2014-2

Bulletin for Foreign Students

(New & Transfer Students)

KANGNAM UNIVERSITY

http://www.kangnam.ac.kr

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1. Number of students Accepted per College/Department

A. New & transfer students

<table>
<tr><th>College</th><th>Department</th><th colspan="2">Majored study</th><th>Capacity</th></tr>
<tr><td rowspan="15">The College of Humanities and Liberal Arts</td><td></td><td>Division of Senior Industry</td><td>Senior Industry Management</td><td rowspan="16">To be determined per each major</td></tr>
<tr><td rowspan="2">Division of Humanities</td><td colspan="2">Theology
Philosophy
Korean Language and Literature
Library and Information Science</td></tr>
<tr><td colspan="2">English Language and Literature</td></tr>
<tr><td rowspan="2">Division of International Studies</td><td>Division of International and Area Studies</td><td>International Relations,
English Studies, Canadian Studies,
Central Asian Studies</td></tr>
<tr><td colspan="2">International Commerce</td></tr>
<tr><td rowspan="2">Division of Education</td><td colspan="2">Education
Early Childhood Education
Elementary Special Education</td></tr>
<tr><td colspan="2">Middle Special Education</td></tr>
<tr><td rowspan="2">Division of Chinese Studies</td><td colspan="2">Chinese Language & Culture</td></tr>
<tr><td colspan="2">Practical Chinese study</td></tr>
<tr><td>Division of Business</td><td>Division of Business Administration</td><td>Business Administration</td></tr>
<tr><td rowspan="4">Division of Social Science</td><td colspan="2">Economics</td></tr>
<tr><td colspan="2">Law
Public Administration</td></tr>
<tr><td colspan="2">Real Estate</td></tr>
<tr><td colspan="2">Tax</td></tr>
<tr><td>Division of Social Welfare</td><td>Division of Social Welfare</td><td>Social Work,
Gerontology and Social Welfare</td></tr>
<tr><td rowspan="4">The College of Science</td><td rowspan="4">Division of Engineering</td><td>Division of Computer Media Engineering</td><td>Computer Engineering,
Media Information Engineering</td></tr>
<tr><td colspan="2">Electronic Engineering</td></tr>
<tr><td colspan="2">Industrial System Engineering</td></tr>
<tr><td colspan="2">Applied Mathematics</td></tr>
<tr><td rowspan="2">Arts and Sports Studies</td><td rowspan="2">Division of Arts and Sports</td><td colspan="2">Urban Engineering
Architectural Engineering</td></tr>
<tr><td>Division of Fine Arts and Design</td><td>Fine Arts
Industrial Design</td></tr>
<tr><td colspan="3">Music
Sports and Leisure</td></tr>
</table>

KNU may restrict the number of students for enrollment according to acceptance capacity of department and major.

2. Eligibility

A. Undergraduate New Student (for freshmen)

12 years of completion of the regular school curriculum including elementary, middle and high school and high school graduates or who has equivalent education background, information corresponding to the following section

1) Foreign students whose parents are both foreigners

2. Foreign student who has completed or has equivalent education background including elementary, middle and high school from foreign countries.

B. Transfer Student (for sophomores & juniors)

※ Students will have satisfied the new student requirements with one of the followings:

1) Those who will graduate or has graduated from a four-year university outside of Korea.

2) Those who plan to transfer as a Junior must fulfill at least two years of undergraduate education at a four-year university outside of Korea

3) Those who plan to transfer as a Sophomore must fulfill at least one year of undergraduate education at a four-year university outside of Korea

4) Those who will graduate or has graduated from a two-year college outside of Korea.

C. Korean Language ability condition

※ Relevant to new & transfer students

1) TOPIK(Test of Proficiency in Korea) level 3 certified

2) KNKPT (Kangnam Korean Proficiency Test) level 4 certified

3) Those who have level 4 from other Language center and equivalent to KNKPT level 4.

- In order to graduate, students must exceed TOPIK level 4.

3. Application Schedule

Description	Dates	Remarks
Application submission	Apr. 1(Tue.) 2014 ~ May 6(Thu.) 2014 09:30 - 17:00	Global Center in the University
Announcement of final admission decision	July. 24 (Thu.) 2014 14:00 (not confirmed)	Will be notified individually
Registration period	Aug. 18 (Mon.) ~ Feb. 22(Fri.) 2014	KB Bank in the University

4. Application Review

*** Documents Review (100%) -** Selecting by evaluating all aspects of student with an emphasis on scholastic aptitude and language skills, study plan.

5. Application Procedure

Submit application → Review documents and eligibility → Evaluation → Notice of admission → Registration

6. Application Fee

※ 100,000 won - Application fee is for documents review and it shall not be refunded.

7. Required Documents

Type	Required documents	Remarks
Common	Application form (2 color photographs 3.5cm x 4.5cm, back-ground color should be white)	Contact Korea or china office
	Study plan	
	Pledge of paying school expenses	
	Checklist for Foreigners Studying Abroad	
	A copy of passport	
	A copy of Birth Certificate	Applicant's, Father, Mother
	Family Registration Papers	**Original(Applicant's, Father, Mother) - for Chinese students only**
	Documents to Prove Parental Relationship	**Applicant's, Father, Mother- for Chinese students only (Submitted in Korean or English, must be notarized)**
	Applicant or Guarantor's bank statement showing that they have more than US $ 13,000 in their account[1), 2)]	A financial guarantor must be parents
	Proof of Employment or Business Registration of Guardian	**Original** - for Chinese students only
	Certificates Concerning the Entry and Departure of the applicant and a copy of Foreign Registration card	Only for Foreign Applicants Residing in Korea
	Transcripts for Korean Language proficiency	**Original (only for those applicable)**
	1) Certificate of TOPIK(Test of Proficiency in Korea) level 3 2) Certificate of KNKPT (Kangnam Korean Proficiency Test) level 4 3) Certificate from other Language center and equivalent to KNKPT level 4.	**Submit 1 of 3 options.** **Original(Those who have the certificate)**
New Students	Elementary & Middle school diplomas (stating the period of attendance)	**notarized copy by a Board of Education**
	A copy of High school Diploma and Official Transcripts	**Original**
Transfer Students	A copy of High School Diploma and Official Transcripts.	**Original**
	A copy of University Degree and Official Transcripts.	**Original**
	Professor Letter of Recommendation from the applicants' former university	

1. A bank balance certificate indicating that student or his/her parents have a deposit of at least U.S. 10,000 dollars.
2. The bank statement must be issued at least 2 month before the school start day and validity of the bank statement must be at least 6 months.

※ Please submit the necessary documents to the following address.

- Korea: #103 Global Center, Main building, 111 Gugal-dong, Gihueng-gu, Yongin-si, Gyeonggi-do, Korea (446-702), Tel: 82-31-280-3425

1) Except for school diploma, a copy of birth certificate and a copy of TOPIC score, any documents shall not be returned.

2) All documents written in foreign language must be accompanies by a notarized translation, unless some of them are submitted to the Chinese office.

3) In case a document are issued in an Apostille member country, it is accompanies by an **Apostille Certificate and an official notarized translation in Korean** (For information on Apostille Certificate, please see page 12).

4) A transcript for TOPIK may be used for document review.

5) If submitted documents have different names, those documents shall be accompanied by a certificate by an appropriate law court or a consulate general indicating that different names come from one person.

6) In addition to above-mentioned documents, others may be additionally required to submit.

8. Academic System

A. Division system / department system

- Academic division system refers to "an integrated approach incorporating diverse departments and majors in the same academic discipline." Students are free to choose and get credits of major courses they want in this system. The determination of final major shall be based on received credits.

- Department system: This department-based academic system will be applied to students who will start their courses in 2009.

B. Double Major

Students can take courses from different departments and be acknowledged as his/her 2nd or 3rd major.

C. Related Major System

Students can choose and get credits of two or more major courses across different divisions and colleges. The followings are available at the KNU:

1. Global Business Administration (Business Administration + International Relations)	2. Financial Mathematics (Economics + Applied Mathematics)
3. Canadian Trade (Canadian Studies + International Trade)	4. Chinese Business Administration (Business Administration + Practical Chinese Studies)
5. Chinese Public Administration (Public Administration + Chinese Language & Culture)	6. Chinese Finance (Economics + Chinese Language & Culture)
7. Chinese Business (Business Administration + Chinese Language & Culture)	8. Chinese Tax Administration (Chinese Language & Culture + Practical Chinese Studies + Tax Administration)
9. Chinese Trade (Chinese Language & Culture + Practical Chinese Studies + International Trade)	10.Public Administration Information (Business Administration + Public Administration)
11. Sports Business Administration (Business Administration + Sports and Leisure)	12.America Trade (English Language and Literature + International Trade)
13.Business Information System (Business Administration + Computer Engineering)	

F. Personalized Major System

▶ Aside from the first major, students can create and fulfill their another major by designing their own curriculum and being approved by the president of the University.

G. Minor System

▶ Students can take courses from different departments and these may be acknowledged as his/her minor. 21 credits or more is needed for a subject to be acknowledged as a minor.

H. Daytime . Evening Classes

▶ Daytime students can take up to 9 credits of Evening classes simultaneously and vice versa

I. Change of Department System

▶ Change of Department is a system in which students can freely choose a different major or course of study based on their aptitude, interest and ability. Sophomores and Juniors can apply during the first 30 days of first semester. And in case of Education majored students, 20 percent of department quota are allowed under this system. However, **transition to arts and sports studies is not allowed**.

9. Important Notes for Applicants

A. If it is discovered that a student who has been granted admission submitted false documents or they are unqualified or use illegal means during admission process, their admission will be canceled.

B. Except in rare cases, early graduation and advanced placement are not allowed.

C. Be sure that you should write correct contact information on application form submitted so notices will be delivered to right applicants who finally passed the admission procedure.

D. A disqualified applicant's application and any documents submitted will be disposed of by the university should the applicant not request it be returned

E. Evaluation for admissions is personal information not disclosed by the university.

F. Foreign students who follow a special admissions procedure are required to pay their tuition in full.

G. A temporary leave of absence from school for general reason is prohibited.

H. Foreign students who enroll in the university must stay at the school dormitory unless citing special reasons they are unable to do so.

I. Fee information specified in this guide is for applicant's understanding, and it can be changed without prior notice.

J. Information in this guide will be finally construed by the university, and other details not specified in this guide shall be provided by the Admissions Assessment Committee.

K. For more information, please contact the Global Center at 82-31-280-3425.

Guide for Foreign Students

1. Tuition

A. Regular Course

College / Studies		Registration	Tuition(New/Transfer)
			Freshman ~ Senior
The College of Humanities and Liberal Arts		893,000	3,403,000
The College of Science Art and Sports Studies	Sports Studies	893,000	3,997,000
	The College of Science	893,000	4,563,000
	Fine Arts/Industrial Design, Music		

* Above registration and tuition fee are as of Sep. 2013 and the amount is subject to change.

B. Korean Language Program: **4,400,000 won (4 semesters per year)**

※ Example: Calculated general expenses breakdown for the enrollment of second semester of 2013-2 based on the result of Korean Language Proficiency Test (Engineering Major) (Unit: Won)

Result from KNKPT	Korean Language Program Tuition Fee	Dormitory Cost	Education Period (Minimum period)
Level 1	1,100,000/semester	632,000/semester 5,000/day(summer, winter vacation)	10 weeks/semester
Level 2			
Level 3			
Level 4			

* Above registration and tuition fee are as of Sep. 2013 and the amount is subject to change.

2. Scholarship (Unit: Won)

Scholarship		Standard		Amount
		Qualifications	G. P. A.	
For Foreign Student	Class A	. Within 10% of honored foreign students	Above 3.0	67% tuition(Equivalent to top rank of academic year)
	Class B	. Within 30% of honored foreign students		47% tuition(Equivalent to excellent rank of academic year)
	Class C	. Within 70% of honored foreign students		30% tuition
	Class D	. New/transfer foreign students	1st Semester	47% tuition
	Class E	. New/transfer/undergraduate foreign students	Above 2.5	25% dormitory cost

* Students should take above 18 credits(freshman ~ Junior) or 12 credits(Senior), Students who are taking Korean language course and regular University course together, should take above 15 credits) for the scholarship. Scholarship is by the grade ranking.

* A late graduate-to-be(graduate in August) is regarded as Junior should take above 18 credits.

* Above information is subject to changes by the university regulations.

3. Dormitory

※ Foreign students have priority over Korean students for dormitory occupancy.

※ Students must stay at the school dormitory unless citing special reasons.

※ Available to foreign students until graduation

Building	Room Capacity	Room Type	Cost (4months)	Facilities
Shim Jeon Building 1	Male 220	4 students/room	632,000	▷ 60 Meal coupons ▷ Bed, Closet, Desk, Chair ▷ Shower room, Cafeteria, Lounge, TV/VTR Room, Laundry Room, Snack Store, LAN port, Fitness Center
	Female 252	4 students/room		
Shim Jeon Building 2	Male 240	2 students/room	1,162,000	
	Female 228	2 students/room		

* Above registration and tuition fee are as of Sep. 2013 and the amount is subject to change.

4. Insurance

Foreign students who enroll in the university **must be insured with an insurance company designated by the university**.

5. Job Information

As of February 1, 2002, foreign students are permitted to hold a part time job, but must take the proper procedures and apply accordingly. Please make note of the following information:

1. Candidate	D-2 and D-4 visa holders with minimum student enrollment for 6 months
2. Allowed hours	-Not exceeding 20 hours per week during semester, may be divided between two separate work places. - No limitations during vacations - within the period of stay allowance per year, with the option of renew
3. Allowed fields	① a field directly related to the major area of study ② common jobs for students accepted by society ③ Restricted Areas - High Technology companies, research centers and/or any other restricted area prohibited for foreigners by Korean law. - Private drinking salons or bars - Any jobs involving illegal activity - Private lessons/tutor and language instruction - Any other jobs considered not suitable for students
4. Required documents	① Passport ② Foreign Registration card ③ Work permit application (Immigration office) ④ Certificate of studentship ⑤ Recommendations letter(contact 'Global center') D-2 visa holders - Professor's recommendation; D-4 visa holders - Language Institute's recommendation ⑥ Copy of Business registration
5. Where to submit	Global Center, # 103, Main Building (Tel: 82-31-280-3425)

6. Other information

A. Academic System to prevent illegal stay

▶ Students with one or more of the following conditions will be reported to local Immigration Office in accordance to the regulations of Ministry of Education to prevent an illegal stay in 2 weeks.

- failed to register on time each semester while enrolled
- Studentship lost due to dropping out, expulsion, graduation or other reasons
- considered as difficult to continue studying due to bad attendance and/or academic results
- convicted of violating Immigration laws

▶ Students with one or more of the following conditions will lose their studentship and the tuition will not be refunded.

- failed to pass the basic course of Korean Language Program in year one.
- failed to register on time
- failed to register for school after temporary leave of absence
- received an academic warning more than 3 times
- failed all subjects
- admitted to other school
- convicted of violating Immigration laws and/or laws of Korea

7. Campus



8. Transportation



9. About Apostille

1. What is the "Apostille Convention"?

Apostille Convention is the legalization convention abolishing the requirement of legalization for foreign public documents to facilitate the certification of public documents among Convention parties. A document bearing an apostille does not require any further legalization by the embassy or consulate of the country in which it is to be used.

2. How to obtain an Apostille Certificate

A. First, issue necessary certificates such as a school diploma or an official transcript from the school student was enrolled in.

B. Secondly, require a governmental agency designated by the school to issue an Apostille certificate for previously issued documents.

※ An agency which is eligible to issue an Apostille certificate is limited to the public organization that is designated by the country where the original document is issued.

※ When the original document is not from the Convention parties, please submit "Certificate of foreign schools" by the Korean Consulate in the country where the school is, or "Certificate of school education" by the diplomatic or consulate offices in the county where the school is.

C. When submitting the application, please provide all required certificates issued by overseas schools and apostille certificates (or Certificate of foreign schools or Certificate of school education).

D. Documents available for obtaining an Apostille Certificate

- Official documents and certificates that are issued by public schools.
- Official documents and certificates of public schools that are notarized by a notary's office in the country where the school is.

※ Official documents and certificates must be notarized in Korean before they can be used for obtaining Apostille certificates.

3. Notes

※ For more information on Apostille Convention, please visit www.0404.go.kr, homepage of Safe travelling abroad of the Ministry of Foreign Affairs and Trade, OR contact Apostille Service hot-line at 02-2100-7500 or call Consulate Call Center at 02-3210-0404.

※ Apostille Convention member countries

(As of Sep. 2013)

Region	Name of Countries
Asia & Oceania	Australia, Macao, Hong Kong, Israel, Japan, Korea, New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Mauri Islands, Samoa, Seychelles Islands, Tonga, Niue (18 countries)
	Albania, Austria, Belarus, Belgium, Bosnia, Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Molta, Monaco, Netherlands, Norway, Poland, Portugal, Rumania, Russia, Serbia, Slovakia, Slovenia, Spain, Swiss, Macedonia, Turkey, Ukraine, UK, Andorra, Armenia, Azerbaijan, Liechtenstein, Moldova and San Marion (47 countries)
North America	U.S.A.(1 country)
South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Columbia, Dominica, Ecuador, El Salvador, Granada, Honduras, Saint Vincent, Trinidad and Tobago, Saint Lucia and Saint Kitts and Nevis (19 countries)
Africa	South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland and Malawi (7 countries)
Total	92 countries

KANGNAM UNIVERSITY

INTERNATIONAL STUDENTS APPLICATION FOR UNDERGRADUATE STUDIES

Photo (4X5cm)

I. Program of Study

Year and semester	201____, Semester □ Spring □ Fall		
Type of Application	☐Language course	☐Freshman	☐Transfer to junior
Major: Division/Dept.			

II. Personal Information

Name	**Korean**			**Date of Birth**	
	Name English	**Date of Birth**			
Current mailing address					
		Nationality			
Phone	Tel : H.P :	**E-mail**		**Passport No.**	

III. Academic Information since School

Institution	City &Country	Dates	Degree & Major

IV. Language Proficiency

Native Language				
Korean Proficiency	☐ Excellent	☐ Good	☐ Fair	☐ Poor

V. Affidavit of Financial Support

I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.

Name	Signature	**Relationship**	
Occupation		**Tel.**	
Address			

I declare that the information I have given in this application is correct and complete.

Date:

Applicant's Name: **Applicant's Signature:**

Study Plan

Name		Gender		Date of birth	
Major				Year	

※ Describe as following order.
1. Statement of purpose 2. Study plan 3. Plan after graduation 4. Etc.

※ You may use back of this page, if it is needed