

2021 Spring Semester

# **Undergraduate Application Guide for International Transfer Students**

**[Seoul Campus]**





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## I. Application Guide

### 1. Application Timelines

Item	Schedule	Location / Remarks
<b>Online Application Submission</b>	Aug. 11 (10:00) – Oct. 7, 2020 (17:00)	<ul style="list-style-type: none"> <li>◆ The Office of International Affairs website: <a href="http://oia.korea.ac.kr">http://oia.korea.ac.kr</a></li> <li>◆ Online application will be completed only when the application fee payment and online document submission, including Personal Statement and Study Plan, is successfully completed by the deadline.</li> </ul>
<b>Application Materials Submission</b>	Aug. 11 (10:00) – Oct. 8, 2020 (17:00)	<ul style="list-style-type: none"> <li>◆ Office closed on weekends and public holidays</li> <li>◆ All supporting documents must arrive by the stated deadline (Korean local time).</li> <li>◆ Please use certified mail, parcel service or international express mail with a tracking number in order to check the delivery status for avoiding delays or delivery failures.</li> <li>◆ <u>Address:</u> International Education Team, #301 Dongwon Global Leadership Hall, 145 Anam-ro, Seongbuk-gu, Seoul 02841, Korea</li> </ul>
<b>Admission Result Notification</b>	November, 27, 2020 (17:00)	<ul style="list-style-type: none"> <li>◆ Results are available online only: <a href="http://oia.korea.ac.kr">http://oia.korea.ac.kr</a></li> <li>◆ The International Admissions Office does not notify admission results to applicants individually.</li> </ul>
<b>Registration for Admitted Students</b>	December, 2020 (TBA)	<ul style="list-style-type: none"> <li>◆ Tuition deposit must be paid via bank transfer, ATM, internet banking, phone banking and etc. to the virtual bank account provided by Korea University.</li> </ul>

## 2. Fields of Study/Quota

College/Division	Field	Major	Quota
Korea University Business School	Humanities	Business Administration	There is no set quota per major for international student admissions.
College of Liberal Arts	Humanities	Korean Language and Literature	
		Philosophy	
		Korean History	
		History	
		Sociology	
		Classical Chinese	
		English Language and Literature	
		German Language and Literature	
		French Language and Literature	
		Chinese Language and Literature	
		Russian Language and Literature	
		Japanese Language and Literature	
		Spanish Language and Literature	
Linguistics			
College of Life Sciences	Science	Life Sciences	
		Biotechnology	
		Food Bioscience and Technology	
		Environmental Science and Ecological Engineering	
	Humanities	Food and Resource Economics	
College of Political Science and Economics	Humanities	Political Science and International Relations	
		Economics	
		Statistics	
		Public Administration	
College of Science	Science	Mathematics	
		Physics	
		Chemistry	
		Earth and Environmental Sciences	
College of Engineering	Science	Chemical & Biological Engineering	
		Materials Science & Engineering	
		Civil, Environmental, and Architectural Engineering	
		Architecture	
		Mechanical Engineering	
		Industrial Management Engineering	
		Electrical Engineering	

		Integrative Energy Engineering
College of Education	Humanities	Education
		Korean Language Education
		English Education
		Geography Education
		History Education
	Science	Home Economics Education
		Mathematics Education
Phys. Ed.	Physical Education	
College of Informatics	Science	Computer Science & Engineering
		Data Science
School of Art and Design	Art and Design	Art and Design
Division of International Studies	Humanities	International Studies (All lectures delivered in English)
School of Media & Communication	Humanities	Media & Communication
College of Health Science	Science	Biomedical Engineering
		Biosystem & Biomedical Science
		Health Environmental Science
	Humanities	Health Policy & Management
Division of Smart Security	Science	Smart Security
Division of Psychology Studies	Humanities	Psychology Studies

◇ This list is subject to change. Please check for updates before submitting your online application.

- 1) **Architecture** major is a 5-year program.
- 2) According to the Regulations for Student Enrollment of the College of Education, the acceptance rate of international students cannot exceed 10% of the admission quota.

○ To learn more about each college and major, please refer to:  
<http://registrar.korea.ac.kr> → Undergraduate

○ To view course catalogue and the academic information, please refer to:  
<http://registrar.korea.ac.kr> → Course Catalog

### 3. Eligibility and Requirements

#### A. Citizenship/Academic Requirements

Eligibility	Requirements	Notes
A non-Korean citizen applicant with non-Korean citizen parent(s)	<ul style="list-style-type: none"> <li>◆ The applicant must complete regular primary and secondary education, equivalent to grades 1 to 12 in Korean education system, either in Korea or overseas.</li> <li>◆ The applicant must have an academic record of minimum 2 years completed (for a five-year program, the applicant must have a minimum 3 years completed) in an undergraduate program at a regular four-year university.</li> </ul>	<p>※ '2 years completed' means applicants must have earned a half of the total academic credits required for graduation at a four-year university. (For UK three-year university, the applicant must have earned a two-third of the total academic credits required for graduation)</p>
A non-Korean citizen applicant with Korean citizen parent(s)	<ul style="list-style-type: none"> <li>◆ The applicant must complete regular primary and secondary education, equivalent to grades 1 to 12 in Korean education system overseas.</li> <li>◆ The applicant must have an academic record of minimum 2 years.</li> </ul>	<p>※ Transfer students will be admitted as junior (third-year) students.</p>

#### ※ Important notes about Citizenship/Academic Requirements

○ Citizenship status is determined at the time of application submission. Submitting an application for renunciation of Korean citizenship as proof of one's loss of Korean citizenship is not considered valid.

○ Completion of qualification examinations and programs such as GED, home-schooling, online courses, or language schools, and so on from the level of primary, secondary to higher education are not regarded as equivalent to a regular academic school curriculum.

○ In order to be eligible for "a non-Korean citizen applicant with non-Korean citizen parent(s)", the applicant and applicant's parent(s) must have obtained citizenship of another country before entering high school.

○ If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Certificate of Loss of Korean citizenship, Family Register Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess nationality of another country and have never lived in Korea before.→The document must contain explicit notes on the loss of Korean citizenship and its date.

○ If the applicant has a single parent, the legal guardian's citizenship will be considered for the applicant's eligibility.

## B. Language Proficiency Requirements

Please submit one or more of the following documents:

1. Korean	A score report of the test of proficiency in Korean (TOPIK) or a certificate of completion from the Korean Language Center at Korea University
2. English	A score report of TOEFL iBT or IELTS (academic) * For International Studies major, English language qualification is mandatory.
3.	For applicants who have completed the entire curriculum of secondary education in Korean or English as the primary language of instruction, official high school transcripts may be submitted as an alternative.
4. Other	Applicants who are not able to submit a TOPIK score report, or a certificate of completion from Korea University's Language Center, will be able to take an online level test offered by Korea University and submit these results as an alternative.

### ※ Intensive Korean Language Program and Restrictions on Major Course Enrollment

○ Admitted students may be subject to obligatory intensive Korean language training and restrictions on major course enrollment based on the submitted TOPIK score or the level completed at the Korean Language Center at Korea University (KU KLC).

Korean Language Level	Korean Language Training	Course Enrollment
<ul style="list-style-type: none"> <li>• TOPIK level 5-6</li> <li>• KU KLC level 5-6</li> </ul>	No training	No restrictions
<ul style="list-style-type: none"> <li>• TOPIK level 4</li> <li>• KU KLC level 4</li> </ul>	1 semester of obligatory training	Allowed to enroll in major courses up to 6 credits per regular semester (Students are allowed to enroll in general education courses and earn up to 19 credits per semester.)
<ul style="list-style-type: none"> <li>• TOPIK level 3 or lower</li> <li>• KU KLC level 3 or lower</li> </ul>	2 semesters of obligatory training	Not allowed to enroll in major courses (Students are allowed to enroll in general education courses and earn up to 19 credits per semester.)

※ Starting in 2020, students who take intensive Korean language program can earn 3-6 academic credits as an elective.

※ Depending on major, student with high English language proficiency will receive an exemption from the Intensive Korean Language Training and there will be no restriction in taking major

courses.

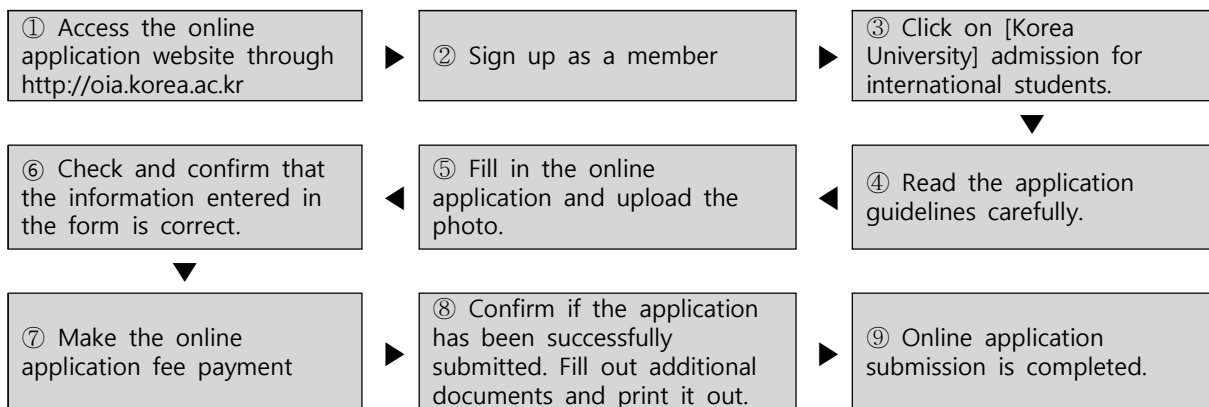
## 4. Application Procedure

### A. Admission Criteria: 100% based on the submitted application and documents

- Evaluation is based on a holistic assessment of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of interest, language competency, academic and extra-curricular activities, and so on. However, an interview or test on specific skills may be conducted depending on the field of study. In such cases, applicants will be notified in advance with additional guidelines.
- When an applicant is considered not to have satisfied the essential requirements by the admissions committee, he or she may not be admitted.
- Admission decisions are made by the admission committee. Any other details for the application review process follow the general admission policies of Korea University.
- Any details related to the application review will not be disclosed.

### B. Admission Process

#### 1) How to apply online



- ① The photograph (3x4cm) must have been taken within the last three months.
- ② Once the application is submitted and fee is paid, there will be no return of the submitted application form and supporting documents. There is no refund policy of the application fee so please double check the application carefully before submitting it.  
 There may be an exceptional case of full or partial refund of the registration fee (excluding the administration fee) in the following circumstances only:  
 - when applicant is unable to apply within the deadline under extenuating circumstances such as natural disaster, severe weather, military service, bereavement (through the death of a close relative or significant other), serious short term illness or accident, worsening of a long-term chronic health problem, civil unrest (evidence must be provided).  
 In order for to request for refund, a refund request form must be submitted for a review.



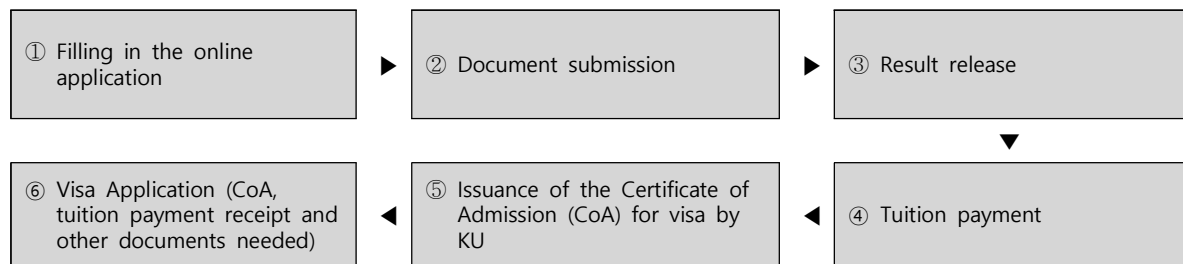
- ③ Online application submission can be confirmed by printing off the submission slip. Please make sure to print the application form, personal statement, study plan, and the mailing label for your application envelope.

### 2) Application Fee Payment

Fields	Fees (KRW)
Humanities & Science	150,000
Art & Design	200,000

- ※ The application fee must be paid in full at the time of the online application submission.
- ※ KU covers the commission fee for online application.
- ※ According to Article 34, Section 4, Clause 5 of the Higher Education Act, the application fees will be utilized for processing the applications and any leftover will be reimbursed to applicants. Each individual applicant's reimbursement shall be proportionate to the total number of applicants.

### 3) Overall Admissions Process



### C. Notice for Documents for All Applicants

- 1) You cannot cancel your application or change your major after the application fee payment is completed.
- 2) Application form must be accurate. The applicant himself shall be responsible for any disadvantages arising from any errors, omissions on the application.
- 3) 'Phone number' and 'email address' must be accurate so that the International Education Team can reach the applicant or guardian quickly during the application period. The applicant is responsible for the disadvantages caused by offering the incorrect contact information.
- 4) The application number is only given when the applicant applied correctly, so please check your application carefully.

## 5. Supporting Documents

### A. Required Documents for All Applicants

- All documents that are not in Korean or English must be translated and publicly notarized.
- Applicants should submit all required documents in person or via postal service.
- If applicant's documents are not received by the stated deadline (Korean local time), he or she will be exempted from the evaluation.
- It is not possible to confirm the arrival of the application package individually.
- All submitted documents must be readable and remain intact.

	Documents	Notes
1	Printed copy of the submitted online application	◆ Documents ①~⑤ must be printed out submitted after completing the online application.
2	Personal statement	
3	Study plan	
4	School record	
5	Letter of consent	
6	Photocopy of the passport information page of the applicant and parent(s)	◆ In case parent(s) do not hold valid passports, a photocopy of their ID or a certificate of alien registration may be submitted in lieu of a passport.
7	Family register/relationship certificate	◆ Submit a certificate issued by a foreign government that corresponds to a Korean family relationship certificate. ◆ <b>Applicants other than Chinese:</b> Birth certificate of the applicant, family register, resident registration or family relationship certificate to confirm the relationship between the applicant and parents ◆ <b>Chinese applicants:</b> Translated and notarized Hukoubu(户口簿) and a certificate of family relationship(亲属关系证明)
8	Proof of language proficiency	◆ Authorized language proficiency test score of English or Korean (TOPIK, TOEFL iBT, IELTS) within the validity period ◆ For applicants who submit a certificate of completion from the Korean Language Center at Korea University must submit a score report. ◆ Native speakers of Korean or English may submit high school transcripts instead. ◆ Applicants who apply to Division of International Studies must submit a proof of an official language proficiency in English.
9	Recommendation letter <sup>1)</sup>	◆ Must be completed by using the KU template provided and sealed with a stamp or signature for submission

10	Certificate of attendance of high/secondary school	* Must obtain Apostille stamps or consular authentication	<ul style="list-style-type: none"> <li>◆ Official high school transcripts must include academic records from each semester or each year. High school transcripts must have a description clarifying the <u>full marks of each subject</u> as well.</li> </ul>
11	Official transcript of high/secondary school		<ul style="list-style-type: none"> <li>◆ All Chinese applicants are required to submit high school graduation test score report(会考)</li> <li>◆ 会考 records must be submitted as a certified report in English               <ul style="list-style-type: none"> <li>- National higher education entrance examination test score report(高考) (Test-takers only)</li> </ul> </li> <li>-If the applicant cannot submit high school graduation test score report(会考), a degree certificate (graduation certificate) issued by the Chinese Ministry of Education must be submitted/in case of those who are expected to graduate must submit the certification after the graduation.</li> </ul>
12	Official (expected) graduation certificate of high/secondary school		
13	<ul style="list-style-type: none"> <li>-Official university(college) transcripts of all previously attended universities</li> <li>-Certificates of attendance or completion of two full academic years (four semesters) in a degree program at a four-year university or Certificate of graduation from a two-or three-year college</li> </ul>		<ul style="list-style-type: none"> <li>◆ An official certificate proving that you earned 1/2 of the required credits for a bachelor's degree.</li> </ul>
13	<b><u>Applicable to Art and Design applicants only</u></b> <ul style="list-style-type: none"> <li>- Portfolio (A4, max. 10 pages)</li> <li>- Statement of verification for Portfolio<sup>2)</sup></li> </ul>		<ul style="list-style-type: none"> <li>◆ Portfolio should be printed in A4, with each sheet containing only a single work of art</li> <li>◆ Statement of verification for portfolio must be completed by using the KU template provided.</li> </ul>

14	Optional documents - List of optional document <sup>3)</sup>	<ul style="list-style-type: none"> <li>◆ Awards, certificates, admission offer letters from other universities or any other documents demonstrating the academic achievements of the applicant since high school may be submitted.</li> <li>◆ Gaokao (高考) reports of Chinese applicants must be in English and certified by CHSI or CDGDC.</li> <li>◆ All submitted optional documents must be listed on the form provided by KU</li> </ul>
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※ Documents 1)~3) must be listed on the form provided by KU  
 (<http://oia.korea.ac.kr>>Degree Program > Application Guide > International Students > Document Form Download)

### B. Additionally required documents for Korean-born foreigners

Documents	Notes
Official document that proves the applicant and the applicant's parent(s) no longer possess Korean citizenship.	<ul style="list-style-type: none"> <li>◆ ‘가족관계증명서’ issued under the applicant’s name, ‘제적등본’, ‘국적상실(이탈)사실증명’ for both the applicant and the parent(s), or ‘외국인등록사실증명’ which has been issued after 2011.</li> <li>◆ Submitting an application for renunciation of Korean citizenship as proof of one's loss of Korean citizenship is not considered valid.</li> <li>◆ If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. certificate of loss of Korean citizenship, family register certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess nationality of another country and have never lived in Korea before. The document must contain explicit notes on the loss of Korean citizenship and its date.</li> </ul>
Certificate of citizenship: official certificates of citizenship of both applicant and parent(s)	<ul style="list-style-type: none"> <li>◆ Both applicant and parents must have acquired the citizenship before the start of the applicant's secondary education (equivalent to Korean high school education curriculum).</li> </ul>

## 6. Additional Notes

### A. Important Notes for Eligibility

- 1) Applicants may be contacted individually by phone or email for additional document, if necessary. Therefore, applicants must provide an accurate phone number and email address of their own and guardians. Korea University is not responsible for not being able to reach the applicant because of the wrong contact information provided in the application.
- 2) If applicant was offered an admission for spring semester, one cannot reapply for fall semester in the same year.
- 3) Adopted applicants are eligible to apply as an international student only if the applicant obtained a nationality of another country (other than Korea) before starting primary education (Grade 1). However, proof of the loss of Korean nationality must be submitted.
- 4) In order to be eligible for 'a non-Korean citizen applicant with non-Korean citizen parent(s)', the applicant and applicant's parent(s) must have obtained citizenship of another country before entering high school.
- 5) If applicant's family relationship needs to be confirmed (parents' divorce, parents' death and etc.), or if applicant renounced Korean citizenship, the applicant must submit authenticating documents as evidence.
  - Documents that display the proof of the parental authority and custody must be submitted as well in case of divorce.
- 6) For early graduation, skipped grades, loss of transcripts, or loss of records for enrollment either in or outside Korea, applicants must provide evidence.
- 7) If there is no consistency in the applicant's name in the application form and the supporting documents, it is the applicant's responsibility to provide evidence that states different names in the documents are the same person.
- 8) If the applicant is found to be not qualified as an international student, admission may be rescinded even after the admission has been granted.
- 8) Applicants may apply for Korea University, Sejong Campus even after submitting an application for Korea University, Seoul Campus. For submitting an application to Korea University, Sejong Campus, please visit their website at <http://oku.korea.ac.kr/sejong/>.
- 9) Other details regarding the admission eligibility for international students is subject to the policies of the admission committee, and admitted students should follow the constitution & academic regulation of KU in accordance with all academic related matters.

### B. Important Notes for Application Submission

- 1) The application form, personal statement and study plan must be submitted online first. A hard copy of the online application, personal statement and study plan must be submitted as well with supporting documents via mail or in person. For those who are not able to access the online application must download the form from the OIA website, fill out and submit the offline application form with the exact

- amount of application fee in cash enclosed in the envelope. The application, supporting documents and application fee must arrive at the International Admissions Team within the application submission period.
- 2) All supporting documents must be submitted in its original copy. If originals cannot be submitted due to unavoidable reasons, copies can be submitted only if the copies are certified as true copies of the original by the relevant organization/institution or the International Admissions Team at Korea University upon submission.
  - 3) Any documents written in a language other than Korean or English must be translated into Korean or English by a certified translator.
    - ※ Documents translated by individuals are not accepted. However, in the case of documents which are translated by an individual but notarized by the embassy of the Republic of Korea, must submit a confirmation document that shows the Korean embassy is responsible for the accuracy and sincerity of the document's translation.
  - 4) If an applicant graduated from secondary school in Korea, '학교생활기록부' must be submitted.
  - 5) Supporting documents such as academic transcripts and other official certificates must have been issued and certified by the relevant organization/institution or the International Education Team at Korea University upon submission.
  - 6) Once the application and other documents are submitted, they cannot be edited and will not be returned.
  - 7) Admission may be rescinded if the applicant submits falsified materials or is found to have made inaccurate statements.
  - 8) Admitted students who are expected to graduate from high school must submit a graduation certificate to the International Education Office by **February 5, 2021**.
  - 9) When an applicant has one's scores reported directly to Korea University, the applicant must provide one's date of birth, full name in English, and the date of the examination taken in order for the information to be included in the evaluation materials.
    - Korea University Institution Number ETS: 8228, College Board: 5443, IBO: 002366
    - Applicant can check the arrival of the reports through the Korea University Admissions Office website <http://oku.korea.ac.kr>
  - 10) All applicants must submit Apostille or Embassy Legalization during the application period for the documents (transcripts, graduation certificate and enrollment confirmation letter) issued from overseas secondary school. The Apostille or Embassy legalization are not required for the documents issued from the overseas Korean schools accredited by the Korean Ministry of Education
    - Apostille authentication
      - Applicants must submit original copies of official high school transcripts and graduation certificate with Apostille stamps obtained from the designated authorities to issue Apostilles in the country in which one's high school is located.
      - Countries with Apostille Convention: 115 countries as of December, 2017 (<http://www.hcch.net>)
    - Embassy Legalization from the Korean embassy
      - Applicants must submit the embassy legalization of high school transcripts and graduation certificate from the Korean embassy in the country where one's high school is located.
      - Ministry of Foreign Affairs Call center: +82-2-3210-0404

## 7. Registration Guide

### A. Tuition(Deposit) Payment

Item	Period	Remarks
Registration	December, 2020 (TBC)	<ul style="list-style-type: none"> <li>◆ Tuition must be paid via bank transfer, ATM, internet banking, phone banking, Alipay (Chinese students only) and etc. to the virtual bank account provided by Korea University.</li> <li>◆ Admission will be withdrawn if the tuition (deposit) payment is not completed within the specified registration period.</li> </ul>

### B. Tuition(Deposit) Refund

Item	Deadline	Remarks
Deadline of Request for Refund	(16:00) February 19, 2021	<ul style="list-style-type: none"> <li>◆ If an applicant who has been offered a place to study at Korea University and finished the registration but wants to request for tuition refund, one must submit the request form and withdraw one's registration by the specified deadline.</li> <li>◆ The refund policy is effective until the specified date only.</li> </ul>

## 8. Visa Application Guide for Admitted Students

### A. Certificate of Admission (CoA)

- 1) CoA will be issued after the registration is completed, and ALL international students who need to apply for D-2 visa or change the status of D-2 visa MUST receive CoA issued by Korea University.
- 2) Date of issuance: January, 2021 (to be determined)

### B. Students have to apply for Student VISA (D-2) individually

#### International Education Team, Korea University

- Address: 301 Dongwon Global Leadership Hall, 145 Anam-Ro, Seongbuk-Gu, Seoul, 02841, Korea
- Office hours: 9:00-12:00, 13:00 -17:30
- Phone: +82-2-3290-5156/5157/1157
- Fax: +82-2-922-5820

- E-mail: [admission@adm.korea.ac.kr](mailto:admission@adm.korea.ac.kr)
- Website: <http://oia.korea.ac.kr>