

The Graduate School of Teaching Foreign Languages (TFL)
Ewha Womans University
Guidelines for Admitted M.A. Students, Spring 2025

1. Finding result and printing certificate of acceptance

A. Period: **Friday, November 22, 2024 2:00pm ~ Friday, February 21, 2025 5:00pm**

B. Where: Result Page (<http://tfl.ewha.ac.kr>)

2. Tuition Payment

A. Tuition Bill Printout: available from **Thursday, January 16, 2025 9:00am**

→ [Go to Tuition information webpage \(Click\)](#)

B. Payment Period

Scheduled for **Thursday, January 16, 2025 ~ Monday, January 20, 2025 (9:00am ~ 4:00pm)**

C. Tuition Payment Procedure

(1) Remit tuition to the Shinhan Bank virtual account

- Since a virtual account has been given to each individual student with the sole purpose of tuition payment, Sender's name may appear different from student's name. We will still be able to verify the student by her virtual account number. However, please note that the amount should be EXACTLY the same as the total amount printed out on your bill.
- Students are only able to make the payment ONCE to their virtual account. If a student chooses to pay other bill, such as the student health center fee, they should add the amount to the tuition and make the payment once with the total amount. Each virtual account is systemized to receive only one transfer during the payment period.
- Miscellaneous bills (such as student health center bill) are optional. If a student chooses to pay these bills, the relevant amount should be added to her tuition and the student should transfer the total amount to the virtual account.

Miscellaneous bills	Item	Contact Information
Student health center bill (23,200 won)	University Health Service Center: It is available to students who pay student health center bill. - Free service: regular check-up (once a year), consultation with doctor and prescription, etc. - Pay service: vaccinations, scaling (teeth cleaning)	University Health Service Center 02-3277-3181

- (2) Payment can be made through bank automation system (i.e. Internet banking, phone banking, or ATM transfer) or by visiting a Shinhan Bank branch. Please note that these bank automation options may not work outside of Korea.
- (3) Recipient's name will be shown as “이 대대 YOUR NAME” (i.e. 이 대대 JANE SMITH)
- (4) Payment by bank automation system will only be possible from 9 am to 4 pm Seoul Time.
- (5) Remittance charge will be your expenses when using a financial agency other than Shinhan Bank.
- (6) Remittance from a CMA account to one's payment virtual account is not available.
- (7) When using ATM, please note the followings:

- When transferring the amount of more than 6 million Korean won, Shinhan Bank ATM is the only available bank automation system.
- At ATM, choose “다른업무” (Others)→choose “지로/공과금/등록금/송달료” (miscellaneous payment) menu. Insert Ewha Womans University’s code number: 47005

D. Confirmation for payment

Online confirmation through Shinhan Bank website (available only in Korean):

Step 1: Go to “[신한은행 간편서비스\(click\)](#)”

Step 2: Click “대학등록금 납부조회하기”

Step 3: Input required information

- At “학교” (University name), look for and choose “47005-이화여대 (대학원신입)” (Ewha Womans University Incoming Students)
- At “학번”, insert Application Number
- At “성명”, insert Student name

Step 4: Click “조회” (search) icon on the bottom for confirmation result.

- E. Admitted students who do not intend to register should submit [Waiver of Admission] to the office of the Graduate School of Teaching Foreign Languages (TFL office) by e-mail or fax (E-mail: tfl@ewha.ac.kr / fax: 02-3277-6911) until **Monday, January 20, 2025**.

3. Additional documents

This is applied to successfully admitted applicants who graduated (will graduate) from universities in foreign countries.

- A. Letter of Agreement: no later than **Friday, January 24, 2025** by regular mail or visit TFL office (You can download form at TFL website 대학원광장> 서식모음)
- B. Apostille or confirmation by authority (Embassy) for transcript and certificate of graduation issued by foreign university, submitted with application documents. (Except for those who have already submitted or are graduating from a university in China and have submitted their final degree and transcripts issued by the China Academic Degrees & Graduate Education Development Center (refer to <http://www.chsi.com.cn>)
- C. Submission: **Friday, January 24, 2025** (not necessary to submit again if submitted when applying)
Inquiry for Apostille is supposed to each country’s diplomatic-related governmental office or embassy in Korea. For Korean students, please refer to MOFAT website (<http://www.0404.go.kr>) or call 02-2100-7600/02-3210-0404 (information is provided in Korean).

4. Student ID Card

- ◎ Subject: Spring 2025 Incoming Students
- ◎ Since student ID is required to enter buildings, attendance check, etc, we advise you to register before the start of the semester.

Period	Registration		Pick-up		Note
	Period	Method	Period	Time and Place	

1 st period (Before the start of the semester)	Feb 3 (Mon) - Feb 23 (Sun)		Mar 12 (Wed) - Mar 26 (Wed)		<p><Registration></p> <ul style="list-style-type: none"> - Student ID with check card function can only be issued. - Use a mobile under your name to apply. - Can be issued when your ID is verified through ‘Non face-to-face real name verification. - ID photo (Headshot) can only be used. - Premiere issuance is free of charge
2nd period (After the start of the semester)	Mar 4 (Tue) - Mar 16 (Sun)	<p>- Register through Shinhan SOL App → Refer to attached “ 신한 SOL 뱅크 App 학생증 체크카드 신청 프로세스 ” for more details</p> <p>- Can register 00:30~23:30 → Non face-to-face real name verification is available Weekdays/Weekends 9:00 AM - 9:00 PM</p>	Mar 27 (Thur) - Apr 10 (Thur)	<p>Mon-Fri (Excluding 공휴일) 09:00 AM - 05:00 PM</p> <p>TFL Office (ECC B230, 3277-6907~8)</p>	<p><Pick-up></p> <ul style="list-style-type: none"> - Student should pick up her own ID card (Other people cannot pick it up for you! Also, bring ID. Person in charge will be checking your identification.) - If you do not pick up your ID card during this period, it will be discarded. <p>Reissuance is available at the student center at 5000 won charge.</p>
Additional application period	Mar 17 (Mon)- Mar 21 (Fri)	<p>Apply on Eureka Portal “Application for Student ID Card” menu</p> <p>Weekdays/Weekends 00:00 - 23:59</p>	Mar 24 (Mon) - Apr 18 (Fri)	<p>Mon-Fri (Excluding National Holidays) 09:00 AM - 04:40 PM</p> <p>Student Service Center ECC B303 (3277-2064/3233)</p>	<p><Registration and Pick-up></p> <ul style="list-style-type: none"> - Only ID card without check card function can be issued. (If you want to add the check card function, visit Shinhan Bank Ewha Womans University branch with the issued student ID card). -- Student should pick up her own ID card (Other people cannot pick it up for you! Also, bring ID. Person in charge will be checking your identification.) <p><Note></p> <ul style="list-style-type: none"> - Application photo will be used. If you wish to change the photo, bring the photo. Resolution may be lower compared to the student IDs issued during the 1st and 2nd period. - If you do not pick up your ID card during this period(~April 18), it will be discarded..

◎ Note

- Please refer to additional announcements regarding student ID card applications (in February), and be sure to read the announcements for accessing campus buildings prior to receiving your ID card (3/4-3/11).
- For TFL students, you will be able to pick your student ID up at the TFL main office during March after you register using the Shinhan SOL app. (Only those who register in the 1st and 2nd period.)
- If you currently possess a Shinhan Debit Card linked to your existing Ewha Student ID, you must cancel the existing card prior to applying for a new Student ID Debit Card. This may apply to graduates entering graduate school after completing their undergraduate studies at Ewha. Please inquire with Shinhan Card for the cancellation process (☎1544-7000).
- Readmitted students: NOT eligible for the “Shinhan SOL Bank App” application. Please visit the Student Service Center(ECC B303, Mon - Fri 9:00~16:40) after the class starts. You must return the existing Student ID for free reissuance.
- If you want to add the check card function, visit Shinhan Bank Ewha Womans University branch with the issued student ID card(ECC B405, Mon - Fri, Excluding 공휴일, 9:30~16:00).

◎ How to register: Register through Shinhan SOL app.

- Refer to attached “신한 SOL 뱅크 App 학생증 체크카드 신청 프로세스” for more details.
- Use a mobile under your name to apply. Can be issued when your ID is verified through ‘Non face-to-face real name verification. (Non face-to-face real name verification is available Weekdays/Weekends 9:00 AM - 21:00 PM).
- If your application is cancelled due to incorrect information, be aware that reapplication through the "Shinhan SOL Bank App” will not be possible. Please apply with caution.
- If you do not want a student ID card with check card function or if you are an international student without alien registration number, or if you failed to register during the 1st and 2nd period, please apply on Eureka Portal “Application for Student ID Card” menu during the additional registration period(Mar 17-Mar 21, Premiere issuance is free of charge). Application photo will be used.
- Those who wish to change the photo, Do NOT apply through Eureka. Instead, please visit the Student Service Center(ECC B303, Mon - Fri, Excluding 공휴일, 9:00~16:40) with a passport(identification) photo (3cm * 4cm).
- If you did not pick up your ID card that you register during the 1st and 2nd period, it will be discarded from April 11.

◎ Inquiry

- Student Service Center ECC B303 (☎ 02-3277-2064/3233) : General inquiries regarding student ID
- Shinhan Bank Ewha Womans University branch (☎ 02-312-2623) : Inquiries regarding Shinhan SOL app
- Shinhan Card: Inquiries when canceling an existing card (☎1544-7000)

◎ Note : Entering the main library before getting the student ID (Main Library, ☎02-3277-3129)

1) Before the start of the semester : Bring Tuition payment confirmation document and ID.

- Access to the library and books ARE available / Renting books, using the study room are not available.

※Tuition payment confirmation document:

Ewha Portal>Eureka> Admissions> Tuition> Tuition payment confirmation

2) After the start of the semester: Bring mobile student ID

- Access to the library, books, and study room are all available.

※Mobile Student ID: Ewha application>‘Ewha Home’>ID (IT center, ☎02-3277-4777)

5. Orientation for newly admitted students will be held on **February 2025 (To be determined)**

Detailed information will be posted on the TFL website (<http://tfl.ewha.ac.kr>).

6. Course Registration:

Monday, February 17, 2025 9:00am ~ Wednesday, February 19, 2025 5:00pm

- Access Ewha Womans University Course Registration Website (<http://sugang.ewha.ac.kr>) → Log in with Student ID number and your password. Your password is set as 6 digits of your birthday number. Password can be changed at Ewha Portal website (<http://eportal.ewha.ac.kr>).
- Timetable will be posted on Ewha Website.

7. On-campus Dormitory (E-House)

- a. There is limited space for on-campus dormitory. The rooms will be given by the lottery system.
- b. If you wish to live on-campus dormitory, please apply for your housing through the dormitory website (<http://my.ewha.ac.kr/dorm>) in early January (Tentative).
- c. For further details, please visit the dormitory website and contact Tel: 82-2-3277-6002, Email: dmtrygr@ewha.ac.kr.

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