

## Student Group Insurance Memo

**1.** Please prepare following documents which should be sorted and bound in advance for application.

	Document	Form	Illustration
1	Application of student group insurance	1 piece	Form can be obtained at Health Center or download on the website of the Health Center
2	Medical certificate	1 original piece	Medical certificate should meet with dates of receipts
3	Receipt of medical expenses	1 piece(copy is allowed)	Copy should be sealed with “copy is authentic to the original document” and “charge stamp”
4	Cover of bankbook	A copy	
5	Student ID	Two-sided copies	Registered stamp is necessary if student ID is old version

**2.** Application time: **Every Monday or Every Thursday 12:00-13:00** or **Every Wednesday 18:00-19:00** at Sports and Leisure Multi-Functional Building 1F Room103 (Except for weekends, winter vacation, and summer vacation )

**3.** Deadline of application: Application should be addressed in two years since the incident happened

**4.** Tel: Please call Student Affairs, Health Center, 07-5919059 if you have any questions.