

## 2023-1st semester Guidance for Tuition payment and Application for extension of stay

### 1. Tuition payment

#### A. Term of payment

Registration	Payment date	Bank of receipt
Main Registration	Feb.20.(Mon) ~ Feb.22.(Wed)	All the branch office of 농협, 부산은행, 국민은행
1 <sup>st</sup> additional Registration	Mar.09.(Thu) ~ Mar.10.(Fri)	
2 <sup>nd</sup> additional Registration	Mar.16(Thu) ~ Mar.17.(Fri)	All the branch office of 부산은행
Final Registration	Mar.20(Mon)	

#### B. Payment method

- Visit to the bank: Print out and bring the tuition bill with you
- Remittance to the virtual account: During the bank's business hour(from 9 AM to 4 PM on business day)
- ※ Since the virtual accounts are given individually to students, be careful no to deposit your tuition into the virtual account printed on other student's tuition bills.

#### C. Printing out the Tuition Bill(Checking the amount of tuition and your own virtual account number)

- Printable from Feb. 10(Fri), 2023
- Desktop user: ① Log in to T-UP (<https://up.tu.ac.kr>)  
② 학사정보(Academic information) ⇨ [등록](Information of registration)  
⇨ [등록금 고지서](Tuition Bill) ⇨ [인쇄](Print)
- Mobile user: ① Log in to T-UP ([up.tu.ac.kr](https://up.tu.ac.kr))  
② ID, 비번(ID, Password) ⇨ Main ⇨ 학사정보(Academic information) at the bottom  
⇨ [등록](Registration) ⇨ [등록금 고지서](Tuition Bill)

※ 아이디(ID): Student number

비밀번호(Password): set as tu@ and 6 digit of date of birth ex) If your birth date is Feb.03,2001, Password is "tu@010203"

#### D. Application for installment payment (Unable to apply for Graduate School students)

- Application period: **Feb. 20.(Mon) ~ Feb. 22.(Wed)**  
※ You cannot apply for installment payment after this period, so you should not miss it if you want.
- The number of installment payment: available up to 4 times installment
- How to apply
  - ① Visit to the Finance Team (at Room 205, Building number 1 before 3 PM)
  - ② Fill out/submit an application form, and receive the bill of 1<sup>st</sup> installment payment
  - ③ Visit to the Busan Bank in university and pay the 1<sup>st</sup> installment amount
- ※ In the case of not paying the 1<sup>st</sup> installment amount on the day of application, the application for installment will be canceled automatically.

### 2. Application for extension of stay (Visa Extension)

A. Applicants: All students whose permitted period of stay will expire on or before March 31, 2023.

#### B. Term of application

Application	Application date	Submission to Immigration	Estimated date of issue
1 <sup>st</sup> Application	Feb.20.(Mon) ~ Feb.23.(Thu)	Feb.24.(Fri)	Mar.17.(Fri)
2 <sup>nd</sup> Application	Mar.09.(Thu) ~ Mar.16.(Thu)	Mar.17.(Fri)	Apr.07.(Fri)
3 <sup>rd</sup> Application	Mar.17.(Fri) ~ Mar.23.(Thu)	Mar.24.(Fri)	Apr.14.(Fri)

#### C. Document for application

- ① Residence card / Passport / Application Form (Visit to and fill out at International Office)
- ② Copy of residence contract (excluding residents of the university dormitory)
- ③ Confirmation for providing accommodation (Residents of the university dormitory or outside residents who is not the residence contractor)
- ④ Bank balance certificate (more than 11,000,000 KRW) - Exemption from submission if the GPA is 2.0 or higher  
※ Those who have exceeded the enrollment period must submit(more than 11,000,000 KRW for 6 month extension)
- ⑤ Cash 61,000 KRW (extension fee 60,000 KRW, certificate issuing fee 1,000 KRW)  
※ If there is no additional space on the back of the Residence card, it must be reissued  
(1 photo taken in 6 month, additional reissuing fee 30,000 KRW)