

**H I G S**

**NEW STUDENT**

**ORIENTATION**

# LIST

## 1. Immigration Orientation

- (1) How to make a reservation with immigration office. 2p
- (2) Find the competent Immigration office. 3p

## 2. Academic Orientation

### (1) Academic information

- \* Credits 4p
- \* Academic grade evaluation 4p

### (2) Student information system (computer sever)

- \* Log in 5p
- \* student information 6p
- \* Syllabus 7p
- \* Course registration 7p

### (3) Student information system (mobile sever)

- \* Mobile student ID card 8p
- \* Mobile attendance 9p
- \* Attendance status 9p

### (4) Homepage

- \* Notification 10p
- \* Archives 11p
- Excused absence request 11p
- Withdrawal request 11p
- Leave of absence 11p
- part-time work of Foreign Student Confirmation 12p

# 1. Immigration Orientation

## (1) How to make a reservation with immigration office

The screenshot shows the HIKorea website interface. At the top, there is a navigation bar with links for 'Log In', 'Create your account', 'Guide', 'Customer Center', and language options '한국어', 'ENGLISH', and '中文'. Below this is a secondary navigation bar with links for 'Petition Application', 'Information Lookup', 'Smart Entry Service', 'Information sharing corner', and 'News & Announcements'. The main banner features a blue background with a computer monitor displaying the website and a group of people. A red circle with the number '2' is placed over the 'Reserve Visit' button in the main navigation bar. Below the banner, there are four main service buttons: 'Petition Application', 'Smart Entry Service', 'Reserve Visit' (highlighted with a red box), and 'Lodging Registration'. Underneath, there are sections for 'My Civil Petition Status' and 'Favorites Services'. At the bottom, there are icons for 'Office Directory', 'Validity check of Registration card', and 'Expiry Date check', along with a 'Notice' section containing various announcements with dates.

① address : <https://www.hikorea.go.kr/Main.pt>

② click the Reserve Visit Apply.

③ you can make a reservation as Non-member

## (2) Find the competent Immigration office

HiKorea provides convenient online application services.

Other Services > Office Directory

Office Directory

Category Area: [Select] Organization name: [ ] Search

List of related institutions

Organization name	Address	Phone Number
Seoul Immigration Office	319-2, Sinjeong 6 dong, Yangcheon-gu, Seoul	02-2650-6211-6215
Seoul Immigration Office Sejongno Branch	2-3F Seoul Global Center, 38 Jongro Jongno-gu, Seoul	02-731-1799
Seoul Southern Immigration office	48 Magokseo 1-ro, Gangseo-gu, Seoul	02-6980-4700
Seoul Station City Air Terminal Branch	2nd basement, 43-227, Dongja-dong, Yongsan-gu, Seoul	02-362-8431
Suwon Immigration Office	1012-6, Yeong-tong dong, Yeong-tong gu, Suwon	031-695-3800
Suwon Immigration Office Pyeongtaek Port Branch	570, Manhori, Poseung-myeon, Pyeongtaek, Gyeonggido	031-683-6937-3938
Suwon Immigration Office Pyeongtaek Branch	3rd & 4th Floor, CK Tower, 1375, Gyeonggi-daero (B14, Seojeong-dong), Pyeongtaek-si, Gyeonggi-do	031-666-2677
Ulsan Immigration Office	86, Dotjil-ro, Nam-gu, Ulsan	052-279-8000
Yangju Immigration Office(Uijeongbu)	467-2, Deokgye dong, Yangju City, Gyeonggido	031-828-9301
Yeosu Immigration Office	944, Hwajangdong, Yeosu, Jeollanamdo	061-689-5518-5519

FIRST [4] [5] END

① you can make a reservation with Seoul Southern immigration office where unive  
rsity belongs Your local immigration office where you address belongs.

② you can find local immigration in that page. please match your home  
address with organization name.

③ address : <https://www.hikorea.go.kr/gvrnsrch/GvrnSrchPageR.pt>

④ we recommend make a reservation with Seoul Southern immigration office.  
Seoul Southern immigration office is our HIGS's competent Immigration office.

## 2. Academic Orientation

### (1) Academic information

\* Credits

subject	semester	major credit	bible reading	internship program	chaple	general exam	thesis	total credit
PH.D.	6	36	-	-	-	P	6	42
M.Div.	6	75	6	6	P	P	-	87
M.A.C.P.	4	30	-	-	-	P	-	30

1. PH.D. students have to get the **36 credit** to graduate our HIGS for **6 semester**.  
M.Div students have to get the **87 credit** to graduate our HIGS for **6 semester**.  
M.A.C.P. students have to get the **30 credit** to graduate our HIGS for **4 semester**.

2. if you get the A ~ C grade in the class, you can get the **3 credit per one class**. but if you get the **F grade** in the class, you get the **0 credit**.

3. if you **late 3times** in the class, you will be recorded as **one absence**.

if you are **absent over 3 times** in the class, you get the **F grade**.

so if you want to graduate our HIGS, **don't be absent and late** the classes.

if you don't get total credit after final semester, **you can't graduate our HIGS**.

\* Academic grade evaluation

grade rating	score	average score	grade rating	score	average score
A+	95 - 100	4.50	C+	75 - 79	2.50
A	90 - 94	4.00	C	70 - 74	2.00
B+	85 - 89	3.50	F	under 69	0.00
B	80- 84	3.00			

1. HIGS grade rating is A+ to C and F.

2. if you don't absent in the classes, the worst rating is C.

3. Grades are ranked according to the student's rating average.

for example)

A class : B+, B class : A+, C class : B  $\rightarrow (3.5+4.5+3.0)/3 = 3.66$

4. HIGS conducts absolute evaluation not relative evaluation.

## (2) Student information system (computer sever)

\* Log in

서울한영대학교 | 통합정보시스템  
SEOUL HANYOUNG UNIVERSITY

아이디

비밀번호

로그인

아이디찾기      비밀번호찾기

※ Invalid License 등의 메시지가 나타날 경우 아래 방법을 참고하여 캐시 및 쿠키를 삭제해주세요.  
- Google 캐시 및 쿠키 삭제방법  
- Microsoft Edge에서 쿠키 삭제방법

아이디 - STUDENT ID  
비밀번호 - PASSWORD

① you can confirm student information(grade, attendance, registration ETC) in the student information system.

② address : <http://person.shyu.ac.kr/>

③ please write your student ID and Password in the red box.

\* student information

- ① click the English Menu → Individual student. you can check your information.
- ② if your information(contact number, email, address) is changed, you can update the information. just type your new information and click the save.
- ③ if you want to change the password, please click the '비밀번호'



**비밀번호 변경**

* 현재 비밀번호	<input type="text" value="present password"/>
* 새 비밀번호	<input type="text" value="new password"/> · 최소 4자리 이상 (20자리 이하) 영어 대소문자, 숫자, 특수문자(!, @, \$, %, ^, *, ?, _ ~)로 구성되어야 합니다.
* 새 비밀번호 확인	<input type="text" value="new password verification"/>

비밀번호 변경
취소

you can see this page. please input your present password to '현재 비밀번호' and then input your new password to '새 비밀번호' and '새 비밀번호 확인'.

## \* Syllabus

① click the English Menu → Check the Syllabus.

② you can check the class and professor's information in syllabus. click the paper shape.

## \* Course registration

① if you go to Course registration page, you can see your classes.

② when you click the all add button, you can see moving your classes to Registered Course



### (3) Student information system (mobile sever)

#### Mobile System

- Mobile ID Card
- Check the Time Table
- Check the Course Registration
- Mobile Attendance
- Attendance Status
- Course evaluation Survey
- Records of Registration

① when you log in the student information system by phone. you can see that menu.

② address : <http://mobile.shyu.ac.kr/HtmlConv/index.jsp?v=20230228042918>

\* Mobile student ID card



① you can use the Mobile student ID Card in University

\* Mobile attendance



① you can check the attendance using mobile attendance.

② There is a list of lectures for each classes. when professor start checking the attendance, please **match the a list of lectures with class** time and click the class. and then you can see verification code message. professor will inform you verification code number. so please input verification code number.

③ if you input verification code number, you can check the attendance or absence.

\* Attendance status

Menu SHYU Mobile Home

Attendance Status

년도 2023 학기 1학기 Search

Course Name	Prof	Attendance Status			
		Attend	Absent	Latenes	Empty
<u>Christian Counseling</u>		6			39
<u>Marriage and Family c</u>		2			43

① you can check how many you are attended or absented in Attendance status.

## (4) HIGS Homepage

SHYU Homepage

Home Student Information System Facebook

SEOUL HANYOUNG UNIVERSITY INTERNATIONAL GRADUATE SCHOOL

Introduction Departments Subjects **Application** Board

Seoul Hanyoung University is founded on

**Truth, Spirituality, Practice**

Subject

Application

Notifications MORE

Archives MORE

20 02.20 **noti** 2023 Spring HIGS Students Affair Schedule

02 03.02 MOBILE STUDENT INFORMATION SYSTEM Manuel

① homepage address : <https://higs.shyu.ac.kr>

\* Notification









## Notification

No	Title	File	Writer	WriteDate	Views
<b>Noti</b>	2023 Spring HIGS Students Affair Schedule		HIGS	2023.02.20	641
<b>Noti</b>	HIGS Tuition, Scholarship and Bank information		HIGS	2022.08.18	1561
47	SHYU Lunch Menu		HIGS	2023.04.04	25
46	Introducing New Residence Cards_Korea Immigration service, Ministry of Justice		HIGS	2023.03.29	37
45	2023 Spring HIGS Students Affair Schedule		HIGS	2023.02.21	641
44	An announcement of HIGS 2023 Spring New student's student ID number		HIGS	2023.03.29	766
43	2023 Spring Course Schedule_20230217		HIGS	2023.03.29	633
42	2023 Spring 4th Admission result announcement		HIGS	2023.02.17	395

you can find the information in Notification(schedule, university event, notice)

\* Archives

# Archives

No	Title	File	Writer	WriteDate	Views
14	MOBILE STUDENT INFORMATION SYSTEM Manuel		HIGS	2023.03.02	94
13	Excused absence request		HIGS	2023.01.09	206
12	How to access the HIGS student details		HIGS	2022.02.22	1483
11	A Guide of Students school Google ID and Password for Google Class		HIGS	2023.03.17	11658
10	WITHDRAWAL REQUEST		HIGS	2023.03.20	653
9	Leave of absence form		HIGS	2023.03.20	10150
8	Return request		HIGS	2021.08.18	469
7	Complex Application form for VISA works		HIGS	2021.08.18	638
6	Petition Form		HIGS	2022.12.28	712
5	A Part of Graduate regulation summaries for HIGS		HIGS	2022.04.01	9599

please know some important form.

① Excused absence request : If you are absent due to unavoidable circumstances, submit **this form** and **evidence proving the reason** for your absence to the professor. if you get the professor's signature, please submit document's signed by the professor to the HIGS office.

② Withdrawal request : when you drop out university for personal reasons, submit this form to HIGS office.

③ Leave of absence : if you want leave of absence for personal reasons, submit this form with airline ticket to leave korea. when you leave korea, you must return your alien resident ID card.

④ part-time work of Foreign Student Confirmation Form.

외국인유학생 시간제취업 확인서					
대상자	성명			외국인등록번호	
	학과(전공)			이수학기	
	전화번호			e-mail	
취업예정 근무처	업체명				
	사업자등록번호		업종		
	주소				
	고용주	(인 또는 서명)	전화번호		
	취업기간			급여(시급)	
	근무시간	평일		토. 일요일	
<p>위 유학생은 본교에 재학하고 있는 학생으로서 현재의 학습 및 연구 상황으로 볼 때, 상기 예정된 시간제취업 활동을 통해서도 학업(또는 연구 활동)에 지장이 없을 것으로 판단되므로, 이에 확인합니다.</p> <p style="text-align: center;">20 . . . . .</p>					
출입국관리사무소(출장소)장 귀하					
유학생담당자 확인란	소속 및 직위 (연락처)		성명	(인 또는 서명)	

- when you work in korea, you must write and submit this form to HIGS office.
- company CEO should fill in the blank in red box.
- student should fill in the blank in blue box.
- you can find english version in archives.
- As long as the Justice of the Ministry to Start Crackdown on Foreigners Staying Illegally, a "Part-time work permit" is more important than ever to protect ourselves, our friends, and the university.
- work time limit is **30hours a week**. you can't work in the korea over 30hours a week.