Registration for Students
who have completed all required courses for Spring, 2022
(Research Registration / School register maintenance registration)

This is notice is intended for those who have completed all required courses.

※ Those **who will graduate in February 2022** MUST register the research registration. If not, they are not able to satisfy the qualification of graduation.

※ Among completed students, those who have been **awarded scholarship(TA etc)** MUST pay 'Research Registration', NOT 'School register maintenance registration fee'

1. Subject

Admission Year	School register maintenance registration (3% of the tuition fee)	Research Registration (5% of the tuition fee)
before 2008	-	Register for research in the last semester that scheduled to receive the degree
from 2008 to 2013	After completion of degree course, pay for school register maintenance **every semester** until the acquisition of a degree	Register for research in the last semester that scheduled to receive the degree
after 2014	-	After completion of degree course, register **every semester** until the acquisition of a degree

- Students for 'Research registration' & 'School register maintenance registration' are classified according to the admission year and the purpose of registration.
- The Fee for 'Research registration' & 'School register maintenance registration' is not a subject for scholarship.
- Among completed students who entered from 2008 to 2013, students who do not apply for research registration during the designated period for research registration can get the register maintenance bill automatically.

2. Research Registration

a. Subject: **Those who have a reason to register the research registration(Graduation etc) among studetns who entered in and before 2013**

 * Students who entered in and after 2014 can get the register maintenance bill automatically)

 * **Those who lost the qualification for submitting thesis for degree due to excess of expiration date(for 6 years in Master's course, for 10 years in Doctorate and Integrated courses after entering school)** can't apply for research registration using the portal website. In that case, students should apply for restoration of qualifications for submitting thesis degree within the designated period(Refer to the Graduate School website Notice). And then and Research Registration bill will be printed.

b. Period for apply Research resistraion

❑ **1ˢᵗ Round: 2022.01.18.(Tue) ~ 02.07.(Mon)**
❑ **2ⁿᵈ Round: 2022.02.28.(Wed) ~ 03.11.(Fri)**

c. How to apply

Sign in Ajou Portal System	⇨	Academic Affiars Information	⇨	scholarship/ registration	⇨	application for Research Registration	⇨	click Apply

d. notice
- In case that above schedule has a time conflict with tuition payment schedule, it might be impossible to apply for the research registration by portal system. Please apply for the research registration via email(grad@ajou.a.kr) with student ID number and full name.
- After students apply for the Reserch registration, students must need to check if the Reserch registration bill(NOT School register maintenance registration) is printed out.
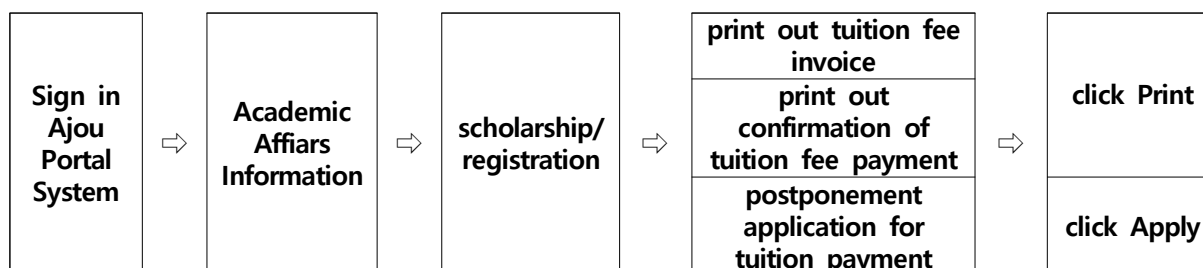
3. Registration Schedule

Classification	period for tuition fee payment	period for printing out tuition bill
Application for postponing payment	2022.01.18. ~ 03.30.	-
Registration(Regular)	2022.02.21. ~ 02.25.	2022.02.15. ~ 02.25.
Additional Registration(1st)	2022.03.02. ~ 03.	2022.03.02. ~ 03.
Additional Registration(2nd)	2022.03.15. ~ 17.	2022.03.15. ~ 17.
Additional Registration(3rd)	2022.03.22. ~ 24.	2022.03.22. ~ 24.
Final Registration(1st)	2022.04.13. ~ 14.	2022.04.13. ~ 14.

※ If students want to pay the additional registration period, plase apply the postponing application through AIMS system.

※ **Those who have been paid the research stipend** must check your research stipend payment standard, and weather need to pay the tuition fee in "**Regular" registration period"**

4. How to print out the tuition bill and postponing payment

Sign in Ajou Portal System	⇨	Academic Affiars Information	⇨	scholarship/ registration	⇨	print out tuition fee invoice / print out confirmation of tuition fee payment / postponement application for tuition payment	⇨	click Print / click Apply

- If you hard to access the system, You can print out the bill into the link below
  ▶ Print out Tuition Bill ☞ **[CLICK]**
  ▶ Print out Confirmation of Tuition Payment ☞ **[CLICK]**
- Students are able to confirmation of payment the day after payment.

5. How to pay

a. Through all Branches of KB bank or Internet (Online) Banking system (**Not available with credit card)**

b. Can transfer the fee to Virtual Account that printed on the tuition bill **only during the Bank working hours (09:30 ~ 16:30)**

c. In case that **the tuition is KRW 0, students need to submit the bill to the KBbank** for your registration.

d. Students need to apply for postponing their tuition payment in case that could not pay their tuition in regular registration period.

6. Fee of Academic year 2022
(unit : KRW)

Division	Tuition(Enrolled)	Research Registration (Completed)	Register Maintanance (Completed)
Engineering	6,324,000	316,000	189,000
Natural Science	5,466,000	273,000	163,000
Humanities & Social Science	4,753,000	237,000	142,000
Pharmacy	6,847,000	342,000	205,000
Medical Science	7,370,000	368,000	221,000
Financial Engineering	5,961,000	298,000	178,000

** Those who have classes with credits need to pay the tuition fee as a Enrolled stduents

7. NOTICE

a. In case that it might be impossible to apply for the research registration by portal system via email
   1) emai : grad@ajou.ac.kr **(only can be applied during the designate period)**
   2) email title: **"2022-1 Research Registration Application-Student ID number and Full Name"**

b. Registration change
   1) **In case of mistaken payment(registration), students can apply for change of registration between Research Registration and School Register Maintenance Registration until 1/2 of class days(April 26th 2022) for the Fall semester.**
   2) If students have the reason for change of registration, please contact the office of Graduate school (grad@ajou.ac.kr) by email.
      - In the e-mail, these contents should be included : ① Name / ② Student ID No. / ③ How to change (from Research registration to School register maintenance registration OR from School Register Maintenance Registration to Research Registration) / ④The reason of change for registration)

c. The Schedule for the payment is subject to be change.

The Office of Graduate School, AJOU