

Korea University Anam Hospital
International Visiting Fellowship/Observership Program

Guidelines for the Overseas Doctors



KOREA
UNIVERSITY
ANAM HOSPITAL

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Korea University Anam Hospital

Guidelines for the Overseas Medical Practitioners

Note: Please read the Guidelines for International physicians. This guidebook is to help each applicant understand our International Fellowship/Observership Program. You can find all the information you need before applying for the program. If you should find anything unclear in the guidelines, contact a staff in the IFA Center for further instructions. If you should fail to observe any of items in this booklet, your training will, unfortunately, be immediately terminated.

Mission & Vision

- **Mission**

To enable future medicine

- **Vision**

To enable the health and happiness of humankind with cutting-edge medical technologies and respect for life

- ✓ **Strategies**

- Creative Convergence Education
- Specialized and Personalized Care
- Global Leader In The Biomedical Industry
- Values For Human-Centered Society

Clinical Departments (38)

Anesthesiology and Pain Medicine	Neurosurgery
Breast and Endocrine Surgery	Nuclear Medicine
Cardiology	Obstetrics and Gynecology
Clinical Pharmacology	Ophthalmology
Colorectal Surgery	Orthopedic Surgery
Dentistry	Otorhinolaryngology (Head/Neck Surgery)
Dermatology	Pathology
Emergency Medicine	Pediatric Surgery
Endocrinology and Metabolism	Pediatrics
Family Medicine	Physical Medicine and Rehabilitation
Gastroenterology and Hepatology	Plastic and Reconstructive Surgery
Gastroenterology (GI) Surgery	Psychiatry
Genito-Urology	Radiology
Hematology and Oncology	Radiation Oncology
Hepatobiliary – Pancreas Surgery	Respiratory & Clinical Care Medicine
Infectious Diseases	Rheumatology
Lab Medicine	Surgical Clinical Care Surgery (Acute Care Surgery)
Nephrology and Hypertension	Thoracic & Cardiovascular Surgery
Neurology	Transplantation and Vascular Surgery

Contact Information

International Faculty Affairs Center provides the necessary resources to help support our international medical practitioners before-, during-, and after- the training such as processes for the application, visa application, and more.

International Faculty Affairs Center (IFA Center)

- **Working Hours: 9:30 AM – 5 PM**
- Tel: +8229206894
- Cell: +821045051229
- Kakaotalk/WhatsApp/Line/Facebook
- Email: kumcifa@gmail.com
- Fax: +8229206892
- <http://anam.kumc.or.kr/language/ENG/education/introduction.do>
- **Instagram: ifa_kumc** (http://www.instagram/ifa_kumc)

Download the ‘Kakaotalk’ app
communication with our staff



for an easier

<https://play.google.com/store/apps/details?id=com.kakao.talk&hl=en>

- 1-1. Search ID : **KUAHIFA6894**
- 1-2. Scan the QR code
- 1-3. Save our phone number **+821045051229**

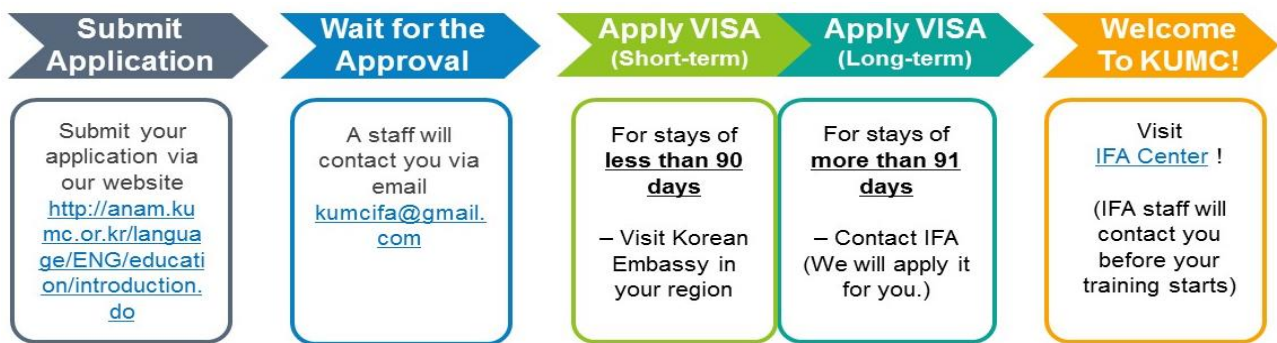
Once you save the number, our staff member will be automatically added on your friend’s list on ‘Kakaotalk’. If not, search ID ‘KUAHIFA6894’ on ‘Katak’.



※ We also have Line, Band, WhatsApp, Instagram, and Facebook accounts.

Thank you for taking your time to read this guidebook and for engaging in the process of improving your own education. We welcome any feedback on this guidebook or on your training in general. E-mail kumcifa@gmail.com with any feedback or questions.

Application Process



In order to apply for the international Fellowship/Observership (training) Program, applicants need to follow these three steps :

STEP 1. Apply online

Visit our website, [Anam Hospital | KOREA UNIVERSITY MEDICAL CENTER \(click here\)](#)

STEP 2. Wait for the approval from the chosen department

IFA Center staff will contact you via email, kumcifa@gmail.com.

STEP 3. Apply for a visa

STEP 4. Inform us of your arrival date and time.

Visa Application

- ※ **Those countries temporarily suspended for visa-free entry or visa-wavier programs due to COVID-19 need to get D-4-2 (training) visa.**
- ※ **Please contact the Embassy of Republic of Korea in your region to inquire about the visa.**

■ C-3 VISA (Length of Stay : 90 days or less)

Step 1. Apply for a C-3 (Temporary/Short-term visit/Tourist) visa.

Step 2. Submit the requirements

The Embassy of Republic of Korea may require an invitation letter and the business registration certificate. We can provide the documents upon request. Please contact our staff via kumcifa@gmail.com.

■ D-4-2 VISA (Length of Stay : 91 days or more)

Step 1. Wait for the Visa Issuance Confirmation Number* (VICN)

* *VICN* : A certificate of confirmation of visa issuance. A combination of numbers and alphabets.

Once you submit all the requirements, we will apply it for you. And it takes **3 weeks to 3 months** for the Korean Immigration office to go over your papers and issue the VICN.

Step 2. Submit the VICN to the Korean Embassy in your region.

- ※ **Those who will stay in Korea for more than 91 days are obliged to apply for an alien registration.**
- ※ **If you have an alien card, re-entry is allowed to depart/re-enter during permitted period.**

Required Documents

- ※ **All the documents must be written or translated either in Korean or English.**
- ※ **Authentication/Apostille/Seal/notarization is required.**
- ※ **If there is a delay in the submission of documents, this will impact your training starting date or may lead to cancellation.**

To apply for the International Fellowship Program, you need to submit a range of documents for the training program and for the visa application. *Additional documents may be required.*

	Documents	Notes
1	Application Form	
2	CV	
3	Recommendation/Reference Letter	
4	Medical License Copy ★	※ It MUST be translated either in English or Korean AND must be notarized or authenticated.
	Diploma Copy (The highest degree) ★	※ It MUST be translated either in English or Korean. AND must be notarized or authenticated.
5	Passport Copy	
6	Certificate of Current Employment /Enrollment or Job Contract	: You must be currently employed in a medical institution or enrolled in an educational institution. It implies that you will return to your home country when your training is over to continue your employment or education.
7	Physician's Statement (Medical Immunization Records)	※ It must be completed by a physician and the official stamp is required.
8	TB (Tuberculosis) test (negative) result	
9	A Colored Passport Photo	※ It is for your visa application, registration and ID badge.

[Additional Documents for Visa]

10	Visa Issuance Confirmation Number (VICN) Application Form	
11	National ID Card Front/Back Copy	
12	Bank Balance Certificate (Bank Statement, Savings Account)	※ Immigration office in Korea asks for more than \$2,000 USD (approximately 2,000,000 WON) per month. So, if you are planning to stay about 6 months, you need to have \$12,000 USD (approximately 12,000,000 WON) in your account.

[Additional Documents for the Chinese]

13	Copy of Your Household Register (hukou, 戶口簿)	
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Fee

The fees for training can vary depending on the program you take. Please inquire via email.

Housing/Dormitory

Accommodation is not provided. Also, we don't have a dormitory for foreign doctors at the moment. Please note that you are responsible for your own housing. We can only recommend you some options. In that case, please contact us via kumcifa@gmail.com.

Personal Office

A personal Office will not be provided. However, there's a place communal office at the IFA Center (International Faculty Affairs Center) to be used for work or resting.

* ID Badge

All the international fellows will be given a temporary identification badge upon their arrival. It has a microchip which allows you to easily access the buildings.

- ※ **Must be worn and displayed at all times.**
- ※ **Must be returned at the end of your training date.**

* Doctor's Gown (White Coat)

Two options:

- ① You can have your own personalized coat with your name embroidered to keep.
- ② You can also borrow and return a non-personalized hospital white coat.
 - ※ **You must return it after use.**
 - ※ **It may not be the perfect size for you.**

* A Canteen Card (Prepaid Card for Food)

Your ID badge can be used to pay the meals at the cafeteria on the 1st floor of the hospital as well as in the OR.

- ※ **You need to charge it with at least 3,000 WON (per meal) before use.**
- ※ **There's a 10,000 WON deposit refundable on the last day of your training.**
- ※ On the day your training ends, our IFA staff will help you get your deposit and the balance back.
- ※ Up to 25th, meals are 3,000 KRW/per and Starting, 26th and more meals are 4,000 KRW/per (from 11th of the present month to 10th in the following month).
- ※ Please understand that **if you fail to return the card, we will consider it as YOU ABANDONED YOUR PROPERTY AND ALLOW US TO TAKE POSSESSION OF IT.** You must sign the consent form before you get your card.

Meals

Option 1. Hospital Staff Cafeteria & Operating Room Canteen (3,000KRW/a meal)

You can only use the 'Guest/Food Card' issued from the General Affairs Team. It provides 3 meals a day. Breakfast (7:30 - 8:30), Lunch (11:30 - 13:30), Dinner (17:30 - 18:00)

Option 2. College of Medicine Student's Cafeteria

They provide Korean and International Menu for lunch every day. (4,500KRW/a meal)

- ※ Credit or Debit (Check) cards are accepted ONLY.

Option 3. Restaurants outside of the campus

- ※ Starting at 6,000~9,000 KRW on average

* Access to Patient's Medical Records

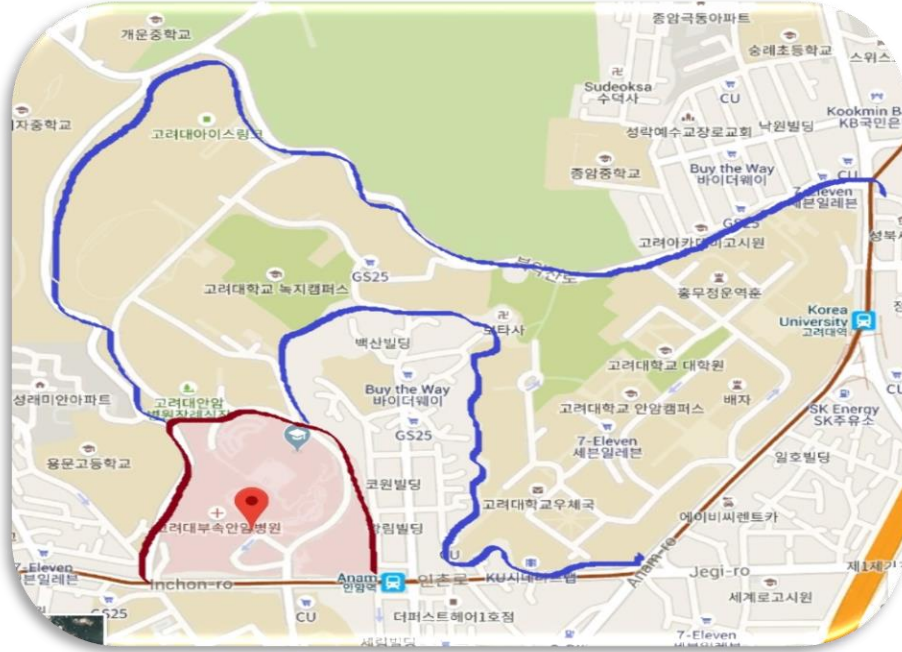
You cannot have an access to the patients' medical record (EMS).



How to get to the Hospital

※ Airport pickup service is not provided.

Address : 73, Goryedae-ro, Seongbuk-gu, Seoul 02841, Korea (서울특별시 성북구 고려대로 73)



(Korea University Anam Hospital - the red colored part / Korea University – the blue part)



(Follow the red arrow to the main entrance.)

Anam Station (안암역)

Line No. 6 (Brown Color)

Exit No. 1

- ① Go straight up the hill
- ② You will see the intersection ahead
- ③ The Main Entrance to the hospital is on your right

※ Google Map -

<https://goo.gl/maps/Tf5KJnpWt9v>

IFA (International Faculty Affairs) Center



Freely visit the IFA Center during opening hours! There are computers, a printer, a capsule coffee machine, teas and other refreshments. It is an open space for all the international fellows. You can come to the center when you want to take some rest, do your studies or meet other foreign doctors. The IFA staff will be working in the center so, you can get direct assistance.

- **Opening Hours : 9:30 AM – 5 PM**
- **Email : kumcifa@gmail.com / Cell Phone : 821045051229 / Office Number : 8229206894**
- **Kakaotalk ID : KUAHIFA6894, Whatsapp, Line, Band**
- **Instagram: http://www.instagram.com/ifa_kumc/ / Facebook: <http://www.facebook.com/kumcifa>**

How to get to the IFA Center

- ① Take the elevator up to the 7th floor
- ② Walk through 75 and 76 ward
- ③ You'll find Doctor's Rooms and Residents' Lounge on the way to IFA Center.

If you are having trouble finding the center, call 82-10-4505-1229 or send an email to (kumcifa@gmail.com).

