

## [Academic Gown Rental Schedule for 2023 Degree Candidates]

### 1. Academic Gown (Undergraduate and Master's Degrees) Rental / Return Location and Date

A. For undergraduate and graduate degree candidates on the Seoul / Sejong Campus

2023 degree candidates (graduating Aug 2023 or Feb 2024)

※ Academic gowns for doctoral degree candidates should be arranged individually. [Master's degree candidates from Special / Professional graduate schools are advised to contact the administrative office of each graduate school for academic gowns.](#)

B. Gown rental location

1) Humanities and Social Sciences Campus: 1F Choi Jong-Hyun Hall, SK Future Hall

2) Science Campus: B1 Exhibition Hall, Hana Square

C. Rental/Return Service Period : (Sat) Feb 17, 2024 to (Sat) Feb 24, 2024 **<10:00AM to 16:00PM>**

※ Academic gown rental service will not be available after (Sat) Feb 24, 2024. Overdue gowns (after Feb 24) can be returned at the night-duty room, Korea University's Main Hall.

D. Rental Application Period : (Thu) 14:00 PM, Feb 15, 2024 to 14:00 PM (Sat) Feb 24, 2024

### 2. Academic Gown Rental Fee Payment, Pick-up, and Return Procedures

(※[Graduates from Special/Professional graduate schools are advised to contact the administrative office of each graduate school for further information.](#))

Steps	Instructions	Notes
Check your virtual account and rental fee	[Access Portal]→[Info Depot]→[Academic Gown Rental]	<b>(Thu) Feb 15 14:00 PM to (Sat) Feb 24 14:00 PM</b>
Rental fee payment via virtual account	<ul style="list-style-type: none"> <li>• Transfer money (Online banking)</li> <li>• Print receipt ledger at KU Portal → Rental fee payment at Hana Bank (all branches)</li> <li>• Pay rental fee <ul style="list-style-type: none"> <li>- Undergraduate: KRW 5,000</li> <li>- Master: KRW 10,000</li> </ul> </li> </ul>	<b>(Thu) Feb 15 14:00 PM to (Sat) Feb 24 14:00 PM</b>
Print	[Access Portal]→[Info Depot]→[Academic Gown Rental]	Printing is enabled after the rental fee has been paid
Gown Pick-up	Visit a designated gown rental location and present your [Academic Gown Rental Ticket] with your [Identification card (Student ID, resident registration card, etc.)]	<p>If printing out your [Academic Gown Rental Ticket] is not possible due to on-site payment or other reasons, fill out a gown rental application form at the gown rental location</p> <p><b>Feb 17 (Sat) to Feb 24 (Sat)</b>  <b>&lt;Rental Service Time:</b>  <b>10:00 AM to 16:00 PM&gt;</b></p>
Return	<p>. Be sure to get a return stamp on your [Academic Gown Rental Ticket]</p> <p>. Please keep the original copy or a photo of your [Academic Gown Rental Ticket] until you have confirmed that various certificates from the university are available for issuance after March 31, 2024.</p> <p>※ How to confirm the availability of certificates:  [Access Portal]→[Info Depot]→[Internet Certificate Verification System]→[Certificate Request]→Click Request Certificate</p>	<p>If your gown has not been returned, you will not be allowed to receive your graduation certificate or any other certificates issued by the university in the future.</p> <p>It there is a delay in return due to unavoidable reasons, return it to the following location</p> <ul style="list-style-type: none"> <li>- Feb 25 (Sun) to Feb 29 (Thu) 9:00~17:30 : Staff lounge in the back of the Main hall</li> <li>- After March 1: Night-duty room in the Main Hall</li> </ul>

**Management Support Team**