

## 2024 Admission Guidelines of Undergraduate Course for International Students

2023. 9.



### Undergraduate Admission Inquiries <The Office of International Affairs(O.I.A)>

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## 전남대학교 국제협력과

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## 01 / Admission Schedule

Classification			Dates and Times (Korean Standard)	Notes
Online Application (Uway-apply)	Spring	Round1	Oct. 4(Wed) ~ Oct. 12(Thu), 2023	<b>Online Application Only</b> <a href="https://international.jnu.ac.kr/Admission/Undergraduate">[https://international.jnu.ac.kr/Admission/Undergraduate]</a> *Check the details on page 9 [9. Application Guidance]
		Round2	Oct. 16(Mon) ~ Nov. 9(Thu), 2023	
	Fall	Round1	Apr. 1(Mon) ~ Apr. 11(Thu), 2024	
		Round2	Apr. 15(Mon) ~ May. 10(Fri), 2024	
Documents Submission	Spring	Round1	Oct. 4(Wed) ~ Oct.13(Fri), 2023	All documents indicated on page 10-11 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. <div><b>Address:</b> <b>(Post code 61186) Office of International Affairs, Room 214, Chonnam National University 77, Yongbong-ro, Buk-gu, Gwang-ju, South Korea</b> <b>Myungkeun Kim, 82-62-530-1268</b></div>
		Round2	Oct. 16(Mon) ~ Nov. 17(Fri), 2023	
	Fall	Round1	Apr. 1(Mon) ~ Apr. 12(Fri), 2024	
		Round2	Apr. 15(Mon) ~ May. 23(Thu), 2024	
Evaluation of Entrance	Spring	Round1	Oct. 30(Mon) ~ Nov. 1(Wed), 2023	Check the details on page 6 [4. Evaluation criteria]
		Round2	Nov. 27(Mon) ~ Nov. 29(Wed), 2023	
	Fall	Round1	Apr. 29(Mon) ~ May. 2(Thu), 2024	
		Round2	Jun. 3(Mon) ~ Jun. 5(Wed), 2024	
Acceptance Announcement	Spring	Round1	November 16(Thu), 2023 16:00(KST)	Check the admission result at the CNU OIA web-site <a href="http://international.jnu.ac.kr">[http://international.jnu.ac.kr]</a> >Admissions>Notice_Admission  *Inquiry about acceptance: [Applicaion No.] & [DOB]
		Round2	December 20(Wed), 2023 16:00(KST)	
	Fall	Round1	May 21(Tue), 2024 16:00(KST)	
		Round2	June 24(Mon), 2024 16:00(KST)	
Registration (Payment of Tuition)			Check out the "Successful Applicant's To Do List" on the day of the acceptance announcement	heck the admission result at the CNU OIA web-site <a href="http://international.jnu.ac.kr">[http://international.jnu.ac.kr]</a> >Admissions>Notice_Admission  *Printout of Tuition Bills: [Applicaion No.] & [DOB]
Issuance of Official Admission Certificate and visa			Check out the "Successful Applicant's To Do List" on the day of the acceptance announcement	Complete the Survey in "Successful Applicant's To Do List"
Beginning of Semester	Spring	March 4(Mon), 2024		
	Fall	September 2(Mon), 2024		

※ 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.

## 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)	
<b>Applicant with non-Korean nationality whose parents also having non-Korean nationality as of the date of application.</b>	
<ul style="list-style-type: none"> <li>* Both parents and students are recognized as foreigners only if both parents and students acquire foreign nationality before the applicant begins the curriculum corresponding to the Korean high school curriculum</li> <li>* 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.</li> <li>* 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.</li> <li>* 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.</li> </ul>	

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 <b>OR</b> 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	
<ul style="list-style-type: none"> <li>✓ <b>Formal education equivalent to Korea high school</b> <ul style="list-style-type: none"> <li>※ Enforcement decree in the Law of Elementary &amp; Middle School Education No. 98-1-9</li> <li>- Applicants should complete all formal education in ONE country.</li> <li>- Applicant who studied in more than two countries should complete 12 years of education.</li> <li>- Applicant who have completed less than 11 years should apply for the high school as a freshman or transfer in Korea or overseas.</li> <li>- In the case of 11 years(above) of foreign system applicants should complete the last 3 years of education in ONE country to acquire qualification of high school.</li> <li>- 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.</li> </ul> </li> <li>✓ <b>Those who are enrolled in our university cannot apply for transfer.</b></li> <li>✓ <b>Applicants who attained their level of education by qualification examinations, home-schooling and cyber learning systems are not eligible.</b></li> </ul>	

Language Proficiency (Freshmen/Transfer)	
Must meet more than one of the following requirements	
Korean	<b>TOPIK(Test of Proficiency in Korean) Level 3 or CNU Language Center Korean Language Course Level 3</b> Yeosu campus Culture and Tourism Management: Topik Level 2 or CNU Language Center Korean Language Course Level 2
English	<b>TOEFL 550 (CBT 210, IBT 80), IELTS 5.5, TEPS 550, TOEIC 700 or higher</b> ※ 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)
Mandatory Korean language lecture program	
※ 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 Yeosu 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.

Department office : <http://global.jnu.ac.kr> → Academics

Check the list of English courses : <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 AI Convergence college [Intelligent Mobility]/Engineering college [Mechanical Engineering], [Electronic Engineering], [Electronic and Computer Engineering] are open only for Spring semester.
- The name of the College of Social Sciences [Communication] → [Media and Communication] has been changed from the 2024 year.

College	Division	Department	Freshmen	Sophomore	Junior
AI Convergence	Natural Science	Artificial Intelligence	●		
		Intelligent Mobility	✓		
Nursing	Natural Science	Nursing	✓		
Business Administration	Humanities & Social Science	Business Administration	✓	✓	✓
		Economics	✓	✓	✓
Engineering	Natural Science	School of Architecture	✓		
		School of Architecture – Major of Architectural Engineering		✓	✓
		School of Architecture – Major of Architecture & Urban Design		✓	✓
		School of Polymer Science Engineering	✓		
		School of Mechanical Engineering	●		
		Department of Industrial Engineering	✓		
		Department of Biotechnology & Bioengineering	✓		
		School of Materials Science and Engineering	✓		
		Department of Energy and Resources Engineering	✓		
		Department of Electrical Engineering	●		
		School of Electronic and Computer Engineering	●		
		Department of Civil Engineering	✓		
		School of Chemical Engineering	✓	✓	✓
Agriculture and Life Sciences	Humanities & Social Science	Department of Agricultural Economics	✓		
	Natural Science	Department of Agricultural & Biological Chemistry	✓	✓	✓
		Division of Animal Science	✓	✓	✓
		Department of Bioenergy Science and Technology	✓		
		Department of Molecular Biotechnology	✓	✓	✓
		Department of Forest Resources	✓		
		Department of Food Science & Technology	✓		
		Department of Horticulture	✓		
		Department of Convergence Biosystems Engineering	✓	✓	✓
		Department of Applied Biology	✓		
		Department of Applied Plant Science	✓	✓	✓
		Department of Wood Science & Engineering	✓	✓	✓

College	Division	Department	Freshmen	Sophomore	Junior
Social Sciences	Humanities & Social Science	Department of Landscape Architecture	✓		
		Department of Rural and Biosystems Engineering	✓	✓	✓
		Department of Library and Information Science	✓	✓	
		Department of Cultural Anthropology and Archaeology	✓	✓	✓
		Communication	Media and Communication	✓	
			Communication		✓
		Department of Sociology	✓	✓	✓
		Department of Psychology	✓	✓	✓
		Department of Political Science and International Relations	✓	✓	✓
		Department of Geography	✓	✓	✓
		Department of Public Administration	✓	✓	✓
Human Ecology	Natural Science	Department of Family Environment and Welfare	✓	✓	✓
		Division of Food and Nutrition	✓	✓	✓
		Department of Clothing and Textiles	✓	✓	✓
Arts	Arts	Korean Traditional Music	✓		
		Design	✓	✓	✓
		Fine Arts – Major of Korean Painting / Western Painting / Sculpture / Crafts Fine Arts / Theory of Arts	✓	✓	✓
		Music –Major of Vocal Music/Composition/Piano/ Instrumental Music	✓	✓	✓
Humanities	Humanities & Social Science	Korean Language & Literature	✓	✓	✓
		German Language & Literature		✓	✓
		French Language & Literature	✓	✓	✓
		History	✓	✓	✓
		English Language & Literature	✓	✓	✓
		Japanese Language & Literature	✓	✓	✓
		Chinese Language & Literature	✓	✓	✓
		Philosophy	✓	✓	✓
Natural Sciences	Natural Science	Physics	✓	✓	✓
		Biological Sciences and Technology	✓		
		Biological Science & Technology – Major of Biological Science / Major of Systems Biology		✓	✓
		Biology	✓	✓	✓
		Mathematics	✓	✓	✓
		Earth Systems & Environmental Science	✓		
		Statistics	✓	✓	✓
		Chemistry	✓	✓	✓

✓ Yeo-su Campus

College	Division	Department	Freshmen	Sophomore	Junior
Engineering	Natural Science	Department of Architecture Design	✓		
		Department of Mechanical Design Engineering	✓	✓	✓
		Department of Mechanical System Engineering	✓	✓	✓
		Department of Refrigeration & Air-conditioning Engineering	✓	✓	✓
		Department of Mechatronics Engineering	✓	✓	✓
		Department of Petrochemical Materials Engineering	✓	✓	
		Department of Integrative Biotechnology	✓	✓	✓
		Department of Biomedical Engineering			✓
		School of Electrical and Computer Engineering	✓		
		School of Electrical and Computer Engineering – Major in Electrical and Semiconductor Engineering		✓	
		School of Electrical and Computer Engineering – Major in Computer Engineering		✓	✓
		Department of Electronic Communication Engineering	✓		
		School of Healthcare and Biomedical Engineering	✓		
		Department of Chemical and Biomolecular Engineering	✓	✓	✓
		Department of Environmental System Engineering	✓	✓	✓
Culture & Social Sciences	Humanities & Social Science	Division of International Studies – Department of English Studies	✓	✓	✓
		Division of International Studies – Department of Japanese Studies	✓	✓	✓
		Division of International Studies – Department of Chinese Studies	✓		
		Division of Global Business	✓		
		Department of Cultural Tourism Management	✓	✓	✓
		Department of Logistics and Transportation	✓	✓	✓
	Natural Science	Division of Culture Contents	✓		
		Division of Culture Contents – Department of Multimedia / Electronic Commerce		✓	✓
Fisheries & Ocean Sciences	Natural Science	Department of Power System Engineering	✓	✓	✓
		Department of Aqualife Medicine	✓	✓	✓
		Department of Smart Fisheries Resources Management	✓		
		Department of Aquaculture	✓	✓	✓
		Department of Naval Architecture and Ocean Engineering	✓	✓	✓
		Department of Maritime Police Science	✓	✓	✓
		Department of Marine Bio food Science	✓	✓	✓
		Department of Marine Production Management	✓	✓	✓
		Department of Ocean Integrated Science	✓	✓	



## 04 / 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 12)
- Language Proficiency signifies include not only Korean, but also other languages.
- Interview will be conducted on either [① Document Evaluation 100% or ② Document Evaluation + Essential Interview](#). **In the case of ② Document Evaluation + Essential Interview, it will be conducted face-to-face or online, (However, if the applicants are an oversea resident, online interview will be take to consideration of physical distance.)**
- Interview varies from department to department. For department with interview, so the details will be announced on the web-site of the International Affairs of CNU, the time and method will be informed in advance through the applicant's contact number or email, which was filled in the application form. Therefore, during the evaluation period, applicants should check their contact information which they filled in the application form from time to time.

## 05 / 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	Agricultural Economics	370,000	1,499,000	1,869,000
	Convergence Biosystems Engineering	407,000	1,963,000	2,370,000
	All dept. except for the Agricultural Economics and Convergence Biosystems Engineering	380,000	1,820,000	2,200,000
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
AI Convergence	Big Data Convergence, Big Data Financial Engineering Convergence	380,000	1,820,000	2,200,000
	All	407,000	1,963,000	2,370,000
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 2023.

\* Successful(Admitted) applicants must pay the tuition fee during the designated period. On failing to make the payment, the admission will be revoked.



## 06 / Scholarships

### 1. TOPIK Scholarship

Scholarship	Selection Criteria	Amount of the Scholarship
TOPIK Scholarship I	Applicants who obtained level 5 or higher in TOPIK	Full tuition for the first semester
TOPIK Scholarship II	Applicants who obtained level 4 in TOPIK	"Tuition 2" waiver for the first semester

### 2. CNU-BRIDGE Scholarship

Scholarship	Selection Criteria	Amount of the Scholarship
CNU-BRIDGE Scholarship	Applicants who have registered at least *two regular Korean courses at language education center of CNU and have completed at least level 4 regular Korean courses.	Half of the "Tuition 2" waiver for the first semester

\* Only those who have recently complete at least two semesters, including the summer semester of 2023 and the fall semester of 2023

### 3. Academic Scholarship

Scholarship	Selection Criteria	Amount of the Scholarship
Scholarship 3	Applicants with excellent high school (or university) grades and language proficiency score	Half of the "Tuition 2" waiver for the first semester
Scholarship 4		"Tuition 1" waiver for the first semester

\* The results of the scholarship will be announced at date of Acceptance Announcement, and duplicate benefits are not possible.

\* Scholarships can be changed every semester depending on the budget situation

## 07 / Dormitory

Campus	Hall	Room Type	Fee (KRW/USD)	
			Short-term (4 months)	Long-term (6 months)
Gwang-ju	No. 3~4	Studio type(Double room for 2 people)	Not available (After demolition, a new dormitory will be opened in the first semester of 2025)	
	No. 6	Studio type(Single room)		
	No. 8	APT Type(3 Double rooms for 6 people)	₩555,750 (about \$419)	₩910,300 (about \$687)
		APT Type(3 single rooms for 3 people)	₩1,111,500 (about \$839)	₩1,820,600 (about \$1,375)
	No. 9	Studio type(1 double room for 2 people)	₩602,550 (about \$455)	₩983,900 (about \$743)
		APT Type(3 double rooms for 6 people)	₩555,750 (about \$419)	₩910,300 (about \$687)
	※ In case of residents of dormitory 9, it is compulsory to choose a meal plan with at least one meal a day during weekdays. (Meals will be served at the cafeteria in the dormitory)			
Yeo-su	-	APT Type(3 double rooms for 6 people)	₩ 609,500 (about \$460)	

\* Fees are subject to change. The above fees are based on the data from Fall semester of 2023.

\* 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).

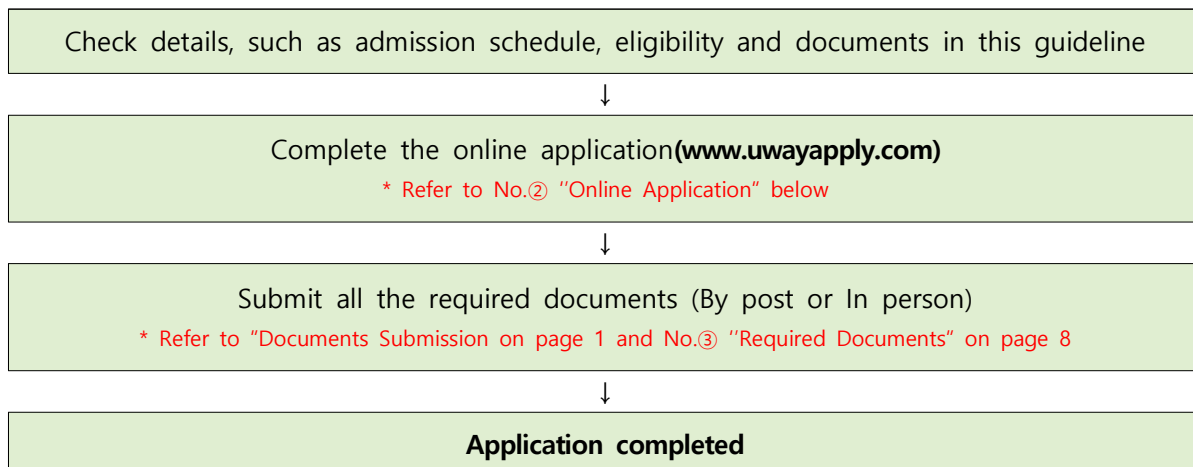
\* Refer <https://international.jnu.ac.kr/Academic/Housing> for any information related to the dormitory(fees & facilities).

## 08 / Important Notes

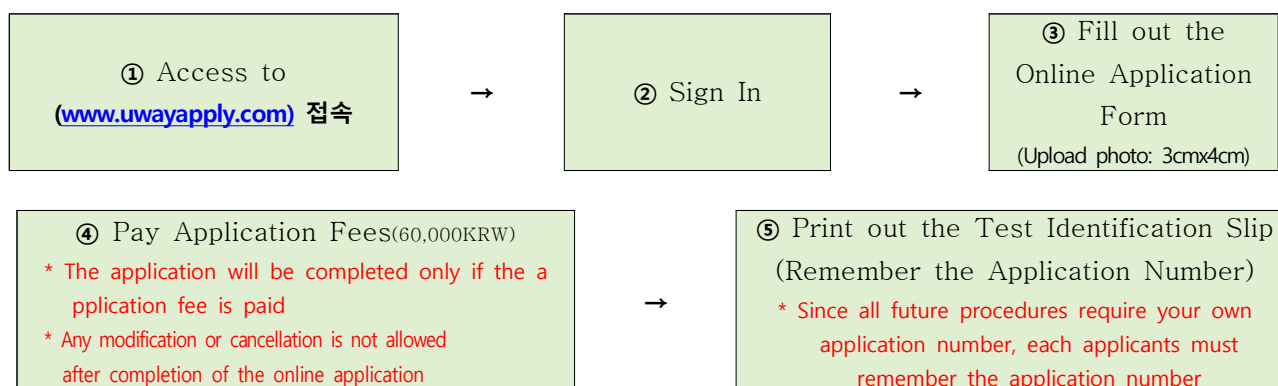
1. Applicants are responsible for errors made during the application process that may result in cancellation of admission, such as failure to submit required documents, errors or omissions in the documents, failure to fulfill the requirements indicated in the guidelines, indistinct addresses listed, 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 KRW 16,000,000 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.**

## 09 / Application Guidance

### ① Application Procedure



### ② Online Application



- 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 : < Uwayapply >

✓ Telephone : 1588-8988 FAX 02)2102-2495

✓ Customer Center – Frequently asked questions and one-on-one consultation is available

### 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 1~6) 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 certificates).
- ✓ **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		Freshmen	Transfer	Notes
1	Online Application	Application Form	○	○	Print out after completing the application at ( <a href="https://www.uwayapply.com">https://www.uwayapply.com</a> ) and sign
2		Personal Affairs Record			
3	[Form1] Financial Guarantee Statement		○	○	Download the Forms at web-site, print out and sign <a href="http://international.jnu.ac.kr">http://international.jnu.ac.kr</a> → Admissions → 학부(Undergraduate) → Forms
4	[Form2] Education Background Information		○	○	
5	[Form3] Statement of Unusual Academic Circumstances		○	○	
6	[Form4] Permission to Diploma&Transcript Release		○	○	
7	[Form5] Nationality Information		○	○	
8	[Form6] Consent Form for Personal Information Collection and Use		○	○	
9	Language Proficiency Certificate		○	○	<b>■ P. 2 [Eligibility-Language Proficiency] must be submitted</b> - Within the validity period as of the admission deadline(Allow to submit a copy)
10	Certificate of High School Graduation  P. 13 [Academic Certificate] must be submitted		○	○	<b>■ High School Graduation(expected) Certificate</b> Required to submit <u>one of the following</u> options. ① (Expected)Graduation certificate in original ※ Applicants who have submitted documents ①(Expected)Graduation certificate must submit graduation certification documents after Acceptance announcement. ② Apostille in original ③ Verification by Consular in original ④ CHSI in original  * 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) * Notarized certificate is recognized within six months from the date of the application

11	High School Transcript	○	○	<p>■ <b>Original Notarized Translation of Transcript of whole courses/years</b></p> <ul style="list-style-type: none"> <li>- Transcript indicating the study period (Both admission and graduation year) for 3years of high school education or the certificate indicating school</li> <li>* <b>11years curriculum: Transcript for Grade 9, 10, 11</b></li> <li>- Each individual transcript for each grade must indicates School name, personal information, grade/year information</li> <li>- Notarized certificate is recognized within six months from the date of the application</li> </ul>
12	<p>Certificate of University Graduation/Completion</p> <p>P. 13 [Academic Certificate] must be submitted</p>	x	○	<p>■ <b>University / College Graduation(expected) Certificate</b></p> <p>1) <b>Applicant who has completed(expected) the second grade or higher of bachelor's degree course at University in Korea or abroad</b></p> <ul style="list-style-type: none"> <li>- Information on the required completion grade/semester for graduation and the grade/semester that applicants actually completed, submit the original English or translation notarized copy of the school issuance certificate (scheduled) including the information</li> <li>* The university certificate and the school information on the transcript must match each other (if there is a discrepancy, the official certificate issued by the school must be submitted with the translation notarized copy)</li> </ul> <p>2) <b>Applicant who has completed(expected) Graduation of Junior College in Korea or abroad</b></p> <ul style="list-style-type: none"> <li>- Submit the original English or original notarized translation of the Graduation (scheduled) Certificate</li> <li>* Submit the original notarized translation of completion certificate issued by the university(certificates including information on the original academic years of the university and the period actually completed by the applicants)</li> <li>* College Graduation Certificate and Transcript information must be consistent with each other, (if there is a discrepancy, the official certificate issued by the school must be submitted with the translation notarized copy)</li> </ul>
13	University Transcript	x	○	<p>■ <b>Original Notarized Translation of Transcript of whole courses/years</b></p> <ul style="list-style-type: none"> <li>- Only the transcript with credits will be accepted (more than 66credits)</li> <li>- 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</li> <li>- 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</li> <li>- Expected graduates must submit the transcript indicating credits and courses in original or notarized translations after "acceptance announcement"</li> </ul>
14	<p>Evidence of Parenthood and non-Korean Citizenship</p> <p>Refer to P.13 [Examples of Family Relations Certificate]</p>	○	○	<p>■ <b>Original Notarized Translation of Family Relations Certificate or Birth Certificate</b> stating both 1) relationship between the applicant and applicant's parents, 2) nationality of applicant and the applicant's parents</p> <ul style="list-style-type: none"> <li>* <b>Chinese nationality:</b> Submit family relations certificate or Hukouben (including both applicants and parents)</li> <li>* Original Notarized Translation of documents issued within 6 months from the date of Application</li> <li>* 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</li> <li>* Other cases, refer to the "Cases for requirements of additional proof"</li> </ul>
15	Copies of Parent's Passport (ID page)	○	○	<p>■ <b>Copies of valid passport of the applicant's parents</b></p> <ul style="list-style-type: none"> <li>- 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</li> </ul>
16	<p>Original bank balance certificate</p> <p>Refer to P.12 [Financial Document Requirements depending on the source of funds]</p>	○	○	<p>■ <b>Bank balance certificate</b></p> <ul style="list-style-type: none"> <li>- Submit KRW 16,000,000(around USD 13,000) bank balance certificate (issued within 30 days from the date of application)</li> <li>- Income certificates and insurance certificates are not admitted</li> <li>- Documents in other languages(besides Korean and English) must be accompanied by a notarized Korean or English translation.</li> </ul>
17	A Copy of Passport (ID page)	○	○	<p>■ <b>Copy of passport more than a 6months validity from the beginning date</b></p> <ul style="list-style-type: none"> <li>- Applicants with Uzbek nationals must submit international passport(red passport)</li> </ul>
18	A Copy of Alien Registration Card (Front/Back)	○	○	Only applicant who are currently in Korea

## ✓ 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 minutes long)
Dept. of Music (Major or composition)	At least 3 pieces of music including piano work with scores
Dept. of Fine Arts	Portfolio CD of art work
Dept. of Design	At least 10 pieces of art work (in last three years) with bigger than A4 size 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.

## ✓ 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 / **China** : Hukouben / **Pakistan** : Family Certificate / **Sri Lanka** : Family Relation certificate / **Myanmar** : Family Relation Certificate / **Nepal** : Family Relation Certificate / **Kyrgyzstan** · **Kazakhstan** · **Uzbekistan** · **Ukraine** · **Thailand** : Birth Certificate

## ✓ Financial Document Requirements depending on the source of funds

Case	Required Documents
Self-funded	- Original bank balance certificate(worth KRW 16,000,000 / around USD 13,000) <b>under the applicant's name</b> issued by Korean domestic or foreign banks. (in Korean or English)
Funds from Parent(or other Sponsor)	- Original bank balance certificate(worth KRW 16,000,000 / around USD 13,000) <b>under the financial supporter's name</b> issued by Korean domestic or foreign banks. (in Korean or English) *Family Relations Certificate must be submitted
Scholarship	- If the total amount of scholarship is less than KRW 16,000,000, the applicant is required to submit additional documents for the remaining difference based on [Self-funded] or [Funds from Parent(or other Sponsor)]

※ The bank balance certificate **must be issued within 30 days from date of application**. If the certificate has a specific expiration date, it will be considered as a valid document until the date of expiration on the document. (However, the maximum validity period is 6 months regardless of the expiration date on the document.)



## ✓ Academic Certificate

According to the standards for issuance of the Ministry of Justice's standard admission permit, the validity period of academic verification document is 3 months. Therefore, successful applicants who have submitted final academic verification documents(apostille, consular verification, CHSI academic certification) issued more than 3 months prior to the standard admission permit issuance date when applying for admission must submit the newly issued original final academic verification documents to the admissions officer by postal mail or in person after the announcement of successful applicants('23. 12. 20.)  
- Submission deadline: Separate notification will be provided upon announcement of successful applicants.

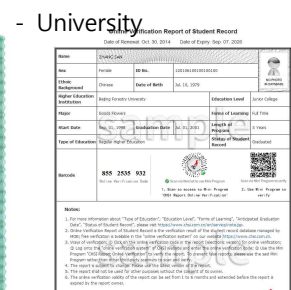
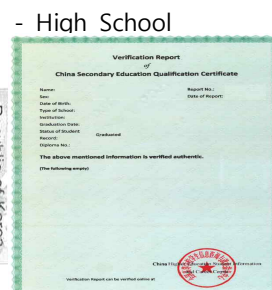
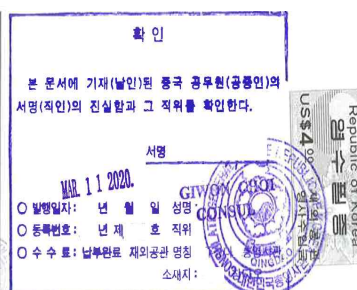
Nationality	Category	Documents for Submission
China	Graduated General High School or 4-year University	<b>Certification printed out from the web-site below (<a href="http://www.chsi.com.cn">www.chsi.com.cn</a>)</b> ※ In case of a general high school that cannot issue an academic certificate from CHSI, submit a copy of the school graduation certificate consular certificate or establishment permit(business unit corporation certificate) or a private school license
	Graduated Vocational High School	<b>Select and submit one of these documents</b> ① Certification printed out from the web-site below ( <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> ) ② Degree confirmed by the Korean embassy in applicant's country ③ Certificate of High School Graduation issued by local education authorities (consul certificate) + 'school information confirmation' ④ School's self-issued Certificate of High School Graduation [Confirmation of province or city Office of Education + Consular Certification] + 'School Information Confirmation' * School information confirmation (The Ministry of Justice's prescribed form_Appendix Chinese Admission guidelines)
	Technical High School (College)	Ministry of Human Resources and Social Security of the People's Republic of China ( <a href="http://www.mohrss.gov.cn/">http://www.mohrss.gov.cn/</a> ) Online inquiry + consul certificate of Korean consul in China (only acknowledged if it is possible to check the authenticity online)
All country except China	Apostille Convention Countries	Graduation(Degree) certificate Apostille * For information regarding Apostille, please refer to the web-site below <a href="https://www.hcch.net/en/instruments/specialised-sections/apostille">https://www.hcch.net/en/instruments/specialised-sections/apostille</a> For prospective graduates of Japanese educational institutions, only those who have completed all the curriculum necessary for graduation but receive a graduation certificate in March can issue a standard admission certificate as a graduation certificate and must submit a final graduation certificate (Apostille required) within 8 weeks from the opening date of admission.
	Non-Apostille Convention Countries	Degree confirmed by the Korean embassy in applicant's country or applicant's country's embassy in Korea
All	Certificate of expected Graduation or expected completion	Applicants who have submitted a certificate of expected high school graduation or a certificate of expected completion/graduation of university/college must submit an additional certificate of graduation by the specified deadline as possible among the "academic certification documents" above.

- 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]



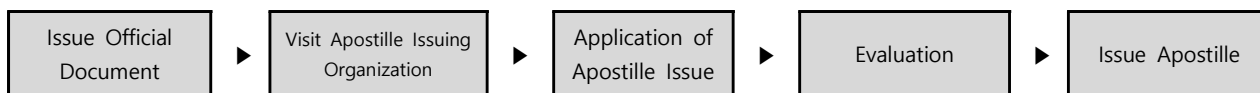


## ✓ Apostille

- 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)



- Private Document (Issued by Private Institution)



※ 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 23th March, 2023 / Total 127 Countries)

A	Albania	F	Fiji	N	Namibia	T	Switzerland
	Andorra		Finland		Netherlands		Tajikistan
	Antigua & Barbuda		France		New Zealand		Tonga
	Argentina	G	Georgia		Nicaragua		Trinidad & Tobago
	Armenia		Germany		Niue		Tunisia
	Australia		Greece		North Macedonia		Türkiye
	Austria		Grenada	O	Norway	U	Ukraine
	Azerbaijan		Guatemala		Oman		United Kingdom of Great Britain & Northern Ireland
B	Bahamas	H	Guyana	P	Pakistan		United States of America
	Bahrain		Honduras		Palau		Uruguay
	Barbados		Hungary		Panama		Uzbekistan
	Belarus	I	Iceland		Paraguay	V	Vanuatu
	Belgium		India		Peru		Venezuela
	Belize		Indonesia		Philippines		
	Bolivia		Ireland	R	Poland		
	Bosnia & Herzegovina		Israel		Portugal		
	Botswana		Italy		Republic of Korea		
	Brazil	J	Jamaica		Republic of Moldova		
	Brunei Darussalam		Japan		Romania		
	Bulgaria	K	Kazakhstan		Russian Federation		
	Burundi		Kosovo	S	Saint Kitts & Nevis		
C	Cabo Verde	L	Kyrgyzstan		Saint Lucia		
	Chile				Saint Vincent & the Grenadines		
	Canada		Latvia		Samoa		
	China (Hongkong, Macau)		Lesotho		San Marino		
	Colombia		Liberia		Sao Tome & Principe		
	Cook Islands		Liechtenstein		Saudi Arabia		
	Costa Rica		Lithuania		Senegal		
	Croatia		Luxembourg		Serbia		
	Cyprus	M	Malawi		Seychelles		
	Czech Republic		Malta		Singapore		
D	Denmark		Marshall Islands		Slovakia		
	Dominica		Mauritius		Slovenia		
	Dominican Republic		Mexico		South Africa		
E	Ecuador		Monaco		Spain		
	El Salvador		Mongolia		Suriname		
	Estonia		Montenegro		Sweden		
	Eswatini		Morocco				