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전남대人

전남대학교
CHONNAM NATIONAL UNIVERSITY

2022 Admission Guidelines of
Undergraduate Course for International Students

2021. 9. 1.

전남대학교 국제협력본부
Chonnam National University Office of International Affairs

Contents

01 / Admission Schedule

Steps			Dates and Times	Notes
Online Application (Jinhak-apply)	Spring	Round1	Sept. 27(Mon) ~ Oct. 8(Fri), 2021	Check the details on page 7 * The deadline for online applications is until 18:00(KST)
		Round2	Oct. 11(Mon) ~ Nov. 10(Wed), 2021	
	Fall	Round1	Mar. 28(Mon) ~ Apr. 8(Fri), 2022	
		Round2	Apr. 11(Mon) ~ May. 11(Wed), 2022	
Documents Submission	Spring	Round1	Sept. 27(Mon) ~ Oct. 8(Fri), 2021 18:00(KST)	All documents indicated on page 8-9 must be submitted by post or in person before the deadline. * Documents arrived in deadline only will be accepted. * Excluding weekends and national holidays. (Working hour: 09:00~18:00, Lunch time: 12:00~13:00) * Applicant will be disqualified if the documents do not arrive within the deadline for any reasons. * Applicant is responsible for the incident in the document delivery process.
		Round2	Oct. 11(Mon) ~ Nov. 12(Fri), 2021 18:00(KST)	
	Fall	Round1	Mar. 28(Mon) ~ Apr. 8(Fri), 2022 18:00(KST)	**Address:** **(Post code 61186) Office of International Affairs, Room 214, Chonnam National University 77, Yongbong-ro, Buk-gu, Gwang-ju, South Korea** **Myungkeun Kim, 82-62-530-1268**
		Round2	Apr. 11(Mon) ~ May. 13(Fri), 2022 18:00(KST)	
Evaluation of Entrance	Spring	Round1	Oct. 25(Mon) ~ Oct. 26(Tue), 2021	Check the details on page 6
		Round2	Nov. 29(Mon) ~ Nov 30(Tue), 2021	
	Fall	Round1	Apr. 25(Mon) ~ Apr. 26(Tue), 2022	
		Round2	May. 25(Wed) ~ May. 26(Thu), 2022	
Acceptance Announcement	Spring	Round1	November 9(Tue), 2021 16:00(KST)	Applicants should check the admission result at the CNU OIA web-site (http://international.jnu.ac.kr)>Admissions>Notice_Admission with their application number and date of birth on the acceptance announcement day. All the information provided in the "Successful Applicant's To Do List" is very important that applicants must check and complete the procedures such as tuition payment, dormitory registration and visa application within each deadline.
		Round2	December 20(Mon), 2021 16:00(KST)	
	Fall	Round1	May 10(Tue), 2022 16:00(KST)	
		Round2	June 20(Mon), 2022 16:00(KST)	
Payment of Tuition			Check out the "Successful Applicant's To Do List" on the day of the acceptance announcement	Applicants should check the invoice at the CNU OIA web-site (http://international.jnu.ac.kr)>Admissions>Notice_Admission with their application number and date of birth during the tuition payment period which is mentioned in the "Successful Applicant's To Do List". ※ Admission will be revoked if the successful applicant fails to pay the tuition fee within the period.
Issuance of Official Admission Certificate and visa			Check out the "Successful Applicant's To Do List" on the day of the acceptance announcement	Related schedule will be notified later by e-mail and other details about visa application can be found in the "Successful Applicant's To Do List". ※ If successful applicant fails to check the "Successful Applicant's To Do List" on the result announcement day and fails to complete the visa related survey by deadline, university cannot send the visa documents, so be aware to check the "Successful Applicant's To Do List" on the day of result announcement.
Beginning of Semester	Spring		March 2(Tue), 2022	
	Fall		September 1(Thu), 2022	

※ This schedule is subject to change. Any changes made will be posted on the web-site(http://international.jnu.ac.kr)**.**
※ **If the required documents arrive after the Round1 deadline, the application will automatically transferred and proceeded to the Round2. If the documents are not submitted(or submitted incompletely) by the Round2 deadline, it will automatically be excluded from the evaluation.**
※ Admission-related notices will be sent to the applicant's e-mail which is on their online application form, so all the applicants must check their e-mail from the acceptance announcement day to the semester beginning day, and applicants are responsible for any problems caused by not checking their e-mail during the admission period.
※ **Admission results can be checked after 16:00 on the acceptance announcement date, and all successful applicants must check the "Successful Applicant's To Do List" on the day of acceptance announcement, since there are things that must be checked and completed immediately.**

02 / Eligibility

In order to apply for CNU, applicant must meet all qualifications related to nationality, educational background and language proficiency as below

Nationality (Freshmen/Transfer)
Applicant with non-Korean nationality whose parents also having non-Korean nationality as of the date of application. * The applicants are not eligible to apply if there is a person with Korean nationality, a dual nationality including Korean nationality, or a stateless person among applicant himself/herself or their parents. * When an applicant's parent with legal custody is remarried to a Korean citizen, even if the applicant has not been adopted by both parents through a legal process, the applicant will not be eligible to apply. * In case of adopted by a Korean family, it is not eligible to apply since both parents are not foreigners as of the date of application. * Applicants adopted to foreign family are eligible to apply only if the applicant obtained a citizenship of another country(other than Korea) before starting primary education(Grade 1) * Additional documents in p. 9 must be submitted.

Educational Background	
Freshmen	Completed (or expected to complete) high school education at equivalent level in Korea
Transfer	1) Completed more than two years of academic program(4 semesters or more) at 4-year university **OR** Graduated(or expected to graduate) from college or university 2) Acquired more than 66 credits * Graduated from a university without credit system are not eligible
Reference	

✔ **Formal education equivalent to Korea high school**

※ Enforcement decree in the Law of Elementary & Middle School Education No. 98-1-9
- Applicants should complete all formal education in ONE country.
- Applicant who studied in more than two countries should complete 12 years of education.
- Applicant who have completed less than 11 years should apply for the high school as a freshman or transfer in Korea or overseas.
- In the case of 11 years(above), foreign system applicants should complete the last 3 years of education in ONE country to acquire qualification of high school.
- For students with unfinished years due to a gap in the education system, the period of years at an overseas university will be counted as equivalent to korean high school years.

※ Prospective graduate applicants must graduate by the beginning of the first semester
※ Those who are enrolled in our university cannot apply for transfer
※ **Applicants who attained their level of education by qualification examinations, home-schooling and cyber learning systems are not eligible**

Language Proficiency (Freshmen/Transfer) Must meet more than one of the following requirements	
Korean	**TOPIK(Test of Proficiency in Korean) Level 3** or **CNU Language Center Korean Language Course Level 3** Yeosu campus Culture and Tourism Management: Topik Level 2 or CNU Language Center Korean Language Course Level 2
English	**TOEFL 550 (CBT 210, IBT 80), IELTS 5.5, TEPS 550, TOEIC 700** ※ According to the regulation of Ministry of Justice, citizens of English-speaking countries are exempted from the English language proficiency requirements (USA, UK, Canada, Australia, New Zealand, Ireland, South Africa)

※ Successful applicants who fail to submit TOPIK Level 4 or CNU Language Center Korean language course certificate Level 4 before the deadline(scheduled date is a month before the beginning of the first semester) that is mentioned in the "Successful Applicant's To Do List" will be placed in a mandatory Korean language lecture program in Yeo-su campus (Including those who only have submitted English certificate) This program consists of 36 credits and these credits will be counted toward the graduation credit. * Excluding transfer students and KGSP students.

03 / Departments/Majors

* **Most courses are conducted in Korean language, only some subjects are taught in English. Please check with the department office (You can check the department info at <u>http://global.jnu.ac.kr</u>→Academics) or refer to the CNU OIA web-site (You can check the english course list at http://international.jnu.ac.kr→Life at CNU→Courses in English)**

* Major of Architecture & Urban Design (Gwang-ju) and Architectural Design (Yeo-su) is 5-year course.

✔ Gwang-ju Campus

- ○ marked majors(Electrical Engineering, Mechanical Engineering, Software Engineering) are open only for Spring semester.

College	Division	Department	Freshman	Sophomore	Junior
Nursing	Natural Science	Nursing	✔		
Business Administration	Humanities & Social Science	Business Administration	✔	✔	✔
		Economics	✔	✔	✔
Engineering	Natural Science	Architecture	✔		
		Architecture - Major of Architectural Engineering		✔	✔
		Architecture – Major of Architecture & Urban Design		✔	✔
		Civil Engineering	✔		
		Energy & Resources Engineering	✔		
		Mechanical Engineering	○		
		Materials Science & Engineering	✔		
		Electronic Engineering	✔		
		Computer Engineering	✔		
		Software Engineering	○		
		Chemical Engineering	✔	✔	✔
		Polymer & Fiber System Engineering	✔		
		Industrial Engineering	✔		
		Electrical Engineering	○		
		Biotechnology & Bioengineering	✔		
Agriculture and Life Sciences	Humanities & Social Science	Agricultural Economics	✔		
	Natural Science	Applied Plant Science	✔	✔	✔
		Horticulture	✔		
		Applied Biology	✔		
		Forest Resources		✔	✔
		Wood Science & Engineering	✔	✔	✔
		Landscape Architecture	✔		
		Agricultural and Biological Chemistry	✔	✔	✔
		Animal Science	✔	✔	✔
		Rural & Biosystem Engineering	✔	✔	✔
		Bioenergy Science and Technology	✔		
		Food Science & Technology	✔		
		Molecular Biotechnology	✔	✔	✔
		Convergence Biosystems Engineering	✔	✔	✔
Social Sciences	Humanities & Social Science	Political Science & International Relations	✔	✔	✔
		Sociology	✔	✔	✔
		Psychology	✔	✔	✔
		Library and Information Science	✔	✔	
		Communication	✔	✔	✔
		Geography	✔	✔	✔
		Cultural Anthropology and Archaeology	✔	✔	✔
		Public Administration	✔	✔	✔
Human Ecology	Natural Science	Family Environment and Welfare	✔	✔	✔
		Food and Nutrition Science	✔	✔	✔
		Clothing and Textiles	✔	✔	✔

College	Division	Department	Freshman	Sophomore	Junior
Arts	Arts	Music-Major of Voice/Composition/Piano/Wind&Strings	✔	✔	✔
		Korean Traditional Music	✔		
		Fine Arts-Major of Korean Painting/Western Painting/Sculpture/Crafts Fine Arts/Art Theory	✔	✔	✔
		Design	✔	✔	✔
Humanities	Humanities & Social Science	Korean Language & Literature	✔	✔	✔
		English Language & Literature	✔	✔	✔
		German Language & Literature		✔	✔
		French Language & Literature	✔	✔	✔
		Chinese Language & Literature	✔	✔	✔
		Japanese Language & Literature	✔	✔	✔
		History	✔	✔	✔
		Philosophy	✔	✔	✔
Nautral Sciences	Natural Science	Mathematics	✔	✔	✔
		Statistics	✔	✔	✔
		Physics	✔	✔	✔
		Earth Systems & Environmental Science	✔		
		Biology	✔	✔	✔
		Chemistry	✔	✔	✔
		Biological Science & Technology	✔		
		Biological Science & Technology -Major of Biological Science/System Biotechnology		✔	✔
AI Convergence	Natural Science	Artificial Intelligence	✔		
		Intelligent Mobility	✔		

✔ Yeo-su Campus

College	Division	Department	Freshmen	Sophomore	Junior
Engineering	Natural Science	Electrical, Electronic Communication & Computer Engineering	✔		
		Electrical, Electronic Communication & Computer Engineering -Computer		✔	✔
		Electrical, Electronic Communication & Computer Engineering -Electronic Communication/Electrical and Semiconductor		✔	
		Mechanical Design Engineering	✔	✔	
		Refrigeration and Air-conditioning Engineering	✔	✔	✔
		Environmental System Engineering	✔	✔	✔
		Biotechnology & Industrial Engineering	✔	✔	✔
		Chemical & Biomolecular Engineering	✔	✔	✔
		Architectural Design	✔		
		Biomedical Engineering	✔	✔	
		Healthcare and Biomedical Engineering	✔		
Culture & Social Sciences	Humanities & Social Science	International Studies-Major of English Language	✔	✔	✔
		International Studies-Major of Japanese Language	✔	✔	✔
		Global Business	✔		
		Logistics and Transportation	✔	✔	✔
		Culture and Tourism Management	✔	✔	✔
	Natural Science	Cultural Contents	✔		
		Cultural Contents-Major of Electric Commerce/Multimedia		✔	✔
Fisheries & Ocean Sciences	Natural Science	Aqualife Science	✔	✔	✔
		Naval Architecture and Ocean Engineering	✔	✔	✔
		Ocean Integrated Science	✔	✔	
		Aqualife Medicine	✔	✔	✔
		Maritime Police Science	✔	✔	✔
		Smart Fisheries Resources Management	✔		

04 / Tuition Fees

College	Department	Tuition Fee (KRW / per semester)		
		Tuition 1	Tuition 2	Total
Nursing	Nursing	380,000	1,820,000	2,200,000
Business Administration	All	370,000	1,467,000	1,837,000
Engineering(Gwang-ju)	All	407,000	1,963,000	2,370,000
Agriculture and Life Sciences	All dept. except for the Agricultural Economics	380,000	1,820,000	2,200,000
	Agricultural Economics	370,000	1,499,000	1,869,000
Social Sciences	All	370,000	1,499,000	1,869,000
Human Ecology	All	380,000	1,820,000	2,200,000
Arts	All	407,000	2,029,000	2,436,000
Humanities	All	370,000	1,499,000	1,869,000
Natural Sciences	All	380,000	1,820,000	2,200,000
Engineering(Yeo-su)	All	407,000	1,945,000	2,352,000
Culture&Social Sciences	School of Cultural Contents	380,000	1,820,000	2,200,000
	All dept. except for the School of Cultural Contents	370,000	1,499,000	1,869,000
Fisheries &Ocean Sciences	Naval Architecture and Ocean Engineering	407,000	1,945,000	2,352,000
	All dept. except for the Naval Architecture and Ocean Engineering	380,000	1,820,000	2,200,000

* Fees are subject to change. The above fees are based on the data from 2021.
* Successful(Admitted) applicants must pay the tuition fee during the designated period. On failing to make the payment, the admission will be revoked.
* If the applicant give up admission after paying tuition, tuition fee will be returned according to the tuition refund policy of our university in "Successful Applicant's To Do List".

05 / Scholarships

Scholarship	Selection Criteria	Amount of the Scholarship
Scholarship 3	Applicants with good evaluation score	Half of the "Tuition 2" waiver for the first semester
Scholarship 4		"Tuition 1" waiver for the first semester

* Evaluation score means total score of "07 Evaluation Criteria" on page 6.
* Selection of beneficiaries by comprehensively evaluating applicants admission documents, interview scores, etc.

06 / Dormitory

Campus	Hall	Room Type		Fee (KRW)	
				Short-term (4 months)	Long-term (6 months)
Gwang-ju	No. 3~5	Studio Type	Two people	527,800	861,500
	No. 6	Studio Type	One person	962,800	1,578,200
	No. 8	APT Type	Two people	551,000	897,700
		APT Type	One person	1,102,000	1,795,400
	No. 9	Studio Type	Two people	597,400	970,100
		APT Type	Two people	551,000	897,700
Yeo-su	-	APT Type	Two people	604,200	

* Fees are subject to change. The above fees are based on the data from 2021.
* Refer to dormitory web-site(http://dormitory.jnu.ac.kr) for more information such as meal plan and facilities.
* The dormitory is a priority for international students. (The person who is non-conformities in group life or having specific disease can be excluded from the list according to dormitory's regulation).

07 / Evaluation Criteria

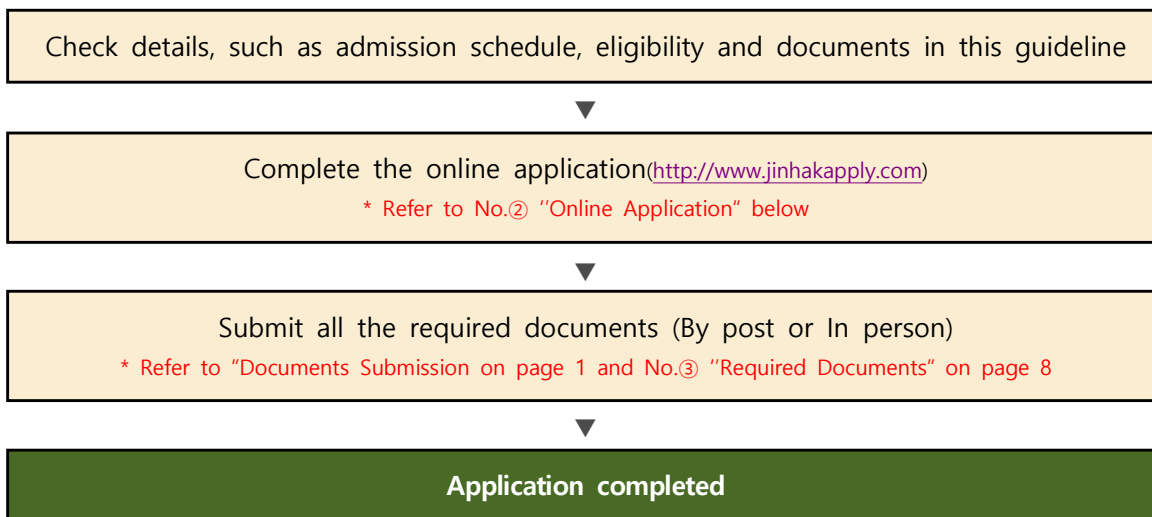| Classification	Language Proficiency	Academic Performance	Total
Percentage	50(%)	50(%)	100(%)

- Qualification screening are done by comprehensively evaluating applicant's attitude, academic proficiency and attitude for desired major. The basis of the evaluation is the documents submitted by the applicant.
  * For the department which the interview is conducted, the interview score also will be reflected in the total score.
  * For the College of Arts, an evaluation will be made including the portfolio submitted.(Refer to page 9)
- Interview varies from department to department. For the department with interview, the time and method will be informed in advance through the applicant's contact number or e-mail, which was filled in the application form. So during the evaluation period, applicants should check their contact information which they filled in the application form from time to time.
- Language Proficiency signifies not only Korean, but also other languages.
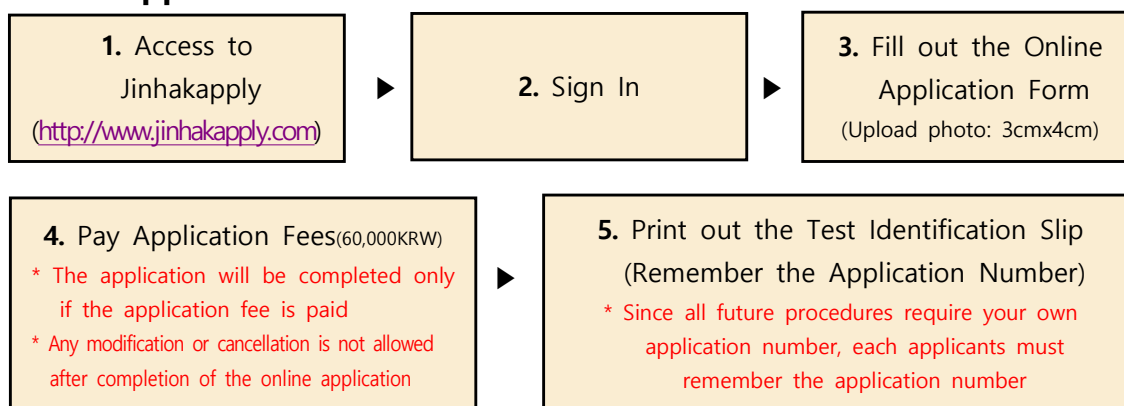
08 / Important Notes

1. Applicants are responsible for errors made during the application process that may result in cancellation of admission, such as failure to submit required documents, errors or omissions in the documents, failure to fulfill the requirements indicated in the guidelines, indistinct addresses listed, correspondence failures, failure to check the acceptance list, failure to execute procedure necessary to enter the country and others.
2. After completing the online application, It's not allowed to change and the application fee is non-refundable.
3. Documents in another language should be accompanied by a notarized Korean or English translation.
4. The admissions staff reserves the right to require additional documents from applicants if the submitted documents are insufficient or if they need to clarify the eligibility or verify the authenticity of the submitted materials. Failure to submit the additional documents by the deadline will be considered as abandonment of application and will be rejected without any notice.
5. Applicants should check the notice on the CNU Admissions web-site and e-mail for admission procedures. The applicants will take full responsibility for any disadvantages arising from non-checking.
6. Successful(Admitted) applicants must pay special attention to "Successful applicant's To Do List" and complete all the procedures within designated period. If not, applicants are subject to have their admission canceled.
7. **All of the submitted documents cannot be returned.**
   - **Submit a notary at the time of submission for the documents that cannot be reissued in the original since original documents also won't be returned once submitted.**
8. **CNU does not disclose the result of evaluation scores of each process under any circumstances.**
9. Additional documents for visa may be requested even after the admission process is completed.
   - After the acceptance, even if the Statement of Financial Resource(Form2) is already submitted, the current bank statement(more than USD 18,000) of financial guarantee is required to apply for a visa.
10. Freshman can not take a leave of absence at their first semester.
11. Register to more than two universities by the same admission period, offer of admission will be rescinded.
12. If the applicant gained admission illegally (such as by forgery or alteration of documents or translation errors of documents) or if the applicant's visa is not issued or is rejected, the admission will be canceled.
13. This admission guideline is written in Korean and translated into English and Chinese. In case of any difference in interpretation, Korean version supercedes other translated versions.
14. Further details, if not stated in this guideline will be accordance with the Office of International Affairs at CNU.
15. **After the payment of the online application fee, applicant is considered to agree with all the provisions and contents in the admission guidelines, so it is necessary to carefully check the admission guidelines before applying.**
16. **The guidelines are subject to change according to the prevalence of the COVID-19.**

09 / Application Guidance

① Application Procedure

Check details, such as admission schedule, eligibility and documents in this guideline

▼

Complete the online application(http://www.jinhakapply.com) * Refer to No.② ''Online Application'' below

▼

Submit all the required documents (By post or In person) * Refer to "Documents Submission on page 1 and No.③ ''Required Documents'' on page 8

▼

Application completed

② Online Application

1. Access to Jinhakapply (http://www.jinhakapply.com)	▶	**2.** Sign In	▶	**3.** Fill out the Online Application Form (Upload photo: 3cmx4cm)

4. Pay Application Fees(60,000KRW) * The application will be completed only if the application fee is paid * Any modification or cancellation is not allowed after completion of the online application	▶	**5.** Print out the Test Identification Slip (Remember the Application Number) * Since all future procedures require your own application number, each applicants must remember the application number

- Print out a test identification slip after completing the online application.
- If applicants apply for the admission more than once in same round during the application period and possess more than one application number, all the application will be disqualified.
- The last day of the application period might be busy, we suggest to apply for the admission as early as possible, and the system will be unavailable to apply due to system closure after 18:00 due date.
- **Applicants will be disqualified if they fail to submit documents by deadline or if there are insufficient documents even they completed online application.**
- **After completing the online application, It's not allowed to change and the application fee is non-refundable.**
- **As all personal information (passport information, e-mail, phone number) and all information filled out by applicants are used as basic data for admission procedure, such as issuing acceptance letter and visa documents, accurate information must be prepared in accordance with the guidelines when applying online and if changed, please notify the Office of International Affairs immediately.**
  * The applicant is responsible for all disadvantages of incorrect information or failure to notify the Office of International Affairs even after the information change.

Online Application Inquiries : < Jinhakapply > ✔ Telephone : 1544-7715   FAX 02)722-5453 ✔ E-mail: apply@jinhakapply.com

③ Required Documents

◎ **Instructions for Documents Submission**

✔ All the documents must be submitted in original. Submission of copy, scanned file and e-mail submissions are not permitted.
✔ All the documents/forms should be written in Korean or English.
✔ Must fill out all the blank in each form(Forms 1~7) and if there's any blank with no information filled, CNU will consider that form as "Not Submitted".
✔ All the documents must be clear and legible. If not, the applicant may be responsible for any disadvantages that may occur as a consequence.
✔ Documents that are not in Korean or English must be translated and publicly notarized.
✔ In case of submitting the notarized translation, the original text/the translation text/the notarization text must all be bound together, and if the binding is damaged, that notarization is considered to be ineffective (same for Apostille and consular certificate).
✔ **Information errors/mismatch, translation errors, spelling errors/mismatch in all documents are not accepted.**
✔ Applicant's/Parent's information on the documents (name, date of birth, nationality, passport/ID number, etc.) must be exactly same as the passport information of the applicant and his/her parents.
  * In the absence of a parent's passport, parents information on all documents must accurately match with the parent's ID card
✔ Applicant's/Parent's names on the documents must be exactly same as English name on passport, and in case of spelling errors/mismatch, omission/reduction of names are not accepted.
  (even if they are notarized in Korean, applicant's/parent's names must be same as English name on passport)
  * In the absence of a parent's passport, parents name on all documents must accurately match with the parent's ID card.
  * Applicants with Uzbek nationals, names on all documents must be exactly same as the English name on their international passport(red passport)
✔ If there's an inconsistency in the applicant's/parents name on the documents, a government-issued certificate must be submitted to support that the documents are for the identical person.
✔ If there's an inconsistency in any information on the documents, an official certificate must be submitted to explain the reasons.
✔ Applicants will be disqualified if they fail to submit documents by deadline or if there's any insufficient documents.
✔ In addition to the documents listed below, all documents required by the CNU for further verification must be submitted.
✔ All of the submitted documents cannot be returned that submit an original notarization for the documents that cannot be reissued in original at the time of submission.

* Every documents should be in A4 format and submitted in order as below list

No	Documents	Fresh men	Tran sfer	Notes
1	Online Application (2sheets)	O	O	Print out after completing the application at (http://www.jinhakapply.com)
2	**[Form1]**Personal Statement and Study Plan	O	O	
3	**[Form2]**Statement of Financial Guarantee*	O	O	
4	**[Form3]**Education Background Information	O	O	Download the Forms at web-site
5	**[Form4]**Statement of Unusual Academic Circumstances	O	O	http://international.jnu.ac.kr → Admissions → 학부(Undergraduate) → Forms
6	**[Form5]**Permission to Diploma&Transcript Release	O	O	***Depending on the financial resources of the financial certificate, it is necessary to submit evidence, so please make sure to check the instructions in[Form 2] and prepare the documents.**
7	**[Form6]**Nationality Information	O	O	
8	**[Form7]**Consent Form for Personal Information Collection and Use	O	O	
9	Language Proficiency Certificate	O	O	**P. 2 "Eligibility-Language Proficiency" must be submitted** - Within the validity period as of the admission deadline(Allow to submit a copy)
10	Certificate of High School Graduation	O	O	**P. 10 "Academic Certificate" must be submitted** - Only certificates with (expected)graduation year/month information are accepted - School information, such as name/seal of the school on diploma and transcript should be same (Must submit an official school reference if there's an inconsistency)
11	High School Transcript	O	O	**Original Notarized Translation of Transcript of whole courses/years** - Accepted only for the transcript indicating the study period (Both admission and graduation year) for 3years of high school education or the certificate indicating school - Applicants who have completed a high school curriculum for less than 3years due to the 11years curriculum those who have a transcript that does not indicates the above information must submit an official letter issued from the school proving applicant's study period(year/semester) during the study period *** 11years curriculum: Transcript for Grade 9, 10, 11** **12years curriculum: Transcript for Grade 10, 11, 12** **(Each individual transcript must indicates School name, personal information, grade/year information)**

12	Certificate of University Graduation/Completion	x	O	**P. 10 "Academic Certificate" must be submitted** - Only certificates with (expected)graduation year/month information are accepted - In the case of completion, must submit the original notarized translation of completion certificate issued by the university(certificate including information on the original academic years of the university and the period actually completed by the applicants) - School information, such as name/seal of the school on diploma and transcript should be same (Must submit an official school reference if there's an inconsistency)
13	University Transcript	x	O	**Original Notarized Translation of Transcript of whole courses/years** - Only for the certificates indicating credits and courses by year/semester for the total period of study will be accepted and transcript with only courses and credits without information on the year/semester are not accepted - If there is no grade information by each year/semester on the transcript, it is necessary to submit an official letter issued from the university proving applicant's study period (year/semester) during the total study period - Only the transcript with credits will be accepted (more than 66credits)
14	Evidence of Parenthood and non-Korean Citizenship	O	O	**Submit the Original Notarized Translation of a <u>Family Relations Certificate</u> <u>or Birth Certificate</u> stating both 1) relationship between the applicant and applicant's parents, 2) nationality of applicant and the applicant's parents** **** Refer to P.10 "Examples of Family Relations Certificate" **** - All the applicant's and parent's information(such as name spelling, date of birth, etc.) on this document must be exactly same as the information on the submission document No. 15 "Parent's passport copies" and No. 16 "Applicant's passport copy"
15	Copies of Parent's Passport (ID page)	O	O	**Copies of valid passport of the applicant's parents on the submission document No.14 "Evidence of Parenthood and non-Korean Citizenship"** - In case parent(s) do not hold valid passports, an original notarized translation of their official ID card may be submitted in lieu of passport - If the expiration date of the ID card is not indicated separately, the original notarized translation of the newly issued document(Issued within 6 months of the deadline) must be submitted for the above submission document No. 14 "Evidence of Parenthood and non-Korean Citizenship" - In case of unusual circumstances on nationality, please fill out the related information on "[Form6]Nationality Information" and submit the additional documents in "Case for Requirements of Additional Proof" below
16	A Copy of Passport (ID page)	O	O	**Copy of passport more than a 6months validity from the beginning date** - Applicants with Uzbek nationals must submit international passport(red passport)
17	A Copy of Alien Registration Card (Front/Back)	O	O	- Applicants who had an alien registration number in the past have to submit an A4 paper with expired alien registration number on it, even if they don't have a card at the time of application - Those who don't have a history of issuing alien card do not have to submit

✔ Additional Documents for College of Arts

Departments	Additional Documents
Dept. of Traditional Korean Music&Music (Voice, Strings, Wind and Piano)	Music CD of performance (up to 15minuted long)
Dept. of Music (Major or composition)	At least 3pieces of music including piano work with scores
Dept. of Fine Arts	Portfolio CD of art work
Dept. of Design	At least 10pieces of art work (in last three years) with bigger than A4size binder or USB

✔ Cases for Requirements of Additional Proof

Case	Additional Documents
Parent's Death	Death Certificate (original notarized translation)
Parents' Divorce	1) Divorce Certificate (original notarized translation) 2) Remarriage Certificate of the parent who has applicant's parental authority and custody (original notarized translation)
Adopted Applicant (Adopted to Foreign Family)	1) Official document of adoption (original notarized translation) 2) Proof of the loss of Korean citizenship 3) Documents indicating that the applicant obtained a citizenship other than Korean before starting primary education(Grade 1)

- All applicant's and parent's information on the above documents (name, date of birth, nationality, passport/ID number, etc.) must be exactly same as the information on the applicant's birth certificate or family relations certificate.
  * Spelling errors/mismatch, omission/reduction of names are not accepted and if there's any inconsistency on the applicant's/parents names, a government-issued certificate must be submitted to support that the documents are for the identical person.

✔ Academic Certificate

Regarding high school/university graduation certificates, you must submit the documents specified in the table below

Nationality	Category	Documents for Submission
China	Graduated General High School or 4-year University	Certification printed out from the web-site below (www.chsi.com.cn, www.cdgdc.edu.cn)
	Graduated Vocational High School or Technical College	Degree confirmed by the Korean embassy in applicant's country or applicants's country's embassy in Korea
All country except China	Apostille Convention Countries	Graduation(Degree) certificate Apostille * For information regarding Apostille, please refer to the web-site below https://www.hcch.net/en/instruments/specialised-sections/apostille
	Non-Apostille Convention Countries	Degree confirmed by the Korean embassy in applicant's country or applicant's country's embassy in Korea

- In the case of prospective graduates, original notarized translation of expected graduation certificate with information on the expected year/month of graduation must be submitted within the period specified in the "Successful Applicants To Do List". **(Admission will be revoked if not submitted by the deadline)**
- **In case of unusual circumstances during academic years, please fill out the related information on "[Form4]Statement of Unusual Academic Circumstances".**
- If the final academic background is acquired in Korea, no official confirmation is required.
- Examples of Academic Certificate.

[Apostille]   [Consul's Certificate from embassy]]   [China web-site Certificate]

- High School   - University
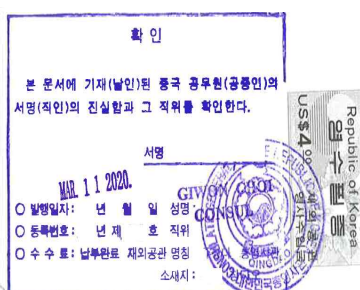
✔ Examples of Family Relations Certificate

Applicants and both of their parent's name(in passport), nationality, relationship should be specified in the Family Relations Certificate. And all the applicants have to submit official family relations certificate even their country is not listed in the example list.
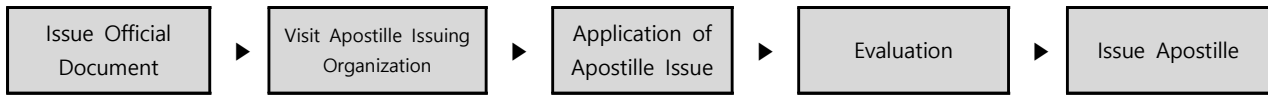
Philippines : Family Census / **Indonesia** : KARTU KELUARGA / **Bangladesh** : Family Certificate /
Vietnam : So Ho Khau OR Giay khai sinh / **Mongolia** : Certificate of Family Relations /
Pakistan : Family Certificate / **Sri Lanka** : Family Relation certificate / **Myanmar** : Family Relation Certificate /
Nepal : Family Relation Certificate / **Kyrgyzstan · Kazakhstan · Uzbekistan · Ukraine · Thailand** : Birth Certificate /
China : Hukouben

✔ Apostille

- The Convention provides for the use of simplified certification or public documents (including notarized documents) among countries that have joined the convention. The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

✔ Procedure for the issuance of apostille

- Official Document (Issued by National, Public Institution)

| Issue Official Document | ▶ | Visit Apostille Issuing Organization | ▶ | Application of Apostille Issue | ▶ | Evaluation | ▶ | Issue Apostille |

- Private Document (Issued by Private Institution)

| Issue Private Document | ▶ | Get Notarization | ▶ | Visit Apostille Issuing Organization | ▶ | Application of Apostille Issue | ▶ | Evaluation | ▶ | Issue Apostille |

※ In case of a private document, there may be some difference according to the national notary and attorney's law, but usually the apostille can be checked by submitting it after receiving a notary notice from the country.

✔ List of Apostille Convention Countries (As of 14th May, 2019 / Total 117 Countries)

A	Albania	D	Denmark	M	Macau	S	Saint Kitts and Nevis
	Andorra		Dominican Republic		Macedonia		Saint Lucia
	Antigua and Barbuda	E	Ecuador		Malawi		Samoa
	Argentina		El Salvador		Malta		San Marino
	Armenia		Estonia		Marshall Islands		Sao Tome and Principe
	Australia	F	Fiji		Mauritius		Serbia
	Austria		Finland		Mexico,		Seychelles
	Azerbaijan		France		Moldova		Slovakia
B	Bahamas	G	Georgia		Monaco		Slovenia
	Bahrain		Germany,		Mongolia		Spain/Espana
	Barbados		Granada		Montenegro		St. Vincent
	Belarus		Greece		Morocco		Suriname
	Belgium	H	Honduras	N	Namibia		Swaziland
	Belize		Hongkong		Netherlands,(*Aruba)		Sweden
	Bolivia		Hungary		New Zealand		Switzerland
	Bosnia-Herzegovina	I	Iceland,		Nicaragua	T	Tajikistan
	Botswana		India		Niue		Tonga
	Brazil		Ireland,		Norway		Trinidad and Tobago
	Brunei		Israel	O	Oman		Tunisia
	Bulgaria		Italy	P	Panama		Turkey
	Burundi	J	Japan		Paraguay	U	Ukraine
C	Cape Verde	K	Kazakhstan		Peru		United Kingdom,
	Chile		Kosovo		Philippines		United States of America(*Maury Islands, Saipan, Puerto Rico)
	Colombia		Kyrgyzstan		Poland,		Uruguay
	Commonwealth of Dominica	L	Latvia		Portugal		Uzbekistan
	Cook Islands		Lesotho	R	Republic of South Africa	V	Vanuatu,
	Costa Rica		Liberia		Republic of South Korea		Venezuela
	Croatia		Liechtenstein		Romania		
	Cyprus		Lithuania		Russia		
	Czech Republic		Luxembourg				