

Registration for Students who have completed all required courses for Fall, 2026 (Research Registration / School register maintenance registration)

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

- ※ Those who will graduate February 2027 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. Category

Admission Year	Academic maintenance registration (3% of the tuition fee)	Research Registration (5% of the tuition fee)
before 2008	-	Required only once in the semester of graduation
from 2008 to 2013	After completion of degree course, pay for school register maintenance <u>every semester</u> until the acquisition of a degree	Required only once in the semester of graduation
after 2014	-	After completion of degree course, register <u>every semester</u> until the graduation

- A. Students for 'Research registration' & 'Academic maintenance registration' are classified according to the admission year and the purpose of registration.
- B. The Fee for 'Research registration' & 'Academic maintenance registration' can not received scholarship.
- C. Completed students who entered during 2008 to 2013, will be issued 'Academic maintenance' fee automatically if they do not apply for 'Research registration' during the designated period.

2. Application for Research registration

- A. Subject: Students who entered before 2014 and has a reason to register the research registration(Graduation, etc)

- * Students who entered in and after 2014 will be issued 'Research registration' invoice 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 registration : **2026.07.20.(Mon)~08.09.(Sun)**

- C. How to apply



- D. Note

- In case that above schedule has a time conflict with tuition fee payment schedule, it might be impossible to apply for the research registration by portal system. In such cases, please apply through email(send to grad@ajou.ac.kr) indicating your student ID number and full name,

department, and reason for research registration.

- After students apply for the Research registration, students **must check whether the Research registration invoice**(NOT School register maintenance registration) **is printed out.**

3. Registration Schedule

Classification	Period for tuition fee payment	Period of printing out tuition fee invoice
Registration(Regular)	2026.08.24. ~ 08.28.	2026.08.21. ~ 08.28.
Additional Registration(1st)	2026.09.02. ~ 09.04.	2026.09.02. ~ 09.04.
Additional Registration(2nd)	2026.09.28. ~ 10.02.	2026.09.28. ~ 10.02.
Final Registration(1st)	2026.10.12. ~ 10.14.	2026.10.12. ~ 10.14.

※ **Tuition Fee Invoice** can be printed out via **Ajou portal system**

※ Students who have received the research stipend must check the research stipend payment standards to confirm whether they are required to pay the tuition fee during the “**Regular Registration**” Period.

4. How to print out the tuition fee invoice



- Confirmation of payment fee payment can only be printed out the day after payment.
- From 2024 spring semester, invoices can only be printed out by using Ajou Portal System.

5. How to pay

Category	Method	Note
Offline	All branches of KB bank	Students can get assistance when they print out tuition fee invoice and visit KB bank Ajou univeristy branch.
Online	Online banking system	Transferring is only possible <u>within the working hours of the Bank (09:30 ~ 16:30)</u> Transfers made outside banking hours will result in errors and won't be accepted.

- A. In case that **the tuition is KRW 0, students need to submit the bill to the KBbank** for your registration.
- B. Students need to apply for postponing their tuition payment in case they could not pay for their tuition fee within the regular registration period.
- C. **Credit card is not accepted in any circumstances**

6. Fee of Academic year 2026

(unit : KRW)

Division	Tuition(Enrolled)	Research Registration (Completed)	Register Maintenance (Completed)
Engineering	7,451,000	372,000	223,000
Natural Science	6,439,000	321,000	193,000
Humanities & Social Science	5,599,000	279,000	167,000
Financial Engineering	7,022,000	351,000	210,000
Pharmacy	8,067,000	403,000	242,000
Medical Science	8,683,000	434,000	260,000

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

7. NOTE

A. Applications by email are accepted only when application via Ajou portal is not possible.

- 1) email : grad@ajou.ac.kr **(only can be applied during the designated period)**
- 2) email title: **“2026-2 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 “Academic Maintenance Registration” until Oct 26th 2026 for the Spring semester. (1/2 of the semester)**
- 2) If students have the reason to change the type of registration, please contact the office of Graduate school (grad@ajou.ac.kr) by email.
 - The email must include :
 - ① Name
 - ② Student ID No.
 - ③ Change of types
 - Research → Academic maintenance
 - Academic maintenance → Research
 - ④ The reason of change for type of registration

C. The Schedule for the payment may subject to change.

The Office of Graduate School, AJOU