

2022 Spring Semester

# Undergraduate Application Guide for International Students [Transfer]



**고려대학교**  
KOREA UNIVERSITY

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# I . Application Guide

## 1. Application Timelines

Item	Schedule	Notes
Online Application Submission and Documents Upload	<b>August 10 (10:00) - September 3, 2021 (17:00)</b>	<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 is completed only when the application fee payment and online document submission is successfully completed by the deadline.</li> <li>▪ The application documents (PDF version) must be uploaded online. (max. 40MB)</li> </ul>
Application Materials Submission	<b>August 10 (10:00) - September 10, 2021 (17:00)</b>	<ul style="list-style-type: none"> <li>▪ All supporting documents must arrive by the stated deadline (Korean Standard time).</li> <li>▪ Please use certified mail, parcel service or international express mail with a tracking number in order for you to check the delivery status for avoiding delays or delivery failures.</li> <li>※ Address: Korea University, International Education Team, #301 Dongwon Global Leadership Hall, 145 Anam-ro, Seongbuk-gu, Seoul 02841, Korea</li> <li>▪ Office closed on weekends and public holidays</li> <li>※ In case of severe COVID-19 shutdown, only postal mail available</li> </ul>
Admission Result Notification	<b>November 26, 2021 (17:00)</b>	<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 applicants individually of admission results.</li> </ul>
Registration for Admitted Students	<b>December 17 (09:00) - December 20, 2021 (16:00)</b>	<ul style="list-style-type: none"> <li>▪ Tuition deposit must be paid via bank transfer, ATM, internet banking, phone banking, Alipay etc., to the virtual bank account provided by Korea University.</li> </ul>

※ The dates are subject to change due to the COVID-19 situation.

※ All dates and times are based on Korea Standard Time (KST).

## 2. Fields of Study

College/Division	Field	Major
Korea University Business School	Humanities	Business Administration
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 (5 years)
		Mechanical Engineering
		Industrial Management Engineering
		Electrical Engineering
College of Informatics	Science	Computer Science & Engineering
School of Art & Design	Art & Design	Art & Design
Division of International Studies	Humanities	International Studies

College/Division	Field	Major
School of Media & Communication	Humanities	Media & Communication
College of Health Science	Science	Biomedical Engineering
		Biosystems & Biomedical Science
		Health Environmental Science
	Humanities	Health Policy & Management
School of Psychology	Humanities	Psychology

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

- 1) For the International Studies major, English language qualification is mandatory.
- 2) There is no set quota per major for international student admissions.
- 3) To learn more about each college and major, please refer to the website below:

- To learn more about each college and major, please refer to: <http://registrar.korea.ac.kr> → Undergraduate
- To view the course catalog, please refer to: <http://registrar.korea.ac.kr> → Course Catalog

## II. Eligibility

Eligibility	Requirements	Notes
A non-Korean citizen applicant with non-Korean citizen parent(s)	<ul style="list-style-type: none"> <li>○ The applicant must have completed 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, or be an (expected) graduate from a 2-3 year college.</li> </ul>	<ul style="list-style-type: none"> <li>※ '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)</li> </ul>
A non-Korean citizen applicant with Korean citizen parent(s)	<ul style="list-style-type: none"> <li>○ The applicant must have completed 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 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, or be an (expected) graduate from a 2-3 year college.</li> </ul>	<ul style="list-style-type: none"> <li>※ Applicants who have attended two or three year college must complete their degree successfully and graduate by February, 2022.</li> <li>※ Transfer students will be admitted as junior (third-year) students.</li> </ul>

### 1. Citizenship Requirements

- Citizenship status is determined at the time of application submission.
- If the applicant and applicant's parent(s) have multiple citizenship including Korean citizenship, the applicants are not eligible to apply.
- If the applicant and applicant's parent(s) renounced their Korean citizenship, please refer to the below.
  - A. 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.
  - B. If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Nationality, 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.
  - C. Submitting an application for renunciation of Korean citizenship as a proof of one's loss of Korean citizenship is not considered valid.
- 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.
- When an applicant's parent with legal custody is remarried to a Korean national, even if the applicant has not been adopted by both parents through a legal process, the applicant will not be eligible to apply as an international applicant.

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## 2. Academic Requirements

- The applicant must complete regular primary and secondary education, equivalent to Grades 1 to 12 in the Korean education system, either in Korea or overseas.
- 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 regular academic school curriculum.

### 3. Language Proficiency Requirements

Please submit one or more of the following documents.

A. Korean	A score report of the test of proficiency in Korean (TOPIK) or a certificate of completion from the Korean Language Center at KU (Seoul Campus).
B. English	A score report of TOEFL or IELTS Academic ※ TOEFL My Best Scores/Home Edition are NOT acceptable ※ For the International Studies major, English language qualification is mandatory.
C. For applicants who have completed their 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.	
D. Other: Applicants who are not able submit (A) -(C) requirements, will be able to take an online Korean level test offered by Korea University and submit the result 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 their submitted TOPIK score or the level completed at the Korean Language Center at KU (Seoul Campus).

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> <li>· KU Online Korean level test 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> <li>· KU Online Korean level test 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> <li>· KU Online Korean level test 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 2021, students who take the intensive Korean language training can earn 3-6 academic credits as electives.

※ Depending on major, students 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.

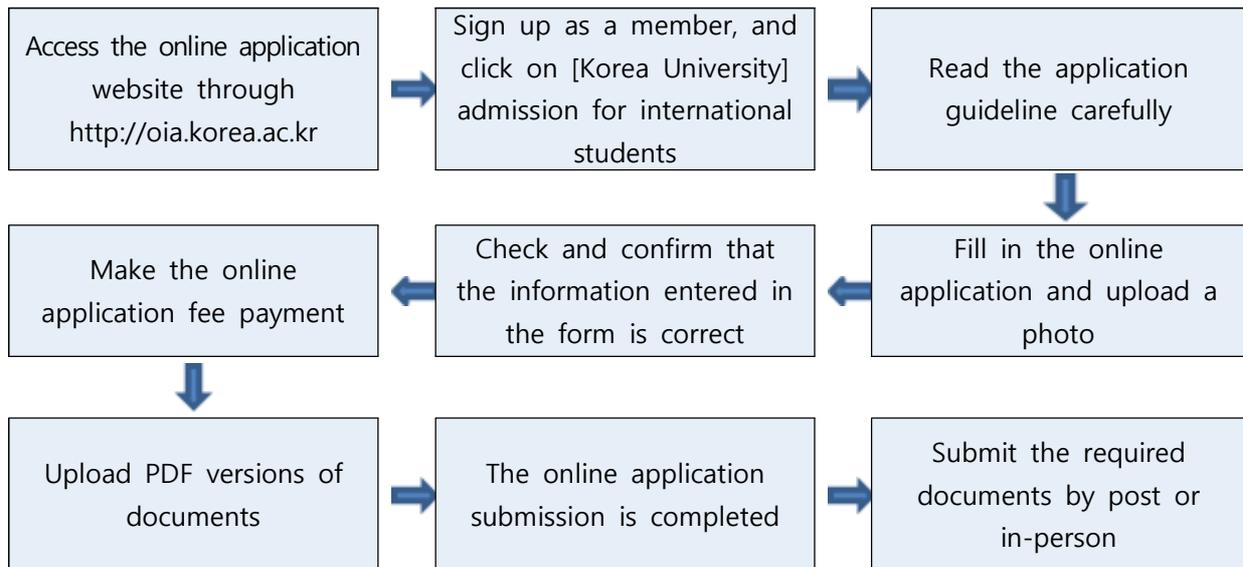
### III. Application Information

#### 1. Admission Criteria

- There is no set quota per major.
- 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, etc.
  - ※ 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 a tie score occurs, applicants with equal scores will all be selected for admission.
- When an applicant is considered not to have satisfied the essential requirements by the international admissions committee, he or she will not be admitted.
- Admission decisions are made by the International Admissions Committee. Any other details for the application review process follow the general admission policies of Korea University.
- Details related to the application review will not be disclosed.
- Applicants who apply to Korea University in an unsuitable manner or interfere in the admission process, may face punitive a consequence and have their admission revoked.

#### 2. Application Procedure

##### A. How to apply online



※ Admitted students must submit their original copy of academic documents with the Korean Embassy or consular authentication (or apostille) by the designated deadline.

## B. Application fee payment

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

- ※ The application fee (including the commission fee) must be paid in full at the time of the online application submission within the deadline of the application period.
- ※ According to Article 34, Section 4, Clause 5 of the Korean Higher Education Act, the application fees will be utilized for processing the applications and any reimbursements will be reimbursed to applicants. Each individual applicant's reimbursement shall be proportionate to the total number of applicants.
- ※ If the applicant chooses to have the refunded application fee transferred to a bank account, the transaction costs for using the bank services will be subtracted from the refund application fee. If the transaction cost exceeds the refunded application fee, there will be no refund.
- ※ Please inspect the information on your application carefully before the application fee payment is made as the information cannot be edited, revoked nor can the fee be refunded after the payment is completed. However, in the event that an applicant cannot complete the admission process due to a natural disaster, severe sickness, accident, etc., that is not attributed to the applicant, the applicant can submit an application fee refund application with proof. The documents submitted for refund will be evaluated and a full or partial refund (after the transaction cost is deducted) may be possible.

## C. Notice for online application

- 1) Online applications must be made personally by each applicant. If a violation is found, the applicant may face penalties such as admission cancellation and other restrictions.
- 2) Photograph (3x4cm/max. 24KB) must have been taken within the last three months.
- 3) Online application submissions may be confirmed by printing off the submission slip. Please make sure to print the application form, personal statement, and the mailing label for your application envelope.
  - ※ No further change can be made to your personal statement after the online application has been submitted.
- 4) The mailing label should be placed on the top left corner of the application envelope.
- 5) You cannot cancel your application or change your major after the application fee payment is completed.
- 6) The applicant shall be responsible for any disadvantages arising from any errors, or omissions on the application.
- 7) 'Phone number' and 'email address' must be accurate so that the International Education Team may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.
- 8) Applicants may simultaneously apply to Korea University, Sejong Campus, while submitting an application to Korea University, Seoul Campus. For submitting an application to the Korea University, Sejong Campus, please refer to <http://oku.korea.ac.kr/sejong>.

## IV. Supporting Documents

### 1. Mandatory Documents for All Applicants

※ All documents that are not in Korean or English must be translated and publicly notarized.

※ All the required documents must be uploaded (PDF, max 40MB) on the online application website and the original documents must be received by the Korea University International Education Team by the designated deadline.

Documents		Notes
①	Copy of Online Application	<ul style="list-style-type: none"> <li>Documents ① ~ ④ must be filled in through the online application system</li> </ul>
②	Personal Statement	
③	Attendance Record	
④	Letter of Consent	
⑤	Photocopy of the Passport Information Page of the Applicant and Parent(s)	<ul style="list-style-type: none"> <li>In case parent(s) do not hold valid passports, a photocopy of their ID may be submitted in lieu of a passport.</li> </ul>
⑥	Family Register / Relationship Certificate	<ul style="list-style-type: none"> <li><b>Chinese applicants:</b> Translated and notarized Hukoubu (户口簿) issued by 2017 and a certificate of family relationship (亲属关系证明).</li> <li>Applicants other than Chinese: Birth certificate of the applicant, family register, resident registration or family relationship certificate to confirm the relationship between the applicant and parents.</li> <li>All documents must be translated in English or Korean with notarization.</li> </ul>
⑦	Proof of Language Proficiency	<ul style="list-style-type: none"> <li>Authorized language proficiency test score of English or Korean (TOPIK, TOEFL, IELTS Academic) within the validity period</li> <li>For applicants who attended the Korean Language Center at KU, please submit a certificate of level completion and transcript.</li> <li>Native speakers of Korean or English may submit their high school transcripts in lieu of a language proficiency test score.</li> <li>Applicants who apply to the Division of International Studies must submit proof of language proficiency in English.</li> </ul>
⑧	Recommendation Letter	<ul style="list-style-type: none"> <li>Must be completed by using the KU template provided and submit it to the designated email (<a href="mailto:recommendation@korea.ac.kr">recommendation@korea.ac.kr</a>) directly by the recommender or be sent by post after sealing with the recommender's stamp or signature</li> </ul>
⑨	1) Certificate of Attendance of High/Secondary School	<ul style="list-style-type: none"> <li>If an applicant graduated from a secondary school in Korea, 'School Life Records (General)' must be submitted and an apostille is NOT required.</li> <li>If an applicant is not able to submit an official high school transcript with academic records from each semester and each year, an official letter by the school is required to explain the reasons.</li> <li>All academic transcripts must have descriptions clarifying the grading scale.</li> <li>All Chinese applicants are required to submit high school graduation test score reports (会考).               <ul style="list-style-type: none"> <li>-高考: Test-takers only</li> <li>-会考: Records must be submitted as a certified report in English.</li> <li>-学信网: <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a></li> </ul> </li> <li>-If the applicant cannot submit a high school graduation test score report (会考), a degree certificate (graduation certificate) issued by the Chinese Ministry of Education must be submitted. In the case of those who are expecting to graduate, they must submit the certificate after the graduation.</li> <li>An official certificate proving that you earned 1/2 of the required credits for a bachelor's degree.</li> </ul>
	2) Official Transcript of High/Secondary School	
	3) Official Graduation Certificate of High/Secondary School	

Documents		Notes
4) Official University(college) Transcripts of All Previously Attended Universities		
5) Certificates of Attendance or Completion of Two Full Academic Years (four semesters) in a Degree Program at a Four-year University or Certificate of (expected) Graduation from a Two-or three-year College		<ul style="list-style-type: none"> <li>Admitted student will be required to obtain apostille or consular authentication on the original documents of ⑨-1)2)3)4)5) and submit to the International Education Team.</li> </ul>
⑩ Proof of Bank Balance		<ul style="list-style-type: none"> <li>A Proof of bank balance in the applicant's name with a minimum balance of USD 20,000.</li> <li>A Proof of bank balance in a parent(s)' name will also be accepted.</li> <li>The proof of bank balance must have been issued within 30 days of making the application to KU.</li> </ul>
⑪ Portfolio (A4, max. 10 pages) and Statement of Verification for Portfolio		<ul style="list-style-type: none"> <li>Applicable to Art &amp; Design applicants only</li> <li>Portfolio should be printed in A4, with each sheet containing only a single piece of work.</li> <li>Statement of verification for portfolio must be completed by using the KU form provided.</li> </ul>
⑫ Optional documents - List of optional documents		<ul style="list-style-type: none"> <li>Optional documents: official scores (language proficiency test result, international standard qualification of education and license, etc..) obtained since high school</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 printed in A4, with each sheet containing only a single piece of work.</li> </ul>

## 2. Required Documents for Relevant Applicants

### A. A non-Korean citizen applicant with Korean citizen parent(s)

Documents	Notes
Official Academic Transcripts, Certificate of Attendance and Official Graduation Certificates	<ul style="list-style-type: none"> <li>Required for elementary, middle, and high schools</li> <li>Apostille or consular authentication is required</li> </ul>
Certificate of Fact on Entry and Exit	<ul style="list-style-type: none"> <li>The certificate must include the entry and exit dates from the applicant's date of birth and to the time of making the application to Korea University.</li> <li>If you hold a dual citizenship, and have obtained a citizenship from a country other than Korea, or changed passport, you must submit the Certificate of Fact on Entry and Exit (of all passports) issued by Korea Immigration Service.</li> </ul>

### B. International applicants with Korean ethnicity

Documents	Notes
Official documents that proves the applicant and the applicant's parent(s) no longer possess Korean citizenship.	<ul style="list-style-type: none"> <li>'Family Relations Certificate (details)' issued under the applicant's name, 'Certificate of Removal from Family Registry', the 'Declaration of Loss of Nationality' for both the applicant and parent(s), or 'Certificate of Alien Registration' 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. Declaration of Loss of Nationality, family Relations Certificate (details)) 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>

### B. Cases for requirements of additional proof

Case	Documents
Parents' Death	<ul style="list-style-type: none"> <li>Certificate of Death</li> </ul>
Parents' Divorce	<ul style="list-style-type: none"> <li>Documents that display the proof of the parental authority and custody.</li> <li>Remarriage Certificate of the parent who has applicant's parental authority and custody</li> </ul>
Single-parent Family	<ul style="list-style-type: none"> <li>The document provided by KU must be filled-in and submitted with an official confirmation certified by a government institution (i.e. embassy, domestic relations court etc) in the applicant's home country.</li> </ul>
Adopted Applicant	<ul style="list-style-type: none"> <li>Official document of adoption</li> <li>Documents indicating that the applicant obtained a nationality other than Korean before starting primary education (Grade 1)</li> <li>Proof of the loss of Korean nationality</li> </ul>

### 3. Notice for Submitting Documents

#### A. Important notes

- All required documents must be uploaded on the online application website (Uwayapply) by the designated deadline. Only documents in PDF format can be uploaded, and failure to do so, will result in an incomplete and invalid application.
- All required PDF documents must be saved as a single PDF document (A4 standard) in the corresponding order of submission and then submitted.
  - ※ File name: Application number and name on passport (i.e.: FAF12345\_Hong Gil Dong)
- The maximum size of the file is **40MB**.
- The International Education Team must receive the original documents uploaded by the designated deadline (**2021. 9. 10**, Korean Standard Time).
- All uploaded and submitted documents must be clear and readable. If not, applicant may be responsible for any disadvantage that may occur as a consequence.
- Documents that are not in Korean or English must be translated and publicly notarized. A notarized translation must be uploaded along with the original documents.
- In the case of any uncertainty for an applicant's eligibility, the applicant may be asked for additional supporting documents.
- If there is a suspicion of possible plagiarism or ghostwriting for an applicant's application or an inauthentic recommendation letter, the applicant or the referee may be asked to provide an explanation. If any suspicion is confirmed, the applicant will be disadvantaged and be subject to penalties such as a deduction on evaluation score, cancellation or revocation of admission at any time.

## B. Notes for required documents

- Students are required to provide apostille or consular authentication on all documents issued by overseas schools/institutions and the documents must be submitted to the Office of International Affairs by **December 17, 2021**. No other type of authentication will be approved.
  - Countries with Apostille Convention can be found on <http://oia.korea.ac.kr> → Degree Program → Board → Notice.
  - Contact for Consular Authentication: Ministry of Foreign Affairs, Consular Services (Tel. +82-2-3210-0404)
- **Concerning the following cases, admission may be denied or revoked;**
  - 1) Applicant who does not submit required documents or submit insufficient/incomplete documents**
  - 2) Applicant who does not submit documents within the designated period**
  - 3) Applicant who fraudulently carries out the application process**
  - 4) Applicant who does not meet the eligibility criteria**
  - 5) Applicant who is considered to lack the required academic skills**
- Admitted students who are expecting to graduate from high school must submit a graduation certificate to the International Education Team by **February 18, 2022**. (Applicants who are expecting to graduate from high school in Japan must submit the graduation certificate by March 18, 2022.)
- An applicant's admission may be denied or revoked if the applicant did not submit the required documents by the deadline or the submitted documents are found to be different from the uploaded documents.
- If there is an inconsistency in the applicant's name on the application form and supporting documents, it is the applicant's responsibility to provide evidence to support that the documents are for the identical person.
- A student who graduated from high school in Korea should submit 'School Life Records (General)'.
- A high school transcript and certificate of attendance should be submitted from each high school the applicant attended.
- Any academic achievement without the submission of supporting documents may not be approved or accepted as official.
- Admission decisions are made by the International Admission Committee. Any other details for the application review process would follow the general admission policies of KU.
- When an applicant's scores are reported directly to KU, 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.
  - KU Institution Number ETS: 8228, College Board: 5443, IBO: 002366
  - Applicant may check the arrival of the reports through the KU Admissions Office website <http://oku.korea.ac.kr>

### C. Notes for optional documents

- Applications or an applicant's admission may be denied or revoked if any of the submitted documents are found to be different from the uploaded documents.
- Optional documents for submission (maximum 10 items):
  - Official language proficiency test result (TOEFL, IELTS Academic, HSK, JLPT, JPT, DELF, DALF, TOPIK and etc.)
  - Standardized international admissions qualifications tests (ACT, A-level, AP, IB, SAT, 高考 and etc.)
  - National certificate of technical qualification, state certified qualification etc.
  - Documents issued during and by a high school/university: prize conferred by high school/university, activities carried out at high school/university

## V. Registration, Refunds, & Visa Application

### 1. Registration & Refund Policies

#### A. Tuition (deposit) payment

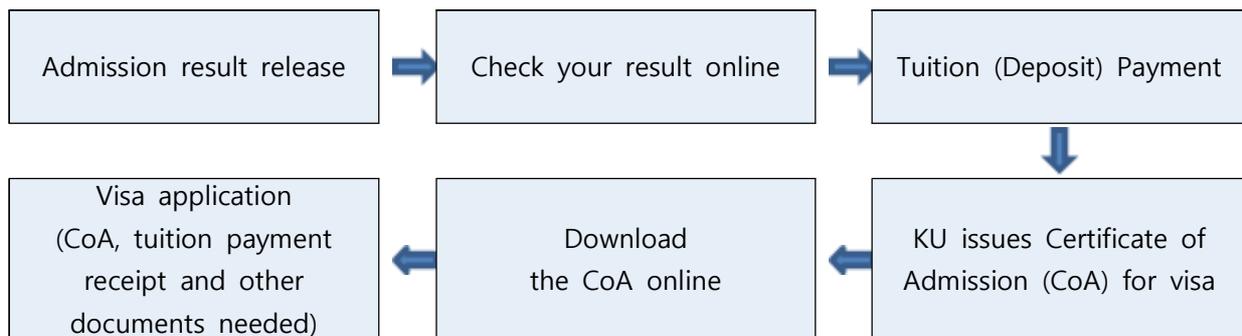
Item	Period	Remarks
Registration	December 17 (09:00) - December 20, (16:00) 2021	<ul style="list-style-type: none"> <li>■ Tuition (deposit) must be paid via bank transfer, ATM, internet banking, Phone banking, Alipay etc. to the virtual bank account provided by KU.</li> <li>■ Admission will be revoked 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	February, 2022 (to be confirmed)	<ul style="list-style-type: none"> <li>■ If an applicant has been admitted KU and finished the registration but wishes to request for a tuition (deposit) refund, the applicant must submit a request form withdrawing one's admission by the specified deadline.</li> <li>■ Refunds are available only until the specified date only.</li> </ul>

### 2. Visa Application Guide

#### A. Visa application procedure



#### B. Certificate of Admission (CoA)

- 1) CoA will be issued after the registration is completed and All international students who need to apply for a D-2 visa or change their current visa status must receive CoA issued by KU.
- 2) Date of issuance: **January, 2022** (to be confirmed)

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