

Kwangwoon University Korean Language Course Orientation



http : //kcklc.kw.ac.kr

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Tel : 02-940-5306~7

Course Introduction

<Schedule>

Year	Term	Session
2025	Spring	2025.03.10(Mon) ~ 2025.05.20(Tue)
	Summer	2025.06.16(Mon) ~ 2025.08.25(Mon)
	Fall	2025.09.08(Mon) ~ 2025.11.21(Fri)
	Winter	2025.12.15(Mon) ~ 2026.02.27(Fri)

Year	Term	Session
2026	Spring	2026.03.16(Mon) ~ 2026.05.26(Tue)
	Summer	2026.06.08(Mon) ~ 2026.08.14(Fri)
	Fall	2026.09.07(Mon) ~ 2026.11.19(Thu)
	Winter	2026.12.07(Mon) ~ 2027.02.18(Thu)

* The schedule could change following the office's circumstances.

<Class Organization>

Terms	Hours	Class Description
Spring, Summer, Autumn, Winter	Level 3 and above 9:00 ~ 13:00	* Integrated education(4 parts) : speaking, listening, reading and writing
	On level 1&2 14:00 ~ 18:00	* Vocabulary, grammar practice activities * Pronunciation training

- Class Hours: Spring/Summer/Fall/Winter: 10 weeks, 5 days/week, 4 hours a day (Total 200 hours)
- Culture Experiences
 - Once per semester
 - Students who sign up for the language program must participate. (Culture experiences fee are included.)
 - Undergraduate students and exchange students do not have to take part in, but in case of participation, extra fee will be charged.

Grade Evaluation

1. Grade★★★

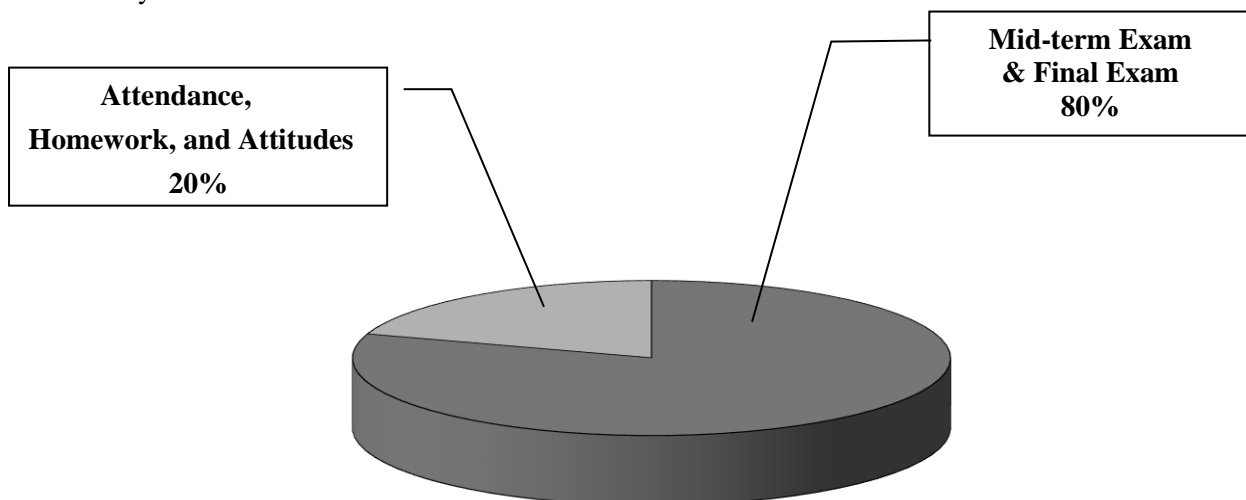
- (1) Written exam is taken twice a semester (mid-term and final).
- (2) The perfect score in each subject is 100 points. Students whose average grade is below **70 points fail the level.**
- (3) **Fail the class if one of the subjects is less than 40 points, including speaking, listening, writing, and reading. (remain in the same class for another year)**
- (4) If students fail the class they took for the semester, they have to repeat the 200 hours course they took.
- (5) If students fail three times in a row, they are expelled from our institute.
- (6) Cheating on a test results in 0 score in the subject.

2. Attendance★★★

- (1) Attendance rate is calculated on the basis of 100 hours.
 - (2) Students who miss more than 8 classes out of total of 40 classes, in other words, **students whose attendance rate is below 80%, may not complete the level (160/200 hours).**
 - (3) Visa extension is not permitted if the attendance rate is less than 70%.
 - (4) Students who have **failed due to attendance** for **two terms** in succession are expelled from the center.
 - (5) Absences: If students are more than 20minutes late to a class, it is counted as an absence. Four times of absences are counted as a day of absence.
 - (6) Tardiness: If students are less than 20minutes late to a class, it is counted as tardy. Ten times of tardiness is counted as a day of absence.
- ※ In case of tardiness or absence, students must contact their Korean teacher or the office (02-940-5307).

3. Expulsion

- (1) Expulsion due to failure: Students who fail a level three times in a row are expelled from the center.
- (2) Expulsion due to inappropriate attitudes: Students who act in the following ways are either warned or expelled from the center through teacher meetings. Tuition is not refunded in these cases.
 - Students who act in a way that disturbs the class
(e.g., bad attitude, no participation in class activities, cheating on a test, etc.)
 - Students who act in a way that damages the reputation of the KCKLC
(e.g., criminal act, complicity in a court case, etc.)
 - Students who are considered to seriously harm other students (e.g., fraud, theft, drinking and assault, etc.)
 - Students who do not pay the tuition fee during re-registration period or absent more than a week without any attempt to contact the center are expelled. In this case, the students' visa will be cancelled.
 - If students need to drop out for personal reasons, talk with the head of the center or an office teacher is necessary.



Student Support

1. VISA business★★★

(1) Alien Registration: Within 90 days after entry with D-4-1 VISA(takes approximately 4 weeks)

- Required Documents

- 1) Application Form (fill out at the immigration office)
- 2) Certificate of Enrollment (students can get this from our institute, Munhwa building office 117)
- 3) Passport and a copy of passport
- 4) A photograph (with white background)
- 5) Reference fee ₩35,000
- 6) A Proof of Residence

(2) Extension of Sojourn Period

- Extension is only possible after 5 Months of sojourn

- Required Documents

- 1) Application Form
- 2) Foreign Registration Card
- 3) A Certificate of Enrollment, a copy of tuition receipt (students can get these at school)
- 4) Bank Statement (5 million won in Korean bank account under your name)
- 5) Reference fee ₩60,000
- 6) A Proof of Residence

- Application Requirements

- Attendance 80% or more and residents in District of Sejong-ro immigration office
[Jongno-gu, Jung-gu, EunPyoeng-gu, Dongdaemun-gu, Jungnang-gu, Dobong-gu, Seoengbuk-gu, Gangbuk-gu, and Nowon-gu]



▲< Immigration Office >

Jonggak Station (Dark Blue Line 1), exit 6, Seoul Global Center, 2F

※ Residents in the other districts apply to District of immigration office

(3) Others

- ① Alien Resgistration information changes: Report to Immigration office of District within 14 days after when change has been made. In case of violation, fine will be charged.
- ② Re-entry after departure: make sure to carry Foreign Registration Card for re-entry at all times.
- ③ you can also apply online (<http://hikorea.go.kr>)

Student Support2

1. Insurance (National Health Insurance Subscription)

All language students(D-4) are automatically included in the National Health Insurance after 6 months of arrival.

- Inquiry about National Health Insurance : Call 1577-1000, 033-811-2000(Consultation available in various languages)

- Students less than six months after entering the country must purchase insurance exclusively for international students and pay insurance fees to the office of the International Education Center (Munhua Bld #117).(Insurance premium about 60,000 won for 6 months)

2. Certification Issuance

Type	Reference	Issue Date
Enrollment and Attendance Certificate	- Extension is not possible when students' attendance is under 70%	The next day right after application date
Tuition Payment Certificate	- Extension on the last date of each semester	
Grade Certificate	- Issued in Korean	

3. Address for Letter & Package

Language	Address	ZIP Code
Korean	서울특별시 노원구 광운로 21 문화관 117 호 국제교육원	01897
English	Office 117, Munhwa Building, Kwangwoon University, 21 Kwangwoon-Ro, Nowon-Gu, Seoul, Korea	

4. TOPIK Schedule (<http://www.topik.go.kr>)

Test Number	Registration period	Exam date	Score announcement date
제 100 회	2025.03.11. 09:00~03.17. 18:00	2025.05.11	2025.06.26
제 101 회	2025.05.13. 09:00~05.19. 18:00	2025.07.13	2025.08.21
제 102 회	2025.08.05. 09:00~08.11. 18:00	2025.10.19	2025.12.11
제 103 회	2025.09.02. 09:00~09.08. 18:00	2025.11.16	2025.12.23

Campus Life

1. Health Room

: Medical treatment, Medication, and First Aid

(1) Business hour: School term 09:00~17:30/ Summer, winter vacation 10:00~16:00

(2) Tel: 02-940-5034

(3) Location: 2F (204), Bokji-Gan

(4) Others: Student ID card needed when visiting

2. Post Office

(1) Location: L floor, 80th Memorial Building

(2) Business hour: 09:00~18:00

3. Bank (HANA BANK)

(1) Location: 1F, Bima-Gan

(2) Business hour: 09:00 ~ 16:00

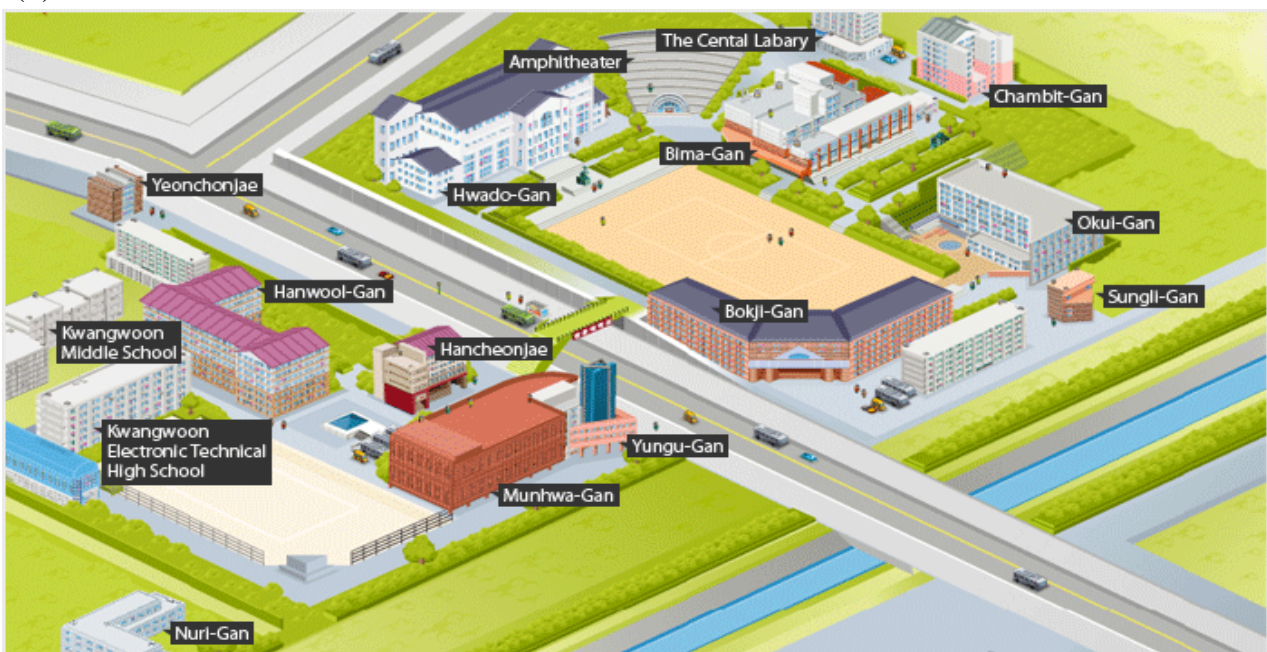
4. International Student Center

It is the place that international students can use as a study place or for interaction with others.

(1) Location : 4F (404), Bokji-Gan

(2) Business hours : 10:00 ~ 18:00

(3) Facilities : PC is available for use



▲ Campus Map

5. Access to the Libraries

ONLY for access to the library building and reading books in that building,
NOT borrowing some books.

1. Download Application

Please search “광운대학교 중앙도서관” in play store(Android version) or App store(IOS).
➔ Download this application. (Please see the pictures below)

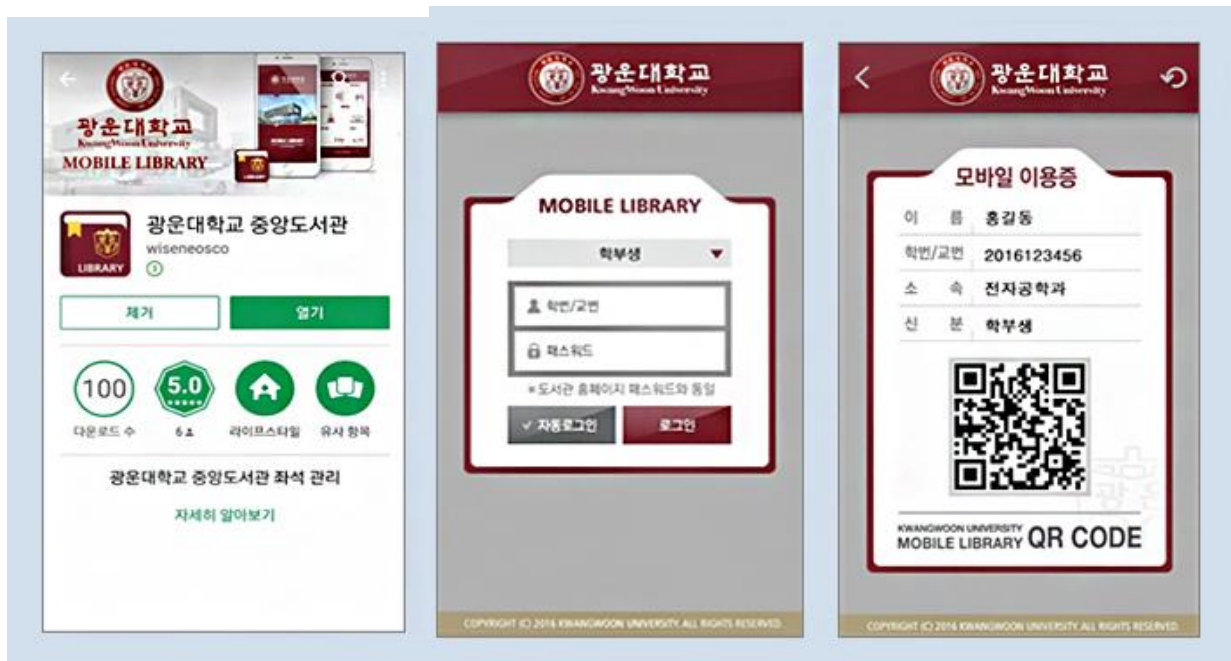
2. Log-in

Status : Etc. (신분 : 기타)

ID : Student No. (The ID number will be given within 14 days from the date of orientation)

Password : Please put your date of birth including year.(6 digits)

ex) 1998. 04. 10 → **980410**



Re-enrollment & Refund

1. Re-enrollment

(1) Tuition Payment: During semester, pay tuition fee through wire transfer within one week after getting notice from office and if necessary, make a reservation for immigration to extend visa.

(2) Tuition: ₩1,500,000 per semester

Application fee: ₩50,000 (first semester only)

Name of Bank	하나은행
Account Number	244-910004-39305
Account Holder	광운대학교 한국어수강료

2. Refund

(1) Refund: Submit documents by the following deadlines.

(2) Required Documents(Please come to our office and fill out the required forms)

- Tuition Refund Application
- A copy of bankbook
- Documentary evidence for reason for refund
 - Return : A copy of airline ticket which has departure date on it
 - Admission College/Transfer : Copy of Standard Admission Letter and Confirmation of Change to D-2 Visa.

	Period	Refund
Before semester starts	before starting courses	100% refund of the semester's tuition fee
After semester starts	within 1/3 days since class has begun	2/3 of tuition fee of semester
	within 1/2 days since class has begun	1/2 of tuition fee of semester
	after 1/2 days of the whole semester	Non-refundable

Office Information

(1) Location : Office 117, Munhwa building

(2) Contact Number : 02-940-5306~7

(3) E-mail : jinhyuk5248@kw.ac.kr