[Fall 2025] Notice of Enrollment

0. Information

- Please read this notice carefully and make sure to complete your enrollment within your designated period.
- Students who do not complete the enrollment will be expelled.(Article 38 of the school regulations)
- **Enrollment Process**

Calculate Tuition Fee (Educational Affairs Team)	Calculation of tuition fee based on criteria(Refer to '2. Tuition Fee Criteria')	
Calculate Scholarship (Student Affairs Team)	Calculation of scholarship based on criteria	
	For full scholarship recipient, **payment amount = 0 KRW**	Other than full scholarship recipient, **payment amount = tuition fee – scholarship**
Apply for Installment	N/A (No tuition fee to pay, no tuition for installment)	Apply for installment (If wish, pay the tuition in installments)
Bill Print	Within the designated period	Within the designated period
Enroll	**Full Scholarship Registration** (To confirm an intent to attend the semester, full scholarship recipient must complete registration within the period)	**Make a payment**
Check Result	• If enrolled before 4PM: Details can be checked after 8PM on the very day • If enrolled after 4PM: Details can be checked after 8PM on the next working day	
Print Tuition Fee Receipt	• If enrolled before before 4PM: Printing is available after 8PM on the very day • If enrolled before after 4PM: Printing is available after 8PM on the next working day	

- **Payment Amount = Tuition fee – Scholarship(For tuition fee, please refer to Page 4. For scholarship, please contact the Student Affairs Team.)**
- For Graduate School of Artificial Intelligence, tuition support recipients will receive notifications from each graduate school before enrollment. Please be careful to avoid duplicate payments. For related inquiries, please contact the office of your graduate school.
- The contact information varies depending on the inquiry. For accurate and prompt assistance, please refer to the contact information on the last page.

※ **Full scholarship recipients must complete the full scholarship registration within the designated period.**
  - **Regular period**: Enrolled students, students who applied academic return in 1st period, Graduate program freshmen for Fall 2025
    (**If graduate program freshman does not complete the enrollment within the regular period, admission will be canceled**)
  - **Additional period**: Spring 2025 Coop Participants, Students who applied academic return in 2nd period
  - Portal Menu: Academic Affairs → Enrollment/Scholarship → Enrollment → Full Scholarship Registration

※ **Enrollment Related Menu and Certificate**

- If necessary, the tuition bill, tuition receipt and scholarship certificate must be issued by yourself.(No proxy Issuance)
- Tuition bill printing is available only for the designated period.
  We recommend printing it in advance in case you need it during the semester.(Applying for scholarship outside school etc.)

Category	Menu Route after UNIST Portal Login	
Installment Application (If wish)	Academic Affairs → Enrollment/Scholarship → Enrollment → Apply for Installment	
Full Scholarship Registration	Academic Affairs → Enrollment/Scholarship → Enrollment → Full Scholarship Registration	
Payment Check	Enrollment/Scholarship → Enrollment → Tuition payments History(◆ **Real-time confirmation is not possible**)	
Carryover Check	Carryover students → Student Registry → Student Info. → Change Student Info. → Tuition fee payment history → Enrollment type **(Available from installment application period)**	
		Available Time
Tuition Bill	Academic Affairs → Enrollment/Scholarship → Enrollment → Print Tuition bill	Within the designated period (Regular enrollment students: tuition bill is <u>available</u> for additional period, Additional enrollment students, tuition bill is <u>unavailable</u> for regular period)
Tuition Fee Receipt	Academic Affairs → Enrollment/Scholarship → Enrollment → Print Tuition receipt	After enrollment completed, always (For new students, available after the start of the semester)
Certificate of Scholarship	Academic Affairs → Certificate	Always

◆ **How to check the payment result**
- Once the payment is completed, a notification message will be sent by Kyoungnam Bank to the mobile phone number registered in UNIST Portal.(No need to check with the Educational Affairs team)
- Real-time confirmation for the payment(Bank transfer) is not possible for Educational Affairs team.
- Payment made through virtual accounts will not be completed if the amount does not match. So once the payment is completed payment is completed.
- If paid before 4PM: Details can be checked after 8PM on the very day
- If paid after 4PM: Details can be checked after 8PM on the next working day
- Payment check: Portal → Enrollment/Scholarship → Enrollment → Tuition payments History

1. Schedule
- Please be aware of and follow the schedule according to your designated period.
  Regular enrollment period students must complete the enrollment during the regular period, and additional enrollment period students must do so during the additional enroll-ment period.
  Additional period is designated for students whose tuition fees are not determined before the regular period, according to academic calendar.
  Students who do not complete the enrollment will be expelled.(Article 38 of the school regulations)

Regular Enrollment Period Schedule	
Apply for Installment ②	8.19(Tue) 9AM ~ 8.20(Wed) 6PM (If wish, for regular period students who have tuition fee to pay)
Bill Print	8.25(Mon) 9AM ~ 8.28(Thu) 4PM
Enrollment (Payment or Full Scholarship Registration)	8.26(Tue) 9AM ~ 8.28(Thu) 4PM (Closes at 8.28(Thu) 4PM)

Regular Enrollment Period Target		Method
Enrolled students, Students who applied academic return in 1st period	Full scholarship recipient	Full scholarship registration
	Other than full scholarship recipient	Payment
	Carryover students	No separate procedure
Graduate New students in Fall 2025 ① (Sep. 1st admission)	Full scholarship recipient	Full scholarship registration
	Other than full scholarship recipient	Payment
	GSIM, TIM, CDE	No separate procedure
Undergraduate New students in Fall 2025 (Sep. 1st admission)		No separate procedure
Graduate Extra semester students ③		Payment

Additional Enrollment Period Schedule	
Apply for Installment ②	9.10(Wed) 9AM ~ 9.11(Thu) 6PM (If wish, for additional period students who have tuition fee to pay)
Bill Print	9.16(Tue) 9AM ~ 9.18(Thu) 4PM
Enrollment (Payment or Full Scholarship Registration)	9.17(Wed) 9AM ~ 9.18(Thu) 4PM (Closes at 9.18(Thu) 4PM)

Additional Enrollment Period Target		Method
Spring 2025 Coop Participants, Students who applied academic return in 2nd period	Full scholarship recipient	Full scholarship registration
	Other than full scholarship recipient	Payment
	Carryover students	No separate procedure
Exchange student in previous semester	Full scholarship recipient	Full scholarship registration
	Other than full scholarship recipient	Payment
Undergraduate Extra semester students ③		Payment

① New graduate course students must complete the enrollment during the regular period. If not, admission will be canceled.

② Check '4.Installment' page for more information about installment.

③ Check '5.Extra semester students' page for more information about extra semester enrollment.

2. Tuition Fee Criteria
 1) Undergraduate tuition fee: Increased by 5.49% from the previous year
 2) The actual payment amount may vary depending on the semester, scholarship, installment payment, etc. Be sure to check the tuition bill for the payment.
 3) Extra semester student: refer to '5. Extra semester students' .

(Unit: Won, Full Tuition/Semester)

Category			Engineering	Management
Undergraduate			3,316,550	2,795,000
UG-MS(Semiconductor Engineering)				–
Graduate		General	3,840,000	–
		ICT Convergence	5,000,000	–
Graduate School of Technology and Innovation Management		Master's(Part-time)	4,500,000	
		Master's(Full-time), Doctor	6,500,000	
Graduate School of Creative Design Engineering			3,840,000	
Graduate School of Interdisciplinary Management			4,950,000	

Program	Extra semester from	
Undergraduate	9th semester or more	
Master's	5th semester or more	For TIM Master's part-time, 7th semester or more
Doctoral	9th semester or more	For TIM Doctoral, 7th semester or more
Master's-Doctoral	13th semester or more	

3. Methods
 1) In case of any payment amount(Other than full scholarship recipient)
 (A) Bank transfer
 - After checking the given virtual account number and amount transfer money to your virtual account.(It does not necessarily have to be paid by the student)
 - Payment via ATM, Internet/Application Banking etc. are possible.(ATM: Only Kyoungnam machines available)
 - Check your individual transfer limit before making a transfer and adjust the limit through your bank if necessary.
 - Payment made through virtual accounts will not be completed if the amount does not match. So once the payment is completed payment is completed(No need to check with the Educational Affairs team)
 - How to check the payment result(Portal Login → Enrollment/Scholarship → Enrollment → Tuition payments History)
  . If paid before 4PM: Details can be checked after 8PM on the very day
  . If paid after 4PM: Details can be checked after 8PM on the next working day
  . Payment check: Enrollment/Scholarship → Enrollment → Tuition payments History
 (B) Credit card(Kyoungnam BC card ONLY)
 - Online: Kyoungnam Bank Homepage → Utility Bills
 - Offline: Visit the card branch with tuition fee bill, credit card and card owner's ID
 2) In case of no payment amount(Full scholarship recipient)
 - Portal → Academic Affairs → Enrollment/Scholarship → Enrollment → Full Scholarship Registration
 - To confirm an intent to attend the semester, full scholarship recipient must complete the enrollment within the period.
 - New graduate students must complete the enrollment during the regular period. If not, admission will be canceled.

4. Installment

1) Notice
- Apply one week before the payment week only for those WHO WISH, Applications is ONLY allowed during the application period
- Students can pay tuition for 2, 4 and 6 installments. (6th installment is only available for UNIST scholarship students)
- Installment payment applications cannot be canceled, so please apply carefully.
- Must complete the payment within the designated period for each installment.
  (If not enrolled, student will be expelled. If do not meet the comply with the schedule, your next installment application will be restricted.)
- Students who are paying in installments must pay all remaining tuition when taking a leave of absence, withdrawing from school, or being expelled.
- When a student paying installments withdraws or is expelled, the refund amount calculation is based on the full amount of tuition, not the amount paid.

2) Target: Any students wishing to pay tuition in installments(Those who were late for previous installment semester cannot apply for the installment)

3) How to: : Portal → Academic Affairs → Enrollment/Scholarship → Enrollment → Apply for Installments

4) Payment amount
- 2nd installments: 50% of final amount × 2 times
- 4th installments: 20% of final amount × 4 times
- 6th installments: 16% of final amount × 2 times, 17% of final amount × 4 times

5) Schedule(Regular period students must apply for the installment during the regular period, and additional students must do so during the additional period.)

Regular period students	Procedure		Schedule					
	Installment Application (If wish)		8.19(Tue) 9AM ~8.20(수) 6PM					
		No./Installment	1/2, 1/4, 1/6	2/6	2/4, 3/6	2/2, 3/4, 4/6	4/4, 5/6	6/6
	Installment Payment	2nd	8.26(Tue) 9AM ~8.28(Thu) 4PM	9.17(Wed) 9AM ~9.18(Thu) 4PM	10.16(Thu) 9AM ~10.17(Fri) 4PM	11.4(Tue) 9AM ~11.5(Wed) 4PM	12.2(Tue) 9AM ~12.3(Wed) 4PM	1.6(Tue) 9AM ~1.7(Wed) 4PM
		4th						
		6th						

Additional period students	Procedure		Schedule					
	Installment Application (If wish)		9.10(Wed) 9AM ~9.11(Thu) 6PM					
		No./Installment	1/2, 1/4, 1/6, 2/6	2/4. 3/6	2/2, 3/4, 4/6	4/4, 5/6	6/6	
	Installment Payment	2nd	9.17(Wed) 9AM ~9.18(Thu) 4PM	10.16(Thu) 9AM ~10.17(Fri) 4PM	11.4(Tue) 9AM ~11.5(Wed) 4PM	12.2(Tue) 9AM ~12.3(Wed) 4PM	1.6(Tue) 9AM ~1.7(Wed) 4PM	
		4th						
		6th						

5. Extra semester students

1) Criteria

Program	Extra semester from	
Undergraduate	9th semester or more	
Master's	5th semester or more	For TIM Master's part-time, 7th semester or more
Doctoral	9th semester or more	For TIM Doctoral, 7th semester or more
Master's-Doctoral	13th semester or more	

2) **Undergraduate** Students: **Additional period**

- Calculation Criteria: After course change and confirmation period, the tuition fee will be calculated according to the final registered course credits.
- After paying the final amount after course change and confirmation, refund will be processed according to the changed credits after course drop.

(Unit: Won/Semester)

Course registration credits	Tuition fee	Engineering	Management	
0 credit	1/9 of tuition	368,500	310,610	• If register courses only for interdisciplinary project(Track-based curriculum), leadership program, internship, the tuition fee will be calculated as 0 credit.
1~3 credits	1/6 of tuition	552,750	465,910	• If register courses for graduation thesis/research in department-based curriculum, the tuition fee will be calculated according to the registered credits. (0-3 credits)
4~6 credits	1/3 of tuition	1,105,500	931,830	
7~9 credits	1/2 of tuition	1,658,250	1,397,750	
10 credits~	Full tuition	3,316,500	2,795,500	

3) **Graduate** Students: **Regular period**

- Calculation Criteria: Remaining credits for graduation requirements(Coursework credits/research credits/total acquired credits)

(Unit: Won/Semester)

Remaining credits	Tuition fee	College		MOT		CDE	GSIM
		General	ICT Convergence	Master's(Full-time) /Doctoral	Master's(Part-time)		
0 credit	1/5 of tuition	768,000	1,000,000	1,300,000	900,000	768,000	990,000
1~3 credit	1/2 of tuition	1,920,000	2,500,000	3,250,000	2,250,000	1,920,000	2,475,000
4 credit~	Full	3,840,000	5,000,000	6,500,000	4,500,000	3,840,000	4,950,000

- Regardless of the credits remaining for graduation, you must register for a minimum credits for enrollment.

Minimum Course Registration Credits	College	MOT	CDE	GSIM
	3 credits	3 credits	3 credits	1 Credit

6. Refund Policy

1) Notice

- When withdrawing from admission, dropping out, or undergraduate student in extra semester leaves school, tuition refunds are based on the class days.
- Academic leave within the academic year is generally non-refundable and is carried over to the semester of return.

2) Undergraduate student who is in regular semester and graduate students

	Academic status change date	Amount
Full refund	Before the start date of the semester	Full amount
Partial refund	Start date of the semester ~ 1/4 of class period (9/1~9/26)	5/6 of the payment
	After 1/4 of class period ~ 1/2 of class period (9/27~10/24)	2/3 of the payment
	After 1/2 of class period ~ 3/4 of class period (10/25~11/21)	1/2 of the payment
No refund	After 3/4 of class period (11/22~)	No refund

3) Undergraduate student who is in extra semester

	Academic status change date	Amount
Full refund	Start date of the semester ~ 1/4 of class period (9/1~9/26)	Full amount
Partial refund	After 1/4 of class period ~ 1/2 of class period (9/27~10/24)	1/2 of the payment
No refund	After 1/2 of class period (10/25~)	No refund

7. Contact Information

- Payment amount = Tuition fee - Scholarship(For tuition fee, please refer to Page 4. For scholarship, contact Student Affairs team)

		Department	Phone number(052-217-)	e-mail
Scholarship	Student Affairs Team	Undergraduate	1135	eykim@unist.ac.kr
		Graduate	1138	behappy7days@unist.ac.kr
Course registration, graduate student's remaining credits for graduation and others academic inquires	Department Offfice		Please refer to the post below for the most up-to-date contact information for department academic staff, as it may change over time. Bulletin Board - Academic - Academic Notice - (2025.07) Contact Information of the Academic Affairs	
Tuition support check	Graduate School of Artificial Intelligence		6335, 6332, 6336	
Enrollment procedure	Educational Affairs Team		1116	hjlee12@unist.ac.kr
Academic leave & return			1112	rituania@unist.ac.kr