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**[Spring 2025]**  
**CAU Graduate School of Business**  
**Successful Applicant's Guide**

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**CAU Graduate School of Business**

# [Spring 2025] CAU Graduate School of Business Successful Applicant's Guide

## Congratulations on your successful admission to CAU!

※ Take the time to read and familiarize yourself with the information provided below. **Any issues that arise from not doing so will be the student's responsibility.**

### [Schedule]

Section	Date	Notes
Additional Submission of Language Certificates	~2025. 2. 28(Fri)	TOPIK and other foreign language test score certificates, etc.
Tuition Fee Payment (TST system)	2025. 1. 6.(Mon) ~ 1. 8.(Wed)	Printing Tuition Invoice and Verification of Scholarship Eligibility
Tuition Fee Payment (Other than TST system)	2025. 1. 8.(Wed) ~ 1. 10.(Fri)	
Student Number Announcement	2025. 2. 26 (Wed) ~	
Course Registration	2025. 2. 27.(Thu) ~ 2. 28.(Fri)	
Freshman Orientation	2025. 2. 26.(Wed)	Scheduled date
Withdrawal and Refund Application	~ 2025. 2. 28.(Fri)	
Start of the Semester	2025. 3. 4.(Tue)	
Course Add/Drop Period	2025. 3. 4.(Tue) ~ 3. 10.(Mon)	

※The schedule may be subject to change depending on affiliated circumstances.

### [Contact Information]

Section	Visa	Tuition Fee Payment	Scholarship
Department in Charge	MBA Academic Support Team	Accounting Team	Graduate School Support Team
Contact	T: 02-820-6272, 6532, 6574 E: <a href="mailto:caumba@cau.ac.kr">caumba@cau.ac.kr</a>	02-820-6072	T: 02-820-5027 E: <a href="mailto:gstop@cau.ac.kr">gstop@cau.ac.kr</a>

# I Tuition Fee Guide

## 1. Tuition Fee Payment Period and Method

Content	Payment Period	Payment Amount	Payment Methods
T U I T I O N  Other Payment methods (other than TST)	2025. 2. 10.(Mon) ~ 2.12.(Wed)	Tuition Fee	* Only Students who do not use TST for payment. ▶ Payment through visit to any Woori Bank branch in Korea / bank transfer / mobile smart banking application transfer etc. * In case of international bank transfer, there will be transfer charges which will deduct remittance charges <b>twice</b> , refer to the notes.

※ If you do not pay the Admission Fee and Tuition Fee within the designated period, you will be considered to have **withdrawn your admission.**

※ Bank Transfer in Korea is only available during the **operational hours of Korean Banks (9AM~4PM, Korean Time).**

## 2. Tuition Payment Confirmation

A. Confirmation through website: <http://campus.cau.ac.kr/udr/UdrRegEntLogin.jsp>

B. Printing of payment confirmation is possible after filling in needed information (application number, date of birth, Korean name).

C. Eligibility for the scholarship can be confirmed at the time the tuition fee invoice is printed.

## 3. Tuition fee per semester (International Students):

※ 2025 Tuition Fee

Division and Dept.	Admissions Fee	Tuition Fee (per semester)	Total
Global MBA	980,000 KRW	14,095,000 KRW	15,075,000 KRW
Leader MBA		12,373,000 KRW	13,353,000 KRW

▶ Tuition fee may be subject to increase annually.

## 4. Important notice on tuition fees

Individual tuition payment accounts assigned to each student is linked to the student's name solely for tuition deposits. Please note that payments must match the specified amount, so that the tuition payment can be confirmed and processed.

A. [Important] Successful applicants from China are advised to use TST Service which enables payment in RMB which is more time-efficient and economical. Please refer to the OIA website for the payment method. (<http://oia.cau.ac.kr>> 입학> 공지사항)

B. [Important] In case of bank transfer from countries other than China, successful applicants should use international transfer. Please be aware that an additional fee - an international transfer fee - will

be deducted twice (remittance charge – one from applicant's home bank, one from the Korean Woori Bank). We recommend applicants to calculate both fees and transfer enough money to cover the remittance charges. Otherwise, the applicant might need to transfer the lacking amount again together with the open remittance charges. If there is any excess amount after the tuition payment, it will be refunded to the applicant's Korean Bank Account once he or she arrive to Korea and provided personal account details.

- C. Scholarship recipients must pay **the admission fee** even if they receive a full tuition fee waiver
- D. If the admission fee and tuition fee is not paid, applicant will be assumed to have withdrawn from the admission.

## 5. Refund policy

- A. When the student submits an admission withdrawal form **before the semester starts**, the full tuition fee is refundable.
- B. In case the request/withdrawal form is submitted **after the beginning of the semester**, the tuition fee will be refunded based on the submission date as follows.

Submission Date	Refundable Amount
Before the beginning of semester	Full Tuition Fee (including students who will take a leave of absence in the first 2 weeks of semester)
1 <sup>st</sup> Day of School ~ 30 <sup>th</sup> Day	5/6 of Tuition Fee
31 <sup>st</sup> Day ~ 60 <sup>th</sup> Day	2/3 of Tuition Fee
61 <sup>st</sup> Day ~ 90 <sup>th</sup> Day	Half of Tuition Fee
91 <sup>st</sup> Day ~	Not Refundable

- C. Application method : Apply by visiting the CAU Graduate School of Business, Building 310, room 906, CAU Seoul Campus.
- D. Necessary documents
  - 1) Admission Withdrawal and Refund Form. Please refer to the Graduate School of Business homepage (<http://mba.cau.ac.kr>)
  - 2) 2 copies of individual's Bank Account Book Copy (Korean Bank Account), 2 copies of Foreign Registration Card Copy (or other type of Identification Documents)
  - 3) If an individual is unable to visit personally, one's representative should bring identification documents of the individual along with his own (representative's) identification documents, as well as a **warrant document**.
  - 4) Personal Information Agreement Form

## E. International bank transfer fees

- ※ **All additional fees from international bank transfer must be paid by the applicant.**  
**Fees may differ by banks and exchange rates.**

## II Visa Guide

### 1. Certificate of Admission Issuance for D-2 Study Abroad Visa

A. Applicants: Those who need to apply for or modify a study abroad visa (D-2)

B. Application for Certificate of Admission

Section	Period	Notes
Application for Certificate of Admission	<b>2025. 1. 31.(Fri) ~ 2025. 2. 27.(Thu)</b>	Check notice board on MBA website ( <a href="http://mba.cau.ac.kr">http://mba.cau.ac.kr</a> > 공지사항)
Issuance of Certificate of Admission	<b>Mid-February 2025 (scheduled date)</b>	Issued in order of application submission. <ul style="list-style-type: none"> <li>◦ Residents abroad: by e-mail (use e-file printout)</li> <li>◦ Residents in Korea : by post or in person</li> </ul> ※ Important Notes: - Issued only to those who have completed tuition payment and got degree verification(Graduation certificate).

※ Any problems arising from failure to meet the application deadline or errors in the information provided, which may result in a delay in issuance, are the responsibility of the student.

C. Required documents

- 1) Passport copy and Identity card copy (if you submitted it previously, you do not have submit it again)
- 2) Foreign Registration Card Copy (Holders Only)
- 3) Financial statement/bank certificate (Regular graduate student \$22,000 - submit only if you didn't submit an admission application)

D. Address for document submission

- 1) Submission a copy of the documents : Send to email of MBA Office ([caumba@cau.ac.kr](mailto:caumba@cau.ac.kr))
- 2) Submission an original set of documents: By post or in person(bank certificate, new passport copy, etc)

Korean: Address: 서울특별시 동작구 흑석로 84 중앙대학교 경영전문대학원(310관 906호) 외국인 입학담당자 앞(우 06974)

English Address: MBA Office, Chung-Ang University Room 906, Bldg. 310, 84 Heukseok-ro, Dongjak-gu, Seoul, Korea (zip code 06974)

- 3) Deadline for document submission: **by 2025. 2. 21.(Fri)**

### 2. Application for and Change to D-2 Study Abroad Visa

Section	Visa Issuance Procedure
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Residents abroad	1. Apply during the Certificate of Admission application period after checking the notice on the OIA website. 2. Receive the electronic Certificate of Admission issued by the university. 3. Apply for visa issuance by visiting the Korean Embassy in your home country.
Residents in Korea	1. Make an online reservation at the Immigration Office ( <a href="https://www.hikorea.go.kr/">https://www.hikorea.go.kr/</a> ). Due to limited availability, advance booking is recommended (from mid to late February). 2. Apply during the Certificate of Admission application period after checking the notice on the OIA website. 3. Present the Certificate of Admission issued by the university at the Immigration Office for a visa change request (student visa). Failure to complete the change request before the start of classes ( <b>before March 4(Tue), 2025</b> ) may result in fines. <ul style="list-style-type: none"> <li>- If changing status is restricted within Korea, depart and obtain a visa from your home country.</li> <li>- Transferring to CAU with a residency permit (D-2) issued by another university is not possible (a school change is required).</li> </ul>

### 3. Holders of other (e.g., F-4) residency permits

A. Students who are planning to continue their studies with other types of visas must submit a copy of their foreign registration card or visa to [gsadmin@cau.ac.kr](mailto:gsadmin@cau.ac.kr) by **February 26<sup>th</sup>(Wed), 2025**.

B. Visas other than D-2 that permit studying abroad.

Section	Type
Visa allowing study abroad	A-1~A-3, D-1, D-4-2, D-5~D-9, E-1~E-7, F-1~F-6, G-1-5, G-1-6, H-2 etc.

## III

## Other

### 1. Freshmen Orientation (Korean Time)

Content	Date-Time	Place	Notes
Enrollment Ceremony	<b>2025. 2. 25.(Tue) 10:00</b> *scheduled	To be announced	Korean
Orientation	<b>2025.2.25.(Tue) 12:00</b> *scheduled	To be announced	English

1) \* **Start of Semester: 2025. 3. 4.(Tue)**

### 2. Student Number and Course Registration

A. Student number announcement: To be announced after **February 26<sup>th</sup> (Wed), 2025**.

Refer to the notice board of the Graduate School website (<http://graduate.cau.ac.kr>) for

details.

B. Course registration: [2025. 2. 27.\(Thu\) - 2. 28.\(Fri\)](#)

C. Course add/drop period: [2025. 3. 4.\(Tue\) - 3. 10.\(Mon\)](#)

D. Available courses list : <http://goo.gl/mU6jeO>

(List is available without logging in: choose "대학원" > "서울캠퍼스" > from 대학(원)/교양 choose "경영전문대학원" > choose department(학과). List of available courses for **2025 Spring semester will be updated in February, 2025**)

※ Freshmen students can only register for courses during the period stated above, therefore please do not miss this period. There will be no extra registration or withdrawal period.

### 3. Submission of Certificate of Graduation – Only Expected Graduates

A. Students who applied as expected graduates should submit their Certificate of Graduation or Degree Certificate (apostilled or consular confirmed) by **February 26<sup>th</sup> (Wed), 2025** to the MBA Academic Support Team by post or in person. Students who graduated from CAU may be exempted.

**※ If one fails to submit necessary documents, it will lead to the cancellation of admission.**

### 4. National Health Insurance Service (NHIS)

A. Eligibility for NHIS enrollment

- From 2021.03.01 every international student with visa D-2 is subject to mandatory subscription to the National Health Insurance of Korea.

Visa Type	Enrollment time
Study Abroad (D-2)	First entry date ⇨ Foreign Residence Card
	Re-entry ⇨ Re-entry date

B. Enrollment period and method

- 1) No action is required from students, as they are automatically subscribed to health insurance by NHIS.
- 2) An NHIS card and subscription guide are sent to student's residential address in Korea

C. Insurance contribution

- 1) Foreign students receive a 50% insurance reduction.
- 2) For GKS students whose annual **income** exceeds 3.6 million won, they are excluded from insurance fee reduction

D. Contact information

- 1) NHIS homepage ([www.nhis.or.kr](http://www.nhis.or.kr))
- 2) NHIS Call center (1577-1000) or foreigner Civil Affairs center (033-811-2000)

**IV****Dormitory Application**

## 1. Applicants: CAU MBA Freshmen

※ The application process for international students is identical to that for Korean students, and the residence address is not taken into account.

B. Application method: Please check the CAU notice board (대학생활 > CAU광장 > 모집) or the dormitory homepage notice board (커뮤니티 > 공지사항).

Campus	Application Process
Seoul	1. Application period (scheduled): <b>2025. 2. 5.(Wed) ~ 2.13.(Thu)</b> 2. Homepage: <a href="http://dormitory.cau.ac.kr/">http://dormitory.cau.ac.kr/</a>

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