**Graduate School**

**Admission Guidelines**

**for International Students**

**(Fall third recruitment 2022)**

|  |
| --- |
| ■Graduate School |
| ■International Graduate School of Convergence Design |
| ■GRADUATE SCHOOL OF INTERDISCIPLINARY AERONAUTICAL STUDIES |
| ■Graduate School of Education |
| ■Graduate School of Health Promotion |

Graduate School of Hanseo University

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# I. GRADUATE SCHOOL ADMISSION INFORMATION

## A. GRADUATE SCHOOL (DAYTIME)

### PROGRAMS OFFERED FOR ADMISSION

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Affiliation | | Department | Master  programs | PhD  programs | Master PhD  Combined programs | Department Contact  041- |
| Humanities and Social  Sciences | | International Trade and Business | ○ |  |  | 671-6278 |
| Elderly Welfare | ○ | ○ |  | 660-1098 |
| Korean-Chinese Language and Culture | ○ | ○ | ○ | 660-1620 |
| Child-Adolescent Counseling Psychology | ○ | ○ |  | 660-1098 |
| Aviation Tourism | ○ |  |  | 660-1560 |
| Public Administration | ○ | ○ |  | 660-1280 |
| Natural and Applied  Sciences | | Physical Therapy | ○ | ○ |  | 660-1390 |
| Radiological Science | ○ |  |  | 660-1058 |
| Occupational Therapy | ○ |  |  | 660-1395 |
| Dental Hygiene | ○ |  |  | 660-1579 |
| Flight Operation and Management | ○ | ○ |  | 671-6248 |
| Art psychotherapy | ○ |  |  | 660-1580 |
| Industrial Safety and Health | ○ | ○ |  | 660-1098 |
| ★ Department of Marine Bio  and Medical Sciences | ○ | ○ |  | 660-1540 |
| Engineering | | Advanced Materials Science  & Engineering |  | ○ |  | 660-1359 |
| Civil Engineering | ○ |  |  | 660-1440 |
| Chemical Engineering | ○ |  |  | 660-1359 |
| Environmental Engineering | ○ | ○ | ○ | 660-1440 |
| Art and Physics | | Beauty Science | ○ | ○ | ○ | 660-1590 |
| Physical Education | ○ | ○ | ○ | 660-1542 |
| Joint degree between departments | **Humanities and**  **Social Sciences** | Lifelong Education | ○ | ○ | ○ | 660-1098 |
| Cultural Properties |  | ○ |  | 660-1090 |
| **Natural and**  **Applied Sciences** | Healthcare |  | ○ |  | 660-1058 |
| Rehabilitation Science | ○ |  |  | 660-1580 |
| **Engineering** | Construction Engineering |  | ○ |  | 660-1440 |
| Aeronautical System Engineering | ○ | ○ |  | 671-6285 |
| **Arts** | Convergence Design |  | ○ |  | 660-1490 |

* Master program: 4 Semester (2 Years), Doctoral program: 6 Semester (3 Years), Combined Master/Doctoral (Doctoral Degree Conferment) program: 8 Semester (4 Years)
* “O” refers to program operated.
* Following the School rules and regulation, it is possible to get Master’s degree by taking additional credits instead of submitting thesis (might be different by the following of Department rules).
* English Track Program: The English Track (English language course) is a process in which English proficiency is verified and selected with an official English test certificate (Only available with the Department of Marine Bio and Medical Sciences).

More than 50% of credits required for graduation are taught in English.

### TUITION FEE STRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Affiliation | Program | Admission Fee | Tuition Fee | Total |
| Humanities and Social Sciences | Doctoral | 700,000 | 3,946,000 | 4,646,000 |
| Master | 3,800,000 | 4,500,000 |
| Natural and Applied Sciences | Doctoral | 4,631,000 | 5,331,000 |
| Master | 4,460,000 | 5,160,000 |
| Engineering | Doctoral | 5,122,000 | 5,822,000 |
| Master | 4,936,000 | 5,636,000 |
| Art and Physics | Doctoral | 5,122,000 | 5,822,000 |
| Master | 4,936,000 | 5,636,000 |

* 40% of tuition fee is waived for all international students. If the student is Hanseo University Alumni (Bachelor’s Degree), the admission fee shall also be waived.
* No tuition waiver for English Track Program (Non- Scholarship Program).
* Enrolled international students will be provided scholarship according to their grades in the previous semester.
* Scholarships like Research Assistant, Teaching Assistant, External Scholarships, etc. are provided.
  + Scholarships are based on “Scholarship Regulations” of the Graduate School every semester.

## B. INTERNATIONAL GRADUATE SCHOOL OF CONVERGENCE DESIGN (DAYTIME, 4 SEMESTER)

### PROGRAMS OFFERED FOR ADMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Affiliation | Department | Major | Department Contact  041- |
| Engineering | Convergence Design | Design Convergence Material | 660-1767 |
| Design Convergence Surface Treatment | 660-1767 |
| Arts | Culture & Art Design Convergence | Cultural Properties Conservation | 660-1090 |
| Space Design | 660-1480 |
| Visual Design | 660-1370 |
| Product Design | 660-1490 |
| Fashion Design | 660-1490 |
| Animation | 660-1660 |

* Following the School rules and regulation, it is possible to get Master’s degree in Convergence Design department by submitting Project Report instead of Thesis.
* Following the School rules and regulation, it is possible to get Master’s degree by taking additional credits instead of submitting thesis (Only Culture & Art Design Convergence department).
* With the signing of MOU (1+1) with NYIT University, it is possible to get dual degree in Convergence Design department.

### TUITION FEE STRUCTURE

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Department | Program | Admission fee | Tuition fee | Total | Remarks |
| Design. Department of Airport Convergence | Master | 700,000 | 4,936,000 | 5,636,000 |  |
| Department of Culture & Art Design Convergence | Master | 4,936,000 | 5,636,000 |  |

* 40% of tuition fee is waived for all international students. If the student is Hanseo University Alumni (Bachelor’s Degree), the admission fee shall also be waived.
* Enrolled international students will be provided scholarship according to their grades in the previous semester.
* Scholarships like Research Assistant, Teaching Assistant, External Scholarships, etc. are provided.
  + Scholarships are based on “Scholarship Regulations” of the Graduate School every semester.

## C. GRADUATE SCHOOL OF INTERDISCIPLINARY AERONAUTICAL STUDIES (NIGHTTIME, 4 SEMESTER)

### PROGRAMS OFFERED FOR ADMISSION

|  |  |  |
| --- | --- | --- |
| Affiliation | Department | Department Contact  041- |
| Humanities and Social Sciences | Public Administration | 660-1280 |
| Aviation Management | 671-6278 |
| Engineering | Aerospace Software Engineering | 660-1355 |
| Avionics Engineering | 671-6240 |
| Applied Drone | 671-6285 |
| Aviation Maintenance Management | 671-6240 |
| Natural and Applied Sciences | Flight Operation and Management | 671-6220 |
| Aviation & Marine Sports | 660-1542 |

* Following the School rules and regulation, it is possible to get Master’s degree by taking additional credits instead of submitting thesis.

### TUITION FEE STRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Affiliation | Admission fee | Tuition fee | Total |
| Master | Humanities and Social Sciences | 700,000 | 3,597,000 | 4,297,000 |
| Natural and Applied Sciences | 3,870,000 | 4,570,000 |
| Engineering | 4,158,000 | 4,858,000 |

* 40% of tuition fee is waived for all international students. If the student is Hanseo University Alumni (Bachelor’s Degree), the admission fee shall also be waived.
* Enrolled international students will be provided scholarship according to their grades in the previous semester.
* Scholarships like Research Assistant, Teaching Assistant, External Scholarships, etc. are provided.
  + Scholarships are based on “Scholarship Regulations” of the Graduate School every semester.

## D. GRADUATE SCHOOL OF EDUCATION (NIGHTTIME, 5 SEMESTER)

### PROGRAMS OFFERED FOR ADMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Affiliation | Department | Major | Department Contact  041- |
| Humanities and Social Sciences | Education | Art Therapy Education | 660-1590 |
| Counseling Psychology Education | 660-1098 |
| Safety and Security Education | 660-1027 |

* Following the School rules and regulation, it is possible to get Master’s degree by taking additional credits instead of submitting thesis.

### TUITION FEE STRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Affiliation | Admission fee | Tuition fee | Total |
| Master | Humanities and Social Sciences | 700,000 | 2,860,000 | 3,560,000 |

* 40% of tuition fee is waived for all international students. If the student is Hanseo University Alumni (Bachelor’s Degree), the admission fee shall also be waived.
* Enrolled international students will be provided scholarship according to their grades in the previous semester.
* Scholarships like Research Assistant, Teaching Assistant, External Scholarships, etc. are provided.
  + Scholarships are based on “Scholarship Regulations” of the Graduate School every semester.

## E. GRADUATE SCHOOL OF HEALTH PROMOTION (NIGHTTIME 4 SEMESTER)

### PROGRAMS OFFERED FOR ADMISSION

|  |  |  |  |
| --- | --- | --- | --- |
| Affiliation | Department | Master | Department Contact  041- |
| Humanities and Social Sciences | Elderly Welfare | ○ | 660-1049 |
| Family Counselling | ○ | 660-1049 |
| Physical Education | Public Health Special Education | ○ | 660-1542 |

* Following the School rules and regulation, it is possible to get Master’s degree by taking additional credits instead of submitting thesis.

### TUITION FEE STRUCTURE

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Program | Affiliation (Department) | Admission fee | Tuition fee | Total |
| Master | Humanities and Social Sciences | 700,000 | 3,597,000 | 4,297,000 |
| Natural and Applied Sciences | 4,844,000 | 5,544,000 |
| Physical Education | 4,133,000 | 4,833,000 |

* 40% of tuition fee is waived for all international students. If the student is Hanseo University Alumni (Bachelor’s Degree), the admission fee shall also be waived.
* Enrolled international students will be provided scholarship according to their grades in the previous semester.
* Scholarships like Research Assistant, Teaching Assistant, External Scholarships, etc. are provided.
  + Scholarships are based on “Scholarship Regulations” of the Graduate School every semester.

# II. PROGRAMS AND CLASS LIMITS

▶ Combined Master/ Doctoral Programs: New Students: OO, Transferring Students: OO

▶ Doctoral Programs: New Students: OO; Transferring Students: OO

▶ Master Programs: New Students: OO; Transferring Students: OO

\* There isn’t any limit to the number of students enrolled in transfer abroad.

# III. ELIGIBILE APPLICANTS

1. Foreign applicants with a mother and father who are not of Korean descent.
2. Koreans residing overseas and non-Koreans who have completed all their educational requirements (Elementary school through University) outside of Korea. In addition, both the applicant’s parents should also have completed all their educational requirements outside of Korea.

▶ The applicant must meet the qualifications of either A or B. If the applicant meets both A and B above, he or she will be

considered as an “A List” applicant.

▶ The applicant must submit documentation proving their qualifications as a candidate under A, B, or both.

▶ If the applicant has dual citizenship with Korea, that applicant is not eligible.

▶ If the applicant does not meet the qualifications of either A or B, he or she should meet the qualifications for Korean students.

# IV. ELIGIBLE APPLICANT QUALIFICATIONS

## A. MASTER PROGRAM

1. A person who has obtained a Bachelor’s degree from a certified university course (four-year course), or a person who is going to be awarded a Bachelor’s degree on or before Aug, 2022.
2. A person who has the educational equivalent of at least a Bachelor’s degree, according to Korean law.

## B. DOCTORAL PROGRAM

1. A person who has obtained a Master degree from a certified university course, or a person who is going to be awarded a Master degree on or before Aug, 2022.
2. A person who has the educational equivalent of at least a Master degree, according to Korean law.

## C. COMBINED MASTER/DOCTORAL PROGRAM

1. A person who has obtained a Bachelor’s degree from a certified university course, or a person who is going to be awarded a Bachelor’s degree on or before Aug, 2022.
2. A person who has the educational equivalent of at least a Bachelor’s degree, according to Korean law.
3. A person who is currently taking courses from Hanseo University’s combined Bachelor/Master program is not eligible to apply to the combined Master/Doctoral program.
4. If the enrolled student decides to give up on Combined Master/Doctoral Program during the program, a person who has fulfilled the condition for Master degree shall be conferred with Master degree, and a person who has fulfilled the final condition shall be conferred with Doctor degree (Master degree will not be provided separately).

## D. LANGUAGE PROFICIENCY Ⅰ(ONE OF THE FOLLOWING QUALIFICATIONS MUST BE MET)

1. Applicants must have a score of at least level 3 in TOPIK (Test of Proficiency in Korean).
   * An exception is made for those who are applying to the Departments of Art, Physical Education, or Science and Technology. These students must have a TOPIK score of at least level 2.
2. A person who has studied more than two years at an educational institution in Korea.
3. A person who has finished the 15 week Korean language course at Hanseo University’s language institution or another language institution that is recognized by the university administration. The person must have taken the proficiency test of that institution and received a letter of recommendation.
4. Any other issue that is not listed will be decided by the Graduate School Committee.

## E. LANGUAGE PROFICIENCY Ⅱ (ENGLISH TRACK)

\* Certificate of an official English test:

TOEPL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600(NEW TEPS 326)

\*\* English Track Program: The English Track (English language course) is a process in which English proficiency is verified and

selected with an official English test certificate (Only available with the Department of Marine Bio and Medical Sciences).

More than 50% of credits required for graduation are taught in English.

# V. EVALUATION PROCESS

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Criteria (%) | Note | Remarks | |
| Document Evaluation and Interview (100%) | 1. Official Academic Transcripts from all undergraduate and/or graduate programs attended.  2. Interview in special circumstances. | \*Interview | Applicants Inside Korea  => Face-to-Face Interview |
| Applicants Outside Korea  => Telephone Interview |
|  |  |  |  |

# VI. DOCUMENTS REQUIRED

|  |  |  |  |
| --- | --- | --- | --- |
| no. | Document | Nos. | Description |
| 1 | Application form | 1 | Official Format |
| 2 | Photo | 2 | Size : 3 cm \* 4 cm |
| ★3 | Final Academic Level Certificate  a. Official Bachelor/Master Degree Graduation Certificate  b. Official Bachelor/Master Degree Transcript | 1 Each | Master degree applicant  : Bachelor degree academic document  Doctor degree applicant  : Bachelor and Master degree academic document |
| 1. Apostilled Academic Documents.  2. Academic documents notarized by Ministry of Foreign Affairs/ Ministry of Education in the applicant’s country of origin and Korean Embassy at the applicant’s country of origin OR Embassy of applicant’s country of origin in Korea.  3. For China: A certification of academic history and degree awarded by an academic academy approved by the Ministry of Education. |
| ★4 | Family Relations Certificate | 1 Each | Parent Nationality Required  - Family Relationship Certificate  - Birth Certificate |
| 1. Copy of ID card of home country, relevant documents that can confirm nationality.  2. Chinese nationals must submit a family register (notarized translation).  ※ If there is any specific matters related to parents, it must be documented. (English/Korean original or notarized translation submission)  - Specific examples: divorce, remarriage, death, disappearance, acquisition of Korean citizenship, etc.  - Examples of supporting documents: Divorce certificate, death certificate, parent's Korean nationality acquisition certificate, etc. |
| ★5 | Documents Proving Financial Ability  - Bank Statement  - Financial Certificate | Choice 1  1 copy | 1. Bank statement in your name  2. Bank statement in the parent's name  - Parent's Employment Certificate or Business Registration  - Property taxation certificate  - Financial Statement(University Prescribed form)  3. Financial Certificate  - Certificate of Employment  - Property Taxation Certificate  - Financial Statement (University Prescribed form) |
| 1. For proof of bank statement, submit proof of balance of US$18,000 or more in the name of the person or immediate family member.  - Those who have completed an alien registration and are residing in Korea should submit a bank statement(not foreign bank) in the name of the applicant showing the current balance.  - Other documents are not required when submitting a certificate of bank statement in the name of the person.  - Only documents issued within 1 month from the date of application are  accepted.  2. The parent’s bank statement should be accompanied by parent/parent's employment certificate or business registration certificate, property tax transfer certificate, and financial in English or notarized translation.  3. Financial guarantors are limited to full-time faculty members on campus  (Only one full-time professor is valid-until graduation). |
| 6 | Language Proficiency Document | Choice 1  1 copy | 1. Korean Language Proficiency Test Score (TOPIK 3)  2. Certificate of Completion (Prospective) of language course and recommendation from the respective institution |
| See details from IV. ELIGIBLE APPLICANT QUALIFICATIONS  => D. LANGUAGE PROFICIENCY Ⅰ (Page 7). |
| ※ English Track | 1 | See details from IV. ELIGIBLE APPLICANT QUALIFICATIONS  => D. LANGUAGE PROFICIENCY Ⅱ (Page 7). |
| 7 | Copy of Applicant’s Passport | 1 |  |
| 8 | Copy of Applicant’s  Alien Registration Card | 1 | Clear copy of both front and back |
| Foreigner must notify it from admission to graduation period  (visa extension etc.). |
| 9 | Recommendation | 1 | Only for the Doctoral degree applicants |
| 10 | Consent for the use of personal information | 1 | Official format |
| 11 | Medical Insurance  Subscription Certificate | 1 | According to the amendment of the “National Health Insurance Act” by the Ministry of Education, foreign students are allowed within 2 weeks after enrollment. Compulsory health insurance subscription (enforced on July 20, 2020). |
| 12 | Health Certificate | 1 | Submission of test results issued within the last 3 months. |
| 13 | Official Agreement for Enrollment and Academic Credits | 1 | Official format |
| 14 | Verification of Translation | 1 | Official format |
| \*Submit when the document need to be translated. |
| 15 | Pledge (Memorandum of Implementation) | 1 | Official format |
| If you do not have TOPIK level 3 when entering graduate school, you must sign and submit. |
| 16 | Study plan | 1 | Official format |
| Write the Study plan in detail (written in Korean or English). |

* The admission may be cancelled if the submission documents are not official or the financial certification documents cannot be confirmed.
* **Documents marked [★] require notarization.**
* **If the document is not in Korean or English, a notarized translation (Korean) must be submitted.**
* **For documents that do not specify the submission period, the original must be submitted within the last 3 months.**
* After receiving Certificate of Admission, it is the full responsibility of the international students should apply and maintain D-2 VISA while enrolled to Graduate School Program. If the visa is rejected, school shall cancel the admission/ suspend the student automatically.
* Applicants may be asked to submit additional documents not listed above if there is a need to verify the authenticity of submitted documents.

# VII. GENERAL APPLICATION SCHEDULE

|  |  |  |  |
| --- | --- | --- | --- |
| Description | | Date | Remarks |
| Application  (Visit/ Post/  Online) | **Application Submission** | 2022. 7. 21 (Thu) ~ 7. 22 (Fri) 16:00 | Graduate School Academic Affairs office |
| **Interview** | 2022. 7. 27 (Wed) 14:00 ~ | Please check Graduate School homepage notice for interview information |
| **Result Announcement** | 2022. 8. 1 (Mon) 17:00 | Graduate School homepage |
| Registration Period | | 2022. 8. 4 (Thu) ~ 8. 5(Fri) 16:00 | \* Please abide by the bank closing time |
| Certificate of Admission | | From 2022. 8. 8 (Mon) | Certificate of admission will be issued after the confirmation of registration.  (Admission letter will be issued to the applicants who have signed up for the insurance only)  \*Applicants outside Korea should sign up for health insurance within 2 week after admission |

* Application fee should be paid during the Application Submission period.
* Please send the required documents to Graduate School Academic Affairs office.
* The required documents may vary on the individual applicants, hence, consult the Graduate School Admission Office before applying (See details from VI. DOCUMENTS REQUIRED).
* Tuition fee must be paid to the student's individual virtual account number (Issued by school after admission confirmation).

- Remittance from overseas banks is not possible.

- Please note that account transfer is only available by domestic bank account transfer method.

# VIII. GENERAL APPLICATION INFORMATION

1. All submitted documents will not be returned. If any information is incorrect, admission will be rescinded.
2. If you have completed undergraduate/graduate program(s) at foreign country and if any official document is not in Korean or English, document must be translated to Korean and be notarized. (Please contact Graduate School Admission Office for further information)
3. Applicant may apply to Graduate Program that he or she has not majored in undergraduate studies.
4. Applicant must arrive at least 30 minute prior to the scheduled interview and receive instructions at assigned room.
5. Accepted Applicants will receive separate instructions regarding registration and required documents and if applicant fails to meet any obligation during the registration period, admission will be rescinded.
6. Any other requirement(s) that is not stated above is determined by Graduate School Admission Committee.

# IX. APPLICATION FEE

The application fee should be paid during the application period (See details from VII. GENERAL APPLICATION SCHEDULE).

➯ PhD Programs or Masters PhD Combined programs: 70,000 KRW

➯ Master programs: 50,000 KRW

KOOKMIN BANK: 462-01-0183-479 HANSEO UNIVERSITY

# X. CONTACT

### GRADUATE SCHOOL ADMISSIONS INQUIRY

Tel: +82-41-660-1151, Fax: +82-41-660-1159

Email: [graduatehanseo@gmail.com](mailto:graduatehanseo@gmail.com)

### External Affairs Office (VISA Related Inquiry)

For Chinese Students

Tel: +82-41-660-1154

Email: [xujinghua@hanseo.ac.kr](mailto:xujinghua@hanseo.ac.kr)

# XI. INTERNATIONAL STUDENTS (NEW) DORMITORY AND AIRPORT PICK UP INFORMATION

### 1. Dormitory Information

A. Applicants can register for dormitory during the registration period by informing Graduate School Academic Affairs Office.

B. Entrance date and room allocation: 3 days before semester begins in respective dormitory office

\*Dormitory shall not provide pillow and blanket.

C. Medical Certificate submission: Including Hepatitis and Tuberculosis Test

D. Dormitory Fee Payment: Payment before arrival by downloading bill or Payment after arrival.

### 2. International Students Entry and Residence Report Information

A. Entry Period: By rule, before the commencement of semester

B. Course Registration: Graduate School Academic Affairs office

C. Entry and Residence Report: Language Institute Office (Personal Information Revision, Residence report, etc.)

D. Alien Registration: Within 1 week of semester commencement in nearest immigration office (Seosan)

E. Health Insurance Certificate: Certificate of overseas study insurance from applicant’s country of origin or certificate of health insurance from insurance company recommended by the Graduate School Academic Affairs office (Applicants outside Korea are obliged to sign up health insurance within 2 weeks after admission).

### 3. Transportation Information

#### A. Depart from Incheon Airport Intercity Bus Stop (Incheon Airport ⇛ Seosan Intercity Bus Terminal)

- Boarding Place: Gate 9D (Chungcheongnam-do) Seosan

- Departure time : 06:40, 08:00, 08:50, 10:00, 11:00, 12:00, 13:30, 14:40, 16:10, 17:30, 19:00, 20:40

- Bus Fare: 21,800 KRW

- Duration: Approx. 2 Hrs. (approx. 20 minutes additional from Seosan to University)

\* Free pick up from Seosan terminal for the students reserving in advance (Taxi Fare 20,000KRW).   
\* currently shutdown due to Corona-19

#### B. Depart from Seoul Nambu Bus Terminal

- Boarding Place: Gate 14 (Hanseo University)

- Departure time: 06:30, 07:50, 08:30, 10:50, 11:50, 12:50, 13:50, 14:50, 15:50, 16:50, 18:10, 19:30, 20:00

- Bus Fare: 8,600 KRW

- Duration: Approx. 2 Hrs.

### 4. Airport Pick up Information (\*Paid Airport Pick up for Prospective Candidates)

A. Candidates: New International Students

B. Available dates: 4 days before commencement of every semester (Including Sat/Sun)

C. Application form: Attached Format

D. Expense: Approx. 100,000 KRW (Expense Breakdown – Intercity Bus Fare 2 People/ 60,000 KRW, Local Bus 2 People/ 10,000 KRW, Guide Fee 30,000 KRW, etc.)

E. Airport Pick up Guide: Student from respective country or senior with common language with candidate.

\* currently shutdown due to Corona-19

### 5. International Students Orientation (New Students)

A. Date: 1st Monday after the commencement of every semester, 16:00 (Date Subject to change)

B. Preparation Materials: 3 Photos, Passport, Medical Insurance Certificate etc.

Application form

□ General Graduate School □ International Graduate School of Convergence Design

□ Graduate School of Interdisciplinary Aeronautical Studies □ Graduate  School of Education  □ Graduate  School of Health Promtion

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Selection classification | | □General admission □Special screening | | | | | □New admission  □Transfer | | | |
| Department of application | | Department(                                 Major) | | | | | Examinee’s Slate  Number(Internal Use only) | |  | |
| Name | korean |  | | | | Program | □Masters PhD Combined Programs  □PhD □Master | | | |
| □Combined Bachelor’s/Master’s Programs  (Undergraduate Student Number: ) | | | |
| English Full Name |  | | | | | | | Photo(3cm×4cm) | |
| Alien Registration No. | |  | | | | Male | □Male       □Female | |  | |
| \* For Foreigners | | Passport Number | | : | | | | |
| Alien Reg Number | | : | | | | |
| Dormitory | | □Yes            /              □ No | | | | |
| Applicant | Contact | Cell Phone | | : | | | | |
| Emergency Contact | | : | | | | |
| Address | : | | | | | | | |  |
| Refund Account  Information | BankName : Account Holder : Account Number : | | | | | | | | |
| Education | Transfer University | .        .        . | | | University                    Major | | | | Degree  Registration  Number |  |
| Last Attended  University | .        .        . | | | University                    Major | | | | Degree  Registration  Number |  |
| Graduate School 1 | .        .        . | | | University                    Major | | | | Degree  Registration  Number |  |
| Graduate School 2 | .        .        . | | | University                    Major | | | | Degree  Registration  Number |  |
| Final  Grades | Before Transfer | Percentage Score | | | /100 | | Credits Acquired |  | | |
| Final Education | Percentage Score | | | /100 | | Credits Acquired |  | | |
| Place of Employment | |  | | | | | Position |  | | |
| E-Mail | |  | | | | | Tel | (           )        - | | |
| I certify that the information I have supplied on this application is to the best of my knowledge complete and accurate,  and I understand that my misrepresentation may be cause for being denied admission.  Applicant Signature  :    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date (YYYY-MM-DD) :    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **To The President of Hanseo University** | | | | | | | | | | |

- See details from Graduate School Admission Guidelines for Internatioanl Students (VI. Document)

- If a Certificate of Prospective Graduation is submitted, you are required to submit your Certificate of Graduation and transcripts

to the Graduate School Administration Office within 7days before the beginning of the term.

- This form can be downloaded from our website. (http://graduate.hanseo.ac.kr)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| In relation to your graduate school entrance examination, if your graduate school intends to collect and use personal information or provide it to a third party, Article 15 (1) 1 of the 「Personal Information Protection Act」, Article 17 (1) 1 You must obtain your consent according to the issue.  <Notice of collection and use of resident registration number>  Personal information is collected and used without the consent of the information subject in accordance with Article 24-2 (1) 1 of the Personal Information Protection Act.   |  |  |  | | --- | --- | --- | | Personal information items | Purpose of collection | Grounds for collection | | Resident registration number | Admissions processing | Article 73 of the Enforcement Decree of the Higher Education Act (Processing of unique identification information) Paragraph 1, Item 2 |   <Consent to collection and use of personal information>  The collected personal information is never used for purposes other than admission screening.   |  |  |  | | --- | --- | --- | | Personal information items | Purpose of collection | Retention period | | Application information(selection classification, department and major), Refund account information, Military service relations, academic background, workplace information, Applicant information(name, passport name, nationality, photo, address, phone number, additional contact information, email) | Admissions processing | **10 years** |  |  | | --- | | Do you agree to the collection and use of personal information? □     Yes       □ No | | \* You have the right to refuse the collection and use of personal information, and if you do so, you will not be able to apply for admission to graduate school. |   <Consent to  Collection and Use of Unique Identification Information>  Unique identification information is being collected for graduate school application and admission screening.   |  |  |  | | --- | --- | --- | | Unique identification information item | Purpose of collection | Retention period | | **Passport number, alien registration number** | Admissions processing | **10 years** |  |  | | --- | | Do you agree to the collection and use of personal information? □     Yes       □ No | | \* You have the right to refuse the collection and use of unique identification information, and if you do so, you will not be able to apply for admission to graduate school. |   **<**Consent to the provision of personal information to a third party>  Personal information is provided to third parties as follows.   |  |  |  |  | | --- | --- | --- | --- | | Personal  information  Recipient | Personal information items to be provided | Of the recipient  Purpose of using personal information | Of the recipient  Retention/use period | | Applicant origin  University (won) | Name, date of birth, school from which you graduated, department and major, graduation status, graduation date, degree registration number | Academic background inquiry  and newsletter | Admissions process |  |  | | --- | | Do you agree to the provision of personal information to a third party?                    □ Yes  □ No | | \* If you refuse to provide personal information to a third party, you will not be able to apply for admission to graduate school. |   <Information on identification and prevention of false support and manipulation of application qualifications>  ■ This application can only be completed and applied by the applicant himself. Violation of this may result in problems such as invalidation of admission.  ■ If you apply for a false graduate school application, you are a criminal offense of business obstruction, and you may be punished accordingly.  ■ If it is found that the applicant's qualifications are false when applying for special screening, admission will be cancelled. I have understood the contents of this agreement, and have confirmed the applicant's right to collect, use, and provide personal information.  Year Month Day  Applicant : (Signature)  (Date of Birth : )  To the President of Hanseo University |

**Consent for the Use of Personal Information**

Doctoral Degree Recommendation Letter

(Submit the Doctoral Program Applicant only and recommending Professor must be Professor of admitting department at this University)

|  |  |  |  |
| --- | --- | --- | --- |
| **Name Of Applicant** |  | **Date of Birth**  **(YYYY - MM - DD)** |  |
| **Department Applying to** |  | | |
| **List academic institutions,**  **degrees received,**  **and dates** | Undergraduate University : | | |
| Degree/Field of Study : | | |
| Degree/Field of Study : | | |
| Graduate School University : | | |
| Degree/Major : | | |
| Year of Graduation or Prospective Graduation : | | |
| **Reasons For Recommendation :**  **I hereby endorse this person’s admission to the Doctoral Program.**  **Recommending Professor's Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date (YYYY-MM-DD) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **To the Dean of Hanseo Graduate School** | | | |

**External Affairs, Hanseo University**

**46, Hanseo 1-ro, Haemi-myeon, Seosan-si, Chungcheongnam-do, Republic of Korea 31962**

**Tel: 82-41-660-1154 / Fax: 82-41-660-1159**

**Web:** [www.graduate.hanseo.ac.kr](http://www.graduate.hanseo.ac.kr)

**Official Agreement for Enrollment and Academic Credits**

(**학력조회 동의서**)

**To whom it may concern:**

I attended ( ) from ( ) to ( ).

(School name) (Date) (Date)

**I have applied to Hanseo University, I agreed to allow Hanseo University to officially request my academic records from previously attended schools. In this regard, I would like to request your full assistance to Hanseo University when they contact you regarding verification of transcripts.**

|  |
| --- |
| **Written by applicant** |
| Date of birth:  \* - - |
| Date of admission(transfer from another school):  \* - - |
| Date of graduation(transfer to another school):  \* - - |
| Name and Signature  \* |
| Date  \* - - |

**The highest level of education ZIP/postal code:**

**The highest level of education Address:**

**The highest level of education Fax Number:**

**The highest level of education Website URL:**

**번역자 확인서**

**Verification of Translation**

|  |  |  |  |
| --- | --- | --- | --- |
| **번역자 인적 사항** (Information of the Translator) | | | |
| **국 적**  (Nationality) | **성 명**  (Name) | **생년월일**  (Date of Birth) | **성별**  (Gender) |
|  |  | **년 월 일**  (YY/MM/DD) | **남( ) / 여( )**  (Male) (Female) |
| **주 소**  (Address) |  | **연락처**  (Contact information) | |
| (Home phone) (Mobile) | |

|  |  |  |  |
| --- | --- | --- | --- |
| **번역물 원본의 명의인 인적 사항** (Information of the Owner of Original Documents) | | | |
| **국 적**  (Nationality) | **성 명**  (Name) | **생년월일**  (Date of Birth) | **성별**  (Gender) |
|  |  | **년 월 일**  (YY/MM/DD) | **남( ) / 여( )**  (Male) (Female) |

|  |
| --- |
| **번역대상물** (Translated Documents) |
|  |

**첨부한 번역 내용은 원본의 문구에 맞게 사실대로 번역하였으며,**

**번역 내용이 사실과 다른 경우에는 이에 따른 모든 법적 책임을 감수하겠습니다.**

(This is to certify that the attached documents are translated exactly according to the original contents.

Otherwise, I will take all legal responsibilities.)

20 . . .

**번역자**(Translator)**: (Signature)**

법무부장관 귀하

**To the Minister of Justice**

**PLEDGE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Korean** |  | | |
| **English** |  | | |
| **Nationality** |  | | **Gender** |  |
| **Birthday** |  | | **Contact Number** |  |
| **Educational Institution** | **Hanseo University (Undergraduate / Graduate)** | | | |

**Pledge Content:**

The above applicant pledge to complete all Korean-related classes conducted at Hanseo University after admission, and will obtain a TOPIK level 3 of higher within one year after entering the Graduate school of Hanseo University**.**

**20 . . .**

**Signature: (**Stamp/Sign**)**

**Office of External Affairs (Hanseo University)**

Graduate School of Hanseo University

46, Hanseo 1-ro, Haemi-myeon, Seosan-si, Chungcheongnam-do, 31962, Rep. of KOREA

Tel: +82-41-660-1154, Fax: +82-41-660-1159

[www.graduate.hanseo.ac.kr](http://www.graduate.hanseo.ac.kr)

**Study plan**

○ Full Name :

○ Date of Birth :

○ Write in detail what you would like to achieve from studying at Hanseo Univ.

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\*\*If you run out of writing space feel free to add another page.

**Financial Guarantee**

|  |  |
| --- | --- |
| **\* Guarantor** | |
| - Affiliation (company name) | : |
| - Position | : |
| - Name | : |
| - Date of Birth | : |
| - Contact | : |

|  |  |
| --- | --- |
| **\* Applicant** | |
| - Nationality | : |
| - Name | : |
| - Gender | : |
| - Date of Birth | : |
| - Relationship with Guarantor  (Please specify in detail) | : |

As described above, we guarantee that the applicant will be responsible for and support all tuition

and living expenses required as a guarantor while studying abroad.

**Date** : 20 . . .

**Guarantee** : (Stamp/Sign)