

Welcome to Korea

A FRESHMAN'S GUIDEBOOK



Welcome to Korea 

A FRESHMAN'S GUIDEBOOK

Contents

1. Woosong University Slogan	4
2. Welcome Message & Introduction	5
3. Grading System & Academic Calendar	6
4. ARC Application	10
5. Residences & Waste Management	12
6. Navigating Campus Life	14
7. Food & Dining	15
8. Transportation	16
9. Money, Banking & Phones	17
10. Korean Language & Culture	18
11. Health & Safety	19
12. Part-Time Employment Guide	20
13. Useful Apps	22
14. University Etiquettes & Regulations	23
15. Financial Scam / Voice Phishing	25

Woosong University Slogan



Woosong University's way of "thinking" is different.

The Digital Era!

A University That Thinks About Students' Futures
- Woosong University



Competency-Based Specialized Education

Establishing a practical, competency-driven education system that responds proactively to a changing world

- ◆ Our competency-based curriculum is designed to prepare students to adapt to a rapidly evolving society and job market by equipping them with practical and professional skills.
- ◆ By breaking down the boundaries between majors and fostering interdisciplinary learning, we empower students to design their own unique academic paths aligned with their career goals.



Lifelong Student Support

A full-cycle support system from admission to graduation - and beyond

- ◆ From enrollment to employment, students receive holistic guidance through personalized mentoring, academic advising, career coaching, and psychological support.
- ◆ With a tailored support system at every stage of university life, Woosong ensures students grow not just academically, but personally and professionally.



Building a Digital Global Campus

Creating a hybrid digital campus that connects to a global learning network in the post-COVID era

- ◆ Through a blend of online and offline learning, Woosong is expanding its reach beyond borders, offering students access to a truly global education.
- ◆ Innovative technologies such as AI, metaverse platforms, and digital collaboration tools create a future-forward educational environment.



Welcome to South Korea and to Woosong University !

Dear Students,

On behalf of the Office of International Affairs, We are delighted to welcome you to Woosong University. You have chosen to begin an exciting new chapter of your life here, and we are honored to be part of your academic journey.

Woosong University is committed to providing not only excellent education but also a truly global experience. Our office will be here to support you academically, culturally, and personally so that you can make the most of your time in Korea.

We encourage you to embrace every opportunity: explore new ideas, share your culture, make international friends, and challenge yourself to grow. This is your time to discover your potential and shape your future.

Once again, welcome to the Woosong family. We look forward to seeing you thrive and succeed, both during your studies and far beyond.

Warm regards,
Office of International Affairs

Grading System & Academic Calendar

Woosong University is a specialized university, providing a curriculum based on practice and theory. The University has been ranked as an autonomous, top tier university by the Korean Ministry of Education. It currently boasts three international schools: SolBridge International School of Business, Endicott College of International Studies, and JW Kim College of Future Studies.

How the Curve Works in Practice :

Woosong university uses a Relative (Curved) Grading system, so your grade in a particular course depends on how well you perform compared to peers. In other words, your grade depends on your ranking, not just your score.

1. University decides on a percentage cap. For example, only the top 30% can get A+/A, the next 40% get B+/B, and the rest C or below. This percentage can vary from class to class.
2. Students are ranked based on exam/assignment performance.
3. At the end of the semester, grades are distributed according to predefined quotas (e.g., 30% A/A+, 40% B, 30% C or below). Even if the overall performance of the class is low, the top-ranking students can still receive A or A+. However, it's also possible for students who perform well to receive a B or C if their scores are lower compared to others in the class.



Course Evaluation (Curve Grading)

Final course grades should indicate demonstrated achievement at the end of the course, through an accumulation of appropriate evidence from course work and/or final examination.

Adjustment of marks and grades occur through an instructor adjudication process.

In accordance with Woosong University policy, any class of 10 or more students shall receive final course grades according to the following grading curve table.

Grade	Grade Point	Freshman	Sophomores	Junior	Senior
A+	4.5	20% or less	30% or less	30% or less	50% or less
A	4.0				
B+	3.5	50% or less	40% or less	40% or less	50% or more
B	3.0				
C+	2.5	50% or more	30% or more	30% or more	-
C	2.0				
D+	1.5				
D	1.0				
F	0	Not included in calculations			

* Attendance plays a significant role in your overall grade, so make sure to regularly check your status using the Woosong mobile attendance app. **If you lose $\frac{1}{3}$ of your attendance points, you will automatically get 'F' from that class.**

* Make sure to carefully review each course syllabus at the beginning of the semester. The syllabus will indicate whether the grading system is curved (relative) or not. Pay close attention to the breakdown of the final grade; this includes the weight of exams, quizzes, homework, attendance, participation, projects, and any other assessments. If you cannot find information regarding this, ask your professor for a detailed explanation. Understanding these details early on will help you prioritize your efforts and manage your time effectively throughout the course.

Academic Calendar – 2025 ~ 26

2025	Mar.	1: Independence Movement Day 3: Independence Movement Day (Replacement Holiday) 4: Spring 2025 Begins 28: Last Day to Return From Leave of Absence(Military Service) 30: 30 Days After the Semester Start
	Apr.	7: Spring 2025 1/3 Point 7~11: Credit Cancellation Period 21~25: Spring 2025 1st Course Evaluation Period 21~25: Spring 2025 Midterm Exam Period 25: Spring 2025 1/2 Point 29: 60 Days After the Semester Start
	May	1: Labor Day 5: Children's Day 6: Parents' Day (Replacement Holiday) 9: Spring 2025 Last Day of Course Withdrawal 12~16: Mock TOEIC Registration Period 12: Spring 2025 2/3 Point 21~23: Summer Semester Course Registration 22~23: Mock TOEIC Exam Period 26~30: Early Grad & Deferral Registration Period 29: 90 Days After the Semester Start
	Jun.	3~9: Spring 2025 Grad Exam Requirement 3~9: Spring 2025 2nd Course Evaluation Period 3~9: Spring 2025 2nd Academic Skill Survey 10~16: Spring 2025 Final Exam Period 16: Spring 2025 Ends 17~20: Spring 2025 Make-Up Class Week 23: Summer Semester Begins 17~27: Spring 2025 Grade Input & Confirmation 30~7/4: Spring 2025 Grade Correction Period
	Jul.	6/30~4: Spring 2025 Grade Correction Period 7~11: Fall 2025 Major Change and Re-Admission Period 14~18: Fall 2025 Re-Enrollment Period 21~25: Fall 2025 Course Registration Period 21~25: Leave of Absence Application Period 25: Summer Semester Ends 28~8/1: Summer Sem Grade Input & Confirmation 28~8/1: Summer Sem Grade Correction Period
	Aug.	5~7: Fall 2025 Schedule Adjustment Period 15: Independence Day (Liberation Day) 22: Graduation Ceremony



2025	Sep.	1: Fall 2025 Begins 8~12: Fall 2025 Academic Skills Survey 26: Last Day to Return From Leave of Absence (Military Service) 30: 30 Days After the Semester Start
	Oct.	3: National Foundation Day 5: Fall 2025 1/3 Point 6~8: Chuseok 9: Hangeul Proclamation Day 15: Woosong 71st Foundation Day 13~17: Credit Cancellation Period 13~17: Mock TOEIC Registration Period 20~24: Fall 2025 1st Course Evaluation Period 20~24: Fall 2025 Midterm Exam Period 23: Fall 2025 1/2 Point 23~24: Mock TOEIC Exam Period 30: 60 Days After the Semester Start
	Nov.	7: Fall 2025 Last Day of Course Withdrawal 9: Fall 2025 2/3 Point 26~28: Winter Semester Course Registration 24~28: Early Grad & Deferral Registration Period 29: 90 Days After the Semester Start
	Dec.	1~5: Fall 2025 Grad Exam Requirement 1~5: Fall 2025 2nd Course Evaluation Period 1~5: Fall 2025 2nd Academic Skill Survey 1~5: Minor (Track) Registration Period 8~12: Fall 2025 Final Exam Period Undergraduate Major Assignment Application Period 12: Fall 2025 Ends 15~19: Fall 2025 Make-Up Class Week 15~26: Fall 2025 Grade Input & Confirmation 22: Winter Semester Begins 29~1/2: Fall 2025 Grade Correction Period
2026	Jan.	12/29~2: Fall 2025 Grade Correction Period 12~16: Spring 2026 Major Change and Re-Admission Period 19~23: Spring 2026 Re-Enrollment Period 26~30: Spring 2026 Course Registration Period 26~30: Spring 2026 Leave of Absence Application Period 23: Winter Semester Ends 26~30: Winter Sem Grade Input & Confirmation 26~30: Winter Sem Grade Correction Period
	Feb.	10~12: Spring 2026 Schedule Adjustment Period 12: Graduation Ceremony 23~27: 2026 SolSup (Freshman Competency Enhancement Program) 27: 2026 Welcome Ceremony

Alien Registration Card (ARC)

The Alien Registration Card (ARC) is your official ID card as a foreign student in Korea. Think of it as your Korean version of an ID card; it saves you from carrying your passport everywhere and is essential for daily life, such as:

- ▶ Opening a bank account
- ▶ Getting a mobile phone number
- ▶ Using various government and administrative services



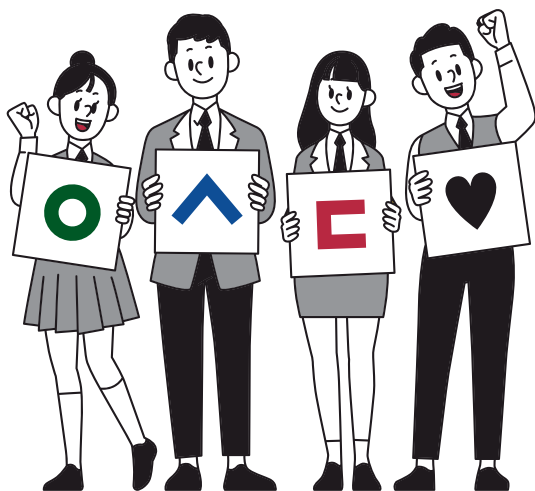
When Should You Apply?

You must apply within 90 days of your arrival in Korea to avoid penalties. We recommend applying as soon as possible so you can settle in without delays.

Documents You Need

Prepare the following for your application:

- ▶ Completed application form (download at www.hikorea.go.kr or take from visa office)
- ▶ Passport and one copy of the photo page
- ▶ Proof of residence:
 - If you live on-campus: "Confirmation of Residence/Accommodation" from the dorm office
 - If you live off-campus: Rental contract. If the contract is not under your name, you also need your landlord's ID copy + confirmation form.
- ▶ Application fee: 30,000 KRW (cash)
- ▶ 1 passport-size photo (3.5cm x 4.5cm, white background)



How to Apply

You have two options:

Option A: Apply Yourself (Individual Application)

1. Make a reservation online at www.hikorea.go.kr.
2. Visit the Daejeon Immigration Office on your reserved date:
 - Address: 7 Mokjung-ro 26beon-gil, Jung-gu, Daejeon
 - Hours: Mon - Fri, 9 AM - 6 PM
 - Phone: 042-220-2001 or 1345 (English support available)
3. Submit your documents and register your fingerprints.
4. Processing time: 2 - 3 weeks.
5. Pick up your ARC on the designated date (no reservation needed).

Option B: Apply Through Woosong University

1. The university collects your documents and fee (40,000 KRW) on a set date.
2. They submit your application on your behalf, along with other students.
3. You only need to visit immigration once for fingerprint registration.
4. This option is more convenient, but processing time is usually a bit longer.

- * Call 1345 (Immigration Helpline) for any questions or special cases.
- * Always update your ARC if you change address, school, or visa status.
- * Keep your ARC with you at all times, it's your legal proof of identity in Korea.

Residences

On-Campus Dorms :

Most of the international students use the international students' dormitory (W3), usually consisting of double rooms. Solbridge and some students from other countries are in SolGeo dormitory, consisting of double rooms, some single rooms, triple rooms, and quadruple rooms.



* Doors of the dormitories close at 23:00, so try your best to be in your room before that time.

On-campus dormitory includes:

- computer room
- rest room
- reading area
- fitness room
- common kitchen
- laundering / ironing room



Off-Campus Housing Tips :

Options: one-room and two-room apartments.
Look for options near campus via local real estate agents.

Average monthly rent and rent deposits (보증금) varies by area; always verify contracts and terms. In some apartments you may need to pay extra money to activate gas, water and internet, so get the detailed information from real estate agents while consultation.



- * Within 14 days of moving in, don't forget to register your address at the local district office or community center. You should bring your Alien Registration Card (ARC), passport, and rental contract.
- * Search “Jayang-dong/Gayang-dong Community Service Center” on the map to find a local community center nearby.

Waste management

When dumping trash, all households must separate waste into:

- General waste (non-recyclables like tissues, diapers, broken ceramics)
- Food waste (kitchen scraps stripped of liquids, bones, shells)
- Recyclables (plastics, paper, glass, metal, styrofoam)
- Bulky items (furniture, appliances)



Navigating Campus Life



Key Locations

- ▶ W19 – International Office, Room: 218 (academic support and programs, TA : 042-630-4720)
- ▶ W1 – Library (quiet study zones, printing services, group rooms, ATM-first floor)
- ▶ W16 – Student Union Center, Cafeteria, Book Store and Post Office (ATM-first floor)
- ▶ W3 – Dormitory and Visa Office (Room: 105) – (for visa related inquiries, 042-630-6619 and, Dormitory Management, Room: 103, 042-629-6551)
- ▶ W7 – Academic Affairs, Room: 116, 042-630-9887 and Financial Department, Room: 220-2, 042-630-9656
International Affairs, Retention Team (Professional Support for Foreign Students), Room: 317
042-630-9831; 042-630-9832; 042-630-9833; 042-630-9391

Food and Dining

Campus Cafeterias

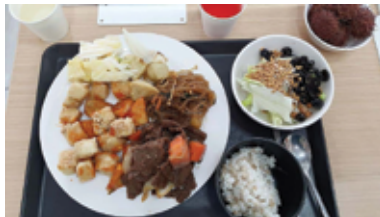
Campus cafeteria offers affordable and convenient meals. Menus change daily and typically include:

Rice (밥 - bap)

Soup (국 - guk or 찌개 - jjigae)

Meat or fish main dish

2 - 3 types of banchan (side dishes)



Places to eat near Woosong University

There are many different types of restaurants near the university where students can find food from various nationalities.

- Korean restaurants with affordable student meals
- Cafes with coffee, desserts, and light snacks
- Convenience stores (GS25, CU, 7-Eleven) for quick bites

Try These Popular Foods

- Kimchi jjigae (김치찌개) - Spicy kimchi stew
- Samgyeopsal (삼겹살) - Grilled pork belly BBQ
- Tteokbokki (떡볶이) - Spicy rice cakes
- Jajangmyeon (짜장면) - Black bean noodles
- Fried chicken and beer (치맥) - A local favorite

* Students who want vegetarian or halal food, or have any allergies, should not forget to ask about the ingredients of the food they are going to order.

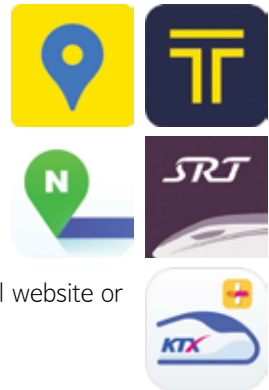
Transportation

One of the first things new students at Woosong University need to learn is how to get around the city. Fortunately, Korea's public transportation system is clean, safe, and very user-friendly even for those who don't speak Korean. In Daejeon, the main modes of public transport are the subway and buses, both of which are reliable and affordable.

To use the subway and buses, you'll need a T-money card, a rechargeable transportation card that can also be used in taxis and convenience stores. You can purchase one at convenience stores such as GS25, CU, or 7-Eleven, and reload it at the store or subway stations. Simply tap your card when entering and exiting buses or subway gates. It's important to always tap when you get off the bus to avoid overcharging and to receive transfer benefits within 30 minutes, transfers are free up to three times.



Mobile apps are extremely helpful for navigating Daejeon. KakaoMap and Naver Map offer route planning, estimated travel times, and directions in English or Korean. KakaoTaxi works similarly to Uber and is ideal when public transport is unavailable, such as late at night.



For trips outside Daejeon, students can take the KTX (Korea Train Express) or SRT, which offers high-speed travel to cities like Seoul or Busan. Tickets can be booked online via the Korail website or purchased directly at train stations.

Daejeon Station location - 1 Jeong Dong, Dong-gu, Daejeon

The Daejeon Terminal Complex is the city's main gateway for express and intercity bus travel, conveniently linking travelers to Seoul, Busan, Incheon Airport, and beyond.

Location: 1689 Dongseo-daero, Dong-gu, Daejeon

* Avoid relying on Google Maps in Korea. Local apps like KakaoMap work much better. Additionally, remember to stay quiet on public transport, as speaking loudly is considered impolite.

Money, Banking & Phones

Arriving in Korea as an international student requires some essential setup for managing money, communication, and everyday life. Here's a concise guide to help you stay financially ready and connected from day one. The local currency is the Korean Won (₩ KRW). Paper bills include ₩1,000, ₩5,000, ₩10,000, and ₩50,000. Coins come in denominations of ₩10, ₩50, ₩100, and ₩500.

Opening a Bank Account

Woosong University assists students by opening a Hana Bank account during orientation. You'll need to submit :

- ▶ passport
- ▶ ARC or confirmation of residence
- ▶ certificate of enrollment
- ▶ passport-sized photos
- ▶ Korean phone number (temporary SIM accepted).



You will receive a personal bank account and a debit card, which you can use for tuition, scholarships, daily expenses, and mobile apps. Your Korean debit card can be used at ATMs and for online payments, too.

Getting a Korean SIM Card

A Korean phone number is essential for your Alien Registration Card (ARC), bank account, and using delivery or payment apps. You can start with a tourist SIM at Incheon Airport, valid for 1 - 2 weeks. After obtaining your ARC, switch to a long-term prepaid or contract SIM through providers like KT, SKT, or LG U+. Campus-area stores can assist with selecting a plan. Most plans include calls, SMS, and mobile data.

Wi-Fi and Internet Access

Korea offers widespread free Wi-Fi access, including on campus, in cafes, public transport, and public areas. Campus Wi-Fi credentials: use your student ID as your username and your birthdate (YYYYMMDD) as your password.

Mobile Payment Apps

Once your bank account and SIM card are active, you can use mobile payment apps like KakaoPay, Naver Pay, Samsung Pay and Apple Pay. These apps allow for convenient QR code payments and online transactions, but require a Korean bank account and phone number for setup.



- * Keep backup copies of important documents like your passport, visa, and bank information. In case of lost cards or issues, contact your bank immediately or reach out to your department TA.
- * Stay conscious of any types of scamming (voice phishing, fake job posts, etc.)

Korean Language and Culture

Learning a few simple Korean phrases in your first months will help you navigate daily life and connect with locals easily. Even if many people around campus speak English, making the effort to use Korean shows respect and can leave a good impression.

Essential Phrases

- ▶ Hello - Annyeonghaseyo (안녕하세요)
- ▶ Thank you - Gamsahamnida (감사합니다)
- ▶ Excuse me - Sillyehamnida (실례합니다)
- ▶ Yes - Ne (네) / No - Aniyo (아니요)
- ▶ How much is this? - Igeo eolmaeyo? (이거 얼마예요?)
- ▶ Where is the bathroom? - Hwajangsil eodi-eyo? (화장실 어디예요?)

Tip : Install Papago for quick translations. It's very useful for reading signs, menus, and messages in real time.

Everyday Etiquette & Social Norms

When living in Korea, small actions can make a big difference in how you are perceived. Here are some important things to keep in mind:

1. Greetings

- ▶ Light Bow: Make eye contact and bow slightly.
- ▶ Handshake: In formal settings, support your right hand with your left hand.
- ▶ Two Hands: Always give and receive items with both hands.

Note : First greeting is always "Annyeonghaseyo" with a smile.

2. Formal vs Informal Speech

- ▶ Formal (Jondaetmal): For professors, elders, and strangers.
- ▶ Informal (Banmal): For close friends and younger people. Never use it when first meeting someone.

3. Public Manners

- ▶ Avoid loud phone calls on buses or subways.
- ▶ Keep priority seats free for elderly, disabled people and pregnant females.
- ▶ Respect the queuing culture. (to wait in a line of people, often to buy something)

4. Indoor Etiquette

- ▶ Remove shoes when entering homes and some restaurants.
- ▶ Don't point with chopsticks or hold your rice bowl while eating.

Health and Safety

Emergency Numbers

These numbers can be dialed even without a Korean SIM card:

- ▶ 119 - Ambulance / Fire (Basic English available)
- ▶ 112 - Police (Basic English available)
- ▶ 1339 - Korea Disease Control (24/7, support in English, Chinese, Vietnamese, and more)
- ▶ 1345 - Korea Immigration Call Center (Support in English available)



24/7 emergency center (Daejeon Korea Hospital/대전한국병원)

- 1672 Dongseo-daero, Dong-gu, Daejeon (042-606-1119).

Closest small hospital - 윤내과의원 Daejeon

Mon-Fri : 9:00-18:00, Wed-Sat : 9:00-12:00, Sun : off day.

Pharmacies (약국 - Yakguk)

Operating Hours - most are open from 10:00 AM to 8:00 PM and closed on Sundays

* Antibiotics require a doctor's prescription

All international students are automatically enrolled in the National Health Insurance Service (NHIS) after completing ARC registration. It will help you to reduce rates for hospitals and clinics.

Phone number : 033-811-2000

Monthly Fee: ₩76,390 (2025 rate).



Mental Health and Counseling Center

International Student Counseling Office (W16, Room 407) offers guidance, language assistance and referrals.

Part-Time Employment Guide

Note: Although international students are not permitted to work during their first semester in Korea, it is important to understand the application process for part-time employment early on. Familiarizing yourself with the required steps, documents, and legal conditions will help you prepare in advance and avoid delays when you become eligible to work in future semesters.

Students holding D-2 visas cannot have part-time jobs outside the campus unless otherwise reported "in advance". Working part-time without prior approval from the Immigration Office is strictly prohibited under Korean immigration law.

- ▶ Fines starting from 1,000,000 KRW
- ▶ Possible cancellation of student visa
- ▶ Risk of deportation

* Students cannot work the first semester after coming to Korea.

* Working without permission is illegal and taken very seriously. For a first offense, you may receive a warning and a fine. For a second offense, you could face a larger fine or even deportation.

Steps to Obtain Part-Time Work Permission:

1. Secure a Job Offer
2. Prepare the Following Documents (in coordination with your employer):
 - Application Form (신청서)
 - Standard Labor Contract (표준근로계약서)
 - Confirmation Form for Part-Time Work (외국인 유학생 시간제 취업확인서)
 - Passport (여권)
 - Alien Registration Card (ARC / 외국인등록증)
 - Business License (copy) from the workplace
 - ID copy of your employer
 - Academic Transcript (성적증명서)
 - Proof of Korean Language Proficiency (한국어능력 증빙서류)
3. Visit Woosong Visa Office (W3, Room 105)
 - Our office will review and sign your application.
4. Submit the Application to Immigration
 - Or in person at the Daejeon Immigration Office (appointment required)

If approved, you'll receive a permit (online or sticker) and you are free to work now.

Working Hour Limits

► Language/Bachelor students: up to 20 hours per week

► Master's/Doctoral students: up to 30 hours

Extra hours may be allowed for students with good Korean proficiency, and good grade from the previous semester.

Please note: You are not allowed to begin working until immigration approval is granted.

We urge all students to follow this process strictly to avoid any legal consequences and protect your visa status in Korea. If you have questions or need assistance with your application, feel free to contact the W3 Visa Office (Room:105) 105), 042-630-6619

Restricted Types of Part-Time Work

- Private tutoring
- Construction
- Delivery worker, replacement driver, insurance agent, door-to-door salesman
- Manufacturing (Exceptionally allowed in some specific sectors with proper permission.
- Any other fields that are against social order and virtue (Ex. Adult entertainment, casino, etc)

Examples of Allowed Types of Part-Time Work (permission needed)

- Translation/Interpretation
- Restaurant assistant
- Office assistant
- Tour guide assistant
- Duty-free shop sales assistant

On-campus Jobs: Work within the university (library, teaching assistant) doesn't require a part-time work permit.

Tips for Success:

Learn Korean: While not always essential, basic Korean language skills can significantly increase your job options.

Respect Local Customs: Familiarize yourself with Korean social norms and workplace etiquette.

Be Patient and Persistent: Finding the right part-time job may take time and effort, so be patient and don't be afraid to explore different options.

Useful Apps

Whether you're navigating the city, studying, or handling daily life in Korea, these apps will make your experience smoother and more convenient :



Daejeon Tashu
Daejeon's public bicycle system



NHIS
Health insurance status, records and bills



Coupang
Korea's Amazon. Fast delivery and wide selection of products, often with next-day delivery



Coursemos
Check your class schedules, grades, assignments and announcements



Temu
Budget-friendly online marketplace with global shipping



우송대학교 스마트캠퍼스
Use it to check class schedules, grades, attendance.



Karrot (당근마켓)
Local budget-friendly second-hand marketplace



Papago
Developed by Naver, this translation app offers accurate, context-aware translations and voice recognition.



우송대 전자출결
Use it to check class schedules and check attendance



우송도서관
App for reserving places in W1 library

University Etiquettes & Regulations

Understanding and respecting classroom etiquette is an important part of academic life at Woosong University. These guidelines will help you adapt smoothly and create a positive learning environment for yourself and others.

1. Be Punctual

Arriving on time shows respect for your professor and classmates. Late arrivals may disrupt the class and can affect your attendance record.

2. Attendance Matters

Here at Woosong there are strict policies about attendance. Regular absences can lead to lower grades or even course failure.

3. Participate Actively

Engage in discussions, ask questions politely, and contribute to group activities. Active participation is highly valued in classrooms here at Woosong.

4. Teamwork Etiquette

In group projects, communicate clearly, share responsibilities equally, and meet deadlines. Collaboration is key to success.

5. Academic Honesty

Cheating and plagiarism are serious violations of university policy. Always submit your own work and cite sources properly.

6. Keep the Classroom Clean

Dispose of trash in designated bins and leave your desk tidy for the next class.



Types and Periods of Recognized (Excused) Absences

(As amended on Oct. 10, 2016 / Sep. 1, 2020 / Feb. 16, 2021 / Mar. 21, 2025)

Absence Types, Periods, and Required Documents

Reason for Absence	Recognition Period	Required Documents
1. Family Death 1-1. Death of parents or spouse 1-2. Death of grandparents or siblings	From the date of death: - Within 5 days (including holidays) for parents/spouse - Within 3 days (including holidays) for grandparents/siblings	Death certificate and document verifying family relationship
2. Hospitalization or treatment for illness or national infectious diseases	For the duration of hospitalization (up to 4 weeks without further documentation). If exceeding 4 weeks, subject to department approval.	Medical certificate or doctor's note confirming hospitalization or treatment
3. Outpatient treatment for illness	Up to 3 times per semester (no extension allowed)	Prescription and medical payment receipt
4. Student's Marriage or Childbirth 4-1. Student's marriage 4-2. Student or spouse's childbirth	- Marriage: Within 7 days (including holidays) - Childbirth: Within 7 days of childbirth	Document confirming marriage or childbirth
5. Participation in Events Approved by University President	Within 14 days (based on presidential approval)	Proof of approval from relevant department
6. Job-Seeking Activities (final semester only)	From job application to employment period, within the same semester	Employment proof or health insurance enrollment certificate

Financial Scam / Voice Phishing

Essential Guide for International Students in Korea

1. Don't Share Personal or Financial Info by Phone

Scammers may pretend to be police, government or bank staff. Never give your account number, card number or banking info over the phone or through unknown websites.

2. Never Follow Instructions to Use an ATM

If someone tells you to go to an ATM to get a refund or protect your account, it's 100% a scam. Hang up immediately.

3. Watch Out for Malicious Links and Apps

Avoid clicking on suspicious links sent by text or messenger apps. They can install malware on your phone to steal banking information.

4. Caller ID Can Be Faked

Don't trust the number displayed. Scammers can make it look like it's from your bank or police.

5. Don't Give or Lend Your Bankbook or Card

It is illegal to give your account or card to someone else. You may be held responsible for crimes committed using your account.

If You Are a Victim: Take Action Quickly

1. Call 112 (Police) or 1332 (Financial Supervisory Service)

Report the scam and ask to freeze the fraudulent account.

2. Contact Your Bank's Customer Service

Request a payment suspension to stop the scammer from taking your money.

3. Scan Your Phone for Malware

If you clicked a strange link, visit your phone provider or bank and reset your phone.



WoosongUniversity.Global



woosong_global



@woosongglobal

Woosong University

171 Dong Daejeon-ro, Dongu Daejeon 34606, South Korea

Welcome to Korea 

A FRESHMAN'S GUIDEBOOK