

The background of the cover features a clear blue sky at the top, transitioning into a traditional Korean architectural roof with dark blue tiles and colorful, ornate wooden brackets. Below this, a modern glass-walled building with a curved facade is visible, extending from the bottom left towards the right. The overall composition is split between traditional and modern architecture.

Spring 2019

CHUNG-ANG UNIVERSITY

International Exchange Student Program

Orientation For International Exchange Students

Office of International Affairs
Chung-Ang University

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I

Academic Information

Spring 2019

Days Month	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Contents	
	2						1	2	Feb 1 ~ 8
3		4	5	6	7	8	9	Feb 4 ~ 6	
10		11	12	13	14	15	16	Feb 13	
17		18	19	20	21	22	23		
24		25	26	27	28				
3						1	2	Mar 1 ~ 2	Airport Pickup Dormitory Move-In (Bring TB test results) Orientation / Purchase Health Insurance Spring 2019 Semester Begins ARC Reservation & E-class Info. Session Course Add / Drop Period Global Lounge 1st Period(Seoul Campus) Course Withdrawal Period(Undergrad.)
	3	4	5	6	7	8	9	Mar 1 ~ 3	
	10	11	12	13	14	15	16	Mar 3	
	17	18	19	20	21	22	23	Mar 4	
	24	25	26	27	28	29	30	Mar 4 ~ 8	
	31							Mar 4 ~ 9	
								Mar 11 ~ Apr 17	
							Mar 25 ~ 30		
4		1	2	3	4	5	6	Apr 22 ~ 27	Midterm Examination Global Lounge 2nd Period(Seoul Campus)
	7	8	9	10	11	12	13	Apr 29 ~ Jun 11	
	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27		
	28	29	30						
5				1	2	3	4	May 1 ~ 20	Study Extension/Reduction Sign Up Summer Housing Sign Up (Only for continuing students) <i>Children's Day (Legal Holiday)</i> <i>Substitutue Holiday of Children's Day</i> <i>Buddha's Birthday</i>
	5	6	7	8	9	10	11	May 1 ~ 20	
	12	13	14	15	16	16	18		
	19	20	21	22	23	24	25	May 5	
	26	27	28	29	30	31		May 6	
6							1	Jun 3 ~ 6	Housing Sign Up for Fall 2019 (Only for continuing students) Course Evaluations <i>Memorial Day (Legal Holiday)</i> Final Examination Dormitory Move-Out (Tentative) Farewell Ceremony (Tentative) Summer Break Begins
	2	3	4	5	6	7	8		
	9	10	11	12	13	14	15	Jun 3 ~ 28	
	16	17	18	19	20	21	22	Jun 6	
	23	24	25	26	27	28	29	Jun 17 ~ 22	
	30							Jun 21 ~23	
							Jun 21		
							Jun 24 ~		
7		1	2	3	4	5	6	Jul 1 ~ 5	Check Course Grades Inquire Course Grades (TBD) Grade Adjustment (Finalized Grade)
	7	8	9	10	11	12	13	Jul 1 ~ 4	
	14	15	16	17	18	19	20	Jul 3 ~ 5	
	21	22	23	24	25	26	27		
	28	29	30	31					

* Dates are subject to change.

I. Academic Policies & Procedures

A. Academic Year

The academic year starts on March 4th and ends in the 3rd week of December. It consists of two 16-week semesters and two 2-month vacations between the two semesters.

Spring Semester	March 4th to June 21st
Summer Vacation	June 22nd to August 31st
Fall Semester	September 2nd to December 21st
Winter Vacation	December 23rd to February 28th

B. Class Hours and Time Table

1. Seoul Campus

Period	Time(50-minute classes)	Period	Time(75-minute classes)
1	09:00~09:50	A	09:00~10:15
2	10:00~10:50	B	10:30~11:45
3	11:00~11:50		
4	12:00~12:50	C	12:00~13:15
5	13:00~13:50	D	13:30~14:45
6	14:00~14:50		
7	15:00~15:50	E	15:00~16:15
8	16:00~16:50	F	16:30~17:45
9	17:00~17:50		
10	18:00~18:20	G	18:00~19:15
11	19:00~19:50	H	19:30~20:45
12	20:00~20:50		

2. Anseong Campus

Period	Time(50-minute classes)	Period	Time(75-minute classes)
1	09:30~10:20	A	09:30~10:45
2	10:30~11:20	B	11:00~12:15
3	11:30~12:20		
4	12:30~13:20	C	12:30~13:45
5	13:30~14:20	D	14:00~15:15
6	14:30~15:20		
7	15:30~16:20	E	15:30~16:45
8	16:30~17:20	F	17:00~18:15
9	17:30~18:20		
10	18:30~19:20	G	18:30~19:45
11	19:30~20:20	H	10:00~21:15
12	20:30~21:20		

C. Academic Load

The following course loads per semester apply to all international exchange students. No student will be allowed to exceed the maximum.

Study Level	Number of Units		Remarks
	Minimum	Maximum	
Undergraduate	1	19	
Graduate	1	9	Additional 6 undergraduate units available (from the College of General Education only)

※ All Exchange students can register for courses within the maximum and minimum limits, but should firstly consult and gain permission on the required course load from the coordinator of their Home University.

※ An undergraduate student may register up to 6 units of graduate courses (GSIS courses only) only with the professor's permission.

※ The conversion to ETCS is as follows: **1 ECTS = 0.6 CAU Credits; 5 ECTS = 3 CAU Credits**

D. Course Registration Guidelines

The Course Registration Period is **one month before each semester begins**. Students may register online through the CAU PORTAL Registration Page (<http://m.portal.cau.ac.kr>).

1. Registration should be completed by students online within the given period.
2. As registration procedures are computerized, students are responsible for their course selection.
3. Students cannot take courses that overlap in the same hour.
4. Every course has limited seats for enrollment.
5. Students may take courses offered by other departments as electives. However, students should present necessary documents (i.e. academic transcript) if the courses are upper division classes with prerequisite requirements.
6. Students are responsible for completing their own registration. No credits will be given for courses without appropriate registration.
7. Students may not add courses that overlap with preregistered courses on the "My Class" menu on the CAU PORTAL System.

E. Final Registration (Add & Drop) Guidelines

Students can modify their initial registration on the CAU PORTAL Registration System for the first 6 days after each semester begins. During the Add & Drop Period, seat availability is very limited so please be careful and check the availability of courses you would like to add before you drop the courses you already registered.

1. Students are allowed to add courses only if enrollment spaces are available.

Enrollment spaces are shown in 4 categories according to the offering department and intended study year of the course:

- ① for students belonging to the offering department with corresponding study year of the course
- ② for students belonging to the offering department with other study year
- ③ for students belonging to other departments including those in minor programs
- ④ for students in the double major program.

All international students should refer to the numbers of remaining spaces shown in categories ①, ② or ③ according to their department and major at CAU. If the category of the student falls under is full, the course cannot be registered.

2. If students are unsure about their course selection, it is recommended that the student consults with the lecturer about that course.
3. Students are solely responsible for their registration. Those who receive an F due to registration errors will not be eligible for grade reconsideration petitions at the end of semester. It is important to be aware of the drop/add and withdraw dates.
4. The university may partially delete or modify students' registration when there is a violation of the rules in registration.
5. No courses can be added after the final course registration period, no exceptions.

F. Add & Drop for Korean Language Courses

Adding Korean Language and Korean Studies courses offered by the International Office can be done via CAU PORTAL Registration. Adding these courses on the CAU PORTAL System will be restricted during the regular course registration period to control the number of regular CAU students registering for the courses. Students can add and drop courses on Korean Studies during the final registration period on the CAU PORTAL System.

G. Confirming Registration

1. Students are strongly recommended to check if their online course registration is correctly reflected in the “수강신청” section -> "My Class" menu, in the CAU PORTAL system.
2. Students should also check for class status changes, including time changes and cancellation.
3. Students will not receive credits if their registration on the Web does not reflect the courses they actually take, even if they attend classes and take the midterm and final examinations.
4. Students can view the course descriptions through:

http://cautis.cau.ac.kr/TIS/websquare/websquare.html?w2xPath=%2FTIS%2Fstd%2Fusk%2FsUskSif005_eng.xml

H. Course Withdrawal Guidelines

During the 4th week of the semester, students are permitted to withdraw from courses by deleting courses on the PORTAL System. **Courses may not be added and only course withdrawals are allowed.**

1. Students must complete course withdrawal by themselves by confirming the final course list for the semester on the PORTAL System during the designated withdrawal period.
2. If a student formally withdraws from courses and the registration record confirms the withdrawal, the transcript will contain no indication of that course.
3. Each course listed on a student's "수강신청" -> "My Class" menu after the withdrawal period will appear on the student's transcript.
4. Course withdrawal is only available for undergraduate courses, **not graduate level courses.**

I. How to find your classrooms

1. After logging into your portal and selecting "수강신청", you can direct yourself to the "My Class" page. The course information will be listed for each enrolled class.

Code	Course Title	Class	Credit	Lecturer	Date-Time
4903-01	EPISTEMOLOGY	3	MIRSA, Seo	FPJTB3, College of Liberal Arts, College of Education 511호 <강의실>	
4905-01	PHILOSOPHY OF SCIENCE	3		TA0410 30-1145 / WED 10:30-11:45, College of Liberal Arts, College of Education 621호 <강의실>	
		Total credits	6		

*Please refer to Appendix #4 Campus Map for the location of the buildings

J. Grading Scale

Students may be given up to 4 exams, 2 of which are midterm and final exams during the assigned period.

Letter Grade	Earned Point	Grade Point	100% Scale
A+	Over 95	4.50	97
A	94-90	4.00	92
B+	89-85	3.50	87
B	84-80	3.00	82
C+	79-75	2.50	77
C	74-70	2.00	72
D+	69-65	1.50	67
D	64-60	1.00	62
P	PASS	N/A	N/A
F	Below 60	N/A	N/A

1. Academic Standards

There are 9 grade levels. Grades are made on a curve and are only given to a certain proportion of students in the class; A+ and A are 15-30%, and B+ and B are 30-35%, etc. However, this kind of grading does not apply to international exchange students and some courses.

2. Related Regulations

Points earned by attendance are limited to 10% of the total grade. Students who take either a midterm or a final exam, and submit an Exam Noncompliance Report due to medical, military and other reasons may earn a course grade based only on the exam they take.

※ It is the student's responsibility to talk to the Lecturer/Professor and confirm the specifics of the grading policy.

※ It is the student's responsibility to confirm credit transfers with their home University and Chung-Ang University.

K. Course (Teaching) Evaluations

*Period : Spring semester - June 3rd to 28th / Fall - Dec 2nd to Dec 26th

1. Anonymous course (teaching) evaluations are conducted using the PORTAL System.
2. It is mandatory for students to complete the evaluation of their courses.
3. **Students who fail to complete the course evaluation during the designated period will be restricted access to their final grades until the end of the Grade Confirmation Period, and therefore will lose the opportunity for grade appeals.**
4. Students' evaluation of courses & teaching staff is confidential. The university will not share any identifying information with any instructor or teaching assistant.

L. Grade Confirmation & Review

Students may access their course grades through the PORTAL System to confirm the given grades. Should there be questions or concerns about the given grades, students can contact the lecturer to request a review of the grade.

1. Appeals for a grade change to the lecturer should be initiated and completed by each student in a timely manner within the designated Grade Confirmation period. After the period elapses, all given grades become permanent, and no further changes will be possible.
2. Failing grades have been checked very carefully and appeals seldom result in higher grades except where a clerical error has occurred.
3. It is important to note that a student's request for grade review may be denied by the lecturer after evaluating the validity of the appeal.

M. Transcripts

The Office of International Affairs will send out transcripts free of charge for the exchange students upon completion of their study abroad term. Therefore, students who plan to study for 2 semesters will only receive their transcripts once they finish both semesters. They will be sent to the students' home university's International Office within 2 months' time. Your home university will receive the transcripts at the latest in August (Spring semester) or in February (Fall semester).

If you need to bring your transcript with you right away or you want extra copies of your transcripts, you can print out it by yourself via:

- the machine in the room next to the Office of International Affairs. You need your portal ID, password and 1,500KRW for each document.

OR

- the CAU Portal Website (Please use **Google Chrome** as it has translation capabilities)
 - Log into the CAU Portal : <http://mportal.cau.ac.kr>
 - At the top click “정보마당”>“증명서발급”> choose “Eng” to see the English version > click “Certificate Issuance”
 - If some are written in Korean, please use GOOGLE CHROME and translate into English.
 - You can choose what you need to print out (ie. transcript, certificate of enrollment, etc) and pay for the service.

N. Extension/Reduction to the Study Abroad Term

Students who wish to extend or reduce their study abroad term must notify the Office of International Affairs by the beginning of the third month (Spring semester: May, Fall semester: November). Students who choose to reduce their study abroad term must have their study abroad coordinator contact the Office of International Affairs. Students who wish to extend must follow page 13 for visa extension as well.

※ Please refer to “III. Immigration Guide - 3. Extension of Stay” for the directions on page 13.

O. Inquiries

Whenever you email any inquiries to inbound@cau.ac.kr, please ALWAYS include your CAU STUDENT ID NUMBER (ie. 5019****) and FULL NAME on the subject line of the email. In this case, it makes it easier for us to identify and help you.

I. Scholarships

To promote student exchange programs, Chung-Ang University offers special scholarships and benefits, in addition to the general benefits, based on the terms and conditions of the exchange agreement between Chung-Ang University and partner institutions.

A. General Benefits for Students from Partner Universities

1. Tuition fee waiver
(Visiting Students from Partner Universities should pay for CAU's tuition)
2. Scholarships (Global A, B and D)
3. 50% discount for tuition fee of Summer/Winter Program

< In regards to immigration, as it is a case by case situation, it is best to call 1345 for information. If you need a phone, please come by the OIA >

I. Immigration Office

Students should visit the Korean Immigration Office in order to take care of all immigration matters. More information can be found on their website.: <http://hikorea.go.kr/>

You must make a reservation online via their official website prior to visiting the Immigration Office. The GLAMs will assist you on how to make an appointment for your ARC.

A. Seoul Campus Students - Directions to Seoul Immigration Office (319-2 Singjeong 6-dong, Yangcheon-gu, Seoul)

(Hotline 1345)

Take the subway line 9 at Heukseok station; transfer to subway line 5 at Yeouido and get off at Omokyo Station. Take Exit #7. Walk straight (follow the road) toward the YangCheon District Office for 10 minutes and cross the busy street. There will be many signs pointing you in the right direction and (usually) other foreigners also walking in that direction. Go to the Administration Office on the 1st floor, take a ticket number, make sure you have the correct forms, and wait for your turn.

B. Anseong Campus Students - Directions to Suwon Immigration Office, Pyeongtaek Branch (CK Tower Floors 3 & 4, 814 Seojeongdong, 1375 Gyeonggidae-ro, Pyeongtaek)

(Hotline 1345)

Take the red bus (시외 8433) to Suwon at bus station across the Main Gate and get off at Pyeongtaek Station. Take the subway line 1 at Pyeongtaek station, and get off at Songtan Station. Take exit #3 and transfer to Songtan Bus Station to the green bus 5-1 or 99 or blue bus 1-1. Board off at Songtan Branch Office. Cross the street, and go to the Administration Office on the 3rd floor, take a ticket and wait for your turn.

* You must take care of all immigration matters at the district immigration office according to your address. For example, if your address is in Seoul, even if you are living at the Anseong campus now, you need to go to Seoul Immigration Office to take care of immigration matters and vice versa.

2. Alien Registration

A. Alien Registration

All foreign students must apply for the Alien Registration Card (ARC) within 90 days unless they were given a different status prior to arrival (i.e Korean family living abroad and government's permission). It is the document that gives you permission to leave your country and enter Korea. Once you obtain the ARC, the Korean government officially recognizes that you are a student, housed in a certain location, and not doing anything illegal.

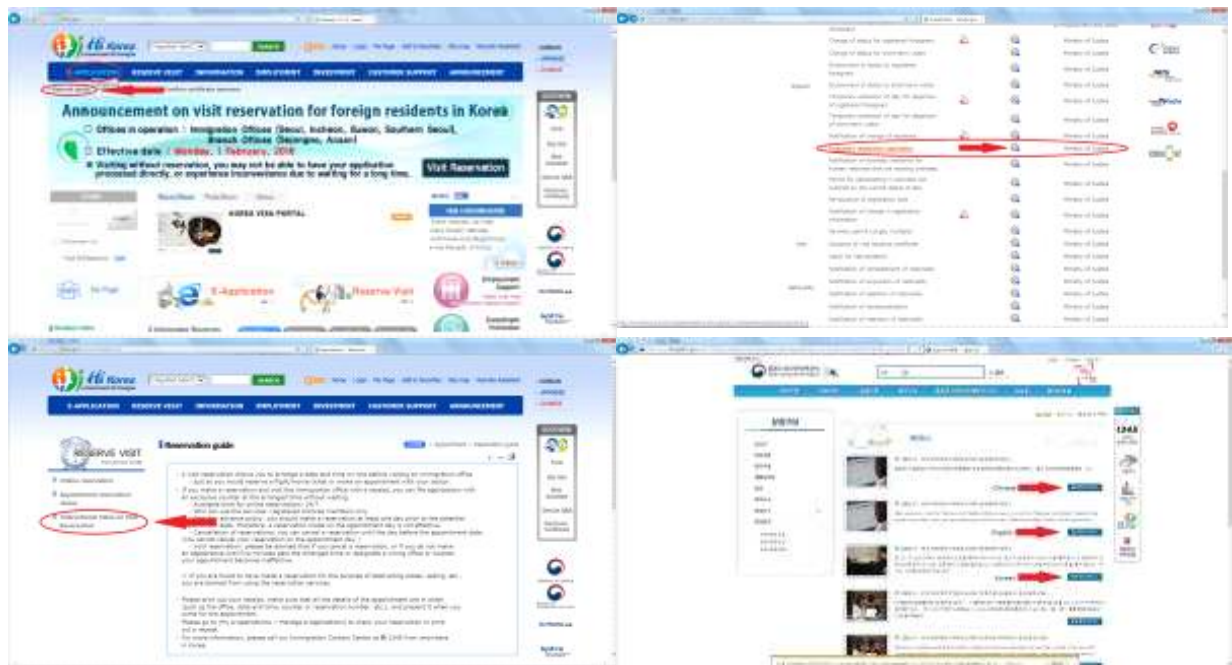
1. Required for foreigners intending to stay in Korea for more than 90 days after entry.
2. Students are strongly recommended to apply for Alien Registration soon upon their arrival. You are legally protected upon foreigner registration. Those without Foreigner Registration may have limits on activities.
3. If you leave Korea before you receive your ARC, whether it be for a trip or another matter, you will not be allowed to re-enter Korea since your student visa will be not valid anymore. However, once you receive your ARC, you may leave and enter Korea freely during your study period.
4. For the students from the 18 countries (China, Sri Lanka, Russia (Federation), Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, and Kyrgyzstan) you might be asked by the Immigration Office to provide a TB test result from the the Dongjak Public Health Center. If so, please contact the Office of International Affairs at CAU for help.

B. Required Documents

1. Passport
2. Application form (downloadable at the Immigration Office homepage)
3. 1 photo (3.5cm x 4.5cm)
(Seoul Immigration Office has a photo booth, KRW 8,000)
4. Approximate Process Fee: KRW 30,000 (Government Revenue Stamp)
5. A Certificate of Enrollment (will be given from the office a few weeks after arrival)
6. A Certificate of Residence
(for those who are living in the dormitory: will be given by OIA a few weeks after arrival
for those who are living off-campus: must prepare by themselves)
7. TB results if requested by Immigration Office.

C. Issuing an Alien Registration Card

1. You must create an account and make a reservation online at <http://hikorea.go.kr/>



2. The website also has English, Japanese, and Chinese pages available. The GLAMs will assist you if you have difficulties.
3. Use your dorm address (see pages 19-20)
 - ※ **After making the reservation, make sure to print out the reservation receipt.**
 - ※ If you do not have a Korean mobile phone number, please contact the Immigration Office (Ph. 1345) about what steps you should take.

Please join us at the Global Lounge for the ARC Reservation Information Session:

Mar 4 ~ Mar 8	10AM ~ 5PM on each day
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D. Re-issuing an Alien Registration Card

1. 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, sex, birth date or nationality)
2. Application for re-issuance must be made within 14 days of above reasons occurring
3. Required documents for re-issuance
 - Passport
 - Application form for re-issuance of Alien Registration card
 - Document stating reasons for re-issuance application (indicate the place where lost)
 - 1 color photo (3cm x 4cm)
 - Old registration card (if an existing card is rendered useless from wear/tear, lack of space, or change of details arise as per Article 35 Section 1 of the Act)
 - Approximate Process fee: KRW 30,000 (Government Revenue Stamp)
4. Re-issuance location: Local Immigration Office

E. Returning an Alien Registration Card

The Alien Registration card must be returned to the immigration authorities upon your exit from Korea. This can be done at the airport as you pass through immigration. If you fail to surrender your ARC there will be complications leaving the country and hefty fines.

※ If you are a returning student for the next semester, you do not need to return your ARC card during the break.

F. Carrying an Alien Registration Card

1. All foreigners must carry a passport, visa or a foreigner registration card while in Korea (Those under 17 are exempt from this duty).
2. All foreigners must comply with requests to display a passport or a foreigner registration card by immigration officers or other public officers (including public administrators of city, province, or town), if they are performing their official registration-related duties.
3. Failure to comply with such requests will result in punishment as according to the Immigration Act Article 27.

G. Reporting Changes of Particulars of an Alien Registration Card

If any of the following changes happens to registered foreigners, they must report it to the local Immigration Office within 14 days from its occurrence. Changes that must be reflected in an Alien Registration card. Failure to report changes is considered a breach to the Immigration Act Article 35, and will be fined accordingly.

1. Name, sex, date of birth or nationality
2. Passport number, date of issuance or expiration date
3. Details of the organization (including name changes) that visa holders belong to
4. Change of residence address

Required Documents

Report to the local Immigration office with the necessary documents. It may be made in person or through an appointed agent.

1. Passport and Alien Registration card
2. Application form of Report on changes of particulars of Alien Registration card (downloadable at Immigration Office homepage)

H. Expiration of Alien Registration Card

Your student visa and ARC are only valid during your study period. That means your ARC will expire 30 days from the end of the semester, regardless of the expiry date on your ARC. (Spring Semester: June / Fall Semester: December). So you must leave with the 30-day time frame.

3. Extension of Stay

A. Permission for Extension of Stay

Those who seek to extend their period of stay prior to the expiration of their current one should apply for a visa extension. It is the students' full responsibility to follow immigration law and extend their ARC.

B. Application Period for Extension

Application Eligibility : Foreigners who visited for study or research activity in minor college or higher level of educational/academic institute can apply for extension of stay 4 months before the expiration date of the current status. In case of applying for the extension after the expiration date, **the individual shall pay the penalty** according to Article 25 of the Immigration Act.

The individual must make an online reservation before visiting the Immigration Office in person.

C. Required Documents

A principal or principal's agent shall prepare the required documents to the Immigration Office of the jurisdiction.

Students must notify the Office of International Affairs before the 3rd month of each semester (Spring semester: May, Fall semester: November) for an extension and documentation requests.

Each category of visa may require additional documents:

1. Passport and ARC
2. Application form (downloadable at Immigration Office Homepage)
3. Certificate of Registration/Enrollment
4. Document proving financial ability: financial statement of minimum \$6000 USD (only if student's overall GPA is below 2.0/4.5)
5. One official transcript
6. Invitation for Study Extension from CAU
7. Certificate of Residence (if living in the dormitory)
8. Process Fees (tax stamp KRW 60,000)

The Office of International Affairs will provide numbers 5-7.

- ※ According to the personal visa status, the immigration office may require additional documents.
- ※ Call 1345 to confirm the information above.

D. Standard of the Review of Permission for Extension of Stay

1. Appropriate purpose for continuous activities of abroad study or research
2. Foreigners who belong to any of the cases below can be refused for extension of stay:
 - A foreigner who intends to supply learning expenses through domestic employment activities
 - A foreigner who intends to engage in employment activities rather than learning
 - A foreigner who had temporary absences from school

- ※ For more information, please call the Immigration Hotline: 1345

I. Insurance

It is mandatory for every exchange/visiting student to obtain travel medical insurance. Students should comply with the following guidelines:

- Students can be insured by insurance from their home country or Korea.
- The insurance policy should cover sickness, accident and death during their study at CAU.
- **If insurance coverage from students' home country stays valid during their stay in Korea, students need to submit the certificate of insurance written in English to the International Office. (Submit digitally to inbound@cau.ac.kr or in person) Be sure to double check that the insurance plan is valid in South Korea; if not, you must purchase the Dongbu insurance plan.**
- In case the insurance expires before finishing the program, students have to resubmit the copy of insurance policy or the notarized document after renewal or reapplication of the insurance policy.
- Students may also purchase "Overseas Student's Insurance" from Dongbu Insurance, which is recommended by the International Office, for around 50,000~70,000 KRW on the day of Orientation.

2. Insurance (Dongbu)

A. How to obtain

1. You will be able to purchase the insurance for around 70,000 KRW on the day of Orientation..
2. If you are unable to attend orientation or missed your chance to purchase it at orientation, a representative will be in the International Office during March 4 to ~ March 8 (10AM to 5PM).

B. How to Claim Insurance if visiting Chung-Ang University Hospital

The Dongbu insurance plan is a refund/reimbursement based process:

1. Before receiving treatment, please visit the International Team which is located at the basement floor of the main building of the Chung-Ang University Hospital building.
2. If you are not able to find the International Team, please go to Customer Service Center located at the basement floor of the main building of the Chung-Ang University Hospital.
3. When paying for your treatment, tell them you are insured under through Dongbu Health Insurance that is provided through Chung-Ang University and show them your health insurance card. If you are paying for the treatment after seeing the doctor, please bring your bank booklet with you.
4. You will pay a flat co-pay and will not have to upload your treatment payment to the <http://n.foreignerdb.com/chungang1> website.
5. You can login with your Student number(ex.5019****) + password(111111).

C. How to Claim Insurance in General

■ Using Kakao

1. Login on the website: (<http://n.foreignerdb.com/chungang1>) using your student number, Alien registration number, or Passport number and password.
2. On the menu click the menu “My information”, then “Download Claim report”, and print it. Please fill out all necessary information needed.
3. Search and Add our KAKAO ID ENGLISH SERVICE : INSCLAIM / CHINESE SERVICE : CLAIMS
4. Prepare all documents needed for claiming (refer to the menu “Needed Documents for Claiming”), individually photograph it accurately and clearly, then send to KAKAO.
5. If there is no problem with your documents, you can get your payment in a minimum time frame of 3~5days (except weekend, holiday). If there are more documents needed, the Dongbu Insurance will contact you to request the document additionally.

■ Using website for claim

1. Login on the website:
(<http://n.foreignerdb.com/chungang1>)usingyourstudentnumberorAlienregistrationnumberorPassportnumberandpassword.
2. Click the menu “My information” and click “Download Claim report” and print it then fill out all information.
3. Prepare all documents needed for claiming (refer to the menu “Needed Documents for Claiming”), individually scan or photograph it accurately and clearly, then compress all documents, and upload to “My information” → “Upload Documents for Claim”
4. If there is no problem with your documents, you can get your payment in a minimum time frame of 3~5days (except weekend, holiday). If there is more needed document, then will contact you to request the document additionally.

D. General Information

1. If you purchased the Dongbu Insurance and get sick, you should get treated at the CAU Hospital rather than another hospital. At the CAU hospital, you will only pay a single co-pay without the hassle of uploading many documents and waiting for the insurance company to refund you your deductible.
2. The maximum deductible per day is 250,000 KRW. Therefore, if you are going to go over the maximum deductible, you should split your treatments day by day so you can receive the full benefit of your insurance.
3. Make sure to read the coverage information closely.

E. Not Coverage List

- Voluntary Accident
- Violation of the insurance contract (Previous illness)
 - Injuries caused by accidents overseas or diseases being treated previously
- Dental care(Disease codes K00~K08) : cavity/tooth(wisdom) extraction/scaling/whitening...
- Herbal(oriental) treatment medical expenses
- The clinical care and checkup cost which is not related to the doctor’s observations
- The cost of medicine without a doctor’s prescription

- Checkup, Vaccination, Nutritional supplements
- Unrelated medical expenses (Crutches, Wheelchair, Artificial limb, etc.)
- Medical expenses incurred due to treatment aimed at improving appearance
 - Eyelid surgery, gum surgery, rhinoplasty, breast augmentation or reduction, liposuction, rhytidoplasty, etc
 - Glasses, contact lenses, eye surgery for vision correction
 - Freckles, hirsutism, baldness, poliosis, rhinophyma, moles (birthmarks), warts, acne, hair loss
- Non inflammatory disorders of female genital tract caused by habitual abortion, infertility and artificial insemination (Disease codes N96~N98)
- Pregnancy, childbirth (including caesarean), postpartum hospitalization (Disease codes O00~O99)
- Congenital brain disease (Disease codes Q00~Q04)
- Mental disease and behavior disorder, depression... (Disease codes F04~F99)
- Sexually transmitted diseases and urinary tract infections (Disease codes A50~A64, N39, R32)
- Rectal or anal diseases do not correspond to the national health insurance law or medical care benefits (Disease codes I84, K60~K62, K64)
- Accidents due to alcohol / Traffic Accidents / Motorcycle accidents / Ambulance
- Medical records before the start date of the policy
- Article which is not covered in the insurance policy (terms)

[Mid-contract termination]

- The insurance period must be remained at least one month to Mid-contract termination. Also, there must be no claims records.
- Necessary documents : Copy of Alien registration card, Copy of Bank book

※ Call 02-722-3200 for customer service.

※ For more information, please visit www.foreignerdb.com/chungang1

F. Insurance Coverage limit

1. Accidental death and Disability : Max 50,000,000 won
 Accidents caused by sudden and foreign interferences that results in death or disability.
 (Death or disability that occur within one year from the date of the accident)
2. Sickness death : Max 10,000,000 won
3. Injury or Sickness Medical Reimbursement (Domestic, Inpatient) : Max 30,000,000 won
 In case of illness or accident, the insured gets hospitalized in a domestic medical institution for medical treatment, the Company will pay the medical expenses including hospitalization within the limits of the insured amount as follows : Hospital room, hospitalization expenses and surgery expenses : an amount equivalent to 80% cover
4. Injury or Sickness Medical Reimbursement (Domestic, Outpatient) : Max 250,000 won
 When going to the hospital, if the insured undergoes medical treatment as an outpatient in a domestic medical institution, the Company will pay medical expenses minus the deductible per each outpatient's treatment within the limits of the insured amount
 - Deductible : The large amount of these two things, '20% of the medical expenses' and 'hospital deductible rating'
 - Hospital deductible rating : 10,000won for a clinic, 15,000won for a hospital, 20,000won for a general specialized hospital

5. Injury or Sickness Medical Reimbursement (Domestic, Prescription) : Max 50,000 won

When going to the hospital, if the insured gets prescriptions from a domestic medical institution as an outpatient, the Company will pay the medical expenses minus the deductible per one prescription within the limits of the insured amount

- Deductible : The large amount of these two things, '20% of the medicine fee' and 'basic deductible rating'
- Basic Deductible amount : 8,000won

6. Liability of Reparation : Max 10,000,000 won

The insured covers within maximum amount insured if one has accidents in daily life (accidents concerning the management of property other than one's own residential area are not included)

- Deductible : 20,000won

7. Evacuation / Repatriation : Max 10,000,000 won

- In case of death incurred by an accident or illness, the remains will be transported within 1 year from the date of the accident or disease occurrence and the costs of transportation, search and rescue, airfares will be refunded to the legal heir.
- In case of disappearance, the costs of search and rescue by plane or ship will be refunded.
- If the insured is hospitalized over 14 days, there is a relief cost of transportation and accommodation that will be refunded. (2 guests/within 14days)

♣ Except in case the insured underwent a medical examination and treatment due to a past disease coming under the matters of "Duty of Declaration Before Contract."

※ Please note that the coverage amounts are subject to change.

3. Medical Check-up

Medical Check-up is mandatory for all exchange/visiting students living in the dormitory.

The TB test results should be administered 2 months prior to entering the dormitory. Send a scanned ENGLISH copy to inbound@cau.ac.kr and bring that copy when you arrive to Korea.

If you don't live in the dormitory, it is not required unless your nationality is one of the following 18 countries: China, Sri Lanka, Russia (Federation), Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, Malaysia, East Timor, and Kyrgyzstan.

If your nationality is among one of the 18 countries mentioned, for your ARC you might be asked by the Immigration Office to provide a TB test result when you apply for your Alien registration card if you did not submit a TB test result when you applied for your student visa. If so, please contact the Office of International Affairs at CAU for help.

4. Medical Facilities

In case of minor illness or injury, students can receive a consultation service regardless of medical insurance at the Student Health Center.

A. Student Health Center

1. Seoul Campus
 - B3 floor, Centennial Building (Bldg. 310)
 - Tel. 02-820-6338~9
2. Anseong Campus
 - 1st floor, College of Foreign Languages (RM #2108).
 - Tel. 031-670-3518~9

When serious medical attention is needed, students can receive medical care at the Chung-Ang University Hospital, the affiliated hospital of the university, at a reduced price. The hospital is located right next to Seoul Campus and runs the International Healthcare Service Centre to cater to foreign patients with English interpretation service for overall procedures.

B. Chung-Ang University Hospital

224-1 Heukseok-dong, Dongjak-gu, Seoul, Korea
International Healthcare Service Center Tel. 02-6299-3025 (cauic@caumc.or.kr)
Emergency Medical Information Center Tel. 02-1339

C. Anseong Hospital

17, Gosu 2-ro, Anseong-si, Gyeonggi-do, Korea
Main Representative Number : Tel. 031-8046-5000
Emergency Room Number : Tel. 031-8046-5119

5. Immunization

Korea is by far a very safe country. In some Southeast Asian countries, it is advised to get proper immunization shots to protect you from malaria and other diseases, however there are not many warnings about being affected in Korea.

I. Dormitory (TB Test Result Required for Entry)

- Students must reside in the dormitory if they selected it as their housing option when they applied for exchange in CAU and attend the mandatory dormitory orientation.
- Students granted free housing must reside in the dormitory, according to the agreement between CAU and the students' home institutions.
- Students should comply with all the dormitory rules.
- Dining schedules, dormitory events, and relevant rules are posted on the bulletin boards.
- Those who are exempted from the dormitory fee still have to pay for their meals.

A. Seoul Campus Dormitory



Seoul Campus Dormitory Fee				
Blue Mire Hall Dormitory (per semester)	Fee	1,298,000 KRW		
	Account	You will get the invoice during the 3 rd week of the first month in the semester from the OIA		
	Deadline	end of the first month of the semester		
Meal Tickets (per month)	Fee	Meal Tickets (per month)	15	162,000 KRW
			25	260,000 KRW
			35	350,000 KRW
			50	500,000 KRW
	Account	Meal plans are optional, you may apply for them at the dormitory management office (bldg.309, 2F)		

※ Exact prices are subject to change.

- The exact amount will be informed to you upon your arrival.
- If you must withdraw money from your foreign account, we suggest you do so in advance so you do not run into any issues and delay payment.
- International Bank transfers are not acceptable.

Blue Mir Hall	
Rooms	Twin Room, Wi-fi, LAN internet services, phone lines, and bathroom
Facilities	water purifier, ice dispensers, refrigerators, microwaves, vending machines, computers, printers, TV, couches, tables, laundry room, ATM (Woori bank), cafe, convenience store, mail room, dining hall, and fitness center
Address	<p>Men's Dormitory: 84 Heukseok-ro, Dongjak-gu, Seoul, South Korea Blue Mir Hall, Building A, Rm# (Your room #) Zip code: 06974 서울시 동작구 흑석로 84 중앙대학교 블루미르홀 A동 (Your room #)호 우편번호 06974</p> <p>Women's Dormitory: 84 Heukseok-ro Dongjak-gu, Seoul, South Korea Blue Mir Hall, Building B, Rm# (Your room #) Zip code: 06974 서울시 동작구 흑석로 84 중앙대학교 블루미르홀 B동 (Your room #)호 우편번호 06974</p>

B. Anseong Campus Dormitory



※ Exact prices are subject to change.

Anseong Campus Dormitory Fee				
Dormitory (per semester)	Fee	Men's dormitory	Yeji 2-dong (bldg.703)	810,000 KRW
		Women's dormitory	Myeongdeok 1-dong (bldg.704)	810,000 KRW
	Account	Woori bank, 1005-200-921508 Account Holder : Chung-Ang University		
	Deadline	end of first month in semester		
Meal Tickets (per semester)	Fee	Meal Tickets (per semester)	60	186,000 KRW
			100	300,000 KRW
			140	406,000 KRW
			200	580,000 KRW
	Account	You may purchase tickets in bulk at the cafeteria Account Holder : 두메푸드바스켓(주) 중대학생식당(031-670-3574)		

Anseong Campus Dormitory	
Rooms	Twin Room, Wi-fi, LAN internet services, phone lines, and bathroom(in the middle of each floor)
Lounge Facilities	TV, microwaves, vending machines, study room, and computer lab
Campus Welfare Center Facilities	gym, stationery store, cafeteria, badminton court, tennis court, and basketball court, and golf course (next to Myeongdeok 2-dong)
Address	<p>Men's Dormitory: 4726 Seodongdae-ro, Daedukmyun, Anseong City, South Korea Yeji 3-dong (bldg.703), Rm# (Your room #) Zip code: 17546 경기도 안성시 대덕면 서동대로 4726 중앙대학교 기숙사 예지2동 (Your room #)호 우편번호 17546</p> <p>Women's Dormitory: 4726 Seodongdae-ro, Daedukmyun, Anseong City, South Korea Myeongdeok 1-dong(bldg.704), Rm# (Your room #) Zip code: 17546 경기도 안성시 대덕면 서동대로 4726 중앙대학교 기숙사 명덕1동 (Your room #)호 우편번호 17546</p>

* Cafeteria :

- Students can purchase meal tickets at the cafeteria desk.
- Exchange students can purchase their own student meal plan on their own by visiting the Dormitory Management Office.

* How to purchase meal ticket

- Go to the student cafeteria desk and register how many tickets you want to buy.
- Pay meal fee by going to a bank or using an ATM machine. Ticket will be printed after the machine receives the money.
- Submit the ticket to the cafeteria desk and take a meal card.

C. Notice

- Curfew: Dormitory Gate closes at 1:00am and opens at 5:00am in Seoul Campus (closes at 1:00am and opens at 6:00am in Anseong Campus) except during the midterm and final exam seasons.
- Items prohibited in the dormitory : electric heating appliance, gas stove, inflammable material, items taking up too much space, etc.
- In the dormitory, you must separate your trash.

D. How to Pay for the Dormitory

Students must pay for dormitory in Korean currency, won (KRW). The school will only accept Korean bank account transfers. No international bank transfers can be made.

E. Winter/Summer Housing for Continuing Students

Students who agreed to 2 semesters of exchange student program are permitted to stay in the dormitory during the breaks between the school semester. They will be notified about the housing options by either the OIA or the Dormitory Management Office.

VI Student Life

1. CAU Exchange Social Media

Global A scholars working at Office of International Affairs provided a service just for exchange students called the *CAU-EX*. It includes very useful information including: must have applications in Korea, enjoyable places in Korea, how to use the service of the library, Clubs at CAU, etc. We currently have a blog, youtube and Instagram page.

- ※ <https://cauexchange.blog>
- ※ https://www.youtube.com/channel/UCBxSxDSt1s9iX_-3J2mxQyA
- ※ <https://www.instagram.com/cauexchange/>

2. CAU Ambassador Program

A. CAU Global Ambassador (GLAM)

The CAU Ambassador Program is designed for Korean students and international students to gain a better understanding of each other's culture. There are 20 Korean student volunteers to help you with necessary things such as:

1. Airport Pick-up
2. Assistance on course registration, opening a bank account, ARC reservation
3. General orientation on local life and transportation
4. Introduction to Korean culture

For more important matters, approach the International Exchange Student Advisor at the International Office.

3. Transportation

A. Card

Transportation cards are for public transportation use. You can purchase a "T Money" card which costs about KRW 2,500 at convenience stores, subway ticket counters, or bus ticket vendors at any bus stop. You can also add money to it at subway ticket counters or convenience store. To use, you can scan the card on the sensor in the subway entrance or in a bus. When you no longer need the card, return it to any card vendors to get the card deposit back and the money left. (*Transfer discounts are for card holders only.) Your bank card made with Woori bank will also double as a T Money card.

B. Public Transportation

1. There are two subway systems surrounding CAU. The first subway station close to CAU, is Heukseok Station (흑석역) which is on Line #9. It is a 15 minute walk from CAU to the subway station. The second station is Sangdo Station (상도역) on Line #7. It is about a 10 minute walk from back-gate.
2. When coming back to Heukseok station on line #9, please make sure to differentiate between the express line and the normal line. The express line does not stop at Heukseok Station.
3. There are many buses around campus. Students often take buses #01, #10, #21, and #5511 because they run the hill surrounding campus. It is a quick way to get from back-gate to the subway station or go from front-gate to back-gate.

4. Student ID Card

You need a student ID card in order to access school facilities on campus. With your card you can access the library and locked building. Your student ID card is connected with your bank account (debit card) and acts as a transportation card. Students can also get discount at some places if you show your student ID card (i.e. bus tickets, on-campus restaurants, ect.)

5. Money Exchange

You can exchange money at any bank with your passport. You generally do not need to pay commission for exchanging money because the service charge is already included in the exchange rate. **Banks located on campus offer better exchange rates for students.**

6. Bank Account

Every international student is required to open a bank account with Woori Bank. Your Woori bank account and your student ID are connected. The GLAMs will help you apply for this during the Orientation. You will need an application form, passport, and passport photo.

7. ATM

Cash is widely used, and therefore ATMs are easy to find. All ATMs have the option of changing the language from Korean to English. Finding an ATM machine that accepts foreign debit cards might be more difficult, but not uncommon. Look for "GLOBAL ATM". However, ATM machines in most subway stations are able to accept foreign debit cards.

A. Hours of Operation

- Woori Bank is open from 9:00 a.m. to 4:00 p.m. (Mon-Fri). ATM service is available until 11:00 p.m.
- You may be charged a small fee for withdrawal or transfer service after regular business hours (9 a.m. ~ 5 p.m.).

B. How to Check the Balance Using Bank Book

Use an ATM. Insert your account book and press <통장정리> button. Press <-> button to proceed. Some ATMs might automatically turn a page of your account book.

C. Money Withdrawal

You may withdraw money at the bank or ATMs. When you go to the bank in person, you should take the number slip for service. Ask the bank clerk for help if you need it. When using the ATM, you need to insert the debit card, type in your password, select the amount you want, and push the <확인(confirm)> button. Money is withdrawn in Korean won.

D. How to Transfer Money to Another Account

Use an ATM and insert your bank book or debit card. Press <account transfer> → select the name of receiving bank. <Woori> → Enter the account number of the receiver. → confirm → Press <won> → confirm. Make sure the name of the account matches your intended receiver.

E. How to Receive an Overseas Transfer from Your Home Country

- In order to receive money from your home country, you should notify the sender the name of the bank and address, your name, your bank account number and the swift code.
- Seoul: Woori Bank, Chung-Ang University Branch, 84 Heukseok-Ro, Heukseok-Dong, Dongjak-Gu, Seoul, Korea



8. Telephone Calls

A. Cellular Phone

A cellular phone is purchasable at a mobile communication shop with your passport and foreign registration card. The device costs between KRW 70,000 to KRW 100,000, excluding the basic call charges. The basic call charge starts from KRW 30,000. The price may vary depending on location.

B. Calling On-Campus

You may reach any office on campus by dialing the four-digit extension number using campus phones. Ex) International Student Office : Dial (6124/6744)

C. Calling Off-Campus

If you decide not to purchase a phone or SIM card during your time, you may call any off-campus locations by using a public phone with a telephone card or coins. Telephone cards are available at most stores, stationary stores, or news-stands. For long-distance calls, you should dial an appropriate area code, and country code for international calls.

(Ex.1) Seoul to Anseong : 031-670-3585 / Anseong to Seoul : 02-820-6124

Seoul to Seoul : 820-6124 / Anseong to Anseong : 670-3585

(Ex.2) From a foreign country to Korea

To Seoul : 82-2-820-6124 / To Anseong : 82-31-670-3585

9. Global Lounge (Korean Lounge)

All exchange/visiting students are welcome to visit the Global Lounge located in Rm.B105 of the library (building 204) near Strada Cafe. The Global Lounge operates with three sections; English/French/Korean Lounge. For exchange students, there is the **Korean Lounge which runs from 9am to 10am on Monday to Friday.** Exchange/visiting students who are interested in learning and improving their Korean skills will have the opportunity to engage in conversation with Korean students at the Korean Lounge. It will be open for two periods during each semester, refer to the calendar for exact dates.

1. CAU Korea Exploration Program (CKEP)

Every semester, the Office of International Affairs at CAU offers 3~4 Cultural Events for exchange/visiting students. The event schedule and information are announced via email, Kakao, or Facebook page. You will need to apply to attend the cultural events by following the instructions on the email then contacting your GLAM. Failure to attend an event after signing-up will ban you from further events during your stay at CAU.

2. CAU Global Fair

Every October, CAU promotes our partner universities to our local students at an event called Global Fair. At the Global Fair, our exchange students become an ambassador and have the chance to promote your university to CAU students! There will be an orientation and briefing for the Global Fair, and attendance is mandatory. If a student fails to attend, they may face consequences in the CKEP event seating.

3. Clubs (Seoul Campus)

CAU has many clubs for students to join. However, many clubs do not speak English.

* Some activity fees might be charged depending on the individual club.

* For more information, check the Club Guide Book which will be sent via email.

No.	Name	Location	Activity
1	Nalparam	Bldg 107 Rm.314	TaeKwonDo
2	Uihyeolkum	Bldg 107 Rm.316	Korea Gumdo
3	Judo Club	Bldg 107 Rm.302	Judo
4	Haedong Kumdo Department	Bldg 107 Rm.301	Haidong Gumdo
5	Sonjitsarang	Bldg 107 Rm.411	Sign Language Volunteering
6	MRA	Bldg 107 Rm.511	Public Service Volunteering
7	Manhwadure	Bldg 107 Rm.415	Cartoon
8	Munhakdonginhoe	Bldg 107 Rm.416	Literature
9	Art Time	Bldg 107 Rm.401	Art
10	American Football Team (Blue Dragons)	Bldg 107 Rm.105	American Football
11	Giants	Bldg 107 Rm.311	Basketball
12	Nuriwoollim	Bldg 107 Rm.609	Protest/People's Song
13	Rubato	Bldg 107 Rm.607	Orchestra
14	MuSE	Bldg 107 Rm.605	MIDI Composition
15	Da C Side	Bldg 107 Rm.604	African-American Music
16	Dance P.O.zz	Bldg 107 Rm.611	Street Dance
17	UNSA	Bldg 107 Rm.403	UN Mock Debate
18	Bikkom	Bldg 107 Rm.305	Free Debate
19	Navigators	Bldg 107 Rm.110	Protestant bible study
20	CCC	Bldg 107 Rm.109	Protestant worship
21	CUSCM	Bldg 107 Rm.103	Protestant worship
22	Yacht Team	Bldg 107 Rm.113	Sailing
23	CECC	Bldg 107 Rm.406	English Conversation
24	Racketdan	Bldg 107 Rm.309	Table tennis
25	Sygads Palace	-	Heavy metal music

※ There maybe other clubs that accept exchange/international students, if you would like to find out more, contact them individually.

4. Clubs (Anseong Campus)

You can join various clubs at Student Union Hall, Anseong Campus. Keep in mind that not all clubs can speak English. Please contact your GLAM if you need assistance.

Department	Club (Romanized)	Activity	Location (building number 611)
Performance (12)	Kavande	Samulnori	101
	Kkumteuri	Hip Hop, Dance	205
	Broadway	Musical, Drama	118
	Sanha	Protest song	112
	Sedae	Drama	117
	Sipjamae	Acting	
	Chung-ang-geughoe	Theater planning	111
	Harmony	Choir	
	EADGABESS	Classic guitar	
	G.M.C	Magic	109
	Outribe	Hip Hop, R & D, Jazz	
SeekerS	Rock band	119	
Culture (5)	Geulimjachajgi	Film	
	Cheonglyong-eum-agsil	DJ	
	Haiyangmang	Board game	
	E.L.P.A	Photography	
	SKY	Music Appreciation	203
Volunteer (7)	Rotarex	Volunteer work	
	Daehaghuimang	Social participation	
	Mil-al	Educational service	301
	Saepum	Volunteer services in rural areas	305
	Sonjis-salang	Sign language education	110
	Yuseuhoseutel	Travelling	306
	Cheongsolhoe	Volunteer work	209
Religion (7)	Yesujeondodan	Christianity	
	Gatollighagsaenghoe	Catholic	208
	C.C.C	Christianity	206
	CUSCM	Christianity	
	IVF	Christianity	
	UBF	Christianity	314
	Bulgyohagsaenghoe	Buddhism	210
Sports (9)	Geomdobu	Kendo	
	San-agbu	Mountain climbing	
	Seukitim	Skiing	
	Seukinseukubeo	Scuba diving	202
	Jonadan	Basketball	
	Jung-angtaegwondo	Taekwondo	109
	Chung-angteniseu	Tennis	310
	Jikim-i	Baseball	309
	Cheonglyongchugguhoe	Soccer	308
Study (8)	CUM	Culture	
	Gwangkki	Advertising&publicity	
	Semteulgeulim	Graphics software	112
	Jangseungbaeg-i	Historical tour	204
	Chung-ang-munhakhoe	Literature	404
	Chung-ang-yutong-yeonguhoe	Distribution	
	NRC	English	317
	Sidaeilg-gi	Debate	110

※ Please contact your GLAM to join clubs at the Anseong Campus.

I. Office of International Affairs

A. Seoul Campus : 1st Floor, Main Admin. Bldg 201 (<http://oia.cau.ac.kr/>)

contact: inbound@cau.ac.kr / +82-2-820-6124

<https://www.facebook.com/cauoia>

To join the Facebook group for Spring 2019 exchange students, please search for "CAU Spring 2019 Exchange Students" using the search tab in Facebook.

- Ainsworth Lee: Exchange Coordinator for Asia
- Dong-Young Lee: Exchange Coordinator for Americas & Oceania
- Ji Hyun Kwon: Exchange Coordinator for Europe & Africa
- Mark: International Exchange Student Advisor

B. Anseong Campus : 1st Floor, Bldg 802. #24101-1

contact: inbound@cau.ac.kr / +82-31-670-3585

2. Other Offices

A. Student Health Center

1. Seoul Campus
 - B3 floor, Centennial Building (Bldg. 310)
 - Tel. 02-820-6338~9
2. Anseong Campus
 - 1st floor, #2108, College of Foreign Languages (Bldg. 801).
 - Tel. 031-670-3518~9

- It is recommended that you visit the health center before going to the hospital.
- When injured on campus, a consultation service is available regardless of medical insurance.

B. Dormitory Office

1. Seoul Campus: Blue Mir Hall : 02-881-7042
2. Anseong Campus
 - Myungduk 1 Dong : 031-610-3494
 - Myungduk 2 Dong : 031-670-3495
 - Myungduk 3 Dong : 031-610-3496
 - Yeji 1 Dong : 031-670-3491
 - Yeji 2 Dong : 031-670-3492
 - Yeji 3 Dong : 031-670-3493

C. University Operator

You can be connected to every office by mentioning the name of place you wish to call.
(Seoul : 02-820-5114/6114, Anseong : 031-670-3114)

D. Center for Human Rights

Center for Human Rights offers Gender Equality and Human Rights Education to raise our members' awareness in order to improve equal relationships and a safer sexual culture on campus.

1. Seoul Campus
 - B3 floor, #306, Centennial Building (Bldg. 310)
 - Tel. 02-820-6907~9, 6914
2. Anseong Campus
 - 1st floor, #22107, Central Library (Bldg. 902).
 - Tel. 031-670-3162

3. Campus Facilities

A. Central Library

1. Seoul Campus :

You can study in reading rooms on the 1st and 4th floor and borrow books on the 2nd floor. You can also copy materials in the copy room on the 2nd floor and search for theses in the information media room on the 4th Floor. (Central Library : <http://library.cau.ac.kr/>, 02-820-6181~6188).
2. Anseong Campus :

The Central Library is located beside the main building. You can study in reading rooms on the 1st Floor basement or 3rd Floor and borrow books on the 2nd Floor. You can also copy materials in the copy room on the 1st Floor and search for theses in the information searching room on 1st Floor. (Central Library : <http://alibrary.cau.ac.kr/>, 031-670-3555 / Copy Room 031-670-3619)

B. Cafeteria

1. Seoul Campus
 - Blue Mir Hall Cafeteria : Basement 1st Floor, Blue Mir Hall (Bldg. 308)
 - Student Cafeteria : Basement 1st Floor, College of Law (Bldg. 303)
 - Student Cafeteria : Basement 4th Floor, Centennial Bldg (Bldg. 310)
 - Delacourt : 1st Floor, Blue Mir Hall (Bldg. 309)
2. Anseong Campus
 - Student Cafeteria : 1st Floor, College of Foreign Languages (Bldg. 801),
1st Floor, College of Social Sciences (Bldg. 810),
1st Floor, Bus Platform (Bldg. 903),
1st Floor, Students Welfare Center (Bldg. 610)

C. Prayer Room

- Seoul Campus: Basement 3rd Floor, Centennial Bldg (Bldg. 310)

D. Gym

1. Seoul Campus

- Location: Faculty office Building/Gymnasium Bldg.305 Room. B1 #101 Tel. 02-820-5382
- Students must register for the gym club.
- Open from 6 am to 11pm except during class time on weekdays.
- There is fee for the gym. Please contact the gym office about the fee and their open hours.

2. Anseong Campus

- Location: 1F, #13106, College of Sports Science (bldg 907), Tel. 031-670-4537
- Students must submit the application form to the administrative office of the college of sports science to use the Grand Gym.
- Health Training Room : Open from 9 am to 9 pm (close on Sunday)
- There is fee(KRW40,000 per a month) for the gym. Please contact the gym office about the fee.

D. Computer Labs

You can use computers at computer lab by inputting student ID number and Password.

1. Seoul Campus

- 103 College of Pharmacy Bldg. 1st Floor, Room No. 113
- 204 Central Library. - Information Commons : 3rd Floor, Room No. 03040
 - Media Room : 4th Floor, Room No. 04040, 04060, 04070
- 207 College of Engineering 1 Bldg. 7th Floor, Room No. 7119 (Only for Engineering Students)
- 208 College of Engineering 2 Bldg. 6th Floor, Room No. 601 (Only for Computer Science Engineering Students)
- 303 College of Law Bldg. Basement 1st Floor, Room No. B101, B102, B104, B105
- 202 Computer and Informing Center, 1st Floor, Room No. 111
- 203 College of Education Bldg. - 3rd Floor, Room No. 305
 - 4th Floor, Room No. 437 (Only for Education Students)
 - 5th Floor, Room No. 504

2. Anseong Campus

- 801 College of Foreign Languages Bldg. - 1st Floor Room No. 2131, 2134
- 805 College of Arts Bldg. 2nd Floor, Room No. 5235
- 804 College of Arts Bldg. 2nd Floor, Room No. 7207
- 905 College of Korean Music Bldg. 1st Floor, Room No. 15106
- 702 Ye-ji 2 dong, 1st Floor, Room No. 43143
- 704 Myeong-deok 1 dong : 1st Floor, Room No. 44145
- 705 Myeong-deok 2 dong : 2nd Floor, Room No. 45247

F. Woori Bank

- Woori Bank ATM machines are located on campus (R&D Center, back gate, and each college building). Woori ATMs are common on and off campus.
- All students must apply for an Woori account / student ID

Campus	Location	Tel.
Seoul Campus	1 st Floor, 102 College of Pharmacy & R&D Center	02-820-6457
Anseong Campus	2 nd Floor, #32203, Student Welfare (bldg. 610)	031-670-3577

G. Post Office

You can send letters and parcels either within or outside Korea. Please note that the staffs do not speak English.

Campus	Location	Tel.
Seoul Campus	Basement 4 th Floor, 310 Centennial Bldg.	02-820-6344
Anseong Campus	2 nd Floor, #32201, Student Welfare (bldg. 610)	031-670-3578

H. Book Store

Campus	Location	Tel.
Seoul Campus	1 st Floor, 102 College of Pharmacy & R&D Center.	02-820-6345
Anseong Campus	2 nd Floor, #32202, Student Welfare (bldg. 610)	031-720-3579

I. Convenience Store

Campus	Location	
Seoul Campus	Seven-Eleven Mart	- B1 R&D Center, 5 th Floor of Bldg 204 - Library, 3 rd Floor of Bldg 206 - B4 of Bldg 310
	CU Mart	- B1 of Bldg 308 - 1 st Floor Bldg 309 - B4 of Bldg 310)
Anseong Campus	- 1 st Floor, Bus Platform - 1 st Floor, #32102-1, Student Welfare (bldg. 610)	

1. Safety

Korea is a relatively safe country, and foreigners rarely feel any threat to their personal safety. The most common accidents are autovehicle-related. All front-seat passengers are required by law to wear seat belts. Often, there are no seat belts in the back seats, but if there are, please try to wear a seat belt at all times. Incidents of mugging and other crimes involving personal assault are publicized in newspapers. Although these problems have increased in recent years, Korea is very safe compared to most countries. Nonetheless, it is recommended not to wander alone late at night, especially if you are a woman. Students should be careful in nightlife districts, where one might encounter someone who is drunk and more aggressive than usual. With all things considered, please use common sense.

While violent crime is rare, theft and pick pocketing are slightly more common (but not as notorious as in some European and other Asian countries). It is important to take precautions with passports, wallets, and purses, especially in crowded areas. The best way to safeguard a passport is to leave it at home. It is not necessary to have your passport with you unless you are conducting business, such as opening a bank account. Wallets should be kept in front rather than back pockets. Purses also should be hung in front where they are in sight.

Some students worry about threats posed by North Korea. While North Korea is commonly believed to be an armed and hostile state, it has very little impact on the daily lives of people in South Korea. Media coverage may imply a tense environment, but most people in South Korea are less worried about North Korea than about finding a parking space (2005 Time Magazine).

2. Climate

Korea is within the Temperate Zone and has distinct four seasons. Spring is from March to May with temperatures between 5 to 18 degrees Celsius. Summer is from June to August with temperatures between 22 to 30 degrees Celsius. Autumn is from September to November with temperatures from 21 to 26 degrees Celsius. Winter is from December to February with temperatures from -18 to 12 degrees Celsius.

For more information about the demographics of Korea search "Korea Factbook" to be directed to the CIA's website with Korea's demographics.

3. Food

There are a lot of different kinds of food in Korea. Kimchi is a traditional side dish that is served with a majority of dishes; even places like Pizza Hut have Kimchi. The famous and favorite traditional Korean foods for foreigners are bulgogi and bi-bim-bap. Many Korean dishes are very spicy and may contain a lot of garlic and/or onion.

A. Traditional Foods

1. Kimchi : A standard Korean side dish, served with almost every meal. There are over 200 types of kimchi, the most common is made with cabbage fermented in garlic and a spicy sauce.
2. Bi Bim Bap : This traditional Korean dish directly means “Mixed rice” made with a mix of vegetables, sometimes beef, chili pepper paste, and a fried egg, served with rice.
3. Pajeon : Known commonly as “Korean Pizza” made with eggs, flour, green onions, and often with seafood such as squid, cooked on a frying pan.
4. Budae Jjigae : “Army Base Stew” was developed after the Korean War, a soup made with ramen, ham or sliced hot dogs, vegetables, and a spicy sauce.
5. Bulgogi : Bulgogi is made of thin beef slices. The meat is marinated with a mixture of soy sauce, sugar, sesame oil, garlic and other ingredients such as onions or mushrooms.

There are a wide variety of dishes that are incredibly inexpensive in Korea. A full meal of Korean food at a restaurant only costs about 5,000 to 8,000 KRW, which is only about \$4 to \$7 USD. Tipping is also not required at any location and is seen as an insult in Korean culture.

B. International Foods

If you are craving food from your home country or other international foods such as American food, locations of Gangnam, Hongdae, and Itaewon offers a variety of international food. Many of the established international restaurants in Korea have a website and you can speak to them over the phone in English for locations over the phone. However, please be wary that international food in Korea is typically two to three times more expensive than their average cost. For example, you can expect to pay up to 15,000 KRW for a single burger in Itaewon.

4. Exercise

Many students use the gym in the dormitory for lifting weights, running, and stretching.

The Han River is a ten-minute walk from the main gate of campus. Many students also like to run, jog, or walk to enjoy the beautiful scenery of the Han River and Seoul. Free bike rentals are also available near the river to enjoy for both Korean and foreign students.

Hiking is also a favorite activity in Korea. The best time to go hiking is during the Fall season because of the beautiful trees and scenery. There are many mountains and trails to adventure off in. It is certainly something everyone should experience during their stay in Korea.

Additionally there are also gyms (pg. 28) that students may utilize. The Blue Mir Hall also houses a gym for students who live in the dormitory.

5. Shopping

A. Bedding

- You can buy bedding, toiletries, and personal items you need at various stores in Seoul.
- There are two big retail centers located close to Chung-Ang University. These centers sell mostly everything you will need during your stay here.
- Home Plus : Shindorim Center
 1. Go to Heukseok Station (흑석역) Line #9
 2. Transfer at at Noryangjin (노량진역) from Line #9 to Line #1
 3. Get off at Shindorim Station (신도림역) and go out of exit #1
 4. Walk towards the main street and take a left for 200-300 meters.
 5. You will see Home Plus on your right hand side
- E-Mart : Yongsan Center
 1. Near Chung-Ang University Hospital, there is a bus stop (blue bus #151).
 2. Board off at Sinyongsan Station (신용산역).
 3. There will be two streets to cross before reaching Yongsan Station (용산역)
 4. Head towards I'Park Mall
 5. E-Mart will be located on the first and second underground floors of the I'Park Mall
- There are also small stores such as DAISO, across the street from the Chung-Ang University Hospital where they sell bedding.

B. Grocery Shopping

At Seoul campus, there is a local grocery store located near CAU called E-mart where you can purchase basic foods and products. This store mainly sells Korean goods and therefore it will be difficult to find foreign goods. If you are looking for foreign goods and products, you can take Bus 151, in front of the Chung-Ang University hospital to Yongsan station for a larger E-Mart location. Here you can find many things you may miss from your home country.

There is a drugstore called "Watsons" or "Olive Young" near the front gate of campus. Here you can purchase basic necessities (shampoo, soap, lotion, medicine, make-up). This store is more convenient and cheaper compared to most drugstores.

C. Clothes Shopping

Korea is famous for its shopping districts of Dongdaemun and Myeongdong where they sell non-designer clothes that follows the latest shopping trends. You can usually barter with the store owners to try to get a lower price. However keep in mind: Store owners and employees usually speak a limited amount of English. Some stores sell counterfeits/imitations which can be confiscated by customs when leaving Korea. Most stores usually do not contain fitting rooms so you may not be able to try on the clothes.

Korean department stores sell most internationally recognized brands as well as Korean brands. Since it is a department store, prices can not be bartered. Keep in mind is that Korea has a high import tax so buying imported clothes may be more expensive than from buying in your own country.

6. Notable Areas for Leisure (For more recommendations visit: VisitKorea, CAU-Ex)

A. Seoul

Area	Directions
<p><u>Hongdae (Hongik University)</u> Artistic college area with several bars and clubs. Musicians play everywhere on the streets every night. Many small locally owned stores and restaurants can be found in this area. Check out the student-run "Hongdae Freemarket", held each Saturday at the Hongdae Park.</p>	<p><u>Subway:</u> from Heukseok Station, Line 9, transfer at Dongsan Station to take Line 2 (green line) to Hongik University Station, exit 9.</p>
<p><u>Sinchon</u> Sinchon is an area located between three of Korea's famous universities. Because there are many students in this area, the prices are reasonable. It is a popular place for pubs and chicken.</p>	<p><u>Subway:</u> From Heukseok Station, Line 9, transfer at Dongsan Station to take Line 2 (green line) to Sinchon Station.</p>
<p><u>Itaewon</u> The best place to find foreign/western foods and Western-style nightlife.</p>	<p><u>Bus:</u> Take Bus 151 (blue bus) across the street from CAU hospital. Get off at Samgakji Station to take Line 6 (brown line) to Itaewon Station.</p> <p><u>Subway:</u> from Heukseok Station, Line 9, transfer at Dongjak Station to take Line 4 (blue line), second transfer at Samgakji, Line 6 (brown line) to Itaewon.</p>
<p><u>Myeong-dong</u> Shopping haven. There are huge outdoor shopping areas where you can find international clothing stores and your basic necessities all in one place. Best place to buy cosmetics.</p>	<p><u>Bus:</u> Take Bus 151 (blue bus) across the street from CAU hospital and get off at Lotte Department Store.</p>
<p><u>Namdaemun</u> Want to see Korea how it once was? In Namdaemun, it seems like time has stood still. Traditional vendors, selling everything from pigs' feet to pickled ginseng, line the crowded streets of this central market area. Buy your souvenirs in Namdaemun, and bring cash! Don't be afraid to ask for a discount. It's the cheapest place in Seoul for souvenirs.</p>	<p><u>Bus:</u> Take Bus 151 (blue bus) across the street from CAU hospital and get off at Namdaemun Shijang (Namdaemun Market). Myeongdong and Namdaemun are within walking distance of each other.</p>
<p><u>Gangnam</u> Foreign restaurants, bars, and shopping area. The price range for many of the places here are higher than your average restaurant. It is the place you already heard about from Psy's Gangnam Style.</p>	<p><u>Subway:</u> from Heukseok Station, Line 9, to Sinnonhyeon Station, exit 5 or 6.</p>
<p><u>Insadong/Samcheongdong</u> Insadong is where shops and vendors sell antiques and traditional Korean items. Samcheongdong has many art galleries, cafes, and boutiques. It's not unusual to see fashion photographers doing photoshoots around the European-inspired streets there. Both places can be found near Anguk Subway station.</p>	<p><u>Bus:</u> Take Bus 151 (blue bus) across the street for CAU hospital and get off at Jongno Police Station or Jogyesa Temple.</p>
<p><u>Garusogil (Sinsa-dong)</u> Often called the "Soho of Seoul". Located between</p>	<p><u>Bus:</u> Take Bus 362 (blue bus) from Heukseok Station, exit 3 and get off at Hyundai Apartments -</p>

<p>Sinsa and Apgujeong. Like myeongdong, you can find chain stores (H&M, Forever 21, Å-LAND). However, what Garusogil is famous for is its trendy designer boutiques. Window shoppers will be happy here, bargain hunters will not!</p>	<p>Sinsa Jung Hakyo (Sinsa Middle School)</p> <p>Subway: from Heukseok Station, Line 9 to Express Bus Terminal. Transfer to Line 3 and get off at Sinsa Station, exit 8.</p>
<p>Apgujeong Lots of high-end boutiques, restaurants and nightlife.</p>	<p>Bus: Take Bus 362 (blue bus) from Heukseok Station, exit 3 and get off Hyundai Apartments. Walk up the road 5-10 minutes, then turn right towards Dosan Park at the intersection.</p> <p>Subway: from Heukseok Station, Line 9 to Express Bus Terminal. Transfer to Line 3 and get off at Apgujeong Station, exit 2.</p>

B. Anseong

Area	Directions
<p>Anseong Natural Resort : This is a Korean style, dry sauna, called jjimjilbang. Here you can find a resort, sauna, water park, korean restaurant, etc.</p> <p>Address : English) 253-1, Maesan-ri, Juksan-myeon, Anseong-si, Gyeonggi-do, Korea Korean) 경기도 안성시 죽산면 매산리 253-1</p> <p>Website : http://naturalresort.co.kr/skin_combi1/</p>	<p>Take bus #370 and take off at the Il-jook terminal, and transfer to taxi.</p>
<p>Herb Ma Eul : This is one of garden about herbs. There is herb garden, herb farm, a place where you can make herb cosmetics, restaurant, etc.</p> <p>Address : English) 641-12, Guksabong-ro, Samjuk-myeon, Anseong-si, Gyeonggi-do, Korea Korean) 경기도 안성시 삼죽면 국사봉로 641-12</p> <p>Website : http://www.asherbtown.com/index.php</p>	<p>Bus : Take bus #370 at the entrance of Anseong campus and get off at the 'La-chon' stop near the 'Dong-Ah Institute of Media and Art'. and walk 30 minutes forward to there.</p> <p>Taxi : If you go there by taxi, fee is 15,000 less or more.</p>

<p><u>Baudeogi Pungmuldan :</u> Here you can see a Korean traditional performance with traditional instruments. This is the main performance hall in Anseong. Every Saturday, they have regular performance at main performance hall.</p> <p><u>Address :</u> English) 198, Namsadang-ro, Bogae-myeon, Anseong-si, Gyeonggi-do, Korea Korean) 경기도 안성시 보개면 남사당로 198 안성시립남사당바우덕이풍물단</p> <p><u>Website :</u> http://www.namsadangnori.org/main.htm</p>	<p><u>Bus :</u> Take bus #1 and get off at the KB bank terminal. Transfer to the bus #15-1 and get off at the 'performance hall of the Namsadang' stop.</p> <p><u>Taxi :</u> If you go there by taxi, fee is 10,000 less or more.</p>
<p><u>Anseong Farm Land :</u> This is kind of park. There are zoo, large farm, maze, Korean traditional house, swimming pool, etc. You can ride horses also.</p> <p><u>Address :</u> English) 451, Sindu-ri, Gongdo-eup, Anseong-si, Gyeonggi-do, Korea Korean) 경기도 안성시 공도읍 신두리 451 안성 팜랜드</p> <p><u>Website:</u> http://www.nhasfarmland.com/index.jsp</p>	<p>Take bus #50, #70 or #370 and get off at the gong-do stop. Take a taxi and go to Anseong farm land. The taxi rate will be 5000~6000won.</p>
<p><u>Seo-il farm :</u> This is kind of laboratory researching korean traditional sauces, called 장. There is trial program making sauces, also you can eat korean traditional style's meal. Lots of korean dramas are made in here. There are orchards, korean traditional jars, a lake where there are lots of lotus, etc.</p> <p><u>Address :</u> English) 389-3, Hwabong-ri, Iljuk-myeon, Anseong-si, Gyeonggi-do, Korea Korean) 경기도 안성시 일죽면 화봉리 389-3</p> <p><u>Website :</u> http://kgfarm.gg.go.kr/farm/00059/default.asp</p>	<p>Take bus #370 and get off at the last stop, Il-Jook terminal. Transfer to bus #3 and get off at the Jang-am-li stop.</p>

7. Crime Prevention

When you are in a foreign country and get involved with the police, you may need the help of a translator to explain your situation properly.

A. Translation Services

1. BBB Interpretation Service (1588-5644)
 - English, Japanese, Russian, Vietnamese (+17 other languages) translators
 - Hotline open 24 hours
2. TT Call (02-1330)
 - Interpretation offered by Korea Tourist Service Inc.
 - English, Chinese, Japanese,
 - Hotline open 24 hours

B. Common Misdemeanors

As a foreigner, you are watched more closely by others. It is important to be more aware of your actions and follow the laws closely.

Common misdemeanors include: littering, public spitting or urination, uncollected animal feces, unjust public violence, noise pollution (excessive shouting or singing), smoking in non-smoking area, using/having knife or other weapons, prank calls to public officers, stealing, and solicitation. The minimum penalty for these offenses is 100,000 KRW.

A. Crime in Daily Life

1. Break-In & Theft
 - If you are ever the victim of a break-in and/or theft, you should dial 112 immediately.
 - Do not enter the crime scene, as it will need to be preserved and examined by police.
2. Snatching and Pickpocketing
 - Although crime rate is low in Korea, that does not mean Korea is entirely without crime. Use common sense in Korea, be aware of the sound of motorbikes approaching, keep your belongings away from the road and close to you.
3. Crossing the Street
 - In Korea, cars have the right away, not people. Make sure you are crossing in the correct area and at the correct time. Most of all, be careful!
4. Finding Lost Items
 - If you come across a lost item on the street, you should put the lost item in a mailbox and report to the police. If you come across a lost item in a business, station, ect. you should surrender the item to the staff/officers.
5. Involving Automobiles
 - Driving without a license will result in a fee. Failure to wear a seatbelt carries a fee of 30,000 KRW. Failure to wear a helmet on a motorbike will result in a fine of 20,000 KRW.
6. Possession of Weapons
 - Carrying or using a knife or other weapon without police authorization will result in 5 years jail time or a fine of 10,000,000 KRW.

7. Illegal Substances

Drugs are very frowned upon in Korea. Using, selling, or possessing illegal substances (such as marijuana, cocaine, heroine, ect.) will result in a 10 year jail sentence or a fine of 1,000,000,000 KRW.

8. Dealing with an Emergency

In an emergency situation, dial 112. It is important to describe where, when, how, and be able to describe the perpetrator. For traffic accidents, making sure all parties are safe is the first step. Then, make sure to take photographs to preserve the scene. Then make a police report and notify insurance companies of the situation.

9. Sexual Harrassment

Sexual harassment is defined as actions or words with sexual intentions that are unwanted and make a person feel uncomfortable. It can include but not limited to the following:

1. Repeatedly asking to hang out one-on-one or to go out on a date even after being told "no" or being rejected
2. Demanding or making unnecessary physical contacts (e.g. hugging and resting hand on shoulder)
3. Constantly watching or staring at the person without his or her consent
4. Making sex-related comments, jokes, and/or derogatory names
5. Sharing pornographic contents (including pictures, cartoons, and/or comics via online or in-person)

At Chung-Ang University, we take sexual harassment complaints very seriously. If you ever feel that someone is making you feel uncomfortable in this manner, please let the Office of International Affairs know about this as soon as possible so we can help create a safe environment, and a fun semester for everyone.

9. Sexual Crime

If you are a victim of sexual crime, dial 117, or 1366. After consulting the operator, the victim must go to a One-Stop center or Emergency Center. It is incredibly important that the victim does not wash themselves, as everything is evidence. The victim will need to describe characteristics or all memories relevant to the perpetrator or event in a report. Any bruises or injuries will be photographed. Underwear worn during the crime or any related evidence will be surrendered to the police.

Detailed Rules on Residence Hall Management

Enacted on September 1, 2012

Amended by March 1, 2015

Amended by March 1, 2016

Amended by October 1, 2016

Seoul Residence Hall

Chapter 1. General Rules

Article 1 (Purpose) The Purpose of these rules is to ensure effective management of Residence Hall, pursuant to the provisions of **Article 23** (Detailed Rules on Residence Hall Management) of the Rules and Regulations of Residence Hall.
<Amended by October 1, 2016>

Chapter 2. Move-in, Move-out

Article 2 (Qualifications) Undergraduate or graduate students enrolled in Chung-Ang University, international students and those who are permitted by the Residence Hall Director(생활관장) are eligible to apply for residence in the Residence Hall.

Article 3 (Disqualifications) Those who meet any of the following criteria will be ineligible to apply for residence in the Residence Hall:

1. Those who have faced a disciplinary action under the school regulations
2. Those who accumulated enough penalty points to face disqualification

<Amended by October 1, 2016>

3. Those who have infectious diseases or failed to submit requested medical records <Amended by October 1, 2016>

4. <Deleted> <Amended by October 1, 2016>

5. Those who made application through a wrongful means <Amended by October 1, 2016>

6. <Deleted> <Amended by October 1, 2016>

7. <Deleted> <Amended by October 1, 2016>

8. <Deleted> <Amended by October 1, 2016>

9. Those who are considered not eligible for reasons other than listed above.

<Amended by October 1, 2016>

Article 4 (Type of Residence) ① Residence type is divided into regular residence and vacation(short-term) residence

② Regular residents are allowed to move in for each regular semester (first and second semester)

③ Short-term residents are allowed to move in for each vacation period(summer/winter).

Article 5 (Move-in/Move-out Period) ① Move-in and Move-out periods for regular residents are at the beginning and end of each semester, respectively.

② Vacation residence is a temporary residence during a semester break or vacation.

Article 6 (Period of Residence) ① Normally, residents are offered residency on a semester-by-semester basis. Those who applied for residence for an entire semester(regular semester + vacation) will be allowed to stay in the Residence hall up to 6 months.

② Residents may be allowed to move in again, provided they have not exceeded their maximum number of semesters allowed.

③ Residence of those who moved in during(in the middle of) the semester will expire at the end of the semester.

Article 7 (Move-in Process) ① Successful Applicants must be enrolled for the semester for which they are applying for residence hall accommodations, and register according to the process. Those who fail to register or fail to move in within the prescribed time will be deemed to have given up their spot in the residence hall.

② Those who fail to move in within the prescribed time without any acceptable reason will lose their spot in the residence hall to someone on the waitlist.

③ If there is a justifiable reason for being unable to move in on time, successful applicants must inform the residence hall and obtain permission.

Article 8 (Assignment of Rooms) The assignment of rooms is at the discretion of the residence hall, and residents are not allowed to change or share/rent their rooms without permission.

Article 9 (Expulsion) Residents who meet any of the following conditions will be asked to leave the dormitories.

① Residents who commits any of the misbehavior categorized under “immediate expulsion” in the penalty points table in this 「Residential Life Rules and Regulations」

② Residents who meet any of the conditions listed in the Article 3 of the Detailed Rules on Residence Hall Management

③ Students who were expelled from the dormitory are not allowed to move in again.

Article 10 (Move-out Report) Residents must schedule and complete a mandatory “move-out” room inspection with dormitory inspector(사감) and return all communal/shared items prior to leaving. <Amended by March 1, 2016>

Chapter 3. Resident Selection

Article 11 (Quota Allocation) Residents will be selected for each semester as follows:

① As for undergraduate and graduate students, residents will be selected in proportion to the number of incoming, enrolling and re-enrolling students among eligible applicants.

② Spots for international students will be separately assigned by residence hall.

Article 12 (Selection Criteria)

① Priority will be given according to distance from applicants’ home address and selection criteria for incoming, enrolling and re-enrolling students are different as described below.

1. First priority : Applicants whose home address is outside of a 20km radius of CAU Seoul Campus <Amended by October 1, 2016>

2. Second priority : Applicants whose home address is within a 20km radius of CAU Seoul Campus

② Enrolling and re-enrolling students will be screened based on their academic performance of the previous semester.

③ Incoming and transferring students will be screened based on their performance in the entrance examination.

④ International students are selected on recommendation of the Dean of the graduate school or Executive Vice president of International Affairs, but not in

excess of the spots separately allocated for international students.

⑤ Priority is given to applicants with financial need (applicants who have been in a child care facility, those who are without parents, those who are in great financial needs, recipients of basic living, etc.) (Selection quota and criteria will be decided separately.)

⑥ Students who are entitled to selection priority (recipients of basic living including those with financial needs, the disabled, men of national merit, law school students, students of examination preparation classes, etc.) may not be allowed to apply for a dormitory room the following semester, if he/she accumulates 10 or more penalty points.

⑦ Other matters related to the scope and criteria of selection priority will be decided by the Residence Hall Director.

Article 13 (Additional Selection) If a vacancy occurs after the selection process, the student highest on the waitlist will be selected.

Article 14 (Selection Notification) ① Notice of regular dormitory admission will be posted on the official website of the Residence Hall at the end of each semester.

② Notification of vacation (short-term) residence will be posted on the website at the end of each semester.

Chapter 4 Early Move-out and Late Move-in

Article 15 (Early Move-out)

① Residents may voluntarily move out of the dormitory.

② If a resident has to move out before the ending date (in the middle of the semester), the amount paid by the resident will be refunded after deducting the charges for the number of days he/she resided in the dormitory **and a cancellation charge** (equivalent to 10% of the residence fees), Notwithstanding the foregoing, no refund of the residence fees will be given if less than 30 days is left until the ending date. **<Amended by October 1, 2016>**

③ Refund policy (rate) is described in the [attachment #1].

④ If a resident is expelled for violation of Residence Hall Regulations or Residential Life Rules and Regulations, residence fees will be **refunded after deducting the charges for the number of days he/she resided in the dormitory and a cancellation charge (equivalent to 30% of the residence fees)**. Notwithstanding the foregoing, fees for meals (meal voucher) are refunded on a pro-rata basis as determined by the move-out date. **<Amended by October 1, 2016. ✖**

Implemented from September 1, 2016

⑤ Students who were expelled from the dormitory are not allowed to move in again. However, the Residence Hall's student advisory committee may decide to allow expelled student into the dormitory, after careful deliberation based on the severity of the violation.

⑥ No cancelation fee will be applied if a resident has to move out before the ending date due to illness or military service. <Amended by October 1, 2016>

Article 16 (Late Move-in) Move-in after the designated move-in period is only possible when a vacant room is available. Room charges will be prorated from the move-in date to the move-out date.

Chapter 5. Reward and Penalty Points

Article 17 (Reward Points) ① Residents who displayed exemplary behavior in the dormitory community may receive reward points.

② Dormitory inspectors(사감), with approval of the Residence Hall Director, will award reward points..

Article 18 (Penalty Points) ① Residents who violates any of the provisions set forth in this Detailed Rules on Residence Hall Management or Residence Hall Regulations, or Residential Life Rules and Regulations will receive penalty points.

② Dormitory inspectors(사감), with approval of the Residence Hall Director, will award penalty points.

Article 19 (Application) Application of the Article 17(Reward Points) and 18(Penalty Points) will be according to the standards set forth in the Residential Life Rules and Regulations.

Article 20 (Disciplinary Action) Residence Hall Director may propose a disciplinary action to the president of Chung-Ang University if a student expelled from the dormitory pursuant to the Article 9 of this Detailed Rules on Residence Hall Management is in violation of school regulations.

Chapter 6 Residence Hall Advisory Committee

Article 21 (Objective) Residence hall has an advisory committee to deliberate on important issues regarding guidance to residents.

Article 22 (Composition) Residence hall advisory committee is composed as follows:

① Residence Hall Director is Chairman of the committee; Residence Hall Manager(운영실장), Dormitory inspector(사감) and other Staff are member of the committee.

② The term of the office of chairman and committee members is the same as their term of office of pertinent duty.

Article 23 (Function) Advisory Committee will review and decide the following matters:

① Important issues regarding reward and penalty points

② Important issues regarding moving out

③ Important issues regarding dormitory management and resident guidance

Chapter 7 Dormitory inspector <Newly added on October 1, 2016>

Article 24 (Objective) Residence hall has a dormitory inspector for smooth task management and resident support.

Article 25 (Function) Dormitory inspector will manage and supervise the residents, keep the facilities safe and well-maintained, and support overall administrative tasks.

Supplementary Rules <Amended by October 1, 2016>

① (Effective Date) These rules are effective as of September 1, 2010.

② (Effective Date) These amended rules are effective as of September 1, 2012.

③ (Effective Date) These amended rules are effective as of September 1, 2013.

④ (Effective Date) These amended rules are effective as of March 1, 2014.

⑤ (Effective Date) These amended rules are effective as of March 1, 2015.

⑥ (Effective Date) These amended rules are effective as of March 1, 2016.

⑦ (Effective Date) These amended rules are effective as of October 1, 2016. However, changes to refund policy(article 15, ④) are effective as of September 1, 2016.

Refund for Early Move-out

1. During a semester

Deadline		Refunds
Before moving in	Before moving-in period	Full refund of residence fees
	During the moving-in period	Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) * Daily residence fee: Short-term rate will be applied
After moving-in		Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) and cancellation charge(equivalent to 10% of the residence fees)
Less than 30 days left until the end of residence period (semester)		No refund

※ Fees for meals (optional) are refunded on a pro-rata basis as determined by the move-out date.

※ No cancellation fee will be applied if a resident has to move out before the ending date due to illness or military service. 30% of the residence fees will be charged, as a cancellation fee, to an expelled resident.

2. During a vacation(8-week)

Deadline		Refunds
Before moving in	Before moving-in period	Full refund of residence fees
	During the moving-in period	Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) * Daily residence fee: Short-term rate will be applied
After moving-in		Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) and cancellation charge(equivalent to 10% of the residence fees)
Less than 14 days left until the end of residence period (vacation)		No refund

※ Fees for meals (optional) are refunded on a pro-rata basis as determined by the move-out date.

※ No cancelation fee will be applied if a resident has to move out before the ending date due to illness or military service. 30% of the residence fees will be charged, as a cancellation fee, to an expelled resident.

3. During a vacation(4-week)

Deadline		Refunds
Before moving in	Before moving-in period	Full refund of residence fees
	During the moving-in period	Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) * Daily residence fee: Short-term rate will be applied
After moving-in		Refund after deducting the applicable residence fees (number of days he/she occupied a residence room X daily residence fee) and cancellation charge(equivalent to 10% of the residence fees)
Less than 7 days left until the end of residence period (vacation)		No refund

※ Fees for meals (optional) are refunded on a pro-rata basis as determined by the move-out date.

※ No cancelation fee will be applied if a resident has to move out before the ending date due to illness or military service. 30% of the residence fees will be charged, as a cancellation fee, to an expelled resident.

Residential Life Rules and Regulations

Enacted on September 1, 2010

Amended by March 1, 2015

Amended by March 1, 2016

Amended by October 1, 2016

Seoul Residence Hall

Chapter 1. General Rules

Article 1 (Purpose) These rules and regulations are designed to provide safe and stable environment for all residents.

Chapter 2. Move-in, Move-out

Article 2 (Qualifications) Only the undergraduate or graduate students enrolled in Chung-Ang University are eligible to apply for residence in the Residence Hall. The Residence Hall Director(생활관장) can give a special permission for residence.
<Amended by October 1, 2016>

However, those who meet any of the following criteria will be ineligible to apply for residence in the Residence Hall:

1. Those who have faced a disciplinary action under the school regulations
2. Those who accumulated enough penalty points to face disqualification
<Amended by October 1, 2016>
3. Those who have infectious diseases or failed to submit requested medical records <Amended by October 1, 2016>
4. <Deleted> <Amended by October 1, 2016>
5. Those who made application through a wrongful means <Amended by October 1, 2016>
6. <Deleted> <Amended by October 1, 2016>
7. <Deleted> <Amended by October 1, 2016>
8. <Deleted> <Amended by October 1, 2016>
9. Those who are considered not eligible for reasons other than listed above.
<Amended by October 1, 2016>

Article 3 (Resident Selection)

① Notice of regular dormitory admission will be posted on the official website of the Residence Hall (<http://dormitory.cau.ac.kr>) at the end of each semester. Notification of successful applicants will be made on the website before the next semester begins.

② Notification of vacation residence will be posted on the website at the end of each semester. All applications for vacation residence shall be submitted and accepted online.

③ Qualifications and selection criteria of dormitory residents are based on “Residence Hall Regulations (생활관 규정)” and “Detailed Rules on Residence Hall Management (생활관 운영세칙)”

Article 4 (Move-in/Move-out Period) ① Move-in and Move-out periods for regular residents are at the beginning and end of each semester, respectively.

② Vacation residence is a temporary residence during a semester break or vacation.

Article 5 (Expulsion) Residents who meet any of the following conditions will be asked to leave the dormitories.

① Residents who commits any of the misbehavior categorized under “immediate expulsion” in the penalty points table in this 「Residential Life Rules and Regulations」

② Residents who meet any of the conditions listed in the Article 3 of the Detailed Rules on Residence Hall Management

③ Students who were expelled from the dormitory are not allowed to move in again. However, the Residence Hall’s student advisory committee may decide to allow expelled student into the dormitory, after careful deliberation based on the severity of the violation.

④ if a student is expelled from the dormitory after violating the Article 9 of the Detailed Rules on Residence Hall Management, as well as the school regulations, the residence hall director (생활관장) may propose to the president that he/she be disciplined.

Chapter 3. Rules for Life

Article 6 (Inspections) ① There are two types of inspections, namely regular inspection and special inspections.

② Dormitory inspectors(사감), with approval of the residence hall director, shall conduct regular inspections on hygiene and living conditions at least once a month.

② A week's prior notice of the regular inspection date is required.

③ Residents must be present at the time of the inspection. Those who can't be present due to inevitable reasons should notify the dormitory inspector prior to the inspection.

④ Special inspections may be made at any time that the residence hall director considers appropriate.

Article 7 (Timetable) Residents shall abide by the timetable set out below:

1. Gate opening: 05:00

2. Gate closing: 01:00

However, the gate shall be open 24 hours during the examinations(mid/final term)

Article 8 (Cafeteria) Residents should follow the cafeteria rules listed below:

1. Meal coupons cannot be given to or transferred to others.

2. Residents shall be neatly attired when entering the cafeteria.

3. Cafeteria supplies must not be taken out without permission.

Article 9 (Common Area Use)

① The common areas and facilities shall be used for their intended purpose.

② Any damage to the common areas and facilities caused by the negligence or wilful misconduct should be covered by the person responsible for the damage.

③ Relocation, exclusive use or taking out of fixtures and supplies without permission is prohibited.

Article 10 (Requirements for group life) For stable group/community life, residents shall comply with the following:

① Residents shall adhere to the gate opening and closing times.

② Residents shall be considerate of others and refrain from behavior that may be offensive to others.

③ Residents shall keep their rooms clean and in a general hygienic state.

④ Whenever leaving their rooms, residents shall lock the doors and exercise due diligence to prevent theft.

⑤ Residents shall abide by the 「Residence Hall Regulations」, 「Detailed Rules on Residence Hall Management」 and this 「Residential Life Rules and Regulations」

Article 11 (Health and Hygiene) ① Residents shall always maintain the cleanliness to prevent diseases.

② In the case of illness, residents shall be treated immediately at their own expense.

Article 12 (Event, Assembly) ① Residents shall actively cooperate in official events held in the Residence Hall.

② Any event or assembly held in the Residence Hall must be approved by the residence hall director in advance.

Article 13 (Advertisements and notices) Advertisements or notices should be made with the permission of the residence hall director in advance.

Article 14 (Entrance) ① Unauthorized entry into the dormitories of the opposite gender is prohibited.

② Residents should not let non-residents into the dormitories or have them stay overnight. However, non-residents with the advance permission may enter the dormitories, after exchanging their ID card for a visitor's pass.

② If necessary, dormitory inspectors or other staff may ask residents to show their id.

Article 15 (Night Patrols) When necessary, dormitory inspectors may patrol the rooms at night time. Residents should follow the inspector's direction unless there are compelling reasons to act differently.

Article 16 (Entry Passes) ① Residents should always bring their entry pass with them and present it upon request.

② If residents have lost their entry pass, they must get a new one immediately. Residents must return their entry pass upon moving out of the Residence Hall.

③ A cost will be incurred for reissuing the lost entry pass or room key.

④ Residents should not hand over their entry pass to others.

Chapter 4. Staying Out Overnight

Article 17 (Staying out Overnight) ① Residents who wish to stay out overnight must fill out the form on the CAU web portal.

② Failure to report will result in penalty points, and residents who leave their room unoccupied for longer than a week without notice may be considered moved out.

④ Residents who reported the staying out shall also abide by the timetable set out in the Article 7.

Chapter 5. Reward and Penalty Points

Article 18 (Reward Points) ① Residents who displayed exemplary behavior may receive reward points as listed in the attached table 1 (Attachment #1. Criteria for Issuing Reward Points) below.

② Reward points shall be given according to the criteria listed in the attachment #1.

③ Reward points accumulated will be reflected to the next round of selection process. (Extra points will be given for accumulated reward points)

Article 19 (Penalty Points) ① Residents who fall into any of the categories listed in the attached table 2 (Attachment #2. Criteria for Imposing Penalty Points) will get penalty points accordingly.

② Penalty points shall be given according to the criteria listed in the attachment #2.

③ Penalty points accumulated will be reflected to the next round of selection process. (Extra points will be deducted for accumulated penalty points)

Article 20 (Reward and Penalty Points) ① Dormitory inspector or designated staff, duly authorized by the residence hall director, shall be responsible for giving reward and penalty points.

② In general, reward and penalty points shall be determined for each (mis)behavior. However, it is the dormitory inspector's discretion to give multiple/duplicated reward or penalty points based on the same act or course of

conduct considering the circumstances and severity of the act.

Article 21 (Offsetting Penalty Points) ① Penalty points can be offset by reward points.

② Dormitory inspectors may deduct the penalty points of residents by having them carry out any of voluntary service listed in the attached table 3. (Attachment #3. Criteria for Offsetting Penalty Points)

③ However, notwithstanding the above, penalty points of residents who fall into any of the categories described below cannot be deducted :
(Priority for selection) Basic livelihood security recipients; welfare recipients; national merit holders; the disabled; law school students; and those preparing for the national examination.

- Supplementary Rules -

- ① (Effective Date) These rules are effective as of September 1, 2010.
- ② (Effective Date) These amended rules are effective as of June 24, 2012.
- ③ (Effective Date) These amended rules are effective as of September 1, 2013.
- ④ (Effective Date) These amended rules are effective as of March 1, 2014.
- ⑤ (Effective Date) These amended rules are effective as of March 1, 2015.
- ⑥ (Effective Date) These amended rules are effective as of March 1, 2016.
- ⑦ (Effective Date) These amended rules are effective as of October 1, 2016.

[Attachment #1]

Criteria for Issuing Reward Points

No.	Criteria	Rewards	Note
1	Contribution to the reputation and growth of the school/residence hall	up to 20pt	
2	Exemplary act under emergency conditions such as fire	up to 20pt	
3	Contribution to the residence hall' s student advisory committee	up to 20pt	
4	Immediate care for emergency patients	up to 10pt	
5	(accepted)Proposal for the betterment of residence hall	10	
6	Volunteer service for events held in residence hall	5	
7	Volunteer service for residence hall maintenance such as snow clearing	5	
8	Active participation in fire drills	5	
9	Setting an example for other residents	5	
10	Good deeds recognized by dormitory inspector or other staff	5	
<p>※ Reward points are accumulated during the semester and accumulated points are reflected to the next round of selection process. [Extra 0.1 point for 1 reward point → example) 2pt: 0.2pt, 5pt: 0.5pt, 10pt: 1.0pt] ※ Reward points issued may offset the exiting penalty points.</p>			

[Attachment #2]

Criteria for Imposing Penalty Points

No.	Criteria	Penalty	Note
1	Having been punished for breaking school regulations <Amended in October 1, 2016>	20	Immediate and Permanent expulsion
2	Smoking or causing a fire in the dormitory	20	
3	Cooking or having heating kitchen appliances in dormitory room	20	
4	Violence, theft or causing a disturbance(including sleeping/eating inside the resident hall without permission) <Amended in October 1, 2016>	20	
5	Use, possession, and/or distribution of illicit drugs	20	
6	Bringing inflammable or dangerous substances into the dormitory.	20	
7	Keeping a pet in the dormitory	20	
8	Having a guest of the opposite gender at night <Amended in October 1, 2016>	20	
9	Moving in under different person' s name	20	
10	Allowing an outsider(non-resident) into the dormitory building at night or have them sleep over without permission <Amended in October 1, 2016> _	20	
11	Having moved out the residence hall without notice <Amended in October 1, 2016>	20	
12	Damaging or destroying facilities.	15	
13	Gambling or drinking alcoholic beverage in dormitory room	15	
14	Moving out without notice, delayed moving out or refusing to move out <Amended in October 1, 2016>	15	
15	Use or possession of electrical or heating devices in dormitory room	15	
16	Disobeying the instructions of a dormitory inspector or other staff	15	
17	Changing rooms arbitrarily.	15	
18	Absence from orientation	15	
19	Leaving while using microwave or iron in common areas	15	
No.	Criteria	Penalty	Note
20	Putting things "not microwave-safe" in common-use microwaves	15	

21	Throwing a cigarette butt anywhere, not in an ash tray in smoking areas	15	
22	Refusing or failing to participate in fire and safety drills without reasonable excuse	15	
23	Unauthorized or surreptitious entrance into dormitory facilities	10	
24	Giving outsider an entry pass	10	
25	Bringing alcohol into the dormitory	10	
26	Leaving the room untidy(unclean) when moving out	10	
27	Disorderliness or offensive behavior resulting from the use of alcoholic beverages	10	
28	<u>Allowing an outsider(non-resident) into the dormitory building without permission/ Having a guest of the opposite gender during the day.<Amended 2016.10.01.></u>	10	
29	Noise, disturbance, demeaning or threatening behaviors	7	
30	Scribbling, Posting or distributing unofficial/unauthorized notices, flyer, leaflet, etc.	7	
31	Failing to be present at an inspection without prior permission	7	
32	Sleeping in areas other than the designated room	7	
33	Using dormitory facilities without knowing their proper usage, non-compliance with direction or unauthorized use of facilities	7	
34	Disposing of food waste in water purifiers placed in common areas	7	
35	Leaving personal belongings or hanging out the washing in common use areas	5	
36	Breaking curfew	5	
37	Bringing in or eating food that not allowed in the dormitory	5	
38	Consumption of food in areas other than a designated eating zone	5	
39	Failing to keep the room clean	5	
40	Refusing to get out of the room or causing disturbance during the fumigation	5	
41	Throwing trash anywhere other than a designated area	5	
42	Allowing non-residents to use dormitory facilities without permission (Gym, Study room, Laundry room ,etc)	5	
43	Staying out overnight without permission (5pt / night)	5	
44	Causing discomfort to others, etc	5	
<p>※ Residents who are entitled to selection priority(recipients of basic living, the disabled, men of national merit, law school students, students of examination preparation classes, etc.) will not be allowed to apply for dormitory in the next semester, if he or she accumulates 10 or more points.</p> <p>※ Warning: Those who accumulated 15 penalty points</p> <p>※ Expulsion : a. Those who fall into any of the categories stipulated in the article 17 (Expulsion) of the Residence Hall Regulations</p> <p>b. Those who got more than 5 penalty points after being warned</p> <p>c. Those who got 20 penalty points at once will be expelled immediately and permanently</p> <p>d. Those who accumulated 20 penalty points will be expelled immediately and will be excluded in the next round of selection process.</p> <p>e. Those who moved out without notice will not be allowed to apply for dormitory until the next vacation season.</p> <p>※ Accumulated penalty points will be effective only for the semester, and will be reflected to the next round of selection process. (Extra points will be given for accumulated reward points)</p> <p>[0.1 pt deduction per 1 penalty point → example) 2pt: 0.2pt, 10pt: 1.0pt, 20pt: 2.0pt]</p> <p>※ It is the dormitory inspector' s discretion to impose additional penalty points considering the circumstances and severity of the act.</p> <p>※ Night time is from 19:00 ~ 08:00 (next day).</p>			

[Attachment #3]

Criteria for Offsetting Penalty Points

No.	Criteria	Offset pt	Note
1	Cleaning refrigerators	5pt	1 hr
2	Cleaning the building	5pt	1 hr
3	Overseeing the study room	5pt	3 hr
4	Distributing or serving snacks	5pt	1 time
* Penalty points of those who fall into any of the categories described below cannot be deducted : (Priority for selection) Basic livelihood security recipients; welfare recipients; national merit holders; the disabled; law school students; and those preparing for the national examination.			

Statement Regarding Part-Time Employment Permission

The employment position must be closely tied with your studies (i.e. internship). You must visit the Office of International Affairs to discuss this option with our program coordinators.

Map of Immigration Office

I. Seoul Immigration Office

Take the subway line No. 5 and get off at Omokyo Station. Exit at number 7. Walk straight from the station toward the YangCheon District Office for 10 mins. The road will curve, follow the road until you reach a busy street. Cross the street and the Immigration Office will be right in front of you. There will be several signs guiding you towards the Immigration Office and many foreigners walking in the same direction. Go to the Administration Office on the 1st floor, take a ticket and wait for your turn.



2. Suwon Immigration Office (Pyeongtaek Branch)

Take the red bus (시외 8433) to Suwon at bus station across the Main Gate and get off at Pyeongtaek Station. Take the subway line 1 at Pyeongtaek station, and get off at Songtan Station. Take exit #3 and transfer to Songtan Bus Station to the green bus 5-1 or 99 or blue bus 1-1. Board off at Songtan Branch Office. Cross the street, and go to the Administration Office on the 3rd floor, take a ticket and wait for your turn.

Address:

English) 3rd & 4th Floor, CK Tower, 1375 Gyeonggi-daero (814, Seojeong-dong),
Pyeongtaek-si, Gyeonggi-do (Tel. 1345 without a regional code)

Korean) 경기도 평택시 경기대로 1375(서정동 814) CK타워 3층 & 4층 (전화번호: 1345)



I. Campus Map (Seoul)



101	Young-shin Hall	102	college of Pharmacy / R&D Center	103	college of Pharmacy / Pfeiffer Hall
104	Colleg of Sciences Bldg	105	College of Medicine 2	106	College of Medicine 2
107	Social Sciences Bldg	201	Main Administration Bldg	202	Computer & Information Center
203	College of Liberal Arts	204	Central Library	205	student Union Hall
206	Student Culture Hall	207	College of Engineering 1 / Bobst Hall	208	College of Engineering 2
209	business Incubator Center	310	Multi Purpose Hall	301	Art Center
302	Graduate School Building	303	College of Business Administration	304	Performing Arts and Media Bldg
305	Faculty Office Building / Gymnasium	306	The Old Male Dormitory	307	The Old Female Dormitory
308	Blue Mir Hall (Dormitory)	A	CAU Hospital : Chung-Ang Hall	A-1	CAU Hospital : Da-jung Hall
A-2	CAU Hospital : Parking Tower	B	Future House	C	Affiliated Middle School
D	Affiliated Primary School	E	Institute of Performing Arts	F	Affiliated Kindergarten
G	Blue Dragon Pond	H	Giant Field	I	Chung-Ang Stairway
J	Chung-Ang Sqaure	K	Justice Blood Monument	L	Affiliated High School
M	Pyeongdong Campus				

2. Campus Map (Anseong)



601 Faculty Residence 1	602 Faculty Residence 2	603 Faculty Residence 3	606 College of Music 2	A Lakeside Theatre
605 College of Music 1	607 Young-shin Hall	608 College of Korean Music	609 College of Human Ecology	610 Student Welfare Center
611 Student Union Hall	901 Main Administration Bldg	903 Bus Platform	904 College of Construction Engineering	906 Business Incubator Center 2
611 Student Union Hall	901 Main Administration Bldg	902 Central Library	903 Bus Platform	904 College of Construction Engineering
701 Dormitory Yeji 1	702 Dormitory Yeji 2	703 Dormitory Yeji 3	704 Dormitory Myeongdeok 1	705 Dormitory Myeongdeok 2
706 Dormitory Myeongdeok 3	707 Student Social Center	708 Campus Welfare Center	801 College of Foreign Languages	802 Faculty Office Bldg
803 College of Arts (Sculpture)	804 College of Arts (Sculpture) 2	805 College of Arts (Photograph, Dance, Drama)	806 Annex to College of Arts (Photograph, Dance, Drama)	807 College of Arts (Craft)
808 College of Arts (Painting, Design)	809 College of Industrial Science	810 College of Social Sciences / College of Industrial Science	811 Business Incubator Center 1	812 Athletics Residence
813 University Chapel	B Athletic Field	C Tennis Court	D Golf Field	E Soccer Field
F Baseball Field				

Appendix #4-3

Head of Department's Office Room No. of College

College	Building	Room Number	Floor
College of Humanities	203 Bldg.	No. 504	5 th
College of Social Sciences	203 Bldg.	No. 502	5 th
College of Education	203 Bldg.	No. 503	5 th
College of Natural Sciences	104 Bldg.	No. 217	2 nd
College of Engineering	310 Bldg.	No. 317-1	3 rd
College of Business & Economics	310 Bldg.	No. 301-1	3 rd
College of Medicine	106 Bldg.	No. 202	2 nd
College of Pharmacy	102 Bldg.	No. 414	4 th

*The room number is subject to change.

Appendix #4-4

ATM Map



*ATMs can be found at the starred locations.

How to go to CAU's Other Campuses



A. How to go to the Seoul campus from the Anseong campus :

1. Go to bus terminal.
2. Buy the bus ticket going to Express Bus Terminal.
(There is the bus going to Nambu Terminal, but if you take that bus, you have to make more transfers.)
3. At the Express Bus Terminal, take subway line #9, and get off at the Heukseok Station.

1. Go to Heukseok Station from Seoul Campus Front gate

(approx 550m, 10 minute walk)



1) Cross towards the Baskin Robbins side of the street from school campus road





2) Go straight for 150m towards Sinjungang Pharmacy



3) Turn left in front of Sinjungang Pharmacy



4) Cross the pedestrian crossing towards Shinhan Bank from the front of Etude House



5) Going straight to the curve, and turn right



6) Go straight then turn right at the corner



7) You will reach to Line 9 Heukseok Station



2. Take the subway to the Express Bus Terminal Station
(four stations, about 15 minutes)



3. Going to Gyeongbu Express highway from the Express Bus Terminal (approx 10 minutes)

1) Go to Express Bus Terminal, Exit 1





2) Take exit 1 and walk for about 20 meters towards Daiso



3) Purchase tickets at the ticket booth as shown on the left



4) Take the Anseong bound bus from Gate 31 on the left side of the box office



5) Chung-Ang University (Anseong campus) front gate



※ Notice

- Anseong campus is the fourth stop, about 60 minutes.
- It will take about 50 minutes until the first stop of the bus “Pungrim”
- Bus driver will vocally announce each stations.
- Bus stop : Pungrim → Gongdo → Daerim → Chung-Ang University (Anseong Campus) → Anseong terminal

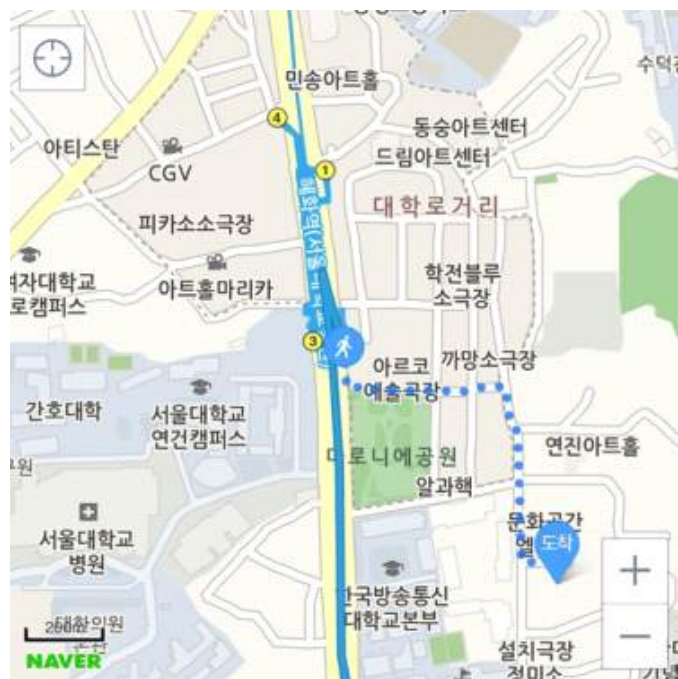
B. How to go to the Anseong campus from the Seoul campus :

CAU Seoul Campus Front gate → Subway Line 9 Heukseok Station →
Get off at Express Bus Terminal Station →
Gyeongbu Express Highway → CAU Anseong Campus Front gate

C. How to go to the Institute of Performing Arts

For those taking performing arts courses at the Seoul campus, these are the directions to “공연예술원” where the performing arts courses are offered.

Take subway from Heukseok station
line number 9
→ transfer at Dongjak station to
line number 4
→ get off at Haewha station
→ 10min of walk



Connecting to Wireless Internet on Campus

※ For more information about Wireless Internet, please refer to the webpage <http://ithelp.cau.ac.kr> → Click “Smart-CAU”

I. Laptops

For Microsoft Windows 8 Users

1. Click the icon, “Wireless Internet”



2. Select “Smart CAU” in the list of possible Wireless Network



3. Type in your Portal ID and Password



4. Completed Connection

For Mac OS Users, Window 8 version or above

1. Click "Airport"



2. Connect to "Smart-CAU"
3. Type in your Portal ID and Password



4. Completed Connection

2. Smart Phones

Android Users



Select "Settings"



Select "Wireless & Networks"



Select Wi-Fi Settings



Select "Smart-CAU"



Enter password (local to phone)



EAP method – PEAP
Phase 2

Authentication – Select "None" (If fail, then select "MSCHAPV2" or "GTC")



Type in Portal ID and Password
(Leave "익명 ID" in blank)



Connection Complete

iPhone/iPad/iPod Users



Select "Settings"



Select "Wi-Fi"



Turn Wi-Fi "On"



Connect to "Smart-CAU"



Type in Portal ID and Password

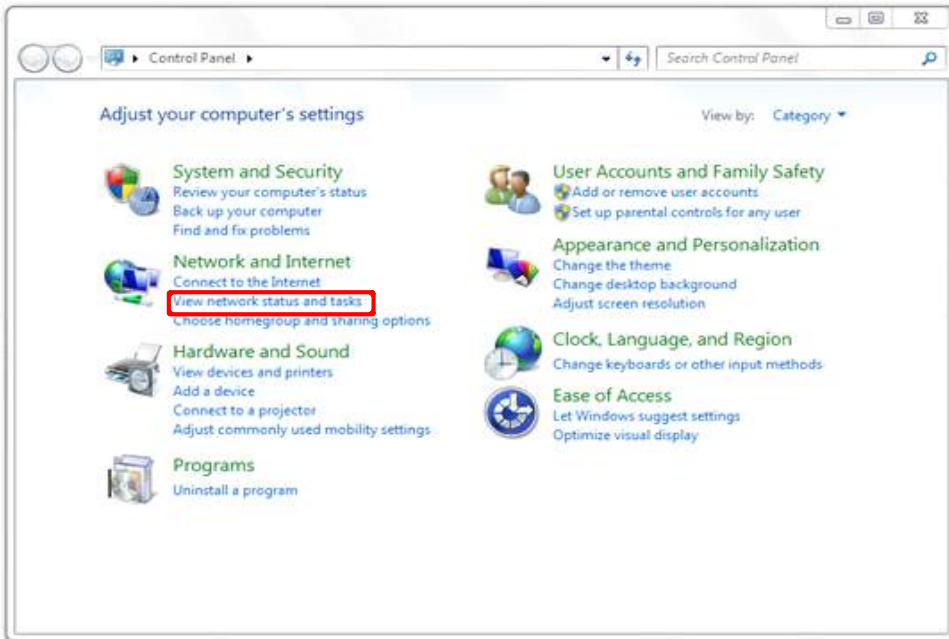


Select "Accept" to Connect

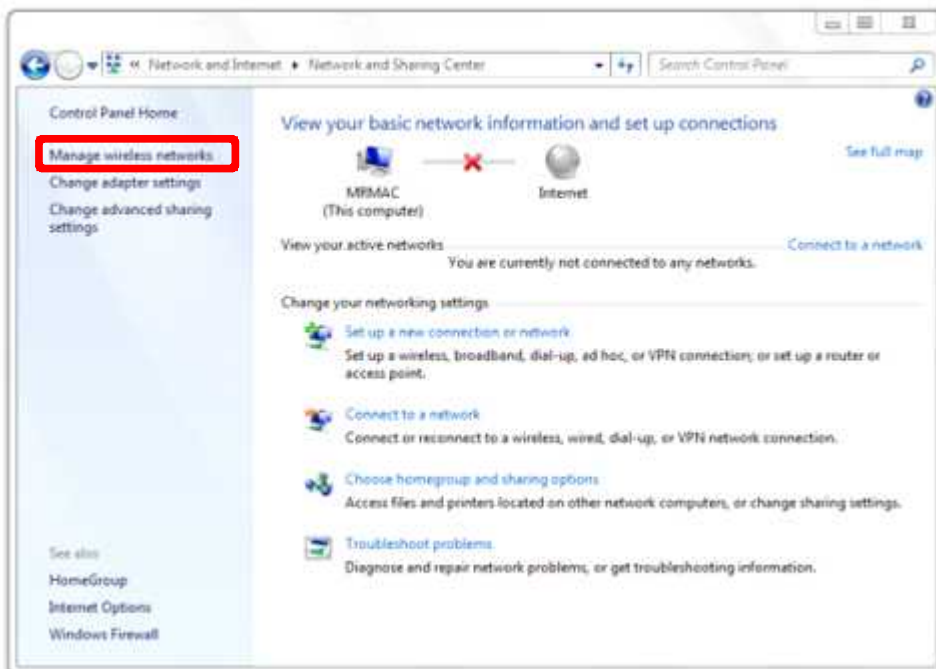
Connecting to Wireless Internet on Campus

I. Windows 7 Users

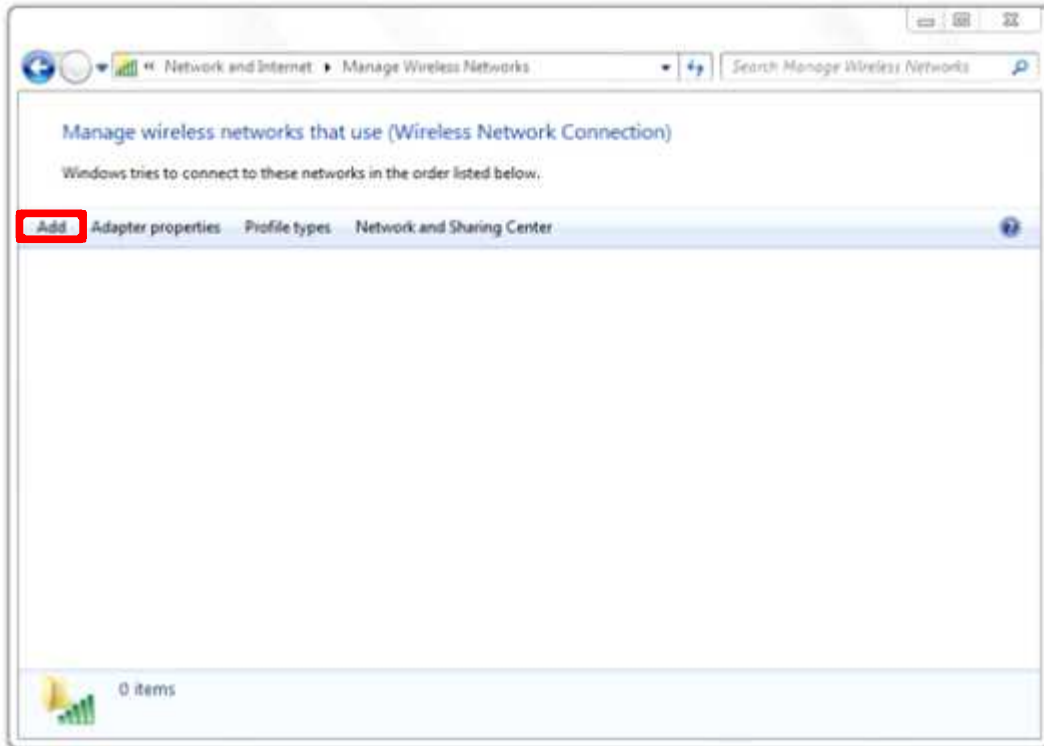
Go on "Start" click "Control Panel" located on right side of "Start" menu.
Network and Internet > View network status and tasks



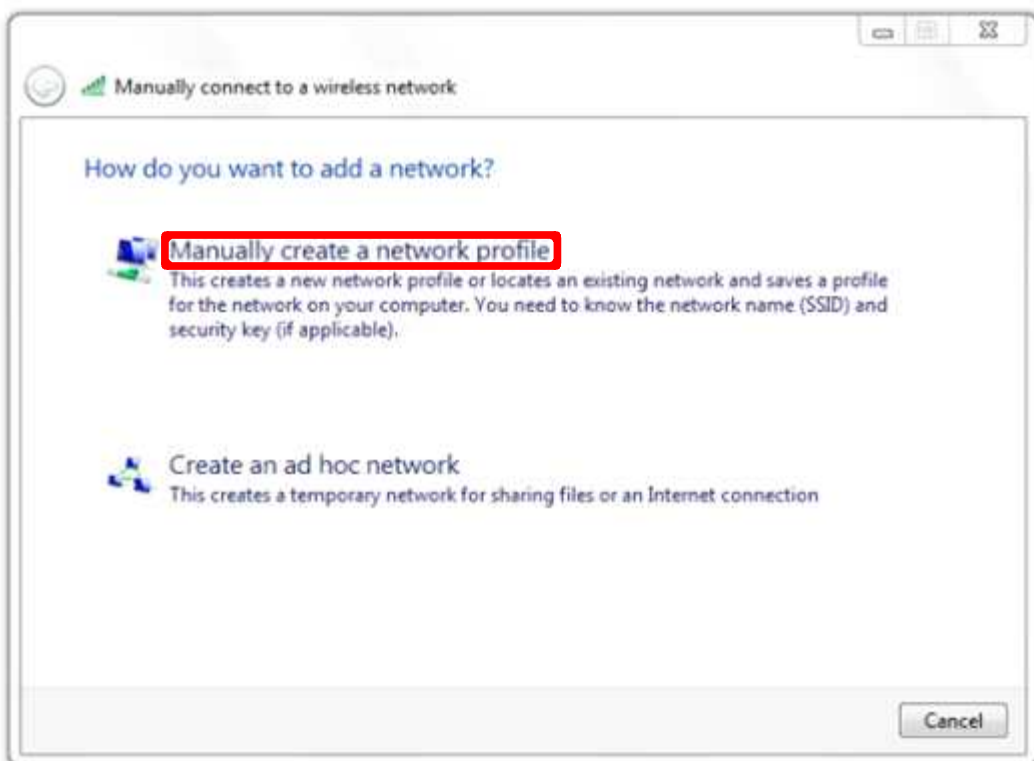
On the slide bar, click on "Manage wireless networks".



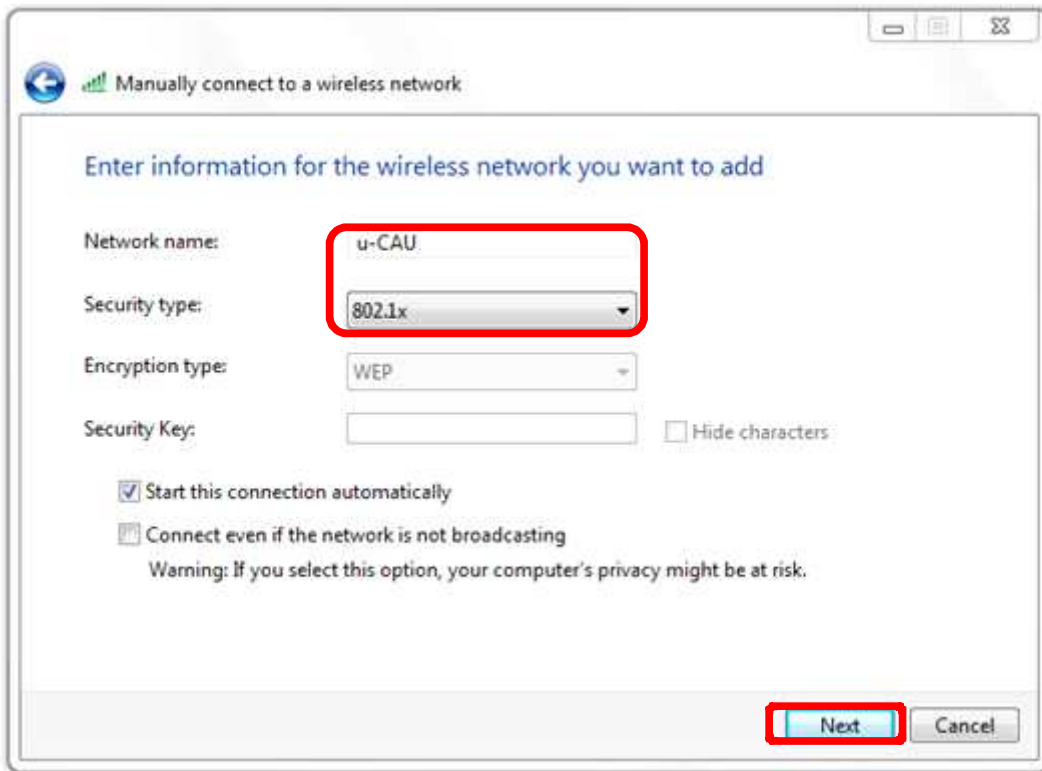
Click "Add".



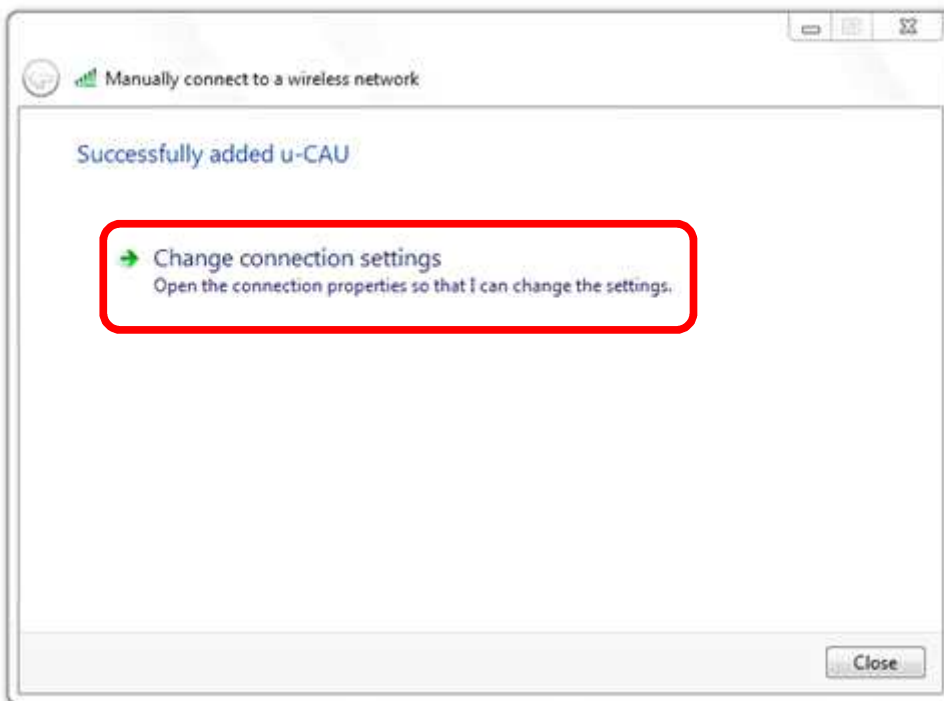
Click on "Manually create a network profile".



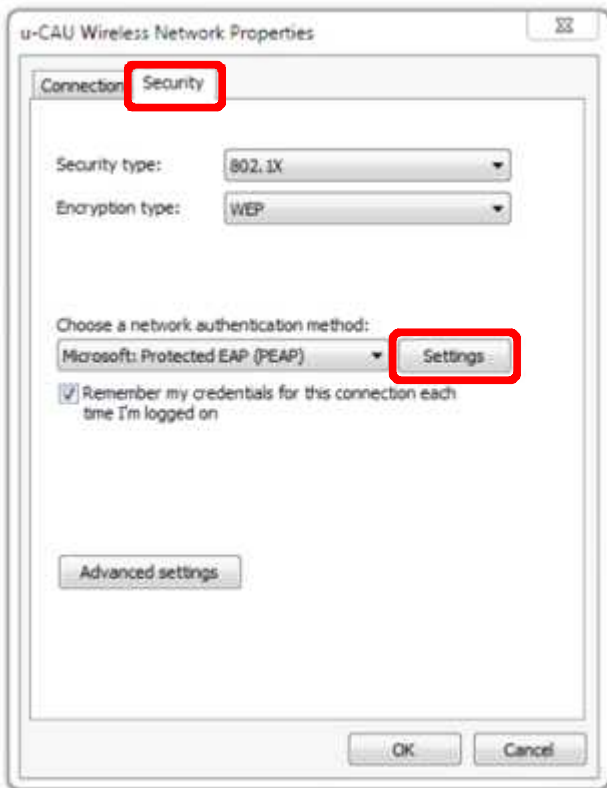
Fill in the Network name with “u-CAU” and Security type as “802.1x” then click “Next”.



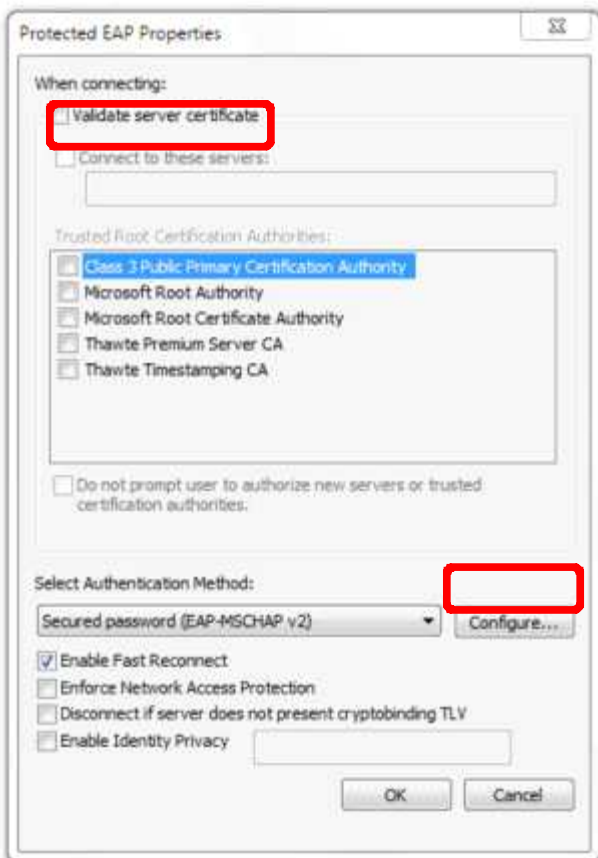
Click “Change connection settings”.



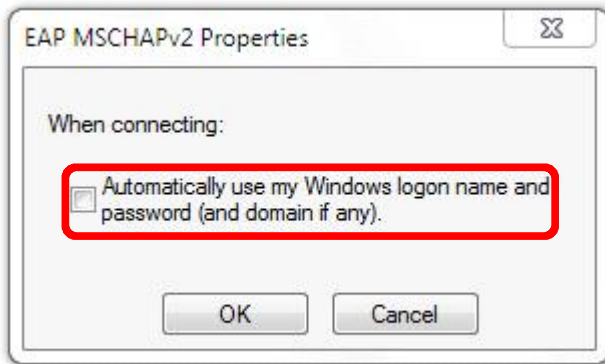
Click on "Security" tab then click on "Setting".



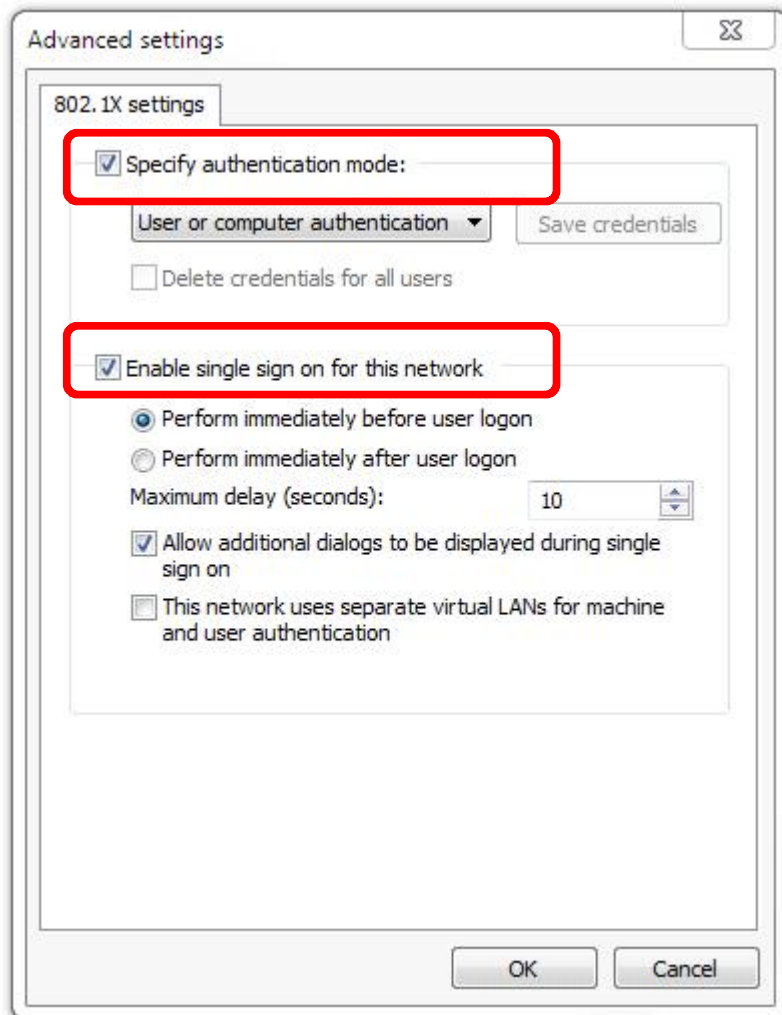
Make sure you uncheck "Validate server certificate" then click on "Configure".



Uncheck “Automatically use my Windows logon name and password (and domain if any).”



Check “Specify authentication mode” and “Enable single sign on for this network”.



On your Window bar, the yellow spot will appear. Click on the icon.



Fill in with you Student ID and Password, and just wait for seconds.



Below is the interface show your wireless has been connected successfully through the instruction. Next, you can enjoy the accessible Internet with your favorite browser.



Appendix #7

Etiquette & Basic Manners in Korea

1. Korean Cultural Roots

Korean ideals mainly derive from Confucian traditions. The Five Codes and the Three Bonds or Principles that affect relationships among people are:

The Five Ethical Codes (Oryun)

1. Righteousness and justice between governors and the citizens
2. Distinction (different roles) between a husband and a wife
3. Order (respect and protection) between the young and the old
4. Closeness (love) between parents and a child
5. Trust between a friend and a friend;

The Three Principles (Samgang)

1. Loyalty to government and country
2. Filial piety toward one's parents
3. Fidelity and chastity in marriage.

Almost every relationship (except between friends) is based on the idea that one person is of higher status. The person of lower status is expected to respect and obey, and the person of higher status is supposed to look after and protect the one of lower status.

2. Basic Manners

A. Bowing

- Bowing is the traditional Korean greeting, although it is often accompanied by a handshake among men. To show respect when shaking hands, support your right forearm with your left hand underneath your elbow area.
- Korean women usually nod slightly and will not shake hands with Western men. Western women may offer their hands to a Korean man.
- Bow when departing. Younger people wave.

B. Titles & Names

- Korean names are arranged opposite of Western names with the family name first, followed by the two-part given name.
- Do not call people older than you by their first names unless you're long-time friends or they say otherwise. Address people as Mr. Lee or Mrs. Kim instead.
- Brothers and sisters never call one another by their given names. They say "older brother," "older sister," "younger brother," and/or "younger sister."
- Never use red ink when writing a living person's name.

C. Body Language

- Koreans consider it a personal violation to be touched by someone who is not a relative or close friend. Avoid touching, patting or back slapping a Korean.

- Do not cross your legs or stretch your legs out in front of people older than you. Keep your feet on the floor, never on a desk or chair.
- Always pass and receive objects with your right hand (supported by the left hand at the wrist or forearm) or with two hands.
- To beckon someone, extend your arm, palm down, and move your fingers in a scratching motion. Never point a person with your index finger.
- Koreans often smile to show embarrassment, or sorriness. Smile and gently laugh along, which is a way to accept their apology.

D. Hosting

- When going to a restaurant, Koreans are gradually getting the idea of splitting the bill, but it is still pretty rare. Usually you will be hosted, especially with Koreans older than their 20s.
- The person who invites usually pays the bill for everyone, but it is polite to offer to pay.
- Your Korean friends will be eager to treat you for the first time. You are expected to return the favor later.

F. Table Manners

- There is generally a main dish and several side dishes. Except for the rice and soup which are served in bowls for each meal, side dishes are used communally.
- Do not leave your chopsticks in the rice bowl as this is only done for offerings to the deceased.

G. Others

- Shoes are not worn inside Korean residences.
- Be ready to accept less "personal space." It's pretty common for Koreans of the same gender to stand close together when talking or walking.

What are some simple Korean phrases I should know?

Although many people in Korea speak English, you may find some difficulties with language barriers. It is more common for college age students to speak English than elders. Here are some few phrases that may be good to know:

Phrase	Phrase in Korean	Romanization of Phrase
Hello	안녕하세요	An-nyeong-ha-se-yo
My name is...	제 이름은 (name) 입니다	Je i-leum-eun (name) ib-ni-da
Goodbye (if you are leaving)	안녕히 계세요	An-nyeong-hi gye-se-yo
Goodbye (if you are staying)	안녕히 가세요	An-nyeong-hi ga-se-yo
Thank You	감사합니다	Gam-sa-hab-ni-da
Just a Minute / Wait	잠시만요	Jam-si-man-yo
Can you speak English?	영어 할 수 있어요?	Yeong-eo hal su iss-eo-yo?

(I can't speak Korean well) I don't know Korean that well	한국말 잘 못해요	Han-gug-mal jal mot-hae-yo
I'm sorry / Excuse me	죄송합니다	Joe-song-hab-ni-da
Where is the bathroom?	화장실이 어디예요?	Hwa-jang-sil-i eo-di-ye-yo?
Please give me (object)	(object) 주세요	(object) ju-se-yo
Please remove/leave out (object)	(object) 빼주세요	(object) ppae-ju-se-yo
What is the tastiest dish?	뭐가 제일 맛있어요?	Mwo-ga je-il mas-iss-eo-yo?
Is this spicy?	이거 매워요?	I-geo mae-wo-yo?
How much does it cost?	얼마예요?	Eol-ma-ye-yo?
I am an Exchange Student	교환학생입니다	Gyo-hwan-hag-saeng-ib-ni-da

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