

외국인 유학생 가이드북

| 2024-1

# International Student Guidebook



국민대학교  
KOOKMIN UNIVERSITY

# 1 CISS (Center for International Student Services)

## Center for International Student Services(CISS)

CISS(Center for International Student Services) is in charge of supporting and managing international students on regular degree program(undergraduate and graduate school) at Kookmin University. We are here to give you help on new campus life! Settling down in a new environment can be frustrating at times, but don't worry. CISS provides lots of useful information and guidelines to help you adjust. You are always welcome to visit us. Please feel free to visit for any concern.

## Services Provided By CISS

- Academic Affairs : Course Registration, Grades, Scholarships, Leave of Absence, Returning to School, Expulsion, etc.
- Studies : Academic Support Programs, Preparation Class for TOPIK, Mentoring & Tutoring Program, Special Lectures, etc.
- Visa : Visa Application, Alien Registration Card Application & Extension, Visa Change, Part-Time Job Permission, Anything related to Immigration Law
- School Life : Dormitory Application, Field Trips, Medical Check-up, Insurance, etc.
- Counseling Service : Professional Counseling for International Students

## Location & Contact

- 📍 Location : Global Center #105 (Next to Sungkok Library)
- 🕒 Office Hours : (During Semester) 9:00~17:00, (During Break) 9:30~16:00 / Lunch Time 12:00~13:00
- ☎ TEL : 02) 910-5844, 5804, 5850, 5808
- ✉ E-mail : kmuciss@kookmin.ac.kr
- 🌐 CISS Website : <https://cms.kookmin.ac.kr/kmuciss>

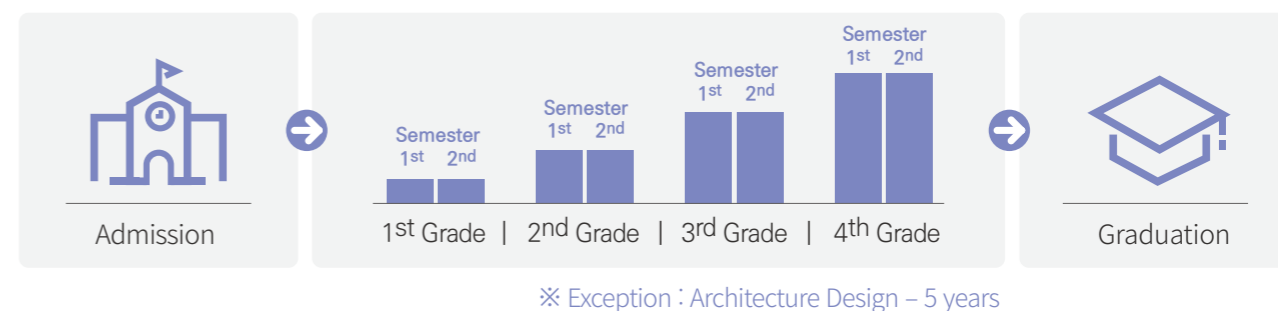
## Must-Remember lists!

- **Update your contact information on ONKOOKMIN Portal with any change.**  
(cell phone number or e-mail address)
- **Students are required to regularly check the emails registered with the ONKOOKMIN Portal system and the announcements on KMU website.**  
※ Important information that students must know is provided through email or announcements on KMU website."
- Feel free to visit us with any concerns or problems.

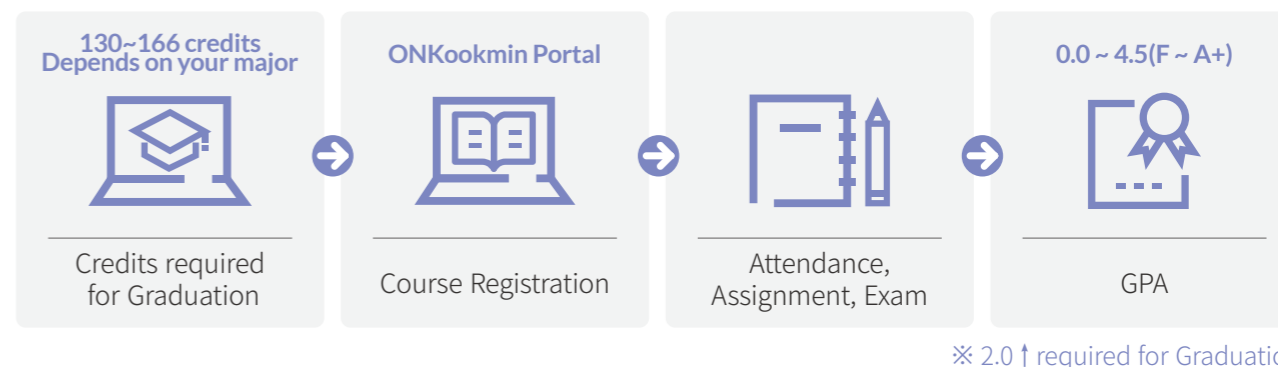


# 2 My School Life at a Glance

## My School Life at a Glance

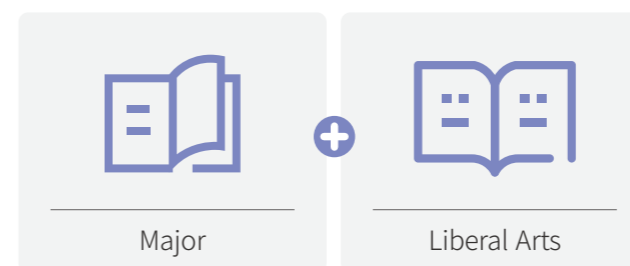


## Credit & Grade



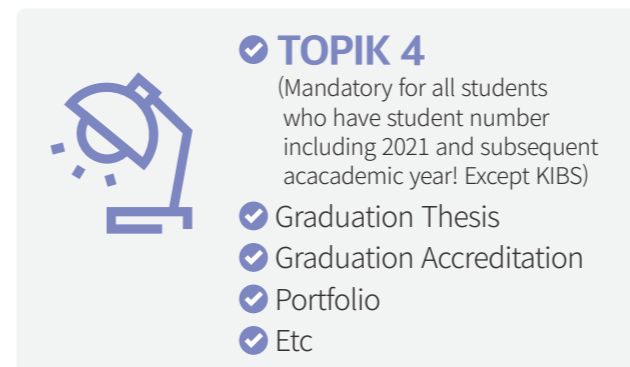
## Class Subject

※ Depends on your major!



## Notes

※ Depends on your major!



**Important Note**

Credits in total, in major, and in liberal arts required for graduation

➡ Check the details in each department!

Students have responsibility to check the details on graduation requirements and register mandatory courses according to the guideline.

➡ Have a counsel with department before course registration!

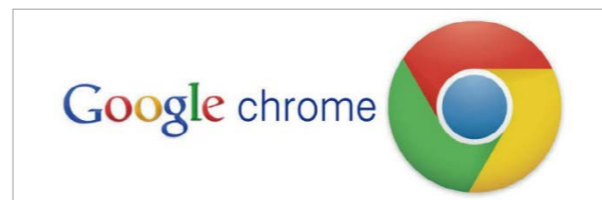


Date	Contents
2024.03.04.(MON)	• 2024 Entrance Ceremony
2024.03.04.(MON)	• First Day of Spring Semester
03.04.(MON) ~ 03.08.(FRI)	• Spring Semester Course Add/Drop Period
03.12.(TUE) ~ 03.15.(FRI)	• Application of Minor, Change/Drop of Multi Major
04.09.(TUE) ~ 04.12.(FRI)	• Application/Change of 1st Major and Multi Majors
04.22.(MON) ~ 04.27.(SAT)	• Spring Semester Midterm Examinations
05.28.(TUE) ~ 05.30.(THU)	• Summer Semester Course Selection
06.04.(TUE) ~ 06.07.(FRI)	• Summer Semester Registration
06.10.(MON) ~ 06.15.(SAT)	• Spring Semester Final Examinations
06.17.(MON) ~ 06.22.(SAT)	• Spring Semester Supplementary Period
06.10.(MON) ~ 06.21.(FRI)	• Readmission Application for Fall Semester
06.14.(FRI) ~ 06.28.(FRI)	• Spring Semester Grade Checking Period
06.24.(MON)	• Start of Summer Break
06.24.(MON) ~ 07.12.(FRI)	• Summer Semester
06.21.(SAT) ~ 06.28.(FRI)	• Period for Raising an Objection/Correction of Grades
07.16.(TUE) ~ 07.26.(FRI)	• Fall Semester Application for Leave of Absence/Returning to School, for Semester Withdrawing
08.14.(WED) ~ 08.28.(WED)	• Fall Semester Course Selection
08.21.(WED)	• 2023 Summer Graduation Ceremony
08.26.(MON) ~ 08.30.(FRI)	• Fall Semester Registration
09.02.(MON)	• First Day of Fall Semester
09.02.(MON) ~ 09.06.(FRI)	• Fall Semester Course Add/Drop Period
09.10.(TUE) ~ 09.13.(FRI)	• Application of Minor, Change/Drop of Multi Major
10.08.(TUE) ~ 10.11.(FRI)	• Application/Change of 1st Major and Multi Majors
10.18.(FRI)	• 78 <sup>th</sup> Anniversary Ceremony
10.21.(MON) ~ 10.26.(SAT)	• Fall Semester Midterm Examinations
11.26.(TUE) ~ 11.28.(THU)	• Winter Semester Course Selection
12.02.(MON) ~ 12.13.(FRI)	• Application for Change of Major
12.03.(TUE) ~ 12.05.(THU)	• Winter Semester Registration
12.09.(MON) ~ 12.14.(SAT)	• Fall Semester Final Examinations
12.16.(MON) ~ 12.21.(SAT)	• Fall Semester Supplementary Period
12.09.(MON) ~ 12.20.(FRI)	• Readmission Application for Spring Semester 2024
12.13.(SAT) ~ 12.27.(FRI)	• Period for Raising an Objection/Correction of Grades
12.20.(SAT) ~ 12.27.(FRI)	• Start of Winter Break
12.23.(MON)	• Winter Semester
12.23.(MON) ~ 2025.01.14.(TUE)	• Period for Raising an Objection/Correction of Grades
2025.01.06.(MON) ~ 01.24.(FRI)	• Spring Semester Application for Leave of Absence/Returning to School, for Semester Withdrawing
02.13.(THU) ~ 02.26.(WED)	• Spring Semester Course Selection
02.19.(WED)	• 2024 Winter Graduation Ceremony
02.24.(MON) ~ 02.28.(FRI)	• Spring Semester Registration



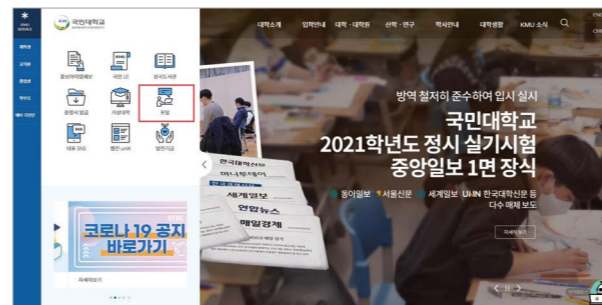
## 1 Access to ONKookmin Portal through Google Chrome

Use Google Chrome to access to KMU system.



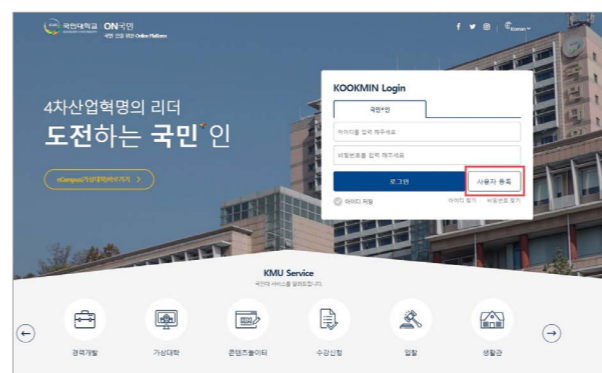
## 2 Access to ONKookmin Portal

KMU Website(<http://www.kookmin.ac.kr>) → Click 'Portal(포털)' or through URL(<https://portal.kookmin.ac.kr>)

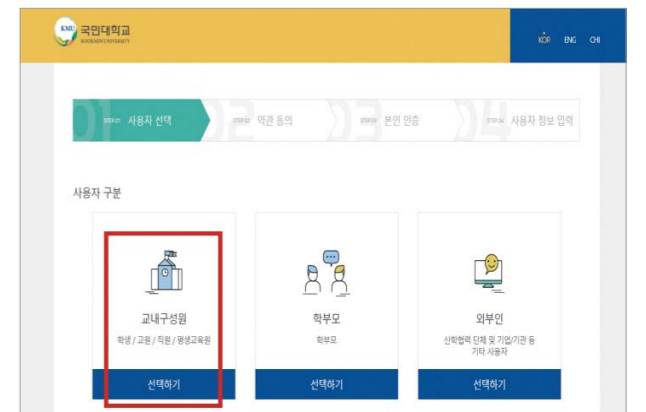


## 3 ID Registration

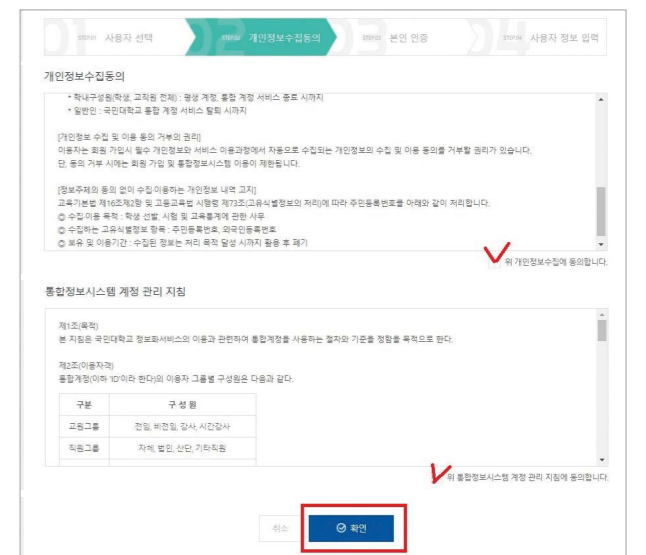
Click 'ID Registration(사용자 등록)'



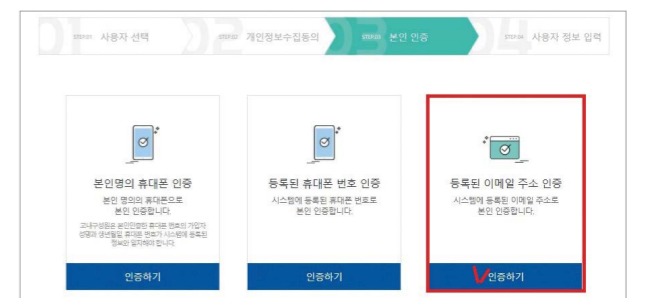
### STEP 01 User Category : Click 'Select of School Member-Student(교내구성원-학생 선택하기)'



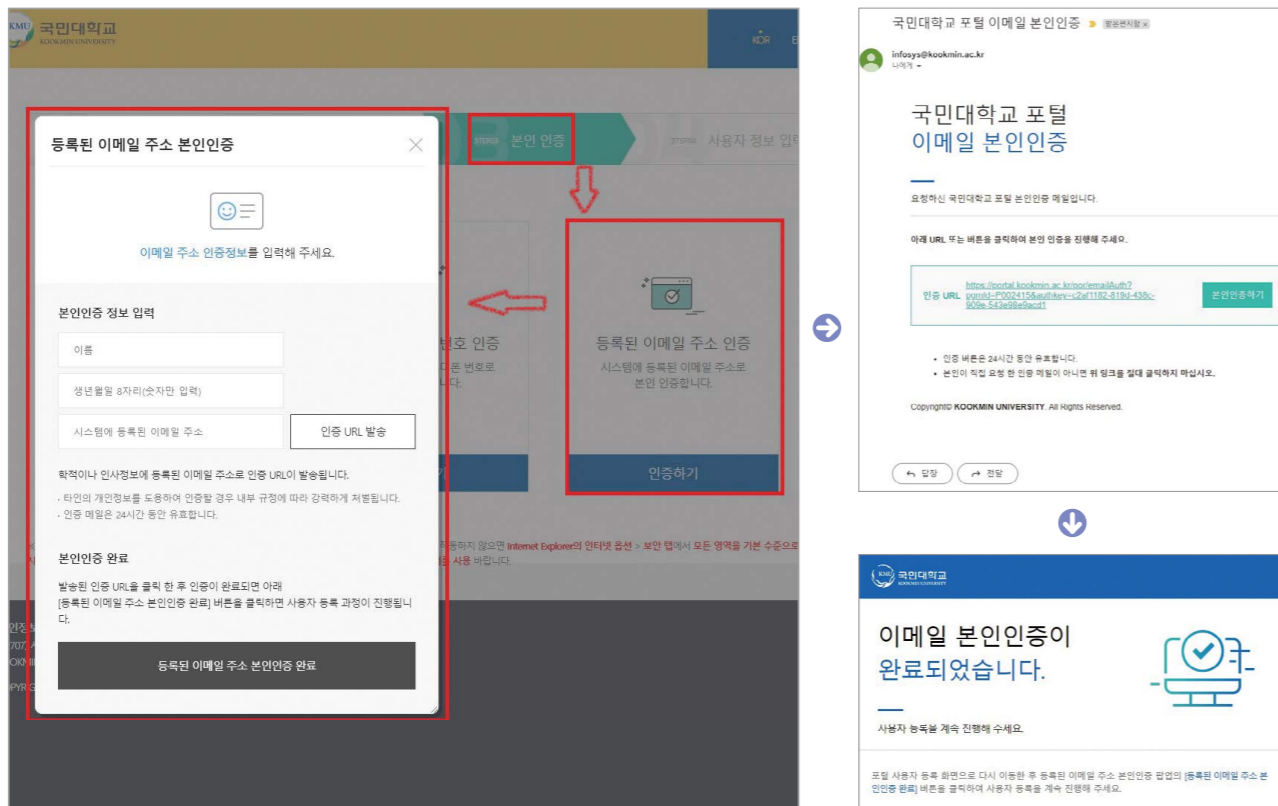
### STEP 02 Agreement of Personal Information Policy : Check and Click 'Confirm(확인)'



### STEP 03 Authentication : Click 'Authenticate with the e-mail address registered in school system (등록된 이메일 주소 인증)'

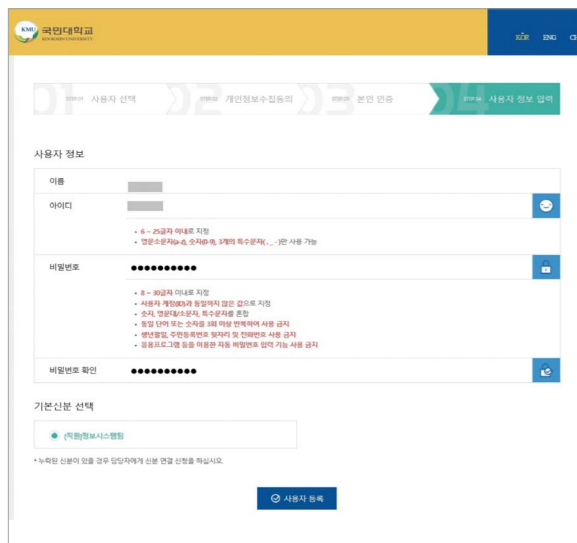


### STEP 03 Authentication : Processing the authentication



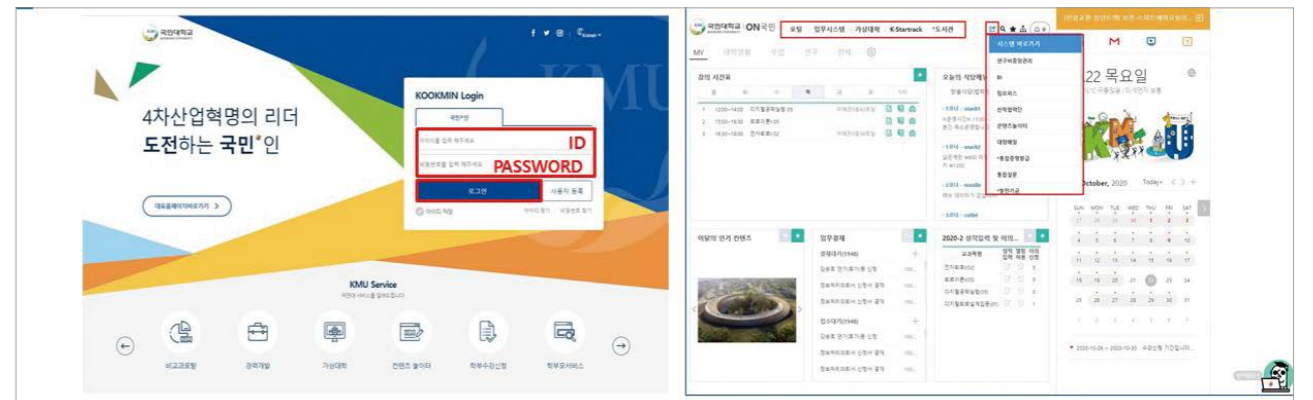
- 1 Enter your name in KOREAN precisely as it is registered in the school system
- 2 Birth date : 8 digit numbers
- 3 E-mail address registered in school system
- 4 Click 'Sending URL for authentication(인증 URL 발송)'
- 5 Checking the E-mail and processing the authentication through the e-mail
- 6 Click 'Complete the authentication with e-mail address registered in school system(등록된 이메일 주소 본인인증 완료)'

### STEP 04 ID Registration



- 1 Enter Name, ID, Password
  - **Name** : Enter your name in KOREAN precisely as it is registered in the school system
  - **ID** : Enter ID as Student number!!!
  - **Password**
    - Form with 8~30 letters
    - Form unlike with the ID
    - Combination of number, capital/small letter, special letter
    - Avoid using same/repeated letter or number
    - Form with birth date, Alien registration card number, phone number is prohibited
- 2 Select default status
- 3 Click 사용자 등록

## 4 Log in

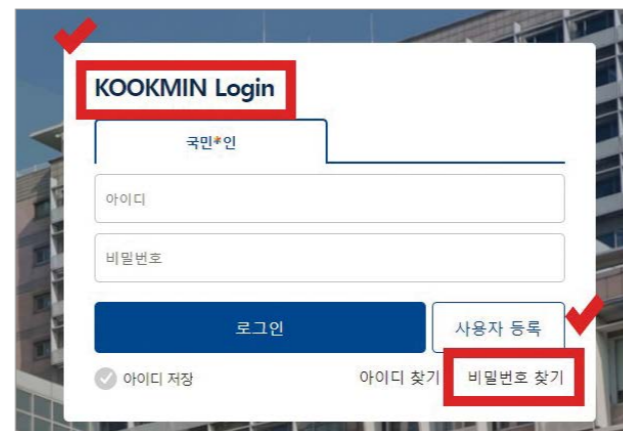


- 1 Log in with the registered ID and password and check if log-in normally active
- 2 Logging-in on ONKookmin Portal makes accessible to other systems(e-Campus, K-Startrack, Library etc.) without further log-in

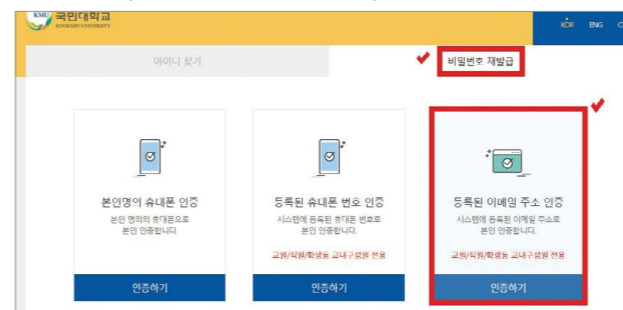
## 5 Finding Your Password

How to reset your password if you have forgotten your ONKookmin Portal password

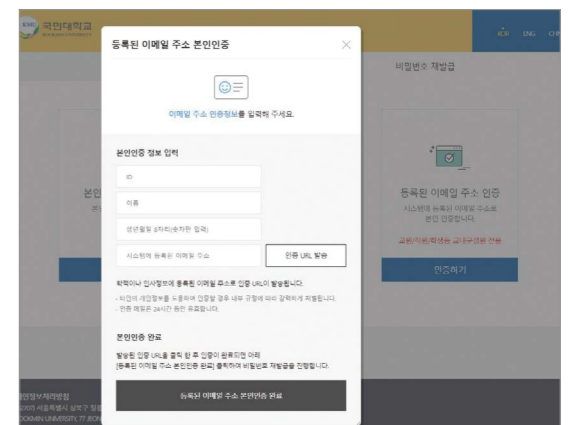
- STEP 01 Access the ONKookmin Portal login screen  
→ Click on 'Find Password(비밀번호 찾기)'



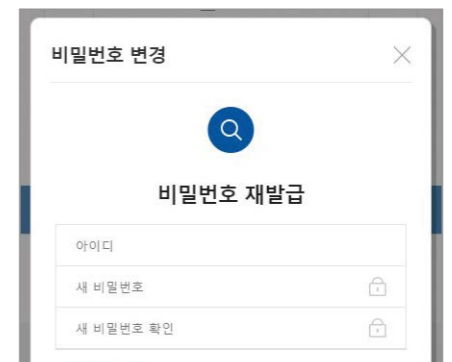
- STEP 02 Authentication : Click on 'Authentication with registered Email Address in school system (등록된 이메일 주소 인증)'



- STEP 03 Authentication : Proceed with authentication process



- STEP 04 Change password



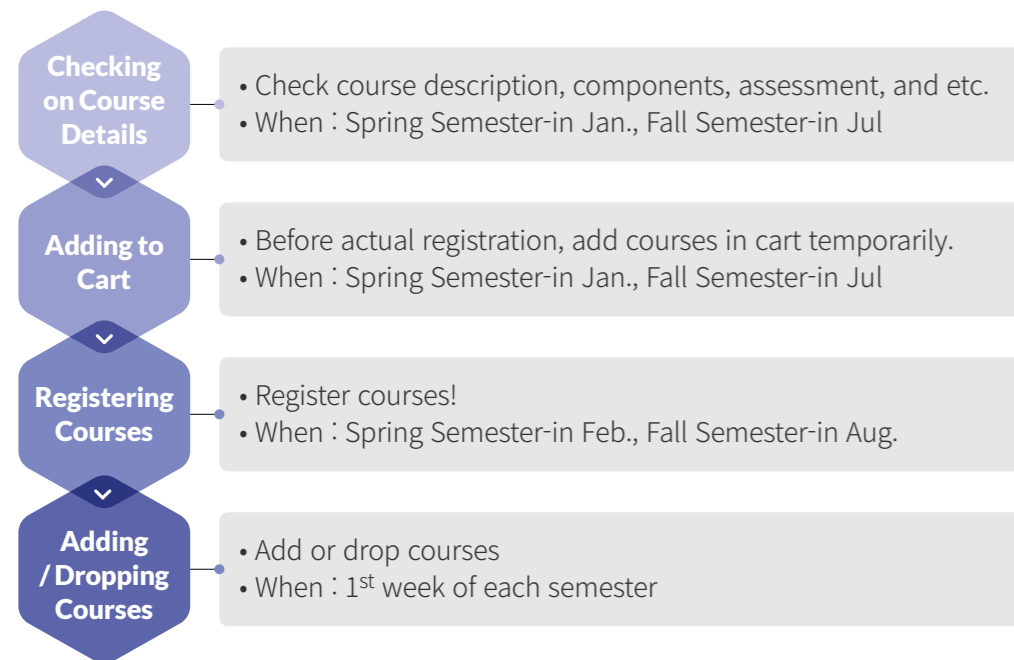
## 5 Course Registration



### Course Registration System in Korea

Process to register courses required for graduation System of first come first serve basis

### Course Registration Process & Period



### Maximum Credits to Register / Semester

College	Maximum Credit
Global College of Humanities and Area Studies, College of Social Sciences, College of Economics and Commerce, College of Business Administration, College of Design, College of Arts	18 credits
College of Law, College of Creative Engineering, College of Computer Science, College of Automotive Engineering, College of Science and Technology, College of Architecture, College of Physical Education	19 credits
KMU International Business School	17 credits

### Spring Semester 2024

Section	When	Note
Registration	2024.Feb.27.(Tue) 14:00~17:00	<ul style="list-style-type: none"> <li>• Freshmen placed in Regular Course</li> <li>• Transfer Students</li> </ul>
Add & Drop	2024.Mar.04.(Mon) ~ 2024.Mar.07(Thu) 10:00~17:00 2024.Mar.08.(Fri) 10:00~23:00	<ul style="list-style-type: none"> <li>• All Students</li> </ul>



### Important Note for Course Registration

- Have a talk with department office about details before registration.
- Must check-lists at department office : requirements for graduation(required courses, credits, ect.), designated courses to take on each semester.
- Impossible to register aside from registration period.
- Click as quickly as course registration starts since it is on first come first serve basis.
- Most of the subjects are marked as 'limited number of students(수강인원제한)' within 1 to 2 seconds after starting the course registration. It means that it is not available to register because the class is full.
- Utilize 'Adding to Cart Period' to succeed in registration period by one click.

### Notice to use the School System

Google Chrome is strongly recommended when using school system.

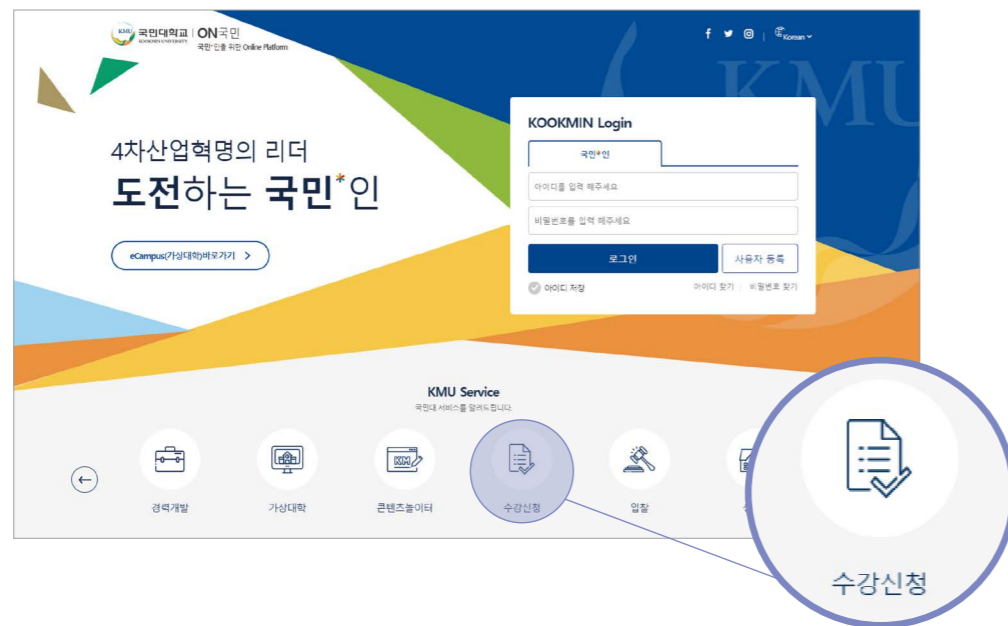




## How to Register for Courses

### 1 Find the Menu for Course Registration

Click '수강신청(Course Registration)' from ONKookmin portal or access by typing sugang.kookmin.ac.kr

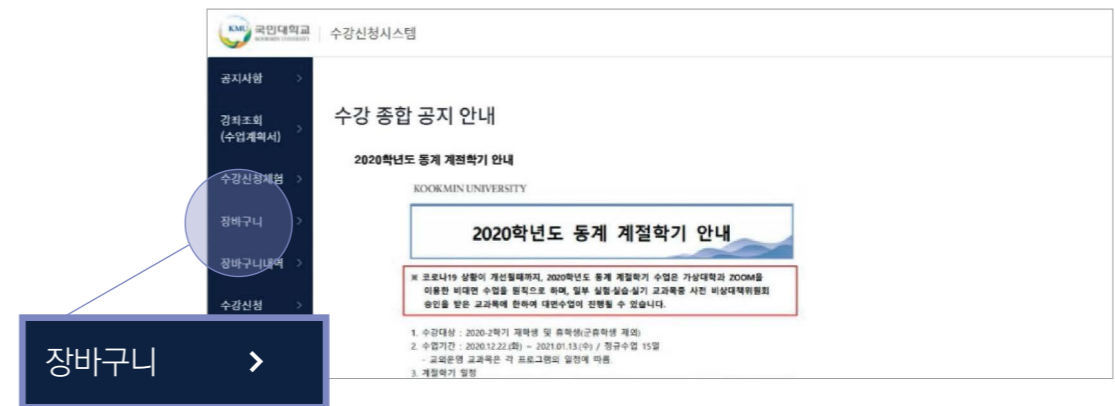


### 2 Check on Class Plan



### 3 Add to Cart

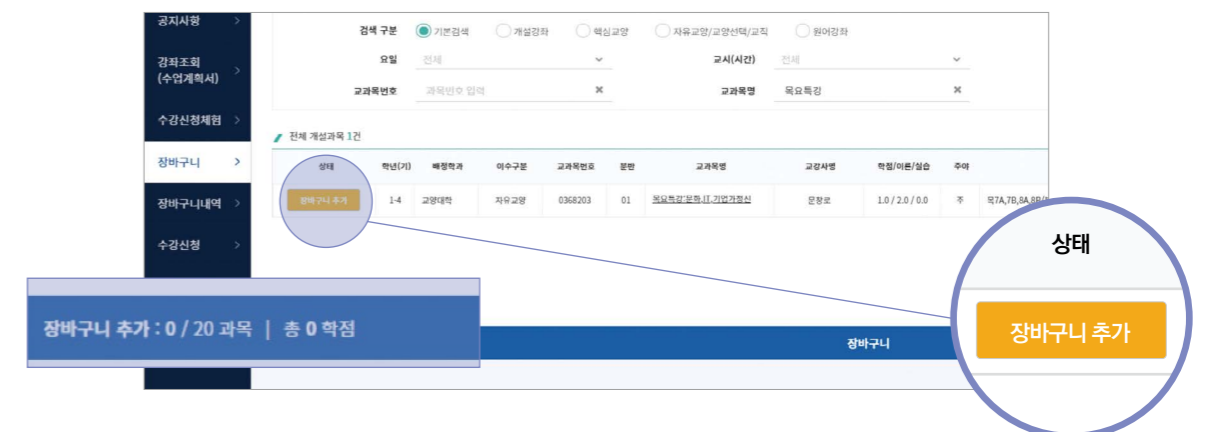
1) System for Course Registration(수강신청시스템) – Cart(장바구니)



2) Basic Search (기본검색) available with : day of the week (요일) / period/time(교시 / 시간) / credit(학점) / subject no.(교과목번호) / subject name(교과목명) / professor name(교수명)



3) Click 'Adding to Cart (장바구니 추가)' to add course to the cart  
※ Adding to cart is available for maximum of 20 classes.





4) Status of the subject added to the cart will change to 'added to cart(장바구니에 추가됨)'.



5) Lectures(개설 강좌) : Available to search courses by college and department



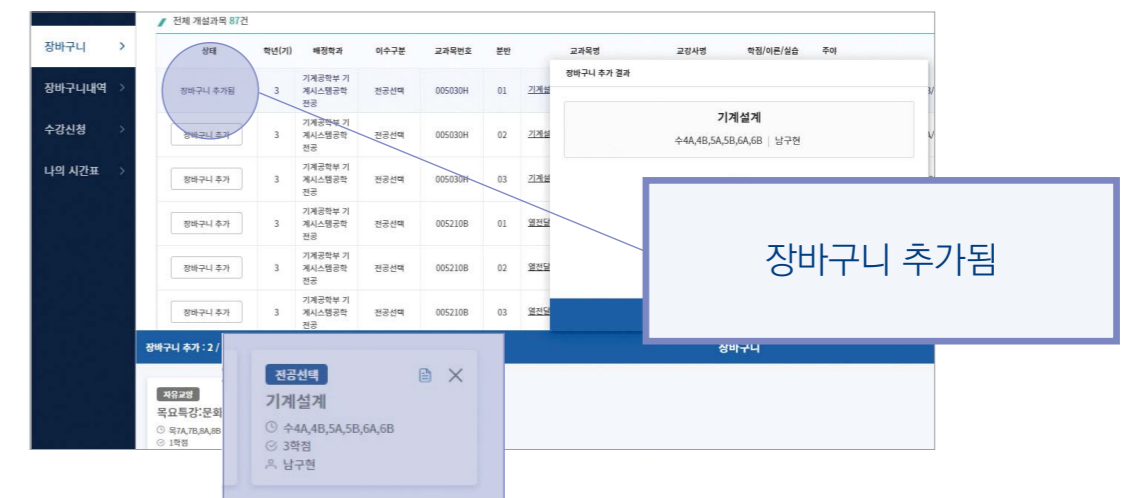
6) Lectures(개설 강좌) : Available to search courses by college and department.  
※ Default setting is your department(major).



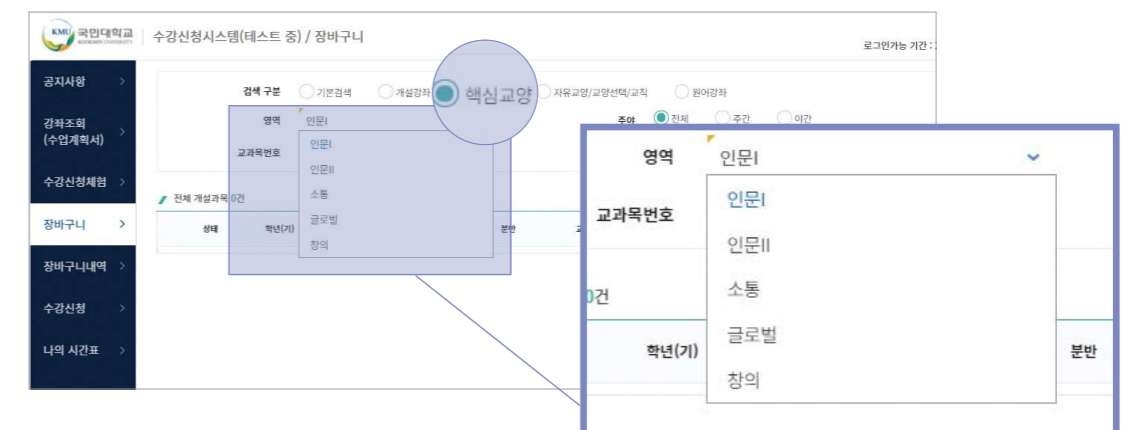
7) Click 'adding to cart(장바구니 추가)' to add course.



8) You can see the status turn to '장바구니 추가됨' when added successfully.



9) Main Liberal arts(핵심교양) : Available to search courses by area.

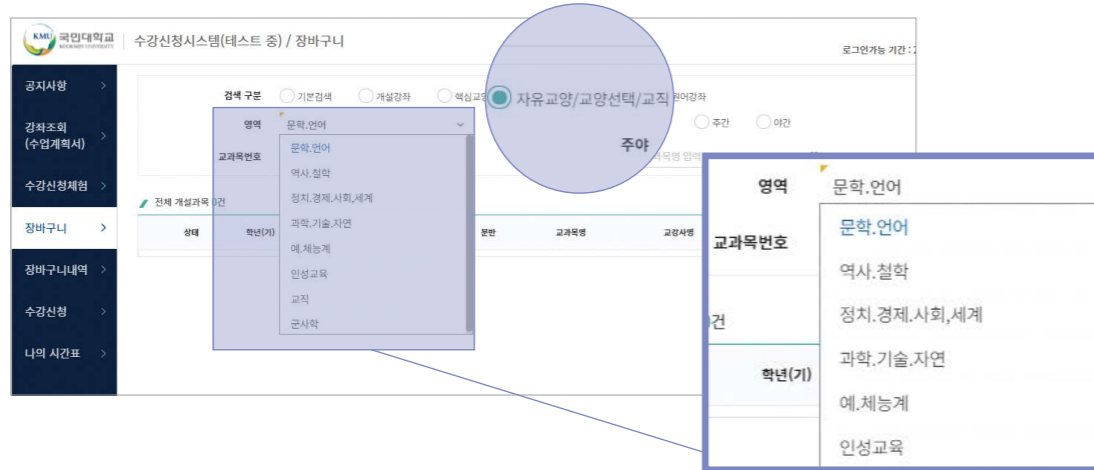




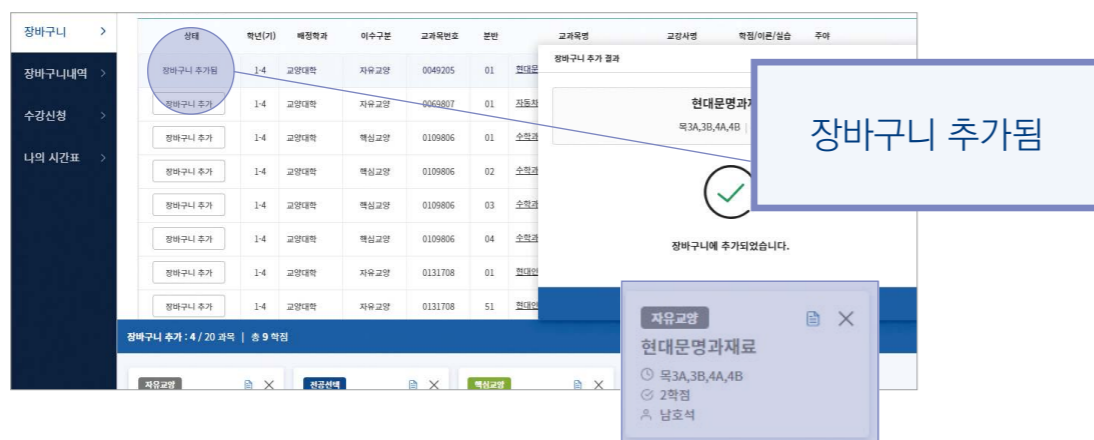
10) Click 'adding to cart(장바구니 추가)' to add course.



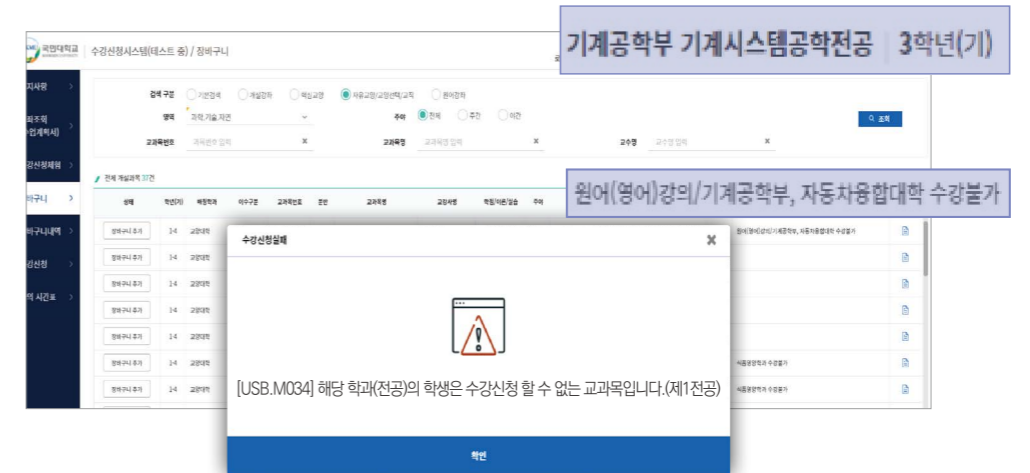
11) Liberal arts/Teaching training(자유교양/교양선택/교직) : Available to search courses by area



12) Click 'adding to cart(장바구니 추가)' to add course.



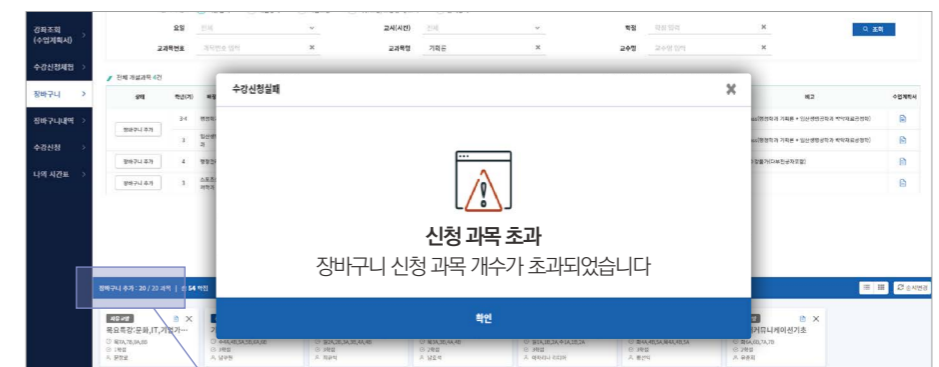
13) If a student is not eligible to applying for a course, it is not available to add to cart.



14) Courses offered in foreign languages(원어강좌) : Available to search for courses offered in foreign languages.



15) Up to 20 courses will be added to the cart.



장바구니 추가 : 20/20 과목



- 16) You can choose to see the courses in the cart in small boxes(cards) or in lists.  
 ※ Can change the course order in card view only (Drag the card).



**리스트 뷰**

전체 개설과목 38건

상태	학년(기)	배정학과	이수구분	교과목번호	분반	교과목명	교강사명	학점/이론/실습	주야
장바구니 추가	1-4	교양대학	핵심교양	1132900	01	한국문학의이해	최규익	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	02	한국문학의이해	조재현	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	03	한국문학의이해	서연주	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	04	한국문학의이해	박진	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	05	한국문학의이해	박인희	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	06	한국문학의이해	박진	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	07	한국문학의이해	김남혁	3.0 / 3.0 / 0.0	주
장바구니 추가	1-4	교양대학	핵심교양	1132900	08	한국문학의이해	이민영	3.0 / 3.0 / 0.0	주



## 4 Register for Courses

- 1) Select between '장바구니(cart)' and '개설과목(offered courses)'.  
 ※ '장바구니' (cart) is the default setting in order of finishing in the add to cart



- 2) Students can check total registered courses and credits, also the maximum available credits of the semester.



총 신청과목 : 0 | 총 신청학점 : 0(자유/핵심교양)

최대신청가능학점 : 22(성적우수 3 학점포함)



### 3) Register subjects in the cart

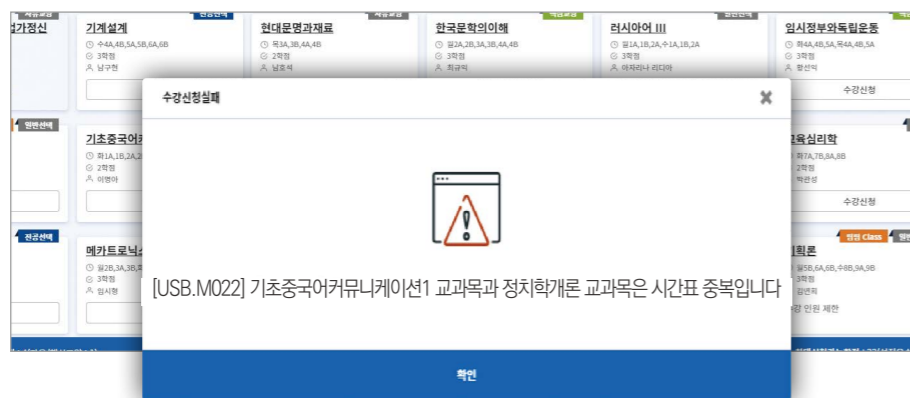
- Click 'Registration(수강신청)' for courses you wish to register in the tab of cart(장바구니)



- If the course is registered, you will see the status turn to '수강신청 완료'



- If the course is not registered, you will see a message such as '시간표 중복입니다(The course schedule overlaps)' or etc.



- If the course is already full, 수강 인원 제한 will show.

※ You may click **장바구니** to refresh.



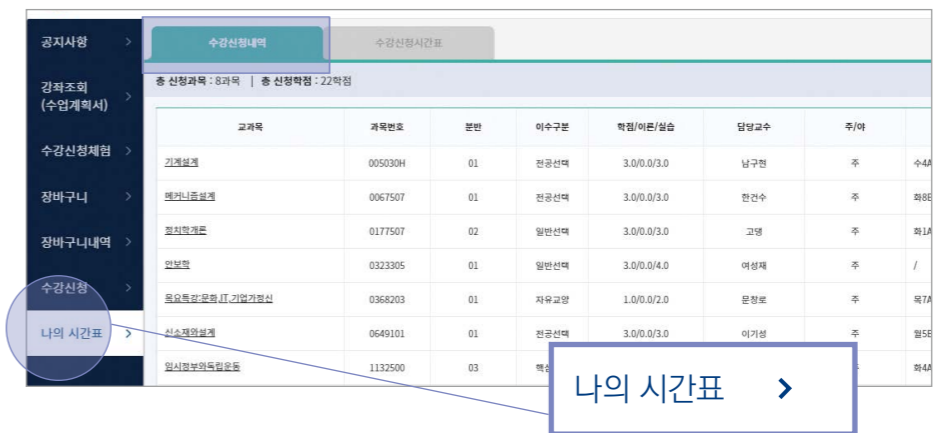
### 4) Register subjects in the tab of 'lectures(개설과목)'

- If needed, search for courses under 'lectures(개설과목)' tab to register.



### 5) Checking registered courses

After registration completed, you can check the lists or timetable form at 'My Timetable(나의 시간표)'.



## 6 Grade



### Evaluation Factor

Mid-term, final term, assignments, attendance and class participation are all comprehensively evaluated.

※ Attendance is a very core factor! Students may fail with more than 1/4 absences from class days.



### Evaluation Criteria

International students are graded separate from Korean students.

### Grade System

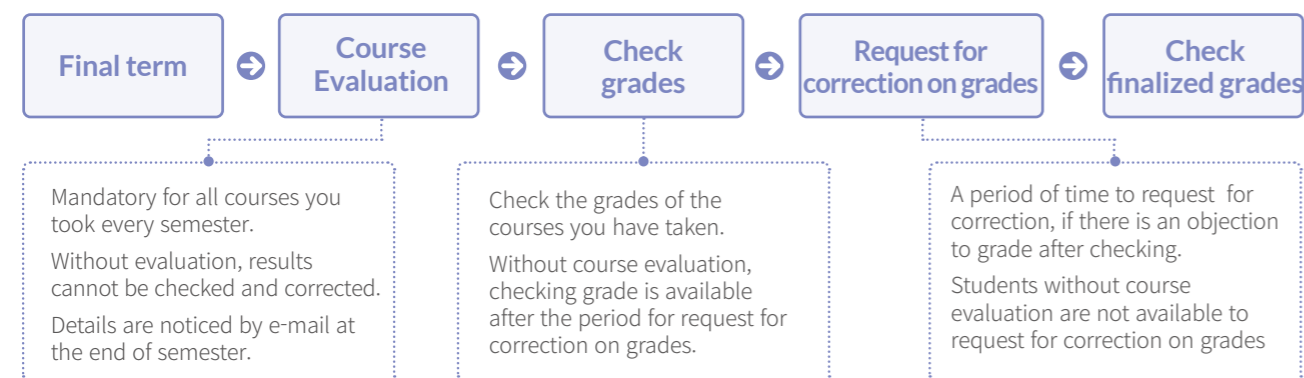
Grade	GPA(Grade Point Average)	Score
A+	4.5	95-100
A	4.0	90-94
B+	3.5	85-89
B	3.0	80-84
C+	2.5	75-79
C	2.0	70-74
D+	1.5	65-69
D	1.0	60-64
F	0.0	59 이하

### Grade Warning

Students with GPA below 1.75 for the previous semester and Students who don't select and register any courses



### Course Evaluation & Grade Check

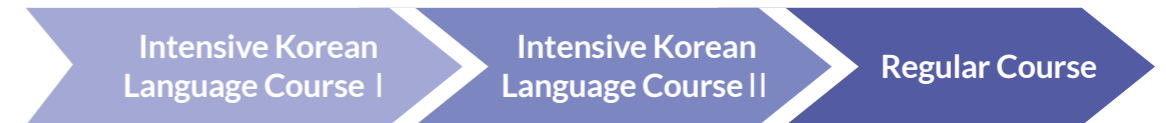


## 7

## Curriculum By Korean Proficiency



### Curriculum by Korean Proficiency



### Requirements to Level Up

Curriculum Name			Requirements to Level Up
Intensive Korean Language Course I	→	Intensive Korean Language Course II	• None
		Regular Course	• Spring Semester 2024
Intensive Korean Language Course II	→	Regular Course	• None

※ It is available to take the same course in the next semester for the students who want to repeat the course because of bad grades.

### Available Classes & Course Registration

Course	Class	Registration
Intensive Korean Language Course I	<b>Obligatory Classes : 17 Credits</b> <ul style="list-style-type: none"> <li>• 한국어의사소통1 (일반선택, 3학점)</li> <li>• 한국어의사소통2 (일반선택, 3학점)</li> <li>• 한국문화의이해 I (일반선택, 2학점)</li> <li>• 한국어글쓰기 I (일반선택, 2학점)</li> <li>• 한국어발표와토론 I (일반선택, 3학점)</li> <li>• 실용한국어 I (일반선택, 2학점)</li> <li>• English Conversation (기초교양, 2학점)</li> </ul>	<ul style="list-style-type: none"> <li>• Course registration for obligatory classes will be done by CISS.</li> </ul>
Intensive Korean Language Course II	<b>Obligatory Classes : 18 Credits</b> <ul style="list-style-type: none"> <li>• 한국어의사소통3 (일반선택, 3학점)</li> <li>• 한국어의사소통4 (일반선택, 3학점)</li> <li>• 한국문화의이해 II (일반선택, 2학점)</li> <li>• 한국어글쓰기 II (일반선택, 2학점)</li> <li>• 한국어발표와토론 II (일반선택, 3학점)</li> <li>• 실용한국어 II (일반선택, 2학점)</li> <li>• 기초수학 (일반선택, 3학점) - 공대계열 or 인문과 사건으로 보는 한국사 (일반선택, 3학점) - 공대이외계열</li> </ul> <b>Elective subjects : related to major &amp; liberal arts</b>	<ul style="list-style-type: none"> <li>• Course registration for obligatory classes will be done by CISS.</li> <li>• Student can take major or liberal arts with remaining credits within maximum credits. (Maximum Credits : refer to 58 page)</li> <li>• Course Registration Period : 2024.Feb.27.(Tue) 14:00~17:00</li> </ul>
Regular Course	<b>Elective subject s: related to major &amp; liberal arts</b>	<ul style="list-style-type: none"> <li>• Select and register classes under each department guideline</li> <li>• Course Registration Period : 2024.Feb.27.(Tue) 14:00~17:00</li> </ul>

## 8 Scholarships



### Scholarships for Enrolled Students

#### 1 Basic Requirements

- ▶ Students who are in the ranks eligible for an academic scholarship as students who meet the following basic requirements
  - International students who are admitted through the admission process for International students (Except for the students on their last semester)
  - Earned 12 or more credits in the previous semester
  - GPA over 2.5 for the previous semester (without F)
  - TOPIK requirements (Except for KIBS)

Semester		1st Semester 1st Grade	2nd Semester 1st Grade	1st Semester 2nd Grade	2nd Semester 2nd Grade	3rd~4th Grade
TOPIK Semester	Intensive Korean Language Course I	Scholarship for Freshman	–	–	TOPIK 3	TOPIK 4
	Intensive Korean Language Course II		–	TOPIK 3	→	TOPIK 4
	Regular Course		TOPIK 3	TOPIK 4	→	→
Submission Deadline		–	End of 1st Semester 1st Grade	End of 2nd Semester 1st Grade	End of 1st Semester 2nd Grade	End of 2nd Semester 2nd Grade

#### 2 Selection of Scholarship Student

- International students of each field who meet the basic requirements → Scholarship student is selected in order of GPA
- No additional application for scholarship. Automatically selected.
- How to check the result : ONKookmin-Portal-Student Service-Scholarship Info.-Scholarship Result
- When to check the result : Spring Semester - in the early of Feb., Fall Semester - in the early of Aug.

#### 3 Scholarship Type and Amount

Type	Recipient Number	Amount	Note
Sungkok	A certain number of students in each field	100%	<ul style="list-style-type: none"> <li>• Not eligible for students in Intensive Korean Language Course</li> <li>• Minimum GPA at least 3.8</li> </ul>
TOP of the Class	A certain number of students in each field	70%	
Grade Type 1	A certain number of students in each field	50%	
Grade Type 2	A certain number of students in each field	30%	

### 4 Q&A about Academic Scholarship



#### 1 How can I get an academic scholarship?

- ▶ First of all, 'basic requirements 1~4' must all be satisfied.
- ▶ You will receive an academic scholarship if you are in the ranks which are eligible for an academic scholarship.
- ▶ Please carefully review the contents of page 78 once more!

#### 2 Can I receive an academic scholarship if I meet the basic requirements for an academic scholarship?

- ▶ No, you must be in the "rank (based on grades)" to receive the academic scholarship.

#### 3 How do you determine the rank (based on grades) for an academic scholarship?

- ▶ Int'l students belonging to the same field are ranked based on grades.
- ▶ The fields are divided into three categories.(Humanities, Sciences, Art and Physical Education)

#### 4 Can you explain with an example?

- ▶ (Example) Let`s say that the number of int'l students eligible for the filed of 'Humanities' academic scholarships for the 2024-2 semester is 500.  
Int'l students from the Humanities must meet all of the 'basic requirements 1~4' and rank in the top 500 to receive the academic scholarship for the 2024-2 semester.

#### 5 Do I need to apply for the academic scholarship?

- ▶ No, there is no need to apply by yourself. Scholarships are automatically determined.

#### 6 How do I know if I received an academic scholarship?

- ▶ You can check directly on ONKookmin System.
- ▶ ONKookmin System-Portal-Student Service-Scholarship Information-Scholarship Result
- ▶ You can check the scholarship for the first semester in early February, and the scholarship for the second semester in early August.

#### 7 I need to submit my TOPIK certificate for the academic scholarship of Fall 2024. When is the submission deadline?

- ▶ Please, be sure to submit it by 2024.Jun.28.(Fri.)

#### 8 How do I submit a TOPIK certificate?

- ▶ You can submit it to CISS(Center for Int'l Student Services) by email (kmuciss@kookmin.ac.kr).

#### 9 My previous TOPIK certificate has expired, do I have to re-submit it?

- ▶ No, there is no need to resubmit it even though the validity term has expired!

#### 10 I still don't understand and have more questions.

- ▶ Please, contact CISS(Center for Int'l Student Services) via email (kmuciss@kookmin.ac.kr) or phone(02-910-5844).

TOPIK Scholarship

1 Amount of TOPIK Scholarship

• Freshmen	TOPIK submitted for admission	TOPIK submitted after admission		
	None	TOPIK 4 100만원	TOPIK 5 50만원	TOPIK 6 50만원
	TOPIK 4	TOPIK 5 50만원	TOPIK 6 50만원	
	TOPIK 5	TOPIK 6 50만원		
	TOPIK 6	NONE		
• Transfer student (Including Double degree)	TOPIK 4 100만원	TOPIK 5 50만원	TOPIK 6 50만원	

2 How to apply

- Submit copies of TOPIK Certificate, Student ID(front), Bank Account to CISS by e-mail (kmuciss@kookmin.ac.kr)

3 When to award

- Spring semester : End of August (if you apply by the end of June)
- Fall semester : End of February (if you apply by the end of December)

4 Exception

- Students who complete their credits

International Student Scholarship 늘품(Neul-pum)

1 Scholarship Information

Specific Names of Scholarship	Application Requirements	Amount
TOPIK Encourage Scholarship	International students who meet all of the following conditions • Did not receive an academic scholarship for the current semester • Have completed at least 4 semesters(3 <sup>rd</sup> year and above) (Students with extended semester are not included) • Do not have TOPIK level 4 or higher	1 Million Won
Academic Encourage Scholarship	International students who meet all of the following conditions • Did not receive an academic scholarship for the current semester • Have completed at least 2 semesters(2 <sup>nd</sup> year and above) (Students with extended semester are not included) • Do not have TOPIK level 4 or higher	1 Million Won
Living Support Scholarship	International students who meet all of the following conditions • Have completed at least 1 semesters(1 <sup>st</sup> year and above) (Students with extended semester are not included) • Those who need support for living expenses	1 Million Won

2 Scholarship Application Process

- When to apply : Every Semester
- How to apply : Check notice on KMU website → Apply through ONKOOKMIN Portal
- Details : Check the related notice on KMU website

Scholarship for Assistant Student

- Scholarship for student who works at campus as an assistant student
- Amount : 9,860won/hour
- When to apply : in the beginning of Feb. and Aug.
- How to apply : Check notice on KMU website → Apply on ONKookmin Portal → Submit application form
- Details : Check the related notice on KMU website

Other scholarships provided by other organization

- You will be notified by email or notice will be posted on KMU website.

Other scholarships provided by KMU

- There could be scholarship offered by your department. Check with your department.
- If there are any additional scholarships available, notifications will be provided through email or posted on KMU website.

9

Tuition Payment & Change of School Status



Tuition Payment

• When

Spring Semester-in February, Fall Semester-in August  
※ Details will be informed on the website of KMU.

• How to print out tuition invoice

ON국민 포털(ONKookmin Portal) → 등록/장학정보(Registration/Scholarship Info.) → 등록금 고지서 조회 및 출력  
(Tuition Invoice Search&Print) → 출력(Print)

• How to make payment

At Woori Bank or Via virtual payment account

• How to confirm payment

ON국민 포털(ONKookmin Portal) → 등록/장학정보(Registration/Scholarship Info.) → 교육비납입증명서(Tuition payment certificate)  
※ Payment confirmation is available the day after your payment.

Change of Major

• Changing major

A system that gives students an opportunity to change current major which is not suitable for them.

• Application Qualification

Students(enrolled or on leave of absence) before 5th semester who earned required credits for first year completion.  
※ Required credits for first year completion

KMU International Business School	30 Credits or more
Global College of Humanities and Area Studies, College of Social Sciences, College of Economics and Commerce, College of Design, College of Arts, College of Business Administration(Except KIBS)	33 Credits or more
College of Law, College of Creative Engineering, College of Science and Technology, College of Physical Education, College of Computer Science, College of Automotive Engineering, College of Architecture	34 Credits or more

• When

Once a year, November or December

• Selection

based on grades, test, interview, and etc. (different from each dept.)

• Details

Check announcement on KMU web-site.

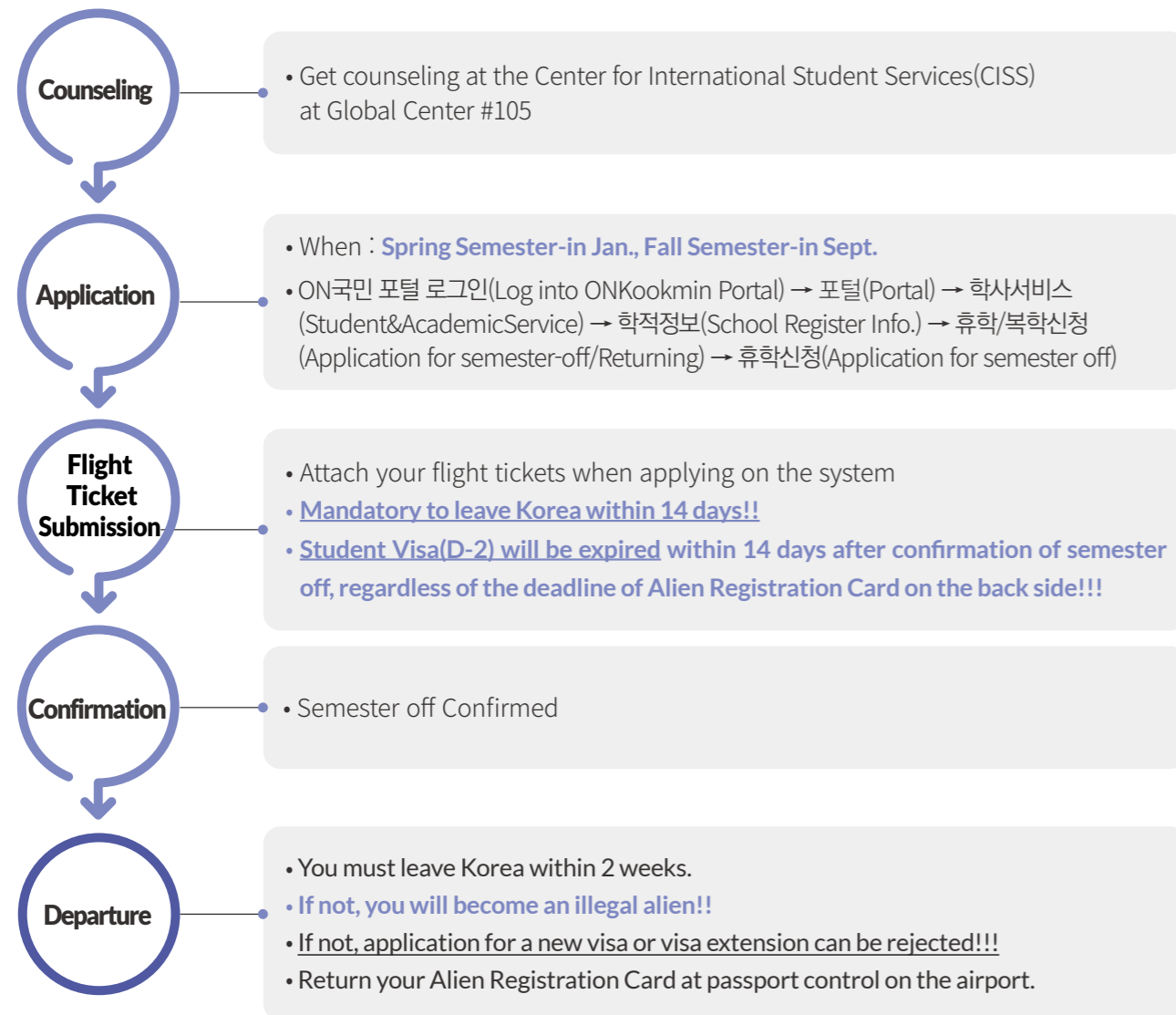
• Important Note

- Be prepared for needs to change your major in advance.
- Application for changing major is only acceptable before 5 semesters, so plan ahead not to exceed 4 semesters at the time of application.



## Leave of Absence

### ● Process



### Other Information on Leave of Absence

#### • Maximum Years for Leave of Absence

: Maximum 4 years (8 semesters)

#### • How many semesters you can apply for at one time?

1 semester or 2 semesters

#### • What you can do after the end of Leave of Absence?

If you want to extend the Leave of Absence → **Apply for extension @ONKookmin Portal**

If you want to return back to school → **Apply for returning back @ONKookmin Portal**

#### • Other Note

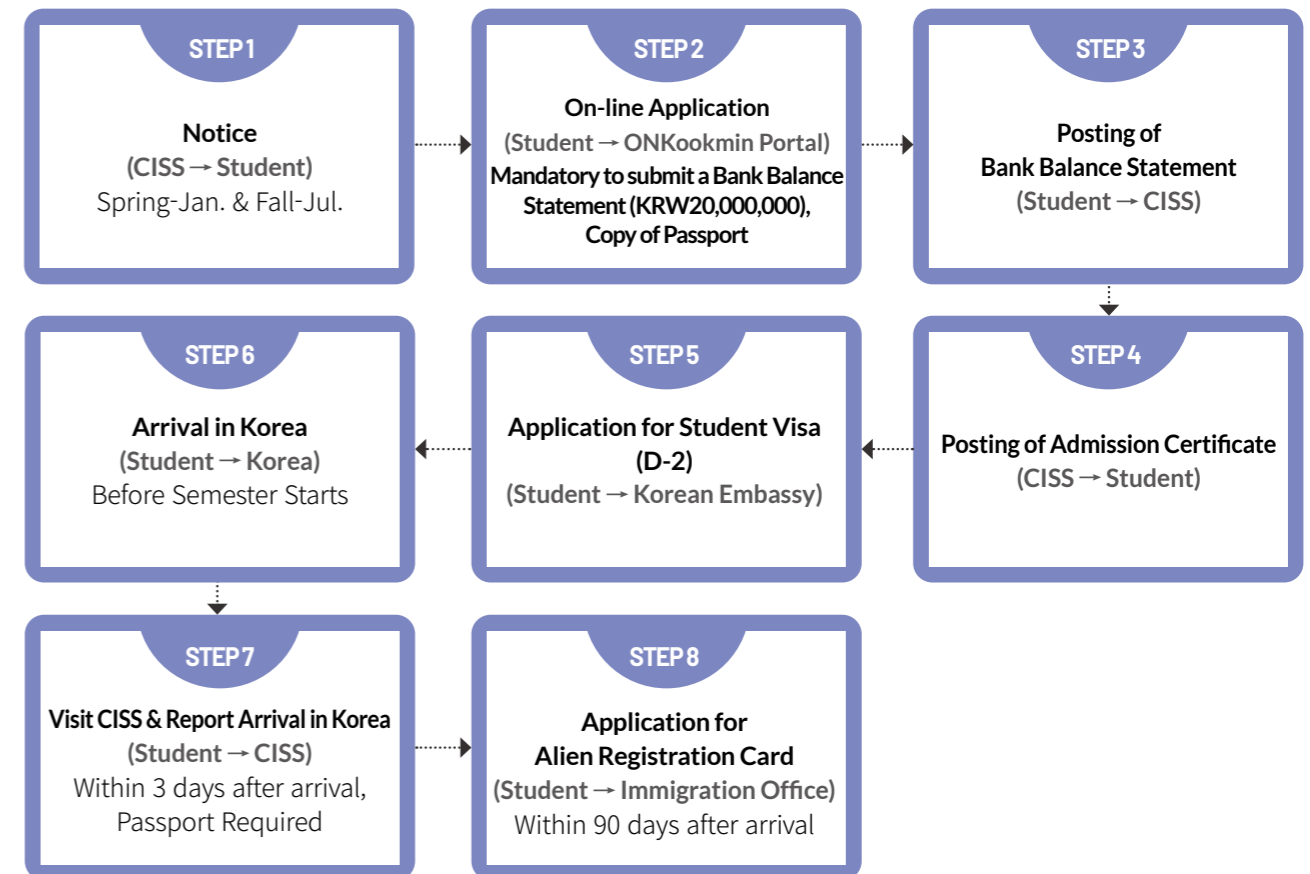
- You must leave Korea within 14 days as student visa(D-2) will be expired with confirmation of semester off.

- Attach your flight tickets when applying on the system.  
If not, leave of absence is not approved.



## Returning to School

### ● Process



## Expulsion

- Expulsion is when student is forced to leave school because of being unregistered, expiration of leave of absence, 3 times of grade warnings in a row, dropping out, etc.
- Students **must leave Korea within 14 days after expulsion without failure as their student visa is expired.**

## Readmission

- **Who** : Student who has been expelled.
- **How to apply** : ON국민 포털 로그인(Log into ONKookmin Portal) → 포털(Portal) → 학사서비스(Student&AcademicService) → 재입학신청(Readmission Application)
- **When** : Every semester
- **Details** : Check announcement on KMU web-site.



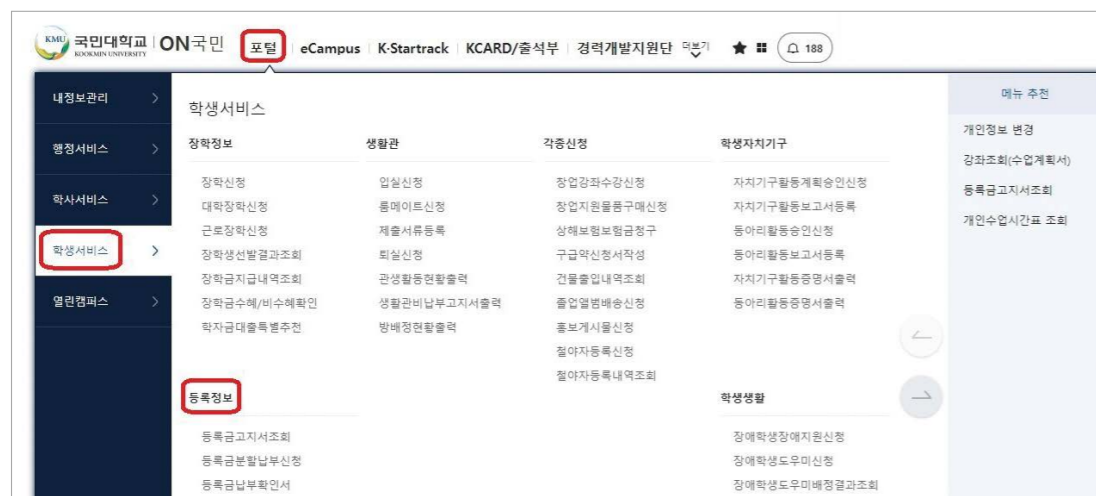
## Personal Information Change Menu

- Menu to change personal Information(e-mail, cellphone number, bank account number)
- ONKookmin Portal Log in → Portal(포털) → My Profile(내정보관리) → Personal Setting (개인환경설정) → Change my Personal Information(개인정보 변경) → Enter password (비밀번호 입력) → Change personal information(개인정보 수정) → Save(저장)



## Registration Menu

- Menu to check tuition bill, tuition payment certificate, etc.
- ONKookmin Portal Log in → Portal(포털) → Student Service(학생서비스) → Registered Information(등록정보)



## Course information

- Menu to check class schedule, details of registered classes, etc.
- ONKookmin Portal Log in → Portal(포털) → Student&Academic Service(학사서비스) → Course Information(수강정보)



## Grade Information

- Menu to check course evaluation, grade view, inquiry for grade, etc.
- ONKookmin Portal Log in → Portal(포털) → Student&Academic Service(학사서비스) → Grade Information(성적정보)



## Scholarship Information

- Menu to check scholarship result, scholarship awarded, etc.
- ONKookmin Portal Log in → Portal(포털) → Student Service(학생서비스) → Scholarship Information(장학정보)





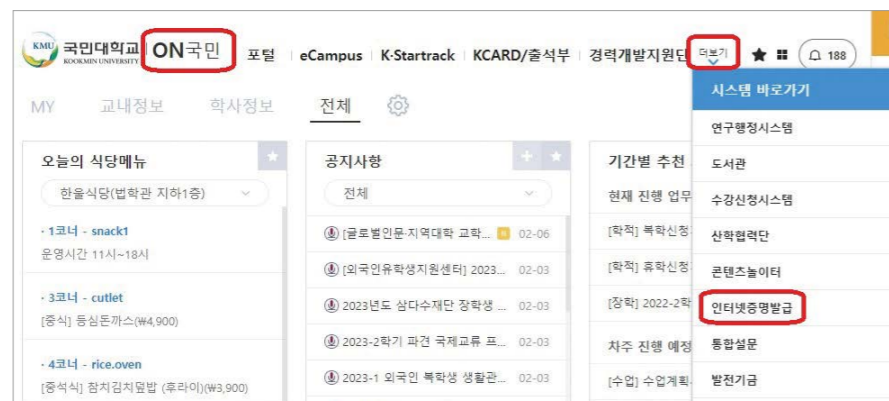
## Graduation Information

- Menu to check graduation result, criteria for graduation, etc.
- ONKookmin Portal Log in → Portal(포털) → Student&Academic Service(학사서비스) → Graduation Information(졸업정보)



## Certificate Issuance Menu

- Menu to apply for issuance of enrollment certificate, transcript, etc.
- ONKookmin Portal Log in → Click More(더보기 클릭) → Online Application for Certificates(인터넷증명발급)
- Other Methods of Application for Certificates
  - Visit Student Service Center(종합서비스센터) located in Administration Hall(#105) and apply in the office.
  - Apply using a machine for certificate issuance located outside of the Student Service Center(종합서비스센터).



### How to apply for Mobile Student Card

#### 1 Install two Applications

On the Google Play Store or the iPhone App Store, search for "Kookmin University Mobile Student Card" and "ON-Kookmin" and install two applications.



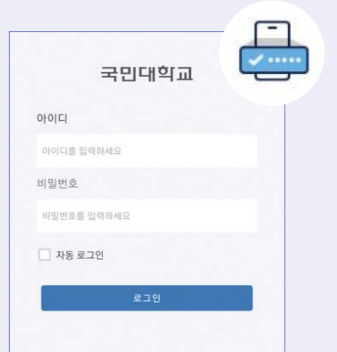
#### 2 Send Authentication Number from Mobile Student Card Application

The cellphone number entered in the mobile student card app must match with 'my cellphone number' on ONKookmin portal.

**How to change the cellphone number on ONKookmin Portal :**  
ONKookmin Portal Log in → Portal(포털) → My Profile(내정보관리) → Personal Setting(개인환경설정) → Change my Personal Information(개인정보 변경)

#### 3 Check Authentication Number on the Menu-K\*Talk of ONKookmin.

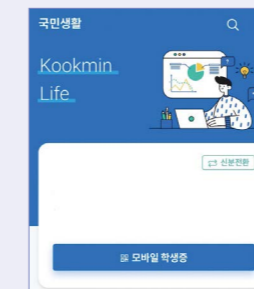
- Log in to the ONKookmin portal app with ID and PW.



- Check authentication number (4 digits) on the K\*Talk menu of ON Kookmin app. (If you do not receive the authentication number through ON Kookmin App K\*Talk, check if the authentication number has been sent to your email.)

※ **Student Card Usage :**  
Student ID, for entry to library and other university buildings, for electronic attendance in lectures and to use Kookmin Pay

#### 5 Issuance of Mobile Student Card Completed



#### 4 Enter the Authentication Number in the Mobile Student Card App.



### How to apply for Plastic Student Card

#### 1 Menu

ONKookmin Portal → KCARD/출석부 → ID카드 → 정규ID카드 발급신청 → Click “확인” → Fill in the required information → Print “ID카드 발급신청서”

#### 2 Submission

One-Stop Service Center (Administration Hall #105)

#### 3 Required Documents

ID카드 발급신청서,  
Alien Registration Card (or Passport)

## 12 WiFi on Campus



Every students can use KMU WiFi for free without additional application.

### STEP 1

Before setting, check if the status of the wireless LAN card activated and wireless service on your PC works properly.

### STEP 2

**Resetting password for KMU Wifi** <https://wifi.kookmin.ac.kr/adduser/passreset.php>

For using KMU WiFi, you have to make the password exclusive for WiFi first.

- ID : Student number
- PW : password set for KMU WiFi (different from the password for ON국민)

### STEP 3

Refer to the explanation below to set up WiFi yourself for each type of mobile device (Android, iOS)

If the setting doesn't work well, please visit 정보기획팀(International Hall B-403) with your device and get help.

### Types of KMU WiFi SSID

SSID	User	Possible device	Details
KMU(info)	No restriction	Every mobile device	Only can see the KMU WiFi guide (Don't need WiFi account to access)
KMU, KMU(5G)	Faculty, Students	Every mobile device	2.4Ghz + 5Ghz WiFi Integrated service

### Contact to

정보기획팀 02-910-5512, 4274 (E-mail : ispt@kookmin.ac.kr)

## 13 Insurance



### National Health Insurance

International students staying in Korea are automatically subscribed to National health insurance according to the Republic of Korea.

You are required to pay the National health insurance fee every month.

Enjoy the same health insurance benefits as Korean citizens!



### Disadvantages with nonpayment

- (Restrictions on health insurance benefits) Medical fee is very expensive.
- (Restrictions on visa extension) The extension of the Foreign Registration Card is denied.
- Your stay in Korea may not be extended by Immigration Service.

\* For more details, please contact the NHIS in person.

#### NHIS(National Health Insurance Service)

- ☎ 033 - 811 - 2000 : English, Chinese, Vietnamese, Uzbekistanes
- ☎ 1577 - 1000 : press number 6 for foreign languages
- working hours : weekdays 09:00~18:00

### Insurance for International Students

Kookmin University provides international students with free insurance. By filing a claim with the insurance company, students can receive reimbursement for a portion of their medical expenses. However, it is necessary to pay the national health insurance monthly fee to qualify for more comprehensive medical expense coverage after submitting a claim to the insurance company."

**Inquiry : 02) 910-5808 Center for International Student Services**



## How to get the most benefits out of health insurance!



✓ **When sick, go to hospital**



✓ **Discounts on hospital bills**

\* The amount of discount depends on treatment type



✓ **Reimbursement**

\* It depends on treatment type

- Claim : every 2nd & 4th Friday, 10:00~16:00, @Global Center #102  
(Subject to change. Notification will be sent via email if there are any changes.)
- Documents for claim : medical report, receipt, alien registration card, copy of bank account

### TIP!

#### Campus Clinic

- Fourth floor(#401) of the Student Union
- (on semester) 09:00~21:00 on Monday to Friday
- (off semester) 09:30~16:00 on Monday to Friday
- Present the student ID card when visiting the Campus Clinic for free cold medicine, headache medicine, adhesive bandage, etc.

## 14

## Dormitory



### Important Notice

#### Mandatory Tuberculosis(TB) Test

- TB test results taken within 6 months are required
- The test result (in English or Korean) must be submitted to the Dormitory Office upon checking-in.

### Status of Dormitory Facilities

Classification	On-campus dormitory (Dorm A/B/C/D)	Off-campus dormitory (Jeongneung Dorm)
Location	On-campus	10 minutes on foot
Numbers of rooms	254 rooms	62 rooms
Capacity	1,106 people	244 people
Room type	Quadruple	Quadruple
Dormitory fee (1 semester - 4 months)	₩779,220	₩779,220

- \* Each room in campus dormitory is furnished with a private bed, desk, and wardrobe and has a toilet and shower room.
- \* Wired LAN is available in each room. Wi-fi can be used after connecting Wi-fi.
- \* The housing expense is subject to change without prior notice.

### Dormitory Application

- For Semester : Submit the application form to CISS in Jun. and Dec.  
※ Please check the KMU website for details on the application process and other specifics.
- For Vacation : Apply on ONKookmin Portal in person, according to dormitory guidelines.

### Check-in & Payment

- Details : The dormitory office will give a notice about check-in & payment to you.
- Important : If you don't check into the dorm and don't pay the dorm fee within the designated period, your acceptance for checking-in is automatically canceled.



Room structure  
(4 persons per room)



on-campus dorm



on-campus dorm

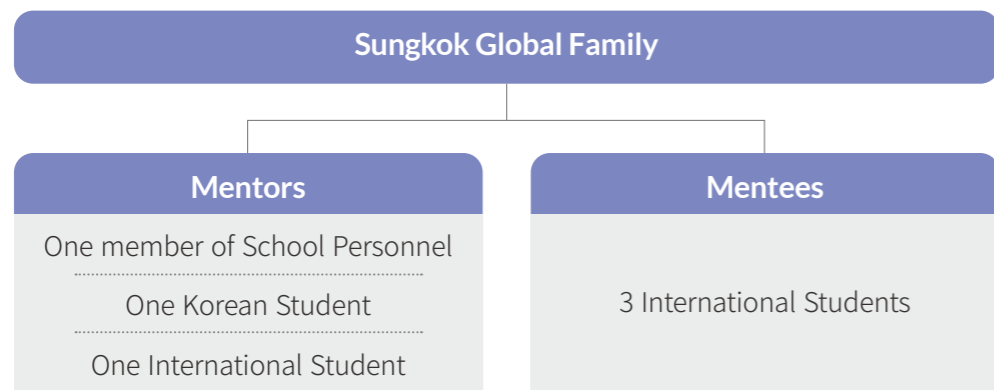


Jeongneung dorm



### 「Sungkok Global Family」 Mentoring Program

A ‘growing project’ consisting of mentors(one school personnel + one Korean student + one foreign student) and mentee, three foreign students, will meet as “Family.”



#### For Whom

Recommended students	Requirements
<ul style="list-style-type: none"> <li>Students with difficulty adjusting to life in Korea and university</li> <li>Students who need help and advice on life in Korea and university</li> <li>Students who want to learn some tips on study and know-how living here</li> <li>Students who want to make Korean friends</li> <li>Students who want to actively exchange culture</li> </ul>	<ul style="list-style-type: none"> <li>Students who <b>can meet the Global Family once a week</b></li> <li>Students who have free time on weekends and in the evening</li> <li>Students who can take part in the program very actively</li> <li>Students who <b>can keep their appointment with the Global Family</b></li> </ul>

### 드림(Dream) 드림 Program

Counseling Program	<ul style="list-style-type: none"> <li>A program in which a person majoring in counseling provides you with counseling</li> <li>For whom : Students who need counseling due to some difficulties in studying abroad or university life</li> </ul>
Tutoring Program	<ul style="list-style-type: none"> <li>A program in which Korean seniors from the same major help you with studies</li> <li>For whom : Students who get grade warnings or have much troubles in studying</li> </ul>
Mentoring Program	<ul style="list-style-type: none"> <li>A program in which Korean seniors help you adjust to life in Korea and university life</li> <li>For whom : Students who have difficulties in adjusting to the life in Korea and university life</li> </ul>
How to apply	<ul style="list-style-type: none"> <li>Visit CISS for counseling</li> </ul>



### TOPIK Preparation Class

- We provide Preparation Class for TOPIK every semester.
- When the schedule is confirmed, it will be announced via email or on KMU website announcements.
- How to apply : Apply at CISS. First-come-first-serve basis
- How to apply : Refer to the related notice emailed by CISS or posted on the KMU website
- Important : To graduate, you must obtain TOPIK level 4 or higher! (Except for KIBS)

### Special Lecture for Study Method

- We provide Special Lecture which is very useful for university studies once a semester
- When the schedule is confirmed, it will be announced via email or on KMU website announcements.

### Special On-Campus & Off-Campus Events for International Students

Semester	Event	When
Spring	“BBQ Party”	May
	Hanbok Day	during festival in May
	Farewell party for graduates(For Summer Graduates)	August
	Volunteer in rural areas	During vacation
	Employment camp	During vacation
Fall	Songpyeon Sharing Festival or Bukak Mingling Festival	September
	Farewell party for graduates(For Winter Graduates)	February
	Volunteer in rural areas	During vacation
	Employment camp	During vacation

- More Details : It can be changed depending on circumstances. It will be announced by e-mail or posted on KMU website when confirmed.

### KMU Student Union

Activities of Student Union can live up your school life. Also, it can be a big chance to meet Korean friends and to understand Korean culture and language. Don't hesitate to visit the student union if you have any interest in a club.

Information of KMU Student Union : KMU website - 대학생할 - 학생활동 - 학생동아리



## KOOKMIN\*Global Nanumi?

KOOKMIN\*Global Nanumi helps international students in all aspects of their studies, life, and counseling.

## Activities?

- Support for various events : Orientation, Teacher's Day, BBQ Party, Festival, Farewell party for graduates, etc.
- Mentoring and Tutoring for International Students : Supporting 1:1 Helper for Students who have difficulty in studying and living
- SNS : Sharing activities and announcements

## KOOKMIN\*Global Nanumi Room Location?

Global Center No. 105 (Campus Map "W3" - White Building Next to Library)

## Tips for School Life at KOOKMIN



- Follow Instagram of KOOKMIN\*Global Nanumi for more news!  
- ID : KOOKMIN\_NANUMI  
- Inquiry : 02-910-5850



- You can check various information about the school through the Everytime application!  
- Everytime is an application that allows you to exchange various information on timetables, clubs, and so on with schoolmates.



International students must apply for Foreign Registration Card, extend their stay, apply for part-time employment, and report their changes of residence or other personal information at the Immigration office by the Immigration Laws. Online rereservation is required before visiting the Immigration Office on [www.hikorea.go.kr](http://www.hikorea.go.kr).

## Basic Visa Information

The basics related to visa are immigration laws that must be followed. Not obeying the laws is a serious problem. If you do not follow the laws, you become an illegal immigrant. If you become an illegal resident, you will not be able to study in Korea. **Please, read the information below very carefully and follow the immigration laws.**



### Admission

- ① Get a Visa(D-2, before school begins)
- ② FRC(Foreign Registration Card) = Visa
- ③ Application for FRC  
(Within 90 days after arrival in Korea!)

### while in KMU

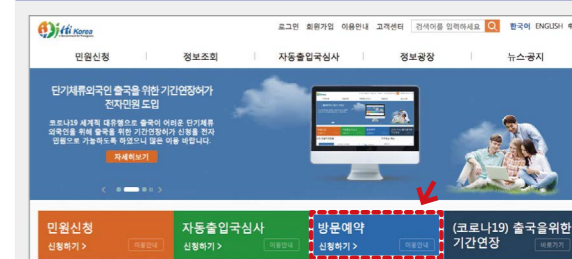
- ① Extend FRC (before expiry date)
- ② Report part-time job (before work starts)
- ③ Report changes in person information such as passport number, residence (within 14 days)

### Graduation

- ① Departure (within 14 days after graduation)
- ② Change to job-seeking visa  
(D-10, within 14 days after graduation)

## Application for Foreign Registration Card

### 01 On-line Reservation



### 02 Documents

- ① Application Form
- ② Passport
- ③ Photo(3.5x4.5cm)
- ④ Certificate of Residence (contract, certificate from dorm, etc.)
- ⑤ Certificate of Enrollment
- ⑥ Fee : ₩30,000

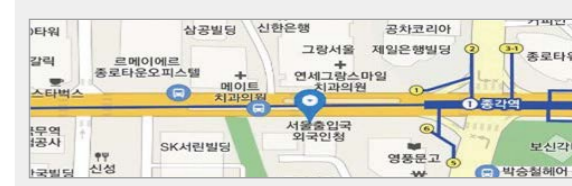
### 03 Submission

서울출입국·외국인청세종로출장소 Tel. (국번없이)1345  
: 서울시 종로구 종로38(서울글로벌센터 2,3층)

### 04 Do not leave Korea!

★ If you leave Korea without FRC ★  
Visa → Expired !!! Need to make it again !!!

### 05 Have your FRC



※ Every International students must follow Immigration Law without failure. If not, there will be severe penalty such as Fine, Deportation or Visa(including D-10) rejection, etc.

🌐 Important Immigration Law (MUST to FOLLOW)

TO DO	WHO	WHEN	REQUIRED DOCUMENTS					
Visa Change	Students whose enrolled study program is changed ..... • Language → Undergraduate • Language → Graduate • Undergraduate → Graduate • Master → Doctoral	Before starting semester	1. Certificate of Admission(issued by Int'l Affairs Team) 2. Certificate of Academic Verification & Bank Balance 3. Tuition Payment Receipt 4. Application Form & Color Photo(3.5*4.5cm) 5. Passport & Copy of Passport 6. Foreign Registration Card 7. Proof of Residence 8. Application Fee  ※ If your attendance rate or grade of the previous program cannot be confirmed on the Immigration system, immigration may request supplementary documents.					
Foreign Registration Card Issue	Student who don't have an Foreign Registration Card ..... • New coming students • Returning students • Readmitted students	Within 90 days upon arrival in Korea	1. Application Form & Color Photo(3.5x4.5cm) 2. Passport & Copy of Passport 3. Certificate of Enrollment 4. Proof of Residence 5. Application Fee  ※ If you leave Korean without registering as a foreigner, your visa expires.					
Foreign Registration Card Extension	Students who should extend an Foreign Registration Card ..... • Current students • Students with extended semesters • Students who complete getting credits and carry on other graduation conditions	Before visa expires	1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Tuition Payment Receipt (Current students, Students with extended semesters) ※ Payment Receipt for Thesis Defense (Graduate students who paid for thesis defense) 5. Certificate of Enrollment & Transcript ※ Students who completed to get credits : Certificate of Prog. Completion & Transcript 6. Confirmation Form for Faculty Adviser (Students who take extended semesters, Students who complete taking required credits) 7. Certificate of Bank Balance ① Mandatory to submit – GPA below than 2.0(in precious semester or in total) – Students taking extended semesters or completing to fulfill the crdits requirements ② Required amounts to show <table><tr><td>Required Study Period</td><td>below than 1 year KRW 980,000 *extension month</td><td>more than 1 year KRW10,000,000</td></tr></table> 8. Proof of Residence 9. Application Fee			Required Study Period	below than 1 year KRW 980,000 *extension month	more than 1 year KRW10,000,000
Required Study Period	below than 1 year KRW 980,000 *extension month	more than 1 year KRW10,000,000						



TO DO	WHO	WHEN	REQUIRED DOCUMENTS
Changing to D-10 Visa	Students who want to find a job in Korea after graduation ..... • Graduated students	Within 2 weeks after graduation ceremony	1. Application Form 2. Passport & Copy of Passport 3. Foreign Registration Card 4. Certificate of Graduation & Transcript ※ Acceptable only within 3 years from the date of obtaining degree in Korea 5. Plan for Seeking Employment 6. TOPIK(vaild) or KIIP Certificate 7. Proof of Residence 8. Application Fee
Part-time Work Permit	Students who plan to have a part-time job ..... • All students	Before starting a part-time work	1. Application Form 2. Passport & Foreign Registration Card 3. Part-time Work Confirmation Form 4. Copy of Business License 5. Standard Employment Contract 6. TOPIK Certificate(no restriction on the validity period) ※ For KIBS and Graduate students studying only in Eng. : Documentary Evidence for Studying in Eng. & English Score Certificate
Residence Change Report	Students whose address is changed ..... • All students	Within 2 weeks after moving	1. Application Form 2. Passport & Foreign Registration Card 3. Proof of Residence  ※ It is also subject to reporting even if the room is changed in the dormitory.
Passport Information Change Report	Students whose passport information is changed ..... • All students	Within 2 weeks	1. Application Form 2. Passport & Foreign Registration Card
Mandatory to Leave Korea	• Taking semesters off • Quicking Univ. • Expelled • Graduates	* Student Visa is expired within 2 weeks regardless of the deadline of Foreign Registration Card on the back side!! * Students must leave Korea within 2 weeks without failure!!! * It is mandatory to return the Foreign Registration Card at the airport passport control when leaving Korea.	
What happens if You don't Follow the Laws?	* Breaking Korean Laws * Being a Criminal * Possible to be rejected to make or extend a visa * Possible to be deported from Korea or pay fine or be detained in custody.		
Immigration Reservation	* Reservation before visit to the Immigration Office is required on the website. (www.hikorea.go.kr).		
Where to get documents	* @ CISS(Global Center #105) : Application Form, Confirmation for Faculty Adviser, Part-time Work Confirmation, Confirmation of Residence, Plan for Seeking Employment * @ One-Stop Student Center(Administration Hall #105) : Certificate of Enrollment, Transcript, Program Completion, Certificate of Graduation * @ ONKOOKMIN Portal : Tuition Payment Receipt, Research Student Fee Payment Receipt		

## 18 Part-time Work Permit



International Students must get a work permit from Immigration Office before starting part-time job.  
If you don't follow the immigration laws, you will get severe penalty such as Fine(over one million won), Deportation or Visa(including D-10) Rejection, etc.



### MUST GET "Prior Work Permit" before starting a part-time job

#### Q What should I do to do part-time job?

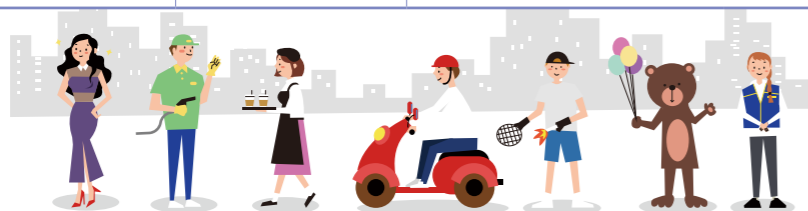
**A** Visit CISS(Center for International Student Services) and get a confirmation for the documents to submit Immigration Office. Visit the Immigration Office with the required documents and get a work permission.

※ Required Documents : application form, passport, foreign registration card, part-time work confirmation form, a copy of business license form, standard employment contract, TOPIK, certificate of enrollment, transcript

※ Not allowed to have a part-time! : students with GPA below than 2.0, Undergraduate students with extended semester or completed credits not allowed to have a part-time!

### Available time for part-time

Course	Grade	TOPIK	Available Time	
			Weekdays(Mon~ Fri)	Weekend,Holiday, Vacation
Undergraduate	1st~ 2nd	Below 2급	10hrs	
		Above 3급	30hrs	(Unlimited)
	3rd~ 4th	Below 3급	10hrs	
		Above 4급	30hrs	(Unlimited)
Grad Student	Registered	Below 3급	15hrs	
		Above 4급	35hrs	(Unlimited)
	Completed	Below 3급	15hrs	
		Above 4급	30hrs	



## 19 Information for Crime Prevention



### Voice phishing, Various scams

**Phishing by impersonating a professor**

It is a scam in which someone impersonates a professor and demands money through Kakao Talk or phone calls.

**Internet goods fraud**

When you buy and sell stuffs on the Internet, it can be happened.

**Illegal or Phantom Bank Account**

A fraudulent bank account holder ≠ a legitimate bank account holder → utilized in criminal activities

**Voice phishing**

It's a scam that lures you into financial crimes with the promise of high rewards.

### • Protect yourself against voice phishing and various other scams!! •

- 1 Be wary if someone requests money in the name of a professor. If this occurs, please verify with your department.
- 2 If someone offers you a substantial amount of money for simple tasks like withdrawing or depositing money at an ATM, be skeptical.
- 3 Always handle transactions involving goods in person.
- 4 Never lend your bankbook to anyone.
- 5 You should not open a bank account on behalf of someone else.



### • Currency Exchange Fraud •

When transferring tuition from abroad, do not exchange money or pay tuition through a 'broker (individual)'!

- Please remit the tuition fee directly through a bank!
- Cases
  - A broker may offer to transfer the tuition on your behalf, claiming to charge lower currency exchange fees.
  - The broker might not use the money you provided for the tuition, instead using funds extorted from a third party to pay the tuition.
  - Being involved in such transactions could implicate you in criminal activities, leading to investigations or legal issues.

- ※ Even seemingly minor actions, such as delivering goods, withdrawing cash, making phone calls, etc., if associated with a criminal organization, are considered crimes and are subject to criminal punishment without exception. This can include forced departure from the country or similar consequences.
- ※ If you encounter a suspicious offer or become a victim of criminal activity, you should immediately report it to the Seongbuk Police Station's external death squad (02-910-1376~9).

## 20 Telephone & Location of Colleges



College	Location	Telephone Number	College	Location	Telephone Number
Global Humanities and Area Studies	Bugak Hall #902	910-4353	Arts	College of Arts #202	910-4463
Social Science	Bugak Hall #603	910-4423	Physical Education	Future Hall #307	910-4883
Law	College of Law #402	910-4483	Business Administration	College of Business Administration #105	910-5202
Economics and Commerce	College of Economics & Commerce #504	910-4513	Computer Science	Future Hall #631	910-5283
Creative Engineering	College of Engineering #223	910-4653	Architecture	Student Union #602	910-6525, 6523
Design	College of Design #103	910-4583	Automotive Engineering	College of Engineering #227	910-5502
Sciences and Technology	College of Science #104	910-4803	Liberal Arts	Bugak Hall #801	910-6474~6

**TIP!** Check the location of each College on the Campus Map!

## 21 Sungkok Library



### Opening Hours

Section	General Library	Reference/Periodicals/Classic Library	Multimedia	Reading & Study Room
Sem.	Mon~Fri	09:00~21:00	09:00~21:00	09:00~21:00
	Sat	10:00~14:00	Closed	Closed
	Sun	10:00~14:00	Closed	Closed
Break	Mon~Fri	09:30~16:00	09:30~16:00	09:30~16:00
	Sat	10:00~14:00	Closed	Closed
	Sun	Closed	Closed	Closed

### How to Use Library

- The student ID card (K Card+) must be present when entering the library.
- It is possible to check out e-books, access the web database, and reserve a study room through the library homepage.

※ More information : <http://lib.kookmin.ac.kr/en/#/>



## 22 Campus Facilities



### TYPE 1 • Cafeteria & Restaurants •

#### Student Cafeteria



- 1 floor of the Student Union
- Korean food, snacks and noodles
- Hours  
weekdays: 08:00~15:00, 17:00~18:30  
weekends / holidays : 08:30~14:00



#### Hanul Restaurant



- B1 floor of College of Law
- Snacks, Korean cuisine and western-style meals
- Hours  
weekdays: 11:00~18:30  
weekends / holidays: closed



#### Cheonghyang



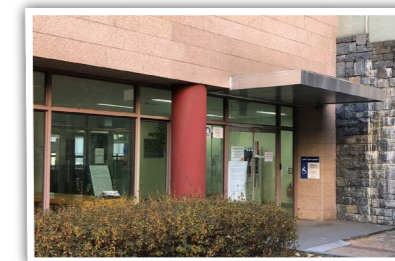
- Fifth floor of the College of Law
- Korean cuisin and western-style meals
- Hours  
weekdays: 11:30~14:00, 17:00~19:00  
weekends / holidays: Sat) 11:30~14:00



#### Dormitory Cafeteria



- B1 floor of Dorm A
- Korean food
- Hours  
11:30~13:30



#### Faculty Restaurant



- 1 floor of the Student Union
- Korean food, snacks and noodles
- Hours  
weekdays: 11:30~14:00, 17:00~18:30  
weekends / holidays: closed





## TYPE 2 • Convenience Stores •

### College of Arts



- 📍 First floor of the College of Arts  
🕒 Hours  
weekdays: 08:30~20:00  
weekends/holidays: 09:00~18:00



### College of Science and Technology



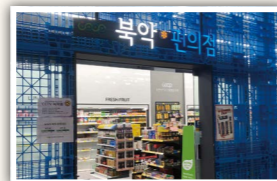
- 📍 First basement floor of the College of Science and Technology  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



### Bugak Hall



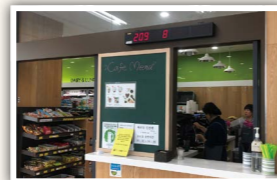
- 📍 First floor of the Bugak Hall  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



### College of Law



- 📍 First floor of the College of Law  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



### Student Union



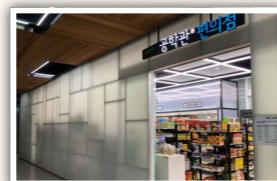
- 📍 First floor of the Student Union  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



### College of Creative Engineering



- 📍 First floor of the College of Creative Engineering  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



### Campus dormitory



- 📍 First floor of the Dormitory C  
🕒 Hours  
weekdays: 24hrs open  
weekends/holidays: 24hrs open



## TYPE 3 • Cafes •



### Student Union (Cafe Namu)

- 📍 First basement floor of the Student Union  
🕒 weekdays: 08:30~20:00  
weekends: 09:00~18:00



### Bugak Hall (Cafe Mirr)

- 📍 First floor of the Bugak Hall  
🕒 weekdays: 08:30~18:00  
weekends: closed



### Gong Cha

- 📍 First floor of the Bugak Hall  
🕒 weekdays: 11:00~18:00  
weekends: closed



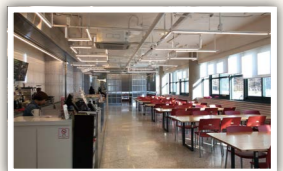
### College of Creative Engineering (Cafe Mirr)

- 📍 First floor of the College of Creative Engineering  
🕒 weekdays: 08:30~17:30  
weekends: closed



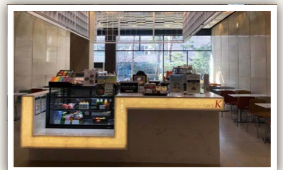
### Library (Cafe Infinity)

- 📍 B1 floor of the Library  
🕒 weekdays: 09:00~18:00  
weekends: closed



### Administration Hall (Cafe K)

- 📍 First floor of the Administration Hall  
🕒 weekdays: 08:30~16:00  
weekends: closed



### College of Arts (Cafe Atrium)

- 📍 First floor of the College of Arts  
🕒 weekdays: 08:30~19:00  
weekends: 09:00~17:00





#### TYPE 4 Bakery & Fast Food Stores

Place N  
(bread, confectionery)



📍 Second floor of the Student Union  
☎ 910-5238  
🕒 weekdays: 09:00~17:00  
weekends: closed  
🍴 Bread, cakes, coffee, drinks, etc.



K-BOB+  
(Lunch box)



📍 First floor of the Student Union Building  
☎ 910-4972  
🕒 weekdays: 10:00~17:00  
weekends: closed  
🍴 Lunch box



MOM'S TOUCH  
(Hamburger)



📍 First floor of the College of Creative Engineering  
☎ 910-4984  
🕒 weekdays: 10:30~18:00  
weekends: closed  
🍴 Hamburgers, fried chicken, French fries



SUBWAY  
(sandwiches)



📍 First floor of the Bugak Hall  
☎ 910-6895  
🕒 weekdays: 11:00~14:00  
weekends: closed  
🍴 Sandwiches



K-GIMBOB+  
(Gimbap, etc.)



📍 First floor of the Student Union Building  
☎ 910-6892  
🕒 weekdays: 11:00~17:00  
weekends: closed  
🍴 Gimbap, etc



#### TYPE 5 Other Stores



Copy Store  
(Student Union)

📍 Student Union, 2<sup>nd</sup> floor ☎ 910-4981  
🕒 Weekdays: 09:00~19:00 Weekends/Holidays: closed



Copy Store  
(Bugak Hall)

📍 Bugak Hall, 1<sup>st</sup> floor ☎ 910-4977  
🕒 Weekdays: 08:30~19:00 Weekends/Holidays: closed



Woori Bank

📍 Student Union, 2<sup>nd</sup> floor ☎ 910-4971  
🕒 Weekdays: 09:00~16:00 Weekends/Holidays: closed



Post Office

📍 Student Union, 2<sup>nd</sup> floor ☎ 910-4970  
🕒 Weekdays: 09:00~18:00 Weekends/Holidays: closed



Bookstore  
• Gift Shop

📍 Student Union, 1<sup>st</sup> floor ☎ 910-4964  
🕒 Weekdays: 09:00~18:00 Weekends/Holidays: closed



Flower Shop

📍 Student Union, B1 floor ☎ 910-4958  
🕒 Weekdays: 10:00~17:00 Weekends/Holidays: closed



Stationery Store

📍 Student Union, B1 floor ☎ 910-4960  
🕒 Weekdays: 08:30~18:00 Weekends/Holidays: closed



Computer Store

📍 Student Union, B1 floor ☎ 910-4973  
🕒 Weekdays: 09:00~18:00 Weekends/Holidays: closed



Art Supply Store

📍 College of Design, 1<sup>st</sup> floor ☎ 910-4966  
🕒 Weekdays: 08:30~20:00  
Sat: 09:00~18:00 Sun/Holidays: 11:00~18:00



Travel Agency

📍 Student Union, B1 floor inside of bookstore ☎ 910-4978  
🕒 Weekdays: 10:00~17:00 Weekends/Holidays: closed



Self-service  
Laundry Room

📍 Dormitory B, 2<sup>nd</sup> floor  
Dormitory C, 1<sup>st</sup> floor  
Dormitory D, 1<sup>st</sup> floor  
🕒 Weekdays: 24hrs open Weekends/Holidays: 24hrs open



## TYPE 6 Computer Lab

Location	Lab Number	type	PC number	Printer/Scanner	Machine for charging Kookmin Pay	Open Hours(Mon~Fri)	
						Semester	Break
Bugak Hall	215	lecture & open	51	Printer1 (black&white) Scanner1	-	During lecture (open when no classes)	During lecture (open when no classes)
	509	open	15	Printer1 (black&white) Scanner1	-	09:00 ~ 18:00	09:00 ~ 17:00
	511	open	53	Printer2 (black&white) Scanner1	1	09:00 ~ 22:00	09:00 ~ 17:00
College of Science and Technology	321	open	44	Printer2 (black&white) Printer1(color) Scanner1	1	09:00 ~ 18:00	09:00 ~ 17:00
College of Design	221	lecture & open	31	Printer1 (black&white) Printer1(color) Scanner1	1	During lecture (open when no classes)	During lecture (open when no classes)
College of Creative Engineering	B124	open	66	Printer3 (black&white) Scanner1	1	09:00 ~ 22:00	09:00 ~ 17:00
College of Business Administration	504	open	16	Printer3 (black&white) Scanner1	1	09:00 ~ 18:00	09:00 ~ 17:00
College of Arts	226	open	48	Printer2 (black&white) Printer1(color) Plotter1 Scanner2	1	09:00 ~ 18:00	09:00 ~ 17:00
Future Hall	7-449	open	24	Printer3 (black&white) Scanner1	1	09:00 ~ 18:00	09:00 ~ 17:00
College of Law	B101-4	open	30	Printer2 (black&white) Scanner2	1	09:00 ~ 18:00	09:00 ~ 17:00

### SMOKING



- Smoking is strictly prohibited inside buildings.
- Smoking is available only in the designated smoking areas.

## 23

## Transportation & Free School Bus



### 1 Subway

- No.4Line** **Gireum Station** **Exit3**, Transfer to Green Bus No.171,1213,7211
- No.3Line** **Gyeongbokgung Station** **Exit3**, Transfer to Green Bus No.1020,1711
- No.5Line** **Gwanhwamun Station** **Exit2**, Transfer to Green Bus No.1711,1020
- No.1Line** **Jonggak Station** **Exit1**, Transfer to Green Bus No.1020
- No.2Line** **Sinchon Station** **Exit1**, Transfer to Blue Bus No.110A,163
- No.3Line** **Yeongshinnae Station** **No.6Line** **Yeongshinnae Station** **Exit4**, Transfer to Green Bus No.7211
- Ui-Sinseol LRT** **Jeongneung Station** Transfer to Blue Bus No.163,171  
Transfer to Green Bus No.1213,7211

### 2 Bus

- Green Bus : No. 1020, 1116, 1213, 1711, 7211
- Blue Bus : No. 163, 171, 110A, 110B

### 3 Free School Bus

**Gireum Station(No. 4 Line) → Kookmin University**  
**Place** School Bus Station about 50m ahead of Exit 3 of Gireum Station(No. 4 Line)

#### School Bus Schedule

- Mon.~Fri. 08:20 ~ 10:10 : 5~10 minute intervals

호차	길음역 출발	호차	길음역 출발	호차	길음역 출발
1호차	08:20	1호차	08:50	1호차	09:40
2호차	08:25	2호차	08:55	2호차	09:45
3호차	08:30	3호차	09:00	3호차	09:50
4호차	08:35	4호차	09:10	4호차	09:55
5호차	08:40	5호차	09:20	5호차	10:00
6호차	08:45	6호차	09:30	6호차	10:10

**Kookmin University ↔ Gireum Station(No. 4 Line)**  
**Place** Bus Station located on the right side of the main gate of KMU

#### School Bus Schedule

- Mon.~Fri. 10:20~19:30 : See the below timetable

1호차			2호차		
연번	길음역 출발	국민대 출발	연번	길음역 출발	국민대 출발
1	10:20	10:40	1	10:40	11:05
2	11:20	11:40	2	11:40	12:05
3	13:00	13:20	3	13:25	13:45
4	13:45	14:00	4	14:15	14:30
5	14:45	15:00	5	15:15	15:30
6	15:45	16:00	6	16:15	16:30
7	16:45	17:00	7	17:15	17:30
8	17:45	18:00	8	18:15	18:30
9	18:45	19:00	9	19:15	19:30

# WEST

# NORTH

## SECTION NORTH

- N1 본부관** Administration Hall  
대학본부 / 학교법인 국민학원 / 종합서비스센터  
일반대학원 / 행정대학원 / 정치대학원 / 입학처
- N2 북악관** Bugak Hall  
글로벌인문·지역대학 / 사회과학대학 / 교양대학  
교육대학원 / 교육연수원 / 매점
- N3 조형관** College of Design  
조형대학 / 테크노디자인전문대학원 / 디자인대학원  
UIT Design Solution Center / 화방
- N4 법학관** College of Law  
법과대학/법무대학원/법학도서관/청향/한울식당/매점
- N5 형설관** Hyungsul Hall  
조형대학(영상디자인학과, 자동차운송디자인학과)
- N6 과학관** College of Science and Technology  
과학기술대학 / 매점
- N7 경상관** College of Economics and Commerce  
경상대학
- N8 국제관** International Hall  
비즈니스IT전문대학원 / 정보기획팀
- N9 콘서트홀** Concert Hall
- N10 경영관** College of Business Administration  
경영대학 / 경영대학원
- N11 체육관** Gymnasium  
실내경기장 / 창업보육센터

## SECTION SOUTH

- S1 종합복지관** Student Union  
학생처 / 건축대학 / 평생교육원 / 경력개발지원단  
총학생회 / 동아리방 / 공연장 / 우리은행 / 우체국 / 생활협동조합  
교직원식당 / 학생식당 / 의무실 / 장애학생지원센터 / 서점 / 매점
- S2 미래관** Future Hall  
소프트웨어융합대학 / 체육대학 / 스포츠산업대학원 / 웰니스센터  
창의공과대학(전자공학부)  
과학기술대학(산림환경시스템학과, 임산생명시스템공학과)
- S3 예술관** College of Arts  
영어 예술대학 / 종합예술대학원 / 대극장 / 소극장 / 매점
- S4 대주차장** Underground Parking Lot
- S5 평생교육실기관** Lifelong Education Bldg.  
콘서트홀

# SOUTH

# EAST

## SECTION EAST

- E1 생활관A동** Dormitory A
- E2 생활관B동** Dormitory B
- E3 생활관C동** Dormitory C
- E4 생활관D동** Dormitory D
- E5 영빈관** Guest House
- E6 명원박물관** Museum Myungwon

## SECTION WEST

- W1 공학관** College of Creative Engineering  
창의공과대학 / 자동차융합대학 / 자동차공학전문대학원 / 매점
- W2 성곡도서관** Sungkok Library  
도서관 / 도서관기념실 / 해동라이브러리 / 국민인재개발원 / 대학혁신추진단
- W3 글로벌센터** Global Center  
국제교류처 / 국제교육원
- W4 산학협력관** Innovation & Partnership Bldg.  
LINC 3.0 사업단 / 산학협력단 / 공학교육혁신센터  
공동실험기기센터 / 미래혁신단

## GATE

- G1 정문** Main Gate
- G2 중문** Middle Gate
- G3 후문** Back Gate

## MONUMENT

- M1 해공동상** Haegong Statue
- M2 성곡동상** Sungkok Statue
- M3 용두리** University Statue-Yongduri
- M4 GRANDE FLORE** Big Flower
- M5 Mr. Doctor**