

**I. Foreign student Insurance Web-site Usage Guide**

[www.foreignerdb.com/dongguk1](http://www.foreignerdb.com/dongguk1)

1. After login you can print your insurance certificate at "My Application History"
2. Insurance Application
3. Insurance Cover & No Coverage Information
4. Information on How to Claim

**5. Insurance claim documents Upload ( Always login to upload billing documents )**



**II. Foreign student Insurance Mobile Web-site Usage Guide**

[m.foreignerdb.com](http://m.foreignerdb.com)

1. m.foreignerdb.com access from mobile phones
- 2. Insurance Cards for Mobile ( Available after login )**
3. Insurance Cover & No Coverage Information
4. Add KakaoTalk friend to claim ( **ID : CLAIMS** )

**III. Using the Web-Site to Claim**

1. Login on the Web-site ( Student Id Number or Alien Registration Number )
2. After downloading the insurance claim report and personal data processing agreement, fill these documents
3. Convert scanned documents or a photo to file the claim and upload on "**Upload Documents Claims**" menu
4. If everything is in order, the insurance will be refunded within 2 to 3 days, if there are additional documents required, we will contact the number provided on the insurance claim

**IV. Claims using mobile Web-Site**

1. Connect to m.foreignerdb.com and add us as a friend to claim located at the bottom **KakaoTalk ID CLAIMS**
2. After downloading the insurance claim report and personal data processing agreement, fill these documents  
( **Web-Site : [www.foreignerdb.com/dongguk1](http://www.foreignerdb.com/dongguk1)** )
3. Take accurate and clear photos of the insurance claim documents and send the files as images on Kakao Talk
4. If everything is in order, the insurance will be refunded within 2 to 3 days, if there are additional documents required, we will contact you on KakaoTalk Messenger



**V. Information on Necessary Documents for Claims**

Division		Documents	Issuer
Common documents		- Claim Report & Personal Data Processing Agreement	Personally
		- Copy of alien registration card	
		- Copy of Bank Book	
Medical Cost	Hospitalization (Including surgery)	- Certificate of discharge (Including diagnosis)	Care hospital
		- Receipt of treatment	
		- Detailed Statement of medical expenses	
		- Confirmation at the time of surgery, including surgery	
	Outpatient Treatment	- Medical records or First visit medical records	Care hospital
		- Receipt of treatment	
	Prescribed Treatment	- Name of disease (codes) listed prescription	Care hospital Pharmacy
- Pharmacy receipt			