

# A Handbook for Foreign Faculty Members



  
HANKUK UNIVERSITY  
OF FOREIGN STUDIES

## Index page

Faculty Personnel Affairs -----	page 3
Points to be Attributed in Recognition of Research-----	page 6
HUFS Map & Dorm -----	page 9
Campus Building -----	page 13
Shuttle Bus on Campus -----	page 21
Campus Shuttle Bus Schedule -----	Page 25
Public Transportation -----	page 26
Mohyeon Map -----	page 28
Restaurants in Moheyeon -----	page 29
How to get to the Airport -----	page 31
Contact Points -----	page 33
How to log on HUFS webpage-----	page 34
How to apply for your alien registration card-----	page 36
Last degree verification form -----	page 37, 38
Business card form -----	page 39

# Faculty Personnel Affairs

## 1. Contract Renewal

The employment contract is renewable annually and the decision on contract renewal is based on 1) the department's assessment on your contribution to the development of the department and 2) fulfillment of research requirement.

\*Contract Renewal Standard (Points according to HUFS Research Points Policy)

Category	Research Points
Theory Faculty	Minimum of 120 points per year
Language Faculty	Minimum of 100 points per year

\* For foreign faculty members in Science related fields: 2 SCI, SCIE, SCOPUS papers are required at the third year renewal of contract. (Foreign faculty members in College of Natural Sciences & College of Engineering)

\* Theory faculty members except in Science related fields are required more than one domestic top-grade academic journals or international general journal or a prominent international academic journal at the fifth year renewal of contract.

## 2. Foreign Faculty Promotion System

### ○ Normal Track

Classification	To Assistant Professor Salary Class 1		To Associate Professor		To Full Professor	
	Final academic degree					
Required years of experience to reach * Recognition standard - master : 2 years (maximum) - doctor : 5 years (maximum, master included) - years of experience from former careers <b>(acknowledgeable only)</b> - years of service at HUFS	Master	Doctor	Master	Doctor	Master	Doctor
	8	7	12	11	17	16
Required accomplishment points	1. 240 points × number of year(s) of service required for promotion to the next position level <b>2. Annually, At least 120 points from an academic journal at the level of domestic top-grade academic journals (including international general academic journals or international top-grade academic journals)</b>					
Note	○ For science and engineering faculty members, during tenure of office, there shall be at least 120 points from the National Research Foundation of Korea and above, as well as 0.35 thesis (70 points) from internationally renowned journals (SCI level) (applicable only for associate professor and professor promotions) ○ For the first promotion, years for promotion shall be calculated based on the applicant's academic background and teaching history, and from the second					

	<p>promotion, the years shall be calculated based on the service period at the school.</p> <p>○ Studies which will be published shall be accepted as a record of research if a certificate for future publishing is submitted, provided that if an applicant fails to submit their final study work published prior to the promotion date, the study shall not be recognized.</p>
--	---

○ **Fast Track**

Unit: Piece (based on recognized ratio)

Category	Humanities A&HCI	Social Science · Law · Commerce SSCI	Natural Science SCI(E)	Engineering SCI(E)
Professor ↑ Associate Professor	2	2.5 (1.8)	7 (4.9)	6 (4.2)
Associate Professor ↑ Assistant Professor Level 1	1.5	2 (1.4)	6 (4.2)	5 (3.5)
Associate Professor ↑ Assistant Professor Level 2	2.5	3 (2.1)	9 (6.3)	7.5 (5.3)

<Note>

- \* Mathematics and Statistics Department's (including mathematics education majors) SCI(E) performance will be weighted 1.5 times (150%), and the Industrial Management Engineering Department's SCI(E) performance will be weighted 1.3 times (130%).
- \* Figures in parenthesis is the number of Top 10% journals
  - Top 10% journals are top 10% journals with impact factors announced every year by Thomson in the U.S., and if there were no impact factors evaluated in that year, the last year's impact factors will be referenced.
- \* Fast track promotion will be eligible after 50% of service years have been fulfilled.
- \* Joint studies will be subject to recognition ratios, but first and corresponding authors will earn 10 additional percent.
- \* Internationally renowned journals and TOP 10% journals will be counted with a 1 : 1.5 ratio.
- \* The pieces mentioned above are based on publishing performance during service years at the school.

■ Advancement evaluation standards

○ Fast Track

Unit: Piece (based on recognized ratio)

Category	Humanities A&HCI	Social Science, Law, Commerce SSCI	Natural Science SCI(E)	Engineering SCI(E)
Assistant Professor Level 1 ↑ Assistant Professor Level 2	1	1 (0.7)	3 (2.1)	2.5 (1.8)

<Note>

\* Fast track will be eligible after 50% of service years have been fulfilled.

\* Mathematics and Statistics Department's (including mathematic education major) SCI(E) performance will be weighted 1.5 times (150%), and Industrial Management Engineering Department's SCI(E) performance will be weighted 1.3 times (130%).

\* Figures in parenthesis is the number of Top 10% journals

- Top 10% journals are top 10% journals with impact factors announced every year by Thomson in the U.S., and if there were no impact factors evaluated in that year, the last year's impact factors will be referenced.

\* Joint studies will be subject to recognition ratios, but lead and corresponding authors will earn 10 additional percent.

\* Internationally renowned journals and TOP 10% journals will be counted with a 1 : 1.5 ratio.

\* The pieces mentioned above are based on publishing performance during service years at the school.

■ Joint Research Recognition Ratio

number of authors (researchers )	single	2	3	4	more than 5
recognition ratio	100%	70%	50%	30%	20%

## Points to be Attributed in Recognition of Research

※ Each point on the table and criteria can change due to revision

Affiliation		Humanities and Social Science	Engineering and Science		
Evaluation Items					
Thesis	Internationally renowned journals	A&HCI	500	500	
		SSCI	Within TOP 40%	500	500
			Others	400	400
		SCI(E)	Within TOP 10%	500	500
			Within TOP 40%	350	350
			Others	200	200
		SCOPUS	Article, Article-in Press	200	150
			Editorial, Erratum, Letter, Note, Review	100	100
		Domestically renowned journals	Journals registered with the National Research Foundation of Korea	120	120
	Journals which are candidates to be registered with the National Research Foundation of Korea		100	100	
	International General Academic Journal		120	120	
	General Academic journals of Korea		70	70	
	General journals of Korea		20	20	
	Collection of dissertations, published theses, presentations (including collections of abstracts) at international conferences		100/70/50	100/70/50	
	Presentations at conferences in Korea		20	20	
Collection of theses of this undergraduate (graduate) school or of the school's research center		50	50		
Collection of theses of this undergraduate (graduate) school or of the school's research center (foreign faculty members)		100	50		
Remarks/reviews on scholarly journals		20	20		
A doctoral thesis		200	200		
Books	International academic books (scholarly)		500	500	
	International academic books (general)		300	300	
	Domestic academic books	An academic award winner from the National Academy of Sciences, the Humanities Association of Korea, and associations	360	360	
		Sejong Books by the Ministry of Culture and Tourism/ Domestic scholarly books	240	240	

Books	Textbooks	College education	240	240	
		Primary education	120	120	
	Domestic general books		120	120	
	Translated scholarly books (abridged translation from Korean to a foreign language/a foreign language to Korean)		240/120	240/120	
	Compilation		30	30	
	A chapter of compilation (international/domestic scholarly books)		120/70	120/70	
	Revised edition of books (revised 1/3 or more)		30	30	
	Encyclopedia (humanities: 15,000 to 30,000 words/30,000 or above, social science and engineering: 3,000 to 4,000 words/4,000 or above: if the word count is less than minimum word count but the encyclopedia has more than 1,000 pages, the points will be awarded)		800/1200 (Social Science: 360/480)	360/480	
	Educational content (multimedia) development		70	70	
External Consignme nt Studies	Fund size		~1000	~1000	
	Study report		30	30	
	Write and submit a study plan		5	5	
	(Published) a book on the study		70	70	
Awards and Patents related to Studies	National prize or international academic society awards		100	100	
	Domestic association or academic society awards		70	70	
	International patent registration		200	200	
	International patent application		30	30	
	Domestic patent registration		100	100	
	Domestic patent application		15	15	
	Utility model registration		70	70	
	Utility model application		10	10	
	Software registration		-	20	
	Experimental product creation	Internationally competitive experimental product's commercialization		200	200
		Domestically competitive experimental product's commercialization		100	100
Technology transfer history		Unlimited	Unlimited		
Technology and management advice history		Unlimited	Unlimited		

► Academic publications (Articles)

A. All articles except reviews and book reviews should meet the general requirements of an article in their content and form.

B. In case the same article is published in a different journal or a collection of symposium articles, it shall be considered as only one submission.

1. International top-grade academic journals

- The academic paper which acknowledged by the **ISI (ISI Wed of Knowledge)** publication index. The professional journals are covering A&HCI (language, liberal arts), SSCI (social sciences), SCI(E) (natural sciences, science and engineering).

2. Domestic top-grade academic journals



- They included academic articles, which registered and recognized (candidate) in KRI (Korea Research Foundation)

### 3. International journals

- They include academic articles published in international foreign symposium groups (academic society) or academic articles of foreign university or research center

### 4. Domestic academic general journals

- They include academic articles, published in a KRI (Korean Research Foundation) registered academic/research society

### 5. Paper in international conference proceeding / paper abstract of the conference

- They include articles or abstracts, which are published in a journal after the publication in a highly recognized international symposium or academic conference and are published in the journal after the due process of review

※ required conditions for international conferences

○ In liberal arts and social sciences fields

3 or more participating countries and 5 or more speakers of foreign researchers for presentation and discussion conducted in a foreign language (including the language of specialty)

○ In science related fields

Research institutes publishing SCI(E) level journals as the organizations of the conferences, or when attending international conference that is held overseas or organized by the domestic organization (society or research institute) jointly with a foreign research institute with 3 participating countries and 5 or more speakers of foreign researchers for presentation and discussion conducted in a foreign language (including the language of specialty)

### 6. Paper in domestic conference proceeding / paper abstract of the conference

- They include articles, which are published in a well-known local symposium or academic conference and are published in the journal after the due process of review.

### 7. Review / Book review in academic journals

- It should be more than 100 pages in a manuscript paper and be equivalent to an article in terms of quality and quantity

8. In case of journals published in the mathematics- and statistics-related department, they will receive 1.5 times of points of the natural science category

## ▶ Writing (Books)

### 1. International / Domestic academic publication (books)

- As to articles, they mean academic writings in a professional field published at home or abroad

### 2. Text book publications

- They mean text books for elementary, high school or universities recognized by the Ministry of Education

### 3. Translations

- They mean journals or creative literary writings that are translated into Korean or a foreign language

### 4. Editor of edited volume

- They mean collections of articles and theories of several writers which are published in the name of more than one author

### 5. Revisions

- They mean a revised version of a writing, which had been previously published. In such case, it should be objectively found that more than one third of the writing has been revised

### 6. Chapter co-writings

- The points will be given according the writer for each chapter



# HUFS Map

## ①HUFS dorm

▶ HUFS map



▶ Detailed Map for HUFS dorm



There are 5 main buildings [A 동 (Dorm A), B 동 (Dorm B), C 동 (Dorm C), D 동 (ORBIS), and E 동(Gaon Plaza)]

## Dormitory

▶ **Address:** Foreign Faculty Dormitory (ORBIS Buliding), 81 Oedae-ro, Mohyeon-eup, Cheoin-gu, Yongin-si, Gyeonggi-do, Korea 449-791  
경기도 용인시 처인구 모현읍 외대로 81 한국외국어대학교 외국인교수 기숙사(ORBIS동) 00호 449-791

### ▶ Entrance

#### 1) Entering the dorm

- you can enter the code #420# on the pad
- The door opens automatically in 1-2 seconds and closes automatically in 10 seconds.

#### 2) Entering the room

- Put on your hand on the pad and then you will be able to put the code.

## How to use internet

- Find WIFI signal named after your room number.
- PW is DF + room number + DF + room number

## How to use Telephone (only international phone, extension)

Category	Telephone	Remarks
Free International Call	Press number 7 + 483700 + country code + telephone No. + #	first 0 of the telephone number can be ommited
Extension	Press 4 digit	

## If you are having difficulties with the Internet(phone) & facility, follow as below

Category	Direction
Phone & Internet	Have your assistant contact 4017 (Information system team) And make an arrangement with engieneer for repair schedule (only Tuesday and Thurday availalble)
Facilities	Same way as above, but the differnet number. 4015 (Facility management team) or 4304 (emergency only)

## Convenient Facilities (Cafeteria Building)

### ▶ Cafeteria (Gaon Plaza - 1st floor)

- Weekdays: Breakfast: 8:00~9:30 / Lunch: 12:00~14:00 / Dinner: 17:30~19:00

- Weekends: Breakfast: 8:00~9:00 / Lunch: 12:00~13:00 / Dinner: 17:30~18:30
- Closed on the Korean thanksgiving(Chuseok) and on weekends and national holidays during the vacation. Call: 031-330-4757

▶ Convenience store (Gaon Plaza - 1st floor)

- Weekdays: 7:00~23:00 Weekends: 11:00~19:00 Call: 031-321-6235

▶ Café (Gaon Plaza – 2nd floor)

Cafeteria



Convenience store



## Café



### ▶ Dormitory administrative team

- It is located on the first floor of A dorm (In front of the computer room)

### ▶ ATM

- It is Located in the Gaon Plaza, 1st floor. The building between A dorm and B dorm

### ▶ GYM (The Opening hours are from (6:00 ~ 23:00)

- The gym is accessible to all students and faculty members. Please visit the dorm administration office to make an entrance card.

### ▶ Washing machines

- Washing machines and dryers are on the 1<sup>st</sup> floor

### ▶ Mail Box

- On 1st floor. Find your room number and pick up letters and bills

### ▶ Lobby

- 2nd floor for gathering

### ▶ Table tennis

- 3rd floor lobby



## Humanities, Economics & Business Building [ 인문경상관 (#4) ]

### A) Facilities

- ▶ **Canteen 101:** It is similar to “convenience store”. You can buy food, drinks, and also daily necessity.
- ▶ **Information 103:** You can get help from here. (ex. Where is the class number 000? And etc.)



## HUFS Library [ 도서관 ]

### A) Facilities

- ▶ Library is next to the student hall. You can borrow books, study, search some information you want using computer. There are lots of books, and papers which are helpful for your study or assignment. Students study their major and prepare team assignment at library.

NAME	DAY	WEEKEND	VACATION
General Collection	09:30~20:00	09:30~13:30 (On Sunday closed)	09:30~17:00 (On weekend closed)
References Room			
Periodicals Room			
Theses Room			
Multimedia Room			
Reading Room 1,2	24 hours		
Reading Room 3	06:00~23:00		

▶ **General Collection:** There are lots of books. So you can borrow books you want. Usually students borrow books which are helpful for their assignments.

▶ **Reference Room:** There are so many references and papers. But you shouldn't borrow these, so just reading is allowed.

▶ **Periodicals Room:** There are some periodicals which are published at Korea or foreign country. You shouldn't borrow these so if you want to bring it, copy these using copy machine.

▶ **Theses Room**

▶ **Multimedia Room:** You can use DVD, CD, other multimedia information.

▶ **Reading Room:** You can study or read books in this room.

## How to use Library

### ▶ Borrowing books

- You can borrow books maximum 7. Loan period is 14 days.
- Students who want to borrow books have to have Student ID card. It will be distributed at the Orientation. (If you have mobile student ID card application, it's also OK)
- You can search book you want on website or computer which is located at 1st floor. (<http://library.hufs.ac.kr/en/index.ax>)

### ▶ Reading room

- If you want to use Reading room, you have to reserve your seat. Use kiosk of seat allocation system. (Located at 3rd floor)
- The time limit at the first issuing is 4 hours. If you want to extend your seat time, it can be made 1 hours before expiration time. (You can extend 3 times a day)
- At 3rd floor, there are student lounge. So you can take a rest, talk with your friend or prepare team assignment.



## Liberal Arts Building [ 교양관 (#2) ]



### A) Opening Hours

- ▶ 9:00 AM-9:00 PM (might not be accurate)

### B) Facilities

- ▶ **Information 101, 110:** Ask information about school and Liberal Arts Building.
- ▶ **Café (First floor, west side of the building):** There are many seats prepared for students and professors to have a coffee break. Next to café, there is a snack bar.
- ▶ **Conference room 203:** This room is for meetings and for professors' conference.
- ▶ **Professor's office 204:** Most of the professors stay in this room when they have a class in Liberal Arts Building
- ▶ **Stairway classrooms 201, 301, 401, 501:** Most of the small events are held in these classrooms. They can accommodate many students.
- ▶ **Study Room 213-2:** Students who want to study quietly can go to study room. It's a great place to concentrate on your studies.



## Student Union Building [ 학생회관 ]



### A) Facilities

- ▶ **Nurses office:** On the first floor, there is Nurses office and doctor will come to the nurse office on Wednesday or Thursday.
- ▶ **Woori bank:** is located on the 1<sup>st</sup> floor of this building
- ▶ **Post office** There is a post office at the first floor.

## Language and Literature Building [ 어문학관 (#1) ]



### A) Opening Hours

- ▶ 09:00AM~09:00PM (might not be accurate)

### B) Facilities

- ▶ **Cafeteria 108:** There are both fixed menus and daily menus in cafeteria. Students need to pay for lunch tickets from vending machines before they enjoy their meal!
- ▶ **Girl's lounge 222:** This lounge is prepared for female students to rest when they do not feel good. Male students are NOT allowed to go in there.
- ▶ **Computer Room 334:** Student number is needed when you access to the computer. Students can also print out their assignments and supplies in this place. You need your ID to print out something, and it costs 50won per a sheet.
- ▶ **Study Room 441:** Students who want to study quietly can go to study room. It's a great place to concentrate on your studies.
- ▶ **Multi Plaza (Computer Room) 441-1:** Students can use computers, audios, and study rooms with big TV screen in this place. In order to use the study rooms, you need to register online.

## Welfare (Dining) building [ 후생관 ]



### A) Opening hours

- ▶ It is different by facilities, however, it usually opens throughout school hours (until period 8 PM)

### B) Location

- ▶ It is located in the opposite side of the student hall, and next to the building of Engineering.

### C) Facilities

- ▶ **Cafeteria** : On 2nd floor, for meals for faculty members. Write your name on the list and get the tickets when you go into the cafeteria.
- ▶ **Student cafeteria** : The biggest facility that this building contains can be easily explained as “Cafeteria” or “Canteen” for students to have their meal. The prices of the menu are various from 1,500 won ~ 3500 won, however, it is usually not quite expensive for a meal. We can buy a ticket for menu at the automatic vending machine with cash or credit card.
- ▶ **Canteen**: On the same floor with cafeteria, there is a small canteen that works as a convenience store.
- ▶ **Eatery**: On the 2<sup>nd</sup> floor, there is an eatery called “Mom’s touch” which sells hamburgers, chicken, and more. The prices of the menus are more expensive than school cafeteria.
- ▶ **Book & Stationary store**: On the 2<sup>nd</sup> floor, there is a store that sells various stationary including school souvenirs, and books for our class.



▶For Copy: On the 2<sup>nd</sup> floor in front of the book store, we can copy books or papers by paying 50won when we copy or print in black or white A4.

### Engineering Building [ 공학관(#5) ]



### Natural Science Building [ 자연과학관(#4) ]



## Centennial Complex [ 백년관 ]



### A) Opening Hours

- ▶ 9:00 AM ~ 9:00 PM (might not be accurate)

### B) Location

- ▶ The newly built building behind the soccer field

### C) Facilities

- ▶ Academic Affairs Team 320
- ▶ Accounting part in General Affairs Team 321
- ▶ International Seminar Room 102-3: Big events are usually held in International Seminar Room, with comfortable seats and huge screen.
- ▶ Conference Hall / Gym 104: Major events are held in here, and students can also use this place as an indoor gym and basketball court.
- ▶ Mango Six: Might want to check this place out when you feel like having a super tasty mango juice!
- ▶ Faculty room on 6<sup>th</sup> floor: For rest between classes



# SHUTTLE BUS (빵차)

## A) Route

### ▶ Heading for Humanities, Economics and Business building

Mohyeon Street -> Mohyeon Jiseok Myo, Mohyeon Villa -> Dormitory -> Engineering Building, Library -> Student Hall, Welfare Building -> Language Building, Liberal Arts Building -> Humanities, Economics and Business Building(Turning Place)

### ▶ Heading to Mohyeon Street

Humanities, Economics and Business Building -> Language Building, Liberal Arts Building -> Student Hall, Welfare Building -> Engineering Building -> Centennial Building (**Only when descending**) -> Dormitory -> Mohyeon Jiseok Myo, Mohyeon Villa -> Mohyeon Street

## B) Schedule

### ▶ Weekday : Starts at 7:40(Mohyeon Street standard), ends at 21:30(Humanities, Economics and Business Building standard)

- From 8:40 to 9:40, the bus operates in 6~8 minutes interval.
- From 10:00 to 18:00, the bus operates in 10 minutes interval, but **no buses operate** during 12:30 ~ 14:00(Mohyeon Street standard) and 12:25~ 14:00(Humanities, Economics and Business Building standard) due to lunch time.
- From 18:00 to 21:30, no bus in 19:30 ~ 20:00(Mohyeon Street standard) and 19:45 ~ 20:00(Humanities, Economics and Business Building standard) due to dinner time.

### ▶ Weekend: Starts at 10:00(Mohyeon Street standard), ends at 18:45(Humanities, Economics and Business Building standard)

- From 13:00 ~ 14:00, no bus in **both sections** due to lunch time.

### ▶ Exam period(From the previous exam week Monday until the exam week Thursday, 11 days)

- Weekdays: Operates from 22:00(Mohyeon Street standard) until the next day 00:50(Humanities, Economics and Business Building standard)
- Weekends: Operates from 20:00(Mohyeon Street standard) until the next day 00:50(Humanities, Economics and Business Building standard)

C) Bus stops

▶ Mohyeon Street Bus stop - In front of [BBQ chicken](#)



▶ Mohyeon Jiseok Myo, Mohyeon Villa Bus stop - In front of [MISTER POCHA](#)



▶ Dormitory Bus Stop





▶ Engineering Building, Library Bus Stop



(Ascending)



(Descending)

▶ Student Hall, Welfare Building (If you want to get off at this stop then you have to press the bell)



▶ Language Building, Liberal Arts Building Bus stop



▶ Humanities, Economics and Business Building Bus stop (Turning point)



▶ Centennial Building(Only when **descending**)



# Campus Shuttle Schedule and Location for Boarding

※ The schedule changes on vacation periods.

Global Campus → Seoul Campus					
	Route	Stops and Time			
		Global Campus	Via Bokjeong Station	Jamsil	Seoul Campus
Commute	Seoul Campus	Global Campus Dormitory Intersection(06:50) → Shin Ahn APT Intersection(06:55) → Dong Sung 2cha APT(near Jukjeon Station) (07:17)→Chungsol Songwon APT three-way intersection(near Migeum Station Gate 1)(07:22) → Jeongja Station Gate 2(07:25) → Airport Bus Stop(across Soonae Station)(07:29) →Taxi Station(across Seohyeon Station)(07:32) → Yatap Station Gate 1(07:39) → Express Highway(Songpa IC) → Bokjeong → Dongbu/Suseo Expressway → Inner Circulation Road → Jeonnong-dong → Seoul Campus			08:50
	Taereung	17:40	◀ Via Taereung, Jungbu Express Highway ▶		19:00
	Gwangnarustation	17:40	◀ Jungbu Express Highway/Cheonho-dong/Gwangnarustation ▶		
	Jamsil	17:40	◀ Express Highway (Songpa IC) Jamsil Station▶		
Business Use	Seoul Campus	13:30	14:00	14:20	14:50
	Seoul Campus	15:30	16:00	16:20	16:55
Seoul Campus → Global Campus					
	Route	Stops and Time			
		Seoul Campus	Jamsil	Seongnam / Bundang	Global Campus
Commute	Taereung	07:20	◀Via Taereung, Jungbu & Guri-Pangyo Express Highway▶		09:20
	Bundang			08:30(Yatap Station) , 08:38(Seohyeon shibum dhansee)	09:20
	Jamsil		08:20	Express Highway (Songpa IC), Via Route 3	09:20
	Global Campus	17:30	Via Bundang, Jamsil		19:30
Business Use	Jamsil 1	09:30	10:00	Express Highway (Songpa IC)	11:00
	Jamsil 2	11:30	12:00		13:00

# PUBLIC TRANSPORTATION

## A) Red Bus

- ▶ Red buses are one of the common public transportation systems in Korea, which usually connects different cities and provinces. We have 5 kinds of red buses heading to diverse regions from HUFS global campus and our campus is the last stop for most of the buses.
- ▶ Transportation fee: 2,500 won
  
- ▶ **1500-2** (Sadang station ↔ Everland)
  - Major Bus Stops: Everland, HUFS Global Campus, Seo-hyeon Station, Pan-gyo Station, Nambu Bus Terminal, Sadang Station
  - Please pay extra careful attention! When getting on the bus, ask the driver whether the bus is heading to Seoul or Everland. The bus line is a bit complicated!
  
- ▶ **1005** (HUFS global campus ↔ Gangnam station)
  - Major Bus Stops: HUFS Global Campus, Seongnam Bus Terminal, Pan-gyo Station, Sin-nonhyeon Station, Gangnam Station, Yang-jae Station, Yang-jae Citizen's Forest
  
- ▶ **1117** (HUFS global campus ↔ Gang-byeon station)
  - Major Bus Stops: HUFS Global Campus, Moran Station, Gachon University, Seokchon Lake, Lotte World, Gang-byeon Station
  
- ▶ **1303** (HUFS global campus ↔ Anyang station)
  - Major Bus Stops: HUFS Global Campus, Dankook University, Ori, Migeum, Jeong-ja, Sunae Station, Pan-gyo, Indeogwon, Beom-gye, Anyang Station
  
- ▶ **1150** (HUFS global campus ↔ Seoul station)
  - Major Bus Stops: HUFS Global Campus, Seo-hyeon Station, Pan-gyo Station, Jong-no, Myeong-dong, Eul-ji ro, Namdaemun Market, Seoul Station

## Green Bus

- ▶ We usually take this bus when we want to go somewhere near our school.
- ▶ Transportation fee: 1,000 won
  
- ▶ **20**(Yong-in Bus Terminal ↔ Gwang-ju)
  - Major Bus Stops: Yong-in Bus Terminal, HUFS Global Campus, Gwang-ju E-MART, Bus Terminal
  
- ▶ **60**(Gwang-ju ↔ Suwon Station)

- Major Bus Stops: Gwang-ju E-MART, Bus Terminal, HUFS Global Campus, Juk-jeon, Ori Station, Suji, Gyeong-gi University, Suwon Hwaseong Fortress, Suwon Station

### **T-Money (Transportation card)**

▶ T- Money is the Korea transportation card that replaces the coins and bills and can be used in all cities in Korea.

#### **▶ Where to buy**

You can buy in the **convenience store**(I.E. GS25, Seven Eleven, CU, MINISTOP, Storyway).  
The lowest price is 2,500 won.

#### **▶ Where to use?**

Transportation -> Subway, Bus, Taxi

Convenience Store(When you want to buy something)

#### **▶ How to use?**

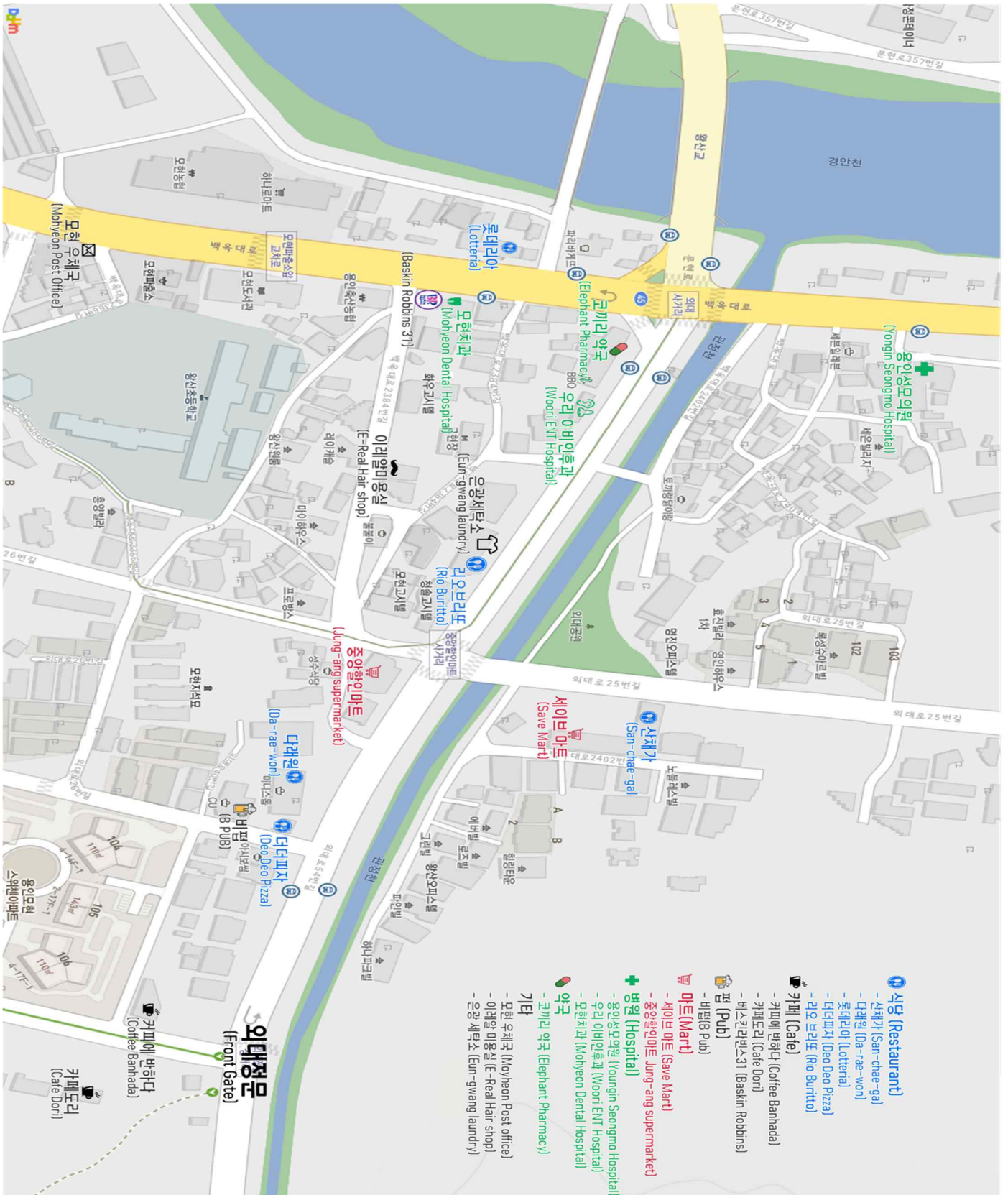
1. When you first buy it, you should fill the money you want.

Where to fill? **Convenience Store, Subway**

2. After that, there is a T-money reader inside the convenience store, subway, bus, and taxi. If you want to buy something or take the transportation, you should tag there.



# Mohyeon Map (stores, market, hospital, drug store, etc.)



# RESTAURANTS IN MOHYEON & DELIVERY SERVICE

종류 (Menu)	가게명 (Name)	전화번호 (Phone Number)	배달가능여부 (Delivery Service)	비고 (Remarks)	Memo
치킨 & 피자 (Chicken & Pizza)	미파닭 (Mi-pa-dak)	031-333-6341	O		
	왕서방 치킨피자 (Wang-seobang Chicken Pizza)	031-323-2999	O		
	피자나라 치킨공주 / 피자공주 (Pizza-nara Chicken-Gongju)	031-322-9244	O		
	피자와 치킨의 러브레터 / 러브레터 (Pizza wa Chinken eui Love letter)	031-768-6852	O		
치킨 (Chicken)	네네치킨 (Ne-ne Chicken)	031-332-3434	O		
	송열림 치킨 (Song-El-Lim Chicken)	070-8722-8000	X		
	신통치킨 (Shin-tong chicken)	031-334-9292	△	10마리 이상 배달 가능 (More than 10 chickens can be delivered)	
	치킨마루 (Chicken Maru)	031-334-5518	O		
	페리카나 (Pelicana)	031-339-6860	O		
	홀랄라 치킨 (Hoolala chicken)	031-321-0019	X		
	BHC	031-332-3324	O		
	BBQ	031-322-8292	O		
피자 (Pizza)	더더피자 (Deo-deo Pizza)	031-334-0788	O		
	피자스쿨 (Pizza school)	031-321-8834	X		
분식 (Korean style food truck)	김가네 (Gim-ga-ne)	031-323-2177	O	*	분식: These foods are inexpensive and eating simply
	김밥천국 (Gim-bap chenguk)	031-333-6399	O	*	tteokbokki' is rice cake with spicy sauce
	빨간떡볶이 (Bbalgan-tteokbokki)	031-333-4088	X		
	엽기떡볶이 (Yeop-gi tteokbokki)	031-339-8592	O		
	날으는김밥 (Nal-eu-neun-gimbap)	031-321-6639	O	*	
	로얄분식 (Royal-bunsik)	031-333-1571	O	*	
	올레김밥 (Ole-gimbap)	031-334-1411	X		
	올떡볶이 (Ol-tteokbokki)	031-322-9264	X		
족발 & 보쌈 (Pig's feet & Bossam)	장충동왕족발보쌈 (Jang-chung-dong wang-jok-bal bossam)	031-335-9930	O	※	Bossam :boiled pork with vegetables (Korean style wrap)
	돈왕족발보쌈 (Don-wang-jok-bal bossam)	031-339-0886	O	※	
	고향왕족발보쌈 (Go-hyang wang-jok-bal bossam)	031-798-0195	O	※	
	아씨보쌈 (A-ssi bossam)	031-339-0766	O	※	
	불불이족발 (Bul-bul-e jok-bal)	050-4103-6849	O	※	
	족발5F (Jok-bal 5F)	031-334-7773	O	※	
고기집 (BBQ restaurant)	서래 (SeoRae)	031-335-9930	X	※	
	돌판생삼겹살 (DolPanSangSamGyeobSal)	031-339-5024	X	※	
	중앙정육점식당 (JungAngJeongYukJeom SikDang)	031-322-7796	X	※	
	고기향기 (GoKiHyangKi)	031-322-9093	X	※	
	연탄떡갈비 (YeonTanDdakGalBi)	031-334-5022	X	※	



밥집 (Korean food)	성수식당 (sung soo sik dang)	031-322-5830	X		"밥집" : there are Korean style foods such as rice with side dishes
	중앙정육 (joong ang jung yuk)	031-322-7796	O	※ # 3만원 이상 배달 가능 (Delivery is available over 30,000 won)	
	산채가 (san chae ga)	50714036564	X		
	샤브향 (sha bu hyang)	031-339-4985	O		
	하하 돈까스 (haha donkatsu)	031- 332- 3391	X	#	
	할매 순대국 (hell mae soon dae guk)	031- 339-5920	X	#	
	봉구스 밥버거 (bong gusu bab burger)	031-334-1236	O	1만5천원 이상 배달 가능 (Delivery is available over 15,000 won)	bapburger' is similar with rice ball but different thing is shape. Its shape is like burger.
	김가네 (kim ga nae)	031-323-2177	O		
중식점 (Chinese restaurant)	다래원 (Daraewon)	031-339-6480	O	#	There are chinese style foods; noodles with black soybean sauce, sweet and sour pork
	하이난 (Hainan)	031-323-1595	O	#	
	일억조 (Ireokjo)	031-333-3435	O	#	
	쌍용각 (Ssangyonggak)	031-332-2253	O	#	
술집 (Pub)	앨리펍 (Alley Pub)	031-322-5123	X		
	짚동가리쟁주 (jipdonggari ssaengju)	031-322-8817	X		
	49포차 / 대장금주막 (Sagupocha/Daejanggeum)	031-333-6322	X		
	미스터포차 (Mister Pocha)	031-333-1622	X		
	일미생선구이 (Ilmi)	031-332-5111	X		
	7080포차 (chilgongpalgong pocha)	031-323-2408	X		
	옻터 (yet-teo)	031-339-6630	X		
	포인트 (Point)	031-339-5663	X		
	킹스펍 (King's Pub)	031-322-9981	X		
주주 (JUJU)		X			
마트 (Grocery store)	하나로마트 (HaNaRo Mart)	031-323-2177	O		
	중앙할인마트 (JungAngHalln Mart)	031-333-6399	O		
	세이브마트 (Save Mart)	031-333-4088	O		
* 일정금액 이상 배달 가능, 개별연락 (Has delivery available price, Contact individually)					
※ 이 메뉴는 돼지고기가 들어갑니다. (This menu contains pork)					
# 일부 메뉴에 돼지고기가 들어갑니다. (Some menu in this restaurant contains pork)					

## How to get to the Incheon Airport

### A) Bus + Subway

► Get on the 1150 bus at the "(29-555) hufs, mohyeon billa" bus stop → get off at seoul station(02-005) → transfer to the subway and get on airport railroad line → get off at Incheon airport station

- the time required :two and a half hours

### B) Bus + Bus

► Get on the 1150 or 1500-2 bus at the "(29-555) hufs, mohyeon billa" bus stop. → get off at seohyeon station, ak plaza (07-483) → walk to the ak plaza → get through the front gate and under the pedestrian overpass there is a station only for airport bus → get on the 5300 bus → get off at Incheon airport (35-536)

- the time required :2 hours and 26 minutes

### C) Airport bus time table (departure time, updated on 2016, may 30)

Number	Leaving time	Number	Leaving Time
1	04:10	41	12:50
2	04:30	42	13:05
3	04:45	43	13:20
4	05:00	44	13:30
5	05:10	45	13:40
6	05:20	46	13:50
7	05:30	47	14:00
8	05:40	48	14:10
9	05:50	49	14:20
10	06:00	50	14:30
11	06:10	51	14:40
12	06:20	52	14:50
13	06:30	53	15:00

14	06:40	54	15:10
15	06:50	55	15:20
16	07:00	56	15:30
17	07:10	57	15:40
18	07:20	58	15:50
19	07:30	59	16:00
20	07:40	60	16:10
21	07:50	61	16:20
22	08:05	62	16:30
23	08:20	63	16:40
24	08:35	64	16:50
25	08:50	65	17:05
26	09:05	66	17:20
27	09:20	67	17:35
28	09:35	68	17:50
29	09:50	69	18:05
30	10:05	70	18:20
31	10:20	71	18:35
32	10:35	72	18:50
33	10:50	73	19:05
34	11:05	74	19:20
35	11:20	75	19:35
36	11:35	76	19:50
37	11:50	77	20:05
38	12:05	78	20:20
39	12:20	79	20:35
40	12:35	80	20:50

## Contact Points

Business	Office/Department	Telephone	Location
Faculty Personnel Affairs	Academic Affairs Team	031-330-4024	Centennial Complex. 3F #320
Salary & Taxes	Finance and Accounting Team	02-2173-2181	Main Bldg. 1F #120 (Seoul campus)
Insurance, Pension,	Human Resources Development Team	02-2173-2165	Main Bldg. 1F #122 (Seoul campus)
Research Grant	Research Support Team	02-2173-2053	Main Bldg. 2F 222 (Seoul campus)
Certificate, ID card	One-Stop Service Center	031-330-4635	Student Union Bldg. 1F
Internet, Telephone	Information System Team	031-330-4017	Language & Literature Bldg. 4F #405, #406 (Global Campus in Yong-in)
Facility Repair (heating/air conditioner, boiler, etc.)	Facility Management Team	031-330-4182	Centennial Complex. 3F #316
Health Care	Health Service Center	031-330-4036	Welfare Bldg. 2F
College of Humanities / College of Economics and Business / College of Interpretation and Translation		031-330-4077	Academic Support Center, Student Union Bldg.1F
College of Central and East European Studies, College of International and Area Studies		031-330-4953	
/ College of Natural Sciences / College of Engineering, Minerva College		031-330-4073	

# How to log on HUFS webpage (www.hufs.ac.kr)

1) click '교직원'



2) click '종합정보시스템'



3) Enter your ID, PW



4) Click this grey button to skip changing PW this time (if you want, you can click this blue button and change PW)

### 비밀번호 변경 안내

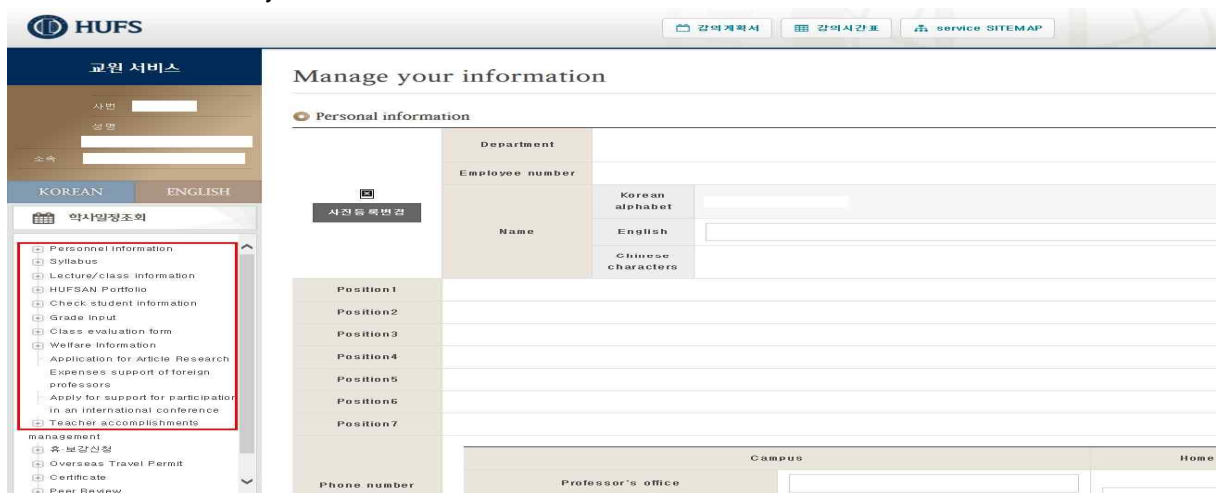
**[정보통신망 이용촉진 및 정보보호 등에 관한 법률]** 제 28조 제1항 및 동법 시행령 제15조 제6항에 근거한 개인정보의 기술적,관리적 보호조치 기준에 의거 한국외국어대학교에서는 비밀번호를 변경하십시오(이하) 아래와 같이 변경을 안내하고 있습니다.  
 다소 불편하시더라도 소중한 개인 정보를 안전하게 보호하기 위해 비밀번호를 변경해 주시면 감사하겠습니다.  
 ※ "개인정보의 기술적·관리적 보호조치 기준"에 대한 자세한 사항은 [국가법령정보센터](#) 홈페이지에서 확인하실 수 있습니다.



5) Change the language



6) Find the menu you need





## How to apply for your alien registration card

1. Go to hikorea.go.kr and reserve your visit schedule (it usually takes 2 weeks)
2. Gather requirements
  - \* Contract, Passport, 2 passport photo, Residence support certificate, Business license of HUFS, Fee, Application
3. Visit the immigration office with your assistant.
  - \* Map (영통역 1번출구 반달공원쪽 도보 5분 거리)



4. You can get the card by post after the process is done. Receiving address is “449-791 경기도 용인시 처인구 모현면 외대로 81 백년관 320 호 교무행정팀”

## How to open a bank account

Make a bank account at Woori bank in Student Union Building with your passport.

- \* Regarding salary and deduction
  - Monthly salaries will be deposited to your Woori bank account on every 25th(In case it's holiday, a day before 25th).
  - There will be deduction from your salary for Private School Pension Program, Health Care Insurance, (National and District) Income Tax and Utility bills. This deduction starts from the second month, and deduction for the first and second months will be all deducted from the second month salary (this means you would see the double amount of deduction).
  - Housing maintenance charges (electricity, gas, water, etc.) will be deducted directly from the salary.



## INTERNATIONAL AUTHORIZATION

I have carefully read and understand this authorization form. By my signature below, I hereby authorize all corporations, employers, educational institutions, law enforcement agencies, city, state, county and federal courts and military services to release information about my background including but not limited to, information about my employment, education, driving records, criminal record. This authorization form does not extend to reports regarding my credit or financial history or my credit worthiness.

My signature below acknowledges the fact that I have read and understand The Best IDKorea Inc.' Privacy Policy regarding the handling of my personal information. Furthermore, I hereby release the aforesaid parties or the company or individuals releasing information about me from any liability whatsoever in collecting and disseminating the information obtained.

### SUMMARY OF MY RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

- I may request and obtain all the information about me in the Education background report. There is no cost to me to be provided a copy of this report.
- All information provided about me in the report is held in strictly confidence by The Best IDKorea Inc. and shall not be disseminated to any third parties.
- If there is identity theft, or misuse of the information about me, I may be able to take action against the party responsible for the theft or misuse in state or federal court.

I give The Best IDKorea Inc., and its representatives and agents permission to obtain records and transfer them outside of the Country.

Your First Name(s) (Print Legibly)	Last Name	Middle Name
Gender (Male/Female):	_____/_____/20 (Month) (Day) (Year)	_____/_____/20 (Year) Date of Birth
Nationality: (country of citizenship)	National Identity Number	
Passport Number	Maiden/AKA/Previous Name(s)	
Current Address		
City/Postal Code	Country	
Phone	Email address	
Signature (typed signature is <b>NOT</b> acceptable. This document must be signed by applicant)	_____/_____/20_____ Date (month/day/year)	



Please fax completed form to The Best IDKorea Inc. 02)967-1141



# Business Card Form

(Korean)

한국외국어대학교  
Hankuk University of Foreign Studies

Name / Position

Affiliation

449-791 경기도 용인시 처인구 모현읍 외대로81

Tel. 031-330-0000 CP. 010-0000-0000

Email

(English)

Hankuk University of Foreign Studies

Name

Position

Affiliation

81 Oedae-ro, Mohyeon-eup, Cheoin-gu

Yongin-si, Gyeonggi-do, Korea 449-791

Tel. +82-31-330-0000 CP. +82-10-0000-0000

Email