

- General Guide for Korean Language Students -

■ Required Documents for Application

1) Application Form

2) **Passport Copy:** Submit a copy of the photo page of your passport. If you have already registered at the immigration office in Korea, include copies of both your passport and alien registration card.

3) **Diploma and Transcript:** Provide documents from the last school you attended. Depending on your country, you can choose between apostille and embassy legalization.

- **Apostille:** If your school is located in one of the apostille member countries.

- **Embassy(Consulate) Legalization:**

- ◆ **Step 1:** Korean, English, and Chinese versions of your diploma and transcript are accepted. If they are in other languages, translate them into Korean or English before notarization.
- ◆ **Step 2:** Notarize the documents at the legalization office before certifying them at a Korean embassy or consulate.
- ◆ **Step 3:** If you are in Korea, you can certify them at the embassy or consulate of the country where your school is located. If you are overseas, visit a Korean embassy or consulate in the country where your school is situated for certification.

- **For Chinese Schools:** Official reports from the China Academic Degrees and Graduate Education Development Center are usually required. If you cannot obtain them officially, follow the embassy legalization method mentioned above.

4) Certificate of Deposit:

a. You must demonstrate a minimum bank balance of 10,000,000 KRW. The applicant must have their own bank account, but bank balance statements from parents, spouses, or lineal family members are acceptable, along with documentation certifying the relationship such as a family registry certificate, marriage certificate, or birth certificate.

b. Be aware that admission permits could be revoked if substantial withdrawals are made from the bank account after receiving the admission certificate from Inha University.

■ Tuition and Payment

1) Tuition and fees

(As of September 2024)

Fees	Amount (KRW)	Description
Application Fee	100,000	The application fee is nonrefundable and must be submitted each time you apply for admission.
Tuition Payment	1,400,000	Applicants from specific countries or holding certain visa types are required to pay tuition for six months or one year upfront.
Insurance	200,000	The insurance plan varies based on the study period. Any remaining fee will be refunded after making the insurance payment.
Accommodation (Optional)	2,780,000	<ul style="list-style-type: none"> ◆ Accommodation Type: The accommodation provided is studio-type, equipped with a private bathroom and cooking facilities. ◆ Room Rent: The total room rent includes a deposit of 500,000 KRW, which can be fully refunded if there are no issues with the rented room. ◆ Utility Costs: The total rent does not include utility costs such as internet, electricity, gas, and water. ◆ Cleaning Service Charge: A cleaning service charge is required before moving out of the room. Additionally, tenants are responsible for paying utility fees used until the end of their tenancy. ◆ Residence Requirement: For residences recommended by Inha University, tenants must stay for at least 6 months to receive a refund of the deposit. Failure to meet this requirement will result in the deposit not being refunded.

* Please note that application fees, tuition, insurance, and room rent are subject to change without prior notice.

2) How to Make a Payment

- Bank Transfer: Applicants are required to transfer tuition and fees directly to a designated LTC bank account.
- Bank Transfer Charges: Applicants must bear the responsibility for any bank transfer charges incurred.
- Exchange Rate Differences: Any differences in fees due to exchange rate fluctuations must be settled after admission.

3) Bank Account Information

- ♦ Bank & Branch : KEB HANA BANK, INHA UNIVERSITY BRANCH
- ♦ Branch Address : 100 Inha-ro, Michuhol-gu, Incheon, Korea
- ♦ Account Number : 748-910102-71505
- ♦ Swift(BIC) Code : KOEXKRSEXXX
- ♦ Account Holder : Inha University

4) Refund Policy for Tuition:

- Cancellation Before Classes Begin: Students who provide written notice of cancellation before the class begins are entitled to a full refund of tuition, excluding the nonrefundable application fee.
- Cancellation During Study Period: Students who submit a cancellation form during their study period are eligible for a partial refund of tuition based on the remaining days of the Korean Language Program.

※ Refund Policy

Cancellation Date	Refund Amount
Before Classes begin	100%(full)
If 80% of the total classes remain at the time of applying for cancellation	80% of tuition
If 60% of the total classes remain at the time of applying for cancellation	60% of tuition
If 50% of the total classes remain at the time of applying for cancellation	50% of tuition
If 40% of the total classes remain at the time of applying for cancellation	40% of tuition
If 20% of the total classes remain at the time of applying for cancellation	20% of tuition
If less than 20% of the total classes remain at the time of applying for cancellation	Non-refundable

■ Visa Information

1) Student Visa (D-4) for Korean Language Program:

Applicants intending to study for more than 3 months must apply for a D-4 visa by submitting required documents (certificate of admission, academic qualifications, proof of academic funding, etc.) to Korean embassies or consulates abroad. Processing time for the D-4 visa is typically 2-4 weeks. The D-4 visa is initially valid for 6 months and can be extended for up to 2 years in accordance with the registration period for Korean language training at the immigration office.

2) F Visa and Other Visas:

Holders of F visas can study at Inha University during the visa's valid period without the need to change to a D-4 visa.

Applicants holding a C-3-1 visa (which allows for a 3-month stay in Korea) or those who can enter Korea without a visa are only able to study for 1 term (10 weeks).

3) Alien Registration:

Students must visit the immigration office within 90 days after entry to apply for an alien registration card. Failure to do so may result in penalties and potential expulsion from Korea.

- Required documents for Alien Registration Card application include: Application form (with one passport-size photo), Passport, certificate of enrollment, residence contract, and application fee (30,000 KRW).

- Reporting Changes in Alien Registration Card Contents: Students must report any changes, such as a change of school or address change, to the immigration office within 14 days. Failure to report changes may result in fines.

4) Extension of Visa:

If planning to stay beyond the authorized period, students must apply for a visa extension at the immigration office with required documents.

Applications can be made from one month before the visa expiration date until the expiration date. Failure to extend the visa may result in penalties.

Required documents may include: application form, passport, alien registration card, residence contract, certificate of enrollment & attendance, certificate of tuition fee payment, and bank balance statement (only for students with attendance rates below 70%).

※ Note: Required documents are subject to change based on the policies of the Immigration Office.