

Spring 2024

YONSEI GSIS WELCOME LETTER



TABLE OF CONTENTS

Introduction	3
Enrollment.....	3
Documents Submission for Accepted Students.....	4
Apostille & Verification of Degree	6
Orientation.....	7
Tuition Payment	7
Student ID / Yonsei Portal	8
Housing	8
D-2 Student Visa.....	9
Residence Card.....	10
Health Insurance.....	10
Graduate Student Association (GSA)	10
Getting to the New Millennium Hall at Yonsei.....	11
Contact Us.....	11

Introduction

Congratulations on your admission to the Graduate School of International Studies at Yonsei University! We are excited to have you here with us. Please read the following to prepare you for enrollment into the Spring 2024 semester.

Important Dates to Remember	
Until 2024/01/15	Confirmation of Enrollment
2023/12/18 – 2024/02/02	Document Submission for Accepted Students
2023/12/27	Temporary student ID number & Yonsei Portal access
2024/01/10 – 2024/01/15	Tuition Payment Period for Incoming Students
Early February	Final Student ID number & Yonsei Portal access
2024/02/14 – 2024/02/20	Course Registration Period
TBA (late February)	Orientation
2024/03/02	Beginning of the Spring 2024 Semester

Enrollment

We look forward to you joining us as an incoming student here at the Sinchon campus of Yonsei University. Located ten minutes from the center of Seoul, along with easy access to popular areas like Hongdae, Insadong, Myeongdong and Gangnam, Yonsei GSIS will provide you with not only a strong academic experience but also a cultural one.

Yonsei GSIS was the first GSIS program to be established in Korea. Our diverse student body – 20% Korean and 80% international – is taught by some of Korea's leading academics, with a wide range of expertise and experience.

The [Yonsei GSIS Students Facebook group](#) can be a useful place where other students will be able to offer you advice on academic and non-academic matters, including housing, jobs, phone companies, and course/professor reviews. You can also follow & subscribe our official [Instagram](#)(@yonsei_gsis) and [YouTube](#) channel to find out the latest news about Yonsei GSIS.

Please inform us of your acceptance or declination of your admissions offer by **January 15, 2024**. You should access [this form\(https://forms.gle/1ccqkNDxAyqhF4fR9\)](https://forms.gle/1ccqkNDxAyqhF4fR9) and fill out the requested information. The Spring Semester will begin on **March 2, 2024**.

Documents Submission for Accepted Students

Admitted students must send the following documents via post by **February 2, 2024**. If the documents are not submitted by then, your admissions offer will be revoked.

* Important Notice regarding mailing address: GSIS Office will temporarily move to B116 during the Winter Vacation, so please send your all documents to the mailing address below:

<u>Mailing Address</u>	
English	Room B116, New Millennium Hall, Yonsei University 50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea 03722
Korean	[03722] 서울특별시 서대문구 연세로 50 새천년관 B116 호
Telephone	+82-2-2123-8484(English)/8487(Chinese)/3293(Korean)

Documents to Submit:

Diploma and Transcript	Graduates of a Korean University	<ul style="list-style-type: none"> Diploma or Certificate/Letter of Expected Graduation in Korean or English <u>(Must be issued after December 1, 2023)</u>
	Graduates from a foreign university (excluding China)	<ul style="list-style-type: none"> A diploma and transcript apostilled by the country where you attended university. If the country you attended university in is not a signatory of the Hague convention, then you need to get your documents verified by the Korean Embassy in your country. (For questions contact: The Consular Service Department of the Ministry of Foreign Affairs and Trade. TEL: 02-2100-7500)
	Graduates from a Chinese University	<ul style="list-style-type: none"> A transcript and diploma issued by CHSI in English: 中国高等教育学生信息网(学信网) (www.chsi.com.cn)
Copy of Applicant's Passport		<ul style="list-style-type: none"> The passport must be valid If you update your passport during or after the application period you must submit your updated Passport to the office. If you are currently residing in South Korea, please submit a copy of your existing Residence Card.
Copies of Both Parents' Passports		<ul style="list-style-type: none"> The passports must be valid. In the case that your parents do not possess passports, other identification cards proving their nationality will be accepted. Birth certificates will not be accepted as a substitute for their passports.
Proof of Family Relationship	Chinese citizens	<ul style="list-style-type: none"> Notarized and translated Household Register <u>and</u> Certificate of Kinship
	Non-Chinese citizens	<ul style="list-style-type: none"> Birth certificate or another kind of document such as a household register, or family relationship certificate where family relationship can be verified. It should be original or a notarized copy.
Verification of Deposit	Original copy issued by your bank (Not a screenshot)	<ul style="list-style-type: none"> This is a requirement to receive the D-2 student visa. If it is not your bank statement, it must be your parents', and you also must submit (a) letter(s) of sponsorship [Form 4].

	of your bank statements, should be signed/stamped by the bank)	<ul style="list-style-type: none"> It should be current (certificate issued within 30 days of your submission date) and liquid (able to be accessed immediately). For applicants that have received sponsorship from POSCO, Fulbright, etc., please submit the original sponsorship letter in place of the bank statement. (non-Chinese Students) A bank statement or letter from the bank indicating that you maintain an account with the following amount (must be issued within 30 days of your submission date) <ol style="list-style-type: none"> Korean Studies / Global Studies / Global Citizenship & Sustainable Development: 23,000,000 KRW Global Citizenship & Cooperation: 25,000,000 KRW (Chinese Students) must freeze bank account with following amount until after 30 days of your VISA application and also must be issued within 30 days of your VISA application) <ol style="list-style-type: none"> Korean Studies / Global Studies / Global Citizenship & Sustainable Development: 23,000,000 KRW Global Citizenship & Cooperation: 25,000,000 KRW
Proof of Language Proficiency		<ul style="list-style-type: none"> The original document of your English, Chinese or Korean proof of language proficiency.

The following documents are additionally required for International Admission II track students (Korean National) only:

No.	Documents
1	Education Summary [Form 7] <ul style="list-style-type: none"> Please summarize your education from grades 1-12.
2	Apostilled Elementary • Middle • High School Records <ul style="list-style-type: none"> These records should indicate the dates of attendance, from grades 1-12. If the country you attended is not a signatory of the Hague convention, then you need to get your documents verified by the Korean Embassy in your country.
3	Certificate of Entry and Exit (출입국사실증명서) <ul style="list-style-type: none"> Issued by the Korean Embassy/Korean Immigration Office/주민센터. This should contain information from the applicant's date of birth to the date of certificate issuance.
4	Certificate of Family Relations (가족관계증명서) <ul style="list-style-type: none"> Issued by the Korean Embassy/Korean Immigration Office/주민센터.

Apostille & Verification of Degree

The Republic of Korea is a signatory member of The Hague Apostille Convention. The apostille ensures that public documents issued in one signatory country will be considered as valid in another signatory country. For more information about apostilles, please refer [here](#). **Apostilles must be original, but your diploma/transcript can be a copy. Apostilles must be mailed since we need the physical copy on file.** Failure to submit original apostilled documents may result in the cancellation of your admission.

Students who graduated from institutions in HAC signatory countries:

- Official apostilles of both your diploma and official transcript.
- All documents must be in English. Any other language requires a notarized translation.
- *If your official transcript includes your date of graduation OR date of degree awarded, then you only need to submit an apostille of your transcript. In this case, you do not need to submit an apostille of your diploma.*

Students who graduated from institutions in China:

- Verifications of your Degree and Academic Records issued by the China Higher Education Student Information and Career Center (CHSI).

Students who graduated from institutions in HAC non-signatory countries:

- Verifications of your diploma and official transcript by the local Korean embassy in the country you graduated from.

Students who graduated from institutions in Korea:

- Verification other than your official transcript and certificate of graduation is not required.

Orientation

To help your transition as the Spring 2024 semester begins, we will have orientation with detailed information about Yonsei GSIS program. You will have the opportunity to meet your fellow students, talk to professors, etc. Orientation Day is set for **late February 2024** and whether the orientation will be online or offline will be announced later.

Tuition Payment

Tuition for Spring 2024 (2024. 01. 10. 9:30 ~ 01. 15. 17:00 KST):

Major	Tuition	Entrance Fee (one-time only)
Korean Studies, Global Studies, Global Citizenship and Sustainable Development	7,020,000 KRW/semester	1,195,000 KRW
Global Citizenship and Cooperation	10,000,000 KRW/semester	

*** Important:** Students should access Yonsei Portal as well as tuition bill with their temporary student ID number which will be announced in December 27th. After tuition payment, students will get their final student ID number in February.

For **domestic transfers**, the amount must be paid in KRW. It must be the exact amount stated on your bill, or the bank will not accept the transfer.

For **international transfers**, the amount must be paid in USD or KRW. No other currencies can be accepted. If you pay in USD, Woori Bank will exchange it for you on arrival, and any excess amount paid will be refunded to you within the first month of the semester. Please consider the transfer fees and exchange rates to be careful that you do not underpay. If your bank can exchange directly into KRW and send a specific amount, you may pay in KRW. If you pay in KRW, you must transfer the exact amount stated on your tuition bill or the bank will **reject your payment**.

You will be assigned a virtual account number for your tuition bill. **You can access your tuition bill on Yonsei Portal when the tuition period opens.** If you receive the Incoming Student Award, it will be deducted from the tuition fee indicated on your tuition bill. **Failure to pay your tuition and fees during the payment period will result in cancellation of your enrollment into Yonsei University.**

Student ID / Yonsei Portal

The [Yonsei Portal](#) is the online student service center. It provides students access to course registration, course grades, student ID card applications, and more. You will receive an individually assigned student ID which will permit you access to Portal once it opens. A guideline on how to access your student ID as well as other information will be emailed to you in **February 2024**. (Since students do course registration by student ID number, we will announce the student ID number before the course registration period)

Housing

Students are responsible for securing their own accommodations; Yonsei GSIS **does not** oversee housing for students, **so please contact on-campus housing services directly.**

Yonsei University does have on-campus housing available. Applications and questions regarding housing should be directed to the relevant dormitories. Information about the three main dormitories (SK Global House, International House, Muak Dormitories) can be found at the link below. As dormitory placement is quite competitive, please apply during the designated application periods for each dormitory.

※ **Housing Application Guideline:**

<https://dorm.yonsei.ac.kr/en/sub.php?code=020300>

Many GSIS students prefer off-campus housing. Housing can be found as close to several minutes from the New Millennium Hall (GSIS building on Sinchon campus). Prices will vary.

D-2 Student Visa

The D-2 student visa allows non-Korean citizens to enter the country as a full-time international student. It can be obtained from the Korean embassy/consulate in your home country, or from the Immigration Office in Korea.

Admitted students who require a D-2 student visa will be issued an official Certificate of Admission from the GSIS Office. This will be sent via e-mail since it will be required by the Korean embassy/consulate when applying for a D-2 visa. Depending on their requirements, we can send a hard copy through post mail if necessary. If you will be applying for or have another visa (F-series or A-series), we will not issue the Certificate of Admission. **We can only issue the Certificate of Admission after the confirmation of your tuition payment and necessary documents submission. So be aware of the tuition payment period and documents submission.**

We advise that you obtain your visa prior to entering the country to avoid future complications. Please contact your local Korean embassy/consulate to determine exactly which documents are required for your visa application. It varies per country, and some embassies may require you to provide a Verification of Deposit. Should they request a value higher than 23,000,000 KRW(or 25,000,000 KRW for Global Citizenship & Cooperation program), please inform them that Yonsei University only requires a VOD of that value and that all costs are estimated.

For non-Korean students already located in Korea, please call the Immigration Hotline at 1345 for any questions regarding your visa status. If you are currently under a visa other than D-2, or require a visa extension, you must contact the Immigration Office directly for further instructions. **Failure to comply with immigration laws may result in heavy fines or penalties.**

Residence Card

The Residence Card is required to reside in Korea over 90 days. This ID is used for many important purposes in Korea, including signing housing or mobile phone contracts. You must obtain your Residence Card at the corresponding local Immigration Office within 90 days of landing in Korea. Applications taking place after the 90th day are subject to fines. Students on the D-2 visa may only apply for the Residence Card after the first day of school (**March 2, 2024**).

Required documents for the Residence Card may include (but are not limited to) the following:

- Application form & Power of Attorney
- Valid passport & visa (originals and copies)
- Certificate of Enrollment (재학증명서) – obtained from the kiosks in the basement of the Commons or from Yonsei Portal, after the first day of school.
- Certificate of Residence
- Application fee of 40,000 KRW
- One passport-sized photo (3.5 cm x 4.5 cm, white background) Call the Immigration hotline at 1345 for the exact documents required.

Health Insurance

All international students will be automatically enrolled in the National Health Insurance Program after they have been in Korea for 90 days and after they have received their Residence Card. Please contact NHI directly with any questions: 1577-1000.

Graduate Student Association (GSA)

The GSA is organized, led, and maintained by graduate students in GSIS. Over the course of each semester, they host several social events including the bi-annual MT (Membership Training), interGSIS mixers, and other opportunities to get to know other graduate students in Seoul. They also provide student service support, including first-semester peer groups, which help new students integrate into the GSIS student body. New students can expect to hear from GSA at orientation.

Getting to the New Millennium Hall at Yonsei

There are several ways to get to our building, the New Millennium Hall (NMH). If you input 연세대학교 새천년관 into Kakao or Naver Maps, it will show you the location quite accurately.

SUBWAY

The closest subway station is Sinchon Station (신촌역) on Line 2. Please click [here](#) for more information.

AIRPORT BUS

From Incheon International Airport, you may arrive at Yonsei via the Airport Bus #6011. NMH is located closest to the stop named Ewha Womans University Back Gate (이대후문). From the bus stop, cross the street towards Coffee Bean, and take a right. Walk straight until you reach Paris Baguette. From there, walk straight for about 5 minutes uphill. NMH and the international dormitories will be on your right. You will see them before you see the guardhouse at the top of the hill.

If you have any questions, please feel free to email or call the GSIS office. On behalf of Yonsei University, welcome to GSIS!

Contact Us

Website	http://gsis.yonsei.ac.kr
Email	gsis@yonsei.ac.kr
Telephone	+82-2-2123-8484(English)/-8487(Chinese)/-3293(Korean)
Mailing Address	
<i>English</i>	Room B116, New Millennium Hall, Yonsei University 50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea 03722
<i>Korean</i>	[03722] 서울특별시 서대문구 연세로 50 새천년관 B116 호