
Spring 2024 Newly Accepted Graduate Students Checklist



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Only for students in
overseas

Entry &
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Original Documents

Documents	Deadline
• Submitted scanned documents before	2024. 1.12.(Fri)
• Degree-related docs for prospective graduates • Certificate of Completion of JBNU Language School • The final language score of the person who submitted the test receipt	2024. 2.23.(Fri)

■ How to submit

- By post (submit original documents)
- Submission of scanned documents by email is **UNACCEPTABLE**

■ Caution

- **Admission Letter will not be handed if you fail to submit all required docs**
- **Admission will be CANCELLED if docs are not submitted by the deadline**

Bank Statement

■ Required Document

- Bank Statement of up to **13,000USD or 16,000,000KRW**

	Students in overseas	Students in Korea
Account Holder	Student or Student's Parents	Student
Bank	Home country's bank	Account from one of Korean banks
Issuance Date	Issued within 30 days before the submission	After 2024. 2. 1(Thu)
Deadline	By 2024. 1.12.(Fri)	By 2024. 2.23.(Fri)

■ Caution

- **Be sure to check the requirement of bank statement with the Korean embassy since the requirement is different by each embassy**
- **Get TWO copies of the certificate of balance.**
Submit one to JBNU, the other one to Korean embassy for visa application
- Admission Letter will not be handed if you fail to submit all required docs including the bank statement

Tuition Fee Payment

- Payment Period(Will be noticed again at the end of December)
 - [1st Payment Duration] The 1st Week of January(Expected)
 - [2nd Payment Duration] The 3rd Week of January(Expected)
 - [3rd Payment Duration] The 2nd Week of February(Expected)
 - * You can pay the tuition fee during one of durations.
 - * If you will apply for the visa in overseas, please, pay the tuition fee during the 1st payment duration.

- How to pay
 - 1) Print out Tuition fee invoice (<https://fees.jbnu.ac.kr/fees/index.do>)
 - 2) Check account number, amount and pay the fee
 - * We will notice payment details later

- Caution
 - If you do not pay the tuition fee on time, your admission will be cancelled
 - You can get the Admission Letter after paying the tuition fee

Academic Scholarship

- Selected among accepted applicants based on academic and Language scores
 - Academic Score : final average score of the previous course
 - Language Score : submitted language score
- * If language proficiency has improved, submit the certificate **by 29 December** via email
- Eligibility ***Not available for the transfer student**
 - **Full-time students who only study without a job in Korea and abroad**

	Students in overseas	Students in Korea
Document	Confirmation of Full-Time Student (find from the attached file)	National Health Insurance Certificate
Issuance Date	-	After 2023. 12.22.(Fri)
Deadline	By 2023. 12.29.(Fri)	
Submission	To admissiong@jbnu.ac.kr	

- Caution
 - Tuition fee will be reduced as much as the academic scholarship
 - **If it turns out that you have a job in Korea or abroad in the future, the scholarship will be retrieved**
 - **Cannot be received both academic and research scholarships provided by professor**

Admission Letter

■ What is the Admission Letter

- It is a certificate proving that JBNU permits your admission.

The Letter must be submitted to the Korean embassy for the visa application.

■ When you can have the Letter

- **After submitting all the required documents and paying the tuition fee**

■ How to get

① Students in overseas : by post (EMS)

- It will be sent to the address on your application

- If your address has changed, please, let us know via email(admissiong@jbnu.ac.kr)

by filling out the simple form below;

· Zip code :

· Address(ENG) :

· Phone Number :

② Students in Korea : by visiting the Office of International Affairs

■ Caution

- **ONLY students who submit all the required documents and pay the tuition fee can receive the Admission Letter.**

Visa Application

■ Students in overseas

- Requirements : **Students MUST contact the Korean embassy to find out the requirements before heading to the embassy to apply for the visa**

* 1) Admission Letter and 2) Certificate of Business Registration, JBNU will be sent by post and email

- **Application Date : Apply immediately after receiving Admission Letter**

- Processing Period : 2 weeks ~ 1 month more

* Processing period for the visa issuance is different by each Korean embassy's situation. So, prepare the documents in advance and apply for it as soon as you receive the Admission Letter

■ Students in Korea

- Application Date : **from January 2024**

- Application Place : Office of International Affairs

- Requirements: Application form, Fee, Passport, Admission Letter, Certificate of Tuition Fee Payment, etc.

* Students must visit the Office of International Affairs to get the information about the visa application and apply for the visa.

Flight Ticket

Only for Students in overseas

■ Buy Flight Ticket

- Recommended to purchase a flight ticket arriving in Korea before 29 February(Thur), 2024
- * Term Begin : 4 March 2024(Mon) (Spring 2024 Semester)
- * If you miss more than 25% of the whole class hours, you will fail the class. Therefore, please, try to enter in Korea before the semester starts.

■ Caution

- Sending the E-ticket to admissiong@jbnu.ac.kr
- Arriving in Jeon-ju from the Incheon Airport by yourself using the Limousine Bus or KTX (Pick-up Service will be informed if provided)

■ Alien Registration

- Required to complete the alien registration within 90 days after the entry in Korea
- Checking the required documents and applying for the alien registration through the Office of International Affairs

Dormitory

■ Application

- Automatically applied according to the UWAY application
- If you want to change about the dormitory or have a desired roommate, send an email **by 12 January 2024**

■ Building Types

Building	Campus	Meal	Fee(/semester)
Chambit	Jeonju	Include (except holiday)	About 1,200,000KRW
Daedong (M) Pyeonghwa (F)	Jeonju	Include (except holiday)	About 1,330,000KRW
		Exclude	About 500,000KRW
Haemin	Jeonju (Medical, Nursing)	Exclude	About 600,000KRW
Changweui	Jeonju (Dentistry, Pharmacy)	Exclude	About 720,000KRW
Ungbi	Iskan (Envr.&BioResource)	Exclude	About 500,000KRW
Cheongun	Iskan (Veterinary)	Exclude	About 630,000KRW

- **Payment Period : around January 2024(expected)**
- **Official Moving-in Date : last week of February 2024(expected)**
- **Requirement : Result of Tuberculosis(TB) Test**
 - Valid Test Period : after January 2024
 - Submission : by email admissiong@jbnu.ac.kr

Dormitory

- **Chambit**



- **Ungbi**

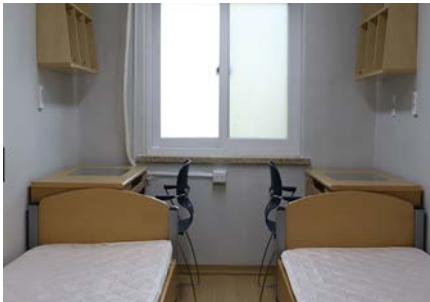


Dormitory

- Daedong



- Pyenghwa



National Health Insurance

- National Health Insurance(NHI)
 - Any foreigner is subject to mandatory subscription to the National Health Insurance
- Subscription
 - **Automatically registered** after the completion of alien registration
 - Re-entrant : Joining insurance after the date of Re-entry
- Contribution
 - **About 71,920KRW** per month * **Contribution is subject to change**
- Payment
 - National Health Insurance Service(NHIS) sends the bill to your current residence in Korea(You can get the bill by E-mail, post and text message)
 - Pay the fee after checking the account information on the bill
- Caution
 - Restricted for visa extension if you do not pay the fee
 - Available of health checkup biennially
 - **Possible to subscribe as a family unit (Contact the NHIS)**