

## 9. How to go to Suwon Immigration Office

Suwon  
Immigration Office  
(New building)

Address : 1012-6, Bandal-ro, Yeong-tong gu, Suwon  
Tel : 031-695-3800 Call Center : 1345  
Services : 09:00 ~ 18:00

### Directions to the Suwon Immigration Office



#### Bus No. 11-1, Ajou University → Yeongtong Station

- Take Bus 11-1 in front of Tom N Toms and get off at Yeongtong Station (14 stops)



#### Bus No. 720-1, Ajou University → Yeongtong Deung gi so

- Take Bus 720-1 in front of Olive Young and get off at the Yeongtong Deung gi so (15 stops)



#### Bus No. 2-2, Ajou University → Yeongtong Station

- Take Bus 2-2 opposite of Changhyun High School and get off at Yeongtong Station (13 stops)



#### Bus No. 53 Ajou University → Suwon Immigration Office, Salgugol Park

- Take bus 53 in front of Olive Young and get off the Suwon Immigration Office, Salgugol Park (15 stops)



#### TAXI

- If you take a taxi, it takes about 15-20 minutes, and fare will be around 16,000KRW for round trip(8,000KRW for single trip)



# 03

## Services for students



- 1) Ajou Service Center (ASC) - Certificate Issuance Service etc.
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- 3) Student ID card
- 4) Facsimile Service
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  - Ajou International Day
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- 10) Students Club (Dong-a-ri)

# 1. Ajou Service Center(ASC)

## Ajou Service Center(ASC)

Ajou Service Center is located on the first floor of the New Student Union Building and provides services with all members of the university(students, staff, faculty) in various ways.

## Certificate issuance

<b>Venue</b>	Ajou Service Center (New Student Union Bld. #116) - Unmanned Automatic issuance machine
<b>Available time</b>	<b># Office time</b> Mon. ~ Fri. : 09:00-18:00 Weekend : closed <b># Running time of Automatic issuance machine</b> Mon. ~ Fri. : 09:00-21:00 Weekend : 09:00-19:00
<b>Cost</b>	Korean Versions : 500 won English Versions : 500 won

## Type of Certificates Available

	Type of Certificate
<b>Undergraduate</b>	Certificate of Studentship (Kor, Eng) Certificate of Graduation (Kor, Eng) Certificate of Scheduled Graduation (Kor, Eng) Official Transcript (Kor, Eng) Certificate of Enrollment (Kor, Eng) Certificate of Completion (Kor, Eng) Certificate of Leave of Absence (Kor, Eng) Certificate of Scheduled Leave of Absence Certificate of Scheduled Return to Study Certificate of Scholarship (Kor, Eng)
<b>Graduate</b>	Certificate of Studentship (Kor, Eng) Diploma Certificate (Kor, Eng) Scheduled Diploma Certificate (Kor, Eng) Official Transcript (Kor, Eng) Certificate of Enrollment (Kor, Eng) Certificate of Completion(Kor, Eng) Certificate of Scheduled Degree Acquisition Certificate of Leave of Absence (Kor, Eng) Certificate of Scholarship (Kor, Eng)

## Residence Information

You can find useful information on boardinghouses and apartments close to campus, and check a list of registered boardinghouses and apartments and their rent and locations using the Internet or the Information Stand. If you want to rent a room, just register on Community/Ajou Crossroad/Residence on the Ajou University website.

## Change of Address

Student's Address Change: A student is able to change their address on 'My Page'.

Guardian's Address Change: A guardian(s) must submit a copy of Resident Registration to ASC, or call ASC (+82-31-219-1541-4) to request an address change.

## Classroom Reservation

Classroom reservation on weekend/Holidays & Athletics and university auditorium : Office of Student Services (#104 New Student Union Building)

## Printout Stand

You can print out various documents related to academic affairs, including a graduation assessment table, curriculum checklist, transcript, class registration, and a notice for payment of tuition in the Information Stand located in the hallway of the Ajou Service Center.

## Use of the Internet & Scanner/Fax for Domestic Use

You are able to search for information using computers in the ASC and send or receive documents using the fax machines without charge (restricted to domestic use).

## Lost & Found

You can check the Internet for lost items that are kept by the University. Items that are not claimed by anyone after a certain period of time may be disposed of by the University.

## 2. Banking Services

### Banks

Banks in Korea are open Monday through Friday from 9:30 to 16:30. They are not open Saturdays, Sundays, or legal holidays. When you visit a bank, you must first take a number from the number ticket dispenser. The ticket dispenser is usually located near the entrance of the bank or in the middle of the row of windows. If you cannot find it, you may ask a security guard to indicate where it is. Take your number and wait until it appears on one of LCD displays above the windows. When your number appears, go to the window where your number is showing.

**Weekdays: 9:30~16:30 (Standard Chartered)**  
**Saturday, Sunday, & legal holidays: Closed**

### Opening an Account

Foreigners residing in Korea can open bank accounts just like Koreans. They can open installment savings accounts as well as regular savings accounts. They can also buy nearly all types of financial products, but they may not receive tax credits or buy tax-free products. When opening a bank account, you have to show your passport, student card and alien registration card. The home country ID is not required. You do not need a seal; you can open a bank account with your signature only. Choose a four-digit password, being careful that it is not revealed to others because banking crime by means of identity theft is increasing. For enhanced security, you may want to change your password regularly.

### Step to Open up a bank account

- In case you open up a bank account, you can use your student ID card as both a transportation card and a check card.
- After registering for a bank account, you must go to the bank to pick up a bankbook.
- When retrieving your bank account, bring your passport, alien registration card and Student ID.
- There is no a minimal amount to open an account.
- Prior to your departure, you must close the bank account.

### ATM

The ATMs installed at banks are generally in operation from 9:00 to 23:30. The operating hours may vary from bank to bank, with some banks' ATMs available 24 hours a day. The operating hours of ATMs in subway stations, convenience stores, and on the street may also vary. ATMs not directly operated by banks, such as the NICE ATMs, may charge higher transaction fees. Some ATMs do not provide cash service. A growing number of ATMs in Korea do offer foreign language options.

### Use of Bank Cards

Foreigners who have opened bank accounts will receive ATM cards. They may also receive debit cards. However, there are qualifications for obtaining credit cards, although it is not entirely impossible to get one. Those who are interested in obtaining credit cards are advised to go to the bank on campus.

### Overseas Remittance of Foreign Currency

Up to US\$ 20,000 in foreign currency may be remitted per day. Overseas Remittance of the Korean Won Remittance of Korean won exchanged into foreign currency entails some complicated restrictions. Many foreigners remit money in the name of a Korean friend or colleague. You can remit Korean won overseas as follows:

\* Foreigners who have resided in Korea for over five years can freely remit up to \$10,000 in Korean won per year, just like Koreans. Any amount over US\$ 10,000 is reported to the National Tax Service, and you may be required to submit documentation to confirm the source of the funds. At the bank, they need to fill in the application form for remittance. They may be requested to present your passport and a document that proves your residency in Korea for over five years.

\* Foreigners who have resided in Korea less than five years can remit the equivalent of up to US\$ 10,000 during their stay. If their reentry is confirmed, they may remit up to another US\$ 10,000. When remitting funds, they are required to show passports.

### The bank on campus

**Bank Name** : Standard Chartered First Bank Korea

**Branch Name** : Ajou University Sub Branch

**Swift Code** : SCBLKRSE

**Location** : 1<sup>st</sup> Floor, Old Student Union Building /

1<sup>st</sup> basement level, Ajou University Hospital

**Tel:** 031-217-0070/ 031-212-0390

### Foreign Banks in Gyeonggi Province

**[ Citibank ]**

Bundang Branch Tel : 031-705-9000 [www.citybank.co.kr](http://www.citybank.co.kr)

### 3. Student ID card

International Students ID Card



This card has a built-in IC chip that stores and processes information and can be used for many functions, including as a debit card, transportation card, as electronic money, and an entrance card for library and dormitory.

<b>Debit Card</b>	Functions as a debit card issued by Korea First Bank, the Smart Card can be used to deposit/withdraw cash and settle other on-line transactions through any CDs or ATMs. It can be also used in foreign countries while traveling or studying abroad.
<b>Transportation Card</b>	This Smart Card provides the same functions as a general recharge-type of transportation card. It can be recharged at the Seoul transportation card stations or subway stations and used for the bus and subway. There are some other places you could get a recharge and it will be informed in Transportation at chapter 8.
<b>Central Library Entrance/Exit and Seat All location</b>	The Smart Card eradicates students' inconvenience of presenting their ID cards at every entrance/exit of the Central Library by making the gate system read the IC chip installed in the Smart Card. It also allows students see available seats in the reading rooms and reserve seats electronically.
<b>Electronic Attendance Check</b>	Students confirm their attendance by simply putting their Smart Card in the terminal outside of the classroom.
<b>Entrance / Exit control</b>	The Smart Card allows both entrance and exit out of a building or a place with tight security.
<b>International Student ID Card</b>	The Smart Card also provides benefits for the International Student Card to students planning trips to study and/or travel overseas while attending the University. Students receive a discount on flights, transportation, hotel reservations, insurance, and money exchange before leaving the country at domestic travel agencies.

### 4. Facsimile Service

Facsimile Service

Facsimile transmission service - only for official purposes - is available for international students at the Ajou Service Center(ASC) or at Office of International Affairs (OIA).



### 5. Telephone Service

Mobile Phone

Mobile phones are widely and commonly used in Korea, and have various functions such as texting messages, taking pictures, using the internet etc. Major communication companies in Korea are SK Telecom (SKT), KT olleh and LG Uplus. Detailed information can be found on each company's website in English.

- **SK**  
Call center: 080-2525-011 (Eng)  
Website: [www.tworld.co.kr](http://www.tworld.co.kr)
- **KT olleh**  
Call center: 02-2190-1180 (for foreigners)  
Website: [www.olleh.com](http://www.olleh.com)
- **LG Uplus**  
Call center: 080-019-7000 / 1544-0010  
Website: [www.uplus.co.kr](http://www.uplus.co.kr)

## 6. School Bus

### Destination from Ajou

	Destination	Time	Stopping Place
To Ajou	Incheon (Bu-pyung)	6:40	Bu-pyong Subway Station
	An-san	7:30	In front of commuter bus station
	Jam-sil	7:40	In front of Lotte department store
	Sa-dang	7:46	Sa-dang Subway Station exit No.10
	Kum-jeong	7:50	Kum-jeong Subway Station
	Bun-dang	8:00/8:10 9:30/10:30 11:30	Jeongja Station exit No.5
	Mok-dong	7:10	O-mok-kyo Subway Station exit No.1
	Suwon Station	8:20/9:30 10:30/11:30	Suwon Subway Station Ajou Bus stop
From Ajou	Incheon (Bu-pyung)	18:10	In front of Yulgok Hall
	An-san	18:10	School Bus Stop on campus
	Jam-sil	18:10	School Bus Stop on campus
	Sa-dang	18:10	In front of Yulgok Hall
	Kum-jeong	18:10	School Bus Stop on campus
	Bun-dang	14:30/15:30 16:30/18:10	In front of Yulgok Hall
	Mok-dong	18:10	School Bus Stop on campus
	Suwon Station	15:00/16:00 17:00/18:10	In front of Yulgok Hall

\* School bus schedule is subject to change during vacation period.

### School Bus Fare

Destination	Card	Cash
Sa-dang / Mok-dong	1,300 won	1,500 won
Incheon(Bu-pyung)	1,700 won	2,000 won
An-san	1,000 won	1,200 won
Jam-sil	1,300 won	1,500 won
Kum-jeong	1,000 won	1,200 won
Bun-dang	-	-
Suwon	-	-

\* Student ID can be used as a transportation card by charging money in advance.

## 7. Info on Health Insurance

### What is International Student Health Insurance?

Ajou University requires all international students to purchase insurance to protect them from unexpected healthcare expenses in the event of an accident, as well as to manage their health while staying in Korea. Also, all international students are required to be enrolled in an insurance plan in line with the Korean government's policy of mandatory health insurance for international students. Ajou University has made an arrangement with Seimnuri Insurance Company so that students can quickly and conveniently receive health insurance benefits when they receive medical attention at designated medical facilities. If you do not enroll in a plan, you will have difficulty receiving various verification and certification records from the school and participating in E-classes. So please enroll in an insurance plan.

### Types of Health Insurance

Seimnuri (Private)	National Health Insurance (Public)
Cost: approx. KRW 150,000 / year (varies depending on age and gender)	Cost: approx. KRW 600,000 / year

### Private Health Insurance



### Designated Medical Facilities

- Dongsuwon Samsung Medical Center (primary): 30-2 Uman 2-dong, Paldal-gu, Suwon-si, Gyeonggi-do (Tel: 031-216-7582)
- Choice Orthopedics (secondary): 153-3 Maetan 1-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do (Tel: 031-216-8275)
- Lee Medical (primary): 153-6 Maetan 1-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do (Tel: 031-212-3688)
- Hyemin Pharmacy: 153-3 Maetan 1-dong, Yeongtong-gu, Suwon-si, Gyeonggi-do (031-211-7150)

\* Listed medical facilities are located within a 10-minute walking distance from Ajou University.

**Filing an Insurance Claim**

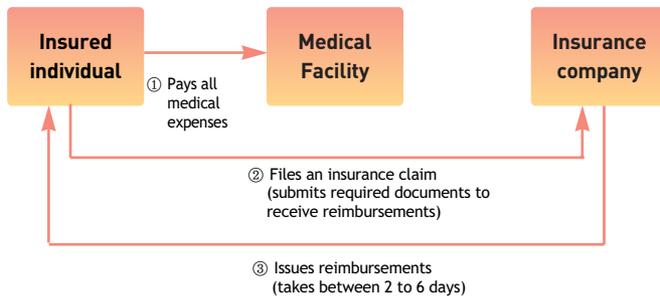
**1) Designated medical facilities**

- May receive reimbursements without filing a claim



**2) Other medical facilities**

- Insured individual submits a claim to the insurance company, including necessary documents for reimbursement
- How to send documents: upload to the website, e-mail, or submit required documents in person when representatives from the insurance company visit the school
- Required documents: first medical examination record, receipt of medical expenses paid, copy of foreigner registration card and bankbook



**National Health Insurance**

- Visit the Eastern Suwon Branch Office of the National Health Insurance Corporation in person and enroll in a plan
- Students/Faculties having any spouse or children are recommended to purchase the national health insurance
- Required documents: Alien Registration card, Proof of Entry and Departure (passport), Certificate of Enrollment
- Address: (Ingye-dong) 741 Gwanseon-ro, Paldal-gu, Suwon-si, Gyeonggi-do (Tel: 031-230-9120)
- More information: contact the National Health Insurance Corporation at 1577-1000 or www.nhic.or.kr

**Contact Information for Insurance Company**

Insurance Company	Seimnuri
Representative	Jegal Gyu-dong, Kim Hyo-seon
Phone No.	070-4667-6696, 2323
Fax No.	0505-688-7788
Website	http://www.foreign-insurance.kr
Representative's Email	insurance.ajou@gmail.com
Representative's Phone No.	Chinese: 0505-499-7788 English: 0505-211-7788

**Map of Designated Medical Facilities**



- 1 Dongsuwon Samsung Medical Center (Tel: 031-216-7582)
- 2 Choice Orthopedics (Tel: 031-216-8275)
- 3 Lee Medical (Tel: 031-212-3688)
- 4 Hyemin Pharmacy (031-211-7150)

## 8. Mobile services on campus

### Mobile services on campus

Every student who is studying at Ajou University is available to access internet through wireless-LAN. On Ajou campus, you can get not only library information but also academic affairs information with cell-phone, PDA or any mobile devices anywhere and anytime you want.

### 1) Wireless Internet Service (Nespot)

#### What is Wireless Internet Service?

Ajou University offers Wireless Internet Service with which students, faculty and staff members can have access to the online contents like email, chatting, game and video via wireless high-speed internet with their mobile devices such as laptops or smart phone on campus.

#### How to use Wireless Internet on campus

Ajou University is to provide 4000 on-campus internet IDs for its students, faculty and staffs on a first come, first served basis. The ID is available for free for up to 6 months, and a user should apply for a new ID after 6 months. In case the given ID is not used for 7 days, it is blocked automatically and a user should apply for a new ID if he or she wants.

#### Wireless Internet fee

There is a monthly subscription fee for broadband internet ID. Please refer to more detailed information on the broadband internet ID by visiting Ajou website at <http://www.ajou.ac.kr/english>

1. On-campus internet ID(available only on campus): free of charge
2. Broadband internet ID(available on campus and in Nespot Zones across the country): 11,000 won/month



### 2) Web Printing Service

Web-printing service enables students, faculty members and staffs to use remote printing system under which users can print out documents in their laptops or computers at the campus PC labs via university web-printers. Those who want the service can sign up and make a prepayment for the service at Web-printing website(<http://webprint.ajou.ac.kr>). The service is provided and managed by the printing service company on campus, Gi On.

- A. Log on the Web Printing web site.
- B. Download the File Print Client and install it on the PC.
- C. Save your money and it will be deducted as the amount of you use. (When a jam occurs, it will not be counted)
- D. Just make a print as usual, select the printer you want and then you could get your print.

The way to use Web Printing Service

Places where the web printers are established

	Venue	Facility	Location
Central Library	1 <sup>st</sup> floor	B/W Copy/Print	at the lobby / passageway
	2 <sup>nd</sup> floor	B/W Copy/Print	at Conference Room
	2 <sup>nd</sup> floor	B/W Copy/Print	at National Assembly Digital Library section
	3 <sup>rd</sup> floor	B/W Copy/Print	at Resource Room
Seongho Hall	4 <sup>th</sup> floor	B/W Copy/Print	Information Room
	1 <sup>st</sup> floor	B/W Copy/Print	at Cafeteria
Jonghap Hall	2 <sup>nd</sup> Floor	B/W Copy/Print	Law Library 201
	2 <sup>nd</sup> Floor	B/W Copy/Print	Law Library 202
Woncheon Hall	1 <sup>st</sup> floor	B/W Copy/Print	at Science lounge
Paldal Hall	1 <sup>st</sup> floor	B/W Color Copy/Print	in front of the Copy Service Room
Industry-University Cooperation Building	3 <sup>rd</sup> floor	B/W Copy/Print	In front of the Exhibit Hall

## 9.Events on Campus

### International Summer School

Ajou University, a leading research university in Korea, welcomes international exchange students or individual applicants to Ajou International Summer School (AISS), a comprehensive short-term study abroad package for studies, cultural workshop, trips and social activities. It offers a unique opportunity for international students to experience Korean culture and tradition while taking courses during summer.



AISS is a month-long international summer school in the field of Korean Studies, Asian studies, International Studies and Business Administration taught in English. Not only are classes offered that can be transferred for credits, but there are also special social and cultural activities, language programs, and other exciting events for students to explore and learn about Korea and its culture during the summer vacation. A three-day field trip to Jeju Island (UNESCO Heritage Island in Korea) is offered free to all participants prior to the official program starts. This allows students from all around the world to experience beautiful Korean nature and culture and help participants to build close friendship. AISS also provides a weekly Korean Culture Workshop where all students can learn Taekwondo (Korean martial art), traditional music, paper art and pottery making in the morning, and visit global Korean companies or historical and cultural sites in Korea in the afternoon.

The highlight of Ajou International Summer School is the global feature of participating students (1/3 from America, 1/3 from Europe, and 1/3 from Asia-Pacific region), diversity of excellent faculty members from both Ajou University and its overseas partner universities, and most of all, supportive and friendly Korean participants from Ajou University. About 100 international students from around 20 countries participate in Ajou International Summer School annually.

For more information, please visit the website of [www.ajou.ac.kr/aiiss](http://www.ajou.ac.kr/aiiss).

Venue	Facility		Location
Dasan Hall	1 <sup>st</sup> floor	B/W Copy/Print	at Multi Media Zone
Student Union Building	1 <sup>st</sup> floor	B/W Copy/Print	at Automatic Copy Section
Yulgok Hall	1 <sup>st</sup> floor	B/W Copy/Print	Social Science Web printing room
Hwahong Hall	1 <sup>st</sup> floor	B/W Copy/Print	Lobby at the 1 <sup>st</sup> floor
Yongji Hall	1 <sup>st</sup> floor	B/W Copy/Print	Lobby at the 1 <sup>st</sup> floor
Gwanggyo Hall	1 <sup>st</sup> floor	B/W Copy/Print	Lobby at the 1 <sup>st</sup> floor
Namjae Hall	1 <sup>st</sup> floor	B/W Copy/Print	Lobby at the 1 <sup>st</sup> floor
Songjae Hall	1 <sup>st</sup> floor	B/W Copy/Print	Reading room at the 1 <sup>st</sup> floor

### Web Printing fare

Facility	Fare ( Copy & Printing are same )		Remarks
Black / White	A4	40 won / 1 page	-
	A3	80 won / 1 page	
Color	A4	400 won / 1 page	Black-and-white printout via color web-printer will charge you color printing fee.
	A3	800 won / 1 page	



**Ajou  
International  
Day**

One of the biggest and most important international event from Ajou University!

It is held every fall semester on the first week of November. All international students are invited to participate in the Festival and add diversity to life at Ajou. All of Ajou international students takes charge of their own countries booth and introduces their traditional food, culture and folk costume.

The Festival offers the chance to explore various cultures of the world and enjoy an array of events and entertainments.



**English &  
French Café**

The College of Humanities offers exciting venues to students to make international friends through its fun English & French cafe.



**English Café: Fun! Food! English Café!**

English Café is the best chance to make relationship with International domestic students & foreign professors. Every student who goes to AJOU can attend to this event. (English Cafe is held every last Monday 7:00PM at Dasan Cafeteria)

**Café Francais**

Café Francais is the event to experience France culture with French major professors and International students. It also includes all various events that everyone can participate in and everyone receives warm welcome!

## 10. Students Club (Dong-a-ri)

**Students Club  
(Dong-a-ri)**

One of the pleasure you can get from the university is circle(club) activities. Nowadays, circle activities count as well as grades in companies. Therefore it is important that you pick a circle that you are interested in. Look though this list of circles, and find a circle that you like.

Division / NAME	Characteristics	Activities
<b>Art &amp; Performance</b>		
MIDIOLOGY	Computer music circle	Performances
Ajoudo	judo	Tournaments
Nokdubol	Central Traditional Instrument circle	Performances
Salt Flower	Literature circle	Composition
Classic Guitar Class	Classic guitar playing	Performances
KKONG	Squash	Tournaments
ArirangMovie Group	Movie circle	Video presentation, workshop
Spiders	Rock band	Performances
A-mongPlay Group	Play circle	Performances
BEAT	B-Boy hiphop club	Performances
Soul	R&B	Performances
AMI	Art	Exhibition
A Fifth Rest	Creative pop music circle	Compostion and performances
Glee	Choir	Performances
Hedgehog	Cartoon	Exhibitions related to cartoon
<b>Religion</b>		
C.C.C.	Missionary circle	Chapels
CMI	Christian religion	Religion activities
Aga Seng	Catholic Student Association	Chapels
Abul	Buddhist Student Association	Buddhist events
SFC	Students for christ	Religion activities
<b>Science &amp; Technology</b>		
Eureka	Inventions, creative ideas	Quiz contest, invention contests
Atom	Robot research center	Exhibitions related to computer, microrobotics contests
AmiCom	Computer circle	Internet homepage exhibition
BUT	U.C.C	Internet Broadcasting
C.O.B.E.	Astronomical observation	Astronomical observation



Division / NAME	Characteristics	Activities
<b>Sports &amp; Leisure</b>		
2.5G	Table tennis circle	Table tennis contest
Drop-In	Snowboarding	Snowboarding
Conjurer	Magic	Performances
Kendo Circle	Kendo circle	Personality training through Kendo
ABBA	Ajou Baseball Club	Tournaments
A.F.C	Ajou Football Club (Soccer)	Tournaments
Mountaineering club	Mountaineering	Mountaineering
A.B.C	Ajou Basketball Club	Tournaments
Tae Kwon Do Club	Training	Training, performance
A-PIN	Bowling	Tournaments
ASA	Photograph Club	Taking pictures
Unlimited Space	Hang gliding / Paragliding	Contests
Youth Hostel	traveling club	Regular and long-term hostelling
Big burp	Cooking	Cooking
Dolbot	Baduk club	Personality training for Baduk
<b>Social Activities</b>		
Ho Woo Group	Service activities	Visits to orphanages
Semto	Night study service	Night studies service
Idea Allae	Justice, love, service	Service activities
Constant Love	Interaction with the socially neglected	Visits to Myong Yoon Education Center
P.T.P	International diplomatic skill training	Community service, seminars
Horong Bool	Community service	Sign language training
<b>Study</b>		
Historical Issue Research Center	Research on historical issues	Symposium
Eureka	Inventions, Creative ideas	Quiz contest, invention contests
PLUS+	PPT	Presentation
Early Spring	Debate club	Debate
TIME	Studying English magazine	Promoting English skills
AD-Brain	Advertising Club	Advertisement
A.N.C	Studying Newsweek magazine	Promoting English skills
AJESS	Meeting friends through English studying	English broadcasting

# 04

## On-campus Facilities



- 1) Ajou Global Education Lounge
- 2) University Library
- 3) Cafeteria & Restaurants
- 4) PC Labs on campus
- 5) Post Office
- 6) International Health Care Center
- 7) Sports Facilities