



2021 Fall Semester

International Students Pre-Departure Guide

Office of International Affairs

Contents

1. Checklist.....	3p
2. Notice for freshman and transfer students related with COVID-19	4~6p
3. Visa issuance and Changes / Alien Registration	6~8p
4. Housing (Dormitory, off-campus housing)	9~10p
5. Mentor Program (Sogang student Supporters for International Affairs, SSIA).....	10p
6. 2021 Fall Semester International Students Freshman Orientation	11p
7. Course Registration guide for 2021 fall semester	12~17p
8. Contact information.....	18p
9. Campus map	19p

1. Checklist

1. Pre-Departure Checklist



Receive a valid visa, Passport, photo (3.5×4.5cm, white background)



Check the schedule (quarantine and the opening day of semester) and book flight



Check the quarantine place and housing and make a reservation



Prepare USIM for using in Korea (*If you do not have a Korean cell phone number)



Check the information for courses registration in advance



Check directions to Sogang University & Contact Information (OIA, Guardians)

2. Important Schedule before & after of the 2021 fall semester

2021. 7. 30(Fri.)	Mentor program(SSIA) begins
2021. 2. 19(Fri.)	International Students Freshman Orientation Student ID announcement for freshmen, transfer students
2021. 8. 11(Wed.) 11:00 ~ 8. 12(Thur.) 17:00	Courses Wish List period
2021. 8. 18(Wed.) 10:00~13:00	Course Registration for freshmen
2021. 8. 24(Tue.) 11:00~17:00	Course Registration for all students including transfer students
2021. 8. 26(Thur.) 13:00~20:00 2021. 8. 27(Fri.)~28(Sat.) 09:00~17:00	Move in date of Gonzaga Hall (*Only for the dormitory pre-residents)
2021. 9. 1(Wed.)	2021 Fall Semester begin
2021. 9. 2(Thur.) 08:00 ~ 9. 7(Tue.) 17:00	Course Registration Confirmation and Modification period

2. Notice for freshman and transfer students related with COVID-19

1. Guidelines for Fall 2021 Courses

1) The courses will be divided into face-to-face course and non-face to face course in 2021 Fall semester. Please check the information on the 'Courses Offered Info' and the syllabus of each course carefully to check course and exam format.

*Courses Offered Info page ➡ [Click](#)

2) According to the 'Guidelines for Fall 2021 Courses' from the Office of the registrar, the mid-term and final exams are all conducted offline. Also, since academic policy may flexible depending on the COVID-19 situation, it is strongly advised students to enter Korea if circumstances allow.

3) However, students who are unable to enter Korea and staying abroad as of September 1st, 2021, due to COVID 19 situation such as national lockdown or visa issuance restrictions or flight reservations delays and restriction, can be exempted to take the exams offline. Please check the announcement below for the details.

* Additional announcement on Guidelines for fall 2021 Courses and exam ➡ [Click](#)

2. Arrival Information and Quarantine & Quarantine Facility Reservation Guidance

1) Arrival Information and Preparations

① All the students arriving in Korea from overseas are required to self-quarantine (isolate) up to 14 days prior to entering Sogang University campus. Accordance with this situation, all the international students who wish to take lecture and attend exam that are operated on face to face basis need to be prompt to make a visa application and book a flight ticket.

② All foreign nationals arriving in South Korea will be required to provide a negative PCR test declaration, issued within 72 hours of departure after 00:00 on January 8 (Fri.), 2021. Any person who submit an inadequate PCR test declaration (E.g., Issued 72 hours after departure) or who fails to submit it will be refused entry.

③ All inbound travelers from overseas to Korea must install Self Diagnosis App on their phones at the airport quarantine site after arriving in Korea to pass the quarantine desk. At this time, inbound travelers must enter the address of the place for quarantine, cell phone number (which can use in Korea) and guardians (owner of place for quarantine) cell phone number. So, students who do not have a place for quarantine must reserve proper isolation accommodation in advance because you must enter the address of the quarantine place on the Self Diagnosis App. In addition to the quarantine place, if you do not have a Korean cell phone number, be sure to prepare USIM available in Korea before your departure.

④ If identification is required at the airport, please inform the airport quarantine personnel of the contact number of the Office of International Affairs (02-705-8048). Calls also available after business hours.

2) Mandatory 14-Day quarantine

① All inbound travelers who are going to be entering Korea after 00:00 April 1, 2020 are strictly required to self-quarantine (isolate) up to 14 days.

② Starting July 1, some people who have been vaccinated against COVID-19 in countries other than Korea will be exempt from the 14-day self-quarantine requirement. **But the exemption only applies to those visiting Korea for special purpose. Students whose purpose of entry is study abroad in Korea still have to self-quarantine for two weeks upon entry.** For detailed information, please contact respective Korean Embassy (or Consulate).

③ International student are considered to be a long-term visitor. The long-term visitors must self-quarantine for 14 days starting from the day of arrival. (Long-term visitors are not eligible for admission Korea government facility)

④ If you have applied for the on-campus dormitory(Gonzaga Hall), you may check in only after the 14-day quarantine is over. Please contact the Office of International Affairs if you are unable to arrive within the Gonzaga move in date due to the mandatory 14-Day quarantine period.

⑤ If you will be staying alone in studios (one-rooms) or apartments, you are allowed to go through quarantine from there. In this case, you will need to present your proof of housing (lease contract) as well as the address to the quarantine officer in the airport. Go through quarantine in public accommodations like hotels are not allowed.

⑥ Quarantine Facility Reservation Guidance

If you do not have a place to go through the 14-day quarantine period, please make a reservation at the Roomkor website below. Roomkor is a company that provides Off-campus accommodation in collaboration with the Office of International Affairs. Please kindly note that students need to pay for the expenses (*\$80~\$100 per night, you can choose the room type and price) for that accommodation during the quarantine period. In addition to place for quarantine, the expense includes transportation guide from the airport to the quarantine place, meals three times a day and living support services (such as call center for multilingual speaker, online community service, language exchange, online Korean class, etc.) for a 14-day quarantine period. There will be a deposit payment required to confirm your reservation. And if you cancel it, there may be a cancellation fee, so please check the arrival schedule carefully before making a reservation.

* RoomKor website for making reservation:  [Click](#)

* Discount coupon code for Sogang university students: **SOGANG5**

* Please enter the above discount coupon code when booking the quarantine accommodation through the webpage above. Students of Sogang Univ. can get 5% discount if they use the discount code above. (Not applicable to hotel-type room) After entering the discount code above, you need to Sogang University at the university student ion page to get the discount.

3) Airport transportation and other detailed information

① When you leave the airport, it is only allowed to use a personal car or designated quarantine transportation (designated quarantine airport limousine bus or taxi). Normal public transportation is not available. Be sure to use the designated quarantine transportation followed by the airport quarantine personnel's guide, move directly to the quarantine place without visiting any other place.

② **All foreign nationals arriving in South Korea required to take total of 3 times of COVID19 PCR tests (before departure, within one day after arriving in Korea, and before released from quarantine). Please follow the instructions of the Korean disease control authorities and public health center.**

③ In order to protect and support International students from COVID-19, the Seoul Metropolitan Government prepared the 『Quarantine Guidelines for International Students』. Please take closer look at the guide via URL below.

『Quarantine Guidelines for International Students』  [Click](#)

- COVID-19 Quarantine Guideline
- Arrival Procedure & Transportation Information to Public Health Centers
- How to reserve Temporary Residential Facilities (Quarantine Hotels)
- Guide for using E-Commerce for International students
- Guide to Self-Diagnosis (Monitoring) App, Waste Treatment during quarantine, etc.

3. Visa issuance and Changes/Alien Registration

1. Overview of Visa Issuance

1) All international students with foreign citizenships must possess STUDENT (D-2) visa before the start of the semester under the Republic of Korea Ministry of Justice legislation.

2) If you already possess a different type of visa, you must confirm your status eligibility with the Immigration office to check whether you should change your status.

※ Eligible visa types that permit foreigners to stay in Korea for academic pursuance other than STUDENT(D-2) visa: from DIPLOMAT(A-1) to INTERNATIONAL AGREEMENTS(A-3), KOREAN ARTS AND CULTURE(D-1), from LONG-TERM NEWS COVERAGE(D-5) to INTERNATIONAL TRADE(D-9), from PROFESSOR(E-1) to FOREIGN NATIONAL OF SPECIAL ABILITY (E-7), from FAMILY VISITOR (F-1) or MARRIAGE MIGRANT (F-6), and any other authorized visa types that allow students' stay in Korea for academic pursuance.

3) Visa Q&A: Korea Immigration Service (Tel. 1345 / Website: <http://www.hikorea.go.kr>)

2. Certificate of Admission & Visa Issuance / Changes Visa and Alien Registration

1) Distribution of Certificate of Admission

① Certificate of Admission will be sent via e-mail to the students who have been confirmed to pay tuition by the Office of International Affairs. Students who do not receive a Certificate of Admission via e-mail should contact the Office of International Affairs (goabroad8@sogang.ac.kr).

② Certificate of Admission is important required document for application of visa or changing of status of sojourn. As it may take a lot of time to get a visa, we highly recommend students who need to get the STUDENT (D-2) visa or change of their status sojourn to STUDENT (D-2) visa apply for the visa right after receiving the Certificate of Admission from the Office of International Affairs ASAP.

③ Students with the 'Eligible visa types that permit foreigners to stay in Korea for academic pursuance other than STUDENT(D-2) visa' which mentioned above, need not to use Certificate of Admission. Please let us know your visa type by contact the Office of International Affairs (goabroad8@sogang.ac.kr).

2) Applying for Student (D-2) Visa for International Students who are currently abroad

① How to apply: Freshman who are currently abroad without the visas must adhere to the following visa application procedures before entering the Republic of Korea. Freshmen are required to obtain a Certificate of

Admission through the Office of International Affairs (goabroad8@sogang.ac.kr) to get a Certificate of Admission. After having received a Certificate of Admission, student must visit the Korean Embassy (or Consulate) within their respective countries to apply for STUDENT (D-2) visa.

② Required Documents

- Completed application form, copy of passport, photo (3.5×4.5cm, white background, taken within 6 months), application fee

- Certificate of Admission

※ Original and copy can both be used, however, depending on each respective region, the embassy may request original documents only, and therefore, Office of International Affairs strongly advise students to contact the embassy for inquiries prior to requesting visa issuance, and if original documents are needed, please contact the Office of International Affairs promptly.

- Medical Certificate of Tuberculosis Test from hospitals designated by the Korean Embassy (or Consulate) (*Applies to students of the following countries only)

Nepal, East Timor, Laos, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, Philippines, Nigeria, South Africa, Belarus, Mozambique, Moldova Republic, Azerbaijan, Angola, Ethiopia, Ukraine, Zimbabwe, Kazakhstan, Democratic Republic of the Congo, Kenya, Pakistan, Tajikistan, Peru (35 countries in total)

- Supplementary documents required by the Korean Embassy (or Consulate)

※ Depending on country and region, the Korean Embassy(or Consulate) may require students to submit additional documents including Certificate of Family Relations, Certificate of Diploma, and Certificate of Bank Balance over 20,000 USD, Consent Form for 14-day Quarantine, Health Report, so it is highly advised that you contact the Embassy (or Consulate) to confirm the necessary documents prior to visit the Embassy.

3) Change of Status of Sojourn from General Trainee (D-4) Visa → Student (D-2) Visa

① Students who are already staying in Korea with the GENERAL TRAINEE(D-4) visa must change the visa status to STUDENT(D-2) visa before the start of the semester.

※ It does not apply to students with visa status permitting academic pursuance such as OVERSEAS KOREAN (F-4).

② How to apply

- Apply through Office of International Affairs: Detailed date and venue for application through Office of International Affairs will be announced shortly.

- Making reservation and visiting the Immigration Office individually.

③ Required Documents

- Completed application form, copy of passport, photo (3.5×4.5cm, white background, taken within 6 months), application fee

- ARC

- Certificate of Admission

- Certificate of Tuition Payment

- Proof of Residence (Lease or Rent Contract, Confirmation of Dormitory Residence, Confirmation of Goshiwon Residence, etc.)

4) Information for students who are currently in Korea with other Visa types

① Students who are in Korea with GROUP TOURIST(C-3-2), MEDICAL TOURIST(C-3-3), or GENEAL TOURISM(C-3-

9) should return to their home countries and obtain STUDENT(D-2) visas from the Korean Embassy (or Consulate) in their respective countries. Those visas cannot be changed to STUDENT (D-2) visa in Immigration office in Korea.

② In the case of a transfer student who are transferred from universities in Korea (or student who dropped out from an university in Korea before applying for Sogang university as a freshman), he or she should return to his or her home country and obtain a Student(D-2) visa, with Certificate of Admission issued by Admissions Office of Sogang University, from the Korean Embassy (or Consulate) in their respective countries. Except for some specific cases, immigration office in Korea will not approve visa issuance for transfer students or freshman who has Student (D-2) visa issued by using other university's Certificate of Admission in Korea.

③ Students who are in Korea with EXEMPTED(B-1), TOURIST/TRANSIT(B-2), SHORTTERM-GENERAL(C-3-1), BUSINESS VISITOR GENERAL(C-3-4), OVERSEAS KOREAN VISITOR(C-3-8) visas or other certain visas should contact the Immigration Contact Center(02-1345) or the Office of International Affairs(02-705-8118, goabroad8@sogang.ac.kr) individually to check if it is possible to change of status of sojourn in Korea. Whether the changing of those visa holder's status of sojourn is possible or not in Korea can differ from student's nationality and specific condition in the cases.

5) Alien Registration Card

① Foreigners staying in Korea for more than 90 days must register for an Alien Registration Card (ARC) at an immigration office of jurisdiction within 90 days from the date of entry.

② Regardless of the visa status, international students who wish to study in Sogang University must register for the Alien Registration Card within 90 days from the date of entry. If not, please be informed that students may be fined under the Republic of Korea Ministry of Justice legislation.

③ How to apply

- Apply through Office of International Affairs: Detailed date and venue for application through Office of International Affairs will be announced shortly.
- Making reservation and visiting the Immigration Office individually.

④ Required Documents

- Completed application form, copy of passport, photo (3.5×4.5cm, white background, taken within 6 months), application fee
- Certificate of tuition payment or Certificate of Enrollment
- Proof of Residence (Lease or Rent Contract, Confirmation of Dormitory Residence, Confirmation of Goshiwon Residence, etc.)

4. How to make a reservation and Visit Korea Immigration Service

1) A reservation to visit allows you to arrange a date and time on-line before visiting an immigration office. If you make a reservation and visit the immigration office with a receipt, you can file applications with an exclusive counter at the arranged time without waiting.

2) Available Time for Online Reservations: Open 365 days a year

3) One-day Advance Policy: you should make a reservation at least one day prior to the potential appointment date. Therefore, a reservation made on the appointment day is not effective.

4) Online Reservation Procedure: please refer to the 'Guidebook for International students' 98~102 page (*Downloads 'Guidebook for International students'  [Click](#))

4. Housing Information

1. Dormitories (Gonzaga Hall)

1) Information for dormitory pre-residents

- ① if you are selected as a dormitory pre-residents, please refer to the following schedule below and be prepared to move in to the Gonzaga Hall.
- ② 2021 fall semester move-in schedule

Dormitory Move-in	<u>Aug 26, 2021: 13:00-20:00</u>
	<u>Aug 27, 2021: 09:00-17:00</u>
	<u>Aug 28, 2021: 09:00-17:00</u>

③ Documents required to Submission

- Medical certificate: must be certified within 1 month before the move in date. (※ Compulsory diagnosis: tuberculosis)

* It is possible to check for tuberculosis at a hospital near campus after the 14 days quarantine period.

- Certificate of entry & exit

* Certificate of entry & exit can be issued at the Ministry of Justice's immigration service center (* Search on the Incheon International Airport facilities page [Click](#)) after arriving Incheon International Airport. It can also be issued at the community center near the Sogang campus.

- Corona 19 Questionnaire (completed on the dormitory move in date)

④ Overseas entrants may check in only after finishing the mandatory 14-day self-quarantine. Dormitory is not allowed for the quarantine place.

⑥ Students who have applied for the Gonzaga Hall must arrive within the Gonzaga move in dates mentioned above. The Gonzaga Hall strictly prohibits early or late check in. Therefore, students must make sure to arrive within the designated move in dates. **If there are any problems such as visa issuance, flight schedule, 14-days of self-quarantine period and can't be arrived Gonzaga Hall on designated move in time, please contact the Office of International Affairs (goabroad11@sogang.ac.kr) in advance.**

⑤ Due to COVID-19, the restaurant and fitness center in Gonzaga Hall will not be operated for a while.

⑥ Students who wish to cancel their dormitory application must notify office of the Gonzaga Hall via e-mail(gonzaga@sogang.ac.kr).

2) Location and Contacts of the Gonzaga Hall

- Gonzaga Hall, 35 Baekbeom-ro, Mapo-gu, Seoul 04107, Korea / 02-705-8811 / gonzaga@sogang.ac.kr

2. off-Campus Housing

1) off-Campus Housing nearby Sogang University

Sogang University is collaborating with a housing provider RoomKor, a sharehouse provider for international students. If you prefer living off-campus alone or with your friends, this is one of the options you could consider. Please kindly note that RoomKor housings are not owned by Sogang University. Housing contracts will be between you and the leasers. OIA do not recommend using Airbnb or cheap Gosiwons.

* ROOMKOR Sharehouse

- ① Location: Various locations near Sinchon area (approx 10 20 minutes to Sogang by walking)
- ② Budget: Around USD 290~350 per month depending on room type
- ③ How to make reservation: Contact via Kakaotalk ID 'applelog83' (response can be delayed due to time difference)

* Facebook: <https://www.facebook.com/roomnkorea/>

* Website: <https://www.roomnkorea.com/>



2) Other information on accommodation in Seoul

② Come & Stay: <https://www.thecomenstay.com>

③ City campus: <http://www.citycampus.co.kr/>

5. Mentor Program for International Students (SSIA)

1. Activities

- 1) One-on-one mentoring by a senior student and exchange activities: One-on-one mentoring on life in Korea or school by a mentor (Korean or international student senior), as well as various private and group exchange activities.
- 2) Support for adaptation to life in Korea and school life: Course registration, affairs related to business such as Visa, issuance of student ID, etc.
- 3) Tutoring for Korean or academic education, language exchange, etc.
- 4) Participation in cultural events: Participation in cultural experience events operated by the Office of International Affairs such as sports games, performances, field trips (group trips), etc.

2. How to apply: apply through the 'Admission Information System for International Students'

3. Inquiries: Office of International Affairs (02-705-8040, goabroad11@sogang.ac.kr)

※ For students who did not sign up for Mentor program through the 'Admission Information System for International Students', but wish to apply now, please contact the Office of International Affairs (goabroad11@sogang.ac.kr) until 17:00 on July 26, 2021.

6. 2021 Fall Semester International Students Freshman Orientation

※ Due to the COVID-19 pandemic, Orientation for new international students will be held on online through Zoom. All freshman and transfer students are should attend orientation. The schedule and contents are below.

1. Schedule and Method

- ① Date: August 10, 2021 (Tuesday) 12:50~18:00
- ② Method: On-line (*the link to the Zoom classroom will be notified later.)
- ③ Target: All new International Students of 2021 fall semester


2. Contents

Time	Contents	Language
12:50~13:00	Welcome & overview of Orientation, Introduce OIA	Korean/ English
13:00~14:10	Key information about Visa, Insurance, Mentor program, Scholarship, Academic Regulations etc.	
14:10~15:20	Guide for Course registration General Education courses for International students Information on Mandatory Korean language courses	
15:20~15:30	Break time	
15:30~16:30	Information on immigration (Foreign registration, detail information of visa issues, visa information after studying abroad, etc.)	
16:30~17:30	Information on life in Seoul (Living Law, Transportation, Housing, Medical, Finance, Seoul Global Center Service and Program Guide)	
17:30~18:00	Mapo Police Station, crime prevention classes	

7. Course Registration/Modification/Cancellation

1. Notice before Course Registration

1) In order to help course registration for freshman, the 'Education center for International students' have made '2021 FALL SEMESTER COURSE REGISTRATION GUIDEBOOK AND VIDEO clips'. So, it is highly recommend freshman and transfer students to check the contents before the course registration.

2) '2021 Fall Semester Course Registration Guidebook and Video'  [Click](#)

3) Please contact the Education center for International students for further information on the course registration.

* Education center for International students: CY Hall #206 / +82-2-705-4703~4 / gloaled@sogang.ac.kr

2. Schedule of the Course Registration

1) 2021 Fall Semester Course Registration Schedule

schedule	Date and Time	Subjects
Student ID announcement for freshmen, transfer students	2021. 8. 10(Thur.)	
Courses Wish List period	2021. 8. 11(Wed.) 11:00 ~ 8. 12(Thur.) 17:00	All Students (*Transfer Students)
Course Registration	2021. 8. 18(Wed.) 10:00~13:00	First Year Students (*Freshmen)
	2021. 8. 24(Tue.) 11:00~17:00	All Students (*Transfer Students)
Course Registration Confirmation and Modification	2021. 9. 2(Thur.) 08:00 ~ 9. 7(Tue.) 17:00	All Students (*You can change your course registration on the SAINT website. If the class is full, please contact your 1st major administrative office after getting permission from the professor)
Course Withdrawal Deadline	2021. 9. 8(Wed.) 11:00 ~ 9. 28(Tue.) 17:00	Withdrawal through the SAINT

2) The short-cut of 2021 Fall Semester Course Registration Announcement [Click](#)

3. 2021 fall semester Course Registration Guideline

1) Select Course Registration under Sogang University Korean website

서강대학교 SOGANG UNIVERSITY

ENGLISH SAINT 전년과정 사이트맵 검색

학교소개 입학/대학·대학원 학사·학생지원 연구·산학 IT서강·캠퍼스생활 서강STORY 발전기금

서강대학교
미래 대학의
모델이 되는 대학
Unique Sogang, Future Standard

도서관 저장조 로블라 원 프로젝트 2020년 중장 신년사

서강 NEWS

생명문화연구소 성인중환자복지관과 공...
서강대학교 생명문화연구소는 서울시 관악구에 위치
한 성인중환자복지관과의 공동연구 수혜를...

경영전문대학원 서 빅데이터 이노베이션 ...
우리 학교 경영전문대학원에 '서 빅데이터 이노베이
션 MBA' 과정이 신설된다. 이는 4차...

박종구 중장, 미국 뉴욕지구 및 남가주 서...
지난 12월 14~15일, 박종구 중장과 김주호 대외교
류처장이 미국 뉴욕지구 및 남가주 동문회...

서강대학교(주)한울바이오텍 기술이전 협...
서강대학교와 주식회사 한울바이오텍이 지난 12월
10일 (목), 서강대학교 산학협력단 대회의실에서...

일반공지 학사공지 장학공지 행사특강 서강캘린더

[관재시설팀] 2020년 소방시설 종합정밀점검 실시 안내
[법학연구소] 「서강법률논증」제9권 제1호 원고요집 연장안내
[인학팀] 편입학 및기시행 감독보조(대학원생) 모집
[인학팀] 편입학 및기시행 근로학생 모집
[후생복지위원회] 베프크리스수정원 식당 임시 휴업 안내
[교수학습센터] 2019동계 교수자를 위한 맞춤형 스피치 컨설팅 안내
[국제자거제시] 2020학년도 1학기 사생 모집공고

2020.01.06
2020.01.02
2019.12.31
2019.12.31
2019.12.30

수강신청 아이콘 클릭

수강신청
Course Registration

2) Insert ID and password on the registration page and select [Log-in]

서강대학교 SOGANG UNIVERSITY

수강신청
Course Registration

로그인(LOGIN)
(현시점 서버시간 : 2020.2.4 10:24:34)

ID(학번) Password Language 한국어

Log-in

* ID(학번) / Password는 수강신청 전용 홈페이지에서 ID(학번), Password 입력 후 로그인

3) Course Registration Webpage

- "Personal Course Schedule": Check listed course schedule sorted by days.
- "Log-out": Once course registration is completed, make sure to sign out and close the browser to protect personal information.

The screenshot shows the top navigation bar with links for '로그아웃' (Logout), '개인수업시간표' (Personal Course Schedule), and 'English'. Below this is the '수강신청' (Course Registration) section with dropdowns for '학년도' (2020학년도) and '학기' (1학기). The '매크로 방지 문자열 입력' (Macro Prevention String Input) section contains a text box with '5AK' and a '확인' (Confirm) button. The '개설교과목 정보 조회' (Open Course Information Search) section has search filters for '소속구분' (Department), '학과/전공' (Major/Field), and '검색' (Search). Below this is a table with columns: '신청상태' (Application Status), '소속' (Department), '과목번호' (Course Number), '분반' (Section), '교과목명' (Course Name), '학점' (Credit), '수업시간/강의실' (Class Time/Room), '교수진' (Faculty), '정원' (Capacity), and '신청' (Apply). The table shows a message '결과가 없습니다' (No results found).

4) Course Registration Wish list

Former students can also save desired courses to their wish list prior to the registration date. Saved courses automatically appear once logged in → Click [Save] (security key is not necessary in this case, all other steps identical to #6 step addressed below)

The screenshot shows the '수강신청' (Course Registration) section with the same dropdowns as before. The '매크로 방지 문자열 입력' (Macro Prevention String Input) section contains a text box with '5TK' and a '확인' (Confirm) button. The '직접입력 (예:COR1002-01)' (Direct Input (Example: COR1002-01)) section has a row of input fields containing 'CH12006-01', 'CHM1051-14', 'HSS3014-01', 'CHM1001-06', 'MGT3003-02', and 'BNTG031-01'. To the right of these fields is a '저장' (Save) button, which is highlighted with a red box and a red arrow. Below this is the '개설교과목 정보 조회' (Open Course Information Search) section with the same search filters and table as before.

5) Course Registration by course search

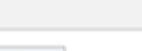
On [Courses Offered Info], search courses by [Position] or [Subject Name]. In case you register by clicking on course name itself, security code is not necessary.

로그아웃 | 개인수업시간표 | English | 20231118님이 로그인 하였습니다.

수강신청

학년도: 2020학년도 학기: 1학기

매크로 방지 문자열 입력



원쪽의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대문자 무관)

개설교과목 정보 조회

검색입력: ☐ 소속구분 ☒ 과목번호 ☐ 교과목명

신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
	학부	KOR3004	01	국어형태론	3.0	화목:13:30~14:45]		80	0
	학부	KOR3201	01	한문1	3.0	월:15:00~16:15 수:16:30~17:45]		80	0
	학부	KOR3204	01	국문학과전통문화	3.0	화목:12:00~13:15]		80	0
	학부	KOR3205	01	문장과수사	3.0	화목:09:00~10:15]		80	0
	학부	KOR3300	01	고전문학사	3.0	수금:09:00~10:15]		80	0
	학부	KOR3308	01	민속학개론	3.0	월:12:00~13:15 금:10:30~11:45]		80	0
		KOR3314	01	한시외한시론	3.0	월:10:30~11:45 수:12:00~13:15]		80	0
	학부	KOR3405	01	현대시 텍스트읽기Ⅲ	3.0	화목:13:30~14:45]		80	0
	학부	KOR3409	01	현대소설론	3.0	월:15:00~16:15 수:16:30~17:45]		80	0
	학부	KORQ981	01	국어교과교육론	3.0	화목:16:30~17:45]		80	0


6) Course Registration by inputting subject number (Maximum 6 credits)

After logging into course registration webpage, input security code as shown on the screen. (Not capital sensitive)

[로그아웃](#)
[개인수업시간표](#)
[English](#)
2021년 1학기님이 로그인 하였습니다.

수강신청

학년도: 2020학년도 학기: 1학기



[다른 그림 보기](#)

[확인](#)

원목의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대소문자 무관)

개설교과목 정보 조회

검색입력:
☒ 소속구분
☐ 과목번호
☐ 교과목명

소속구분:
학기/전공:

신청상태	소속	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	정원	신청
결과가 없습니다									

7) After inputting security code

After you put correct security code, press "enter" (or click "Confirm" button) then the tabs below become activated.

Enter the desired subject number and click saves.

로그아웃 | 개인수업시간표 | English | 2020년 1학기 로그인 하였습니다.

수강신청
학년도: 2020학년도 학기: 1학기

매크로 방지 문자열 입력
다른 그림 보기 | BSE | 확인
원목의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대문자 우관)

직접입력 (예:COR1002-01)
KOR2001-01 | | | | | | | 저장

개설교과목 정보 조회
검색입력: ☒ 소속구분 ☐ 과목번호 ☐ 교과목명 | 검색
소속구분: | 학과/전공: |
신청상태 | 소속 | 과목번호 | 분반 | 교과목명 | 학점 | 수업시간/강의실 | 교수진 | 정원 | 신청
결과가 없습니다

8. Confirmation screen after saving the desired courses

- The entered subject numbers will be applied and shown at the bottom of the screen below upon saving. (If the course limit has been reached or if the student has registered for an ineligible course due to different major or year requirement, the entered course will be rejected)
- When registering a new course, students should start the process again and enter a new security code.
- If the subject code has been incorrectly entered, students must enter a new security code in order to proceed correctly.

로그아웃 | 개인수업시간표 | English | 2020년 1학기 로그인 하였습니다.

수강신청
학년도: 2020학년도 학기: 1학기

매크로 방지 문자열 입력
다른 그림 보기 | | | 확인
원목의 대문자로 구성된 그림문자를 입력하고, 엔터키(또는 확인)를 누르세요. (입력 시 대문자 우관)

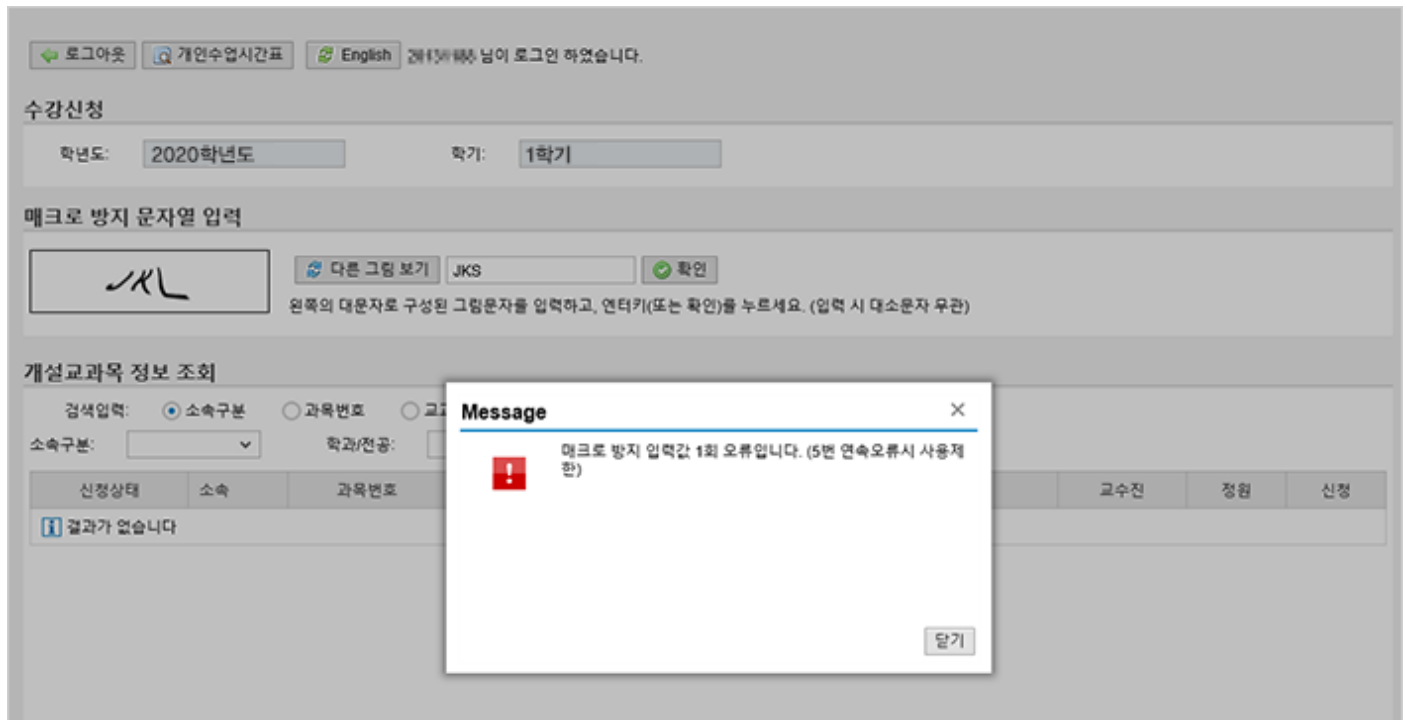
개설교과목 정보 조회
검색입력: ☒ 소속구분 ☐ 과목번호 ☐ 교과목명 | 검색
소속구분: | 학과/전공: |
신청상태 | 소속 | 과목번호 | 분반 | 교과목명 | 학점 | 수업시간/강의실 | 교수진 | 정원 | 신청
결과가 없습니다

수강신청 내역

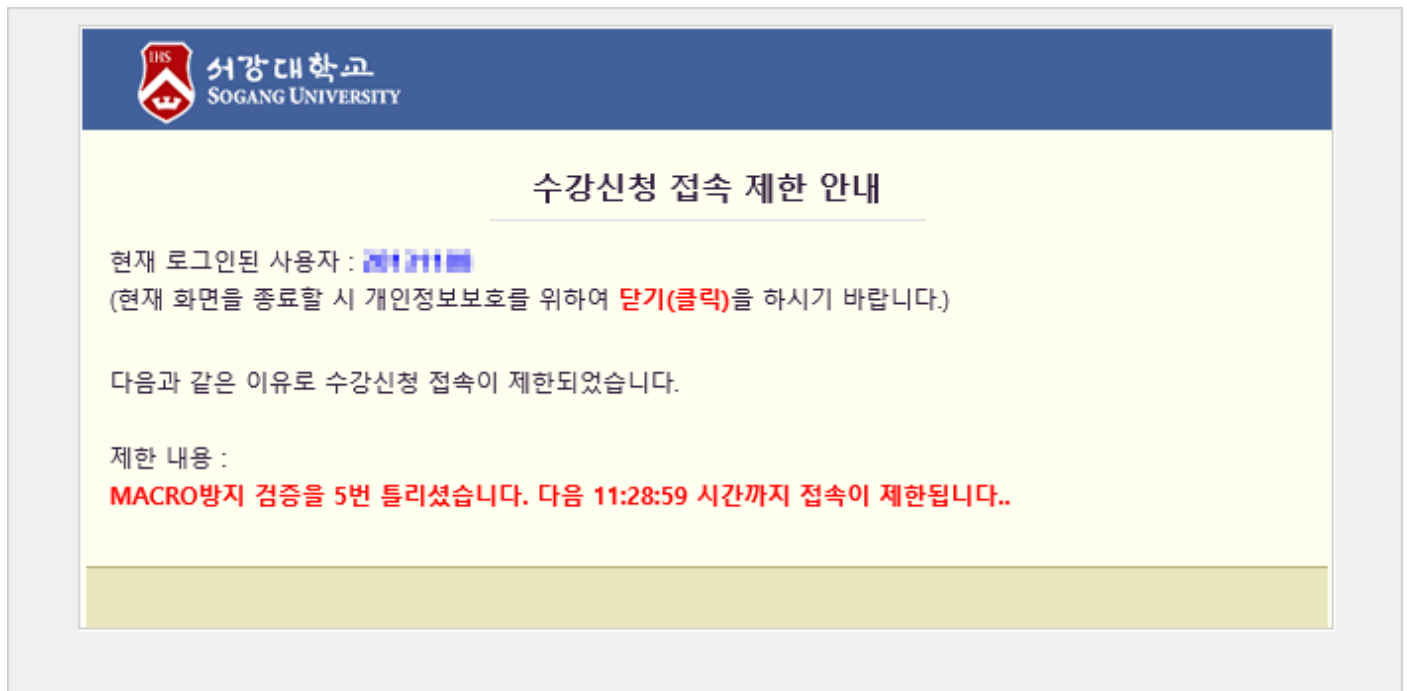
수강가능학점	19	신청학점	10.0	신청과목수	5					
소속구분	과목번호	분반	교과목명	학점	수업시간/강의실	교수진	재이수	삭제		
학부	HSS3014	01	신입생세미나	1.0	금:16:30~18:30			삭제		
학부	BNTG031	01	지식재산권과특허	3.0	화:16:30~19:15			삭제		
학부	CHM1051	14	일반화학실험	1.0	목:13:30~16:15			삭제		

9. With the incorrect security code, the below message will pop up.

The below message will pop up when the security code has been incorrectly entered. Please be advised if incorrect security code is put for five consecutive tries, the system becomes disabled for 5 minutes.



10. When the security code has been incorrectly entered for five consecutive tries, the below message pops up, restricting the system for 5 minutes. Next available time will be shown on the bottom of the message.



8. Contact Information

1. Office of International affairs

- 1) Location and Phone: Berchmans Woojung Hall (BW Hall) 201/+82-2-705-8118
- 2) E-mail: goabroad11@sogang.ac.kr
- 3) Website: <http://goabroad.sogang.ac.kr>
- 4) Main Task
 - ① Exit & Reentry Counseling (including but not limited to: VISA, ARC, and Part-time Employment)
 - ② International Students Management and Support (i.e.: Insurance Enrollment)
 - ③ Operating Student Supporters for International Affairs Program
 - ④ Hosting Cultural Experience Events and Overseas Internship Programs for International and Exchange Students

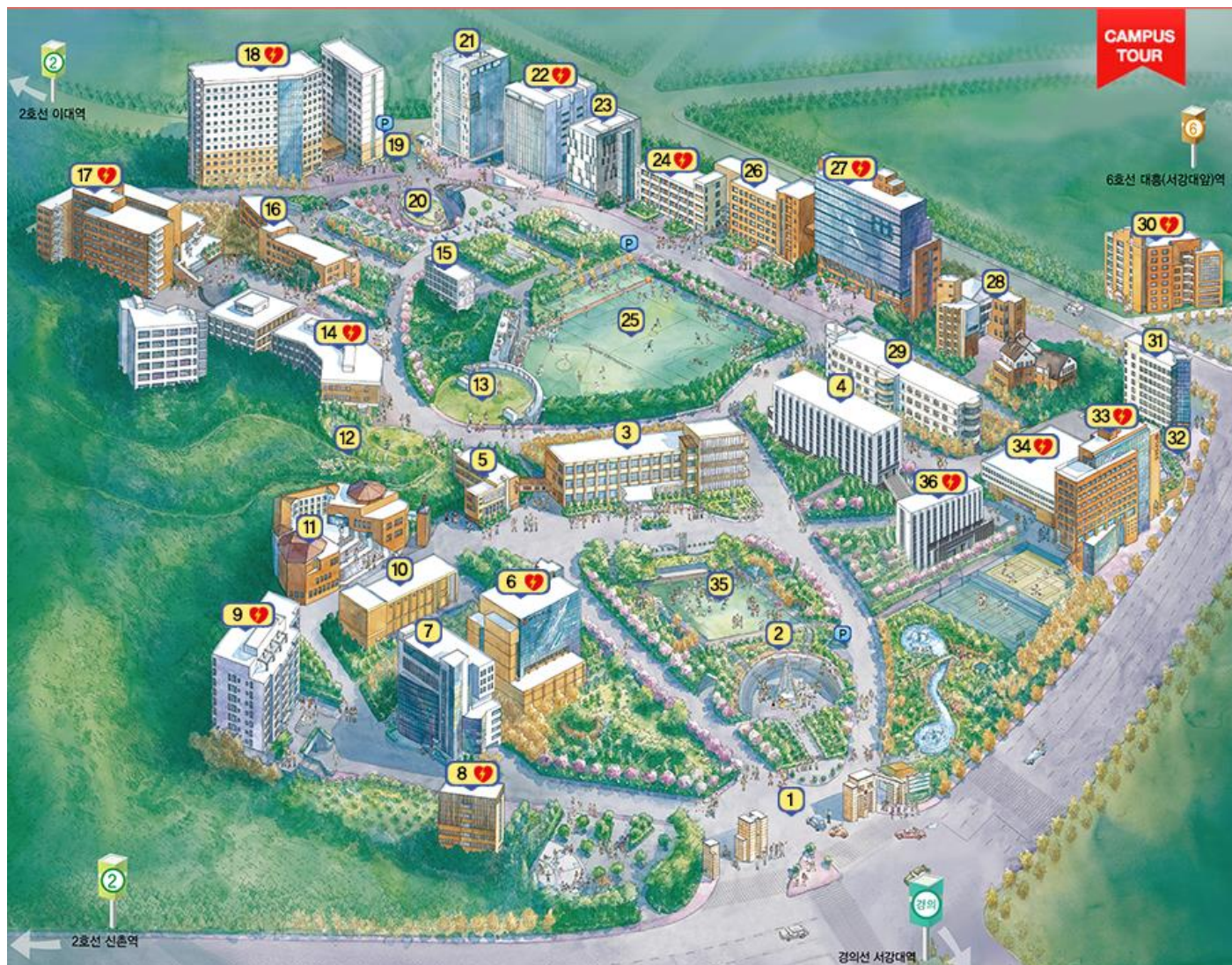
2. Education center for International students

- 1) Location and Phone: Choe Yanggeop Hall (CY Hall) 206 / +82-2-705-4703~4
- 2) E-mail: globaled@sogang.ac.kr
- 3) Website: <http://globaledu.sogang.ac.kr>
- 4) Main Task
 - ① Interdisciplinary education course 'Korean Society and culture' for International students
 - ② Liberal Arts Courses 'Korean Culture' Track
 - ③ Advice on Course Registration and Studies.
 - ④ Career Guidance Program and Counseling Services for College Life

3. Gonzaga International Dormitory

- 1) Location and Phone: Gonzaga Hall, 35 Baekbeom-ro, Mapo-gu, Seoul 04107 / +82-2-705-8811
- 2) E-mail: gonzaga@sogang.ac.kr
- 3) Website: <https://gonzaga.sogang.ac.kr>
- 4) Main Task: operates Gonzaga dormitory for international students

9. Campus map



1. Main Gate	13. Emmaus Hall(E)	25. Sports Ground
2. Albatross Tower	14. Loyola Library	26. Adam Schall Hall(AS)
3. Administration Bldg.(A)	15. Choe Yangeop Hall(CY)	27. Ricci Hall(R)
4. Geppert-Nam Duck Woo Hall(GN)	16. Xavier Hall(X)	28. Jesuit Apostolic Center
5. Jesuit Community	17. Dasan Hall(D)	29. Kim Daegon Hall(K)
6. Samsung Gabriel Hall(GA)	18. Gonzaga Hall(GH)	30. Bellarmino Dormitory
7. Kumho Asiana Paulus Hall(PA)	19. Back Gate	31. Sogang Bldg.
8. Thomas More Hall(T)	20. Gonzaga Plaza(GP)	32. South Gate
9. Matthew Hall(MA)	21. Teilhard Hall(TE)	33. Arrupe Hall(AR)
10. Mary Hall(M)	22. Jeong Hasang Hall(J)	34. Gymnasium
11. St. Ignatius House(I)	23. POSCO Francisco Hall(F)	35. Youth Plaza
12. Loyola Garden	24. Ricci Hall Annex(RA)	36. Berchmans Woojung Hall(BW)