

# FACULTY INFORMATION BOOKLET

George Mason University Korea  
Faculty Affairs

Spring 2024 (updated: 1/23/2024)

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## **BEFORE & UPON ARRIVAL**

## Checklist Before Coming to GMU Korea

### Departure Checklist

- Please consider what the weather will be like if you are only staying for one season, and pack a lot of warm layers if you will stay for a full year or more.
- Read up on restricted items which are not allowed to be brought into Korea before packing, a complete list of which can be found here:  
[https://english.visitkorea.or.kr/enu/TRV/TV\\_ENG\\_2\\_3.jsp](https://english.visitkorea.or.kr/enu/TRV/TV_ENG_2_3.jsp)
- Don't forget all your important and relevant documentation for what you will be doing in Korea. It is likely you will need items such as photocopies of your passport and photo id shortly after you arrive so come prepared with these documents.
- If your contract was issued directly by Mason Korea, you must open up a local bank account after your arrival. (For those of you who were issued with a contract through Fair Fax, a local bank account is optional.) In either case, we will help you open your bank account. However, this may take a few weeks, because you need your Alien Registration Card (ARC) to open an account. (We will help you get your ARC too.) In the meantime, make sure you bring enough cash for living expenses and/or your ATM card to access your US bank account.
- Take some time to become familiar with the exchange rate between the Korean won and US dollar. This will help you work out what is cheap and expensive compared to your home country.
- It is important to take photocopies of your passport to Korea with you as they are often needed for administration purposes.

### Useful Resources

- If you would like to have a better understanding about living in Korea, such as cost of living, cultural and social etiquette and other basic information, the following link may be a good starting point for you to search for this information: <https://www.internations.org/go/moving-to-south-korea/living>

## Visa Information

In order to legally stay in South Korea for more than 90 days, anyone who is not a Korean citizen must have a sponsor and a residence permit issued by the Korean immigration office. GMUK HR will support the process for following requirements.

Example of Entry Visa to Korea:



Source: [visitkorea.or.kr](http://visitkorea.or.kr)

### 1. Required Documents to Acquire Employment Visa

- Application form for Visa Issuance
- 2 passport-style photographs (3.5 x 4.5 cm)
- Copy of passport
- Resume/CV
- Copy of academic diploma
- Copy of transcripts from highest degree earned
- Copy of employment contract
- Proposed job description

### 2. Required Documents for Family (if applicable):

- Application form for Visa Issuance
- 2 passport-style photographs
- Copy of the marriage certificate
- Copy of children's birth certificates
- Copy of passport

### 3. The Following Visa that GMU Korea Is Currently Sponsoring

- Faculty: E-1 (University Professor and Researcher)
- Professional Staff: E-7 (Special Occupation)
- Dependent: F-3 (E1 or E7's Family Members)

## Travel Coordination/Relocation

### 1. Flight Ticket

- Normally we recommend faculty to arrive two weeks prior to the first day of the semester to give you time to settle in your housing, create your Alien Registration Card (ARC), attend the Faculty Orientation, other events, and prepare for the beginning of the semester.
- We recommend you arrive to Korea within the assigned period shared by the staff.
- For faculty who hold contract issued by Fairfax, please contact Grace Lee at ([glee36@gmu.edu](mailto:glee36@gmu.edu)) for your travel authorization. For faculty who hold contract directly issued by Mason Korea, please contact Keira Lee at ([ylee77@gmu.edu](mailto:ylee77@gmu.edu)) for your travel coordination.
- After you receive your confirmed E-ticket from a travel agency or an airline, please forward the E-ticket to Keira Lee at ([ylee77@gmu.edu](mailto:ylee77@gmu.edu)).

#### For Faculty who purchased airfare directly, here is how to receive your reimbursement

- After arriving, you need to submit 2 documents to the Office of Faculty Affairs to get reimbursement for your airfare.

<b>'Attachment B' of your contract</b>	<ul style="list-style-type: none"><li>• Submit a <b>copy</b> of your 'Attachment B' of your contract, which shows your airfare allowance. No need to submit your entire contract.</li></ul>
<b>Confirmed E-ticket</b>	<ul style="list-style-type: none"><li>• A PDF file or an email which shows your itinerary and the total paid amount.</li><li>• If your confirmed E-ticket doesn't show the total paid amount, you need to submit a related receipt.</li></ul>

- Airfare will be reimbursed up to the limit mentioned on your contract. This process will begin after your Alien Registration Card is issued and your bank account is opened. Staff from Faculty Affairs will assist you in opening an IBK bank account after the ARC is issued.

## 2. Shipping

- If you wish to send packages in advance, please use the following address:

Keira Lee  
George Mason University Korea #559  
Incheon Global Campus, 119-4 Songdomunhwa-ro, Yeonsu-gu, Incheon,  
Korea 21985

Office: +82 32 626 5030  
Mobile: +82 10 9299 6204  
Email: [ylee77@gmu.edu](mailto:ylee77@gmu.edu)

- The Incheon Global Campus (IGC) manages housing assignments and updates on housing address will be shared after receiving confirmation. Packages will be kept in storage until you come to pick them up. For those who need to have their package delivered to their housing unit upon arrival, please contact Keira Lee for coordination.

### 3. Housing

Incheon Global Campus (IGC) does not assign your housing until your visa is issued. We will update you with the information once it is confirmed. You may be assigned to off-campus housing depending on the situation and availability of on-campus housing.

Below as a reference, is the general information about furniture and items that are provided by IGC.

Depending on the number of your dependents, IGC will accommodate accordingly.

- **Based on single room standard, IGC Foundation provides:**
  - 1 queen size bed (150 cm \* 200 cm \* 50 cm)
  - 1 bedside table
  - 1 desk (150 cm \* 60 cm \* 74cm) with 1 chair
  - 1 wardrobe/closet
  - 1 microwave
  - 1 induction range (Not a gas stove)
  - 1 refrigerator
  - 1 dining table with 4 chairs
  - 1 washing machine
  - 1 TV
  - 1 IP Phone
  - 1 sofa
  - 1 coffee table
  - 1 cabinet
  - 1 shower booth
- Mason Korea will provide care packages for your convenience on the day of your arrival. Please refer to the list below. If you wish to purchase additional household goods after your arrival, there are [several stores near the campus](#) for you to purchase household goods. For immediate needs, we recommend [visiting Daiso](#).

Care Package Item List	
Category	Sub Category
•Bedding	mattress cover
	pillow covers (2)
	pillows (2)
	blanket
•Kitchenware	mug cups (2)
	spoons (2)
	forks (2)
	knives (2)
	kitchen knives set
	cutting board
	soup bowls (2)
	plate (2)
	electric kettle
	frying pan
	spatula
	pot
	kitchen detergent
	sponge
•Snacks and Beverages	
•Toilet papers (2)	
•Towels (2)	
•Travel set (shampoo/body wash/toothpaste/toothbrush)	
•Soap	
•Wet tissue	
•Waste Disposal Bags (2)	
•Food Waste Disposal Bags (2)	

## 4. Things To Consider

- Housings is furnished with furniture and appliances. Normally IGC provides 1 queen size bed (W150 \* L200 cm) for the single room standard. Bed size are different from the US standard. “Soft goods” like bed sheets and utensils are provided. However, you may wish to bring some soft goods items with you to take care of your needs before visiting a local store. Additionally, upon your arrival, you can purchase extra items as needed. Songdo offers multiple nearby options for purchasing household goods. Information about these options is provided below.
- We recommend Daiso inside Triple Street Mall directly opposite to the campus and less than a ten-minute walk. Daiso carries many household goods at cut-rate prices. Transportation information from campus to Songdo Costco and Homeplus (similar to Walmart) are shown [here](#).

\*Note: If you have a Costco membership card, please check if your membership card can be used in other countries as well. Otherwise, you will need to register on-site at the Songdo Costco (for a fee of 38,500 KRW).

- If you have an unlocked smartphone (one not tied to a carrier on a long-term contract), you can purchase a sim card in Korea, visit a telephone service provider (SKT, KT, U+), and choose between pre-paid and monthly data option.
- The standard voltage in South Korea is 220V. Make sure your items are usable (e.g., dual-voltage if bringing electronics from the United States).
- Be sure to pack any adapters and converters your devices may need, with extras to spare. You can purchase adaptors and converters at local stores.
- If you plan to drive in Korea, you should consider an International Driving Permit (IDP). You can arrange for an IDP at Automobile Association of America (AAA) offices. More detailed information can be found through this link: <http://www.aaa.com/vacation/idpf.html>
- **Other items to consider bringing with you:**

Check	Item
	Towels (full-size)
	Bed sheets (flat sheets): commonly provided bed size is Queen size W150 * L200
	Universal adapter
	Deodorant
	Sanitary products
	Additional supply of medication and vitamins (including pain medication like Tylenol and Advil)



	Toothpaste (depending on your preference)
	Spices (depending on your preference)
	Winter clothing

- Depending on your arrival date, nearby shopping areas may be closed so please consider this when packing the things, you will need immediately after your arrival.

## Alien Registration Card (ARC)

- An Alien Registration Card (ARC) is a Korean national identification card and is equivalent to a social security and ID card all in one.
- An ARC is needed to register and sign up for essential services such as a cell phone plan, internet, banking, as well as a debit/credit card.
- Once the card is issued, you need to carry this with you all times while you are in Korea.
- HR will schedule ARC creation date and they will assist you to the Immigrations Office to register your Alien Registration Card with you.
- Typically, it takes about 2-3 weeks for your ARC to be issued.
- Once your ARC is issued, Faculty Affairs will assist you in arranging an IBK Bank account. For MK direct hires, once the bank account is set up, you will be able to receive your monthly paycheck and any reimbursements in Korea WON using that bank account.

**Sample of ARC:**



*Source: Korea Immigration Service*

## **GETTING STARTED & WORK**

## Human Resources (HR) Department

- After your arrival in South Korea, HR Department will assist you with registering for an Alien Registration Card (ARC). They will arrange the schedule to visit the Immigration Office for ARC.

\*Note: After issuing the ARC, you can open your bank account and sign up for cell phone plan.

- HR Department will contact you for issuing IGC ID card.
- Please contact HR Department for issuing business card.

### Contact:

- E-mail: [gmukhr@gmu.edu](mailto:gmukhr@gmu.edu)
- Ext. #: 5036

## IT Department

IT department at George Mason University Korea will assist you with technical support on campus, such as:

- Networking problems
- Connection between your laptop and e-station
- Printer problems

IT department also provides equipment for your on-campus lecture, special event, seminar, etc. For support, please visit the IT office on the 2nd floor of George Mason University Korea building. Some IT equipment that are available:

- Presentation clicker
- Cables
- MIC, etc.
- Notebook

\*Available IT supplies may vary depending on the situation.

Please consult with the IT department for any purchase on software/hardware. You are required to fill out the “IT Supply Request Form” in some cases. If the purchase is relevant to your research or teaching, please consult with the Associate Dean for Faculty and Academic Affairs before submitting the supply request form.

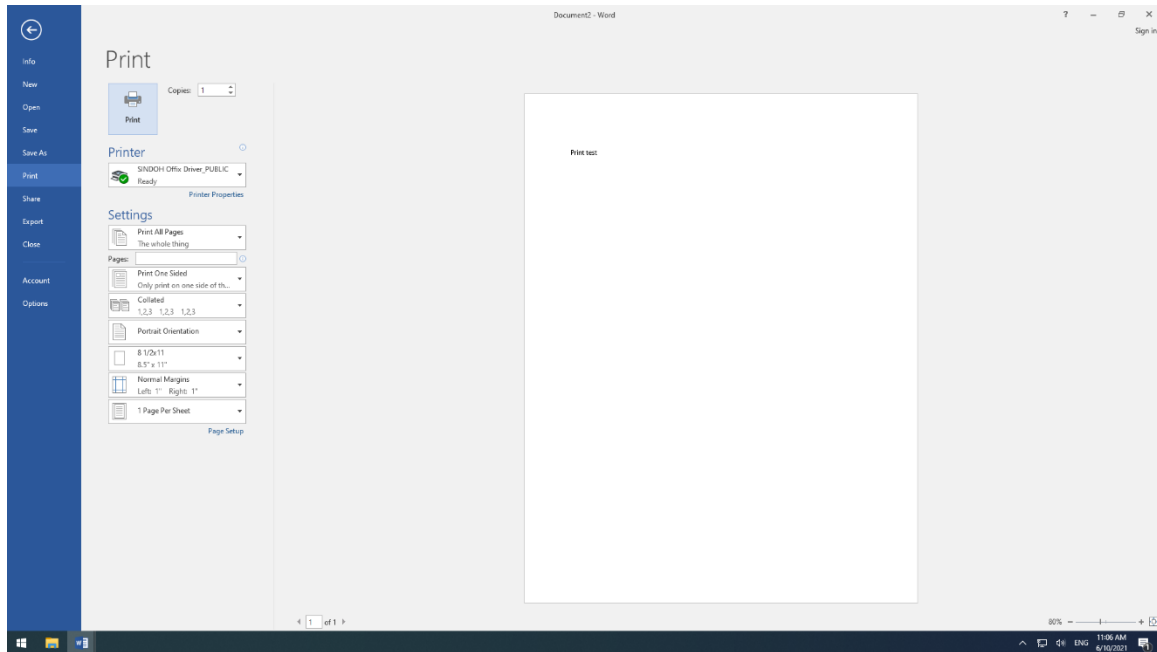
\*Note: Please refer to the appendix for more details on “[IT Supply Request Form.](#)”

### Contact:

- E-mail: [mkits@gmu.edu](mailto:mkits@gmu.edu)
- Ext. #: 5300

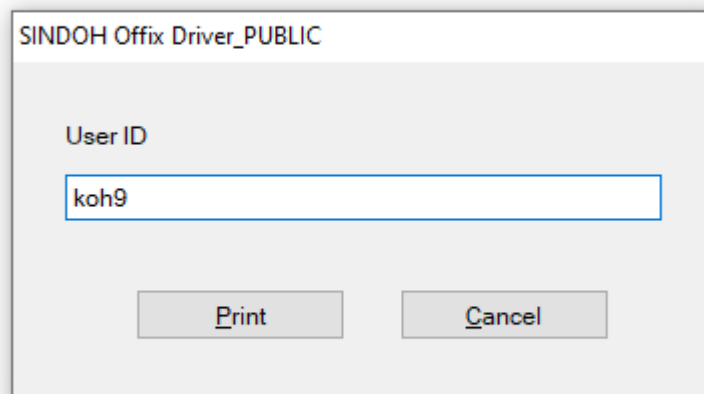
## How to Print

1. Print any file through SINDOH Office Driver PUBLIC just same as like below screenshot

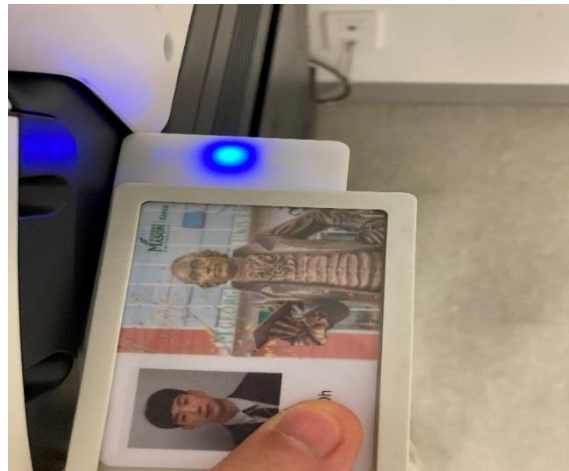
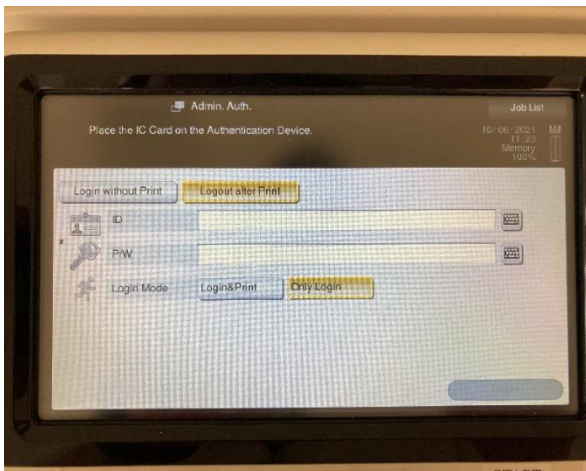


2. Type your User ID in the blank. (Default ID and PW is same with your Net ID)

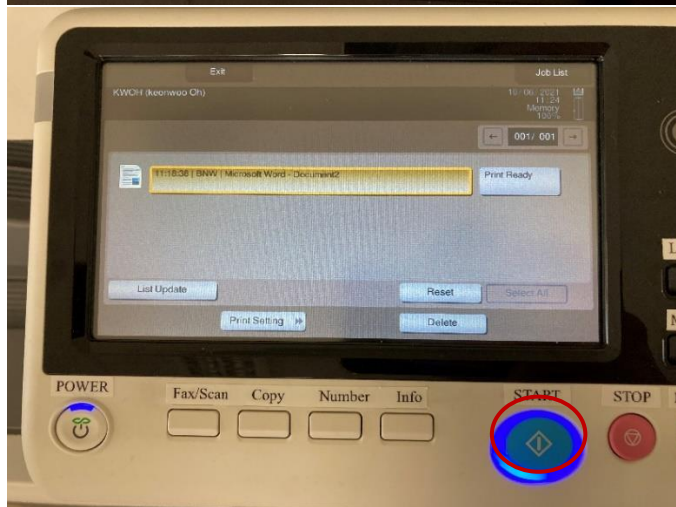
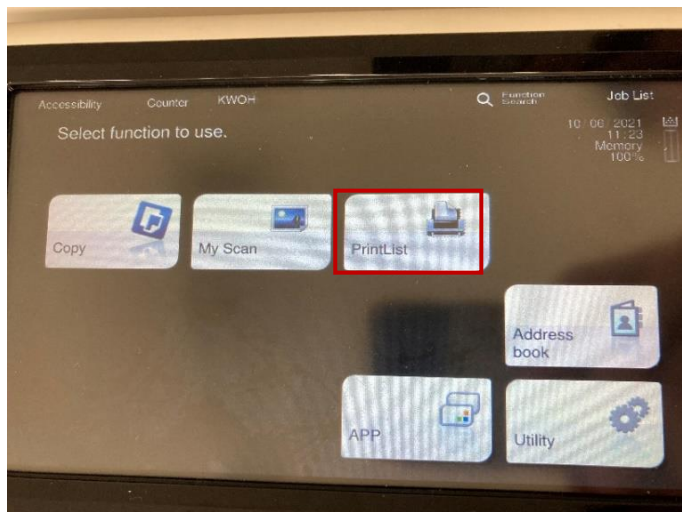
ex) ID: koh9 PW: koh9



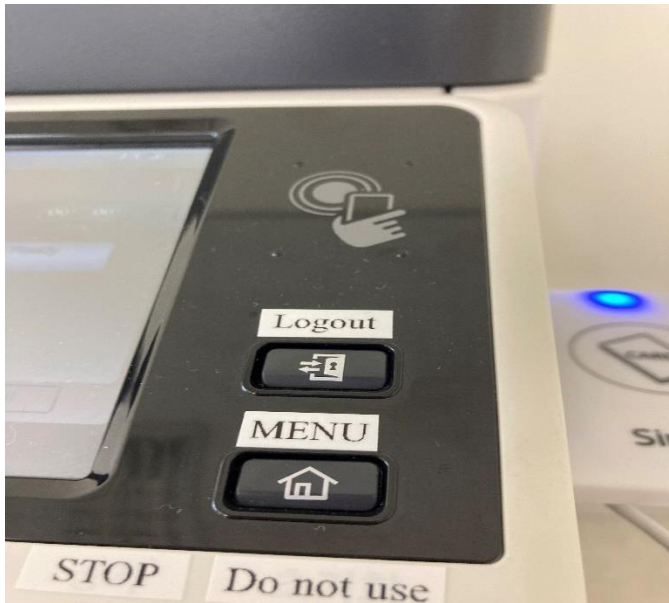
3. Go to printer and tag your Mason ID card or type your ID and PW.



4. Go to PrintList, select the item and press start button.

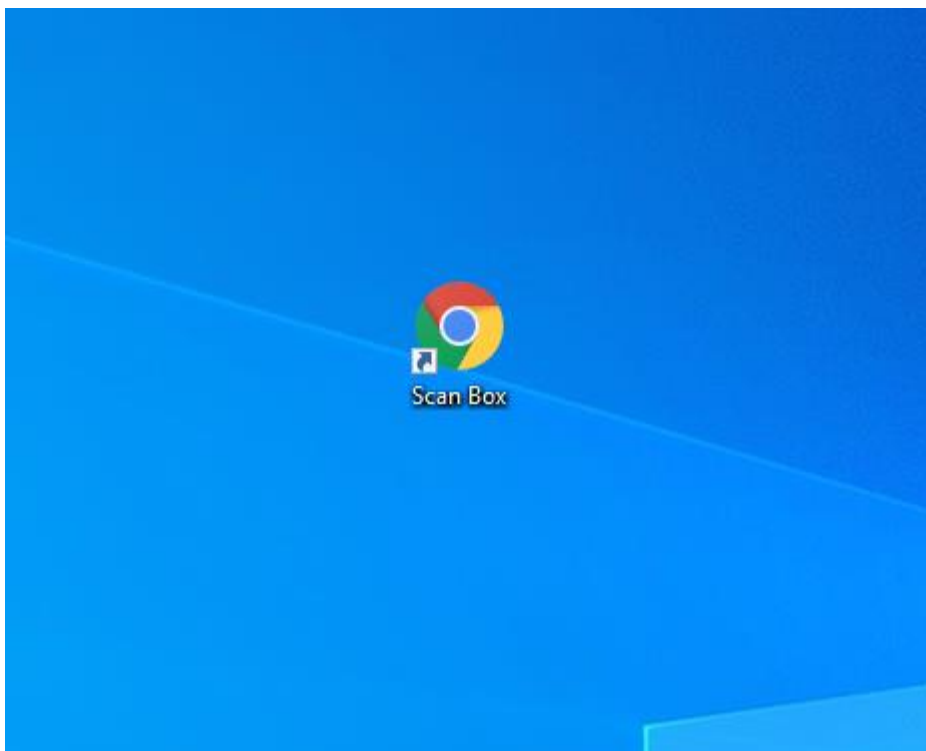


5. After print, please push Logout button.



## How to download scanned image

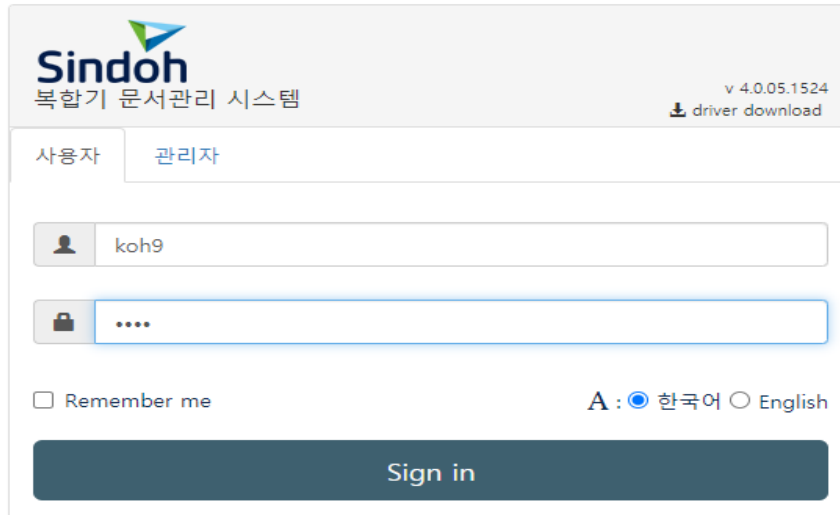
1. Run Scan Box at desktop.





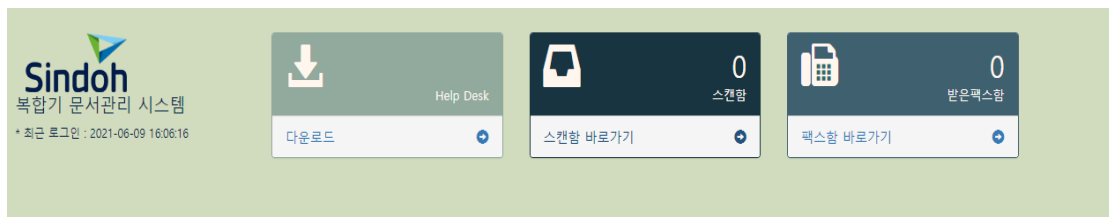
2. Type your print ID and PW and sign in. (Default ID and PW is same with your Net ID)

ex) ID: koh9 PW: koh9



The login interface for the Sindoh document management system. It features the Sindoh logo and version information (v 4.0.05.1524) at the top. Below the logo, there are tabs for '사용자' (User) and '관리자' (Admin). The '사용자' tab is selected. The login form includes fields for 'ID' (containing 'koh9') and 'Password' (masked with dots). There is a 'Remember me' checkbox and a language selection dropdown (currently set to '한국어'). A large 'Sign in' button is at the bottom.

3. Go to scan box.



4. Click download to download a single scanned file. (To download multiple items, select the items and click the download button the blue arrow points out)



The ScanBox interface showing a list of scanned files. At the top, there are buttons for '삭제' (Delete), '휴지통' (Trash), and '다운로드' (Download). Below these are date filters for '2021-05-24' and '2021-05-25'. A search bar is also present. The list shows three items for '2021-05-25':

- Item 1: 2021-05-25 13:07:58, 1 pages / 336 KB. A '다운로드' button is highlighted with a red arrow pointing to it. A text box below says 'Download a single item.'
- Item 2: 2021-05-25 13:07:42, 1 pages / 330 KB. A '다운로드' button is visible.
- Item 3: 2021-05-25 13:07:26, 1 pages / 1.11 MB. A '다운로드' button is visible.

A blue arrow points from a text box 'Download multiple items with ZIP file.' to the '다운로드' button at the top right.

## Finance

### Pre-Approval for Payments and Reimbursement Expenses

All faculty members of George Mason University Korea (GMU Korea) must obtain pre-approval before incurring any reimbursable expenses or making any payments. These include business travel and related expenses, annual home leave travel, purchase requests, or any other expense for which university funds will be used. GMUK may deny reimbursement if pre-approval is not obtained in advance of the expenditure funds. Please consult with the Associate Dean for Faculty and Academic Affairs for all funding before making a request. If you have questions about the process, please contact Keira Lee at Faculty Affairs.

#### Process Outline

1. Consult with the Associate Dean for Faculty and Academic Affairs about your requests by e-mail at least 2 weeks prior to travel and purchase. \*Note: Only travel will require pre-authorization paperwork.
2. When planning travel, please avoid overlaps with classes. If your travel requires you to miss scheduled class time, you must seek approval from the Associate Dean for Faculty and Academic Affairs by e-mail. Your e-mail should indicate the purpose and dates of travel, the class days that will be missed, and your detailed plan for making up the missed class time.
3. After approval, prepare the "Travel Request" form for business travel and the "Pre-Authorization Expense and Payment Form" for annual home leave travel. Research fund and purchase requests do not require paperwork and only pre-authorization from the Associate Dean for Faculty and Academic Affairs. All forms are available on BambooHR under [Finance& Planning](#).
4. Please submit the form to Faculty Affairs with full supporting documents.

\*Note: "Post-Travel and Emergency Reimbursement" form will not be accepted for pre-authorization requests. All expense transactions should occur after the Pre-authorization request form is fully authorized.

Purpose	Form	
Business Travel	Travel Request	(1) Up to 300,000 KRW : Requestor > Supervisor  (2) Up to 2,000,000 KRW or equivalent USD : Requestor > Department Head
Annual Home Leave Travel/ Relocation	Pre-Authorization Expense and Payment Form	Requestor > HR > Department Head > CBO
Purchase Request	Only need Pre-Authorization via e-mail from Supervisor	(1) Up to 300,000 KRW : Requestor > Supervisor
Research Fund		(2) Up to 2,000,000 KRW or equivalent USD : Requestor > Department Head

\* Approval of up to 10,000,000 KRW need approval from the CBO

\* Approval of above 10,000,000 KRW or US\$ Equivalent will need Campus Dean's approval

For more details and assistance on your pre-authorizations, please contact the Office of Faculty Affairs.

## Unusual Payment Guidelines

The Office of Finance and Planning encourages all employees to be familiar with the policies and procedures related to expense reimbursements as outlined in our guidelines. We understand that there are some sporadic transactions that occur that fall outside of the regular process and encourage you to discuss this transaction with our office BEFORE incurring the expense to avoid reimbursement issues post transaction. We have created this guide to handle a few examples of unusual payment requests.

### Please note the following:

- **Cash Transactions** are not permitted. The University will under no circumstance reimburse any cash transactions made to and by employees or students.
- **Alcohol** must not be purchased with institutional funds and will not be reimbursed
- **Receipts** are mandatory for reimbursement. Please note that any reimbursement requests made without proof or payment/original receipts will not be processed.

### Gift Cards

Gift cards also known as gift certificates, gift vouchers or gift are prepaid stored-value money card, usually issued by a retailer or bank, to be used as an alternative to cash for purchases within a particular store or related business. If you intend to issue a gift card as a reward/incentive, please note that you must utilize one of the following options to ensure your reimbursement is approved.

#### Option 1:

Send an e-mail to the awardee (From your official GMU email to their official GMU email) and the email MUST include the following information: Event name, G#, Name, Amount, Purpose and received date. You must attach a printed copy of the email e-mail along with the payment voucher for reimbursement.

#### Email Template Sample:

Dear (Insert Full Name),

The (Insert Office/Department Name) is hereby granting you a gift voucher from (Insert vendor) in the amount of (Insert amount) for (Insert purpose) on (Insert Date). This email is confirmation that you have received the gift card.

#### Option 2:

Use the signature form template to get the direct signature from the recipient at the time of collection.

Form saved at: Z:\03 Finance and Planning - Public\02 Policy\04 Unusual payment guideline\_072020

## ORACLE Sign-in

This is for faculty who need to request reimbursement to Mason Korea. Below are the guidelines to signing in to ORACLE. The Office of Finance controls the oracle account. If you have issues with signing into your account, please contact the Office of Finance for assistance.

### Contact:

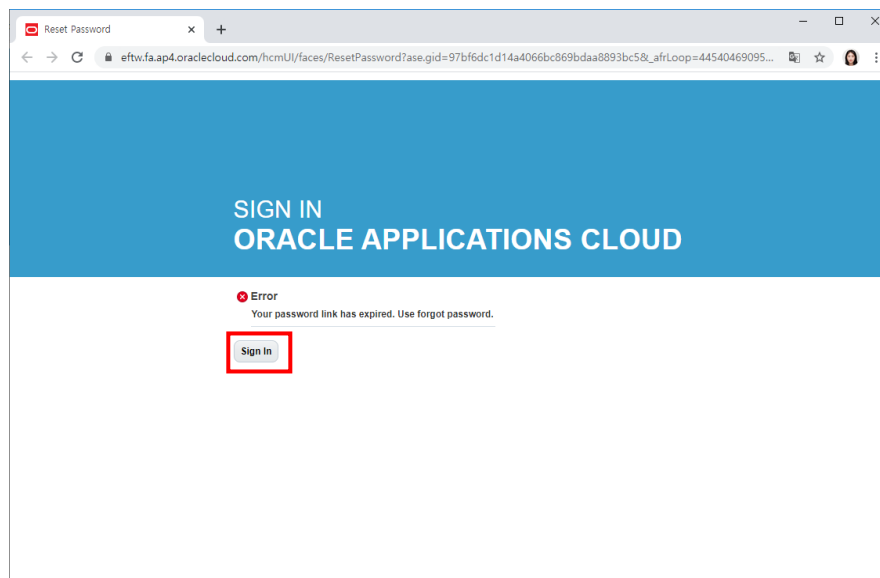
- E-mail: [mkfinan@gmu.edu](mailto:mkfinan@gmu.edu)
- Ext. #: 5004

### Login:

**Step 1.** Once you receive the e-mail from the Oracle system, please follow the link to reset the password:

<https://eftw.login.ap4.oraclecloud.com>

**Step 2.** Click on “Sign In” button.

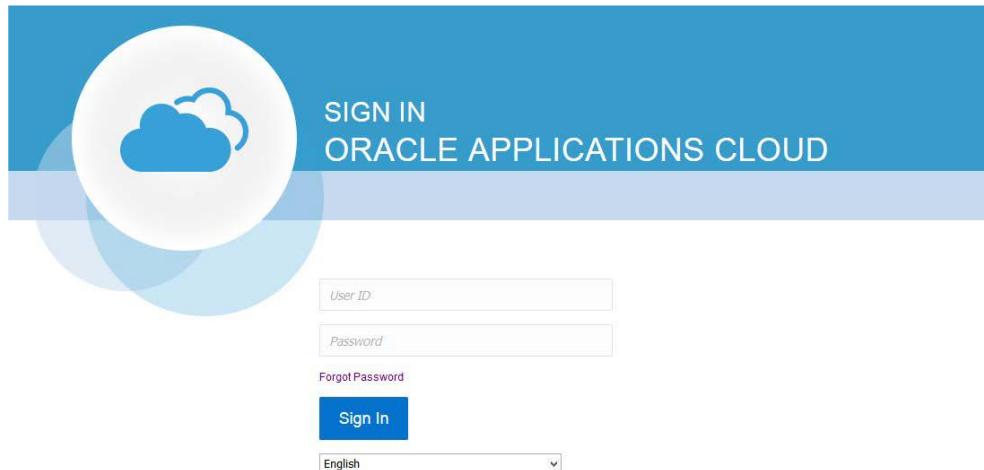


**Step 3.** Click on “Forgot Password.”

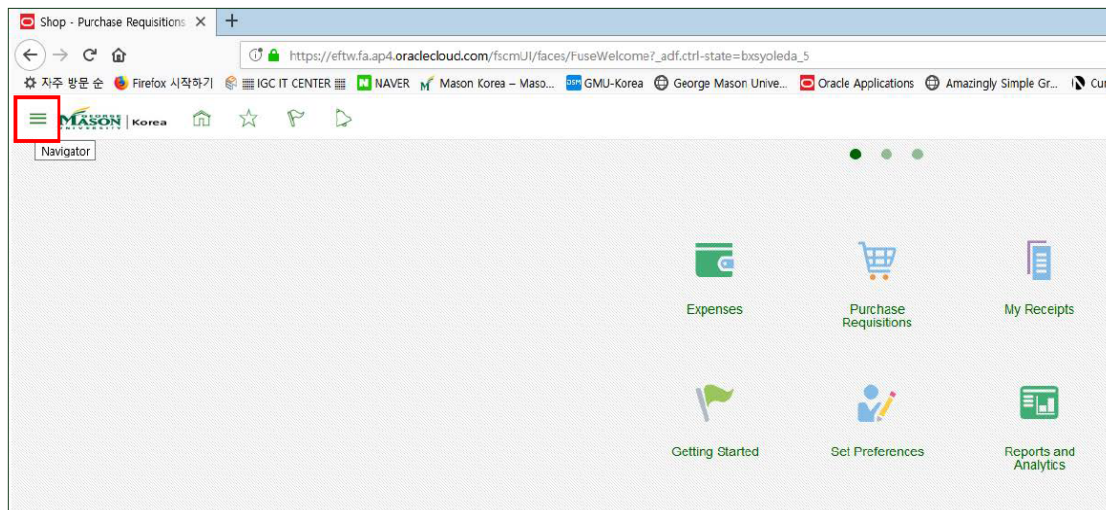
**Step 4.** Enter User Name or E-Mail and check “Forgot password.” Then, click on “submit” button.  
(Your ORACLE ID is Mason net ID.)

## Expense Reimbursement Procedure

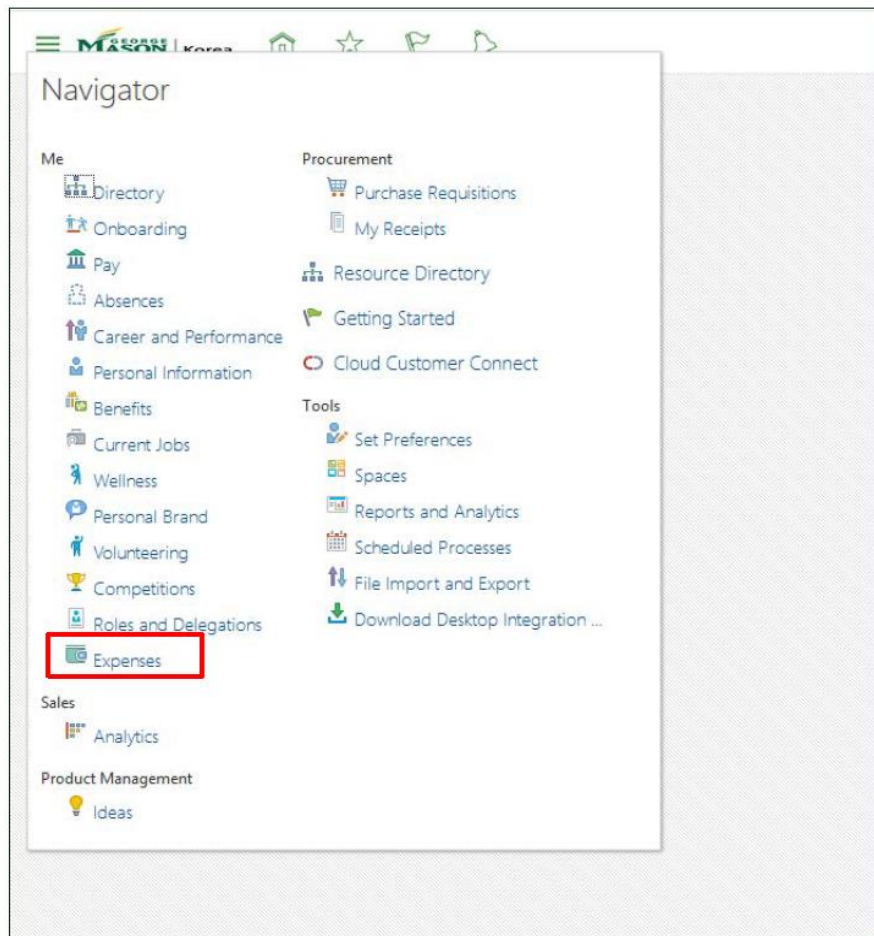
**Step 1.** Please sign into your Oracle Account. Your ID is set as your e-mail account for GMU (Mason net ID). If you have lost your password, please refer to the above ["1. How to sign into the Oracle System"](#) information section.



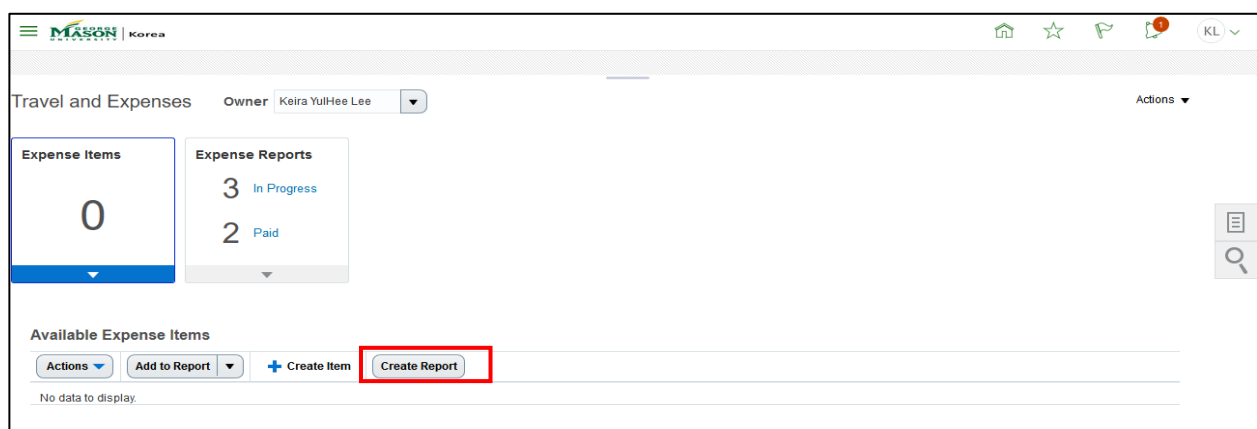
**Step 2.** After logging in, please go to the top left hand corner and click on the navigator.



**Step 3.** Click on the “Expenses” icon below.



**Step 4.** You will be able to input your expense on this page. In order to add, click the “create report” button.





**Step 5.** Once you select Create Report, you will be directed to the expense report page. Please write the purpose of the expense. (This will be your report name for the expense)  
Add any attachments for supporting documents for the expense by clicking the + icon.  
Next, click the Create Item on the Expense Items to add your expenses.

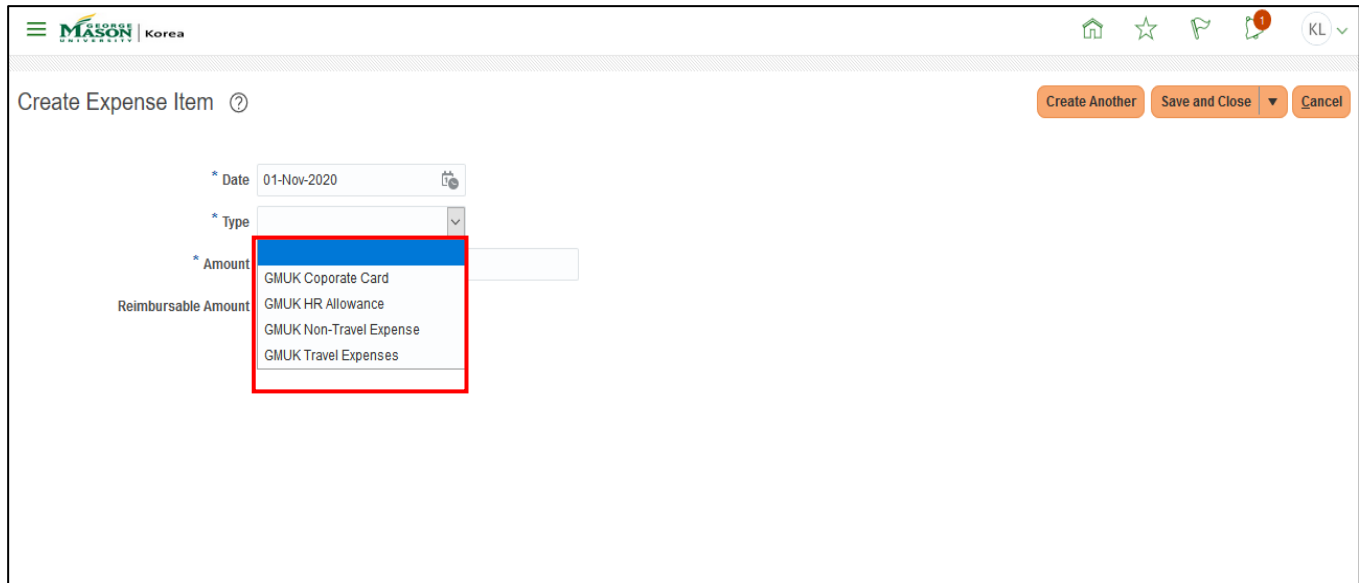
**Step 6.** Please fill in all \* sections on the page. (Date, Type of expense and Amount)  
When selecting the type of expense, please refer to the next page for details. For currency, you may select the currency between USD and KRW. Please select the currency the expense was used in.

**Step 7.** For all expenses coming from contract benefit, the category should be selected as GMUK HR Allowance. (Annual home leave, dependent tuition, housing, relocation airfare falls under this category.)

For research expense, you must select GMUK Non-Travel Expense

For business travel, you must select GMUK Travel Expense

*\*Note: Do not use GMUK Corporate Card. This is for staffs only.*



Create Expense Item ?

Buttons: Create Another, Save and Close, Cancel

\* Date: 01-Nov-2020

\* Type: [dropdown menu]

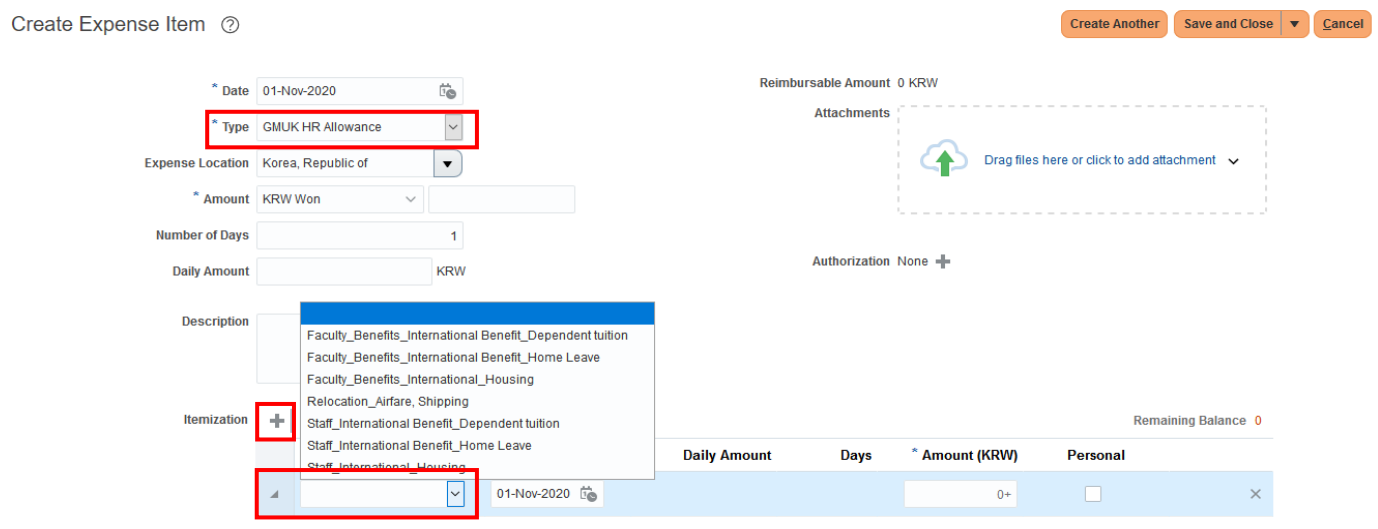
\* Amount: [input field]

Reimbursable Amount: [input field]

Type dropdown options: GMUK Corporate Card, GMUK HR Allowance, GMUK Non-Travel Expense, GMUK Travel Expenses

**Step 8.** For each receipt, you need to itemize them. You can add them by clicking on the + icon. Select the type of expense according to the authorized classification.

- For Research expense: Select Research support expense.
- For Annual Home Leave: Select Faculty\_Benefit\_International\_Benefit Home Leave



Create Expense Item ?

Buttons: Create Another, Save and Close, Cancel

\* Date: 01-Nov-2020

\* Type: GMUK HR Allowance

Expense Location: Korea, Republic of

\* Amount: KRW Won

Number of Days: 1

Daily Amount: [input field] KRW

Description: [dropdown menu]

Itemization: [dropdown menu]

Description dropdown options: Faculty\_Benefits\_International Benefit\_Dependent tuition, Faculty\_Benefits\_International Benefit\_Home Leave, Faculty\_Benefits\_International\_Housing, Relocation\_Airfare, Shipping, Staff\_International Benefit\_Dependent tuition, Staff\_International Benefit\_Home Leave, Staff\_International\_Housing

Itemization dropdown options: [dropdown menu]

Reimbursable Amount: 0 KRW

Attachments: [upload icon] Drag files here or click to add attachment

Authorization: None

Remaining Balance: 0

Daily Amount	Days	* Amount (KRW)	Personal
[input field]	[input field]	0+	[checkbox]

Create Expense Item

Business 0  
 Personal 0  
 Remaining Balance 1,111,111

GMUK Non-Travel Expense  
 1,111,111 KRW

+

\* Type  
 Advertising Recruiting  
 Bank Fees  
 Building Expense  
 Business Meal  
 Conference Expense  
 Educational Supplies  
 Emigration  
 Employee Events  
 Equipment Rent Expense  
 Faculty\_Benefits\_International Benefit\_Dependent tuition  
 Faculty\_Benefits\_International Benefit\_Home Leave  
 Faculty\_Benefits\_International Housing  
 Internal Business MTG  
 Postage  
 Professional Services  
 Relocation Airfare Shipping  
**Research support expense**  
 Staff\_International Benefit\_Dependent tuition  
 Staff\_International Benefit\_Home Leave  
 Staff\_International Housing

\* Date  
 13-Dec-2018

\* Amount (KRW)

Personal  
☐

**Step 9.** Type in the details of the receipt. For example, if it's for airfare, please indicate that this expense is for airfare. If the receipt was for a taxi, write transportation (taxi fee). The remaining balance should match the actual receipt.

Create Expense Item

Business 0  
 Personal 0  
 Remaining Balance 1,111,111

GMUK Non-Travel Expense  
 1,111,111 KRW

+

\* Type  
 Research support expense

\* Date  
 13-Dec-2018

\* Amount (KRW)

Personal  
☐

Description

Daily Amount

Days  
 1

**Step 10.** Below is how the sample should look like. Once you are done with inputting the expense for all receipts, there should be no remaining balance showing from the total expense that needs to be reimbursed. Once all details of amount are filled in, click on the “Add to Report” button on the top right hand corner.

Business: 1,111,111  
Personal: 0  
Remaining Balance: 0  
GMUK Non-Travel Expense: 1,111,111KRW

Type	Date	Amount (KRW)	Personal
Research support expense	13-Dec-2018	800,000	<input type="checkbox"/>
Description: Airfare			
Days: 1			
Research support expense	13-Dec-2018	20,000	<input type="checkbox"/>
Description: Registration fees			
Days: 1			
Conference Expense	13-Dec-2018	291,111	<input type="checkbox"/>
Description: Other transportation expense			
Days: 1			

Buttons: Add to Report, Create Another, Close, Cancel

**Step 11.** Please write the purpose of the expense and attach the scanned receipts and authorization form that was originally approved. Once the attachment is uploaded, please click on the check box under the total amount. After the check box is clicked, you will be able to press the submit button on the top right hand corner.

Report: GMUK EX-0006875607

Purpose: Annual Home Leave\_2020

Attachments: None

Report Total

Employer Pays You: 0 KRW Won

0 Terms and agreement check box

Expense Items (1)

Date	Type	Amount	Merchant	Location	Description	Attachments
01-Nov-2020	GMUK HR Allowance	KRW		Korea, Republic of	Add description	Add attachment

Buttons: Submit, Cancel

**Step 12.** You will be brought back to main page where you can see the expense report that was submitted and the progress. Once it's authorized through the Oracle approval line, it should say "Pending expense auditor approval".

The screenshot shows the Oracle Travel and Expenses interface. At the top, it says "Travel and Expenses" and "Owner: Keira YulHee Lee". On the left, there are two summary boxes: "Expense Items" with a count of 0, and "Expense Reports" with 3 "In Progress" and 2 "Paid". A red box highlights the "In Progress" count. A red arrow points from this box to a callout box that says "GMUK EX-0006875363 - BUD051 Pending expense auditor approval". Below this, there is a table of expense items:

Expense Item	Status	Amount	Effective Date
GMUK EX-0006501241 - PA_Pcard_Aug_2020	Ready for payment	1 item	KRW 10-Sep-2020
GMUK EX-0004739910 - Faculty Workshop_Coffee and Donuts_2019	Ready for payment	1 item	KRW 10-Jun-2019
GMUK EX-0001503572 - Transportation fee	Ready for payment	1 item	KRW 16-Oct-2017

**Step 13.** Once you receive a confirmation that it has been received, go to your "Actions menu" on top right hand corner. Press the dropdown menu and select "Expense Report".

This screenshot is similar to the previous one, but with a red box highlighting the "Actions" dropdown menu in the top right corner of the interface.

This screenshot shows the dropdown menu that appears when the "Actions" button is clicked. The menu options are:

- Expense Report
- Create Expense Item
- Create Expense Report
- Request Cash Advance
- Request Authorization
- Create Expense Items in Spreadsheet
- Take the Product Tour

**Step 14.** It will direct you to the “Expense Report Dashboard”. Please select the period with the month you are requesting reimbursement and apply. Please print the report and submit this with all supporting document to Keira Lee at Faculty Affairs G559.

**ORACLE** Transactional Business Intelligence

Search  Advanced OTB Help Help Sign Out

**GMUK Expense Report**

Home Catalog Favorites Dashboards New Open Signed In As LeeKeira Yulhee

\* FROM PERIOD All  
\* TO PERIOD All Apply

GMUK Expense Report

Confirmed by Finance			Payment Date
Level 1	Level 2	Level 3	

## Expense Report

<b>Report Number</b>	GMUK EX-000634242	<b>Expense Date</b>	11-01-2020
<b>Submitted by</b>	Lee, Keira Yulhee	<b>Report Status</b>	Paid
<b>Submission Date</b>	11-10-2020		
<b>Purpose</b>	FA_Pcard_Oct_2020	<b>Payee Name</b>	이출회
<b>Attachments</b>		<b>Bank Name</b>	국민은행
		<b>Bank Account No</b>	13310204047954
		<b>Exchange Rate</b>	1

## Teaching

### Academic Calendars (Spring 2024)

Dates listed are for full semester courses. All dates are subject to change.

Spring 2024	Full Semester
Registration Begins	Mon Nov 20, 2023
First Day of Classes	Mon Feb 19, 2024
Last Day to Add Classes	Mon Feb 26
Independence Movement Day (no classes)	Fri Mar 1
Last Day to Drop Classes (with 100% tuition refund)	Mon Mar 4
Last Day to Drop Classes (with 50% tuition refund)	Mon Mar 11
Unrestricted Withdrawal Period (100% tuition liability)	Tue Mar 12-Mon Mar 25
Mid-Term Progress Reporting Period	Mon Mar 18-Fri Apr 19
Selective Withdrawal Period (100% tuition liability)	Tue Mar 26-Mon Apr 22
Spring Recess (no classes)	Mon Apr 8-Tue Apr 9
National Assembly Election (no classes)	Wed Apr 10
Incomplete Work Due to Instructor	Fri Apr 19
Incomplete Grade Changes Due to Registrar	Fri Apr 26
Make Up Day 1 (Follow Wednesday Schedule. Tuesday classes do not meet.)	Tue Apr 30
Labor Day (no classes)	Wed May 1
Children's Day - Alternative Holiday (no classes)	Mon May 6
Buddha's Birthday (no classes)	Wed May 15
Make Up Day 2 (Follow Wednesday Schedule. Thursday classes do not meet.)	Thu May 16
Last Day of Classes	Tue Jun 4
Reading Day(s)	Wed Jun 5
Memorial Day (no classes)	Thu Jun 6
Examination Period	Fri Jun 7-Fri Jun 14
Graduation Ceremony	Sat Jun 15
Degree Conferral Date	Sat Jun 15

\* All dates are subject to change.

For Academic Calendars, please find more information on:

<https://masonkorea.gmu.edu/academic-calendars/academic-calendars>

## Syllabus Requirement

Your syllabus is the definitive description of the learning objectives, assignments, requirements, and expectations for performance. Every student has a right to a fully articulated syllabus, and every faculty member has an obligation to provide one for each course. Timely access to syllabi helps students select courses that fulfill their educational objectives. In addition, the university is obligated to keep syllabi on file and review them as part of the regular accreditation process.

It is essential that your syllabus be comprehensive and complete. While there are many styles, a good syllabus should include key information such as your contact information, office hours, a weekly description of course topics, readings, and assignments, your grading scheme and attendance policy, a statement about the honor code, and so forth. Including these items makes it a useful tool for students, reduces misunderstandings about classroom expectations, and affords you protection against claims from some students that they were unaware of requirements.

Here is a guide to essential elements for the syllabus from the College of Humanities and Social Sciences (useful for ECON and GLOA courses):

<https://chss.gmu.edu/curriculum/syllabus-guidelines>

Below, you can also find sample syllabuses from the School of Business you can refer to:

<https://business.gmu.edu/current-students/undergraduate-resources/undergraduate-course-syllabi>

\*Note: To find more information such as Required Syllabus Language, please find this link:

<https://masonkorea.gmu.edu/faculty/syllabus-requirements>

## Courses & Syllabi

For more information on Courses & Syllabi offered by Mason Korea, please visit our website:

[https://masonkorea.gmu.edu/course\\_sections](https://masonkorea.gmu.edu/course_sections)

## Academic Integrity

Please find more on Academic Integrity at George Mason University Korea, refer to the following link: <https://masonkorea.gmu.edu/faculty/academic-integrity>



## Mason Systems for Faculty

### Patriot Pass (<http://password.gmu.edu>)

Faculty at Mason can create an online credential called Patriot Pass that provides access to a variety of Mason online systems. Patriot Pass assigns you a Net ID and allows you to create a password, together those make up your Patriot Pass credentials. For first-time faculty, [please click here to sign up for Patriot Pass](#).

### Patriot Web (<http://patriotweb.gmu.edu>)

Patriot Web is a self-service site for students, faculty, and staff to manage their administrative records and accounts. Faculty can access the system using Patriot Pass credentials.

### Office 365 – Email for Employees (<http://mail.gmu.edu/>)

Office 365 is the university's email and calendar system for faculty and staff. It is fully supported by the [ITS Support Center](#) and can be accessed via the login at <http://mail.gmu.edu/> by using your Mason credentials. An e-mail and calendar account are automatically established for each employee when hired by the university. Office 365 email accounts contain the "@gmue.edu" domain name. Data within the Office 365 system is not backed up by George Mason University. Account holders are responsible for backing up their own data and preserving copies of important messages and attachments. Office 365 is a Cloud-based system that is available from any Internet-enabled computer or mobile device and provides 25 GB storage, reliability, antivirus, and anti-spam features.

### MyMason – Blackboard Courses

- Web: <https://mymasonportal.gmu.edu>
- Complete User Guide: <https://its.gmu.edu/article-categories/teaching-learning/>

Blackboard is a course management system used campus-wide at George Mason University. Courses are automatically generated each semester based on faculty assignments in Patriot Web. Blackboard allows faculty to post course materials, deliver tests, assignments, and surveys, host discussions, and facilitate many other course-related functions. You will not receive a course shell in Blackboard until you are listed as officially teaching a course in Patriot Web. Courses are created during the first two weeks of registration to give faculty the opportunity to develop their courses before the semester starts. All Blackboard Courses users log in via [MyMason](#) by using their Mason credentials. To get started, please refer to the [Faculty Quick Start Guide for Blackboard at George Mason University](#). Complete user guide for Blackboard Courses is available at [here](#).

## Research

### Research Funds Guidelines

Research Funds refer to either internal or external funding received by faculty for the purpose of advancing scholarly productivity by supporting research and scholarship. If your contract specifies fund for research or personal development, please consult with the Associate Dean for Faculty and Academic Affairs before making a request. You may request up to the amount of research fund on your contract. For more details on research fund, please refer to [“Pre-Approval for Payments and Reimbursement Expenses”](#).

Please note that while faculty have discretion in how they choose to allocate their funds, only expenditures compliant with [the university guidelines](#) will be reimbursed. All faculty utilizing external research funds must comply with the policies and regulations of the funding entity.

Faculty are precluded from utilizing research funds to support any personal expenditures. All expenditures submitted for reimbursement MUST include adequate documentation including but not limited to receipts, business rationale, etc.

#### Research funds can be used to:

- Fund direct research expenses (e.g., travel and conference fees for professional conferences where you are a participant either presenting research or moderating/responding on a panel, travel for data collection, relevant computer equipment and software necessary for scholarly projects, publication fees, research participant compensation, and student research assistants)
- Fund professional development activities (e.g., travel and conference fees for professional conferences where scholarship is not being presented, workshop fees, membership fees for professional associations)

#### Research funds MAY NOT be utilized for the following:

- Gifts
- Compensation for research participation that exceeds 30,000KRW
- Hiring/payments to immediate family members, relatives or close affiliates that may be deemed as conflict of interest
- Office supplies, including computer equipment and accessories

We recommend that you check with the Office of Faculty Affairs if you have a question about a possible expenditure prior to incurring the expense. Faculty will be personally liable for any charges that don't meet proper requirements. Also, research funds are allocated for a specific period of time and faculty are encouraged to utilize the funds within the appropriate time frame and submit their reimbursements in the fiscal year that the expenses have occurred.

## Research & Publication Tracking

George Mason University Korea collects monthly updates on all faculty members' recent publications, public presentations, and research activities for publicity and reporting purposes. These will help the Associate Dean for Faculty and Academic Affairs better represent faculty's work to the community and to other institutions.

By the end of each month, you will receive an e-mail on research & publication tracking from Faculty Affairs. Or you can share your work under 'Scholarship Productivity' section on our [Office of Faculty Affairs website](#) at your convenient time (below is a screenshot for your reference). Please complete the surveys and submit your response actively.

### Scholarship Productivity

- [Annual MK Faculty Scholarship Productivity Report](#)
- [Monthly MK Faculty Scholarship Productivity Report](#)

Share with us your scholarly activity/project/work with us! (click [HERE](#) to register your work on our record)

Please contact Faculty Affairs ([mkfa@gmu.edu](mailto:mkfa@gmu.edu)) if you have any questions.

## Textbook Purchase ([Enamuh.com](http://Enamuh.com))

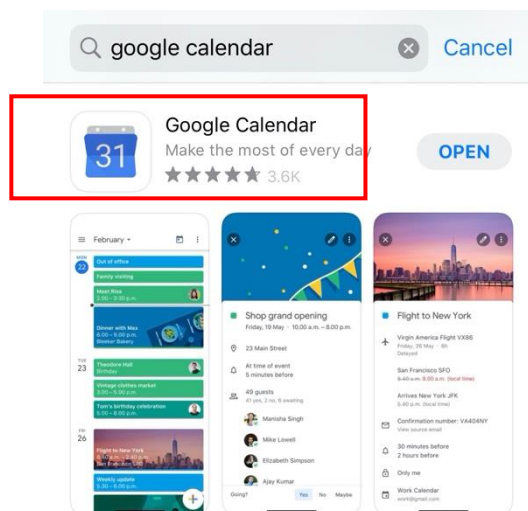
George Mason Korea recommends our faculty to use Enamuh when ordering textbooks. Enamuh is a book ordering service used by some of our faculty to provide students a simple and affordable way to purchase books for the classroom. However, you are not required to use this service.

The information on textbook purchase via Enamuh service is provided [here](#).

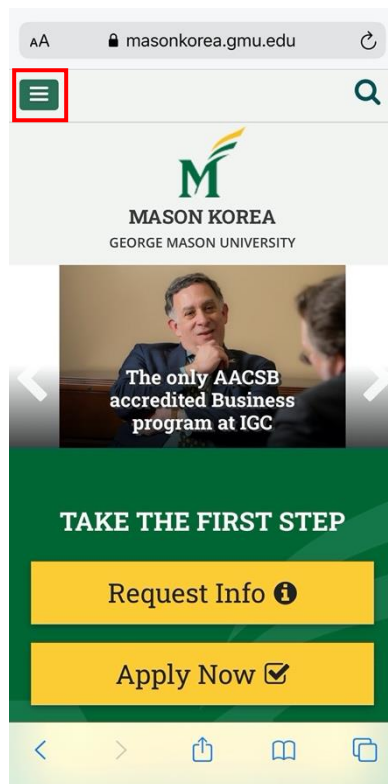
## Event Calendar

If you would like to stay alert of Mason Korea events, you may sync the Mason Korea community calendar to your phone by following the steps below.

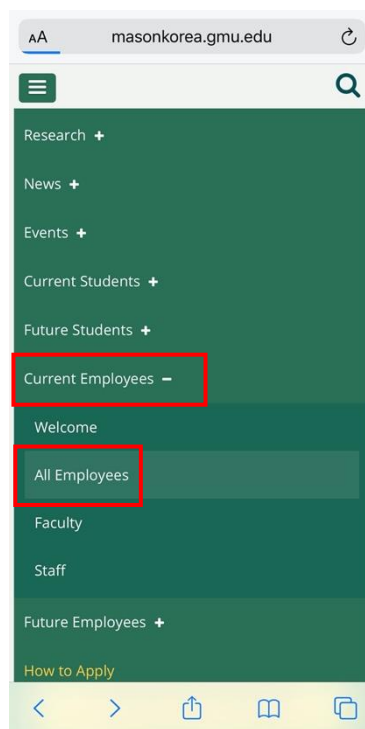
**Step 1.** Please go to App Store (iOS)/Google Play (Android) and download “**Google Calendar**” application.



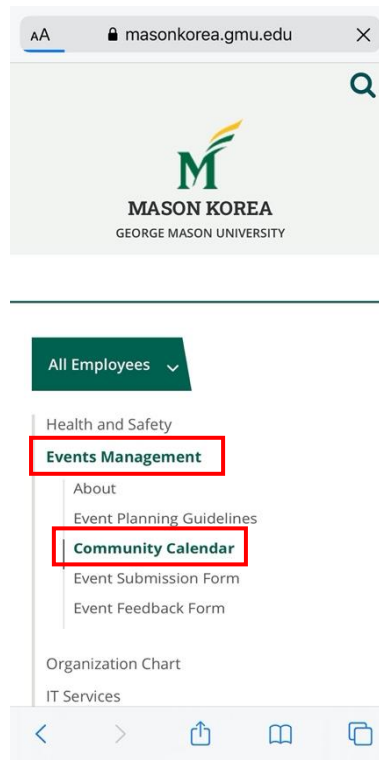
**Step 2.** Visit the George Mason University Korea website (<http://masonkorea.gmu.edu>), and click on the navigator on the left hand corner.



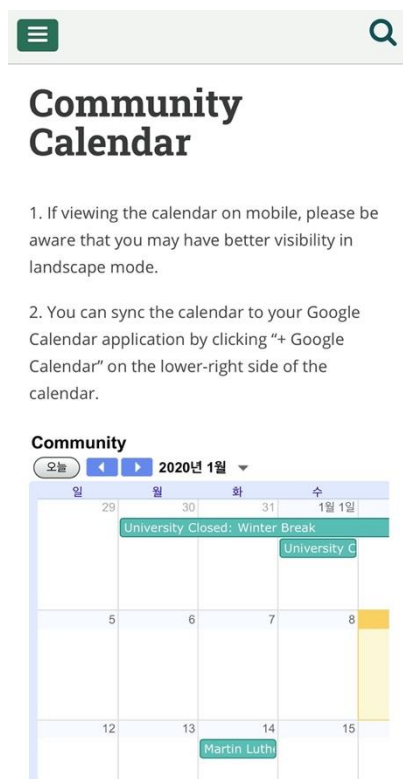
**Step 3.** You may see the drop down menu just like the below screen capture. Please go to “Current Employees” – “All Employees”.



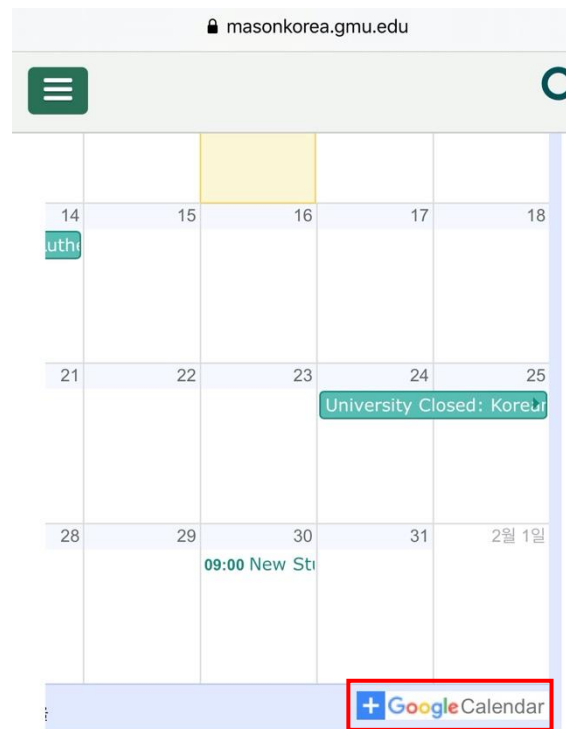
**Step 4.** On the “All Employees” page, please go to the “Events Management” on the drop down menu and click on “Community Calendar”.



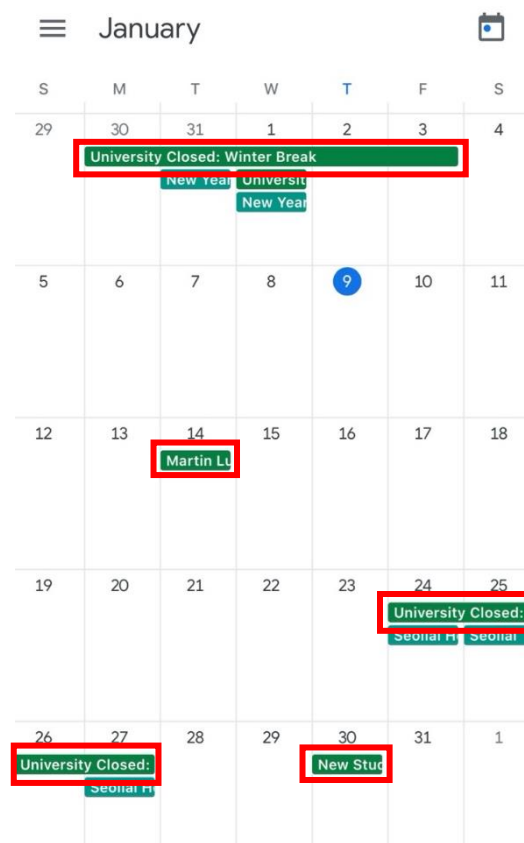
**Step 5.** You may see the “Community Calendar” screen. Please **scroll down** until you can see the “+ Google Calendar” button on the lower-right hand corner.



**Step 6.** Click on the “+ Google Calendar” to sync your Google Calendar application to Mason Korea Community Calendar.



**Step 7.** Check on your Google Calendar application. You may find that the green colored-schedules are added.



## GMUK Directory

You may have access to the up-to-date GMUK directory through BambooHR. Please refer to the information below to receive access or download the directory.

Please go to <https://masonkorea.bamboohr.com/home/> to log in.

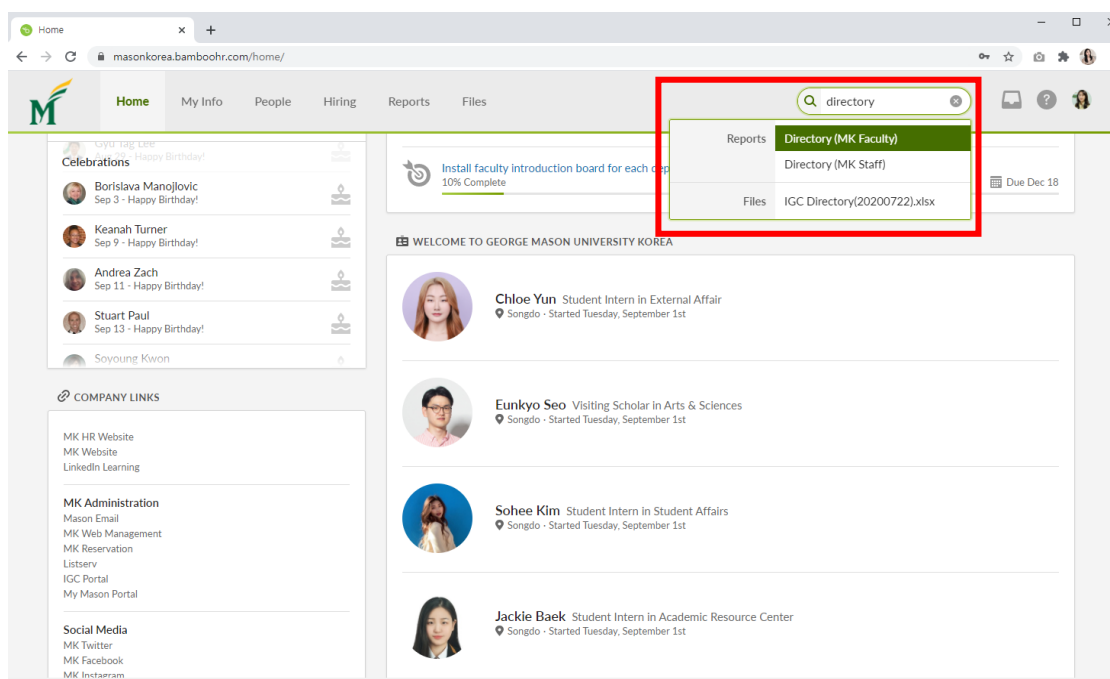
**Step 1.** Once you log in to BambooHR, you may see the main page as below. Then you could either search “directory” at the search box or directly follow below links:

Faculty Directory:

<https://masonkorea.bamboohr.com/reports/custom/Directory+%28MK+Faculty%29/116>

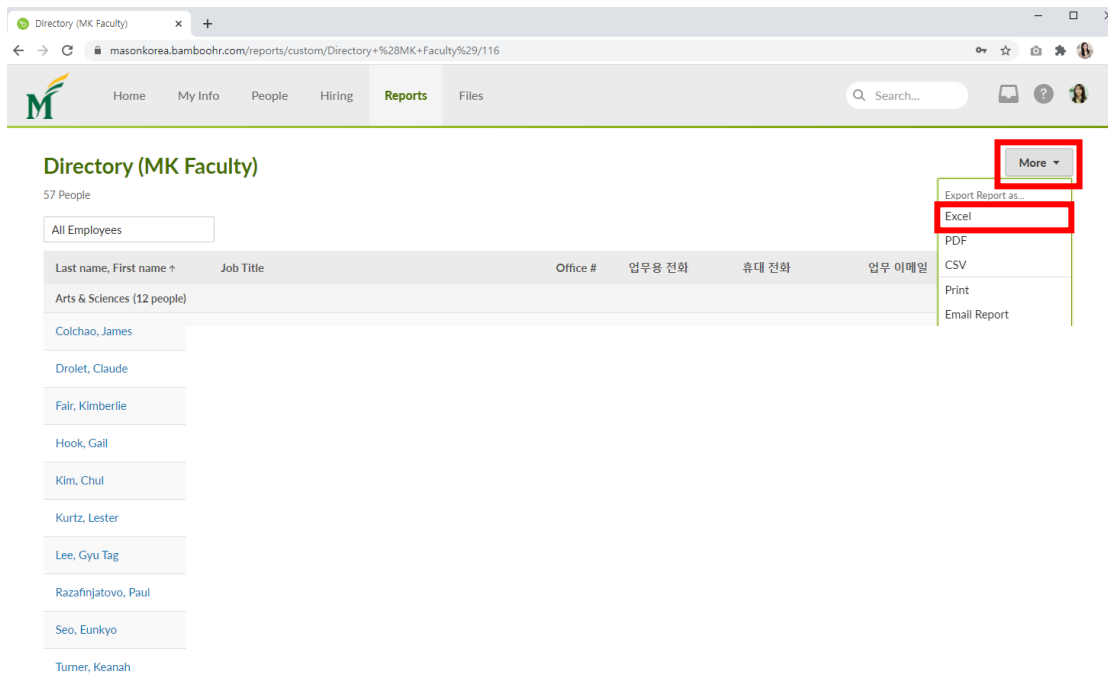
Staff Directory:

<https://masonkorea.bamboohr.com/reports/custom/Directory+%28MK+Staff%29/117>





**Step 2.** Then you may find the directory page. If you would like to save the file of the list, please click on the **“More”** button at the right side of the page to export. Please select **“Excel”** as it is recommended most among three dropdown options.



**Step 3.** The exported directory list may look like below image.

The screenshot shows an Excel spreadsheet titled 'Directory\_MK\_Faculty\_(George\_Mason\_University\_Korea) - Excel'. The spreadsheet contains a list of faculty members with columns for 'Last name, First name', 'Job Title', 'Office #', 'Work Phone', 'Mobile Phone', and 'Work Email'. The data is organized into sections: 'Arts & Sciences', 'Business', 'Computer Game Design', and 'Economics'. The first few rows of the 'Arts & Sciences' section are as follows:

Last name, First name	Job Title	Office #	Work Phone	Mobile Phone	Work Email
Arts & Sciences					
Drolet, Claude	Term Lecturer				
Fair, Kimberlie	Term Instructor				
Hook, Gail	Term Assistant Professor				
Kim, Chul	Term Associate Professor				
Kurtz, Lester	Professor				
Lee, Gyu Tag	Term Assistant Professor				
Razafinjatovo, Paul	Adjunct Faculty				
Seo, Eunkyo	Visiting Scholar				
Turner, Keanah	Online Lecturer				
Whelan, George	Term Assistant Professor				
White, Dominic	Assistant Professor				

The spreadsheet continues with more faculty members under the 'Business' section, followed by 'Computer Game Design' and 'Economics' sections.

## **COMMUNITY LIFE**

## Campus Facilities

### Campus Wi-Fi

IGC provides free Wi-Fi service for the guests, students, staff, and faculty. Please find the information below for free Wi-Fi connection. You may find more information on Wi-Fi service on the IGC Portal website: <http://itcenter.igc.or.kr/xfec/egene/login.jsp>

#### For the Guest Wi-Fi Connection:

- SSID: IGC\_guest
- P/W: 1234567890

#### For the User Wi-Fi Connection:

- SSID: IGC Portal ID
- P/W: IGC Portal Password

IGC IT CENTER  
Providing the Ultimate value

Home | About us | English

### IT SERVICE

- Network & Access
- IP Application
- Telephone Services
- VPN / Firewall Service
- Software Download
- ID card Services
- Rental Services
- Parking Permit Application
- Facility Reservation
- Help & Training Services

#### MEMBER LOGIN

Please enter your ID / Password

User ID:

Password:

☐ Save User ID

#### Why you need an IGC account?

Tech Support 032.626.0200  
itcenter@igc.or.kr

119 Songdo munhwa-ro, Yeonsu-gu, Incheon, Korea 21985  
Tel: +82-32-626-0114 Fax: +82-32-626-0549

IGC Portal Main Page

## IGC Shuttle Bus

Shuttle Bus Schedule (last updated June 2023)

### 주중 Weekday

**[학기 중 운행기간]**  
봄학기: 2월 중순 ~ 6월 중순  
가을학기: 8월 중순 ~ 12월 중순

**[방학 중 운행기간]**  
여름방학: 6월 중순 ~ 8월 중순  
겨울방학: 12월 중순 ~ 2월 중순


**[Semester Operation Period]**  
Spring: mid-Feb ~ mid of Jun  
Fall: mid-Aug ~ mid of Dec

**[Break Operation Period]**  
Summer: mid of Jun ~ mid-Aug  
Winter: mid of Dec ~ mid-Feb


**새로운소식 New Info.**

**IGC 셔틀버스 QR 코드**  
IGC Shuttlebus QR code

카카오 채널  
Kakao Chanel

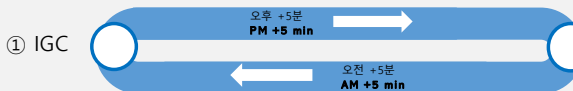


카카오 채팅하  
기  
Kakao Chat



☎ 032-626-0543  
✉ yrkim@igc.or.kr  
인천글로벌캠퍼스운영재단  
Incheon Global Campus Foundation


## IGC 셔틀버스 1노선/ IGC Shuttlebus Route1



학기/Semester		방학/Break	
오전 (AM)	오후 (PM)	오전 (AM)	오후 (PM)
6:35	16:10	6:35	16:10
7:50	17:10	7:50	17:10
8:05	17:40	8:05	-
8:20	18:10	8:20	18:10
8:35	18:25	8:35	18:25
8:50	-	8:50	18:25
9:05	-	9:05	20:10

학기/Semester		방학/Break	
오전 (AM)	오후 (PM)	오전 (AM)	오후 (PM)
6:30	16:15	6:30	16:15
7:45	17:15	7:45	17:15
8:00	17:45	8:00	-
8:15	18:15	8:15	18:15
8:30	18:30	8:30	18:30
8:45	18:45	8:45	20:15
9:00	-	9:00	-

※ 교통상황에 따라 도착시간이 일부 변동될 수 있음/ Arrival times may vary depending on traffic condition



---

### 주중 Weekday

**[학기 중 운행기간]**  
봄학기: 2월 중순 ~ 6월 중순  
가을학기: 8월 중순 ~ 12월 중순

**[방학 중 운행기간]**  
여름방학: 6월 중순 ~ 8월 중순  
겨울방학: 12월 중순 ~ 2월 중순


**[Semester Operation Period]**  
Spring: mid-Feb ~ mid of Jun  
Fall: mid-Aug ~ mid of Dec

**[Break Operation Period]**  
Summer: mid of Jun ~ mid-Aug  
Winter: mid of Dec ~ mid-Feb


**새로운소식 New Info.**

**IGC 셔틀버스 QR 코드**  
IGC Shuttlebus QR code

카카오 채널  
Kakao Chanel

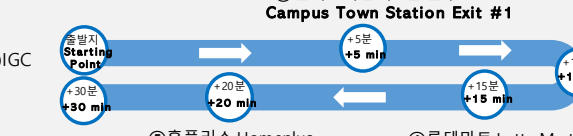


카카오 채팅하  
기  
Kakao Chat




☎ 032-626-0543  
✉ yrkim@igc.or.kr  
인천글로벌캠퍼스운영재단  
Incheon Global Campus Foundation

## IGC 셔틀버스 2노선/ IGC Shuttlebus Route2



학기/Semester					방학/Break				
① IGC	② Campus Town	③ Korea Coast Guard HQ	④ LotteMart	⑤ Homeplus	① IGC	② Campus Town	③ Korea Coast Guard HQ	④ LotteMart	⑤ Homeplus
18:40	18:45	18:50	18:55	19:00	18:40	18:45	18:50	18:55	19:00
19:10	19:15	19:20	19:25	19:30	19:10	19:15	19:20	19:25	19:30
19:40	19:45	19:50	19:55	20:00	19:40	19:45	19:50	19:55	20:00
20:10	20:15	20:20	20:25	20:30					
20:40	20:45	20:50	20:55	21:00					

※ 교통상황에 따라 도착시간이 일부 변동될 수 있음/ Arrival times may vary depending on traffic condition



## 주말 Weekend

[학기 중 운행기간]  
봄학기: 2월 중순 ~ 6월 중순  
가을학기: 8월 중순 ~ 12월 중순  
[방학 중 운행기간]  
여름방학: 6월 중순 ~ 8월 중순  
겨울방학: 12월 중순 ~ 2월 중순

[Semester Operation Period]  
Spring: mid-Feb ~ mid of Jun  
Fall: mid-Aug ~ mid of Dec  
[Break Operation Period]  
Summer: mid of Jun ~ mid-Aug  
Winter: mid of Dec ~ mid-Feb

### 새로운소식 New Info.

IGC 셔틀버스 QR 코드

IGC Shuttlebus QR code

카카오 채널  
Kakao Chanel



카카오 채팅하  
기  
Kakao Chat



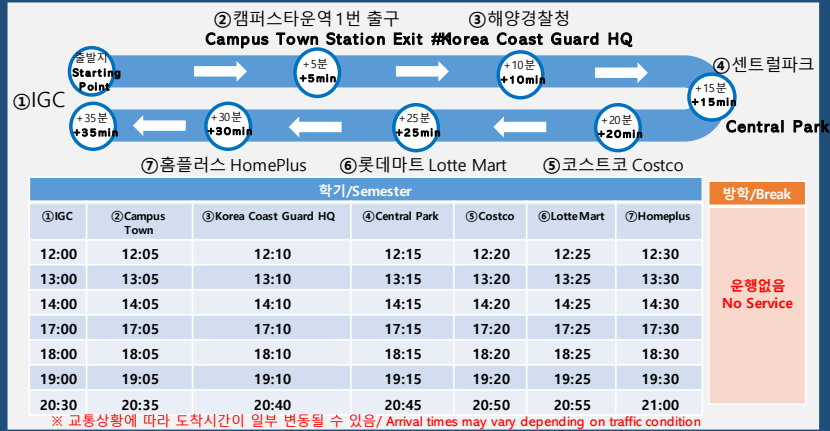
☎ 032-626-0543

✉ yrkim@igc.or.kr

인천글로벌캠퍼스운영재단

Incheon Global Campus Foundation

## IGC 셔틀버스 3노선/ IGC Shuttlebus Route3



※ 평일, 방학 운행없음

No service on weekday and on vacation

매월 둘째, 넷째 일요일, 한국 공휴일 운행 없음

No service on the 2nd and 4th Sunday of every month and on Korean holiday



## IGC 버스 시간표/ IGC BUS SCHEDULE

학기/ Semester											방학/ Break										
정류장											정류장										
[1노선] 평일/ [Route 1] Weekday											[1노선] 평일 [Route 1] Weekday										
Campus Town Station Exit #1 캠퍼스타운역		06:30			07:45	8:00	08:15	08:30	08:45	09:00	Campus Town Station Exit #1 캠퍼스타운역		06:30			07:45	8:00	08:15	08:30	08:45	09:00
Incheon Global Campus 인천글로벌캠퍼스		06:35			07:50	8:05	08:20	08:35	08:50	09:05	Incheon Global Campus 인천글로벌캠퍼스		06:35			07:50	8:05	08:20	08:35	08:50	09:05
Campus Town Station Exit #1	16:10	17:10	17:40	18:10	18:25						Campus Town Station Exit #1	16:10	17:10			18:10	18:25				20:10
Campus Town Station Exit #1	16:15	17:15	17:45	18:15	18:30						Campus Town Station Exit #1	16:15	17:15			18:15	18:30				20:15
정류장											정류장										
[2노선] 평일/ [Route2] Weekday											정류장										
Incheon Global Campus 인천글로벌캠퍼스							18:40	19:10	19:40	20:40	Incheon Global Campus 인천글로벌캠퍼스								18:40	19:10	19:40
Campus Town Station Exit #1 캠퍼스타운역							18:45	19:15	19:45	20:45	Campus Town Station Exit #1 캠퍼스타운역								18:45	19:15	19:45
Korea Coast Guard HQ 해양경찰청							18:50	19:20	19:50	20:50	Korea Coast Guard HQ 해양경찰청								18:50	19:20	19:50
Lotte Mart 롯데마트							18:55	19:25	19:55	20:55	Lotte Mart 롯데마트								18:55	19:25	19:55
Home Plus 홈플러스							19:00	19:30	20:00	21:00	Home Plus 홈플러스								19:00	19:30	20:00
정류장											정류장										
[3노선] 주말(토·일)/ [Route3] Weekend (Sat & Sun)											정류장										
Incheon Global Campus 인천글로벌캠퍼스		12:00	13:00	14:00	17:00	18:00	19:00	20:30			Incheon Global Campus 인천글로벌캠퍼스										
Campus Town Station Exit #1 캠퍼스타운역		12:05	13:05	14:05	17:05	18:05	19:05	20:35			Campus Town Station Exit #1 캠퍼스타운역										
Korea Coast Guard HQ 해양경찰청		12:10	13:10	14:10	17:10	18:10	19:10	20:40			Korea Coast Guard HQ 해양경찰청										
Central Park 센트럴파크		12:15	13:15	14:15	17:15	18:15	19:15	20:45			Central Park 센트럴파크										
Costco 코스트코		12:20	13:20	14:20	17:20	18:20	19:20	20:50			Costco 코스트코										
Lotte Mart 롯데마트		12:25	13:25	14:25	17:25	18:25	19:25	20:55			Lotte Mart 롯데마트										
Home Plus 홈플러스		12:30	13:30	14:30	17:30	18:30	19:30	21:00			Home Plus 홈플러스										

※ [3노선] 평일, 방학 운행없음 [Route3] NO SERVICE on weekdays and on vacation  
매월 둘째, 넷째 일요일, 한국 공휴일 운행 없음  
NO SERVICE on the 2nd and 4th Sunday of every month and on Korean holiday

[학기 중 운행기간] [Semester Operation Period]

• 봄학기: 2월 중순 ~ 6월 중순

• 가을학기: 8월 중순 ~ 12월 중순

• Fall: mid-Aug ~ mid of December

[방학 중 운행기간] [Break Operation Period]

• 여름방학: 6월 20일 ~ 8월 21일

• Summer: 20th of Jun ~ mid-August

• 겨울방학: 12월 중순 ~ 2월 중순

• Winter: mid of December ~ February



\*Note: No operation on national holidays of South Korea such as Korea's Independence Day (August 15<sup>th</sup>)

\* Note: Route 3 will not be in operation starting from July 1<sup>st</sup> 2023 to August 20<sup>th</sup> 2023.

If you have any questions, please contact Ms. Yerim Kim ([yrkim@igc.or.kr](mailto:yrkim@igc.or.kr)) or 032-626-0543

## Shuttle bus stop Location

### ❖IGC Bus stop(in front of SUNY Korea Academic Building A)

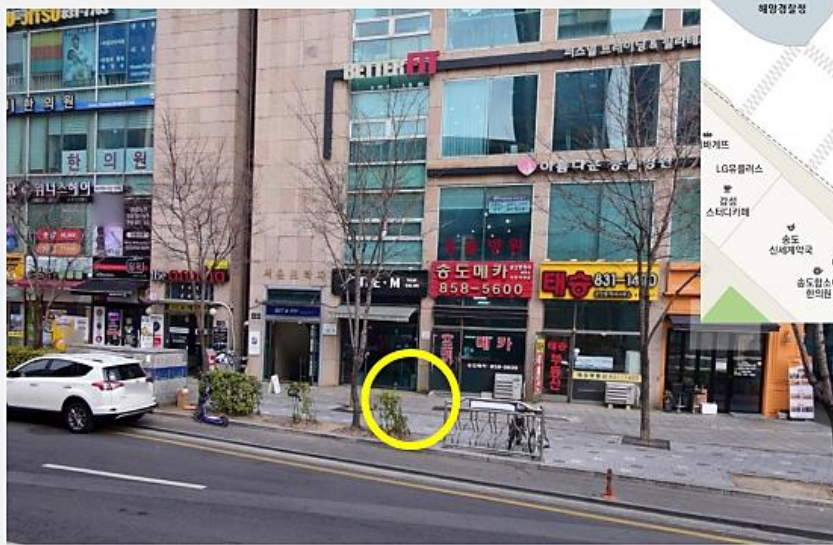


### ❖Campus Town station Exit #1





❖Korea Coast Guard HQ



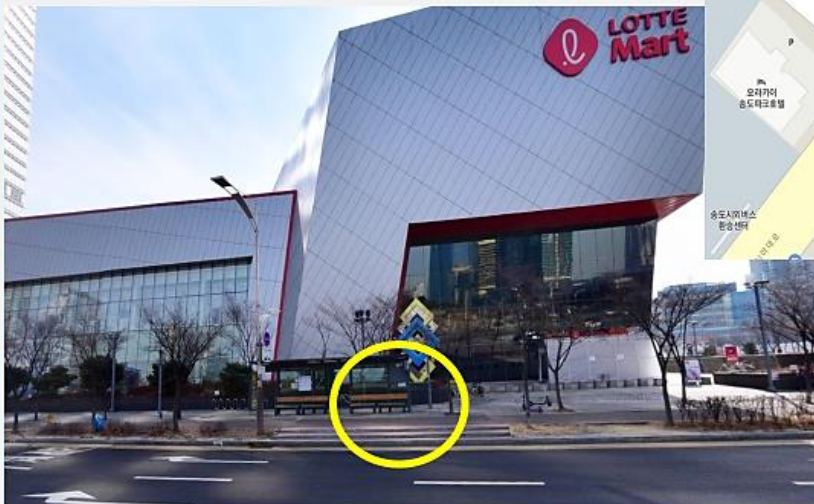
❖Central Park bus station(bus stop no.38490)



❖Costco(in front of Tirecenter)



❖Lotte Mart





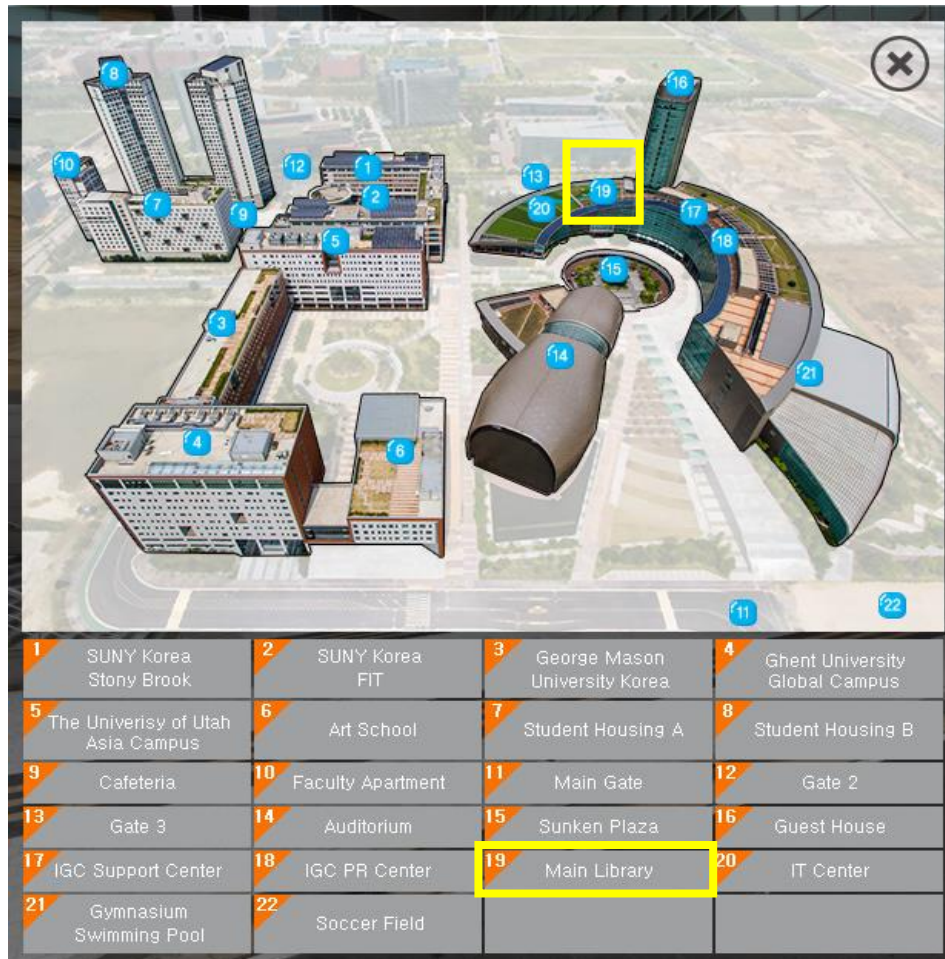
❖ Home Plus



## IGC Library

### A) Location

- At Support Center, Multi-complex Building



**B) Library Hours** (Please check the homepage <http://lib.igc.or.kr> before visiting as opening hours can be changed)

Semester	Vacation	
1F GloFore	24 hours	
2F Focus Lounge		
2F Talk Square		
2F Lounge		
2F Materials Room	Mon.~Thu.	08:00~20:00
3F Korean Collections Room	Fri.	08:00~18:00
	Weekend	CLOSED

Semester	Vacation	
1F GloFore	Weekdays 09:00 ~ 24:00 Weekend 09:00 ~ 24:00	
2F Focus Lounge		
2F Talk Square		
2F Lounge		
2F Materials Room	Weekdays	08:00 ~ 18:00
3F Korean Collections Room	Weekend	CLOSED

※ Closed: Jan.1 / Lunar New Year Holiday / Mar.1 / Apr.15 / Aug.15 / Chuseok Holiday / Dec.25

### C) Access the Library

- Submit a User Registration Form (New students do not apply)
  - For new faculty members who wish to have access to the library, they must fill out a [‘library user registration form’](#) and submit it to the library.
  - After submitting your form, kindly visit the library with your IGC ID card.
- Bring your IGC ID card to enter the library
  - An IGC ID card is mandatory to enter the library and loan books
- When using PC/Mac, select a seat number on the Seat Allocation System
  - Scan your ID card on the ‘Seat Allocation Machine’ and select a seat number in order to use a desk for PC/Mac.
  - When you leave the library, please return the seat by scanning your ID card on the machine. If you fail to return your seat 5 times, you will not be eligible for seat allocation for 30 days.

### D) Circulation

- Loan Periods
  - Undergraduate: 15 days (10 books)
  - Master’s degree: 20 days (15 books)
  - Doctoral degree: 30 days (30 books)
  - Professor: 180 days (50 books)
  - Staff: 30 days (5 books)
- Book Extension
  - Access to <http://lib.igc.or.kr>
  - Log in to IGC Library website
  - Click ‘Borrow/Renew’
  - Select books that you want to extend dates and click ‘Renew’
- Overdue Fine
  - In order to ensure the prompt return of library items, overdue fines will be charged at the current fine schedule (500 KRW per day per item)
- Lost/Damaged Books
  - Please come to the help desk and see a librarian.

### E) Available Services

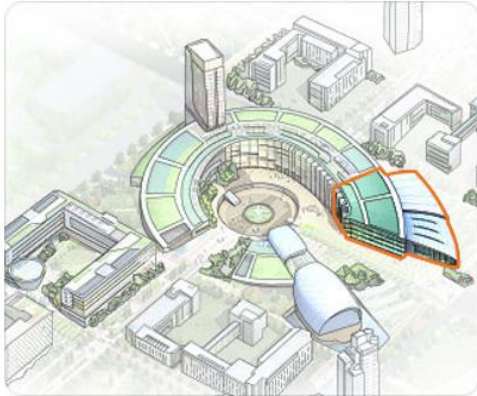
- Computer seats (6 hours)
  - If needed, you may extend your time at your seat. This must be done within 1 hour of seat expiration, at the seat allocation machine.

- Book Request
  - Access to <http://lib.igc.or.kr>
  - Login ID/PW
  - Click 'Purchase Request'
  - Enter book information that you would like to request
  - When requested books arrive, you will be noticed individually
- Copy Machine
- Lockers
  - Some lockers are free for 24 hours

#### **F) Contact**

- Tel: 032-626-0591~2
- E-mail: [libmaster@igc.or.kr](mailto:libmaster@igc.or.kr)
- Website: <http://lib.igc.or.kr>

## IGC Health Center



The Incheon Global Campus Health Center provides and outpatient clinical care for students and staff on campus. Services include medical care for injuries, symptom management, medication treatment, health screenings and health consultations. Incheon Global Campus Health Center strives to help students succeed by promoting healthy lifestyles and creating a healthy campus environment.

### A) Clinic Hours

- 9:00-17:30, Monday-Friday  
(Closed on weekends and National holidays in Korea)
- Lunch break: 12:00-13:00

### B) Contact

- Phone: 032) 626-0531
- Fax: 032) 626-0559
- Location: Support Center, Multi-complex building 3<sup>rd</sup> floor, Room #3068
- In case of emergency, call 119 (English service: 02-119)

### **C) Medical Services at IGC Health Center**

- Treatment of illness/injuries, symptom management, OTC medication
- Vital signs (Blood pressure, Pulse oximetry, blood sugar test, etc.)
- Measurement of height and weight, Body Mass Index (BMI), Eyesight test
- Depression screening test, Information of counseling center
- Health consultations, Health care information
- Provide nearest clinic/hospital information
- Free rental services (wheelchair, crutches, arm sling, ice/hot pack)

### **D) Medical Emergency on Campus**

- 119 (English service 02-119)
- Nearest Emergency Room
  - Nasaret International Hospital: 82-32-899-9999
  - Inha University Hospital: 82-32-890-2114
  - Gachon University Gil Medical Center: 1577-2299
- During office hours, registered nurse will be available to help you.

### **E) Sexual Violence prevention on Campus**

If you have experienced sexual violence of any kind, your safety and medical needs are of primary concern. We encourage all members of our community to report all incidents of sexual violence and encourage victims to seek support and care.

- GET SAFE
  - If in immediate danger, call the police 112
  - GET MEDICAL ATTENTION. You can get in touch with One-Stop Center.
- Location: 217, Bangchuk-ro, Dong-gu, Incheon
- Phone: 82-32-582-1170~1, 1899-3075
- On campus: IGC Health Center 82-32-626-0531
- SEEK SUPPORT

The sooner a survivor works with a counselor and/or support group the better recovery.

- Health Center on campus: 82-32-626-0531
- Sexual Offense Services for 24hours: 1366 (Crisis phone)
- Sexual Assault Prevention, Support & Counseling
- KSVRC (Korea Sexual Violence Relief Center)
- Contact: 82-2-338-5801, [www.sisters.or.kr](http://www.sisters.or.kr)

\* Do not wash until you get a medical exam for evidence collection.

**F) Inquiry**

Please contact Youjin Cha R.N. B.S.N. ([chayj@igc.or.kr](mailto:chayj@igc.or.kr) ) or 82-32-626-0531



## Banking on Campus

IGC has three ATMs placed throughout the campus for students, employees and campus visitors.

- A) Located on the front of Library entrance, Support Building
- B) Located on the front of the school infirmary, SUNY Building A
- C) Located on the front of B1 entrance, Dormitory Building B



\*Note: To use ATM machine in English:



Tab "English" on the right side of 'Main Menu'

Tab "Domestic English" for any valid bank cards in Korea



Tab "Foreign English" for international cards



## Banking Off Campus

**1. Kiup Bank (Industrial Bank of Korea, IBK):** Located on the 1<sup>st</sup> floor of Gatbeol Tower.

Address: 12, Gatbeol-ro, Yeonsu-gu, Incheon, Republic of Korea

**2. KEB Hana Bank:** Located in Honestar Mall.

Address: 157, Songdogukje-daero, Yeonsu-gu, Incheon, Republic of Korea



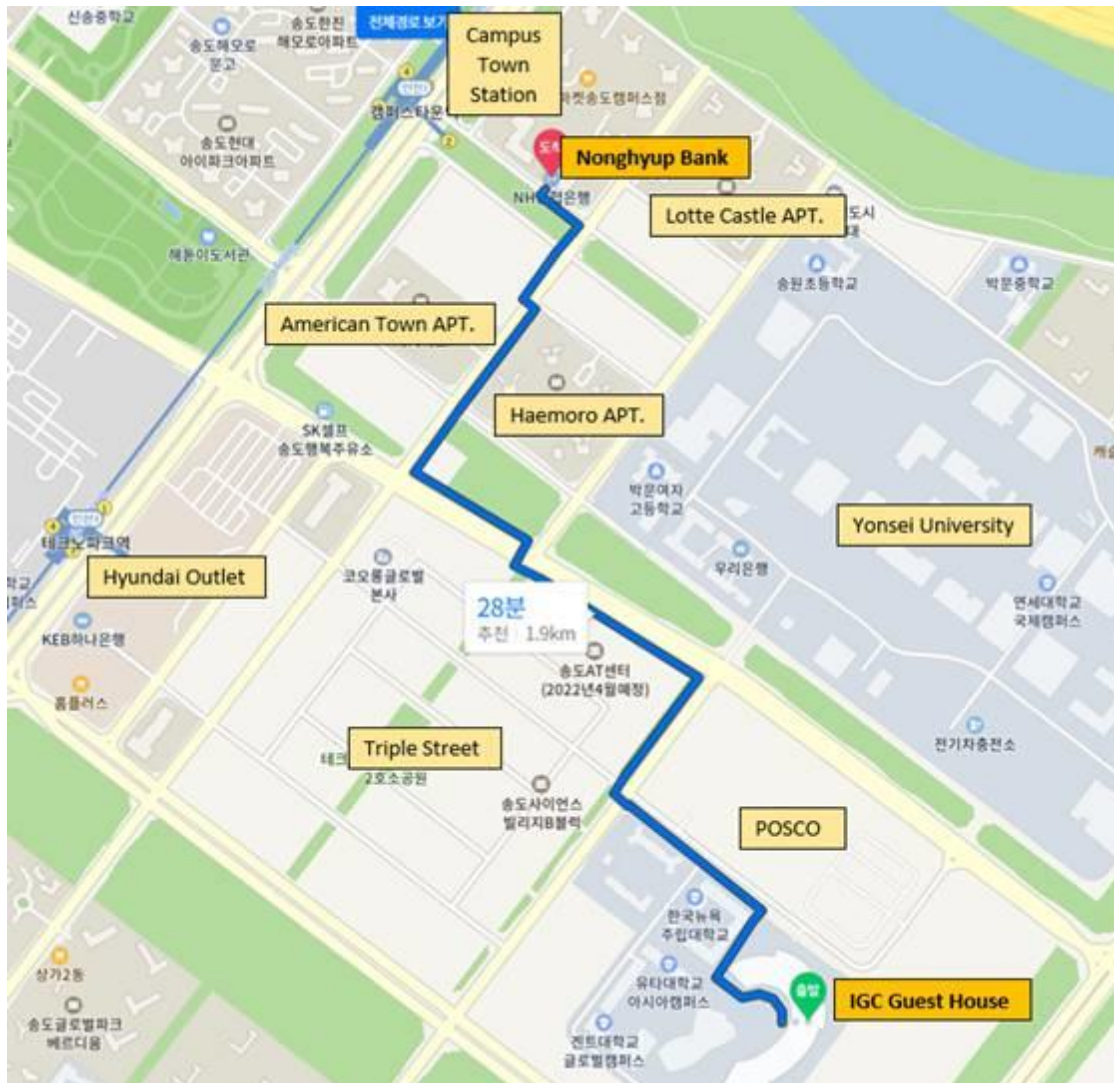
**3. Woori Bank:** Located on 1<sup>st</sup> Floor, Dorm B, Yonsei University International Campus.

Address: 85, Songdogwahak-ro, Yeonsu-gu, Incheon, Republic of Korea

\* However, since this office is a branch office, there might be some limitations on business.



- 4. Nonghyup Bank:** Located on 2<sup>nd</sup> Floor, Complex B, Campus Town Multi-complex building.  
Address: 55, Songdogwahak-ro 27beon-gil, Yeonsu-gu, Incheon, Republic of Korea



## IGC Cafeteria

IGC Cafeteria is located between Student Dormitory A and B Building. You can purchase the meal coupon inside the cafeteria. You may also find more information on menu at:

[https://housing.igc.or.kr/about/cafeteria\\_menu.do](https://housing.igc.or.kr/about/cafeteria_menu.do) Or [http://pf.kakao.com/\\_IINxafx](http://pf.kakao.com/_IINxafx)



### A) Open Hours (During Breaks)

- **Weekdays**  
11:30 – 13:00 (Only lunch is provided)  
Closed on weekends

### B) Open Hours (Regular School Days)

- **Weekdays**  
8:00 – 14:00 (Breakfast): No catering, but you can order sandwiches and others.  
11:30 – 13:50 (Lunch)  
17:30 – 18:30 (Dinner)

\*Friday: Only Breakfast and Lunch available (No Dinner provided)

- **IGC Cafeteria will be closed on weekends**
- **Please note that the operation hours can change.** Please contact IGC Housing if you have any questions about the cafeteria.

### C) Contact: 032-626-0660 (Cafeteria)

032-626-4856 (IGC Housing Office)



## Café Na Num & emart 24

### 1) Café Na Num

A) Location: **Sunken Plaza** at Multi-complex Building



### B) Open Hours

- During Breaks: 9:00 – 18:00 (Everyday)
- Regular School Days: 9:00 – 22:00 (Everyday)

C) Contact: 032-812-6116

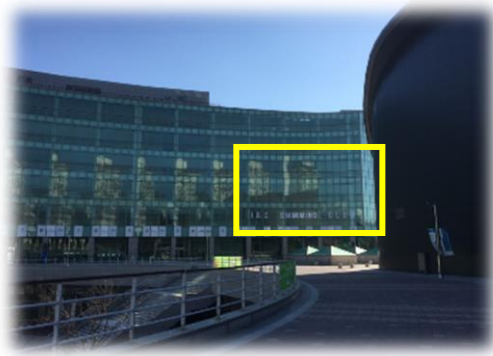
### 2) emart 24 (Convenience Store)

A) Location: Right next to Café Na Num

### B) Open Hours

- 24 hours operation
- Unmanned operation from 18:00 to 09:00

## IGC Swimming Pool



### A) Open Hours

- Weekdays (for adult)  
1<sup>st</sup> Session: 6:00 – 9:00  
2<sup>nd</sup> Session: 9:00 – 12:00  
3<sup>rd</sup> Session: 12:00 – 15:00  
4<sup>th</sup> Session: 20:00 – 22:00
- Weekend (for adult & children)  
1<sup>st</sup> Session: 6:00 – 9:00  
2<sup>nd</sup> Session: 9:00 – 12:00  
3<sup>rd</sup> Session: 15:00 – 17:30

### B) Fare

- Adult: 8,000 KRW
- Children (Age 3-13): 6,000 KRW

**C) Contact:** 032-715-7795/7992

**D) [Website](#)** (Korean only. Please use Google Translate)

\*Note: IGC Swimming Pool closes every Sunday

## **Campus News**

Find more activities of George Mason Korea by visiting our website.

## **Mason Korea News**

<https://masonkorea.gmu.edu/articles>

## **Student Spotlight**

<https://masonkorea.gmu.edu/articles/category/student-spotlight>

## **Faculty News**

<https://masonkorea.gmu.edu/articles/category/faculty-news>

## Communication

### Cellphone Usage and Plans

We recommend you to first go through this webpage to get some general information about using cellphone service in Korea: <https://10mag.com/your-guide-to-sim-cards-and-phone-plans-in-korea/>

If you are bringing your smartphone to Korea, it is important to first ensure that your device is unlocked if you plan on using a Korean SIM card.

Next, it is important to check the frequency compatibility of your smartphone with Korea's service providers. The big three are LG U+, KT Olleh, and SK Telecom. Here is a useful site in determining frequency compatibility: <https://willmyphonework.net/>

Once you determine that your phone is compatible, you may find the following information helpful in determining which type of plan to purchase:

[Korea \(South\) | Prepaid Data SIM Card Wiki](#)

**Monthly Plans** – It is possible to subscribe to a monthly plan from South Korean providers. However, you will need to first obtain your Alien Registration Card and your local (Korean) bank account, which may take few weeks after you enter into Korea. Because the details vary by provider, you will need to check with each for the various available options.

Once you have your ARC and local bank account, you can contact [mkfa@gmu.edu](mailto:mkfa@gmu.edu) and we can help you setting up a monthly plan by visiting a nearby offline cellphone service store.

The following two providers are willing to answer your questions over the phone in English before your arrival:

KT Olleh: +82-2-2190-1180

SK Telecom: +82-80-252-5011



## Interpretation Service

### bbb Korea

bbb Korea is a volunteer interpretation service in Korea. The service is a free interpretation service, and you only have to pay for the basic telephone charge. You can both directly make a call to bbb's main number 1588-5644 or use bbb's smart phone application.

Languages provided: English, French, Spanish, Russian, German, Italian, Chinese, Japanese, Turkish, Thai, Vietnamese, Swedish, Polish

### How to use:

#### A. Using bbb's main number 1588-5644

Call 1588-5644 which is bbb's main number. Follow the instructions and press the number corresponding to the desired language preference. You will be connected directly to the relevant phone volunteer.

#### B. Using bbb's smart phone application

You can access bbb service more easily and conveniently using bbb's smart phone application, choose the desired language and you will be connected directly to the mobile phone of the proper volunteer.

- Tel: 1588-5644
- iOS App Store: <https://apps.apple.com/kr/app/bbb-interpretation/id506582815?l=en&mt=8>
- Google Play: <https://play.google.com/store/apps/details?id=org.bbbkorea>

### \*Notes

- bbb does not offer direct interpretation on site.
- Conference calling (call between more than two people) is not supported. If you want a conference call or similar services, you should request it from your telecommunication company.
- Volunteers will help to make a reservation, but will not help with bargaining or any other business.
- Interpretation for personal use such as assignment or document translation and long-term discussion with foreign buyers are not supported.

For more information, please visit the following URL: <https://www.bbbkorea.org/en/>

## English Interpretation Service from IFEZ

IFEZ Global Center provides free English Interpretation service. The voluntary interpreters will assist foreigners who need interpretation.

- Request: Reservations should be made 3 days before your preferred date
- Operation Period: Year-round
- Cost: Free of Charge

For further information about Interpretation Service, please visit IFEZ Global Center or call +82 32 453 7350 or email [ifezglobal@korea.kr](mailto:ifezglobal@korea.kr)

## Go Wonderfully

Go Wonderfully is a private company, which provides a bilingual personal assistant service for foreigners living in and travelling to Korea. They practically provide assistance with anything, that is legal and realistic.

The service is time-based, which means the clients make a deposit of a certain amount of time, then the time taken assisting them with their requests is deducted from this deposit. The clients get a report showing how the time was spent on their requests.

Costs: 800 KRW / per min (No monthly fees)

If you are interested in the service for your personal assistance, please visit the following website:  
<https://www.gowonderfully.com/>

### How it Works

Send us a Message

Instantly begin communicating with your on-demand personal assistant.

We Get it Done

Your highly educated bilingual personal assistant gets to work and fulfills your request.

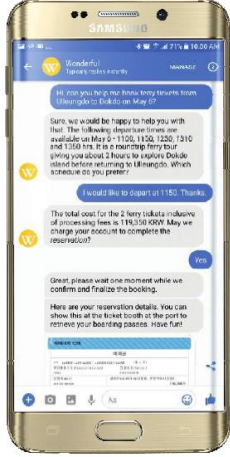
Win Back Your Time

Relax, explore, adventure and enjoy your time in Korea.

### Simple Pricing

800 krw/per min  
Pay only for what you use  
No monthly fees  
No minimums  
Cancel anytime

Wonderful marries technology and personal service to enhance your life in Korea as an expat or traveller.



kakao ID

facebook

e-mail

website

instagram

gowonderfully

facebook/gowonderfully

hello@gowonderfully.com

www.gowonderfully.com

instagram/gowonderfully

## Telephone Service

### A) Major area code within Korea

Seoul	02	Gyeonggi-do	031	Incheon	032	Daejeon	042
Gwangju	062	Daegu	053	Chungcheongbuk-do	043	Chungcheongnam-do	041
Gyeongsangbuk-do	054	Gyeongsangnam-do	055	Busan	051	Ulsan	052
Jeollabuk-do	063	Jeollanam-do	061	Jeju	064	Gangwon	033

### B) International Calls

When you make international calls, press the number of the phone service provider, country code, area code and phone numbers.

### Ex) Service Provider + Country Code + Area Code + Phone Numbers

00700 + 1 (US) + 202 (D.C.) + XXX-XXXX

	KT	LG U+	SK Telink
Number	001	002	00700

## Postal Service

You can mail letters, postcards and little parcels by putting them in a mailbox on the street or by visiting a post office in your neighborhood. You should go to the post office when using nonstandard envelopes or postcards. You need to write down the zip code when you send a letter or a package. Post offices, DHL, Federal Express, UPS, Hyundai Shipping Company, and EMS provide shipping services.

In Korea, EMS (service provider: Korea Post Office) is the most common type of postal service for international shipping. Alternatively, you can use Hyundai Shipping (Dream Bag) service to deliver bigger sizes of luggage. However, please note that DHL and FedEx can provide more English-friendly services. Please find more information on next page.

For both DHL and FedEx, you may apply for the services through online registration.

<b>DHL Korea</b>	<a href="http://www.dhl.co.kr">http://www.dhl.co.kr</a>
<b>FedEx (Federal Express)</b>	<a href="http://www.fedex.com/kr_english">http://www.fedex.com/kr_english</a>

## EMS (Korea Post Office)

An international postal service which brings letters, documents and parcels to their destinations abroad the fastest and safest through a special agreement between the Korea post and the postal administrations of other countries.

### A) Types of EMS services

EMS	EMS Service offers delivery service in the fastest and accurately through special post delivery network system between the Korea post and the postal administrations of other 143 countries
EMS Premium	EMS Premium Service offers delivery service in the fastest and accurately through TNT company which cooperation of a worldwide express delivery company.
EMS TCS (Time Certain Service)	Some countries including Hong Kong, and Viet Nam (Ha Noi, Ho Chi Minh) can be reached in next days within 09:00~17:00

### B) Standards of Delivery

- If documents without need of customs clearance are sent from Seoul (some parts excluded) before 12PM, they will be sent with 2-3 days to destination (Tokyo, Hong Kong, Singapore) from Seoul and 3-5 days to other destinations. Acceptance Post Office will provide further detailed information.
- Mail sent from Mountainous areas or isolated areas need additional time to reach Seoul International Post Office.
- Mails requiring customs clearance require additional time at the receiving country's customs office.

### C) EMS Inquiring Information

- If you sent some items via EMS Delivery Service, you can inquire delivery information with computer network systems which connected internally.
- If you cannot inquire through internet even after the previewed delivery time, you can take your receipt to the post office and apply for a 'fax mail search' of which the results will be informed to you.
- If you put EMS receipt barcode 13 number, delivery information will be informed to you.

### D) Price of Postal Service

Rates vary depending on the kind of mail and its weight, so you need to check the information through homepages or the post office's window. You can find the estimated postal price on this following website: <https://ems.epost.go.kr/front.EmsDeliveryDelivery09.postal?langtype=en>

## E) Applying for EMS pickup service

If you are applying for the pickup service, the postman will visit your unit to pick the package. Please visit the follow website to apply for the service: <https://ems.epost.go.kr/front.EmsApply1100c.postal>

### 국제우편스마트접수(EMS)

HOME > EMS 국제우편 > EMS 국제우편 예약 > 국제우편스마트접수(EMS)

☐ 방문접수 해당지역 집배원이 직접 방문하여 접수하기를 원하시면 체크해주세요.

If you need Korean assistance, you could find a translated guideline on this website:

<https://hangukdrama.files.wordpress.com/2011/12/3.png>

\*Please kindly note to follow the instruction only from “Agree to all 3 terms of conditions” section and disregard the previous guidance on the page.

\*The location of the nearest post office from IGC is shown [here](#).

## Transmissible and Non-transmissible items for Overseas Mail

Transmissible items	Non-transmissible items
<ul style="list-style-type: none"><li>• Official Communications</li><li>• Commercial Papers</li><li>• Computer Data</li><li>• Check Clearances</li><li>• Business Samples</li><li>• Magnetic Tape</li><li>• Microfilm</li><li>• Merchandise (some countries may prohibit sending certain merchandises.)</li></ul>	<ul style="list-style-type: none"><li>• Coins and Bank Notes</li><li>• Money Remittances</li><li>• Negotiable Articles</li><li>• Prohibited Articles</li><li>• Items that are dangerous to handle or can destroy or contaminate other items</li><li>• Flammable or explosive materials or dangerous materials (paint, ink, etc.)</li><li>• Obscene or indecent items</li><li>• Processed or unprocessed gold, silver, platinum, gems and other valuables</li><li>• Items that are prohibited at the receiving country</li><li>• Easily perishable foods</li><li>• Animals and plants</li></ul>

## Hyundai Shipping: Dream Bag Service

Hyundai Shipping provides international shipping service (Dream Bag Service) to the U.S. and some of our faculty have used it to deliver bigger size of luggage. If you use the service, you would be able to receive durable packaging bag(s) and have them delivered to your house in the States at an affordable price. For more information, please visit <https://www.cyhds.com/> or refer to ‘Appendix 16. Hyundai Shipping: Dream Bag Service.’

## Must-Have Mobile Applications

Below are some recommendations for mobile applications to use while you are in Korea.

- KakaoTalk – Korea’s most popular instant messaging application. English available. Available for [Android](#) and [iOS](#).
- KakaoT – Application to call a taxi. English-friendly. Available for [Android](#) and [iOS](#).
- KakaoMap – Korea map application. More defined than Google Maps. English available. Available for [Android](#) and [iOS](#).
- KakaoMetro – Korea metro map, schedules, and travel estimator. English available. Available for [Android](#) and [iOS](#).
- Emergency Ready App – Korean government’s application for emergency alerts. Available for [Android](#) and [iOS](#).
- Google Translate – Advanced translation application. Be sure to set it for usability offline. Available for [Android](#) and [iOS](#).
- Visit Korea – Korean government’s application for Korea tour information. Available for [Android](#) and [iOS](#).
- Air Quality – Check current air quality. Available for [Android](#) and [iOS](#).

## Transportation

### ICN International Airport to Incheon Global Campus

#### 1. Taxi

##### A) From Terminal 1

###### Taxi Stand



1. After you claim your baggage, please exit through terminal B or C.
2. Please find Gate 5 to exit the airport.
3. You will see a short crossroad after you exit Gate 5. Please cross this road to get to the taxi stand.
4. There, you will see a guide who will ask your destination to get a taxi. Your destination is "Incheon Global Campus Gate 3." If you have problem communicating with the person, please show the message in the box below.
5. Estimated fare: 35,000 KRW – 40,000 KRW (including 5,500 KRW toll fee)
6. Estimated duration: 30-40 minutes
7. Please be noted to take a regular taxi not any limousine taxi (black) nor jumbo taxi. Please see attachment on next page for more details about different types of taxi in Korea.

###### \* Note to the guide at taxi stand and/or taxi driver:

“인천 송도 글로벌캠퍼스 GATE3 까지 부탁드립니다. 상세 주소는 ‘인천시 연수구 송도문화로 119-4’입니다.”

## B) From Terminal 2



1. After you claim your baggage, please exit through Arrival Hall A.
2. Take Gate 1 or 2 exit.
3. Cross a road to taxi “3D.”
4. Your destination is “Incheon Global Campus Gate 3.” If you have problem communicating with the person, please show the message in the box below.
5. Estimated fare: 38,000 KRW – 42,000 KRW (including 5,500 KRW toll fee)
6. Estimated duration: 40-50 minutes
7. Please be noted to take a regular taxi not any limousine taxi (black) nor jumbo taxi. Please see attachment on next page for more details.

\* If you are using either Korean Air, Delta Airlines, Air France or KLM Royal Dutch Airlines, you will arrive at Terminal 2 of Incheon International Airport.

### \* Note to the guide at taxi stand and/or taxi driver:

“인천 송도 글로벌캠퍼스 GATE3 까지 부탁드립니다. 상세 주소는 ‘인천시 연수구 송도문화로 119-4’입니다.”



### C) Types of Taxi in Korea



#### Regular Taxi

- Starting rate: 3,900 KRW
- Accommodates up to 4 people (it may differ)
- Please use this taxi from/to the airport and elsewhere



#### Limousine Taxi

- Starting rate: 6,500 KRW
- Accommodates up to 4 people (it may differ)
- Try to avoid this taxi as its rate is expensive



#### Jumbo Taxi

- Starting rate: 6,500 KRW
- Accommodates up to 8 people (it may differ)
- You will only see this taxi at the airport. However, please try to avoid this taxi as its rate is expensive.

## Public Transportation

The Incheon Free Economic Zone Authority maintains excellent public transportation information resources for residents of Songdo. For more information, please visit:

[https://www.ifez.go.kr/global/pst/list.do?pst\\_id=gb\\_living](https://www.ifez.go.kr/global/pst/list.do?pst_id=gb_living)

### Subway

Subways serve as the most convenient means of transportation, probably the most favored public transportation by both Koreans and international visitors. Subways are currently available in five major cities including the Seoul Metropolitan Area, Busan, Daegu, Gwangju and Daejeon. Seoul Metropolitan Area subway system covers an expansive area, including Line 1 to 9 with additional lines, such as Sinbundang Line, Gyeongchun Line, Gyeongui-Jungang Line, Ever Line, Uisnseol Line, and more, branching throughout the metropolitan area. Each subway line has a designated color to aid passengers in using the subway with ease. For more information, visit [Subways](#).

[Interactive Subway Map](#)

### Buses

- Express buses  
KOBUS Express Bus Lines Association, 02-536-6460~2, [www.kobus.co.kr](http://www.kobus.co.kr) (also available in English) Express buses are referred to as “jwaseok (seat) bus” in Korean and offer more comfortable rides than general buses. As they also tend to travel long-distance routes, express buses charge high fare than general buses.
- General buses  
General buses are referred to as ilban (general) bus in Korean. There are three main types of ilban buses, including red, blue and maeul (or village) buses. As destinations are written in Korean, English and Chinese, you should have little difficulty finding the bus that you need
- Blue buses  
General blue buses, meanwhile, are the mid-range buses traveling within Incheon that can take passengers to major landmarks and often more specific destinations.
- Village buses  
Called “maeul (village) bus” in Korean, village buses are neighborhood shuttle buses usually running on short-distance routes in residential areas that lack access to major public transportation. Buses are smaller and charge lower fare than general buses.

- Red buses

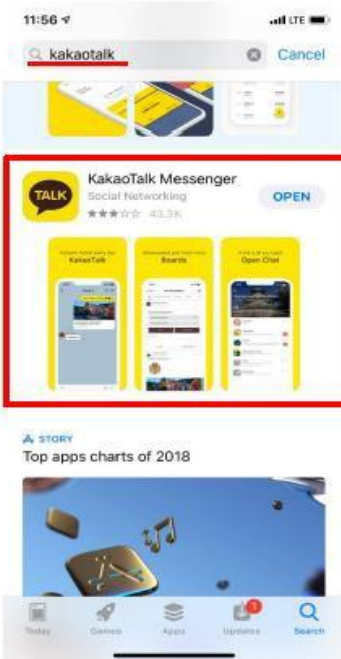
Red buses are generally used to travel long distances. Routes for these buses are set up to connect primary and secondary central business districts, and passengers can travel to more specific destinations by transferring to a different, more local bus. There are 21 red buses that travel from Incheon to Seoul.

## Taxis

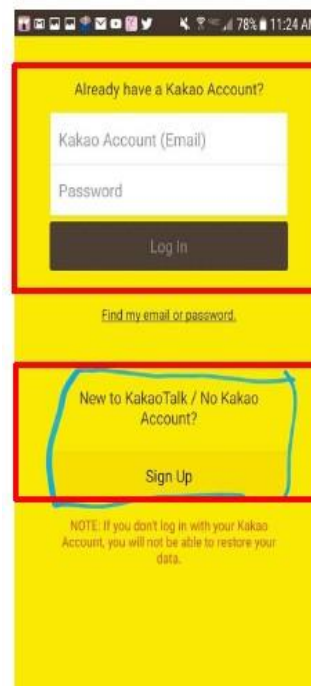
For destinations unreachable via bus or subway or simply for speedy and comfortable transportation, Incheon also has many cabs providing a 24-hour service to the public. The fare is relatively cheap, with a base rate of KRW 3,800 for the first two kilometers, and an additional KRW 100 for each 35 seconds if the distance is less than 15km and KRW 100 for each 144 meters traveled there-after. There is a night charge between midnight and four o'clock in the morning, or when crossing regional boundaries, which may amount to 20% of the metered fare. Also, passengers are responsible for toll gate fares. There is no tipping custom in Korea. If you need to call a taxi, please call Incheon Michuhol Call Center 120 and press 9 for assistance. Additionally, you have the option to use the taxi app called Kakao T, which is similar to Uber. Please see the details below on how to call a taxi using Kakao T.

## How to Use Kakao T Application

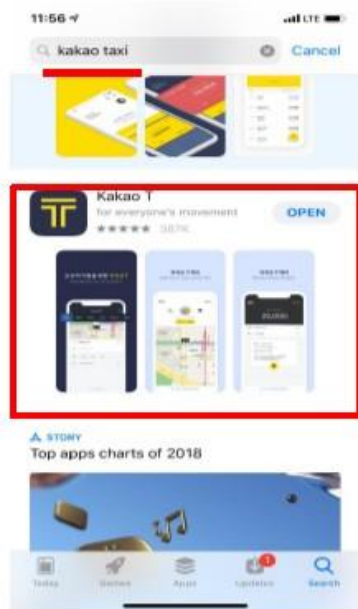
- Open 'Google Play' or 'App Store'.
- Search Kakaotalk.
- Download and open the Kakaotalk app.



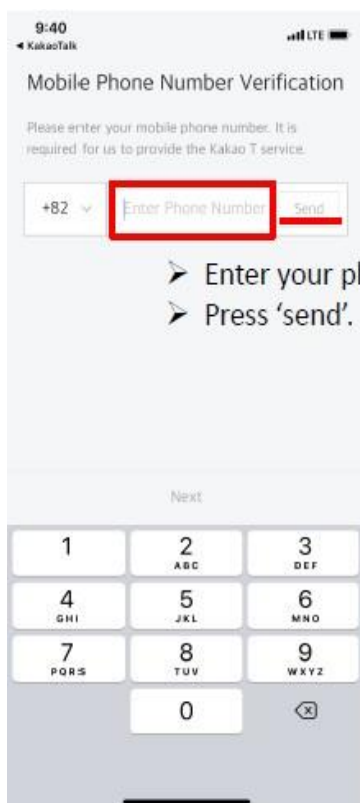
- If you have Kakaotalk ID, log in.
- If you don't have Kakaotalk ID, you need to sign up.



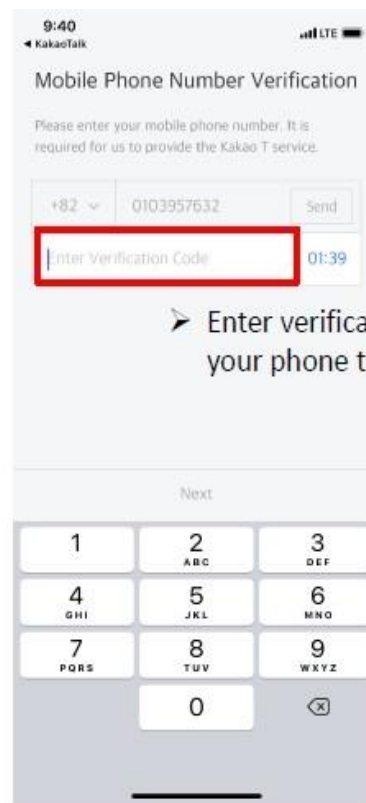
- Open 'Google Play' or 'App Store' again.
- Search Kakao taxi.
- Download and open the Kakao T app.



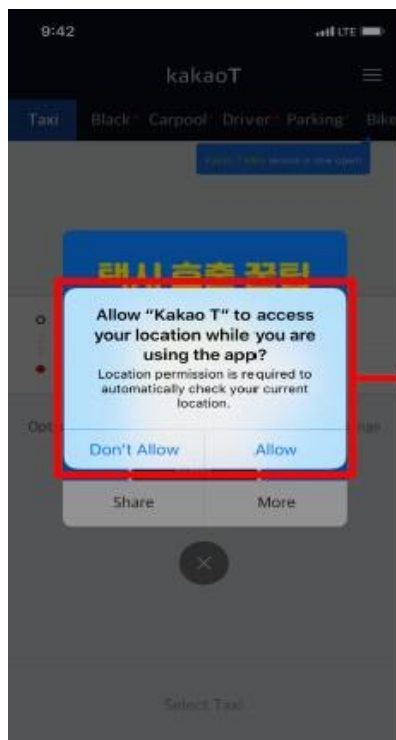
- Log in with Kakaotalk account.



- Enter your phone number.
- Press 'send'.



- Enter verification code from your phone text message.

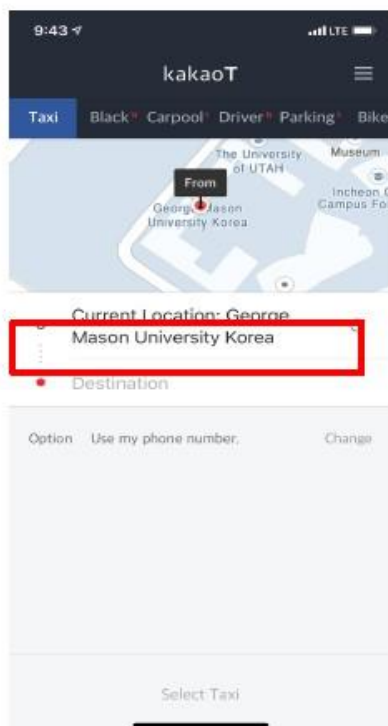


➤ Press 'Allow'.

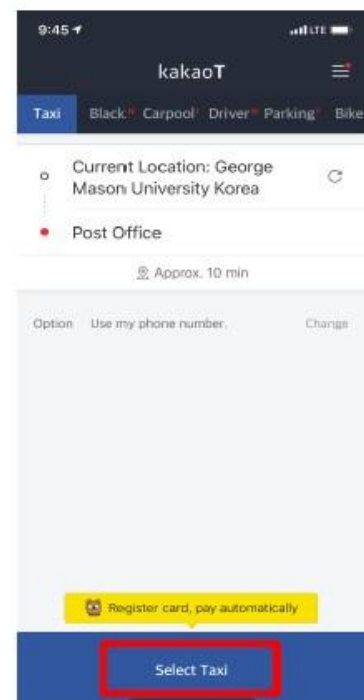


➤ Press 'X'.

- Enter the name of a place or the address where you want to go.

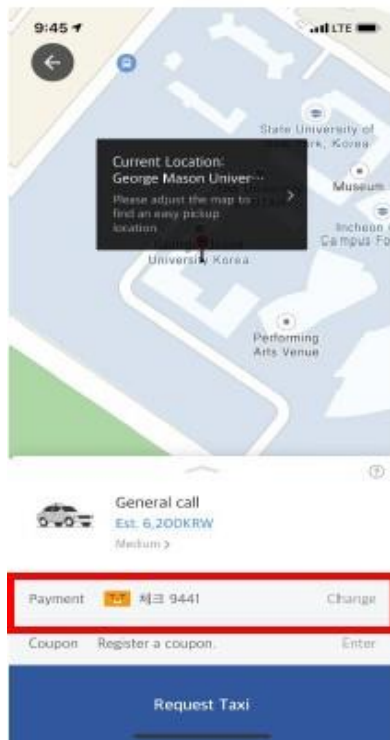


- Press 'Select Taxi'.

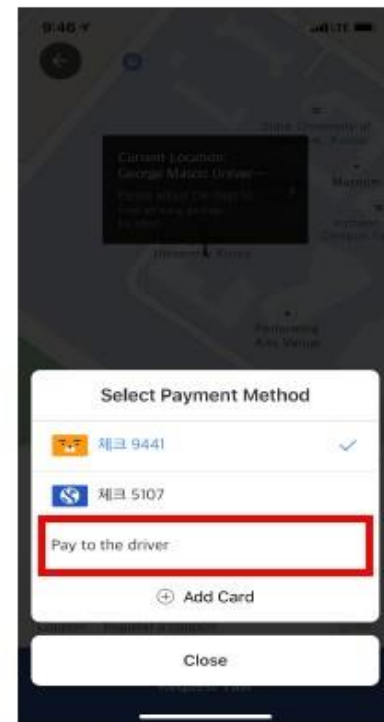




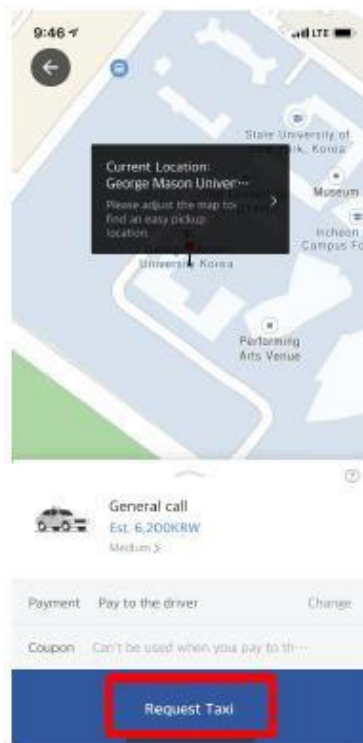
- Please always change the payment if your card is not registered in the system



- Select 'Pay to the driver'.



- Press 'Request Taxi'.



## Transportation Cards

There are three different types of transportation cards in Korea that can be used on public buses and subways in several different metropolitan cities and locations throughout the nation.

### A) T-Money & Cashbee Cards



#### Cashbee Card Type



Card Type



Watch Type



Accessory Type

#### Find Cashbee Sticker!



You can use and charge Cashbee where Cashbee Sticker is attached.

- **Price:** From 2,500 KRW

- **Areas of use:**

	Region
<b>Subway</b>	<ul style="list-style-type: none"> <li>- Seoul &amp; Gyeonggi-do (Lines 1-9, Airport Railroad, Shinbundang Line, U Line, Suin Line, Gyeongchun Line, Gyeongui-Jungang Line, Jungang Line, Bundang Line, Yongin EverLine, Ui Sinseol Line)</li> <li>- Incheon (Lines 1-2)</li> <li>- Daejeon (Line 1)</li> <li>- Daegu (Lines 1-3)</li> <li>- Busan (Lines 1-4, Busan-Gimhae Light Rail, Donghae Line)</li> <li>- Gwangju (Line 1)</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>- Seoul &amp; Gyeonggi-do (All areas)</li> <li>- Incheon, Daejeon, Daegu, Ulsan, Gwangju, Busan, Sejong (All areas)</li> <li>- Gangwon-do (Chuncheon, Wonju, Gangneung, Hoengseong)</li> <li>- Chungcheongbuk-do (Chungju, Yeongdong, Cheongju, Okcheon, Danyang, Jecheon, Jincheon, Cheongwon, Goesan, Boeun, Eumseong, Jeungpyeong)</li> <li>- Chungcheongnam-do (Cheonan, Asan, Hongseong, Gongju, Nonsan, Cheongyang, Boryeong, Yeongi, Yesan, Geumsan, Buyeo, Taean, Seosan, Seochon, Dangjin, Gyeryong)</li> </ul>

	<ul style="list-style-type: none"> <li>- Gyeongsangbuk-do (Pohang, Yeongju, Mungyeong, Sangju, Andong, Gumi, Gyeongju, Gimcheon, Uljin, Uiseong, Gyeongsan, Yecheon, Ulleung, Chilgok, Yeongcheon, Cheongdo)</li> <li>- Gyeongsangnam-do (Tongyeong, Geoje, Changwon, Yangsan, Haman, Miryang, Sacheon, Sancheong, Hadong, Changnyeong, Hamyang, Jinju, Goseong, Geochang, Namhae, Hapcheon, Gimhae)</li> <li>- Jeollabuk-do (Gunsan, Wanju, Sunchang, Jeonju, Gimje, Ilsan, Iksan, Jinan, Gochang, Jeongeup, Buan, Namwon, Muju, Jangsu)</li> <li>- Jeollanam-do (Yeosu, Mokpo, Gwangyang, Naju, Hwasun, Haenam, Jangseong, Muon, Hampyeong, Damyang, Gurye, Gangjin, Goheung, Boseong, Yeongam, Suncheon, Gokseong, Jangheung, Yeonggwang)</li> <li>- Jeju-do (All areas)</li> </ul> <p>* Cashbee card is not accepted in Gyeongsangbuk-do (Andong), Gyeongsangnam-do (Geoje, Tongyeong, Hadong, Hapcheon, Hamyang, Geochang, Changnyeong, Goseong, Sancheong, Namhae).</p>
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Source: visitkorea.or.kr

- **Retail Locations:**

- **Convenience stores** (GS25, CU, 7-Eleven, Ministop, Buy The Way, etc.): the T-Money or Cashbee in areas of use listed above.
- \* T-Money card can also be purchased from ticket vending and card reload devices inside subway stations within the Seoul metropolitan area.

- **Reload & Refund Locations:**

- **All retail locations**
- \* Card price and service fee of 500 KRW are not refundable. Travelers are advised to load their card in small amounts as the refund process for over 50,000 KRW can be complicated and time-consuming.

- **How to use:** When used with public transportation in Seoul, you must **tap your card when boarding and getting off buses or entering and exiting subway stations**. Transfer discounts are also available, limited to four times a day, within a transfer time limit of 30 minutes (up to 1 hour from 21:00 to 07:00 next day). However, the transfer discount will not apply if transferring to the same numbered bus or re-entering the same subway station within 30 minutes.

- **Bus:** Upon boarding the bus, place your card on the sensor located at the front of the bus until it beeps. The sensor will display the amount charged on the top and the remaining balance at the bottom. Before getting off the bus, place the transportation card on the sensor located at the rear doors of the bus until it beeps. If you do not tap your card before getting off the bus, you will not be able to benefit from the transfer discount.



- **Subway:** Place your card on the sensor located on top of the subway turnstile until it beeps. The sensor will display the amount charged on the top and the remaining balance at the bottom. If you are transferring, the amount charge may appear as “0” (zero). Upon arriving at your destination, tap your card at the sensor on the turnstile again in order to exit.
- **Taxi:** In a taxi with the T-Money or Cashbee logo affixed, inform the taxi driver that you want to pay with a transportation card, tap your card on the terminal, and your taxi fare will be automatically paid from your transportation card’s balance. However, please note that this payment method will only work if there is enough balance on your card to pay the full fare.

\* To use the subway with cash, purchase a single journey ticket from the ticket vending machines. The fare will depend on the final destination, in addition to a 500 KRW deposit. The deposit can be obtained by returning the card to a Card Refund Deposit machine after exiting at the final station.

\* Distances under 10 km (approximately 6.2 miles) by subway are base fare, with an additional 100 KRW charged for each 5 km increment from 10-50 km, and 100 KRW additional for each 8 km increment over 50 km.

- How to Use T-Money Card Reloading Device



*Ticket Vending and Reload Machine | Source: visitkorea.or.kr*

- T-Money and Cashbee cards are rechargeable in amounts ranging from 1,000 to 90,000 KRW (maximum value the card can hold is 500,000 KW) at any sales location or the card reload devices inside subway stations.
- T-Money cards can also be reloaded at ATMs located within Seoul Subway Lines 1-8, Incheon Subway Lines 1-2 (select areas), and bank ATM machines (Everrich, Shinhan, Hana, Woori, Jeju, Nonghyup) throughout the country.
- Cashbee cards can be charged within subway stations in Seoul Metropolitan area and Busan.

\*The steps to use T-Money card reloading machine are explained on the next page.



**Step 1.** Select your preferred language (Korean, English, Japanese, Chinese).



**Step 2.** Touch the “Reloading the transit card” button.



**Step 3.** Place your card on the loading pad.



**Step 4.** Select the amount of money you wish to load.



**Step 5.** Insert money.



**Step 6.** Wait briefly while the device reloads your T-Money card. Once reloading is complete, confirm its balance.

T-money (Foreigner Guide): 1644-0088 / 080-389-0088

For more information: [www.t-money.co.kr](http://www.t-money.co.kr)

Source: [visitkorea.or.kr](http://visitkorea.or.kr)

## B) KOREA TOUR CARD



- KOREA TOUR CARD is equipped with T-Money functions and offers discount benefits on shopping, attractions, performances, and hallyu related contents.
- It also provides discount benefits at popular attractions such as National Museum of Modern and Contemporary Art, Seoul, Everland, and Lotte World.
- It is downloadable via mobile app of the same name, allowing convenient access to all the benefits of the KOREA TOUR CARD without carrying a physical card.
- **Price:** 4,000 KRW (card is not loaded upon purchase) \*cash only
- **Retail locations:**
  - Card vending machines at major Seoul subway stations from Line 1 to 4 and at Incheon International Airport Terminal 1 Station on Airport Railroad Line
  - Convenience stores: 7-Eleven, CU, GS25, emart24 (some stores may not have the card)
  - Airport Railroad Travel Centers: Seoul Station Travel Center/Hongik Univ. Station Travel Center/Incheon International Airport Passenger Terminal 1 Store on B1/Incheon International Airport Passenger Terminal 1 Travel Center/Gimpo Airport Station Int'l Travel Center
  - Affiliated banks within the airport – Shinhan Bank (Incheon International Airport exchange booths/Woori Bank exchange booths, Gimpo International Airport)

- **Reload & refund locations:**

- Convenience stores and T-Money service desks at subway stations (Seoul Subway Lines 1-8, Incheon Subway Lines 1-2) and at Woori bank currency exchange booths at the Arrival Gate within Incheon International Airport and Gimpo International Airport.

\* Cards can also be reloaded using the card reloading devices within subway stations.

\* Upon refund, travelers can receive the remaining balance loaded in the card with a service charge of 500 KRW; card purchase payment will not be refunded. Cardholders are advised to load their card in small amounts as refund process for over 50,000 KRW can be complicated and time-consuming.

\* More information can be found on KOREA TOUR CARD website:  
[www.koreatourcard.kr](http://www.koreatourcard.kr) (Korean, English, Japanese, Chinese)

## Rental Cars

Renting a car is relatively easy, as there are numerous car rental companies in Korea, including Lotte Rent-a-Car and SK Rent-a-Car. There are many rental company branches throughout Korea and the services are clustered around the major traffic points such as Incheon International Airport, Gimpo International Airport, Jeju International Airport, provincial airports, KTX train stations, major railway stations and express bus terminals. Branch information can be found on each car rental company's website.

### Requirements for Renting a Car

**1. Driver's License, Passport and Credit Card:** In order to rent a car in Korea, you must have a valid International Driving Permit (IDP) or a valid driver's license issued in Korea. You can arrange for an IDP at Automobile Association of America (AAA) offices. More detailed information can be found through this link: <http://www.aaa.com/vacation/idpf.html>

**2. Driver Qualifications:** The necessary qualifications for renting vehicles will vary by company so we recommend contacting the rental companies directly for details.

**3. Additional Driver:** One additional driver is allowed to be added to the rental. Both drivers must visit the rental company in person in order to register for insurance purposes. There is no fee for adding an additional driver to the contract.

**4. Insurance:** Baseline rates for car rentals include the basic general insurance. However, the risk of damage to or theft of the car is not included in the coverage. Instead, renters can arrange for this independently or purchase an optional insurance or protection plan from the rental company, including coverage for an additional driver.

### 5. Rental Procedure

- 1) Make an inquiry and consultation at the rental car company
- 2) With an additional fee, you may have the rental car delivered to you on site. Depending on the location of delivery, the fees may vary. If you would like to use the delivery service, please discuss this with the agent when making an inquiry.
- 3) Present driver's license to rental company agent for confirmation and car rental agreement
- 4) Inspect the car's condition and the amount of fuel with the agent before signing the car rental agreement (please check carefully for any pre-damage to the car before rental)
- 5) Use the rental car
- 6) Inspect the car's condition and the amount of fuel at the end of your rental period with the agent

## Information on Major Car Rental Companies

### SK Rent-a-Car

- **Phone inquiries:** +82-2-1599-9111 (Korean, English) / Press 7 for English service
- **Website:** [www.skcarrental.com](http://www.skcarrental.com) (Korean only)
- **Locations:** Most major cities in Korea

### Lotte Rent-a-Car

- **Phone inquiries:** +82-1588-1230 (Korean, English) / Press 8 for English service
- **Website:** [www.lotterentacar.net](http://www.lotterentacar.net) (Korean, English)
- **Locations:** Most major cities in Korea

### Jeju-do Car Rental Business Association

- **Location:** Jeju Island
  - \* International tourists can rent a car after going through certain rental procedures at the designated desk located at Jeju International Airport.

Please refer to the following link for more detailed information.

[https://english.visitkorea.or.kr/enu/TRP/TP\\_ENG\\_8\\_3.jsp](https://english.visitkorea.or.kr/enu/TRP/TP_ENG_8_3.jsp)

*Source: Korea Tourism Organization*

## Driver's License in Korea

- **Types of driver's licenses**

- Class 1 Large, Class 1 Special (Large towing truck, small towing truck, recovery vehicle)
- Class 1 General, Class 2 General (automatic, manual), Class 2 Small, Class 2 motorized bicycle

- **License Acquisition Process**

- 1) Traffic safety education before examination
- 2) Health check
- 3) Apply for written Exam
- 4) Take written exam
- 5) Apply for driving course test
- 6) Take driving course test
- 7) Practice License issued
- 8) Apply for on-road driving exam
- 9) Take on-road driving exam
- 10) Driver's license issued

Please find more information on driver's license in Korea on the following link:

<https://www.safedriving.or.kr/guide/rerGuideEng01.do>

\*Note: Tests are available at each Regional Examination Office

\*Note: You can also apply for "Exchange of Foreign Driver's License" and "International Driving Permit" at each Regional Examination Office.

- **Incheon Driver's License Test Center** (Regional Examination Office)

- Address: 1247, Aam-daero, Namdong-gu, Incheon
- It takes approximately 15 minutes from IGC to the center by taxi.



## International and Foreign Schools (K-12) in Korea

South Korea allows foreign educational institutions to establish and operate international schools in its special economic zones to improve the residential environment for expatriates and their families, and those seeking to do business in Korea. Like much of Asia, South Korea's education system is famously strong. Students regularly perform at above average levels in all areas, especially math and sciences. So you'll be glad to know that international schools in Korea match and often exceed these standards.

### International Schools Around Songdo

#### 1. Chadwick International

- Homepage URL: <https://www.chadwickinternational.org/>
- Address: 45, Art center-daero 97 beon-gil, Yeonsu-gu, Incheon
- Tel: +82 32 250 5000
- Virtual campus tour link:  
<https://www.chadwickinternational.org/uploaded/Homepage/We/Campus/tour/index.html>

#### 2. CMIS Canada

- Homepage URL: <http://cmis.kr/>
- Address: B1076 IGC Support Center, SongdoMunhwa-ro 119, Yeonsu-gu, Incheon
- Tel: +82 32 715 8080

#### 3. Cheongna Dalton School

- Homepage URL: <http://www.daltonschool.kr/index.php>
- Address: 344, Cheomdandong-ro, Seo-gu, Incheon
- Tel: +82 32 563 0523

## International Schools Outside Songdo

### 1. Korea International School (KIS) Seoul Campus

- Homepage URL: <http://kisseoul.org/>
- Address: 408, Gaepo-ro, Gangnam-gu, Seoul
- Tel: +82 2 3496 0509

### 2. Seoul International School (SIS)

- Homepage URL: <https://www.siskorea.org/>
- Address: 15, Seongnam-daero, 1518 beon-gil, Sujeong-gu, Seongnam-si, Gyeonggi-do
- Tel: +82 31 750 1200

### 3. Seoul Foreign School (SFS)

- Homepage URL: <https://www.seoulforeign.org/>
- Address: 39 Yeonhui-ro 22-gil, Seodaemun-gu, Seoul
- Tel: +82 2 330 3100

For more information about International and Foreign Schools, please refer to some of these sites for details.

International School Database: <https://www.international-schools-database.com/in/seoul>

International Schools in Korea: <https://internationalschoolsinkorea.com/blog/best-international-schools-korea/>

## Nearby Grocery Stores

There are a few grocery stores nearby the Incheon Global Campus. You can either take bus, subway, IGC shuttle, and by walk to get to the stores.

[Triple Street](#) – Aside from numerous restaurants, Triple Street also contains a Daiso, No Brand, and many other useful stores. Located across from the IGC campus. Be sure to check out our list of Faculty/Staff Discounts at [BambooHR](#).

[Homeplus](#) – Homeplus is a chain of grocery and household goods stores. The local HomePlus also includes a clinic, pharmacy, and various other stores and restaurants in its many floors. Located next to the Hyundai Premium Outlet, across the street from Triple Street's block A (i.e., farthest from the IGC campus).

[Hyundai Premium Outlets](#) – A large outlet mall with many floors, stores, and restaurants. Located across the street from Triple Street's block A (i.e., farthest from the IGC campus).

[Costco](#) – A large wholesale store for groceries and many other goods. Located at the far end of Songdo, you will want larger transportation to shop here. Membership card required to check out (or bring a friend with one)!

For location details, please refer to the information below.

- **Daiso (Songdo Triple Street Store)**

- Daiso mainly sells household items such as kitchenware and cleaning products
- **Open Hours:** 10:30 AM – 10:00 PM (Weekdays)
- **Phone Number:** 032-310-9698

## Directions to Daiso (Walking)



*Estimated Time: 10 min.*

**Departing from IGC**

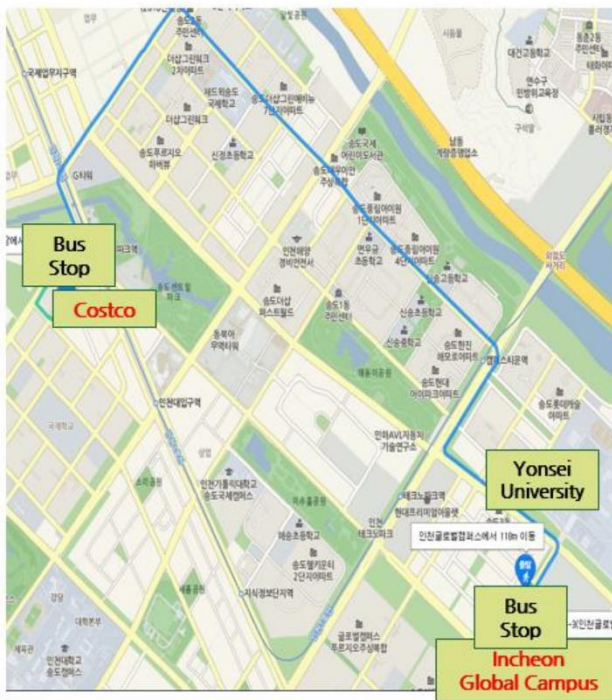
1. Cross the street in front of Dorm B building.
2. Take a left turn and head to Triple Street Building D and enter the building.
3. Take the escalator and go down to B1F.

- **Costco (Songdo Store)**

- **Open Hours:**  
9:00 AM – 10:00 PM (Weekdays)
- **Phone Number:**  
1899-9900
- Costco closes every 2<sup>nd</sup> and 4<sup>th</sup> Sunday.
- Costco closes January 1<sup>st</sup>, Lunar New Year's Day, and Korean Thanksgiving Day.



## Directions to Costco(Bus)



*Estimated Time: 30 min.*

**Departing from IGC**

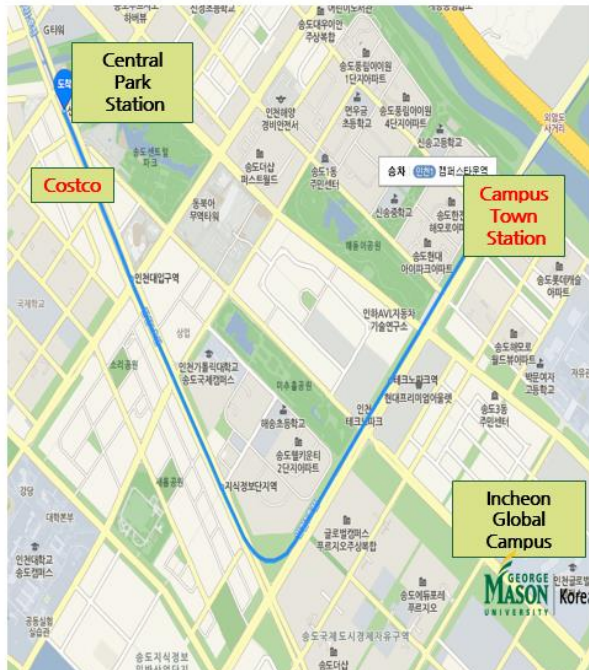
1. Take the 6-3 bus at the Incheon Global Campus Station (#39-858). The bus stop is located right behind the faculty apartment.
2. Get off at Holiday Inn station. The bus makes 14 stops. (Need to get off at 14<sup>th</sup> stop)
3. Walk for 200m on Incheontowerdae-ro and make a left.
4. Walk for 100m on Convensiadae-ro

**# Additional Info.**

*Taxi - Estimated Taxi Fare: 6400 won.*

*- Estimated Time : 15 min.*

# Directions to Costco(Subway)



*Estimated Time: 20 min.*

**Departing from Campus Town station**

1. Take a subway at Campus Town.
2. Get off at Central Park station. The subway makes 4 stops Get out through exit #1.

**# Additional Info.**

*Taxi - Estimated Taxi Fare: 6400 won.*

*- Estimated Time : 15 min.*

## • Home Plus (Songdo Store)

- **Open Hours:**  
9:00 AM – 12:00 AM Midnight (Weekdays)
- **Phone Number:**  
032-220-9900
- Home Plus at Songdo closes every 2<sup>nd</sup> and 4<sup>th</sup> Sunday.





# Directions to Homeplus (Walking)



*Estimated Time: 15 min.*  
**Departing from Gate 1**

1. Walk for 1.0 km on Songdomunhwa-ro.

## # Additional Info.

*Taxi - Estimated Taxi Fare: 3800 won.*

*- Estimated Time : 5 min.*

\* Alternatively, you can take the 92, 6-2 bus from Incheon Global Campus Station (located the opposite side of the faculty apartment) and get off at Global Campus Prugio Station. From the station, walk straight for 5 minutes and turn left at the intersection. Homeplus will be on your right side. The bus makes 1 stop.

- **Lotte Mart (Songdo Store)**
  - **Open Hours:**  
9:00 AM – 12:00 AM Midnight (Weekdays)
  - **Phone Number:**  
032-222-2500
  - Lotte Mart closes every 2<sup>nd</sup> and 4<sup>th</sup> Sunday.



# Directions to Lotte Mart (Walking)



*Estimated Time: 45 min.*

**Departing from IGC**

1. Walk for 328m on 130 Songdogwahak-ro.
2. Make a left turn at Songdogwahak-ro.
3. Walk for 274m on 84 Songdo Gwahak-ro to get to the cross walk.
4. Cross the street and turn left at the intersection.
5. Make a right turn at the second intersection.
6. Walk straight towards Lotte Mart (about 2.2km).

# Directions to Lotte Mart (Bus)



*Estimated Time: 25 min.*

**Departing from IGC**

1. Take the 16 bus at the Incheon Global Campus Station (#39-850). The bus stop is located the opposite of the faculty apartment.
2. Get off at Lotte Mart Station. The bus makes 11 stops. (Need to get off at 11<sup>th</sup> stop)

**# Additional Info.**

*Taxi - Estimated Taxi Fare: 4700 won.*

*- Estimated Time : 15 min.*

*\* Alternatively, you can take a shuttle to get there (Please refer to shuttle schedule).*

## Nearby Shopping Mall

There are a few Shopping Mall/Shopping Center near the campus. You can either walk or take public transportation to get to these malls.

### 1. Triple Street

- **Open Hours:**  
10:30 AM – 21:00 PM (Weekdays)
- **Phone Number:**  
032-310-9400
- Triple Street is open 365 days.
- Some shops/restaurants open till 2:00 AM



## Directions to Triple Street (Walking)



*Estimated Time: 10 min.*  
**Departing from IGC**

1. Walk to the faculty apartment.
2. Go down the stairs to the bus stop.
3. Take a right turn and go straight and cross the street to Genesem.
4. Walk straight and there is an entrance to Triple Street and you will arrive to Triple street complex D.



# Movie Theater (Megabox)

- Megabox (movie theater) is located on the 2/3/4/5 floor in Triple street complex D building.
- Movie time and Ticket price information:

<http://www.megabox.co.kr/?menuId=theater-detail&region=35&cinema=4062>



## 2. Hyundai Premium Outlet

- **Open Hours:**  
10:30 AM – 21:00 PM (Weekdays)
- **Phone Number:**  
032-727-2233
- Hyundai Premium Outlet at Songdo closes on Korean Thanksgiving Day and Lunar New Year's Day.



# Directions to Hyundai Outlet (Walking)



*Estimated Time: 20 min.*

## Departing from IGC

1. Walk for 328m on 130 Songdogwahak-ro.
2. Make a right turn at Songdogwahak-ro.
3. Walk for 639m on Songdogwahak-ro.
4. Cross the street and turn left at the intersection.
5. Walk straight and there is an entrance to Hyundai Premium Outlet, which is right beside Home plus.

## 3. Canal Walk

- **Open Hours:**  
10:30 AM – 21:00 PM (Weekdays)
- **Phone Number:**  
032-723-6300



# Directions to Canal Walk (Bus)



*Estimated Time: 30 min.*

## Departing from IGC

1. Take the 6-3 bus from Incheon Global Campus Station (#39-858).
2. Get off at Canal Walk station (#38-415) and the bus makes 12 stops. Canal Walk is the opposite side of the bus stop.

## # Additional Info.

*Estimated Taxi Fare: 6,000 won*

*Estimated Time: 15 min.*

## 4. E-Mart

- **Open Hours:**  
10:00 AM – 12:00 AM Midnight (Weekdays & Weekends)
- **Phone Number:**  
032-820-1234
- E-Mart closes every 2<sup>nd</sup> and 4<sup>th</sup> Sunday.





## 5. Square 1 (with Home Plus)

- **Open Hours:**  
9:00 AM – 12:00 AM Midnight (Weekdays & Weekends)
- **Phone Number:**  
032-430-8000
- Square 1 Mall also has Home Plus (Yeonsu Store) which closes every 2<sup>nd</sup> and 4<sup>th</sup> Sunday.



## Directions to E-Mart and Square 1 (Subway)



*Estimated Time: 10 min.*

### Departing from Campus Town Station

1. Take the subway from Campus Town Station and get off at Dongchun Station. The subway makes 2 stops.
2. Come out of Dongchun Station exit #1 and walk straight for 2-3 minutes.
3. E-Mart is located next to Square 1.
4. Home Plus is located inside the Square 1 Mall, B1 floor.

### # Additional Info.

*Estimated Taxi Fare: 5,500 won*

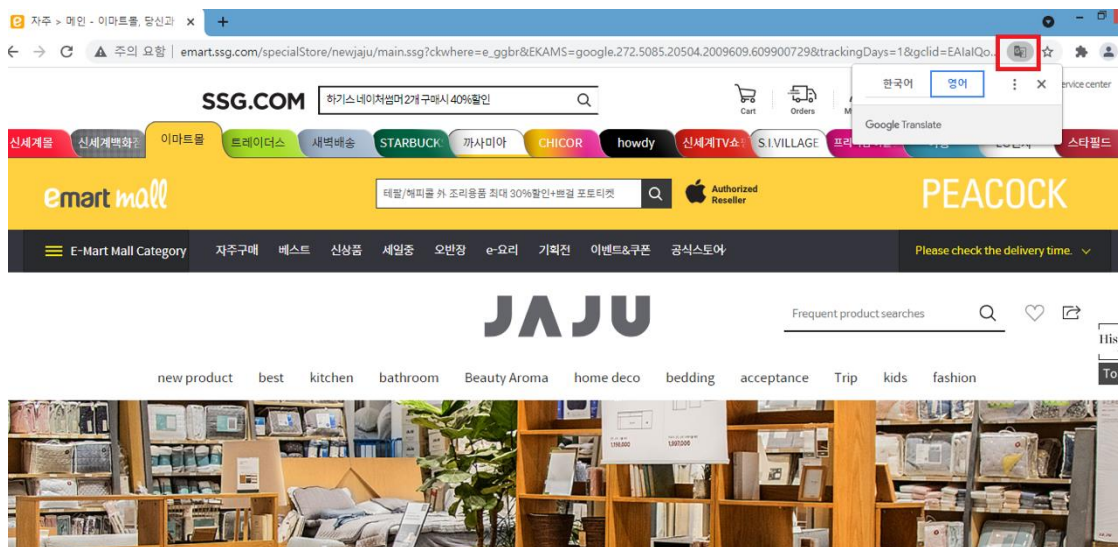
*Estimated Time: 12 min.*

## Online Purchasing

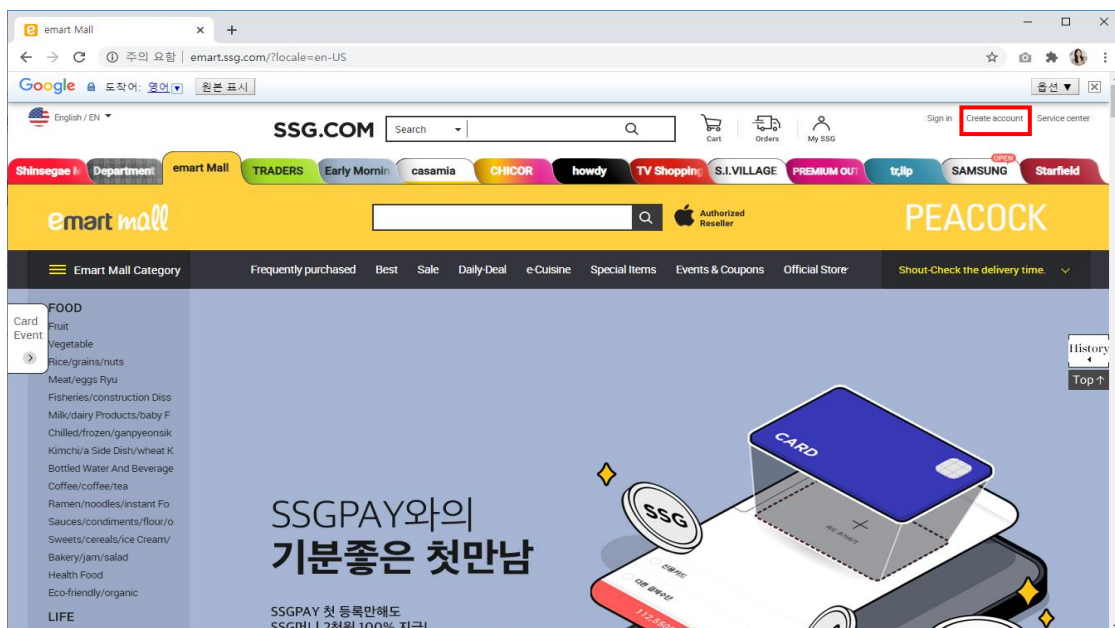
### E-Mart Mall (Desktop)

E-Mart Mall provides a variety of products and foods you would need for living. The mall also offers various payment methods including international credit card such as VISA and Mastercard.

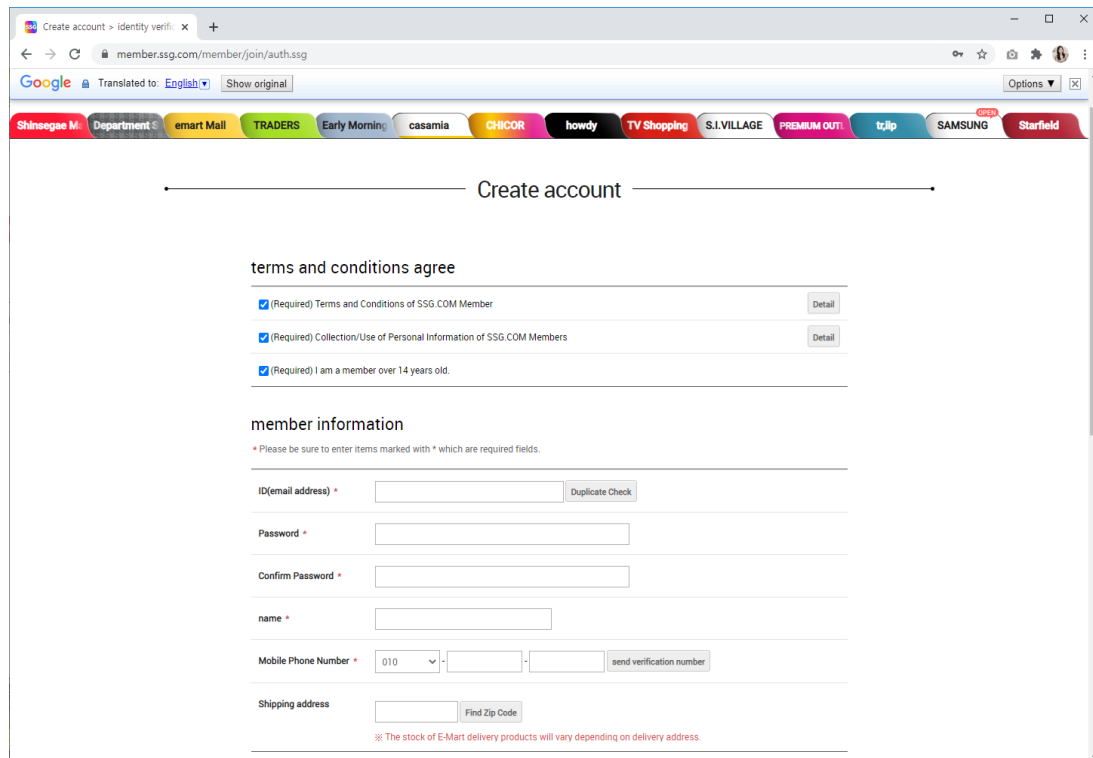
**Step 1.** With Chrome, please visit the following link: <http://emart.ssg.com/>. Then please use Google Translate to enable translation on the website contents. You can either click the translation button on the top right hand corner as shown below or click the right button of your mouse and select 'Translate'.



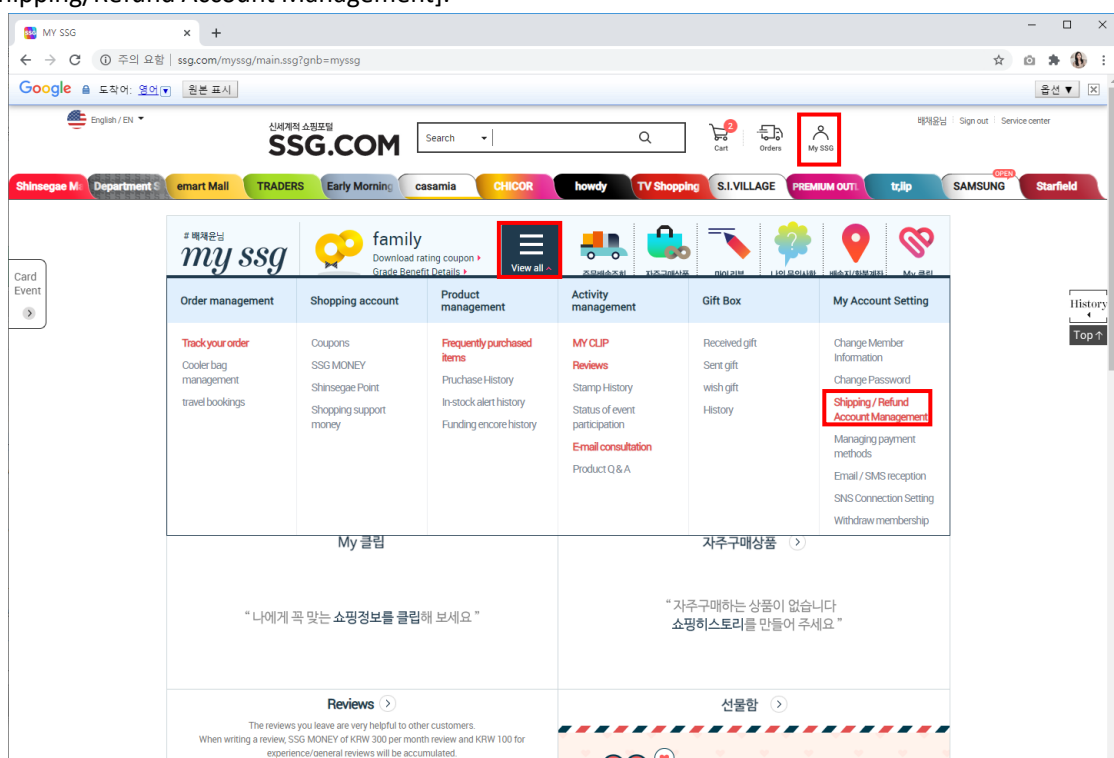
**Step 2.** On the main page, please click on the “Create account” button if your new to the service.



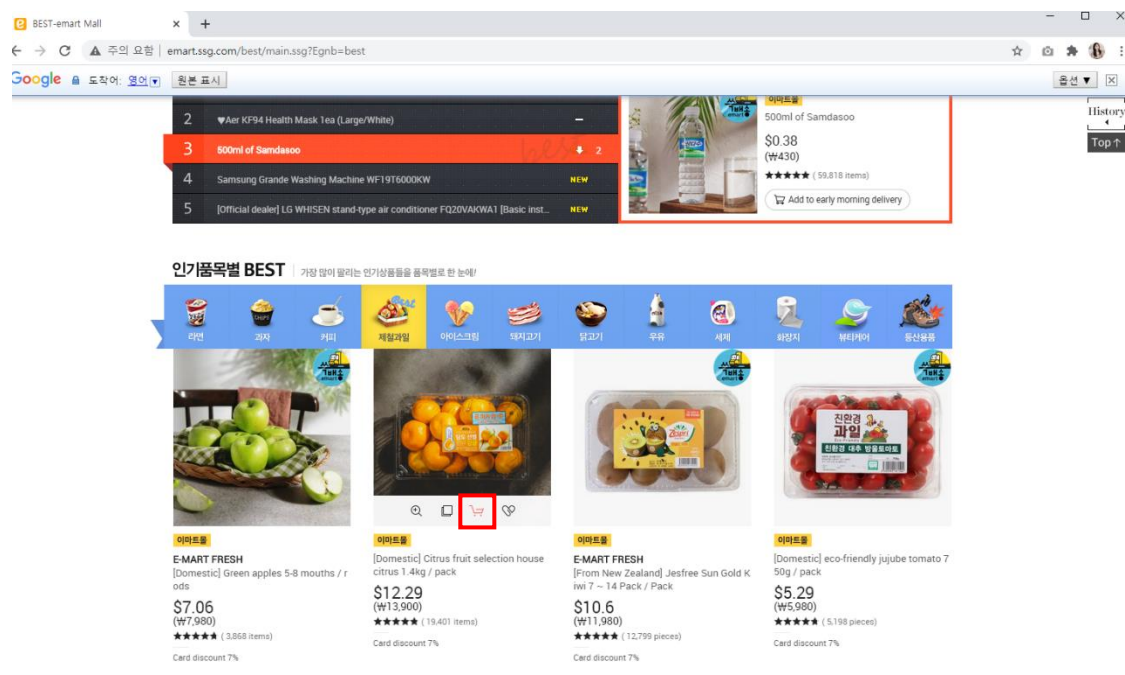
**Step 3.** Please agree to all required terms and conditions and create an account. If you need any support with typing in Korean address information with the Zip Code, you could leave the address information empty and fill it in later. Please contact [mkfa@gmu.edu](mailto:mkfa@gmu.edu) if you need support with Korean address information.



**Step 4.** Once you sign in, you can change your information on the “My SSG” page at the top. To change any information on your address or refund account, please go to [View all] - [My Account Setting] - [Shipping/Refund Account Management].



**Step 5.** Now you can add products/items to the cart. You can add the product by clicking the “cart” icon in the red box.



**\*\* Note:** Please note that E-Mart Mall provides three different types of delivery services for each product, and they are marked as three different icons at the top of the product image as below.

**1. SSG Delivery** – You can designate/reserve a delivery schedule for the products with this icon.



삼다수 2L  
980원  
100ml당 49원  
☆ 4.9점 147,568건  
새벽배송으로 담기

**2. Overnight Express** – You can receive the products by next morning.



No Brand 노브랜드 미니  
랄워터 2L\*6  
1,980원  
100ml당 17원  
☆ 4.9점 25,909건  
썬배송으로 담기

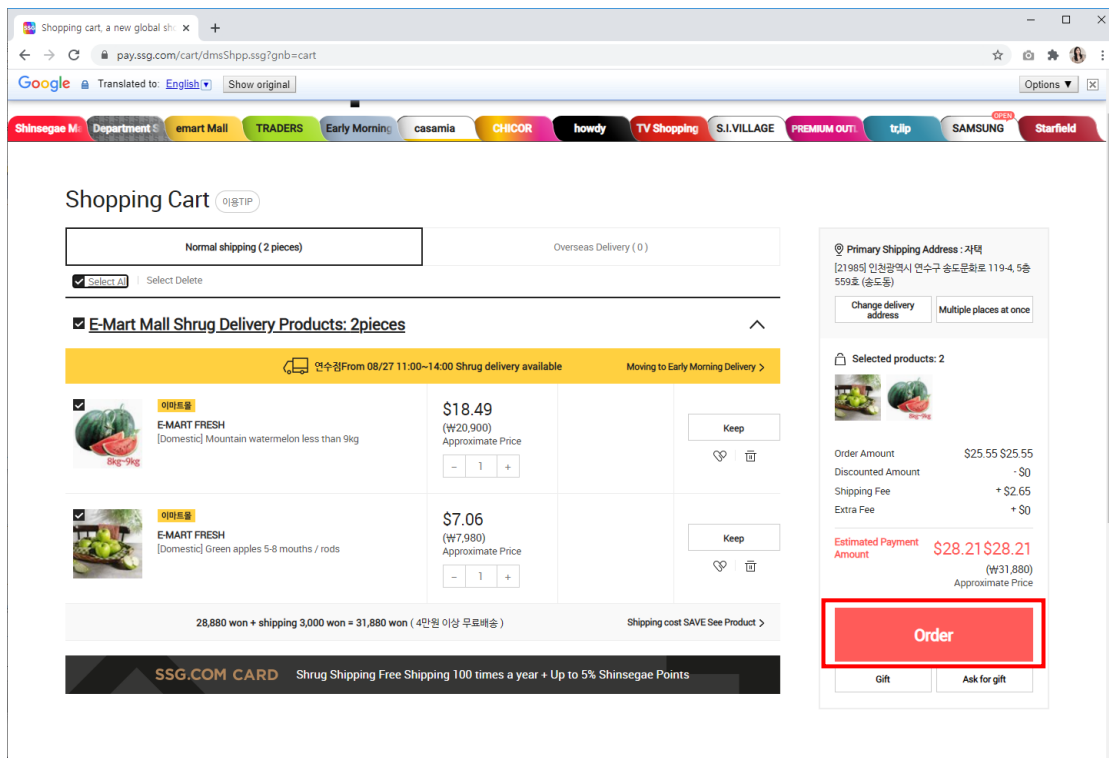
**3. Standard Delivery** – It will normally take 2-3 business days to receive the products with this icon.



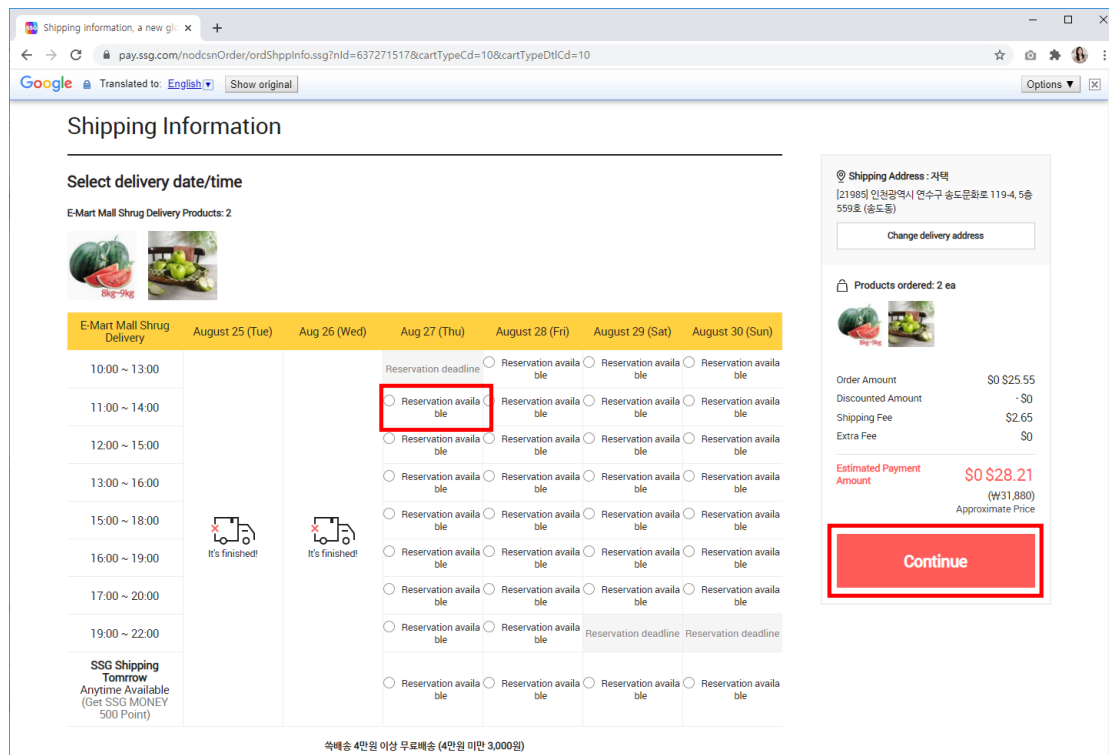
☆ 4.8점 64건 새벽배송으로 담기 7% 카드할인



**Step 6.** Once you go to “Shopping Cart” page, you may see the items in your cart. Please check the quantity and amount of the items before placing an order.



**Step 7.** Then you may see the delivery schedule options as below. Please select and reserve the schedule at your most convenience.





**Step 8.** Once you set the delivery schedule, please check whether you would like to replace the out-of-stock products by the alternatives or not. If you choose not to replace the items, you could either get refund for the out-of-stock products or select the option for each product.

Shipping information, a new global...

pay.ssg.com/nodcsnOrder/ordShpplInfo.ssg?nid=637271517&cartTypeCd=10&cartTypeDtCd=10

Translated to: English

Shipping Address: 지역  
[2198의 인천광역시 연수구 송도문화로 119-4, 5층 559호 (송도동)]

Change delivery address

Products ordered: 2 ea

Order Amount \$0 \$25.55  
Discounted Amount -\$0  
Shipping Fee \$2.65  
Extra Fee \$0

Estimated Payment Amount \$0 \$28.21  
(₩31,880)  
Approximate Price

Continue

Whether to replace out-of-stock products

Full acceptance All rejection Select by product

The choice of accepting all or rejecting all will be set as the default next time.

The product is prepared according to the customer's choice, and we do not call you separately.

If you choose to accept, only the products that can be replaced will be shipped with the most similar product instead. If it is replaced by a cheaper product, the difference will be refunded to you as SSG MONEY.

If you choose to decline, items that are out of stock will be refunded in the method selected at the time of payment.

If some of the selected products are out of stock, the selected items will be replaced with other products.

SSG.COM CARD Shrug Shipping Free Shipping 100 times a year + Up to 5% Shinsegae Points

**Step 9.** Before making a payment, you may select the pick up location of the delivered products. We recommend you to choose “Please put it at the door (pick up at the door)” for your convenience. If your building requires passcode for the main entrance, please select the option “Common entrance access number.”

**\*\*Note:** Global Campus Prugio Building 202’s main entrance passcode is **307#1207#**.

**\*\*Note:** Faculty Housing’s main entrance code is **#\*8888#**.

Make payment, a new global...

pay.ssg.com/order/ordPage.ssg?nid=637271517

Translated to: English

Make a Payment

Recipient information

Shipping address information

배재운 010-2994-9211 Safe number use

[지역] 인천광역시 연수구 송도문화로 119-4, 5층 559호 (송도동) Change delivery address

Location of receiving shipment

I will receive it directly

For the safety of customers related to Corona 19, they cannot be collected directly.

Please put it at the door

Leave it to the security office

Other (message input)

How to enter the common entrance

Common entrance access number

Example) #101 (number) + #0000 (password) 0 / 50

Security office call

Access without password

Contact by interphone

Etc

Request for delivery

Please enter your request upon delivery (up to 50 characters) 0 / 50

Continue to use for next delivery

It is stored for convenient delivery and used only for delivery purposes.

cellphone 010-2994-9211 Changing the verification number

Orderer's name/email 배재운 / chae2@gnu.edu Change Order Information

Refund method when sold out

Receive a refund as a payment method when placing an order

Receive automatic refund with SSG MONEY

Shipping to: 지역  
[2198의 인천광역시 연수구 송도문화로 119-4, 5층 559호 (송도동)]

Order Amount \$0 USD(\$)  
Discounted Amount -\$0  
Use Points -\$0  
SSG MONEY - 0원

Payment Amount 28.21 USD(\$)  
(₩31,880)  
Approximate Price

Overseas Issued Credit Card change

Do you agree with terms and conditions of both the order information and using payment agency service?

28.21 USD(\$) Make a Payment

Products ordered: 2piece

**Step 10.** Then you may choose the payment method. If you are willing to purchase the products with your international credit card (e.g. VISA, Mastercard), please select the option “Overseas Issued Credit Card.” If you are familiar with Korean payment system, you can choose the most convenient payment method for you.

**\*\*** If you select the option with “Overseas Issued Credit Card,” you may see the screen as below. Please enter the card information and proceed to pay.

## E-Mart Mall (Mobile)

E-Mart Mall provides the smartphone application which does not offer English translation. Mason Korea Faculty Affairs has the public account that the faculty members can share with separate address information. If you would like to use this application, please let us know in advance and we can help save your address/accommodation information onto our account. However, if you are willing to open up your private account, please contact Faculty Affairs at [mkfa@gmu.edu](mailto:mkfa@gmu.edu).

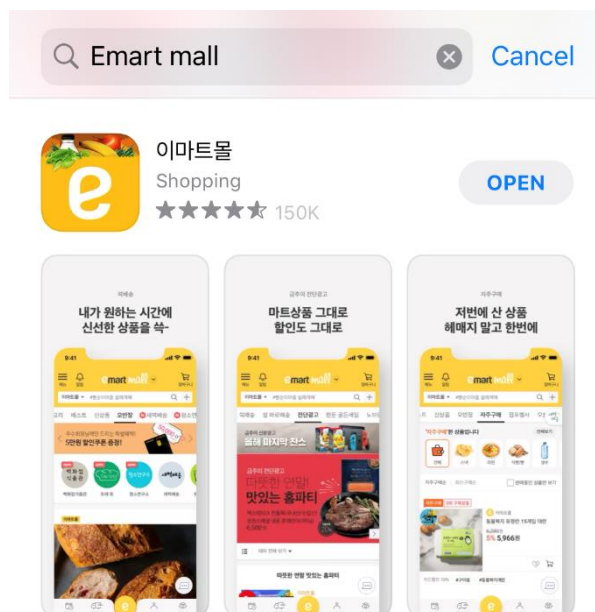
### Step 1.

Please download & install “E-Mart Mall” application from the App Store or Google Play Store. Here are the direct links to the application page:

\* App Store:

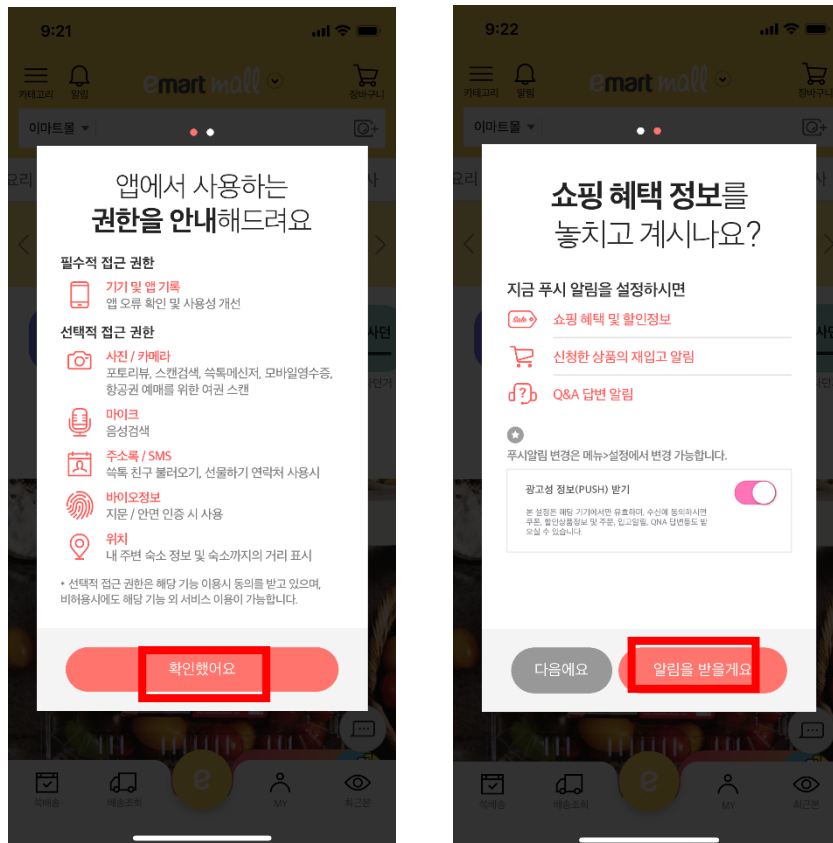
<https://apps.apple.com/kr/app/%EC%9D%B4%EB%A7%88%ED%8A%B8%EB%AA%B0/id588620185>

\* Google Play: <https://play.google.com/store/apps/details?id=kr.co.emart.emartmall&hl=ko>



## Step 2.

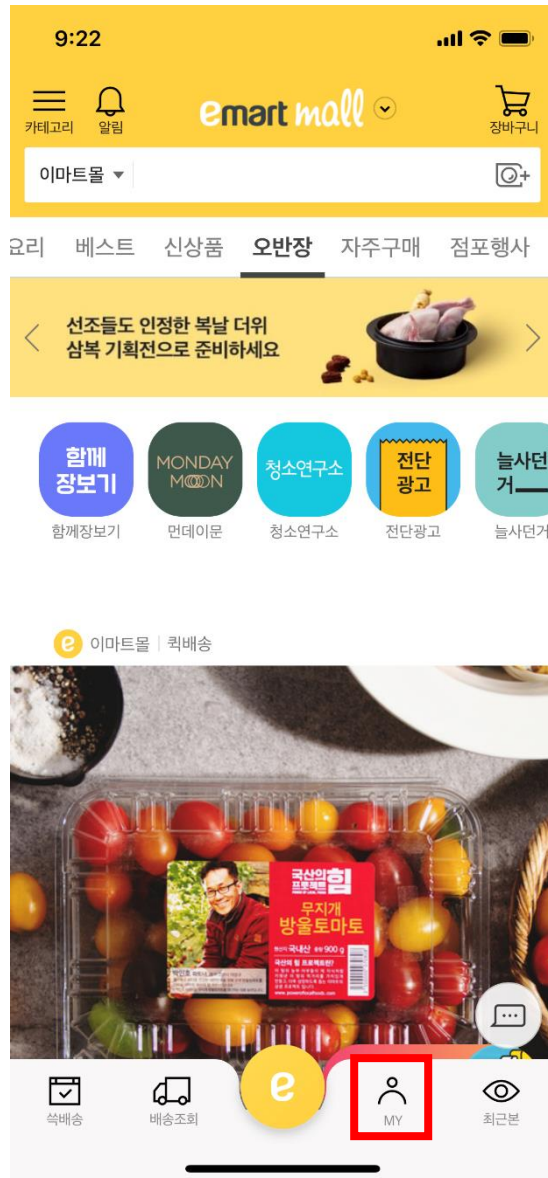
Please click on “Okay” button when the pop-up window shows up when you first activate the application. This is to give the application a basic access to launch the app.



### Step 3.

Once you could see the main page as below, please click on “MY” button at the bottom to log in.

**\*\*Note:** Please remember to let Faculty Affairs know to use the E-Mart Mall mobile application so that we could enter your address information to our public account in advance.



#### Step 4.

Then, please make sure you log in with below information:

- ID: [mkfa@gmu.edu](mailto:mkfa@gmu.edu)
- PW: mkfa2020

Also, please check all the boxes below to remember your ID and PW information for automatic logging in services.

The screenshot shows a mobile login interface. At the top, a yellow status bar displays the time 11:31 and signal/battery icons. Below is a white header with a back arrow and the text '로그인'. The main form has two input fields: 'ID' containing 'mkfa@gmu.edu' and 'PW' containing 'mkfa2020'. Below these are two checkboxes, both checked and highlighted with red boxes: '자동로그인' (Auto login) and '아이디저장' (Remember ID). A large red '로그인' button is also highlighted with a red box. At the bottom, there are links for '아이디 찾기' (Find ID), '비밀번호 찾기' (Find Password), and '회원가입' (Sign Up). Five social login icons are at the very bottom: Naver (네이버), Kakao (카카오), Facebook (페이스북), Apple (애플), and Huya (휴대폰).

11:31

← 로그인

ID mkfa@gmu.edu

PW mkfa2020

☒ 자동로그인 ☒ 아이디저장

Auto login Remember ID

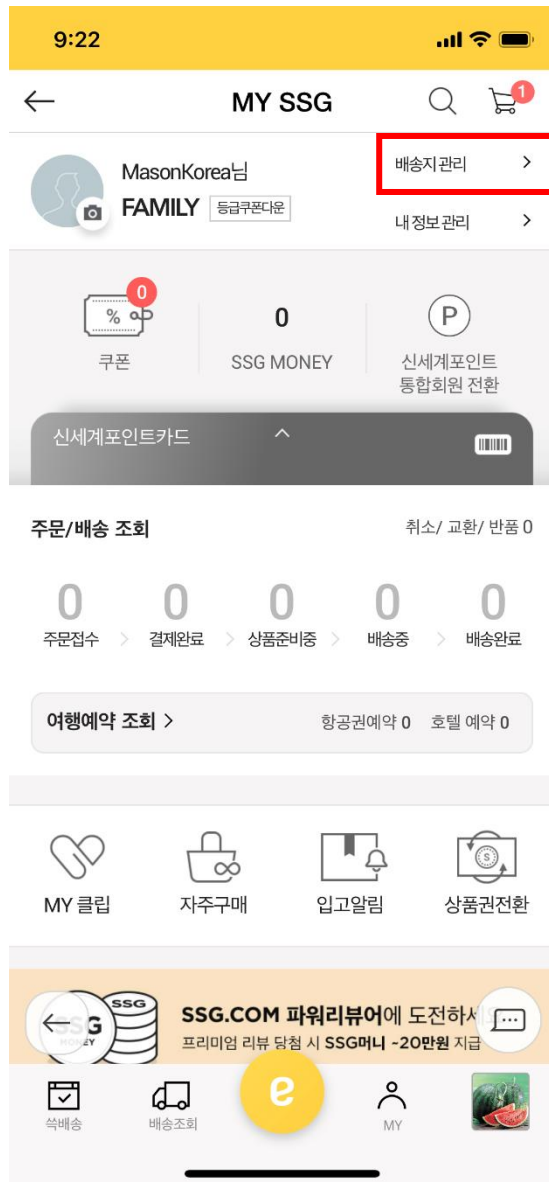
로그인

아이디 찾기 | 비밀번호 찾기 | 회원가입

네이버 카카오 페이스북 애플 휴대폰

### Step 5.

Please tap on the “Manage Delivery Address (배송지관리)” button at the top right to select your address.



## Step 6.

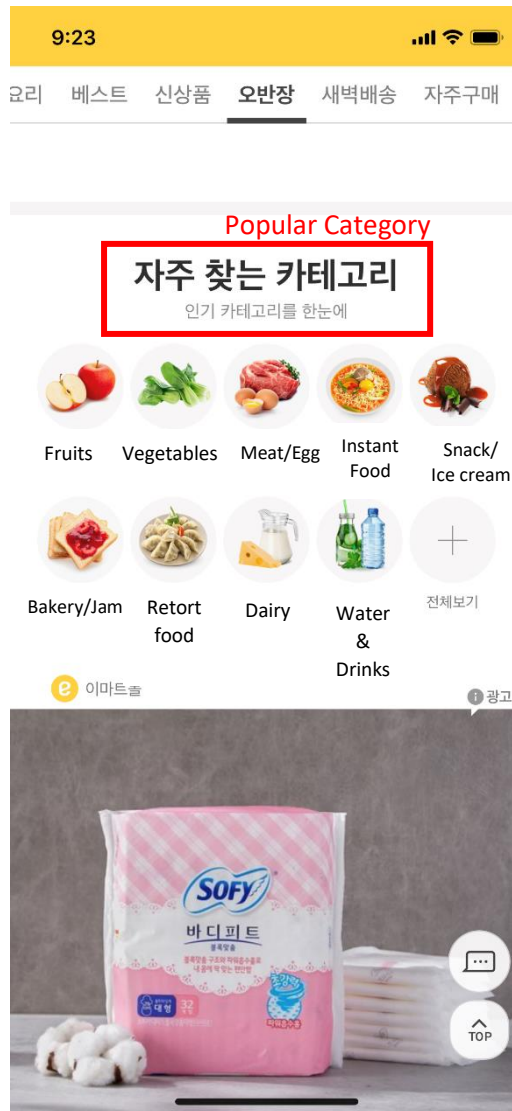
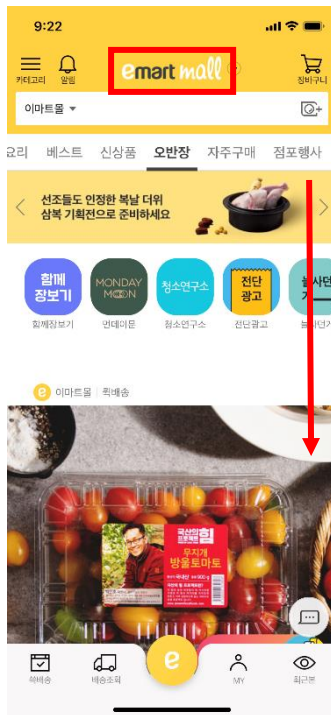
Please scroll down to find your name and select it as the delivery address. After selecting, at the bottom of the page, you will be able to see the 'apply change' button for the address selected. Please make sure to check the delivery address each time you make the order. Since a number of faculty members are using this account, the address setting may have changed.





## Step 7.

After you select your address, please go back to the main page by clicking on the **emart mall** banner-button at the top and scroll down to find popular categories.



## Step 8.

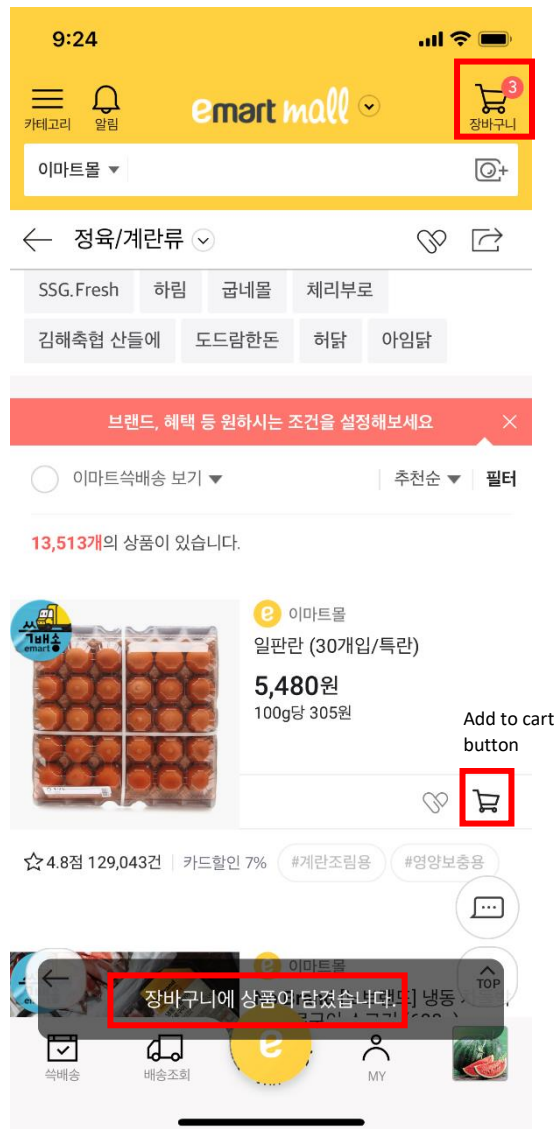
When you click on the product, you may see a detailed product page as below screen.

Please click on the left grey button which is “Add to cart (장바구니)” button. You could also click on the cart icon in the as the image at the bottom indicates.



## Step 9.

Once you add any items to a cart, below message in a grey box will appear. You may also find out how many items you have added in your cart at the top-right corner.



**\*\*Note:** Please kindly note that E-mart Mall provides **three different delivery services** for each product, and they are marked as three different icons at the top of the product image.

**1. SSG Delivery** – You can designate/reserve a delivery schedule for the products with this icon.



삼다수 2L

**980원**

100ml당 49원

☆ 4.9점 147,568건

새벽배송으로 담기

**2. Overnight Express** – You can receive the products by next morning.



No Brand 노브랜드 미네랄워터 2L\*6

**1,980원**

100ml당 17원

☆ 4.9점 25,909건

쓱배송으로 담기

**3. Standard Delivery** – It will normally take 2-3 business days to receive the products with this icon.



이마트몰

코크제로 215ml ×6CAN

**5,280원**

100ml당 410원



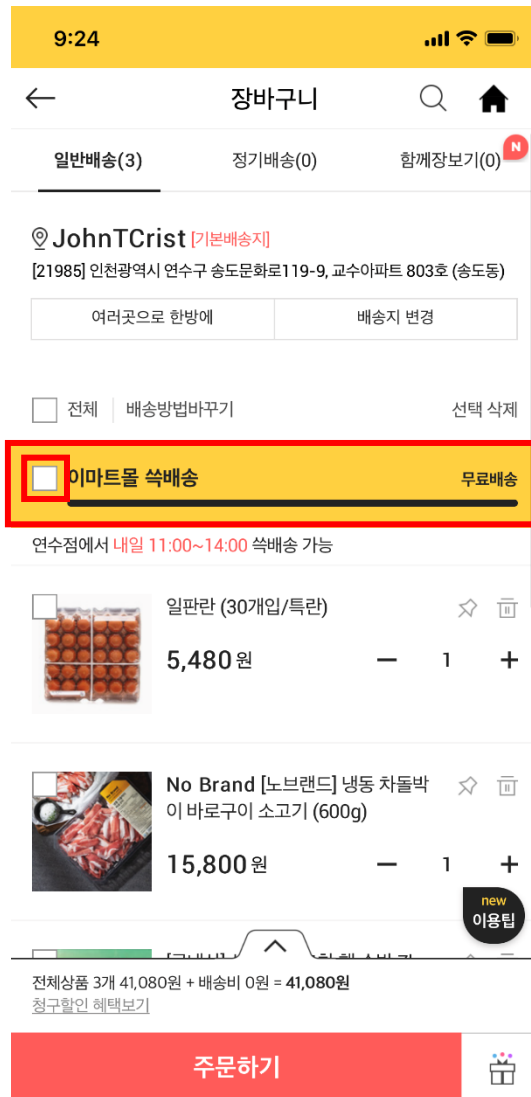
☆ 4.8점 64건

새벽배송으로 담기

7% 카드할인

### Step 10.

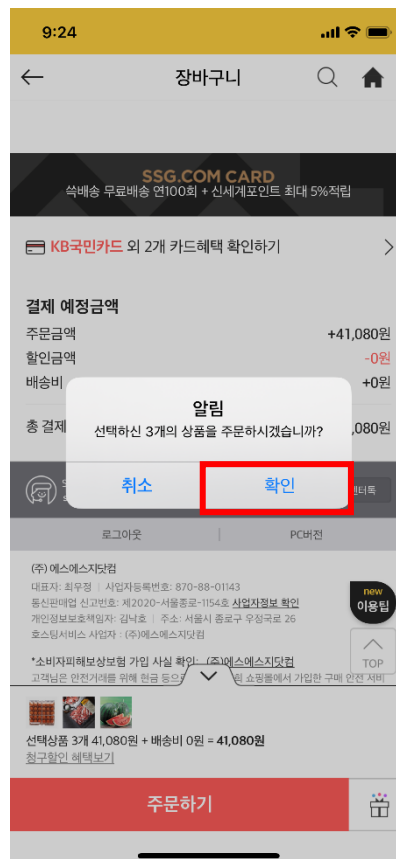
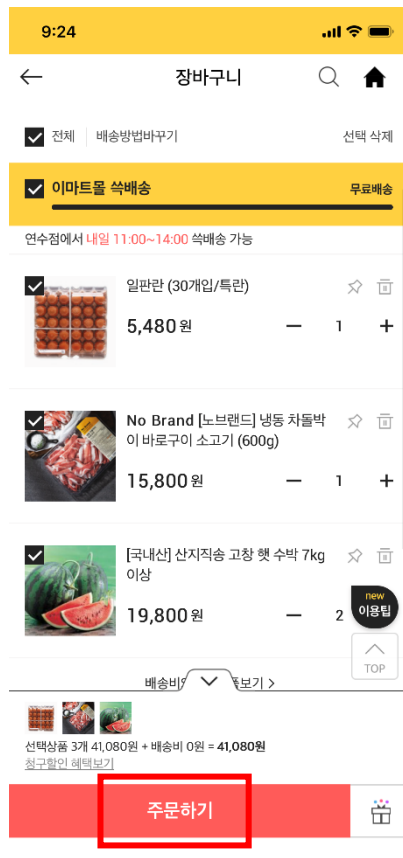
To place an order, please go to “Cart” by clicking on the cart icon at the top-right corner. On the Cart page, please make sure you have chosen your name correctly. Then check on the “이마트몰 쓱배송,” which appears on the yellow box.



## Step 11.

Once you tab on the red “Order (주문하기)” button, you may see a pop-up window that assuring your placement.

Please press the “Enter (확인)” button on the right to proceed.



## Step 12.

Once you move on to the next step, you may see the table as below. On this page, you can select and set up a delivery schedule.

Please refer to below block descriptions:

☒ Selected (the time block that I have chosen)




☐ Available

☐ Not Available

9:24

배송방법 선택

이마트몰 쓱배송 시간을  
선택해주세요



	월 07.27	화 07.28	수 07.29	목 07.30	금 07.31	토 08.01
10:00 ~13:00			선택	선택	선택	선택
11:00 ~14:00		예약	선택	선택	선택	선택
12:00 ~15:00		선택	선택	선택	선택	선택
13:00 ~16:00		선택	선택	선택	선택	선택
15:00 ~18:00	마감 됐어요	선택	선택	선택	선택	선택
16:00 ~19:00		선택	선택	선택	선택	선택
17:00 ~20:00		선택	선택	선택	선택	선택
19:00 ~22:00		선택	선택	선택	선택	
이날						

계속하기

### Step 13.

Check the delivery schedule has been set up accordingly.

If everything looks great, please click on the red button at the bottom to proceed.

(Ex. delivery time would be between 11:00AM-14:00PM on July 28<sup>th</sup>)

9:25

배송방법 선택

10:00 ~13:00			선택	선택	선택	선택
11:00 ~14:00		예약	선택	선택	선택	선택
12:00 ~15:00		선택	선택	선택	선택	선택
13:00 ~16:00		선택	선택	선택	선택	선택
15:00 ~18:00	마감 됐어요	선택	선택	선택	선택	선택
16:00 ~19:00		선택	선택	선택	선택	선택
17:00 ~20:00		선택	선택	선택	선택	선택
19:00 ~22:00		선택	선택	선택	선택	
이날 아무때나		선택	선택	선택	선택	선택

이날 아무때나 예약시, SSG MONEY 500원을 지급해드려요.

품질시 대체상품으로 배송

변경

계속하기



#### Step 14.

Then you may move on to the “pick-up location” selection part. Please click on the dropdown box marked in red.

10:08 100%

수령위치 선택

썩배송 수령위치

수령위치를 선택해주세요

코로나19 감염 예방을 위해 직접 수령을 제공하지 않습니다.

썩배송 요청사항

배송시 요청사항을 입력해주세요 (최대 50자) 0/50

☑ 다음 배송에도 계속 사용하겠습니다.

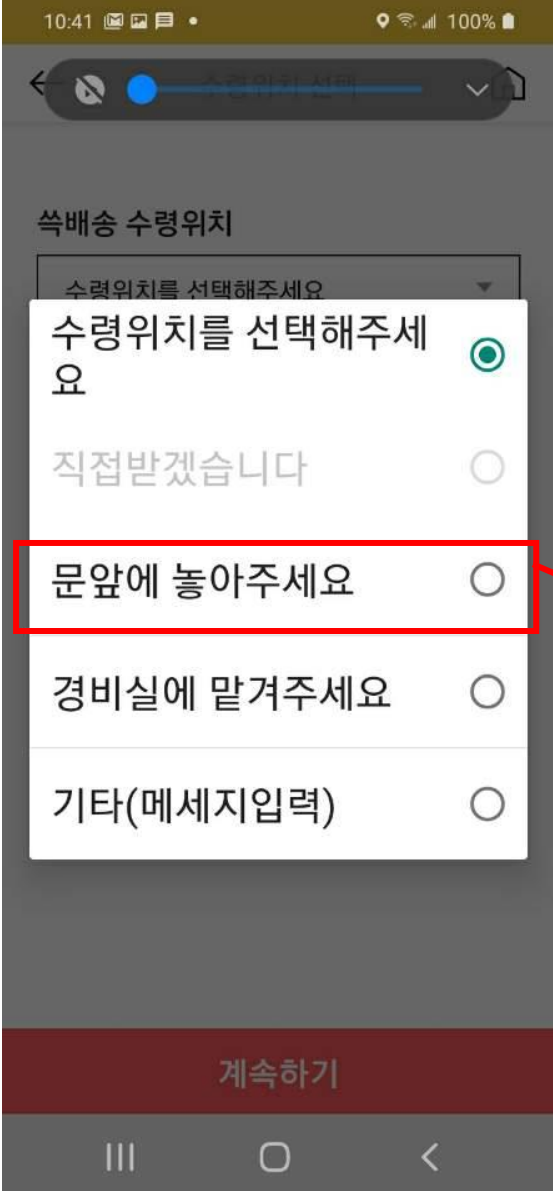
상기 내용은 편리한 배송을 위해 보관되어 배송목적에 한하여 사용됩니다.

계속하기

### Step 15.

Please choose the second option as marked in red box.

Then the delivery man will put the items at your doorstep at the scheduled time.



10:41 100%

수령위치를 선택해주세요

수령위치를 선택해주세요

직접받겠습니다

**문앞에 놓아주세요**

경비실에 맡겨주세요

기타(메세지입력)

계속하기

In-person pick up (currently not available)

**Pick up at the door**

Pick up at the security office

Others (Enter manually)

## Step 16.

Then you may choose the way to get in to the main entrance. Please see below options and select accordingly.

The screenshot shows a mobile app interface for selecting a delivery location. At the top, there is a status bar with the time 10:42, signal strength, and 100% battery. Below the status bar is a navigation bar with a back arrow, a blue dot, the text '수령위치 선택' (Select delivery location), and a home icon. The main content area has a title '쓰배송 수령위치' (Delivery location) and a dropdown menu with the text '문앞에 놓아주세요' (Please place at the door). Below the dropdown menu is a red warning message: '코로나19 감염 예방을 위해 직접 수령을 제공하지 않습니다.' (We do not provide direct delivery to prevent COVID-19 infection). A red-bordered box contains the title '공동현관 출입방법' (Common entrance exit method) and five radio button options with their corresponding descriptions: '공동현관 출입번호' (Main entrance passcode required), '경비실 호출' (Calling security office), '비밀번호 없이 출입 가능' (Passcode not required), '인터폰으로 연락' (Calling intercom), and '직접입력' (Others (Enter manually)). Below the red-bordered box is the title '쓰배송 요청사항' (Delivery request) and a text input field with the placeholder '배송시 요청사항을 입력해주세요 (최대 50자)' (Please enter the request when delivering (maximum 50 characters)) and a character count '0/50'. At the bottom is a red button labeled '계속하기' (Continue) and a navigation bar with three icons: a list, a circle, and a back arrow.

10:42 100%

← 수령위치 선택 →

쓰배송 수령위치

문앞에 놓아주세요 ▼

코로나19 감염 예방을 위해 직접 수령을 제공하지 않습니다.

**공동현관 출입방법**

- ☐ 공동현관 출입번호 **Main entrance passcode required**
- ☐ 경비실 호출 **Calling security office**
- ☐ 비밀번호 없이 출입 가능 **Passcode not required**
- ☐ 인터폰으로 연락 **Calling intercom**
- ☐ 직접입력 **Others (Enter manually)**

**쓰배송 요청사항**

배송시 요청사항을 입력해주세요 (최대 50자) 0/50

계속하기

## Step 17.

If your building requires passcode for the main entrance, please select the first option “공동현관 출입번호” as below.

**\*\*Note:** Global Campus Prugio Building 202’s main entrance passcode is **0531#4749#**

**\*\*Note:** Faculty Housing’s main entrance code is **#\*8888#**

The screenshot shows a mobile app interface with a yellow header bar at the top displaying the time 10:42 and various status icons. Below the header is a navigation bar with a back arrow, the text '수령위치 선택', and a home icon. A red banner with a yellow 'TALK' bubble icon contains the text '코로나19 감염 예방을 위해 꼭 제공하지 않습니다.' Below this is the section '공동현관 출입방법'. The first option, '공동현관 출입번호 Main entrance passcode required', is selected and highlighted with a red box. It includes a text input field with the placeholder '예) #101(호수) + #0000(비밀번호)'. Below this are four unselected radio button options: '경비실 호출', '비밀번호 없이 출입 가능', '인터폰으로 연락', and '직접입력'. The next section is '씩배송 요청사항', which has a text input field with the placeholder '배송시 요청사항을 입력해주세요 (최대 50자)' and a character count '0/50'. Below this is a checked checkbox with the text '다음 배송에도 계속 사용하겠습니다.' and a note: '상기 내용은 편리한 배송을 위해 보관되어 배송목적에 한하여 사용됩니다.' At the bottom is a red button labeled '계속하기' and a grey bar with three icons: a list icon, a square icon, and a back arrow.

10:42

수령위치 선택

코로나19 감염 예방을 위해 꼭 제공하지 않습니다.

공동현관 출입방법

☒ 공동현관 출입번호 Main entrance passcode required

예) #101(호수) + #0000(비밀번호)

☐ 경비실 호출

☐ 비밀번호 없이 출입 가능

☐ 인터폰으로 연락

☐ 직접입력

씩배송 요청사항

배송시 요청사항을 입력해주세요 (최대 50자)

0/50

☒ 다음 배송에도 계속 사용하겠습니다.

상기 내용은 편리한 배송을 위해 보관되어 배송목적에 한하여 사용됩니다.

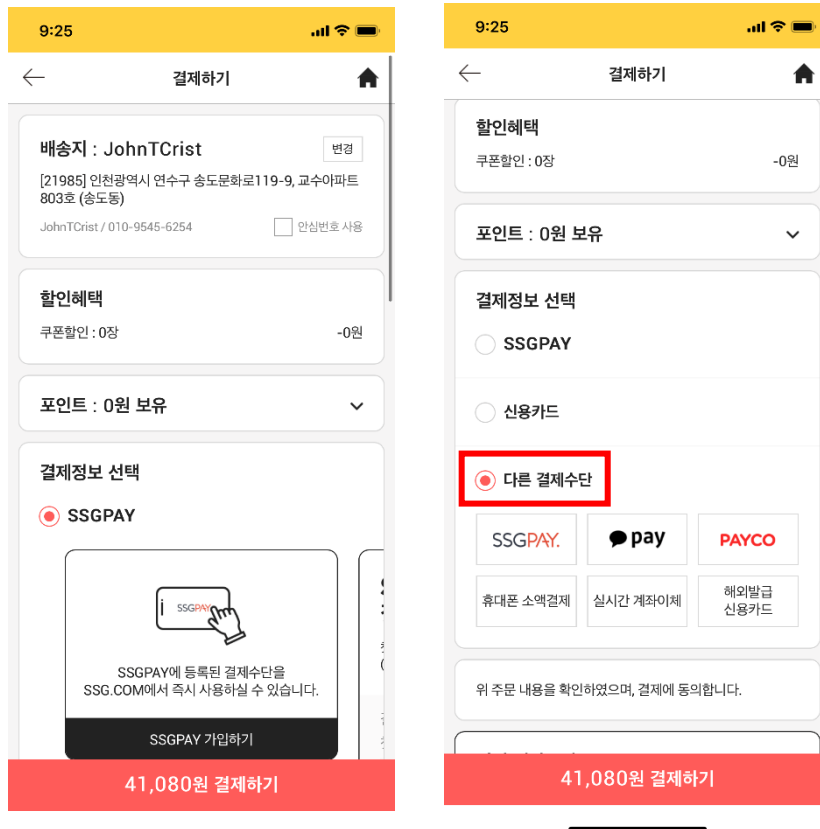
계속하기

### Step 18.

On the payment page, please check whether your address information is correct.

Then scroll down the page until you could see more payment methods other than “SSGPAY.”

Please select the third option, “Other Payment Methods.”

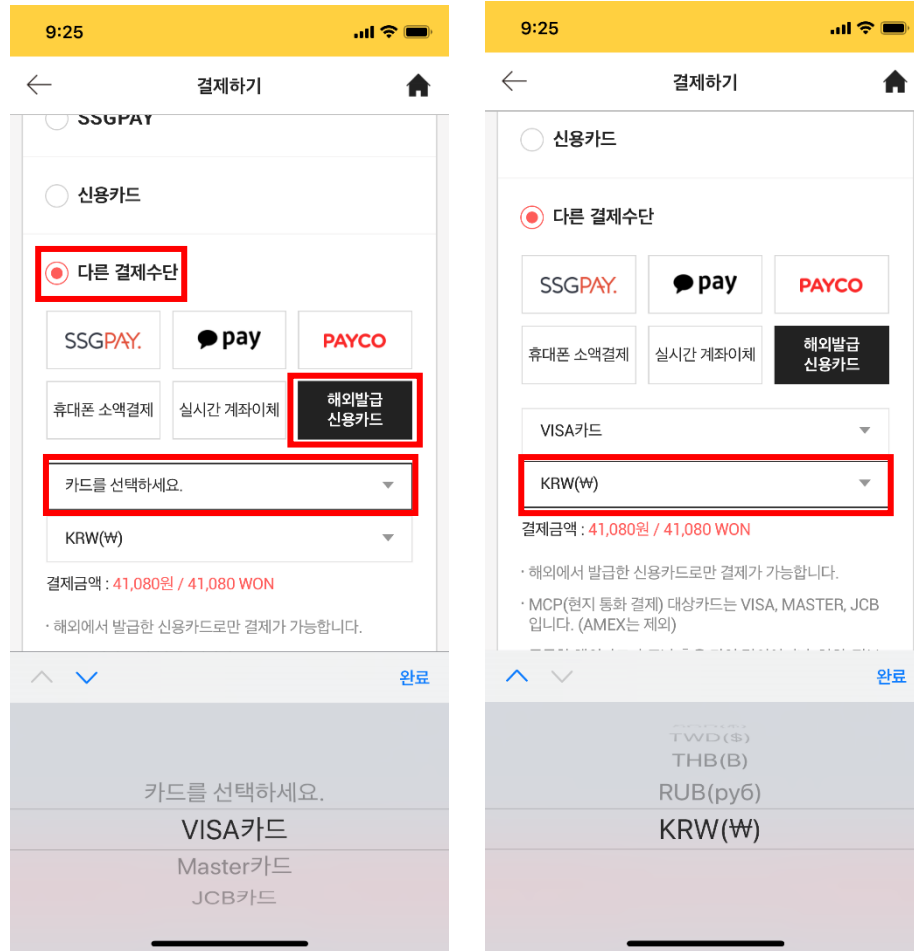


### Step 19.

Among six different other payment options, please select the one marked in a black box.

This option suggests “paying with international credit card (해외발급 신용카드).”

Once you choose the payment option, you may see the drop down options as below. Please select the card company and currency you would like to use.




## Step 20.

Please click on the red button to make a payment.

9:26

<

결제하기



결제 예정금액

주문금액

+ 41,080원

상품 및 쿠폰할인

-0원

배송비

+ 0원

총 결제예정금액

+ 41,080원

결제하기

주문자 정보

변경

주문자명

MasonKor

연락처

010-9299-6204

이메일

mkfa@gmu.edu

품질시 환불

주문 시 결제수단으로 환불받기

☒ 상품도착알리미 신청

배송 요청사항

변경

수령위치

문앞에 놓아주세요

공동현관출입방법

비밀번호 (#\*8888#)

41,080원 결제하기

### Step 21.

Insert payment information accordingly, including the card number and the expiration date.  
Then please click on the “Send” button.

9:26

← 결제하기 →

**SSG.COM** 백화점과 이마트를 한번에

Enter CARD Information

Card No :

Expiration Date :  /  (ex. 07/2020)



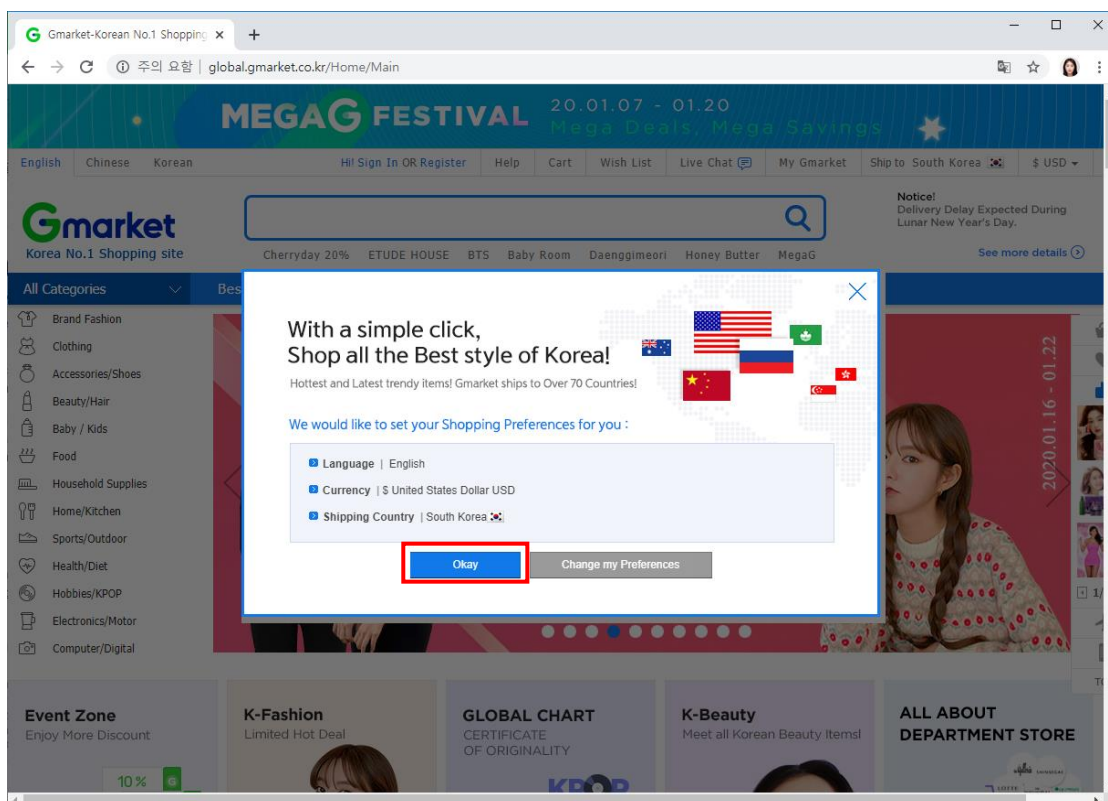
## G Market

Gmarket is an e-commerce service provider based in South Korea, and offers similar services as Amazon.com. They provide English website and smartphone application for foreigners.

### Guide:

**Step 1.** Please visit the following link: <http://global.gmarket.co.kr/Home/Main>. Then you will see the Shopping Preferences pop-up on the website as below. Click on “Okay” button if you are content with the setting.

\*Note: If you want to make changes on your preferences setting, please click on the right button “Change my Preferences.”



**Step 2.** Click on “Register” on the top of the web page and fill in the blanks for registration. Then click on “Submit” to move on to e-mail verification process.

Gmarket - Korean No.1 Shopping site

gmemberssl.gmarket.co.kr/Registration/MemberRegistration

English Chinese Korean Hi Sign In **Register** Help Cart Wish List Live Chat My Gmarket Ship to: South Korea \$ USD

Cherryday 20% ETUDE HOUSE BTS Baby Room Daenggimeori Honey Butter

All Categories Best Sellers Super Deal Membership Zone Event Coupon

## Registration

Welcome! Ready to register with Gmarket?  
It's free and simple!

ID	<input type="text"/>	Check Availability
e-mail	<input type="text"/>	Check Availability
<input type="checkbox"/> Yes, subscribe me to receive LATEST DEALS and EXCLUSIVE OFFERS from Gmarket. * In order to complete your registration with Gmarket, you have to first receive our Confirmation E-mail. Please enter a correct e-mail address. * For Yahoo Mail users in Taiwan, Hong Kong, Singapore and etc, please check whether your email domain is yahoo.com before enter.		
Password	<input type="password"/>	Password Guide
Re-enter Password	<input type="password"/>	

☐ I have carefully reviewed and agreed the terms and conditions of the [User Agreement](#) \* [Private Policy](#) \* collection and user of Personal Information.

**Submit** Cancel

About Gmarket User Agreement Privacy Policy Site Map Customer Service Facebook

**Step 3.** You may receive an e-mail verification request to your e-mail account you had entered during the registration process. Click on “Verify your email address” button.

**Gmarket**

### Welcome new Member! Please Confirm your E-mail

We're so excited you registered with Gmarket Global.  
To verify your email address, please click the [Verify your email address] button below.

When you click the button, you will be seeing a webpage showing  
"Your email address has been successfully confirmed.", and receiving an email informing  
New Member Benefits for you.

**Verify your email address**

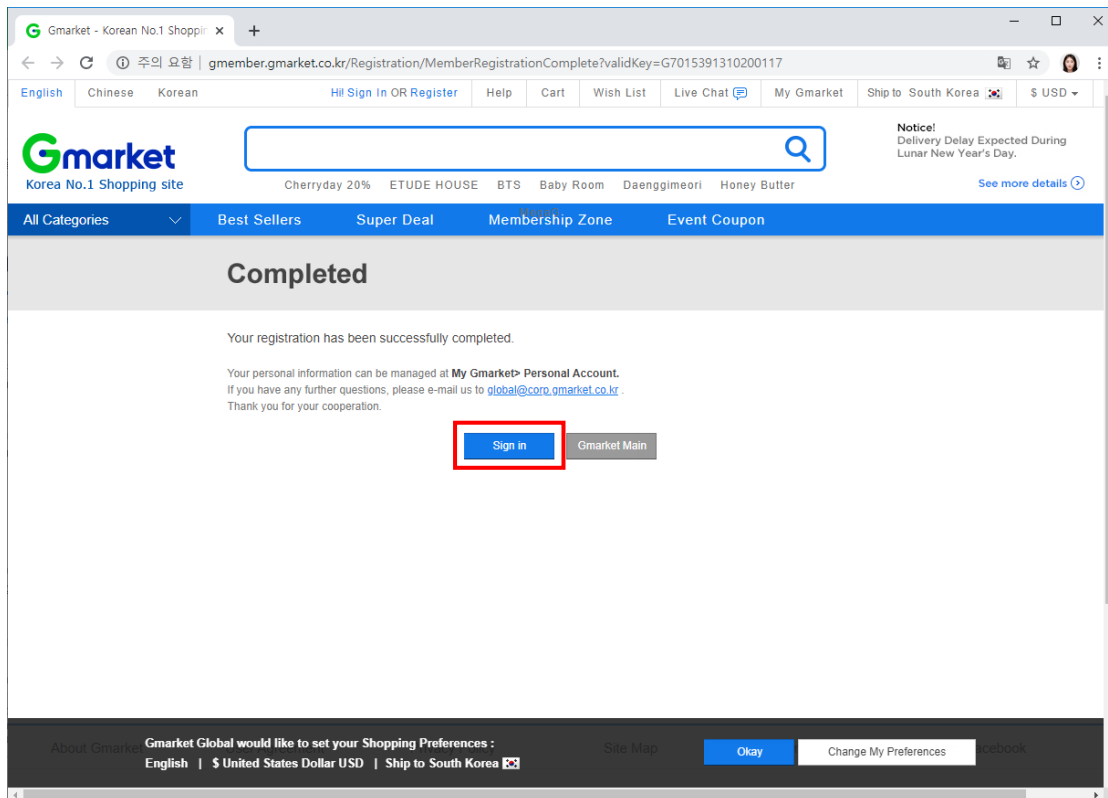
**Notice**  
If the confirmation page can not be opened, please contact to [global@corp.gmarket.co.kr](mailto:global@corp.gmarket.co.kr)  
With your registered information (ID, e-mail address). We are going to help you out immediately!

Sincerely,  
Gmarket Global

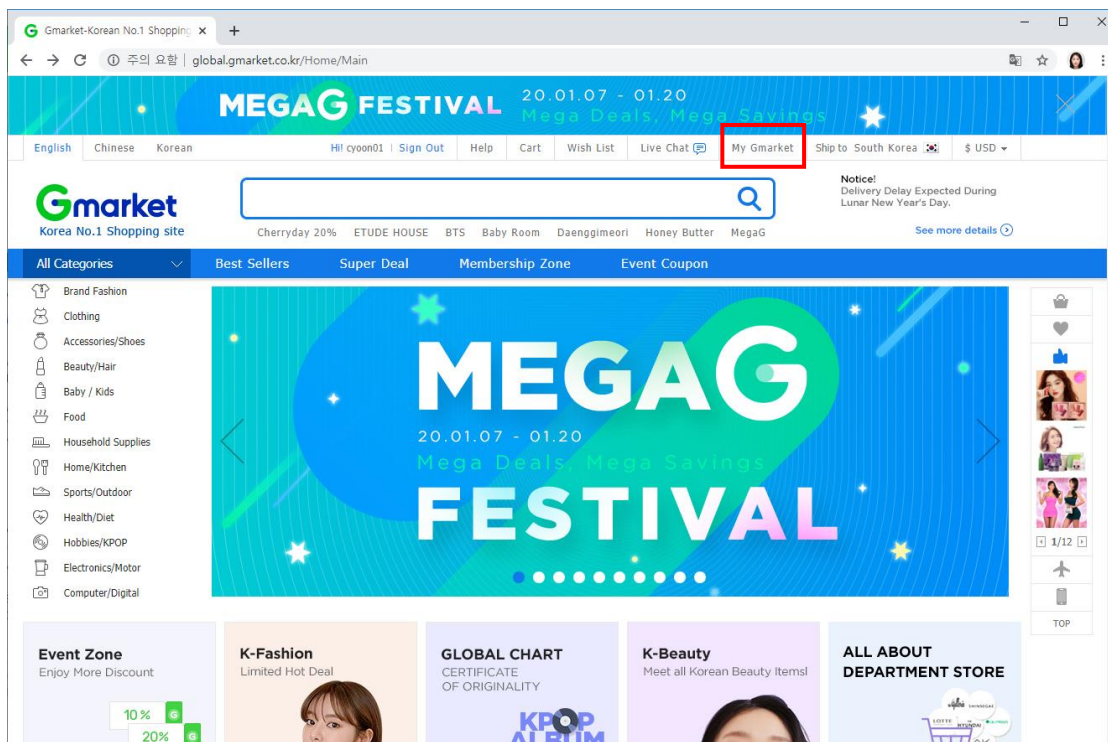
This is an automated message. Please do not reply to this email but contact Customer Service Center.

Gmarket shall not be held responsible for any liabilities arising in connection with any transactions between buyers and sellers on this website.  
eBay Korea LLC Copyright ©eBay Korea All rights reserved.

**Step 4.** After verifying your e-mail address, you may see the below page. Now you can proceed to sign in and add personal information including address and phone number.



**Step 5.** After sign in, please click on "My Gmarket" on the main page to add/edit your personal information.



**Step 6.** Please go to “Personal Info.” – “Address Book” to add your address. Make sure you have checked on “Korea Domestic Delivery.” You need to click on “Submit” button to save all the changes.

\*Note: If you would like to order something to GMUK, please use the following address:

- George Mason University Korea G#559  
119-4 Songdomunhwa-ro, Yeonsu-gu, Incheon, Korea, 21985 (Zip Code)

The screenshot shows the Gmarket 'Personal Info.' page. The left sidebar has a red box around 'Personal Info.'. The top navigation bar has 'Address Book' highlighted with a red box. The 'Address Book' section has a red box around the 'Korea Domestic Delivery' radio button. The 'Submit' button at the bottom right of the form is also highlighted with a red box.

**Step 7.** Please go to “Personal Info.” – “Order/Payment Setting” to create your cyber account. Select the bank you are using and click on “Create Your Cyber Account” button. After your account is set up, you may use the service.

\*Note: Most of GMUK faculty use IBK bank account.

The screenshot shows the Gmarket 'Personal Info.' page. The left sidebar has a red box around 'Personal Info.'. The top navigation bar has 'Order/Payment Setting' highlighted with a red box. The 'Order/Payment Setting' section has a red box around the 'Create Your Cyber Account' button for the IBK Bank.

Bank	Status	Action
Deposit Cyber Bank Account		
Kookmin Bank	There are no cyber account	Create Your Cyber Account
IBK Bank	There are no cyber account	Create Your Cyber Account
NH Bank	There are no cyber account	Create Your Cyber Account
Busan Bank	There are no cyber account	Create Your Cyber Account
Shinhan Bank	There are no cyber account	Create Your Cyber Account
City Bank	There are no cyber account	Create Your Cyber Account
KEB Hana Bank	There are no cyber account	Create Your Cyber Account
Woori Bank	There are no cyber account	Create Your Cyber Account
Korea Post	There are no cyber account	Create Your Cyber Account
KEB Hana Bank	There are no cyber account	Create Your Cyber Account
SC Bank	There are no cyber account	Create Your Cyber Account

## Personal Customs Clearance Code (PCCC)

Personal Customs Clearance Code (PCCC) is required by the Korean Customs Service (KCS) when making customs declarations in respect of shipments of personal goods to and from Korea. The PCCC comprises 12 digits starting with the alphabet letter P (e.g. P123123123123) and is issued by the KCS to those planning to ship personal goods into or out of Korea.

If you have your own ARC (Alien Registration Card) and cell phone number or certified certification under your name in Korea, you can generate your code. You can generate a PCCC via designated website (<https://unipass.customs.go.kr/csp/persIndex.do>).

**However, since the PCCC registration website is only provided in Korean, please use Google Translate function on the website to proceed.**

If you need any further assistance, please contact Faculty Affairs at [mkfa@gmu.edu](mailto:mkfa@gmu.edu).

## Public Services

### Postal Office at Yonsei University

- Address: 85, Songdogwahak-ro, Yeonsu-gu, Incheon, Korea

## Directions to Postal Office – Yonsei Univ.



#### OPEN HOURS (Weekdays)

9:00 AM – 6:00 PM

#### PHONE NUMBER

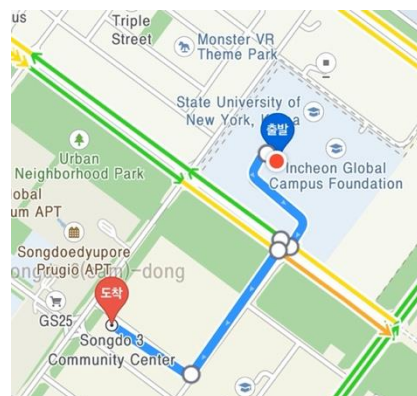
032)749-5162

Estimated Time: 15 min.

#### Departing from IGC

1. Make a left turn at Posco R&D Center.
2. Walk towards the big intersection and cross the road.
3. From Yonsei University entrance, walk past the basketball courts until you see Vision Hall Building.
4. Post Office is on floor B1 at the Under Wood Building. Go down the large stairway and turn right.

### Songdo 3 Community Center



- Address: 61, Songdogyoyuk-ro, Yeonsu-gu, Incheon, Korea
- Phone: 032-749-6780
- Open Hours: 9:00 – 18:00 (Monday-Friday)
- It takes approximately 20 minutes from IGC by walk.



**Yeonsu-gu District Office** (<http://www.yeonsu.go.kr/foreign/english/>)

- Address: 115, Woninjae-ro, Yeonsu-gu, Incheon, Korea
- Phone: 032-749-7114
- Open Hours: 9:00 – 18:00 (Weekdays)

## Directions to Yeonsu-gu Office (Bus)



*Estimated Time: 40 min.*

## Departing from IGC

1. Take 16 Bus at the Incheon Global Campus Bus Station (#39-858, right in front of Dorm B building).
2. Get off at Dong-mak Station (#38-039). The bus makes 4 stop.
3. Take 6-1 (or 780-1) Bus at Dong-mak Station (#39-039).
4. Get off at "Yeonsu-gu Chung" stop. The bus makes 4 stop.
5. Walk towards Yeonsu-gu Office.

*# Additional Info.*

*Estimated Taxi Fare: 6,400 won*

*Estimated Time: 10 min.*



## Notarial Service

If you would like to get a notarization for English document by private companies or law firms in Korea, officially translated-Korean documents are required. Often, these official translation services cost extra in addition to notarization/notarial services.

U.S. Embassy in Korea is currently providing notarial services as one of the routine services for American citizens residing in Korea. Embassy DOES NOT require translated document in Korean.

You can access to notarial services provided by U.S. embassy by making an online appointment prior to your visit. Please follow the link for more information and set up an online appointment:

[https://kr.usembassy.gov/services/notarials/?\\_ga=2.21412408.2052077621.1672730012-676977555.1672730012](https://kr.usembassy.gov/services/notarials/?_ga=2.21412408.2052077621.1672730012-676977555.1672730012)

U.S. Embassy & Consulate in Korea

Notarial Services

The U.S. Embassy can perform notarial service for documents to be used in the United States and for the Korean government. **Notarial services are provided by appointment only. Notarial needs are not considered to be an emergency. If you arrive at the Embassy for a notarial service without an appointment, you will not be allowed to enter. Please do not sign the form before you come to the Embassy.** You will need to sign it in front of a Consular officer. Please see our [appointment page](#). Unfortunately all forms are no longer available on our website. We will provide necessary forms when you make an appointment to visit us. These services include:

- Affidavit**  
An affidavit is a sworn statement. Please note that the U.S. Embassy is not in a position to verify the statement made by the affiant or the information in any attached document of the sworn statement. Only the identity of the individual making the statement will be confirmed.
- Power of Attorney**  
A power of attorney allows you to designate someone to take legal actions on your behalf. A common example of this is empowering someone else to buy or sell property in the United States in your name while you are overseas. We cannot advise you on the specific language or content of a power of attorney, so you may wish to consult a lawyer or other appropriate advisor before coming to see us to have your power of attorney notarized.
- Acknowledgement of Signature**  
An Acknowledgement of Signature or Acknowledgement of Execution is a notarial service which verifies that a particular person signed a given document. It is often used for legal agreements, business documents, etc. It is also used when more than two signatures are required on the

**Translation**  
한국어

**Helpful link**  
A-Z Index of American Citizen Services

**To Make an Appointment**  
Click here to make an appointment. You must have an online appointment to enter the U.S. Embassy for all routine services. Please remember to write down your automatically generated password.

**Additional Resources**  
Fees & Payment Methods

## Garbage Disposal

Korea has a categorized garbage collection system in place in order to reduce amount of general waste and facilitate the disposal of recyclable wastes. The system also in turn levies a graded charge on the amount of waste each individual disposes.

Various penalties are administered for any violations when it comes to proper garbage disposal. Penalties in general vary from district to district, but all districts increase penalties with each instance of disposing food wastes with general waste. Note that garbage disposal, no matter what type being discharged, must always be completed after sunset in a designated area for disposal.

### A) General Waste

General wastes refer to wastes exclusive of food, reusable and large wastes (such as furniture). General waste must be disposed of in your district's standard plastic garbage bags, which are available in various sizes at local supermarkets and CVS. Once bags are full, a knot should be tied in a cross shape.

### B) Food Waste

Any wastes that can be fed to animals is considered food waste. As such, food waste does not include such materials as bones, shells and toxic wastes. Food waste can be disposed of in designated food waste bins located outside your residence or through the automatic waste disposable inlet. The standard bags for food waste should be used if required. Please refer to the chart below for additional materials that should not be disposed of as food wastes.

Classification	Materials not considered food wastes
Fruits	Hard shells such as those of walnuts, chestnuts, peanuts, acorns, coconuts, coconut palms and pineapples
	Pits and seeds of drupes such as peaches, apricots and persimmons
Meats	Bones and feathers
Seafood	Shells of clams, turban shells, abalones, ark shells, sea squirts, oysters, crawfish
	The internal organs of puffer fish
Others	The bags, grounds of herbal medicine

\*Depending on the residence where you live in, taking out the garbage may be only allowed on a specified day of the week. Please ask for the details to the managing office of each residence.

### C) Information on the Standard Plastic Garbage Bag

Type (Amount)	Size	Note (Color)
General waste	5, 10, 20, 50, 100 L	White
Food waste	2, 3, 5, 10 L	Light Pink



\* Standard plastic garbage bags can be bought in any convenience stores and supermarkets around the district where you live in.

### D) Recyclable Materials

Category	Recyclable Items	How to Recycle	Non-Recyclable Items
Paper	Newspapers, paper, cardboard	<ul style="list-style-type: none"> <li>Keep items free of water</li> <li>Organize items into stacks 30-centimeters high, tie stacks with string and dispose</li> </ul>	Plastic-coated paper items
	Books, notebooks, wrapping paper, shopping bags, calendars	<ul style="list-style-type: none"> <li>Remove wire springs from notebooks</li> </ul>	
	Milk cartons, drink cartons, paper cups	<ul style="list-style-type: none"> <li>Empty out cartons and rinse with water</li> <li>Crush and place in paper bag, place five to six inside a different carton, or flatten out and dry then dispose</li> </ul>	
	paper and cardboard boxes	<ul style="list-style-type: none"> <li>Remove tape, staples and other miscellaneous items from boxes, then flattened to dispose</li> </ul>	
Glass	Beer bottles, liquor bottles, soda bottles	<ul style="list-style-type: none"> <li>Remove plastic or aluminum bottle caps</li> <li>Do not dispose of cigarette butts and other foreign materials inside bottle</li> <li>Empty contents and wash out with water</li> <li>Group bottles by color (clear, green, brown)</li> <li>Beer, soju and soda bottles can be returned to the supermarket they were purchased at for a bottle deposit refund</li> </ul>	Sheet glass, mirrors, heat-resistant dishes, milky white bottles, cosmetic bottles and china dishes

Category	Recyclable Items	How to Recycle	Non-Recyclable Items
<b>Metals</b>	Beverage cans, aluminum cans	<ul style="list-style-type: none"> <li>Remove plastic or aluminum can tops</li> <li>Do not dispose of cigarette butts and other foreign materials inside cans</li> <li>Empty contents and wash out with water</li> <li>In the case of spray and butane cans, poke a hole in the can to dispose of contents</li> </ul>	Paint containers, oil containers, or other containers of toxic materials, notebook wire springs
	Spray cans, butane gas cans		
	Iron tools, iron wires, stainless steel dishes	<ul style="list-style-type: none"> <li>Dispose in a bag or tied with other items made with the same metals</li> <li>If other materials such as plastics are mixed in with the metals, items cannot be disposed of as metals</li> </ul>	
<b>Plastics</b>	Items marked "PET, PVC, PP, PS PE (as in HDPE and LDPE)"	<ul style="list-style-type: none"> <li>Empty the contents of the item, remove materials of other substances, and crush to dispose</li> </ul>	Writing instruments, buttons, sockets, electric heaters, toys, baby walkers, phones and disposable cameras
<b>Styrofoam</b>	Shock-absorbing materials for electronic products, boxes used to transport fruits or fish, clean instant noodle containers	<ul style="list-style-type: none"> <li>Clean off foreign materials then dispose</li> </ul>	Disposable dishes, styrofoam that has been coated with other materials, styrofoam that is severely soiled by food wastes and other materials
		<ul style="list-style-type: none"> <li>Return shock-absorbing materials to manufacturer</li> </ul>	
<b>Fluorescent Lamps</b>	Intact fluorescent lamps, light bulbs		Broken lamps or bulbs
<b>Plastic Bags</b>	Clean plastic bags		Instant noodle wrappers and dirty plastic bags
<b>Batteries</b>	DO NOT DISPOSE IN GARBAGE	<ul style="list-style-type: none"> <li>Discharge at designated spots located at your residence or each district (-dong) office</li> </ul>	

Source: ifez.go.kr

## E) Clothing and Bedding

Clothing, bedding and other fabric-based items are generally collected in separate collection bins. Bedding must be packaged so as to prevent damage from moisture and must be tied up in a stack 30-centimeters high. However, individuals disposing of clothing and bedding are encouraged to donate and recycle whatever items they can before disposing items. For example, certain areas will have donation bins located on the street. Reusable clothing, handbags, and even electronic goods and dishes can be donated to thrift markets such as the Beautiful Store, which has many branches in the Incheon region, including at the Incheon Bus Terminal. For more assistance, please contact Faculty Affairs ([mkfa@gmu.edu](mailto:mkfa@gmu.edu)).

## F) Large Waste

This category generally refers to waste that is too large to fit into standard garbage bags. Such items include but are not limited to home and office furniture, large electronics, and heating and cooling products. To dispose of large wastes, you must report the items for disposal to the district (-dong) office, pay the relevant fees (levied based on the size and weight of waste matter), place designated stickers upon the items, and dispose of them on a designated day for large waste disposal if required. In case with large items and household items that cannot be thrown away in the standard disposable garbage bag, visit the Community Center for free payment and designated stickers. If the large items are about to dispose are in good condition and working well, you can also choose to contact recycling center to get them reused properly.

\*The location of Community Center is shown [here](#).

## G) Waste Treatment for Guest House Tenants

\* **Recyclable Waste:** Please throw away the recyclable waste (such as paper, tin, glass, plastic, clothes, etc.) into each appropriate recycling container. Dumpsters are located next to the bicycle parking lot in the B1 floor of the Guesthouse building.



\* **Trash/Food Waste:** Please use white standard plastic garbage bags for trash to throw away in trash container and pink standard plastic garbage bags to throw away in food waste container. Please be sure to tightly secure the garbage bags. If there is a trash disposal machine in your apartment, you can use it by tagging a card that is usually attached to the machine. Simply tag the card on the trash disposal machine and put your trash bag into the machine. If there is no tag card available, you can place your trash bags in front of the trash disposal machine.

## Dry Cleaning Information

CleanWith provides dry cleaning service for the universities on campus. They drop by IGC every week on Tuesdays around 2pm for pick up.

If you are not familiar with the process, please refer to the information below.

Ms. Choi comes to campus every Tuesday for pick up. Leave whatever you'd like to be dry cleaned in a bag on your office door. We recommend texting her first to introduce yourself, tell her your school (GMUK) and office number and that you'll have stuff for her to pick up.

Her Korean phone number is +82 10 4860 9970.

It also doesn't hurt to include your name with your items and a sign that says "For Cleaning" but otherwise you should be good.

The cost is about \$2-\$6 per item. He usually returns items within one week or earlier.

If you have any questions about this, please contact [mkfa@gmu.edu](mailto:mkfa@gmu.edu).

## Leisure in Incheon

### Major Parks in Songdo

#### 1. Central Park



## Directions to Central Park (Walking)



*Estimated Time: 1 hour.*

#### Departing from IGC

1. Walk towards 84 Sondogwahak-ro.
2. Make a left turn at the intersection and walk straight.
3. Make a right turn at the following intersection and walk straight for 2.5 km on Songdomunhwa-ro towards Central Park.



# Directions to Central Park (Subway)

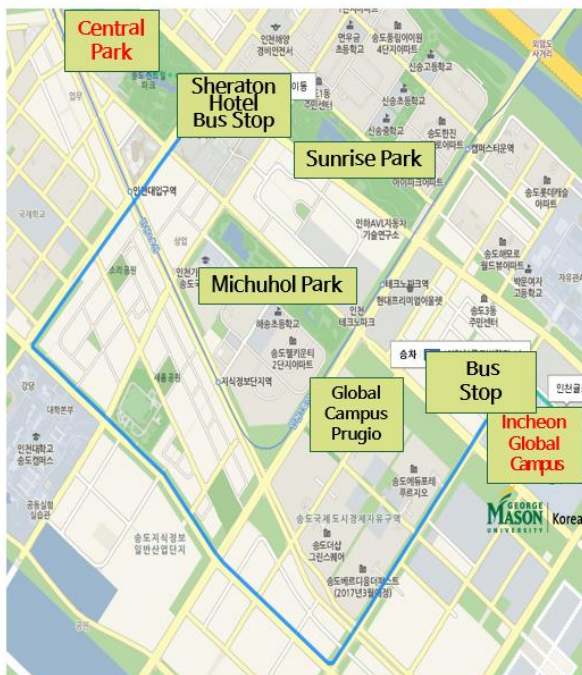


*Estimated Time: 20 min.*

**Departing from Campus Town station**

1. Take a subway at Campus Town.
2. Get off at Central Park station. The subway makes 4 stops Get out through exit #3.

# Directions to Central Park (Bus)



*Estimated Time: 35 min.*

**Departing from IGC**

1. Take the 16 bus from Incheon Global Campus bus station (#39-850). The bus stop is located the opposite side of the faculty apartment.
2. Get off at Sheraton Hotel Station. The bus makes 12 stops. (Need to get off at 12<sup>th</sup> stop)
3. Walk towards Central Park.

**# Additional Info.**

*Estimated Taxi Fare: 4,500 won*

*Estimated Time: 8 min.*



## 2. Sunrise Park



## Directions to Sunrise Park (Walking)



*Estimated Time: 35 min.*

### Departing from IGC

1. Walk towards 84m Sondogwahak-ro.
2. Make a right turn at the intersection and walk straight.
3. Make a left turn at the following intersection and walk straight towards the KET R&D Center.
4. From KET R&D Center walk towards Sunrise Park.

### # Additional Info.

*Estimated Taxi Fare: 3,100 won*

*Estimated Time: 7 min.*

### 3. Urban Neighborhood Park (Global Park)



## Directions to Urban Neighborhood Park (Walking)

*Estimated Time: 18 min (1.3 km)*

### Departing from IGC

1. Take a left turn at the corner in front of the Dorm B building. You may see the Genesem building across the street.
2. Walk straight approximately 400 m, and walk across 2 crossroads.
3. After the crossroads, walk straight towards Urban Neighborhood Park approximately 340 m.

### # Additional Info.

*Estimated Taxi Fare: 3,800 won*

*Estimated Time: 1 min.*



# Directions to Urban Neighborhood Park (Bus)



*Estimated Time: 22 min.*

## Departing from IGC

1. Take 92 Bus at the Incheon Global Campus Bus Station (#39-850, right in front of Genesem building).
2. Get off at the next station—Culture Park (Mun-hwa Gong-won) station. The bus makes 1 stop.
3. Cross the road and walk towards Urban Neighborhood Park.

## # Additional Info.

*Estimated Taxi Fare: 3,800 won*

*Estimated Time: 1 min.*

## Cultural Spaces

### 1. Tri-Bowl



Famous for its impressive night views of Songdo, Tri-Bowl is a multi-complex culture and arts center built to seem as if it is floating on water. Its unique architecture of three bowl-shaped buildings floating on water symbolizes Incheon, a city in harmony with the sky, ocean, and earth.

- Address: 250 Incheontower-dearo, Yeonsu-gu, Incheon
- URL: <http://www.tribowl.kr>
- Tel: +82 32 455 7185 ~ 6



## 2. Incheon Culture & Arts Center



The Incheon Culture & Arts Center, in operation since April 8, 1994, contains a performance hall, exhibition room, and conference room. Over 2,000 people can watch performances held on the center's three stages. The conference room has seating for 144 people and is used for a variety of national and international events. As an influential force of arts and culture in the Incheon area, the center is home to a municipal orchestra, choir, dance corps, and a theater troupe.

- Address: 149 Yesul-ro, Namdong-gu, Incheon
- URL: <http://english.incheon.go.kr>
- Tel: +82 32 427 8401

### 3. Incheon Foundation for Arts & Culture Incheon Art Platform



Incheon Art Platform (IAP, formally Jung-gu Arts and Cultural Center) is a multiplex cultural arts center. IAP operates under the patronage of the Incheon Arts and Culture Foundation with the artists-in-residency program as its core. The program fosters the creation of new art by supporting artists and research scholars from a variety of backgrounds.

- Address: 218 Jemullyang-ro, Jung-gu, Incheon
- URL: [http://www.inartplatform.kr/en\\_index.php](http://www.inartplatform.kr/en_index.php)
- Tel: +82 32 760 1000

#### 4. Arts Center Incheon



Arts Center Incheon is a multicultural space that opened in November 2018, anchored by a classical concert hall. It comprises 1,727 seats with seven stories above ground and two underground levels. This venue is located in Incheon's Songdo International Business District in the Yeonsu district; at the tail western end of Songdo Central Park.

- Address: 222 Artcentder-daero, Yeonsu-gu, Incheon
- URL: <http://www.aci.or.kr>
- Tel: +82 32 453 7700



## 5. Incheon Chinatown



Incheon's Chinatown came into being with the opening of Incheon Port in 1883 and Incheon's designation as an extraterritoriality of the Ching Dynasty in the following year. In the past, the area held many stores trading goods imported from China, but currently most Chinese businesses in the area are restaurants. Today, the residents of Chinatown are mostly 2<sup>nd</sup> or 3<sup>rd</sup> generation Chinese, descendants of the early Chinese settlers. The area harbors many of the flavors of China, while the traditional culture of the first generation are preserved.

- Address: 14, Chinatown-ro 52beon-gil, Jung-gu, Incheon
- URL: [chinatown.alltheway.kr](http://chinatown.alltheway.kr) (Korean only)
- Tel: +82 32 777 1330

## 6. Songdo Convensia



Songdo Convensia is approximately 15 minutes away by car from Incheon International Airport and an hour from Seoul, making it a pleasant and convenient venue for business as well as for touring the Seoul metropolitan area. The center is surrounded by six outstanding hotels, a department store, and a number of shopping malls. In addition to an array of convenient amenities, it also boasts exquisite exterior and interior designs, reminiscent of the luxurious Sydney Opera House. Naturally, it has become a popular venue for television programs, performances, and fashion shows.

- Address: 123, Central-ro, Yeonsu-gu, Incheon
- Tel: +82 32 210 1114

## Traditional Markets

### 1. Bupyeong Market

The Bupyeong Market is the oldest market in the Bupyeong area. Although it is not clear when the market was created, the market has a 100-year history.

- Location: 38-3, Buheung-ro 316beon-gil, Bupyeong-gu, Incheon
- Tel: +82 32 516 0655
- URL: <http://www.bptm.co.kr/>

### 2. Underground Market of Bupyeong Station

The underground market of Bupyeong station hosts many events to express its thanks to customers while promoting the development of the market. The market also lends baby carriages for free.

- Location: 16 Gwangjang-ro, Bupyeong-gu, Incheon
- Tel: +82 32 523 9992

### 3. Underground Market of Juan Station

In the Underground Market of Juan Station, guests can enjoy new and exciting shopping experiences in all seasons regardless of the weather. The market with a total area of 12,411 m<sup>2</sup>, is filled with 234 specialized stores frequented by many customers, especially younger generations. Above the underground market stands the CGV Juan Theatre as well as 2030 Street, where people can enjoy shopping and watching movies together.

- Location: 86 Juan-ro, Michuhol-gu, Incheon
- Tel: +82 32 864 9776

### 4. Moraenae Market

Located near the Guwol-dong Agricultural Wholesale Market, the Moraenae Market provides fresh agricultural products at low prices. So, the market is popular among not only thrifty housewives but also tourists mesmerized by the atmosphere and kindness of a traditional outdoor market.

- Location: 45 Guwol-ro 276beon-gil, Namdong-gu, Incheon
- Tel: +82 32 471 1427
- URL: <http://www.moraenaemarket.com/en/>

## **5. Ganghwa Five-day (Pungmul) Market**

Located next to the Ganghwa-eup Intercity Bus Terminal, Ganghwa Pungmul Market is permanent market and held bigger on calendar days ending with a 'two' or 'seven'.

- Location: 17-9 Jungang-ro, Gangwha-eup, Gangwha-gun, Incheon
- Tel: +82 32 934 1318

## **6. Sorae Fish Market**

The Sorae Fish Market is located in the port southeast of Incheon. Sorae Fish Market is also known as a place where visitors can find excellent pickled shrimp and buy quality marine products at competitive prices. Such is the fame of the market that it attracts many between three thousand and thirty thousand customers every day. Often called the 'department store of pickled fish,' Sorae Fish Market sells all kinds of pickled fish including pickled anchovies, pickled beak squid, pickled fish entrails, pickled herring, pickled crab, and more. The busiest seasons for Sorae Fish Market are June, September and November. Experienced customers visit the market during these seasons with the tide to enjoy the freshest fish.

- Location: 12 Soraeyeok-ro, Namdong-gu, Incheon
- URL: <http://sorae49.com/main/ko/> (Korean Only)

## Libraries

### 1. Incheon Metropolitan City Office of Education Jungang Library

- Address: 9 Jeonggak-ro, Namdong-gu, Incheon
- URL: <https://lib.ice.go.kr/jungang/index.do>
- Tel: +82 32 421 1152
- Operation hours of service (General Materials Reading Room):  
Tue – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Mondays and all National Holidays)

### 2. Incheon Metropolitan City Office of Education Yeonsu Library

- Address: 96 Hambangmoe-ro, 152beon-gil, Yeonsu-gu, Incheon
- URL: <https://lib.ice.go.kr/yeonsu/index.do>
- Tel: +82 32 899 7500
- Operation hours of service (General Materials Reading Room):  
Mon – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Wednesdays and all National Holidays)

### 3. Incheon Metropolitan City Office of Education Bukgu Library

- Address: 21 Sinteuri-ro, Bupyeong-gu, Incheon
- URL: <https://lib.ice.go.kr/bukgu>
- Tel: +82 32 363 5000 ~ 1
- Operation hours of service (General Materials Reading Room):  
Tue – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Mondays and all National Holidays)

### 4. Incheon Metropolitan City Office of Education Seogu Library

- Address: 45 Geonji-ro 334beon-gil, Seo-gu, Incheon
- URL: <https://lib.ice.go.kr/seogu>
- Tel: +82 32 585 7100
- Operation hours of service (General Materials Reading Room):  
Mon – Thu: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Fridays and all National Holidays)

#### **5. Incheon Metropolitan City Office of Education Gyeyang Library**

- Address: 18 Gyeyangsan-ro 134beon-gil, Gyeyang-gu, Incheon
- URL: <https://lib.ice.go.kr/gyeyang>
- Tel: +82 32 540 4400
- Operation hours of service (General Materials Reading Room):  
Mon – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Tuesdays and all National Holidays)

#### **6. Incheon Metropolitan City Michuhol Library**

- Address: 53 Inju-daero 776beon-gil, Namdong-gu, Incheon
- URL: <https://www.michuholib.go.kr/>
- Tel: +82 32 462 3900 ~ 1
- Operation hours of service (General Materials Reading Room):  
Mon – Thu: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Fridays and all National Holidays)

#### **7. Incheon Metropolitan City Yeongjong Sky Library**

- Address: 132 Hanuljungang-ro, Jung-gu, Incheon
- URL: <https://www.michuholib.go.kr/>
- Tel: +82 32 746 9142
- Operation hours of service (General Materials Reading Room):  
Mon – Thu: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Fridays and all National Holidays)

#### **8. Incheon Metropolitan City Cheongna International Library**

- Address: 24 Damji-ro, Seo-gu, Incheon
- URL: <https://www.michuholib.go.kr/>
- Tel: +82 32 562 6823 ~ 4
- Operation hours of service (General Materials Reading Room):  
Tue – Fri: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Mondays and all National Holidays)

#### **9. Incheon Metropolitan City Cheongna Lake Library**

- Address: 59 Crystal-ro, Seo-gu, Incheon
- URL: <https://www.michuholib.go.kr/>
- Tel: +82 32 563 9579
- Operation hours of service (General Materials Reading Room):  
Mon – Thu: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Fridays and all National Holidays)

#### **10. Incheon Metropolitan Subong Library**

- Address: 218 Gyeongin-ro, Michuhol-gu, Incheon
- URL: <http://www.imla.kr/sb>
- Tel: +82 32 870 9100
- Operation hours of service (General Materials Reading Room):  
Tue – Fri: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Mondays and all National Holidays)

#### **11. Incheon Yeongjong Library**

- Address: 85 Yeongjong-daero, Jung-gu, Incheon
- URL: <http://www.imla.kr/yj>
- Tel: +82 32 745 6000
- Operation hours of service (General Materials Reading Room):  
Tue – Fri: 9:00 – 22:00 / Sat – Sun: 9:00 – 18:00  
(Date Closed: on Mondays and all National Holidays)

#### **12. Incheon Metropolitan City Office of Education Juan Library**

- Address: 27 Guwollam-ro, Michuhol-gu, Incheon
- URL: <https://lib.ice.go.kr/juan>
- Tel: +82 32 450 9100
- Operation hours of service (General Materials Reading Room):  
Mon – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Thursdays and all National Holidays)

#### **13. Incheon Metropolitan City Office of Education Hwadojin Library**

- Address: 122 Hwadojin-ro, Dong-gu, Incheon
- URL: <https://lib.ice.go.kr/hwadojin>
- Tel: +82 32 760 4100 ~ 1
- Operation hours of service (General Materials Reading Room):  
Mon – Fri: 9:00 – 20:00 / Sat – Sun: 9:00 – 17:00  
(Date Closed: on Wednesdays and all National Holidays)

#### **14. Songdo Library of International Organization**

- Address: 175 Art center-daero, Yeonsu-gu, Incheon
- URL: [https://blog.naver.com/un\\_librarian](https://blog.naver.com/un_librarian)
- Tel: +82 32 851 6650 ~ 1
- Operation hours of service (General Materials Reading Room):  
Mon – Fri: 9:00 – 18:00  
(Date Closed: on Saturdays & Sundays and all National Holidays)



# **HEALTH & MEDICAL INFORMATION**

## On Campus Emergency Contact | Health Center

### 1. George Mason University Korea Address

English Address:

George Mason University Korea,  
119-4, Songdomunhwa-ro, Yeonsu-gu, Incheon, Republic of Korea  
21985

Korean Address:

인천광역시 연수구 송도문화로 119-4 (송도동, 한국조지메이슨대)  
우편번호) 21985

- For any inquiries, please contact: **032) 626-5001**

### 2. Global Campus Infirmary Location

Incheon Global Campus Multi-complex Building Support Center, Room 3068

### 3. Global Campus Nurse Contact

[chayj@igc.or.kr](mailto:chayj@igc.or.kr) / **032) 626-0531**

More detailed information is shown [here](#).

## Off Campus Emergency Contact | Hospitals

### 1. Emergency Numbers

- For the brigade & ambulance service: **119** (English: **02-119**)
- For emergency services (ambulance, fire, and rescue, police): **112**

#### • Acute Care Medical Centers/Hospitals (24hr Emergency Room)

##### A) Nasaret International Hospital (<http://nasareteng.com/>)

- Address: 98, Meonugeum-ro, Yeonsu-gu, Incheon, Korea  
인천광역시 연수구 먼우금로 98 (동춘동)
- Phone (For English): 032-899-9737
- Phone (For Korean): 032-899-9999
- [Danieln379@naver.com](mailto:Danieln379@naver.com) (English Coordinator)
- 13 minute-distance from Incheon Global Campus by car/taxi.

##### B) Gachon University Gil Medical Center

([https://www.gilhospital.com/en\\_US/web/foreigner/home](https://www.gilhospital.com/en_US/web/foreigner/home))

- Address: 21, Namdon-daero 774beon-gil, Namdong-gu, Incheon, Korea  
인천광역시 남동구 남동대로 774 번길 21 (구월동, 가천대학교 길병원)
- Phone (For English): 032-460-3213, 010-6272-9567
- Phone (For Korean): 1577-2299
- [gihc@gilhospital.com](mailto:gihc@gilhospital.com) (English Coordinator)
- 23 minute-distance from IGC by car/taxi.

##### C) Inha University Hospital ([www.inha.com/eng](http://www.inha.com/eng))

- Address: 27, Inhang-ro, Jung-gu, Incheon, Korea  
인천광역시 중구 인항로 27 (신흥동 3 가, 인하대학병원)
- Phone (For English): 032-890-2080, 032-890-2090
- Phone (For Korean): 032-890-2114, 1600-8114
- [Inhamedicalcenter@gmail.com](mailto:Inhamedicalcenter@gmail.com) (English Coordinator)
- 25 minute-distance from IGC by car/taxi.

## Emergency Ready App



**EmergencyReadyAPP** 4+  
Ministry of the Interior and Safety  
★★★★★ 5.0, 1 Rating  
Free

In the event of natural hazards or state of national or regional emergency, such as COVID-19 related updates, text alerts get sent to Korean residents by the Ministry of the Interior and Safety, as well as regional organizations.

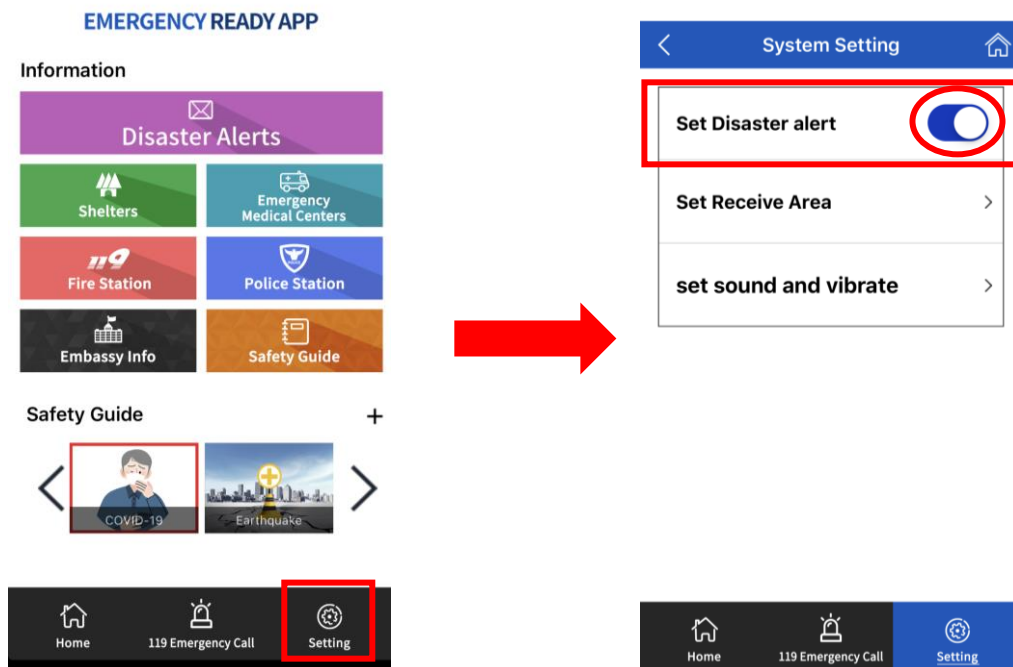
Foreigners in Korea can receive this service by downloading the Emergency Ready App by the Ministry of the Interior and Safety. For further detailed instruction, please find a guidance below:

**Step 1.** Search “Emergency Ready App” on the App Store (iOS) or Google Play (Android). You may also find a direct link provided below.

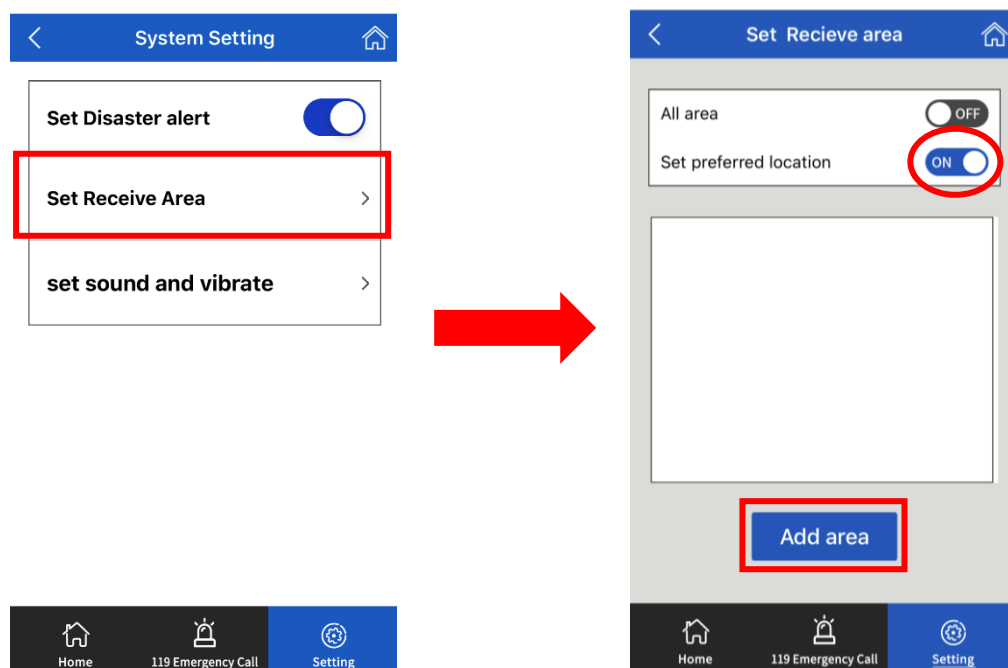
Direct link to Emergency Ready App	
App Store (iOS)	<ul style="list-style-type: none"><li>Korea: <a href="https://apps.apple.com/kr/app/emergencyreadyapp/id826120919">https://apps.apple.com/kr/app/emergencyreadyapp/id826120919</a></li><li>United States: <a href="https://apps.apple.com/es/app/emergencyreadyapp/id826120919?l=en">https://apps.apple.com/es/app/emergencyreadyapp/id826120919?l=en</a></li></ul>
Google Play	<ul style="list-style-type: none"><li><a href="https://play.google.com/store/apps/details?id=kr.go.nema.disasteralert_eng&amp;hl=en">https://play.google.com/store/apps/details?id=kr.go.nema.disasteralert_eng&amp;hl=en</a></li></ul>

*Further instructions will be continued on the next page.*

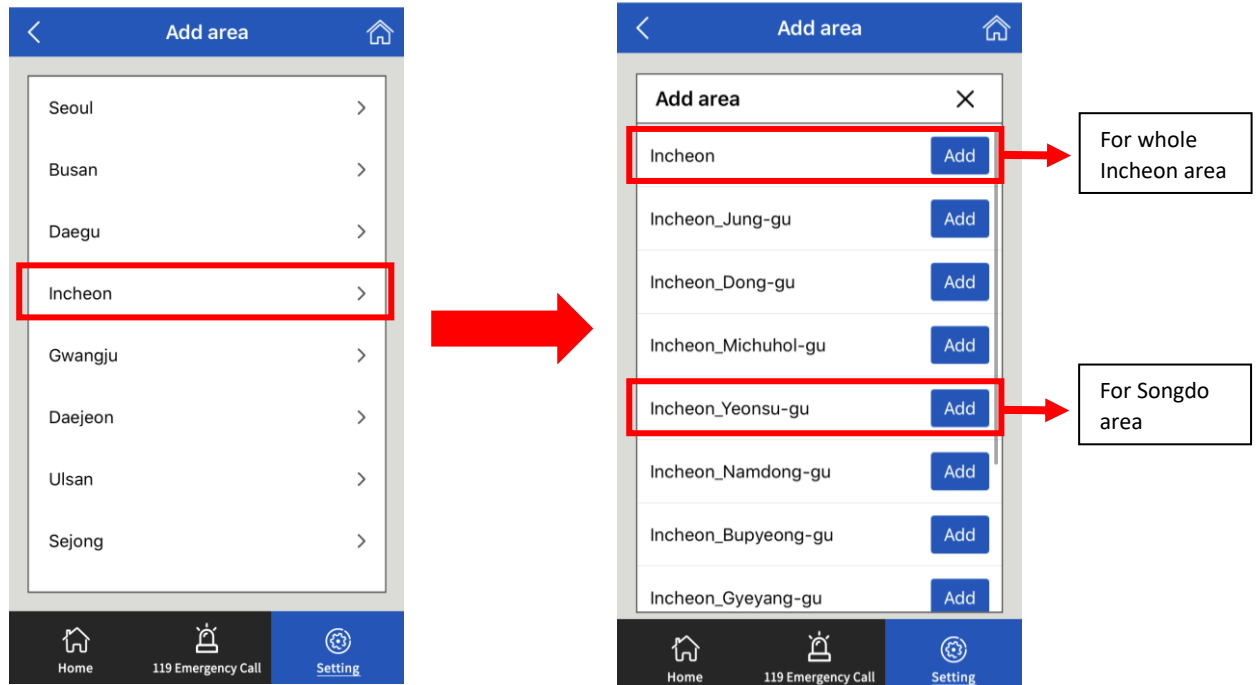
**Step 2.** When you open an application, you will find a main page like an image below left. Please go to “Setting” for further preferences setting. From “Setting” page, make sure to turn on “Set Disaster alert” function.



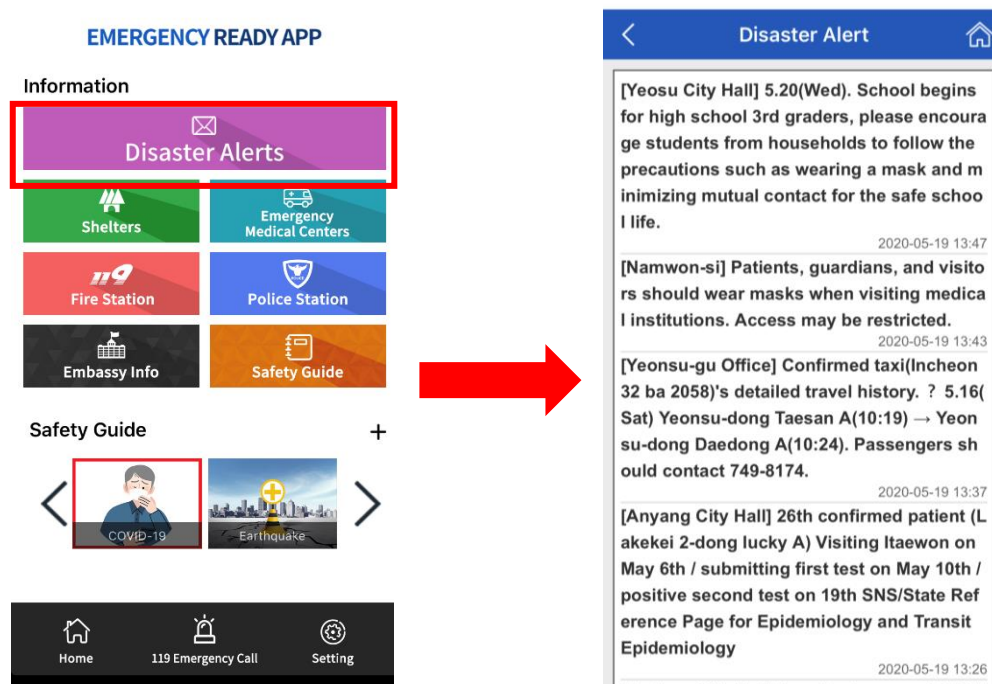
**Step 3.** Go to “Set Receive Area” and select “Set preferred location” to add your residing area. If you want to receive national-wide alerts from all regions, please turn on “All area” function.



**Step 4.** When you are selecting preferred location, please choose the cities when you mostly visit or currently reside in. For Songdo-specific alerts, select “Incheon\_Yeonsu-gu.” If you want to receive alerts from every district of Incheon, just add “Incheon.”



**Step 5.** You can also go back to the main page and click on “Disaster Alerts” section to check previous emergency alerts that had been sent out in the past.



## **Medical System in Korea**

Korean medical facilities are categorized into three types by the number of medical departments and the size of the medical facilities. To use third-tier hospitals, a patient needs a referral letter from a first or second-tier medical facility. If the patient goes directly to a third-tier hospital without a referral letter, he/she cannot receive medical insurance coverage and will have to pay the high medical costs. Foreigners can use medical services from international clinics in third-tier hospitals directly. However, it is more costly.

### **A) First-tier medical facilities**

These types of facilities include private hospitals and public health centers. First-tier medical facilities have a limited number of medical departments and provide comprehensive medical service for treating and preventing early symptoms of diseases.

### **B) Second-tier medical facilities**

Second-tier medical facilities have medical specialists and more than 4 medical departments and provide medical services for both inpatients and outpatients. In general, these types of facilities have 30 to 500 beds. Emergency treatment is available.

### **C) Third-tier medical facilities**

General hospitals or hospitals belonging to medical schools are categorized as third-tier medical facilities. These types of facilities have medical specialists in all different medical departments, more than 500 hospital beds and offer specialized medical services for emergencies.



## Medical Check-up

Medical Check-up is required if you are a long-time faculty. For more details about the items of medical check-up, please find below information:

### 1. Subject of Health Screening and Operation Period

#### A. General Screening

- ① Employee subscriber and regional insurance subscriber who is a regional householder, biannual(Annual for non-office workers)
- ② Employee subscriber's dependent and household member(40 years or older), Biannual
- ③ Medical Aid Beneficiaries. Biannual  
(householder whose age 19~64 and family member age 40~64  
※ those who are at the age of 66 or above receive an examination in the transition period of medical cares  
※ those who are suspected in general screening as high blood pressure or diabetes will be taken final diagnosis test)

#### B. Cancer Checkup

- ① Stomach Cancer: Persons at the age of 40 years or above.
- ② Liver Cancer: Persons at the age of 40 or above (once in half year)  
Those who are at the age of 40 or older and belong to high risk group of liver cancer in insurance benefit details for 2 years  
Those who are at the age of 40 or above and have a positive reaction to HCV Antibody or HBs antigen test in the last two years
- ③ Colorectal cancer: Persons at the age of 50 or above, (annual)
- ④ Breast cancer: Female persons at the age of 40 or above. (biannual)
- ⑤ Cervical cancer: Woman aged 20 or above (biannual)

#### C. Infant / children health screening

- The subjects are infants who are at least a full four months and less than six months, the number of the checkups is 10(General checkup 7 times, oral checkup 3 times)  
(Including the medical salary receivers)
- - First(4~6months), second(9~12months), third(18~24months), fourth(30~36months), fifth(42~48months), sixth(54~60month), seventh(66~71month)

Source: [nhis.or.kr](http://nhis.or.kr)

## **2. Health screening items**

- . A. General screening
  - Interview examination, posture test, breast radiography, blood test, uroscopy, oral examination, and providing result of health risk evaluation
    - ※ those who are suspected in general examination as high blood pressure or diabetes will be taken to final diagnosis test
- . B. Cancer screening
  - Liver cancer, Stomach cancer, colorectal cancer, breast cancer, cervical cancer
- . C. Infant / children health screening
  - Items for the screening for each period, but basic examination, body measurement, health education, hearing interview test, sight test, development evaluation, dental and oral exams operated.

## **3. Cost coverage**

- . A. General screening : fully covered by NHIS
- . B. Cancer screening : NHIS(90%), the examinee(10%)
  - \* uterine, colorectal cancer... NHIS covers the entire costs
- . C. Infant / children health screening : fully covered by NHIS

## **4. Method and Process**

- . A. Carry the health checkup beneficiary sign, sent by the corporation, and identification card, and visit the desired checkup institution, Health checkup operation.
- . B. Group or individual checkup for employee subscribers following the plan of each employer(company)

## **5. Checkup Result Notification**

- . Notification of the checkup result from the institution to the subscriber in fifteen days from the completion of the checkup.
  - \* In case of baby/infant health checkup and oral checkup, immediate notification of the result.

Please refer to following link for more information.

<https://www.nhis.or.kr/english/index.do>