

3) Issuance process

① The electronic issuance of certificate kiosk

● Installed locations

- Seoul Campus: Hanyang Plaza 1st floor (To the right of the automatic door at the center of the building) / Digital Lounge in front of Student Union Building, HIT 1st floor
- ERICA Campus: Next to 7-ELEVEN convenience store (in front of the stairs leading to the prime lounge on the 3rd floor)

● Automated machine operating hours: 24 hours a day, 7 days a week

※ Academic Service Team opening hours: 08:30 to 17:30(Lunch 12:00-13:00)

② Internet issuance(E-verification)

It is possible to issue the documents through direct printing (color printer) for 24 hours with installed PC and printer.

● How to apply

Access to <http://portal.hanyang.ac.kr>

Login → Click Certifications & Verification → Click E-verification → Click Apply for Internet Certificates → a new screen for Online Certificate Issuance → Using online Issuance

③ Dispatch by post

● Through Portal HY-in

[The Hanyang University Portal] → [Login] → [증명신청및발급(Certificate application and issue)]
→ [우편증명발급신청(Application for dispatch by post)]