studying at Dongguk by making a group with Korean students and International students.

A. Application Method : Use Dream Path

B. Program Period : Every Semester(Approx. 2 months)

C. Activity Method : Regular meeting with matched global buddy partner

D. Activity Contents ; Study Korean, various Korean cultural experiences, and etc.

11. Korean Language Clinic

To help graduate international students to improve Korean writing thesis skills

A. Subject : Graduate international students(enrolled student, student with completion status)

B. Details : Get some corrections and feedbacks of thesis written in Korean

C. How to Use:

- Counselling Method : Apply and get feedback via Dream-Path
- Fee : Free of Charge
- Note : 1) Limitation of counselling opportunity : Two counselling sessions per semester.
2) Correction / feedback within 3 weeks after applying
3) Undergraduate school students can not apply for this program

D. Inquiry : Office of International Students(New Engineering Building 9F), 02-2260-4944, 4947, 3887, scf@dongguk.edu

12. Special Lecture for writing Korean thesis

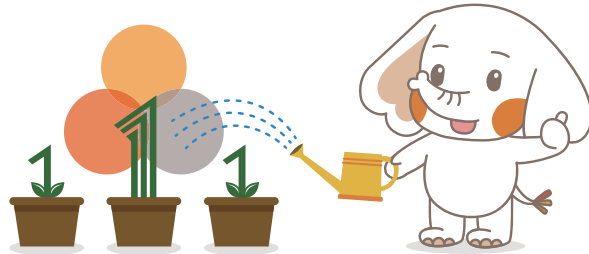
This program is designed to help graduate international students to write Korean thesis

A. Contents : How to search information in libraries, formats of academic thesis, and how to use a program to prevent plagiarism(3 times in a semester)

13. Korean Language Course

※ 2026 Schedule

Semester	Class	Details
Spring	2026. 3. 16(Mon) ~ 2026. 5. 29(Fri)	- 10 weeks per semester - 5 days a week(including one cultural activity day)
Summer	2026. 6. 15(Mon) ~ 2026. 8. 28(Fri)	- Level 2~6 / Advanced course(9:10~13:00), - Level 1~2 course(13:40 ~ 17:30)
Fall	2026. 9. 14(Mon) ~ 2026. 11. 26(Thu)	- Tuition : 1,670,000KRW per semester(Textbook not included)
Winter	2026. 12. 14(Mon) ~ 2027. 2. 26(Fri)	- Dongguk University Students : A 50% discount & no application fee - Inquiry : Institute of Korean Language 02-2260-3472
2027 Spring	2027. 3. 18(Thu) ~ 2027. 5. 28(Fri)	(Hyehwa Hall, 5F) (intertang.dongguk.edu or klc@dongguk.edu)



3 Undergraduate

I . Academic Calendar for Spring 2026

Year	Month	Day	Details
2026	3	3(Tue)	Spring Semester Begins
		3(Tue) ~ 9(Mon)	Course Drop / Add
		11(Wed) ~ 13(Fri)	Course Credit Waiver
	3	18(Wed) ~ 20(Fri)	Application for Leave of Absence (1st Round), Spring Semester 2026
		18(Wed) ~ 20(Fri)	Double-major or Integrated Program or Convergence major Withdrawal
		18(Wed) ~ 20(Fri)	Apply for Early Graduation
		18(Wed) ~ 20(Fri)	Course Withdrawal
	4	10(Fri)	Mountain Climbing on commemoration of April 19 Revolution
		13(Mon) ~ 17(Fri)	Decision of Major for students with undecided major
	5	21(Tue) ~ 27(Mon)	Mid-term Examination
		8(Fri)	University Anniversary
		11(Mon) ~ 22(Fri)	Registration for Re-admission
		13(Wed) ~ 15(Fri)	Course Registration for Summer Semester
	6	24(Sun)	Buddha's Birthday
		1(Mon) ~ 8(Sun)	Apply for Major Change
		1(Mon) ~ 19(Fri)	Apply for Single major/Multi-major(Double-majors or Integrated Program)
		9(Tue) ~ 13(Mon)	Final-term Examination
	6	15(Mon)	End of Semester
		23(Tue) ~ 8.31(Mon)	Summer Vacation
		23(Tue) ~ 7. 13(Mon)	Summer Semester
		22(Mon) ~ 26(Fri)	Apply for reinstatement for Fall Semester(1 st period)
	7	24(Wed) ~ 29(Mon)	Grade processing for the first semester (posting and corrections)
		13(Mon) ~ 17(Fri)	Application for returning to school for the second semester (2nd round)
		13(Mon) ~ 17(Fri)	Application for leave of absence for the second semester (1st round)
		3(Mon) ~ 7(Fri)	Course Registration for Fall Semester
	8	24(Mon) ~ 28(Fri)	Enrollment for Fall Seme
		20(Thu)	2026 Fall Commencement(Seoul Campus)

II. Academic Calendar for Fall 2026

Year	Month	Day	Details
2026	09	1(Tue)	Fall Semester Begins
		1(Tue) ~ 7(Mon)	Course Drop / Add
		16(Wed) ~ 18(Fri)	Course Withdrawal
		20(Tue) ~ 27(Mon)	Mid-term Examination
		28(Mon) ~ 30(Wed)	Multi-major(Double-major or Integrated Program or Convergence major) Withdrawal
		28(Mon) ~ 30(Wed)	Apply for Early Graduation
	10	19(Mon) ~ 23(Fri)	Decision of Major for students with undecided major
		9(Mon) ~ 20(Fri)	Apply for Readmission
	11	11(Wed) ~ 13(Fri)	Course Registration for Winter Semester
		16(Mon) ~ 12.11(Fri)	Submit graduation thesis for graduation in spring 2026
	12	25(Wed) ~ 27(Fri)	Apply for Major Change
		2(Wed)~18(Fri)	Apply for Single major/Multi-major(Double-majors or Integrated Program)
		8(Tue) ~ 14(Mon)	Final-term Examination
		14(Mon)	End of Semester
		22(Tue) ~ 2027.02.28(Sun)	Winter Vacation
		22(Tue) ~ 2027.01.13(Wed)	Winter Semester
2027	01	4(Mon) ~ 7(Thu)	Apply for reinstatement for Spring Semester(1 st period)
		14(Thu) ~ 20(Wed)	Apply for reinstatement for Spring Semester(2 nd period)
	14(Thu) ~ 20(Wed)	Apply for leave of absence for Spring Semester	
	02	1(Mon) ~ 5(Fri)	Course Registration for Spring Semester
		18(Thu)	2025 Spring Commencement(Seoul Campus)
		19(Fri) ~ 24(Tue)	Enrollment for Spring Semester

01. Course Registration

※ How to check the course timetable for course registration:

- ① nDRIMS → 학사행정 → 수업 / 강의평가 → 종합강의시간표조회
- ② Dongguk Website → 학사 / 생활 / 장학 → 교육과정 → 종합강의시간표(pdf File)

A. Registration Method

Undergraduate: <https://sugang.dongguk.edu>

Graduate School: Apply through NDRIMS

B. Registration Period

- Spring Semester : 2026. 2. 2(Mon) ~ 6(Fri)

- Fall Semester : 2026. 8. 3(Mon) ~ 7(Fri)

※ Please refer to [학사공지] from the Dongguk website for detailed schedule.

C. Credits

(1) Students must register minimum 1 credits and maximum 18 credits per semester.

※ To receive international scholarship, students must achieve at least 15 credits.

※ Exception: Pharmacy, Computer Engineering (enrolled after 2012), Multimedia Engineering (enrolled after 2017), Information & Communication Engineering (enrolled after 2018)

(2) Students who are eligible to take 3 additional credits (via nDRIMS)

- Students who are enrolled in a 5-year Undergraduate—Master's Integrated Program

- Transfer students to the college of Natural Science

- Students with GPA above 4.0 and who have achieved more than 15 credits in a previous semester

(3) Students who are enrolled in an additional semester must take at least 1 credit.

(4) Note : If enrolled student does not register courses, he / she will receive a grade warning.

(5) Timetable Print : nDRIMS → 학부 → 수업 / 수강 → 수강신청 → 개인강의시간표조회

(6) Check Achieved Credits & Grades : nDRIMS → 졸업 → 취득학점확인서조회

D. Course Drop and Add

(1) Course Drop and Add Period

- Spring Semester : 2026. 3. 3(Tue) ~ 9(Mon)

- Fall Semester : 2026. 9. 1(Tue) ~ 7(Mon)

(2) Check Registered Courses : nDRIMS → 학사행정 → 수강신청 → 수강신청내역확인

(3) Course Change : Access the website (<https://sugang.dongguk.edu/>) and change courses

E. Course Withdrawal

(1) Subject : Students enrolled in the Spring or Fall Semester, 2026

(2) Course Withdrawal Period

- Spring Semester : 2026. 3. 18(Wed) ~ 10(Fri)

- Fall Semester : 2026. 9. 16(Wed) ~ 18(Fri)

(3) Note

- Students cannot add other courses during this period

- Course withdrawal will not be permitted if the total registered credits are less than 12 credits.

- Withdrawn course will be shown as 'W' on the term report card (not shown on transcripts)

- Note : number of credits earned (more than 15 credits) is one of the scholarship requirement

- Withdrawal and restore are possible during the course withdrawal period only

02. Course Retake

A. Subject

- Students can retake a course with the same subject in case of Credits achieved less than C+

B. Grade Limitation

- ※ Maximum grade for repeated courses is A0 (starting from 2012)

C. Transcript

- Previous achieved grade will be marked as 'R'. Except from GPA.
- The previous achieved grade will be deleted automatically and the new grade will be calculated on the final transcript.

03. Pre-course registration

This registration is designed for students to register courses easily.

A. Subject : All lectures

B. Application Methods

- (1) Login nDRIMS
- (2) nDRIMS → 학사행정 → 수강신청 → 희망 강의 신청
- (3) Pre-course registration is allowed up to 24 credits

C. Note

It is an advance registration to help students to do it easily by clicking the button of shopping cart. Registration during the official course registration period is required.

It is available regardless of overlap(time, credits) or limitation(academic year, departments, or occupancy restriction). Please consider that those exceptions are not acceptable during official course registration.

04. Course Credit Waiver

A. Regulation

- (1) Credits achieved starting from spring, 2015 cannot be waived (Only course retake is allowed)
- (2) Credits achieved up to fall, 2014 semester can be waived if course retake is impossible.

B. Registration

- (1) Registration Period
 - Spring semester : 2026. 3. 11(Wed) ~ 13(Fri) / 6.2(Tue) ~ 5(Fri)
 - Fall semester : 2026. 9. 9(Wed) ~ 11(Fri) / 12. 2(Wed) ~ 4(Fri)
- (2) Registration Method
 - nDRIMS → 학사행정 → [학생신청]신청함 → [성적]취득학점포기신청

C. Number of credits allowed waiving

- Students enrolled before spring, 2012 : No limitation
- Students enrolled between 2012 ~ 2014 : Up to 6 credits (Students attending more than the 5th semester)
- ※ Courses allowed to waive : Courses that are not included in the 2014 Course Curriculum (based on Course Catalog, 2014)
- ※ Check courses allowed to waive : nDRIMS → [학생신청]신청함 → [성적]취득학점포기신청(courses marked as "Y")

05. Tuition Fee Payment

A. Payment in Full

(1) Payment Period

- Spring Semester : 2026. 2. 19(Thu) ~ 25(Wed)
- Fall Semester : 2026. 8. 24(Mon) ~ 28(Fri)

(2) Payment Method

- Print a tuition bill (from nDRIMS) and pay at the bank, online banking or ATM
- Payment Certificate : nDRIMS → 등록 → 등록금납부확인서서 → Check and Print (Students will receive a text message when the tuition fee is paid.)

B. Installment payment

(1) Registration Period

- 4 Installment Payments : Spring Semester : 2026. 2. 13(Fri) ~ 2026. 2. 19(Thu)
Fall Semester : 2026. 8. 14(Fri) ~ 2026. 8. 18(Tue)
- 3 Installment Payments : Spring Semester : 2026. 3. 12(Thu) ~ 2026. 3. 16(Mon)
Fall Semester : 2026. 9. 10(Thu) ~ 2026. 9. 14(Mon)

(2) Exception

- Freshmen, transfer students, readmitted students of current semester, students on (or will be on) leave of absence, credit registered students, students on the government guaranteed student loan program, and students who will be paying tuition with a credit card in the related semester are not eligible for installment payment.

(3) Payment Method : nDRIMS → 학사행정 → [학생신청]신청함 → (등록)분납신청(1차) → 신청

(4) Payment details

※ Spring Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2026. 2. 23(Mon) ~ 2. 25(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2026. 3. 18(Wed) ~ 3. 20(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2026. 4. 13(Mon) ~ 4. 15(Wed)	
4 th	25% of tuition fee	25% of tuition fee	2026. 5. 11(Mon) ~ 5. 13(Wed)	

※ Fall Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2026. 8. 24(Mon) ~ 8. 26(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2026. 9. 16(Wed) ~ 9. 18(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2026. 10. 12(Mon) ~ 10. 14(Wed)	
4 th	25% of tuition fee	25% of tuition fee	2025. 11. 9(Mon) ~ 11. 11(Wed)	

※ Above schedule is subject to change. Please refer to '학사공지'

(5) Note

- Installment payment will be automatically cancelled if 1st payment is not made on time
- Issuance of certificates(enrollment, registration) is not possible until full payment is made
- Students will be expelled if full payment is not made by the **last installment** payment period
- Leave of absence will be allowed only in case full payment is made.

06. Scholarship

A. International Scholarship offered by Dongguk

(1) Scholarship for International Students(must earn at least 15 credits)

GPA	Amount	Application
3.0 ~ 3.49	20% of tuition fee	Not Required
3.5 ~ 3.99	40% of tuition fee	
Above 4.0	60% of tuition fee	

(2). Language excellence scholarship

Admission Year	Language Score (within validity period)	Scholarship Amount	GPA Requirement (Previous Semester)	Eligibility	Max Number of Awards
				Common	
From 2023	TOPIK Level 4	200,000 KRW	3.0 or higher	1. International students admitted under the international admission track 2. Must have earned at least 15 credits in the previous semester 3. Currently enrolled students in a regular semester [Eligible from the second semester of enrollment; students in extended semesters and those on leave of absence are excluded.] 4. Must show improved TOPIK score compared to the previous application (Level 4 → Level 5 → Level 6; cannot apply if the same level is maintained)	Up to 2 times
	TOPIK Level 5	400,000 KRW			
	TOPIK Level 6	600,000 KRW			
From 2026	TOPIK Level 4 / 5 / 6	700,000 KRW			Up to 3 times

- Scholarship Payment Method:

Scholarship for International Students: Deducted from the tuition of the upcoming semester

Language Excellence Scholarship: Apply via nDRIMS in the beginning of each semester and will be transferred to student's bank account

- Scholarship cannot be overlapped with any other scholarships offered by the University

B. Outside Scholarship

(1). Samsung Global Hope Scholarship

1) Scholarship in details

- Amount : 4,800,000KRW per semester
- Period : 10 months(Selection made every year)
- Payment Method : Given to selected students at the end of every month

2) Eligibility

- Students from developing countries listed on the DAC List of ODA Recipients.
- Students with financial difficulties.
- Students with excellent academic performance (language proficiency and grades).

※ Mandatory Requirement: A TOPIK Level 2 or higher.

Students with a strong commitment to social contribution, including volunteer work.

Students with the willingness and potential to contribute to their home country after graduation.

Students who actively participate in various training programs organized by the foundation.

※ Students of Korean descent from DAC-listed countries are excluded.

※ Students receiving the GKS scholarship are not eligible to apply.

※ Each school may recommend up to two students per country.

3) Selection Process and Schedule

- Basic Policy

- ① Recommended universities collect and organize applications and nominate candidates.
- ② The foundation conducts the first round of document screening.
Only students who pass this screening will be notified individually and provided information about the second round, which is an interview. Students who fail the document screening will also be notified individually.
- ③ The second round (interview) is conducted in person at the foundation's office.

Selection Schedule

- Conducted annually in February, at the beginning of the semester.

4) Inquiry

- Office of International Students (Tel : 02-2260-4944, 4947, 3887, E-mail : scf@dongguk.edu)

- Website : <http://www.niied.go.kr>, <http://www.gks.go.kr>

07. Grading System

A. Evaluation Criteria : Exam, attendance, assessment and more

B. Grades and GPA

Grade	A+	A0	B+	B0	C+	C0	D+	D0	F	P, W
GPA	4.5	4.0	3.5	3.0	2.5	2.0	1.5	1.0	0	Not counted
Note	Accepted as a credit								included in the GPA	P : Accepted as a credit

※ Grade "F" will appear on the transcript and will affect GPA

※ GPA = Final GPA(Achieved credits * sum of GPA) / Total Credits Achieved("P" courses not counted)

C. Attendance

- Student will receive an "F" grade if they miss more than 1/4 of the classes
- 3 times late is equal to 1 absence

D. Academic Warning(Academic Slump)

- Students with GPA lower than 1.75 or who failed to register for courses will receive an academic warning every semester(academic warning accumulates, applicable students who are enrolled in an additional semester)
- Disadvantages to visa status
 - International students with academic warning(s) may receive disadvantages on their visa extension
 - 1st Warning : Caution
 - 2nd Warning : Recommendation letter by an academic advisor required for visa extension
 - 3rd Warning : D-2 visa extension, D-2 visa prohibited to change

08. Course Evaluation

A. Period

- 2 weeks before and after the semester ends(Please refer to the notice board [학사공지])

B. Method

- nDRIMS → 학사행정 → 수업 / 수강 → 강의평가 → 강의평가등록(Only certain courses are being evaluated)
- ※ Students will have a limited access to their grade result if they fail to participate in the 2nd period of course evaluation.

09. Summer / Winter Semesters

- Registration period, tuition bill, lecture schedules, and classrooms will be announced(Refer to '학사공지' from the Dongguk University Website)

A. Semester Period

- Summer : 2026. 6. 23(Tue) ~ 7. 13(Mon) / 5 days a week / For 15 days
- Winter : 2026. 12. 22(Tue) ~ 2027. 1. 13(Wed) / 5 days a week / For 15 days

B. Number of Credits

- Currently enrolled students: up to 6 credits / Student on leave of absence: up to 3 credits

10. Graduation Requirement : TOPIK

- Applied to international students who enrolled
- Requirement : TOPIK Level 4 or higher
- Deadline for submission of TOPIK score : Submit to Office of international student one semesters in advance of graduation. If not, graduation is not allowed.

11. e - Class

Students may access to e-class(eclass.dongguk.edu) anywhere at any time and share lecture-related documents. It is also possible to take online lecture through e-Class

12. Leave of Absence / Reinstatement

A. Leave of Absence

- Subject: Students who must return home because of unavoidable circumstances.
[D-2 holders must change status of stay legitimately or return to home after leave of absence]
- Application Period:
 - Spring Semester : 2026. 1. 12(Mon) ~ 16(Fri) / 3.6(Fri) ~ 10(Tue) / 3.18(Wed) ~ 20(Fri)
 - Fall Semester : 2026. 7. 13(Mon) ~ 17(Fri) / 9.2(Wed) ~ 4(Fri) / 9.17(Thu) ~ 21(Mon)
- How to Apply:
 - Via nDRIMS [학사정보 → 학적변동관리(휴복학) → 휴학신청 / 취소등록]
 - Students must attach their Alien registration card and flight ticket on nDRIMS.
- Period of Leave of Absence
 - Notes : Leave of absence is only granted for 1 semester at a time, and maximum period allowed is 2 years (4 semesters) for undergraduate students.
 - Maximum period allowed is 2 years(4 semesters) for transfer students of undergraduate program.
 - Students will be expelled if they do not apply for reinstatement or extension of leave of absence after termination of period of leave(1 year) [Extension is also available on nDRIMS.]

B. Reinstatement

(1) Subject : Students who are returning to school after leave of absence

(2) Application Period

- 2026-Spring : 2026. 1. 2(Fri) ~ 5(Mon) / 1.12(Mon) ~ 16(Fri)
- 2026-Fall : 2026. 6. 24(Wed) ~ 29(Mon) / 7.13(Mon) ~ 17(Fri)
- 2027-Spring : 2027. 1. 4(Mon) ~ 7(Thu) / 1.14(Thu) ~ 20(Wed)

(3) How to apply

- Via nDRIMS [학사정보-학적변동관리(휴복학)-복학신청 / 취소등록] by attaching a return ticket(D-2 holder) or ALC[other types of visa holder]
- Leave of Absence is granted for one year(2 semesters) at a time, but students may take one semester off and return early
- If students fail to register within the registration period, reinstatement and registered courses will be cancelled automatically

※ D-2 Application for Overseas Applicants

(1) Subject : Student who does not hold D-4 or D-2 or F1-F4

(2) Procedure

- Write one's Email address to receive the certificate of admission when they apply for returning to school on nDRIMS → Send the certificate from school → Ones visit embassy of Korea in their home countries and apply for the visa → Entry

13. Change of Major**A. Eligibility**

- Students enrolled in 2nd ~ 5th Semester(given 3 chances)
- Except transfer students, students on leave of absence and students who already changed major

B. Registration Period & Method

- (1) Spring Semester : 2026. 6. 1(Mon) ~ 8(Mon) / Visit the college administrative office where your new major belongs to
- (2) Fall Semester : 2026. 11. 25(Wed) ~ 27(Fri) / Visit the college administrative office where your new major belongs to

C. Selection Criteria

- Document screening + Oral Exam(Written exam may be required if necessary)
- Refer to the notice board of the Dongguk website for detailed information about registration method and criteria of each department(major)
- Students must take required courses if changing a major to Management, Economics, or International Trade(Please call related department to confirm)

14. Double Majors**A. Eligibility**

- Students who completed at least 2 semesters(Transfer students may apply from their first semester)

B. Registration Period & Method

- Spring Semester : 2026. 6. 1(Mon) ~ 19(Fri) / apply through nDRIMS
- Fall Semester : 2026. 12. 2(Wed) ~ 18(Fri) / apply through nDRIMS

C. Selection Criteria

- GPA and number of credits achieved including the current semester will be considered (summer / winter semester following after the current semester will be excluded)

D. Cancellation of Double Major

- (1) Subject : Students who want to give up their double major
(Students must meet all the graduation requirements for their first major to graduate)
- (2) Registration period
- Spring Semester : 2026. 3. 18(Wed) ~ 20(Fri) / 4.30(Thu) ~ 5.1(Fri) / apply through nDRIMS
 - Fall Semester : 2026. 9. 28(Mon) ~ 30(Wed) / 11. 2(Mon) ~ 4(Wed) / apply through nDRIMS

15. Basic Elective Course Requirement**A. Based on students enrolled 2026**

- Minimum number of elective credits required : Total 29 credits for common elective courses

Academic Year	Common Elective (mandatory)							
	자기개발	동국인성	글로벌인재트랙			사고와 소통	디지털 리터러시	계
			학문목적 한국어	기초역량	문화			
2026	1	4	5-9	4-8	3	3	3	27



Classification	Semester	Area	Course	Credits	Hours	Note		
Common Elective	1, 2	자기개발	커리어디자인	1	1			
		동국인성	자아와명상1	1	1			
			자아와명상2	1	1			
			불교와인간	2	2			
			계	4	4			
		학문목적 한국어	대학한국어 I (발표와 토론)	2	2			
			대학한국어 I (독해와 작문)	2	2			
			대학한국어 II (발표와 토론)	2	2			
			대학한국어 II (독해와 작문)	3	3			
		기초역량	계	5~9	5~9			
			한국외법과정치	2	2			
			한국외경제외경영	2	2			
			수학외통계외이해	2	2			
			과학기술외이해	2	2			
		문화	계	4~8	4~8			
			글로벌한국문화	3	3			
		사고와 소통	Basic EAS	0	2	레벨 그룹에 따라 총 4학점 이수 ※ 각 그룹별로 이전 단계 과목을 수강하지 않을 경우 이후 단계 과목 수강 불가		
			Global English	3	3			
			Business English	3	3	그룹 이수해야 할 과목 S0 이수면제 S1 Global English, S2 Business English S3 중 택 1 S4 S5 Basic EAS(선이수) & Global English, Business English 중 택 1		
			계	3	3~5			
		디지털리터러시	디지털기술과사회의이해	3	3			
			계	4	4			
		Total Common Elective Courses				27	27~29	

B. 글로벌인재트랙 이수체계

▶ 신입생

TOPIK 4급 이하

영역	입학 첫 학기		입학 두 번째 학기		
	과목명	학점	과목명	학점	
학문목적 한국어	대학한국어 I (발표와토론)	2	대학한국어 III (발표와토론)	2	
	대학한국어 I (독해와작문)	2	대학한국어 III (독해와작문)	3	
기초역량	불교대, 문과대, 법과대, 경찰사범대, 예술대	한국의법과정치	2	한국의경제외경영	2
	이과대, 사회과학대, 경영대, 바이오시스템대, 공과대, 첨단융합대학	수학외통계외이해	2	과학기술외이해	2
	문화	글로벌한국문화	3		

TOPIK 5 ~ 6급

영역	입학 첫 학기		입학 두 번째 학기	
	과목명	학점	과목명	학점
학문목적 한국어	대학한국어 II (발표와토론)	2	대학한국어 II (독해와작문)	3
	기초역량	한국의법과정치	2	수학외통계외이해
문화	과학기술외이해	2	한국의경제외경영	2
	문화	글로벌한국문화	3	

▶ How to Complete Dongguk Global Leaders Track

(1). Students who take Global Korean Culture Course must consult with the professor in charge.

(2) Students should satisfy all of the following conditions to enter the department

- TOPIK LEVEL 3 or lower : satisfy two requirements below
 - ① Earned 16 credits of Dongguk Global Leaders Track Common Elective.
 - ② Completed a special course in level 4 at Dongguk University Institute of Korean Language
 - ③ If not satisfied the language qualification above, completing the alternative programs below is available(Choose one)
 - ① Completed intensive study program at Dongguk University Institute of Korean Language Institute(Regular course) Level 4
 - ② Passed level 4 of Korean level test conducted by office of International Students
- TOPIK level 4 or higher : It is possible to do course registration for major class without earning 16 credits of Dongguk Global Leaders Track courses, but should earn that credits before graduation.

16. Graduation

A. Graduation Credit Requirements

Colleges	Credits
Buddhist Studies(students enrolled in / before 2009), Social Science(Excluding Advertising & PR), Police and Criminal Justice(students enrolled in / before 2016), Business(students enrolled in / before 2010), C.F.C	120 credits
Buddhist Studies(students enrolled in / after 2010), Liberal Arts, Natural Science, Law, Advertising and PR, Police and Criminal Justice(students enrolled in / after 2017), Business(students enrolled in / after 2011), Bio-System, Engineering, Education, Arts	130 credits
Computer Engineering(students enrolled in / after 2012), Multimedia Engineering(students enrolled in / after 2017), Information & Communication Engineering(students enrolled in / after 2018)	140 credits
Pharmacy	171 credits

※ GPA: Over 2.0

※ Must submit Certificate of TOPIK Level 4 or higher before graduation(Applied to all international students enrolled in / after September 2011)

B. Early Graduation

- (1) Eligibility: students who fulfilled all graduation requirements and currently enrolled in 6th or 7th semester with GPA higher than 4.0 (Except for transfer students and students transfer from the Gyeongju Campus)
- (2) Application period and method
 - Spring Semester : 2026. 3. 18(Wed) ~ 20(Fri) / via nDRIMS
 - Fall Semester : 2026. 9. 28(Mon) ~ 30(Wed) / via nDRIMS

※ Early graduation is not possible if all graduation requirements are not fulfilled regardless of number of credits earned. In this case, students must pay tuition in full and will be registered with an enrollment status, not with a completion status. There is no early completion system.

17. 5-year Undergraduate-Master's Integrated Program

A. Available departments and Admission Quota

Department	All department except for medical department
Quota	Within 30% of master's program entrance quota

B. Eligibility

- (1) Undergraduate students who are registered for more than 5 semesters, has GPA over 3.0 from 4 semester to 7 semesters.
- (2) May apply to a graduate program that are related to major, double-major or interdisciplinary program of undergraduate program. Transfer students cannot apply.

C. Period of study

3.5 years (or 4 years) of undergraduate program + 1.5 years of master's program

D. Application Submission

- (1) Period: (Schedule may be subject to change)
 - Fall Semester : 2026. 6. 22(Mon) ~ 26(Fri)
 - Spring Semester : 2026. 12. 21(Mon) ~ 28(Fri)
- (2) How to apply : Submit an application form, transcript, a recommendation letter from the dean of the department, and a pledge form to the Graduate School administration office in the main building 3F.

E. Course registration

Students enrolled in a 5-year Undergraduate-Master's Integrated Program may take 6 credits per semester and a total of 12 credits of master's course

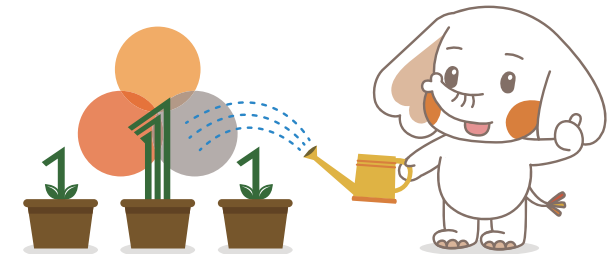
- How to register : via nDRIMS during course registration(or course add / drop) period

F. Credit Approval

Graduate courses taken during undergraduate program will be approved as major courses and number of credits exceeded the undergraduate graduation requirements will be approved as completion credits of master's program(max. 9 credits)

G. Benefit

- (1) Reduction of study period(6 months for undergraduate program and 6 months for master's program; Able to shorten up to 1 year of study term)
- (2) Exemption of graduation thesis(exam) for undergraduate course(Bachelor's degree)
[However, except Pharmacy major]
- (3) Admission fee exemption for Master's program
- (4) Able to take extra 3 credits during the undergraduate program



4 How to use nDRIMS(Undergraduate)

※ How to use nDRIMS for Undergraduate

A. nDRIMS (엔드림스) Installation

- Access : <http://ndrims.dongguk.edu>

B. nDRIMS (엔드림스) Log-in

ID : Student Number(10 digits) / Initial Password : date of birth(yy mm dd) + dg!(eg. 960413dg!)

C. Password Change

Click the PASSWORD button(key image) on the upper right hand corner

D. Manual

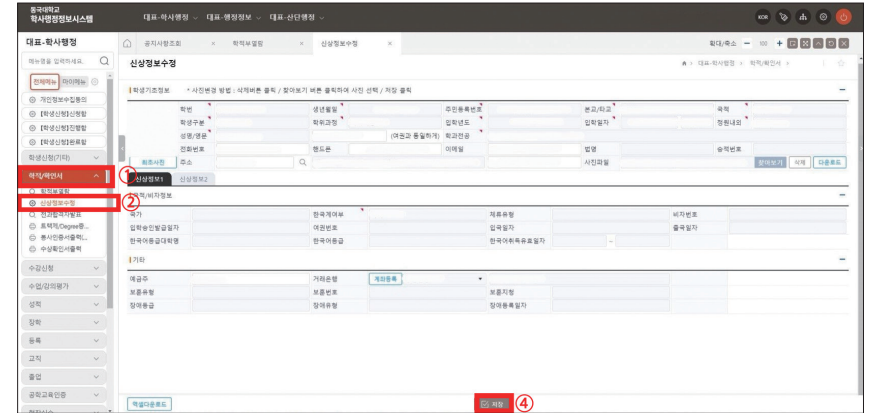
- ① PersonalizedUniversityInformation : 학사행정 → 학적
- ② CourseAdd/Drop : <https://sugang.dongguk.edu/>
- ③ Checking course registrationandprintingtimetable : 학사행정 → 수강신청내역확인
- ④ GradeCheck : 학사정보 → 성적 → menu will appear on the left
- ⑤ Printing bill / Certificate of tuition fee payment : 학사행정 → 등록 → menu will appear on the left

01. Personal Information on nDRIMS

A. Check your information : nDRIMS → ①학적/확인서 → ②학적부열람

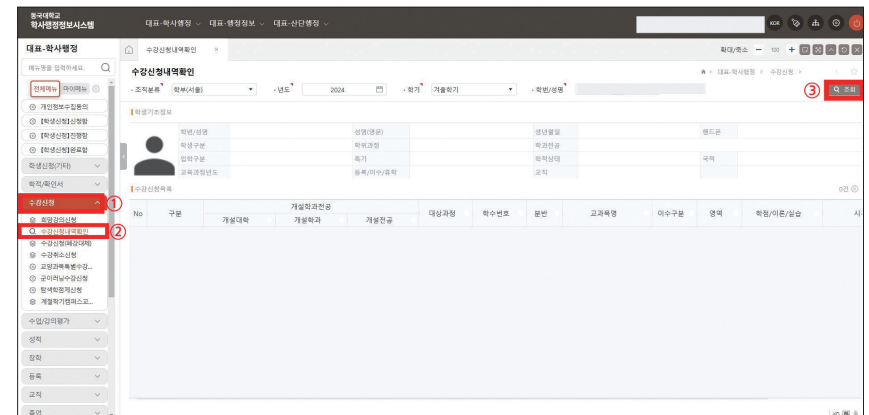


B. Change e-mail address / phone number : nDRIMS → ①학적 / 확인서 → ②신상정보수정 → ③change e-mail address / phone number → ④저장



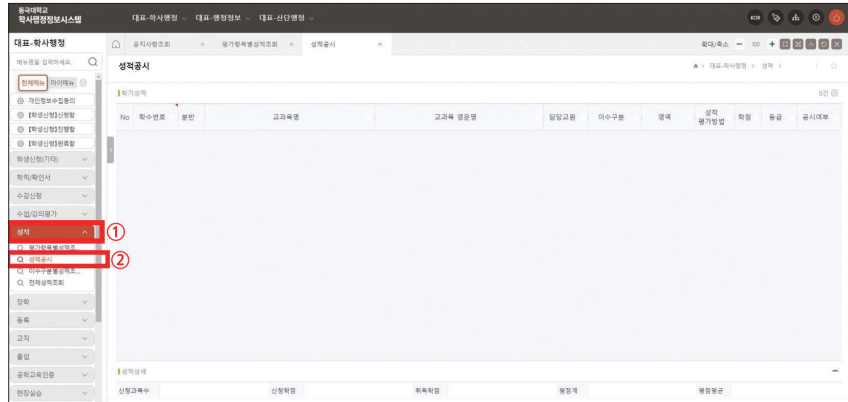
02. Course Registration and Timetable Print

nDRIMS → ①수강신청 → ②수강신청내역확인 → ③조회클릭

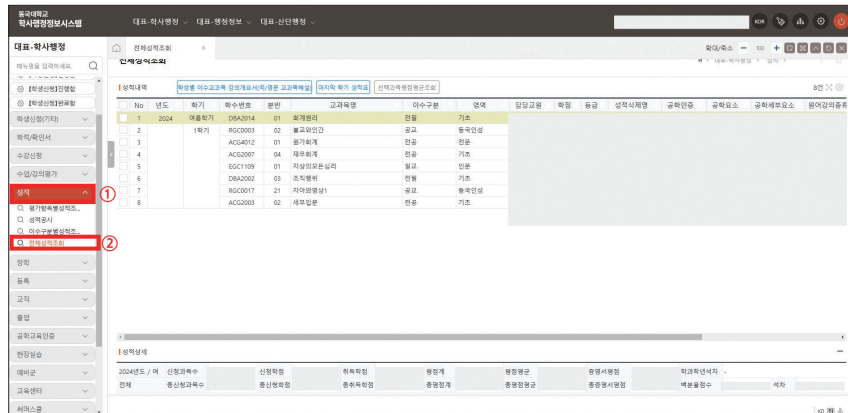


03. Grade Check

A. Check grades after semester : nDRIMS → ①성적 → ②성적공시

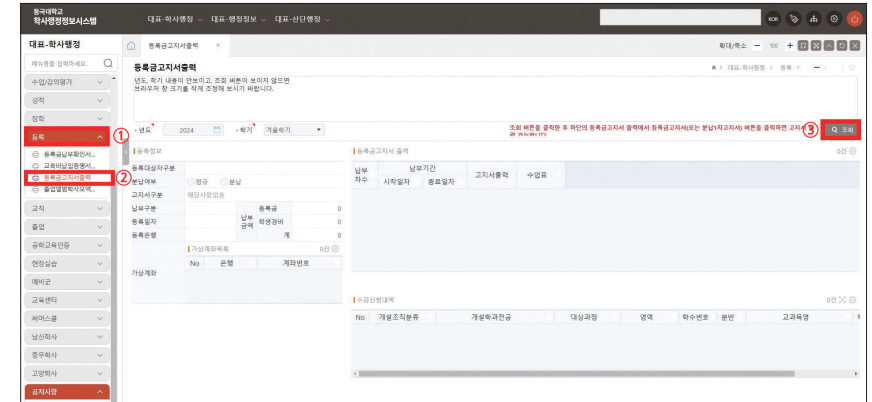


B. Check GPA : nDRIMS → ①성적 → ②전체성적조회

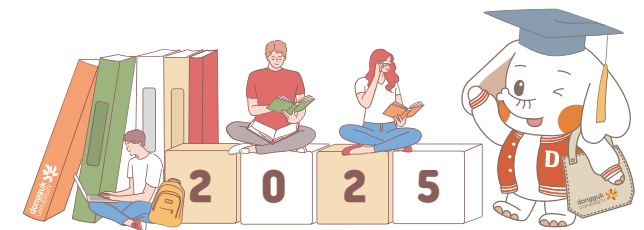
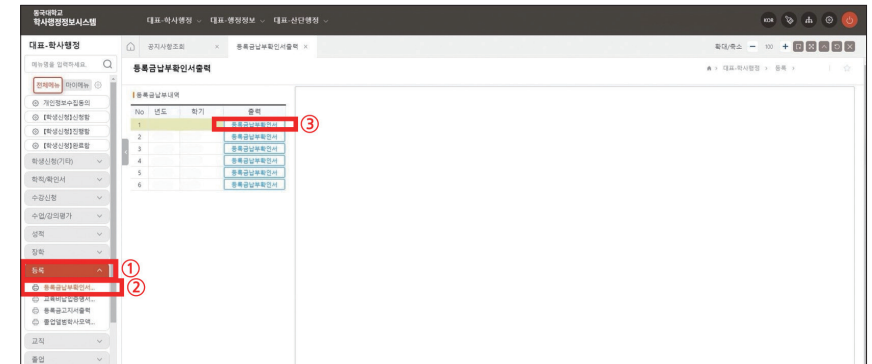


04. Tuition Bill and Certificate of Registration

A. Print tuition bill : nDRIMS → ①등록 → ②등록금고지서출력



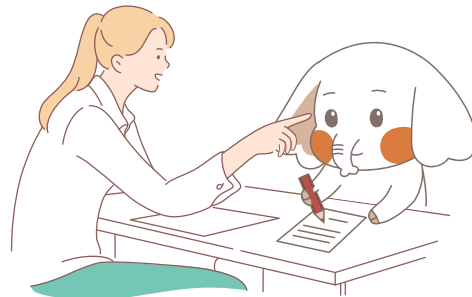
B. Print certificate of registration (after tuition is paid) : nDRIMS → ①등록 → ②등록금납부확인서



5 Graduate School

I . Academic Calendar for Spring Semester, 2026

Year	Month	Date	Details
2026	3	3(Tue)	Spring Semester Begins
		3(Tue) ~ 9(Mon)	Course Drop / Add
		7(Sat)	Foreign Language Examination(English, Korean)
	4	16(Mon) ~ 18(Wed)	Application for abstract of a thesis
		10(Fri)	4.19 Revolution Memorial Mountain Climbing
	5	8(Thu)	University Anniversary
		11(Mon) ~ 22(Fri)	Application for Readmission
	6	24(Sun)	Buddha's Birthday
		15(Mon)	End of Semester
		23(Tue) ~ 8.31(Mon)	Summer Vacation
		22(Mon) ~ 26(Fri)	Application for 5-year Undergraduate-Master's Integrated Program
	7	22(Mon) ~ 26(Fri)	Apply for reinstatement for Fall Semester(1 st period)
		3(Fri)	Submission of Bound Copies of Final Thesis
		13(Mon) ~ 17(Fri)	Apply for reinstatement for Fall Semester(2 nd period)
		13(Mon) ~ 17(Fri)	Apply for leave of absence
	8	7. 31(Fri) ~ 5(Wed)	Course Registration for Fall Class
		10(Mon) ~ 13(Thu)	Registration for Foreign Language Examination(Korean, English)
		24(Mon) ~ 28(Fri)	Enrollment for Fall Semester
		20(Thu)	2026 Fall Commencement(Seoul Campus)



II . Academic Calendar for Fall Semester, 2026

Year	Month	Date	Details	
2026	9	1(Tue)	Fall Semester Begins	
		1(Tue) ~ 7(Mon)	Course Drop / Add	
		5(Sat)	Foreign Language Examination(English, Korean)	
	11	14(Mon) ~ 16(Wed)	Application for abstract of a thesis	
		9(Mon) ~ 20(Fri)	Application for Readmission	
	12	25(Wed) ~ 26(Thu)	Registration for foreign Language Examination replacement course	
		14(Mon)	End of Semester	
	2027	1	22(Tue) ~ 2027. 2. 28(Sun)	Winter Vacation
			4(Mon) ~ 7(Thu)	Apply for reinstatement for Spring Semester(1 st period)
		1	14(Thu) ~ 20(Wed)	Apply for reinstatement for Spring Semester(2 nd period)
14(Thu) ~ 20(Wed)			Apply for Leave of Absence for Spring 2027	
2		18(Mon) ~ 29(Fri)	Registration for Comprehensive Examination and Foreign Language Examination	
		25(Mon) ~ 29(Fri)	Second language test reception	
		11(Thu) ~ 16(Tue)	Course Registration for spring semester	
		19(Fri)	Orientation for Freshman, 2027	
			19(Fri) ~ 25(Thu)	Enrollment for Spring Semester

※ Schedule may be subject to change

01. Course Registration

A. Major : Maximum of 3 courses per semester(1 course = 3 credits)

- Maximum of 6 credits per semester for pre-requisite courses in addition to major credits
- Same course cannot be approved as a pre-requisite and a major credit at the same time

B. Course Retake : Repeating of a failed course is allowed only once(Be aware of that the same course opens 3 ~ 4 semesters after)

※ Credit waiver is not possible for the Graduate School

02. Pre-requisite Courses

A. Subject for prerequisite courses

- (1) A person who has entered a master's course different from major of the undergraduate course.
- (2) A person who has entered a Ph.D. program different from the major of the master's course.
- (3) A person who has been requested to complete the course of the head of the department due to reasons such as change of department, etc.

- (4) A transfer student pursuing major that is different from previous major.
 (5) If whose double major in previous university is same with pursuing major, the pre-requisite subject is excluded from the list.
 (Submit related documents that can confirm "double major completion" within a prescribed period)

B. Credit Requirements for Prerequisite course[s]

- (1) Within 9 credits(3 courses) (Each department has a different rule so please confirm with the department)
 (2) Pre-requisite courses must be taken for a course completion and not approved as acquired credit(s)

C. Abolished departments for prerequisite course acquisition system (As of December 2024)

Abolished Departments	Applicable Program
Management Information Systems, Economics, Korean Education, Multicultural Studies, Technology Entrepreneurship, Cerebrovascular Disease Medical Research, Physics, Media Communication, Future Battery Convergence Engineering, Bio-health Medical Device Regulatory Science, Biological & Environmental Science, Law, Buddhist Business, Beauty Art Care, Counseling and Coaching, Life Science, Sports Science Convergence, System Semiconductor Engineering, System Biochemistry, Food Industry Management, Food and Medical Product Regulatory Policy, Pharmacy, Energy and New Materials Engineering, Medical Biotechnology, Autonomous Object Intelligence, Regenerative Medical Engineering, Electronic and Electrical Engineering, Information & Communication Engineering, Industrial Pharmacy, Intellectual Property, Philosophy, Computer and Artificial Intelligence, Fintech and Blockchain, Chemistry, Accounting, AI Biomedical Engineering, VR / AR Technology	Master, Ph.D, Master & Ph.D Integrated
Chemical Engineering	Ph.d, Master & Ph.d Integrated
Medical Device Business	Ph.d, Part-time
Advertising & PR	Ph.d

D. Prerequisite course Exemption

Exemption allowed if a student already earned pre-requisite courses designated by the department during his / her recent degree course

E. Application for prerequisite course exemption

- Print '선수과목 면제대장' from 'Forms' tab of the Graduate School Website (gs.dongguk.edu)
- Fill out '면제대장' and visit the Department Office with a recent degree course
- Get '면제대장' and transcript checked and receive approval from the dean of the department
- Submit to Department Office(refer to announcement)

F. Prerequisite course Application

Apply course(s) that is marked as pre-requisite during the course registration period in the beginning of each semester (courses marked as "선수" beside 교과목)

G. Approval of prerequisite course credit

GPA of all prerequisite courses taken must be over 3.0 for successful acquisition

03. Completion & Graduation

A. Course Completion Criteria

Program	Enrollment	Credits	GPA
Master's	4 semesters	24	Over 3.0
Ph.D.	4 semesters	36	Over 3.0
Master's / Ph.D. Integrated	8 semesters	54 (including 6 credits of thesis guidance)	Over 3.0

※ Subject for Pre-requisite courses must take required pre-requisite courses to complete

※ Completion Criteria credits subject to change depending on the major and degree Course
 (Please confirm at the administrative office of each college)

B. Early Completion (not applicable for transfer students or Ph.D. students)

(1) Eligibility

※ Recipients for Pre-requisite courses must fulfill the requirement of pre-requisite courses

Program	Condition	Note
Master's	Earned graduate program credits during undergraduate program on top of credits required for graduation and have more than 6 credits approved as graduate program credits when entering school, or have more than 6 approved credits taken from the previous graduate school among the freshmen who has completed a course in other graduate school	Shorten 1 semester (Six months)
Master's / Ph.D. Integrated	Earned more than 54 credits (including 6 credits of thesis guidance) and GPA over 3.5	Shorten up to 2 semester (1 year)

(2) How to apply

- Eligible students who wish to apply for the early completion, submit an application to the Graduate School Office

C. Difference between completion and graduation (Conferment of degree)

Completion	Graduation (conferment of degree)
Completed the entire regular degree course required for graduation and earned required credits (24 credits for master's, 36 credits for Ph.D., 54 credits for Master's / Ph.D. Integrated) with GPA over 3.0	Successfully passed completion criteria, Foreign Language Examination & Comprehensive Examination and passed a thesis evaluation

04. Tuition Payment

A. Payment in Full

(1) Payment Period

- Spring Semester : 2026. 2. 19(Thu) ~ 2. 25(Wed)
- Fall Semester : 2026. 8. 24(Mon) ~ 8. 28(Fri)

※ Tuition payment is optional for students who are taking (or planning) a leave of absence.

(2) Payment Method

- Print a tuition bill (on nDRIMS) and pay at the bank, online banking or ATM
- Payment Certificate : nDRIMS → 학사행정 → 등록 → 등록금납부확인서 → Check and Print
(Students will receive a text message after tuition is paid)

B. Installment Payment

(1) Registration Period

- 4 Installment Payments : Spring Semester : 2026. 02. 13(Fri) ~ 02. 19(Thu),
Fall Semester : 2026. 08. 14(Fri) ~ 08. 18(Tue)
- 3 Installment Payments : Spring Semester : 2026. 03. 12(Thu) ~ 03. 16(Mon),
Fall Semester : 2026. 09. 10(Thu) ~ 09. 14(Mon)

(2) Exception

- Freshmen, transfer students, readmitted students of current semester, students on (or will be on) leave of absence, research registered students, non-degree students, installment payment delinquent students, student who received a student loan and students who will be paying tuition with a credit card in the related semester are not eligible for installment payment.

(3) Payment Method : nDRIMS → 학사행정 → [학생신청]신청함 → (등록)분납신청(1차) or (2차) → 신청

(4) Payment details

※ Spring Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2026. 2. 23(Mon) ~ 2. 25(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2026. 3. 18(Wed) ~ 3. 20(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2026. 4. 13(Mon) ~ 4. 15(Wed)	
4 th	25% of tuition fee	25% of tuition fee	2026. 5. 11(Mon) ~ 5. 13(Wed)	

※ Fall Semester

Installments	Amount (A-Type)	Amount (B-Type)	Payment Period	Bank
1 st	25% of tuition fee	-	2026. 8. 24(Mon) ~ 8. 26(Wed)	Shinhan Bank
2 nd	25% of tuition fee	50% of tuition fee	2026. 09. 16(Wed) ~ 9. 18(Fri)	
3 rd	25% of tuition fee	25% of tuition fee	2026. 10. 12(Mon) ~ 10. 14(Wed)	
4 th	25% of tuition fee	25% of tuition fee	2026. 11. 9(Mon) ~ 11. 11(Wed)	

※ Above schedule is subject to change. Please refer to '학사공지'

(5) Note

- Installment payment will be automatically cancelled if 1st payment is not made on time
- Issuance of certificates (enrollment, transcript and others) is not possible until full payment is made
- Leave of absence is allowed after full payment of tuition

C. Credit Registration

(1) Registration Period

- Spring Semester : 2026. 3. 11(Wed) 13:00~
- Fall Semester : Details will be announced on the website in the future

(2) Subject : Students who have not achieved required number of credits for completion within the regular enrollment period

(3) Tuition Fee

Subject	# of credits for registration	Tuition
Major subject	0 Credits	10% of the registered semester
	1 ~ 3 Credits	1/2 of tuition of the registered semester
	More than 4 Credits	Full tuition of the registered semester
pre-requisite	One subject	10% of the registered semester

※ Credit Registration for pre-requisite course : If students who are subject for pre-requisite course, earned all the credits required for the regular curriculum but did not earn all required pre-requisite credits, the students have to register credits for pre-requisite courses

※ Example of Credits + Registration for pre-requisite : Major subject(Three subject) + Pre-requisite course (One subject) = 60% tuition of the registered semester

D. Research registration

Categories	Research registration(A)	Research registration(B)
For Whom	Those who completed Ph.D or Master's-Ph.D. integrated courses	Those who participate in research projects as student researchers after completion of Master's course and Research Registration(A)
Tuition Fee	15% of the interrelated course tuition per course	5% of the interrelated course tuition per course
Note	- Mandatory for research registration(A) after completion of Ph.D. or Master's-Ph.D. integrated courses until graduation for a maximum 2 consecutive semester - Those who did not complete research registration(A) are not eligible for receiving instruction of graduate thesis, and can not submit a thesis written for the degree	- Registrable for maximum of 2 semesters [Exception : Registrable for 2 additional semesters with approval from the dean of Graduate school] - Apply via Industry-Academic Support Office Support Office

05. Qualification Exam for Thesis Submission

A. Foreign Language Examination

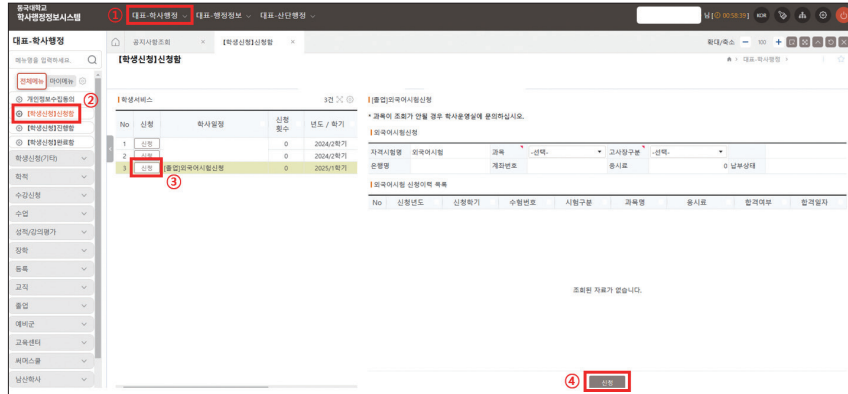
(1) Eligibility : Students who have registered(or will be registered) for more than 2 semesters and Ph.D. program students who have completed study

※ Disqualified if not enrolled in the applicable semester after applying for an exam

(2) Pass Criteria : Score higher than 70 out of 100(applicable to Master's, Ph.D., and Master's / Ph.D. Integrated program)

(3) Dates : Every March and September(Refer to Dongguk Graduate School website: gs.dongguk.edu)

[4] Application Method : nDRIMS → ①대표학사행정 → ②(학생신청)신청함 → ③(졸업)외국어시험신청 → ④신청



※ If your picture is not on then DRIMS, you must upload it(nDRIMS → 대학원학사 → 학적 → 신상정보수정 → 사진등록)

(5) Subject : **International Students may write English or Korean Language Exam in consideration of their major** (Refer to the table, <Foreign Language Examination for International Students >, below for more information)

(6) Qualification for Foreign Language Exemption

- Foreign Language Exam is exempted if one of the six conditions is satisfied. Submit applicable forms or certificates to the administrative office of graduate school(Homepage Onestop Apply) during the Foreign Language Exam Registration Period

① Students who have official Language Exams score more than below

Language	Score
English	Score of TOEIC 700, TOEFL CBT 207(IIBT 76), TEPS 600(NEW TEPS 327), IELTS 5.5, G-TELP LEVEL3 85(LEVEL2 64), OPIC IM2, TOEIC Speaking IM2 above
Korean	TOPIK Level 5 or higher

※ Evidential Documents : Valid official language exam result(original certificate)

② Transfer students who passed the Foreign Language Exam from the previous Graduate School

※ Evidential Documents : any documents that can prove success of the Foreign Language Exam such as transcript of the previous Graduate School

③ Students who passed the Foreign Language Examination from other general graduate school and completed or acquired the same degree

※ Evidential Documents : Certificate of completion or degree of the previous graduate school (If submitting a certificate of completion, result of the Foreign Language Exam must be indicated)

④ Acquired degree from a country using English as an official / common language(Korea in case of Korean Language Exam) or if it can be proved that lectures or the degree-seeking process were in English in case of a non-English-speaking country(Korea in case of Korean Language Exam)

※ Evidential Documents : Certificate of degree conferment or any evidential materials of relevant graduate school(Bachelor's degree or higher)

⑤ If published an English thesis on the SCI(E) level journal as a lead author after admission to the Dongguk University

※ Evidential Documents : Copy of a thesis on the SCI(E) level journal, print the application from the nDRIMS

⑥ If have taken a course which can replace the Foreign Language Examination(English) and passed.(Course available during the summer / winter break and conducted by the Graduate school administrative office)

※ Eligibility : Master's or Ph.D. students enrolled in more than 4th semester, MA-Ph.D. Integrated students enrolled in more than 6th semester, students with completion status

※ As details may vary each semester, please refer to the Academic Affairs Office for further information.

※ Foreign Language Examination for International Students (as of 2025)

College	Department	English	Korean	Note
Buddhist studies	Buddhist Studies		●	
	Seon Studies		●	
	Indian Philosophy	●		
Liberal Arts	International Buddhist Studies	Undecided	Undecided	
	All Departments except Multicultural studies		●	
Natural Science	Multicultural studies	●	●	Choose 1
	Mathematics		●	
	Physics	●		
	Chemistry	●	●	Choose 1
	Statistics and Data science		●	
Law	System Biochemistry	●	●	Choose 1
	Law	●	●	Choose one (English is accepted only if it is not the official language of your home country)
Social Science	Politics		●	
	Public Administration	●	●	Choose 1
	North Korean Studies	●	●	Choose one (English is accepted only if it is not the official language of your home country)
	Economics		●	

College	Department	English	Korean	Note
Social Science	International Trade		●	
	Sociology		●	
	Media Communication		●	
	Food Industrial Management		●	
	Advertising & PR	●	●	
Police & Criminal Justice	Police administration		●	
Business School	Business Administration	●	●	Choose 1
	Accounting		●	
	Information Management	●	●	Choose 1
Bio-system	All Departments	●	●	Choose 1
	Civil Environmental Engineering	●		
Engineering	Architectural Engineering	●	●	Choose 1
	Architecture	●	●	Choose 1
	Mechanical Engineering	●		
	Industrial and system Engineering	●	●	Choose 1
	Energy & Materials Engineering	●		
	Electronics and Electrical Engineering	●	●	Choose 1
	Information & Communication Engineering	●		
	Chemical Engineering	●	●	Choose 1
	Intellectual property		●	
	Technology Entrepreneurship	●	●	Choose 1
	Future Battery Convergence Engineering	●	●	Choose 1
	Fintech and Blockchain	●	●	Choose 1
	Advanced Convergence Engineering	Multimedia Engineering	●	●
Computer Engineering		●		
Artificial Intelligence			●	
Computer and Artificial Intelligence		●	●	Choose 1
Autonomous Things Intelligence		●	●	Choose 1
Education	System Semiconductor	●		
	All Departments		●	
Arts	All Departments except Korean Music		●	
	Korean Music	Undecided	Undecided	
Medicine	Pharmacy	●	●	Choose 1
	Industrial Pharmacy		●	
	Food and Medical Product Regulatory Policy		●	

College	Department	English	Korean	Note
Oriental Medicine	Oriental Medicine	●	●	Choose 1
Medicine	Medicine	●	●	Choose 1
	Cerebrovascular Disease Medical Research	●	●	Choose 1
Future Convergence	Counseling and Coaching		●	
	Criminal Justice	Undecided	Undecided	
Buddhist Academy	Korean Buddhist Humanities(Formerly, East Asian Buddhist Literature Translation)	●	●	Choose 1
	Buddhist Business		●	
Institute of Convergence Life Sciences	AI Convergence Biomedical Engineering	Undecided	Undecided	

※ Please note that the above table is based on 2025.

As details may vary each semester, please refer to the Academic Affairs Office for further information.

B. Comprehensive Examination

(1) Dates : Twice a year - March and September(Refer to Dongguk Graduate School Website : gs.dongguk.edu)

(2) Master's Program

Eligibility	Registered(will register) for more than 3 semesters, earned more than 18 credits, GPA higher than 3.0
Number of courses	Less than 2 subjects chosen by the department(common elective and major subjects)
Pass Criterion	Higher than 70 from each subjects (each subjects will be approved as pass)

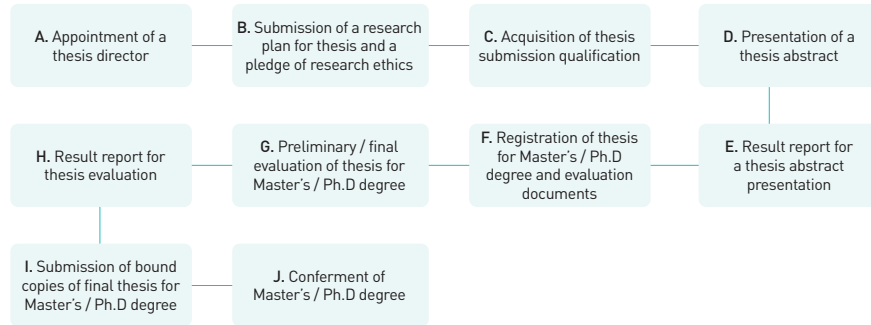
※ Regard passing comprehensive examination In case of publishing a thesis in a well-known domestic / overseas academic journal before making a claim for master's degree thesis (Confirm requirement of publishing a thesis of each college at the administrative office of each college).

(3) Ph.D. Program(Including Master's / Ph.D. Integrated Program)

- Publish a thesis in a well-known domestic / overseas academic journal before the submission of a thesis for a degree instead of writing a comprehensive examination(Confirm requirement of publishing a thesis of each college at the administrative office of each college). For students who are not able to publish a thesis, get an approval from the academic advisor and head professor of a department, register for the comprehensive examination and pass the exam.

Eligibility	Ph.D.	Registered(or will register) for more than 4 semesters, earned more than 27 credits, GPA higher than 3.0
	Master's / Ph.D. Integrated	Registered(or will register) for more than 5 semesters (more than 3 semesters for 3 rd semester enroller), GPA higher than 3.0
	Completion	Students who completed a study enrollment(research registration A)
Number of courses	Less than 3 subjects chosen by the department(common elective and major subjects)	
Pass Criteria	Grade higher than 70 from each subjects(each subjects will be approved as pass)	

06. Thesis Submission and Process of Degree Conferment



A. Appointment of a thesis advisor(within 2 semesters)

Submit an application form for Thesis Director Appointment to the college administrative office.

- ※ Undergraduate-master's integrated program students must appoint a thesis director when they are admitted to the graduate school
- ※ Change of a thesis director : Thesis director can be changed for unavoidable reasons(e.g. Change of major or thesis topic, long-term business trip or retirement, or death of a thesis director)

B. Submission of a research plan for thesis and a pledge of research ethics

- Get approval of a research plan for thesis and a pledge of research ethics from an academic advisor and the dean of the department. Then, submit to the college administrative office within 2 months after a thesis director appointment.

C. Acquisition of thesis submission qualification

■ Qualification

- ① Students who completed registration for more than 4 semesters(more than 3 semesters for early completion of master's program, and more than 6 semesters for Master's / Ph.D. Integrated Program, more than 3 semesters for undergraduate-mater's integrated program)
 - ※ Students who completed study enrollment(research registration) in case of Ph.D. program
- ② Earned(or will earn) minimum number of credits for completion with GPA over 3.0
- ③ Students who earned pre-requisite courses with GPA over 3.0(only apply to recipient for Pre-requisite courses)
- ④ Students who submitted a research plan for thesis and a pledge of research ethics
- ⑤ Students who passed the foreign language exam and comprehensive exam
- ⑥ Ph.D. students with an above standard research record
 - Students who entered the general graduate school before 2014 : students who published a research paper (book) in a journal which is recognized by the university
 - ※ Follow regulations of each department for specific details like recognition range of an academic journal and number of published thesis

- Students who entered the general graduate school starting from 2014

Program	Research Achievements	Note
Ph.D.	Humanities and Social Science(including dept. of Home Economics) : More than 1 publications in KCI-level journal Arts and Physical Education : More than 1 publications in KCI-level journal(including candidate journals) Natural sciences / Engineering / Pharmacy / Medical : More than 1 publications in SCI(E)/SCOPUS-level journal or 2 publications in KCI-level journal	Lead author / corresponding author only Publication-finalized thesis acceptable

※ The applicability of the "at least 2 KCI publications" criterion for departments (majors) in the fields of engineering, science, pharmacy, and medicine, as well as any reductions to this criterion for newly established departments (joint programs), will be determined through a review by the Graduate School Operating Committee.

D. Presentation of a thesis abstract(conducted under the supervision of each department)

E. Result report for a thesis abstract presentation : submit 'Result report' form after presentation

F. Registration of thesis for Master's / Ph.D. degree and evaluation documents(Every April and October)

G. Preliminary / final evaluation of thesis for Master's / Ph.D. degree

H. Result report for thesis evaluation

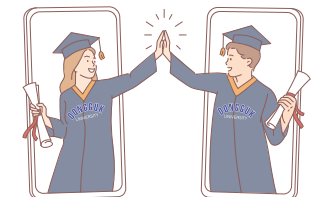
I. Submission of bound copies of final thesis for Master's / Ph.D. degree

Degree	Affiliation	Number of copies
Ph.D.	Thesis for college of Buddhist studies and Law	7
	Thesis for colleges other than Buddhist studies and Law	6
Master's	Thesis for college of Buddhist studies and Law	7
	Thesis for colleges other than Buddhist studies and Law	6

(1) Submit correct number of bound copies of final thesis (with a thesis file) to the central library(중앙도서관) and receive proof of submission(학위납본증)

(2) Submit 1 original copy of seal-stamped thesis and 1 copy of Thesis Submission Confirmation (학위논문제출확인서) to the Graduate School office.

J. Conferment of Master's / Ph.D. degree



6How to use nDRIMS(Graduate)

※ How to use nDRIMS for Graduate

A. Access nDRIMS(엔드림스)

Visit the website : <http://ndrims.dongguk.edu>

B. nDRIMS(엔드림스) Log-in

ID : Student Number(10 digits), / Initial Password : Birthdate(yy, mm, dd) + dg!(eg. 960413dg!)

C. Password Change

Click the PASSWORD button(key image) on the upper right hand corner

D. Manual

Graduate students : nDRIMS log-in → Click '대학원학사'

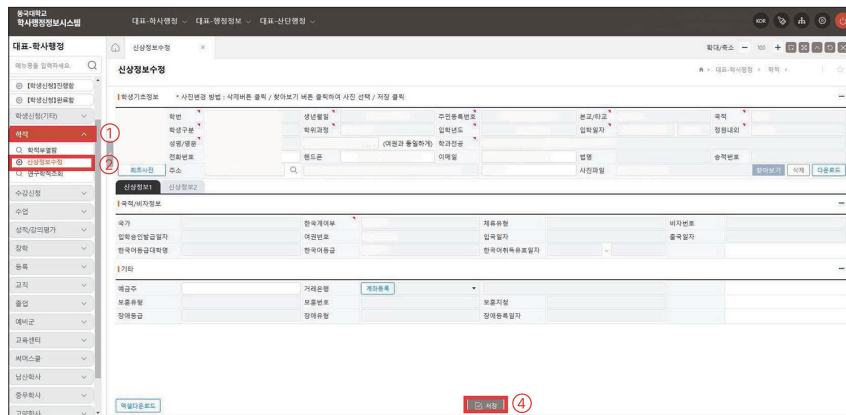
(1) Personalized University Information : 대학원학사 - 학적

(2) Checking course registration and printing timetable : 대학원학사 → 수강신청

(3) Printing bill / Certificate of tuition fee payment : 대학원학사 → 등록

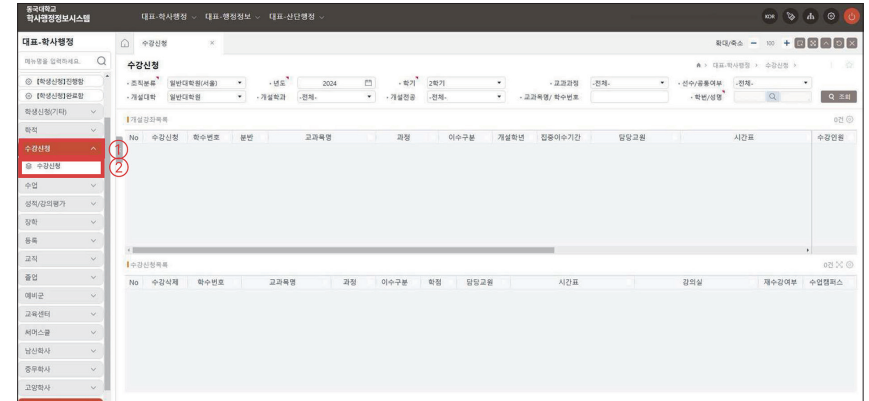
01. Personal Information on nDRIMS

E-mail address / phone number Change : nDRIMS → ①학적 → ②신상정보수정 → ③change e-mail address/ phone number → ④저장



02. Course Registration and Timetable Print-out

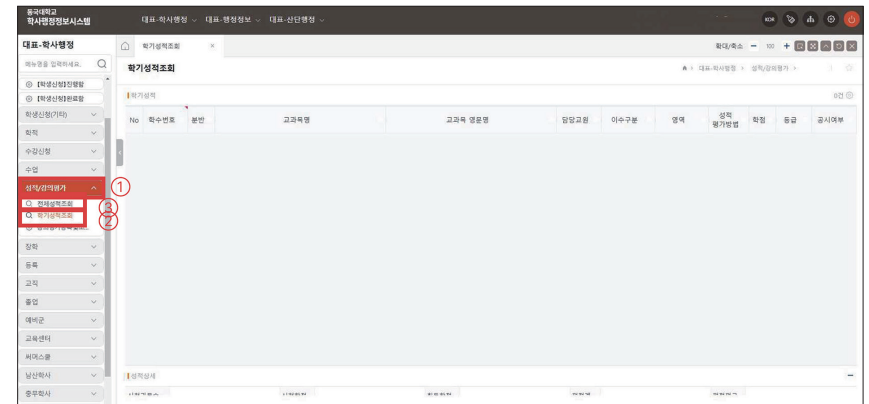
nDRIMS → ①수강신청 → ②수강신청 Click



03. Grade Checks

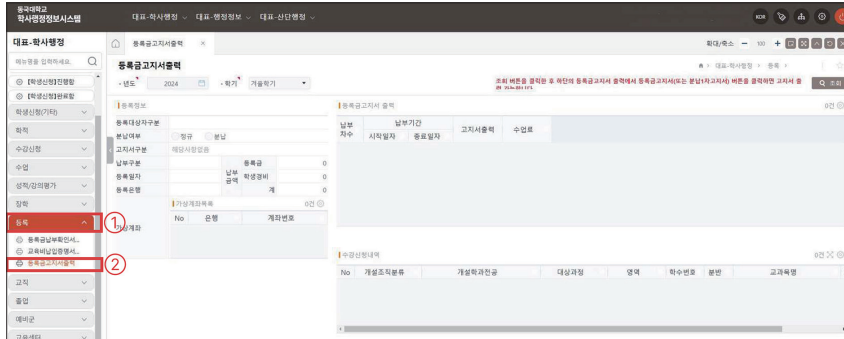
A. Check grades after semester : nDRIMS → ①성적 / 강의평가 → ②학기 성적조회

B. Check GPA : nDRIMS → ①성적/강의평가 → ③전체성적조회

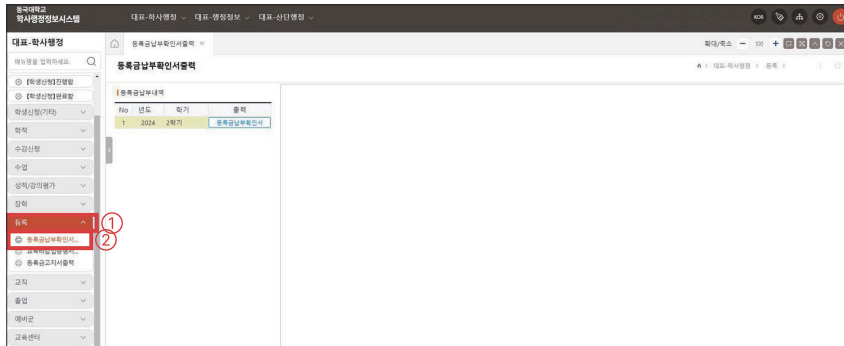


04. Tuition Bill and Certificate of Registration

A. Print tuition bill : nDRIMS → ①등록 → ②등록금고지서 Print



B. Print certificate of registration(after tuition is paid) : nDRIMS → ①등록 → ②등록금납부확인서 출력



7 Immigration and Visa Information

01. Residence Registration Card

A. Eligibility : Non-Koreans intending to stay in Korea for more than 90 days after entry

B. Required Documents

- (1) Application form, Copy of Passport
- (2) Certificate of enrollment
- (3) 1 Color Photo(3.5 X 4.5cm with white background, taken within 6 months)
- (4) Certificate of registration issued after the date of entry
- (5) Tuberculosis(TB) Test Certificate
- (6) Processing fee KRW 30,000

※ Re-Issuance of Lost Alien Registration Card

A. Reasons for re-issuance : Lost or stolen registration cards, damaged registration cards, lack of space for necessary items to be displayed, changes in details on the existing card(name, gender, birth date and nationality) – Must be done immediately(within 14 days)

B. Required Documents

- (1) Application form, Document explaining re-issuance, original and 1 copy of passport
- (2) Certificate of Enrollment, Document for proof of residency
- (3) 1 Color photo(if wish to change), Processing fee 30,000KRW in cash

Documents for proof of residency

[To change the current address]

Lease contract, confirmation of provided residence or receipt of university housing fee

[Not to change the current address]

Lease contract, confirmation of provided residence, receipt of university housing fee, a mail giving the notice of the expiry date of your period of sojourn, a utility bill payment for any public services, or residency confirmation



02. Information Change

A. Subject : Registered foreigner who wishes to change the information stated on the card like name, gender, birthday, nationality and more. (Must be done within 15 days of change)

B. Required Documents

- (1) Application form, passport, alien registration card and documents which can certify the change
- (2) For school change
 - ① Enrollment Certification of the new school (Before school starts : certificate of admission, Certificate of tuition fee payment)
 - ② Enrollment Certification and transcript of the previous school

03. Address Change

A. Eligibility : Registered foreigners who need to change the address

B. Period : Must be done within 15 days of move-in at the City hall / District office / Gu office or Immigration office. If not, fine will be applied.

C. Required Documents

- Application form, passport, alien registration card, Real estate or contract paper (or certificate of residence)

04. Visa Extension

A. Required Documents

Application Form, Passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certification of tuition payment, Certificate of Residence

※ Additional Documents

- (1) Students with GPA lower than 2.0 : Recommendation letter from academic advisor, Bank statement; balance with at least KRW 10,000,000
- (2) Students taking extra semester : Explanation letter, Bank statement; balance with at least KRW 5,800,000 (6 months extension) / 11,700,000 (1 year extension)
- (3) Extension for preparing a thesis : Certificate of Completion, Confirmation letter from a academic advisor, Bank statement; balance with at least KRW 5,800,000 (6 months extension) / 11,700,000 (1 year extension)
- (4) Extension for preparing TOPIK exam : Certificate of Completion, Explanation letter, Bank statement; balance with KRW 5,800,000 for 6 months extension, KRW 11,700,000 for 12 months extension

B. Maximum extension period for each degree course

- Undergraduate : Maximum of 6 years after admission
- Master's : Maximum of 5 years after admission
- Ph.D. : Maximum of 8 years after admission

05. Visa Status Change

A. [At first admission] Change General Trainee (D-4) to Overseas study (D-2)

Required Documents : Application form, Picture, Passport, Alien Registration Card, Certificate of Admission, Business License, Certificate of Tuition fee Payment, Certificate of Korean Language Course Enrollment, Bank Balance Certificate (KRW 20 million or above), processing fee 130,000KRW

※ Changing status of stay from D-4 (general trainee) to D-2 (Study Abroad) requires prior permission based on the Article 24 of Immigration Control so **application for status of stay change must be submitted and get an approval before semester starts.** (Be aware of penalties)

※ It is not allowed to change C-3-2, C-3-3, C-3-5, C-3-6, C-3-7, C-3-9, C-3-10 D-3, E-9, E-10 and G-1 visa into D-2 in Korea. Ones must go back to their home countries and apply for D-2 visa.

B. [Employment activity after graduation] Change Overseas Study (D-2) to Job Seeking (D-10)

(1) Subject : D-2 visa holders who acquired a Bachelor degree (equivalent or above) in Korea with GPA over 2.5

(2) Required Documents : Application form, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Transcript, Employment Activity Plan Form, Certificate of residency, Processing fee KRW 130,000

(3) Period : 2 years

C. [Hired after Graduation] Change Overseas Study (D-2) to Special Occupation (E-7)

(1) Subject : For those who acquired a Bachelor degree in Korea and have a recommendation letter from the President (Dean) of the institution.

(2) Required Documents : Application form, Picture, Passport, Alien Registration Card, Certificate of Graduation (Diploma), Business License, Transcript, Original and Copy of Employment Contract, Certificate of residency, Employment Recommendation letter by the Minister of respective department or any documents proving necessity of employment, plan for Employment activity, copy of Business Registration, Processing fee 130,000KRW

※ Note : Approval of the E-7 visa should be done before the first day of work so apply right after signing the contract paper.



06. Permission for Part-time Job

Due to the Korean government law, international Students **must** get permission from the immigration office **before start part-time job**. Except, unpaid internship for getting credits, participating in research project in college, assistant or part-time job in their college.

A. Basic Policy

- Being fully employed as an international student is forbidden, however if granted, one may get a part-time job.
- Students are most likely to do simple labor. In other words, the students are not allowed to do labor that involves professionalized skill or field.

B. Qualifiers

(1) Qualifiers

- ① Those who are acknowledged by the international student supervisors that they have achieved a certain amount of skill in the Korean language and has proven their dedication towards the education may apply for the part-time job.
 - Holding visa statue of [D-2-1~D-2-4, D-2-6 ~ D-2-8]
- ② Regular semester students (undergraduate), Students who completed regular semesters and prepared for a thesis (Graduate school)

(2) Restricted Applicants

- ① Following are those who are unable to apply for a part-time job.
 - Those who have not achieved the Korean language skill and scores
 - Those who are not considered as working with studying by their attendance rate and GPA.
 - Those who are in research courses and possess the (D-2-5)
 - Those who have not been granted or have previous record of violating the policy rules
 - Students who completed regular semesters or taken an extra semester
- ② The Following are restrictions for type of Employers and Field of Jobs
 - Previous records of illegal actions leading to restrictions of issuing visas.
 - Manufacturing, Constructing
 - ※ Note : In the case of the manufacturing industry, an exception may be granted to those who hold TOPIK Level 4 or higher (submission of the 'Manufacturing Employment Confirmation Form' is required)
 - Fields of E-1 ~ E-7 and E-9, E-10 are restricted
 - Do part-time job in facilities of foreign language education(kids cafe, language learning camp and private language conversation institute) is restricted
- ③ Following types of working are restricted
 - Employment activities that do not have a direct employment contract with the employer(such as rider in delivery agency)
 - Employment activities based on the relationship between dispatch, subcontract, and mediation
 - Long-distance work(within 90 minutes in capital area and 60 minutes in non-capital area from their residence and university)
 - ※ As regulations regarding part-time employment are subject to frequent changes, please contact the Immigration Office or Hi Korea for detailed information.

C. Information Regarding Hiring Part-time

- (1) The Following must satisfy these qualifications to be allowed to work
 - ① Visa Holder of (D-2)
 - Have at least C 2.0 GPA
 - Holder of Freshmen ~ Sophomore : TOPIK Lvl 3 or above / Junior ~ Senior and graduate course : Topik Lvl 4 or above
 - ※ Note : In cases where sufficient Korean language proficiency is not demonstrated, employment is permitted only as follows: Undergraduate: up to 10 hours per week Master's / Doctoral: up to 15 hours per week
- (2) Working Restriction
 - Holders of D-2 Visa : able to work up to 2 places a year.
- (3) Allowed Working Hours
 - Undergraduate : 30 Hours a Week
 - Graduate : 35 Hours a Week
 - ※ During School Semesters (weekends are included), but during the break, it will not be counted
- (4) Change of Work place during allowed period: ex)New Work Place, New Employer
 - How To : Must visit and inform the appropriate immigration office within 15 days of the change
- (5) Penalties for Policy Violation
 - ① Those who were not granted permission
 - Following Employment 18th Amendment, those who illegally work will be departed from Korea
 - First time getting caught will get a warning: If the degree of violation is minor, residence permit is granted after notification.
 - Second time getting caught will be deported
 - ② Those who were granted, but violated the policy will be
 - 1st time violation → strict warning after disposition of notification
 - 2nd time violation → By 89th Amendment Law, one will be restricted in part-time job
 - 3rd time violation → By 89th Amendment Law, one will lose their privilege of studying abroad

D. Required Documents

- ① Passport, Registration Card, Application, Transcript, Topik Certificate
- ② Copy of Business License
- ③ Copy of Labor contract(stating the pay hours)
 - There must be no dispatched labor and must follow the terms that has been submitted to the office

E. Exception

Assistants or scholars in their college (not necessary to get permission)

07. How to use 'HiKorea' System

You may deal with any immigration / visa related works through 'HiKorea' online system. Online application is available from 7am to 6pm on weekdays(not available on weekends and holidays) and only same day cancellation is allowed. You may also reserve date and time for visit.
www.hikorea.go.kr(Korean, English, Chinese, Japanese)

- (1) **e-Application** : Handle immigration / visa related works online without visiting the immigration office
- Information Change(ex. Passport number)
 - Permission for participating in part-time job
 - Address Change
 - Extension of Stay
- (2) **Reserve Visit** : May reserve the date and time that you wish to visit for immigration / visa related works to shorten waiting times
- (3) **Information** : May find information about immigration / visa as well as Korean life tips
- (4) **Employment** : May find information about foreign employment
- ※ **How to use HiKorea**
- ① **Become a member** : Follow steps to register
 - ② **Apply for e-Application** : Click 'e-Application' in the main page or on the upper - left hand corner - Find the right type of work for you and click 'e-Application'
 - ③ **Processing fee Payment** : Click 'Apply' and choose the payment method(choose from credit card, account transfer, and mobile phone payment)
 - ④ **Check Status of e-Application** : Click 'My Page' on the upper right hand corner → Click 'Status of e-application' → Check the application status(Must be 'Processed(Granted)')
 - ⑤ **Issuance of Proof of application / Permission** : Click 'My Page' → Click 'Status of e-application' → Click 'Application Number' → Issue the proof of application

08. Group VISA Application for International Students

A. Application period : For 1 or 2 weeks after semester begins(March / September)

B. Application Method : Submit the below documents in online

C. Subject : Students who enroll currently(D-2 holders)

D. Applicable Services : Alien Registration, Extension of Stay, Change of Residence Status
Relevant information is announced each semester via the <International Student Notice> section on the Dongguk University website (Dongguk University - Notice - International Student Notice)

E. Non-eligible subject

- (1) Installment payment(students may apply for it when the tuition fee payment is fully made.)
- (2) Students who have changed their address(It is possible to apply after changing the address in near Community center)

F. Required documents

- (1) Alien Registration: Copy of passport, Copy of VISA used when you entered the country, One passport photo, Certificate of Enrollment issued after the date of entry, and Certificate of Residence

- (2) Extension of Stay: Copy of passport, Alien Registration Card, Certificate of Enrollment, Transcript, Certificate of Residence, Additional Documents (1. those with a grade lower than C (2.0) : Bank Balance Certificate in the individual's name, 2. Completed Student(수료생) : Certificate of Completion, Confirmation Form for Academic Advisor on Student's Thesis Schedule, Bank Balance Certificate)
- (3) Change of Residence Status: Copy of Passport, Alien Registration Card, One passport photo, Certificate of Admission, Tuition Payment Certificate, Certificate of Residence, Final educational background document, Bank Balance Certificate over 20 million won(2천만원), Attendance Confirmation and Transcript of Korean Language Institute (as for D-4 visa holder)

G. How to distribute : Visit the Office of International Students(After getting text message)

H. Note

- (1) A 20% discount if apply through Hi-Korea website(www.hikorea.go.kr) individually.
- (2) Must reserve before visiting.

8 Others

01. College Administrative Office

College	Contact (02-2260-XXXX)	Fax	Location(building)
College of Buddhist Studies	3097	8627	Law Building 1F
College of Liberal Arts	3756	8895	Myeongjin Hall 1F
College of Natural Sciences	3756	8896	Myeongjin Hall 1F
College of Law	3226	3741	Law Building 1F
College of Social Sciences	3104	3978	Social Science Building 3F
College of Business	8885	3684	Business Administration Building 2F
College of Life Science & Biotechnology	031-961-5105-6	031-961-5108	SangyoungBio Hall, Bio-medi Campus(Ilsan)
College of Engineering	3858	8898	Wonheung Hall 1 4F
College of Education	3112	3752	Haklim Hall 1F
College of Arts	3606	3741	Culture Hall 1F
Dharma College	3756	3886	Myeongjin Hall 1F
College of Pharmacy	031-961-5203	031-961-5206	Pharmacy Hall 2F, Bio-medi Campus(Ilsan)

02. Important Relevant Organizations and Offices

Department name	Responsibility	Contact(02-2260-XXXX)	Location(building)
Academic team	College register, Season semester	3619	Main Hall 3F
	College class, College grade	3620	
	Scholarship	3046	
Center for students ability development	Club	3041	Main Hall 3F
Office of International Relations	English-speaking world, Summer school	3465	New Engineering Building 9F
	Japan, South-East Asia, foreign country Internship	3463	
	Chinese-speaking world	3466	
Center for Cham-saram contribution	voluntary service	3059	Main Hall 3F
Financial Team	Tuition related task	3086	Main Hall 3F
Graduate school Team	Graduate school task	3037	Main Hall 3F
Institute of Korean Language	Korean language education	3471, 3758	Hyeonha hall 5F
Namsan dormitory office	Manage Namsan residence hall	4933	New-Engineering Building 1F
Goyang dormitory office	Manage Goyang residence hall	031-961-5393	Ilson Goyang Haksa

03. Certificate Type & Issuing Office

Certificate	Issuing Office	Contact (02-2260-XXXX)	Location (building)
School register, Enrollment, Leave for absence, Graduation(conferment of degree), Expectant Graduation (expect conferment of degr), Completion, Expectant completion, Disenrollment, Grade	Center for students ability development	8661-8663	Main Building 3F
Student ID Issuance / Reissuance	Student CS Center	8661-8662	Main Building 3F
Certificate of Scholarship	Printing via nDRIMS (Inquiry : Academic team)		Main Building 3F
Certificate of Voluntary service Program	Center for Cham-saram contribution	2290-1787	Main Building 3F
Certificate of tuition payment (Registration)	Printing via nDRIMS (Inquiry : Office of Finance)	3086	Main Building 2F

04. Campus Facilities

Facilities	Location
1. Reading Room	Law Building 1F / Myeongjin Hall 3F / Haklim Hall 2F / Wonheung Hall F B1F / Culture Hall B2F / Neungguem Sarang Social Science Building 2F / Bizmaru Business Administration Building 1F / Jungang (Central) Library
2. Computer Room	BSC10 Social Science Building 2F / G2 Hyeonha Hall 2F / A2 Myeongjin Hall 2F / B2 Law Building 2F / JE Haklim Hall 1F / Jungang (Central) Library 2F Multimedia Room / Multi-Media Room Law Building 3F
3. Photocopy Room	Jungang(Central) Library B1F & 3F / Haklim Hall 1F / Wonheung Hall F B1F / Myeongjin Hall 1F / Hyeonha Hall 1F / Information Culture Building 1F / Social Science Building 2F
4. Standing PC / Printer	Academic Hall B1F Lounge / Culture Hall 1F Lobby / Business Administration Building 2F Lobby / Hyeonha Hall 1F Lobby / Law Building 1F Lobby / Myeongjin Hall 1F Lobby / Wonheung Hall F B1F / Student Union Building 1F Lobby / Information Culture Building 3F Lobby
5. Certificate Issuing Machine	Jungang(Central) Library 2F / Hwehwa Hall 1F / Culture Hall 1F, Haklim Hall 1F, Main Building 3F [BMC campus] 상명바이오관 1F
6. Financial institution	KB Bank ATM Administration Building 3F Entrance / KB Bank ATM Sanglokwon 1F / KB Bank ATM Hyeonha Hall 1F / Shinhan Bank Myeongjin Hall 1F / Shinhan Bank ATM Business Administration Building 3F Lobby / Shinhan Bank ATM Sanglokwon 1F / Shinhan Bank ATM Culture Hall 1F / Shinhan Bank ATM Dahyang Hall 1F Lounge / Post Office Myeongjin Hall 1F



05. Central Library

A. Entrance

- Put the student ID card over the card reader located at the entrance
- ※ Student ID card can be used to borrow materials and to use multimedia areas.

B. Operating Hours

- (1) During Semester : Monday to Friday 09:00 ~ 21:00
- (2) During Semester : Saturday 09:00 ~ 17:00(Closed on Sunday)
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
- (3) During vacation : Monday to Saturday 09:00 ~ 17:00
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00
- (4) During exam period : Monday to Saturday 08:00 ~ 22:00
- ※ Reference Room on the 4th Floor opens 7 days a week 06:00 ~ 24:00, Reference Room 2 opens 24 hours

C. Data Search

- Use the information retrieval PC located on each floor(Print an application form for reference reading and search at the applicable reference room)

D. Borrowing Materials

- (1) Use the rental / return section or rental kiosk to borrow up to 10 materials per person for 15 days
- (2) Rental extension is allowed twice for 15 days each(if not returned by the due date, rental will be blocked for about the exceeded period or fine will be charged)
- (3) Maximum 3 books can be reserved
- (4) If lost the borrowed material, you have to pay the purchase price of the item
- (5) If borrowed materials are not returned, leave of absence is not allowed

※ Homepage : <http://lib.dongguk.edu>

06. Health Promoting Center on Campus

A. The Health Promoting Center on campus is in charge of improving health of students, staffs and educational personnel using both oriental and western medical treatments.

- (1) Doctor's Medical examination: every Wednesday of each month at 14:30 ~ 17:00
 - ※ every 2nd Wednesday of each month at 14:00 ~ 15:30
 - Doctor at the Ilsan Hospital of Dongguk University
 - Medical check-up counseling and prescribe oriental medication
- (2) General Treatment : Various minor injuries, medication prescription and counselling provided by the nurse at the Ilsan Hospital of Dongguk University

B. Location

- Administration Building 2F, Health Promoting Center(Tel. 02-2260-3442)

C. Operating Hours

- Weekday 08:30 ~ 17:30(Lunch 12:00 ~ 13:00)
- ※ Please bring your Student ID Card

※ Homepage : <http://health.dongguk.edu>

07. Jung-gu Community Health Center(보건소)



※ TB Screening, health check-up report(보건증) can be issued

Operating Hours : Monday - Friday 09:00 ~ 18:00, Closed during weekends

Telephone : 02-3396-5555

Homepage : <https://www.junggu.seoul.kr/health/>

Address : 16, Dasan-ro 39-gil, Jung-gu(Subway Line 2 or 6, Sindang Station, Exit 8)





Office of International Students

[During the semester: Weekdays 09:00~17:00 / During the vacation : 10:00~17:00]

#9, 9F, New Engineering Building, Dongguk University 30, Pildong-ro 1-gil, Jung-gu, Seoul, 100-715, Korea

Tel : 02-2260-4944, 4947, 3877

Fax : 02-2260-4945

E-Mail : scf@dongguk.edu

Homepage : www.dongguk.edu

International Admission : <http://iadmission.dongguk.edu>