

**2016-1**  
**Bulletin for Foreign Students**  
**(New & Transfer Students)**



**KANGNAM UNIVERSITY**

<http://www.kangnam.ac.kr>

# Table of Contents

|          |   |           |
|----------|---|-----------|
| <b>1</b> | <b>Number of students Accepted per College/ Department-----</b> | <b>04</b> |
| <b>2</b> | <b>Eligibility -----</b>  | <b>05</b> |
| <b>3</b> | <b>Application Schedule -----</b>                               | <b>06</b> |
| <b>4</b> | <b>Application Review -----</b>                                 | <b>06</b> |
| <b>5</b> | <b>Application Procedure -----</b>                              | <b>06</b> |
| <b>6</b> | <b>Application Fee -----</b>                                    | <b>06</b> |
| <b>7</b> | <b>Required Documents -----</b>                                 | <b>07</b> |
| <b>8</b> | <b>Academic System -----</b>                                    | <b>08</b> |
| <b>9</b> | <b>Important Notes for Applicants -----</b>                     | <b>09</b> |

# Appendix

## ※ Guide for Foreign Students

|                            |                |
|----------------------------|----------------|
| <b>1 Tuition</b>           | <b>-----11</b> |
| <b>2 Scholarship</b>       | <b>-----11</b> |
| <b>3 Dormitory</b>         | <b>-----12</b> |
| <b>4 Insurance</b>         | <b>-----12</b> |
| <b>5 Job Information</b>   | <b>-----12</b> |
| <b>6 Other Information</b> | <b>-----13</b> |
| <b>7 Campus</b>            | <b>-----14</b> |
| <b>8 Transportation</b>    | <b>-----14</b> |
| <b>9 About Apostille</b>   | <b>-----15</b> |

# 1. Number of students Accepted per College/Department

## A. New & transfer students

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

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

## **2. Eligibility**

By the revised nationality act on May 01, 2010, dual citizen can't apply for this admission.

### **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 3 certified
  - 3) Those who have level 4 from other Language center and equivalent to KNKPT level 3.
- In order to graduate, students must acquire TOPIK level 4.

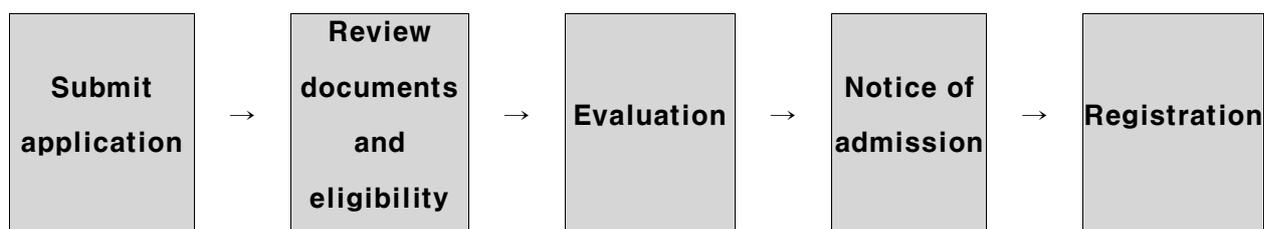
### 3. Application Schedule

| Description                     | Dates  | Remarks   |
|---------------------------------|--|---|
| Application submission          | November. 23(Mon.) ~ December. 4(Fri.) 2015. 09:30 - 17:00 | Global Center or office in China(Applicant in China only) |
| Announcement of final admission | January. 29 (Fri.) 2016 (not confirmed)                    | Will be notified individually                             |
| Registration period             | February. 11 (Mon.) ~ February. 17(Fri.) 2016              | KB Bank in the Kangnam 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



### 6. Application Fee: KRW 50,000

#### A. Refund policy

- 1) No cancel or change of application after receiving application nor refund
- 2) By the higher education act 34 paragraph 4-5, balance of income and expense will be refund to the applicants by April 30, 2016.
  - Applicant should select one of the methods as follows.
    - a) Bank transfer to applicant' s account
    - b) Come into the Kangnam University
- 3) Refund amount will be transferred after deduction of bank service charge. When service charge is over the refund amount, no refund will be made.

#### B. Transfer Student (for sophomores & juniors)

## 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   | <b>Original(Applicant's, Father, Mother) – Applicable to Chinese only</b>            |
|                   | Documents to Prove Parental Relationship   | <b>Applicant's, Father, Mother-Submitted In Korean or English, must be notarized</b> |
|                   | Applicant or Guarantor's bank statement showing that they have more than US \$ 15,000 in their account <sup>1), 2)</sup>           | A financial guarantor must be parents  |
|                   | Proof of Employment or Business Registration of Guardian   | <b>Original</b>  |
|                   | 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  | <b>Original (only for those applicable)</b>  |
|                   | 1) Certificate of TOPIK(Test of Proficiency in Korea) level 3<br>2) Certificate of KNKPT (Kangnam Korean Proficiency Test) level 3 | <b>Submit 1 of 3 options. Original(Those who have the certificate)</b>               |
| New Students      | A copy of High school Diploma and Official Transcripts   | <b>Original</b>  |
| Transfer Students | A copy of High School Diploma and Official Transcripts.  | <b>Original</b>  |
|                   | A copy of University Degree and Official Transcripts.  | <b>Original</b>  |
|                   | 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. 15,000 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.

#103 Global Center, Main building, No.40, Gangnam-ro, Gihueng-gu, Yongin-si, Gyeonggi-do, Korea (16979)

Tel: 82-31-280-3421

1) Any documents will be returned except original copy of school diploma, birth certificate and a TOPIK score.

2) All documents written in foreign language must be accompanied 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 13).
- 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<br>(Business Administration + International Relations) | 2. Financial Mathematics (Economics + Applied Mathematics)                 |
| 3. Canadian Trade (Canadian Studies + International Trade)                               | 4. Chinese Business Administration<br>(Business Administration + Practical |
| 5. Chinese Public Administration<br>(Public Administration + Chinese                     | 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 +       | 10. Public Administration Information (Business Administration + Public                                     |
| 11. Sports Business Administration (Business Administration + Sports             | 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<br>Art and Sports<br>Studies | Sports Studies                        | 893,000      | 3,997,000             |
|   | The College of Science                | 893,000      | 4,563,000             |
|   | Fine Arts/Industrial Design,<br>Music |              |                       |

\* Above registration and tuition fee are as of Mar. 2015 and the amount is subject to change.

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

(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<br>5,000/day(summer,<br>winter vacation) | 10 weeks/semester                 |
| Level 2           |                                     |   |                                   |
| Level 3           |                                     |   |                                   |
| Level 4           |                                     |   |                                   |

\* Above registration and tuition fee are as of Mar. 2015 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 16 credits (Freshman ~ Junior) or 12 credits (Senior). The scholarship is by the grade ranking.

\* 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        | <ul style="list-style-type: none"> <li>▷ 60 Meal coupons</li> <li>▷ Bed, Closet, Desk, Chair</li> <li>▷ Shower room, Cafeteria, Lounge, TV/VTR Room, Laundry Room, Snack Store, LAN port, Fitness Center</li> </ul> |
|                      | 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 Mar. 2015 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

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:

|                          |   |
|--------------------------|---|
| <b>1. Candidate</b>      | D-2 and D-4 visa holders with minimum student enrollment for 6 months   |
| <b>2. Allowed hours</b>  | <ul style="list-style-type: none"> <li>-Not exceeding 20 hours per week during semester, may be divided between two separate work places.</li> <li>- No limitations during vacations</li> <li>- within the period of stay allowance per year, with the option of renew</li> </ul>   |
| <b>3. Allowed fields</b> | <ul style="list-style-type: none"> <li>① a field directly related to the major area of study</li> <li>② common jobs for students accepted by society</li> <li>③ Restricted Areas               <ul style="list-style-type: none"> <li>- High Technology companies, research centers and/or any other restricted area prohibited for foreigners by Korean law.</li> <li>- Private drinking salons or bars</li> <li>- Any jobs involving illegal activity</li> <li>- Private lessons/tutor and language instruction</li> <li>- Any other jobs considered not suitable for students</li> </ul> </li> </ul> |

|                              |   |
|------------------------------|---|
| <b>4. Required documents</b> | ① Passport<br>② Foreign Registration card<br>③ Work permit application (Immigration office)<br>④ Certificate of studentship<br>⑤ Recommendations letter(contact 'Global center')<br>D-2 visa holders - Professor's recommendation;<br>D-4 visa holders - Language Institute's recommendation<br>⑥ Copy of Business registration |
| <b>5. Where to submit</b>    | 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](http://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  |
|---------------------------|--|
| <b>Asia &amp; Oceania</b> | Australia, Macao, Hong Kong, Israel, Japan, Korea, New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Mauri Islands, Samoa, Seychelles Islands, Tonga, Niue ( <b>18 countries</b> )   |
|                           | 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 ( <b>47 countries</b> ) |

|                      |  |
|----------------------|--|
| <b>North America</b> | <b>U.S.A. (1 country)</b>  |
| <b>South America</b> | <b>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)</b> |
| <b>Africa</b>        | <b>South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland and Malawi (7 countries)</b>   |
| <b>Total</b>         | <b>92 countries</b>  |