



호서대학교
한국어교육센터
HOSEO UNIVERSITY
KOREAN LANGUAGE CENTER

2026 Academic Year Hoseo University Korean Language Center Academic Operations Guide

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호서대학교
HOSEO UNIVERSITY

Hoseo University, International Cooperation Division, Korean Language Center
79beon-gil 20, Hoseo-ro, Baebang-eup, Asan-si, Chungcheongnam-do
Kang Seok-gyu Education Building, Room 101 (31499)

School year	Seasonal semester	Month	Schedule
1st Sem/20 Weeks 26.03.05~08.05	Spring Sem/10 weeks (26.03.05~05.21)	March	• Regular class freshman orientation and level test • Placement test
		April	• Spring semester midterm evaluation • Spring semester cultural experience • Student life counseling
		May	• Spring semester final evaluation • University festival
	Summer Sem/10 weeks (26.05.~08.05)	June	• 2026-2 semester student career survey • Summer semester cultural experience • 2026-2 semester visa extension
		July	• Summer semester final evaluation • End of 2026-1st Semester
2nd Sem/20 Weeks 09.01~'27.01.31)	Autumn Sem/10 weeks (26.09.01~11.13)	September	• Regular class freshman orientation and level test • Placement test
		October	• Fall semester midterm evaluation • Fall semester cultural experience • Student life counseling
		November	• Fall semester final evaluation
	Winter semester/ 10week (11.23.~'27.02.02)	December	• 2027-1 semester student career survey • Winter semester cultural experience • 2027-1st semester visa extension
		'27-Jan	• Winter semester final evaluation • End of 2026-2nd semester

Class formation

- Students are assigned to classes ranging from Level 1A to Level 6B based on their Korean proficiency, and other factors such as their nationality and gender.
- To assess Korean language proficiency, freshers attempt level test before the start of the semester, and current students are assigned classes based on their scores from the previous semester exam.
- After the Spring and Fall semesters, new classes are formed for the Summer and Winter semesters based on final exam scores.

Level-Based Curriculum

Grade	Goal	Main content
Level 1	Basic daily communication	• Korean reading and writing, basic greetings • Basic vocabulary and sentence patterns
Level 2	Simple social communication	• Daily conversation, phone calls, inviting, making requests • Past and future tense expression
Level 3	Functional communication	• Complex sentence structures (passive, causative, indirect speech, etc.) • Conversations on social topics, simple writing (introductions, opinion writing, etc.)
Level 4	Express opinions on everyday and professional topics	• Understanding specific socio-cultural topics, debate and presentation practice • Article summarization and essay writing
Level 5	Advanced communication on specialized or abstract topics	• Vocabulary related to current affairs, economy, and culture, advanced grammar and idiomatic expressions • Report/editorial writing, presentation and debate skills improvement
Level 6	Academic/professional fluency	• Academic writing and presentations, understanding diverse discourse styles • Understanding socio-cultural implications, using metaphors, proverbs, and idioms.

Class Hours

- One semester is operated as 20 weeks / 400 hours (5 days × 4 hours).

Section	1 st Period	2 nd Period	3 rd Period	4 th Period
Morning	09:00 ~ 09:50	10:00 ~ 10:50	11:00 ~ 11:50	12:00 ~ 12:50
Afternoon	13:30 ~ 14:20	14:30 ~ 15:20	15:30 ~ 16:20	16:30 ~ 17:20

Text book

- Seoul National University Korean Plus (Student Book & Workbook)

During the first week of class, lessons will be conducted using materials provided by the instructor.

Purchase the textbooks based on your class placement. (2 books, approximately 50,000 KRW)

- Additionally, supplementary textbooks will be used for Korean language practice (2 books, approximately 100,000 KRW)

Evaluation and completion

- Students must attend classes, and they can receive a certificate of completion only if they meet an attendance rate of 70% or above.
- However, if absence is unavoidable due to personal reasons (health problems, family events, etc.), it may be recognized as attendance by submitting proof documents.
- Grade evaluation is conducted through midterm and final exams every seasonal semester, in the areas of reading, writing, listening, and speaking.
- Evaluation Criteria

Course	Written exam	Coursework Grade(20%)	Total
Listening/ Writing /Speaking / Reading	80% (each course 20%)	20% (Assignments and class participation etc.)	100%

Special Activities

- In addition to regular classes, a variety of other programs are offered as well.

Program	Schedule	Details
Korean Cultural Experience	During the semester 1–2 times	- Helps students understand Korean culture through a variety of cultural experience programs and fosters friendship and stronger bonds among students - Includes visits to cultural landmarks and participation in Korean cultural experience activities
Elective Classes	During the semester 1–2 times	- Conduct autonomous activities with the help of teachers so that students can learn self-directedly outside of classes and classroom
Other Events	During the semester	- Seasonal events: Student appreciation events during holidays such as Lunar New Year (Seollal), Chuseok, and Christmas - Sports day, Korean speech contests, talent shows, etc. (organized depending on school circumstances)

University Program Participation

- Various programs are prepared in addition to regular classroom lessons.
- Students may participate together in various university events and programs.

Program	Schedule	Details
TOPIK Prep Short-Term Intensive Course (Free)	Amidst the semester 1–2 sessions	- Held for three weeks prior to the official TOPIK exam - Special preparatory classes for the Test of Proficiency in Korean (TOPIK) - Korean listening, speaking, reading, and writing classes taught by TOPIK-specialists
University Festival	May, October	- Participate in the university festival: Designated booths on country basis - Participate in the Cherry Blossom Festival, photo events, on-campus concerts, etc.
EMC	Amidst the semester	- EMC (English Multi Language Cafe) - Interact and communicate with students from various language groups (English, Chinese, Japanese, etc.)
Buddy Program	Amidst the semester	- Buddy Program - Interact one-on-one with Korean students to improve Korean language skills and exchange cultures
International Student Council (Global Connector)	Year-round	- Join the Global Network, enhancing international student network and promoting Hoseo University in your home country
Other Activities	Once a year	- Visit local attractions near the campus through the "Welcome to Korea" program - Participate in international student soccer tournaments (on and off campus)

Local Community Events

- Participation in various Regional Programs held in Cheonan, Asan and Chungnam.

04 Student Support

International Student counselling Center

- Operated to help international students overcome various challenges they face in their studies and daily life and to help them adapt to life in Korea
- Korean Language Education Center: Initial and follow-up counseling -> Referral to the International Student Counseling Center if necessary -> Counseling by country-specific counselors
- Professional counselors specializing in English-speaking, Chinese-speaking, Vietnamese, CIS, and other countries provide systematic and efficient counseling.
- Students can receive significant support in areas such as psychological well-being, a sense of belonging, and academic performance.

International Cooperation and support team

- The International Cooperation and Support Team is located in Room 101 of the Kang Seok-gyu Education Building and provides various administrative services to trainees at the Korean Language Education Center (Tel: 041-540-9714-5)
- Alien Registration Card (ARC) Management
 - Students entering Korea for the first time must apply for an Alien Registration Card. Required documents include a passport, housing contract, photo, and application fee (KRW 35,000). The International Cooperation Team will assist with the application process.
 - If you move to a new residence, you must update the address on your ARC within 2 weeks. This can be done online through HiKorea, and the International Cooperation Team can assist you. Failure to comply with the same leads to a penalty.
- Visa Management
 - The Language Training Visa (D-4) generally grants a stay period of 6 months.
 - Students must carefully check their period of stay (visa expiration date). Visa extension must be done for before the visa expires.
 - Please carefully review the visa extension notices provided by the International Cooperation Team. In case of any queries, contact or visit the office for further assistance.
 - Failure to extend the visa before the expiration date leads to penalty.
- Opening a Bank Account
 - Students entering Korea for the first time should open a bank account and apply for a bank card. The bank card also serves as a student ID card.
 - Please visit the International Cooperation Team for assistance with opening a bank account.
- Health Insurance Management

- Language trainees will be enrolled in the group insurance program designated by the school upon arriving in Korea.
The insurance fee is approximately KRW 70,000–110,000 per year (depending on the student's age).
- Six months after arrival, students are automatically enrolled in the National Health Insurance program, the same as Korean citizens.
The insurance premium is approximately KRW 70~80,000 per month (depending on the student's age).
- If you fall ill or are injured in an accident and the condition is not serious, you can visit the on-campus Health Center for free assistance.
- If your symptoms are severe enough to require a hospital visit but face language barriers, visit the International Cooperation Team. Staffs can accompany you to the hospital and assist with insurance procedures after treatment.
- Insurance Claims
 - 1) Within 6 months (Covered by School's Group Insurance): Pay the medical expenses first → Submit documents such as receipts and a doctor's report (initial medical chart) to the International Cooperation Team → Complete the insurance claim form → Insurance reimbursement Issued.
 - 2) After 6 months (Covered by National Health Insurance): Insurance is automatically applied when receiving medical treatment
- Certificate Issuance
 - Students can access Certificate of Enrollment, Tuition Payment Certificate, Attendance & Transcript Certificates through the Korean Language Center PORTAL. If you are unsure how to use the PORTAL or need assistance, please visit the International Cooperation Team.
- Part-time Employment
 - Part-time employment is permitted 6 months after the date of entry.
 - Students intending to do part-time job should prepare documents like the Business Registration Certificate, employment contract, copy of employer's ID, etc., get it verified by the International Cooperation Team, and then submit the application to the Immigration Office. Illegal employment may result in adverse consequences in the event of an accident.
- Loss of Items, Accidents and Other Incidents
 - If you lose important items such as your passport, ARC, or bank card, please visit the International Cooperation Team for assistance.
 - If you become involved in incidents such as voice phishing scams or traffic accidents, please visit the International Cooperation Team for assistance.

Library

- It is a learning and cultural space that supports access to information and resources, cultural experiences, relaxation, and creative community activities.
- Available services include book borrowing, requests for the purchase of new books, use of the general reading room, and reservation-based use of facilities such as the 24-hour reading room, group study rooms, creative rooms, cinema room, and small theater.

Section	Asan Library	Cheonan library	facility uses
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Hours of Operation	Amid Semester	Weekdays 09:00~20:00			
	During vacation	Monday~Thursday 09:00~17:00 / Friday 09:00~13:00			
Homepage		https://library.hoseo.ac.kr (The login is the same as the University portal system)			

Health Care Center

- Students who are feeling unwell can receive medical services at the on-campus Health Care Center.
- Operating Hours: Weekdays 9:00~17:20 / During vacation: 9:00~18:50 (Lunch break: 12:00~13:00)
- A one-time dosage of all medications is provided → If symptoms persist after taking the medication, please visit a hospital or pharmacy individually.
- Body Analysis (InBody test) is available twice per semester
- Procedure: Visit → Registration (fill out personal information consent form) → Submission → Consultation and treatment provided
- Asan Campus / +82-41-540-5281 / Room 354, Building 1 Engineering Hall
- Cheonan Campus / +82-41-560-8469 / Building No. 1

Other Campus Facilities

Asan Campus		Cheonan Campus	
Building	Facilities	Building	Facilities
Industry Academic Cooperation Building	Post office, Bank	Information Building	Cafe, convenience store & photocopy center
Kang Seok-gyu Education Building	B1 convenience store, cafe, stationery store, karaoke room	Welfare hall	Food court, optical shop, photo studio

Welfare Hall	Shop, Gym, Student lounge, student cafeteria	Welfare Education Building	Convenience store, Bookstore, Stationery store
Seongjae Library	Museum(6F), EMC(B1),Global lounge (B1, International student only)	1Building	Cafe ,Internet cafe Global lounge(B1, International students only)
Gymnasium	Wellness center, table tennis hall,taekwondo hall (basketball,volleyball,handball,etc)	Auditorium	Cafeteria

Wireless Lan

- Free wireless internet available on campus

Section	Content
Available Area	Asan campus, Cheonan campus, some buildings excluding dormitories
Eligible Users	1. HOSEO_WLAN : faculty/ Enrolled students
Connection Methods	1. 1. Select Wi-Fi network (SSID): HOSEO_WLAN 2. Enter your student ID or employee ID as the username, and the first 6 digits of your ARC number as the password. 3. Enter your student ID or school ID as the username, and the first 6 digits of your ARC as the password.

05 Other Matters

Admission to Undergraduate / Graduate Students

- After completing the Korean Language Education Center program, students can advance to university or graduate school.
- Recruitment Schedule

Section	2026-2nd Semester Admission	2027-1st Semester Admission	Remarks
Application Period	2026 May~June	2026 Nov~Dec	1) Detailed schedule will be announced later 2) TOPIK Level 3(Art and sports) 3) Scholarships ranges from 50-100% depending on the Topik Level.
Document Review/ Interview	2026 June~July	2026 Dec~Jan	
Announcement of	2026, Mid July	2027, Mid Jan	

Successful Applicant			
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- For further details, visit the International Cooperation Team

Part time employment

- Students are not permitted to work during the first 6 months after admission.
- After 6 months, part-time employment is permitted upon approval, and is limited to the type of part-time jobs typically done by university students.
- Permitted working hours

Korean Proficiency Requirement	Satisfying status	Weekdays	Weekend/ vacation	Certified university
TOPIK Level 2 or above Sejong Institute Level 2 or above Social Integration Program Level 2 , or a score of 41 on the preliminary assessment	0	20Hours		25Hours
	x	10Hours		

- Permission Procedure

Prepare the documents (employment contract, Business Registration Certificate, and copy of the employer's ID) ⇨

Complete the Part-Time Employment Confirmation Form (Collect if from the International Cooperation Team) →

Submit the application (online or by visiting the Immigration Office) → Approval granted (sticker attached or approval document issued)

※ Students who work without completing the above procedure may face financial and legal disadvantages.

Contact information

SNS

kakao



e-mail : apply@hoseo.edu

Tel : +82-41-540-9712~15