

**2019-1**  
**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

Division	College	Majored study	Capacity	
Humanities and Liberal Arts, Social Sciences	College of Welfare Convergence	Department of Social Welfare	To be determined per each major	
Arts and Sports Studies		Division of Social Business		
		Division of Social Services Policy		
		Department of Senior Industry Management		
		Department of Converging Welfare Talent		
		Division of Universal Visual Design		
		Division of Fine Arts Culture Welfare		
		Division of Sports Welfare		
Humanities and Liberal Arts, Social Sciences	College of Business Administration and Management	Department of Global Business Administration		
		Division of Business Administration		
		Division of International Trade		
		Department of Economics and Tax Administration		
		Department of Public Administration Talent		
Humanities and Liberal Arts, Social Sciences	College of Global Talent	Department of Christian Studies		
		Department of Korean-English Cultural Content		
		Department of Global Studies		
		Division of International Studies		
		Division of Chinese Studies		
Arts and Sports Studies		Department of Music		
Engineering	College of ICT Construction & Welfare Convergence	Department of Software Application		
		Division of Software		

		Division of Virtual Reality	
		Department of IoT Electronic Engineering	
		Department of Industrial Data Science	
		Division of Industrial Business	
		Administration Engineering	
		Division of Data Science	
		Department of Real Estate and Construction Engineering	
		Division of Real Estate	
		Division of Urban Planning and Convergence Engineering	

**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.

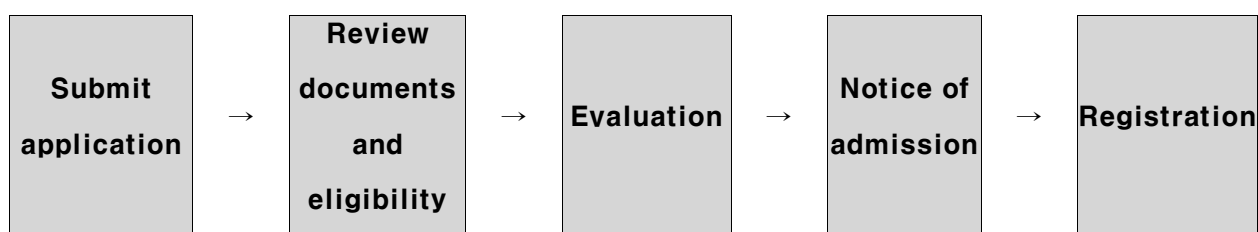
## **3. Application Schedule**

Description	Dates	Remarks
Application submission	December. 29(Sat.) 2018 ~ January. 3(Thurs.) 2019. 09:30 - 17:00	Office of International Affairs or Office in China(Applicant in China only)
Announcement of final admission	February. 15 (Fri.) 2019 (not confirmed)	Will be notified individually
Registration period	February. 20 (Wed.) ~ February. 27(Wed.) 2019	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: exemption of the application fee**

## **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) – Applicable to Chinese only
	Documents to Prove Parental Relationship	Applicant's, Father, Mother-Submitted in Korean or English, must be notarized
	Applicant or Guarantor's bank statement showing that they have more than US \$ 20,000 in their account <sup>1), 2)</sup>	A financial guarantor must be parents
	Proof of Employment or Business Registration of Guardian	Original
	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 3	Submit 1 of 3 options. Original(Those who have the certificate)
New Students	A copy of High school Diploma and Official Trans cripts	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. **20,000** 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.

#116 Office of International Affairs, 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 TOPIC 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 accompanied by an Apostille Certificate and an official notarized translation in Korean (For information on Apostille Certificate, please see page 14).

- 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)
5. Chinese Public Administration (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 Office of International Affairs at +82-31-280-3422.**

# **Guide for Foreign Students**

## **1. Tuition**

### **A. Regular Course**

<b>College / Studies</b>		<b>Registration Fee</b>	<b>Tuition(New/Transfer)</b>
			<b>Freshman ~ Senior</b>
The College of Humanities and Liberal Arts		750,000	3,403,000
The College of Science Art and Sports Studies	Sports Studies	750,000	3,997,000
	The College of Science		4,319,000
	Fine Arts/Industrial Design, Music		4,563,000

\* Above registration and tuition fee are as of Feb. 2018 and the amount is subject to change.

## **2. Scholarship (Unit: Won)**

<b>Scholarship</b>		<b>Standard</b>	<b>G. P. A.</b>	<b>Amount</b>
		<b>Qualifications</b>		
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	▷ Bed, Closet, Desk, Chair ▷ Shower room, Cafeteria, Lounge, TV/VTR Room, Laundry Room, Snack Store, LAN port, Fitness Center
	Female 244	4 students/room		
Shim Jeon Building 2	Male 135	2 students/room	1,162,000	
	Female 195	2 students/room		

\* Above registration and tuition fee are as of Feb. 2018 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>	-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
<b>3. Allowed fields</b>	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

<b>4. Required documents</b>	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
<b>5. Where to submit</b>	<b>Office of International Affairs, # 116, Main Building</b> <b>(Tel: +82-31-280-3422)</b>

## 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. 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 Campus**

Region	Name of Countries
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<b>Asia &amp; Oceania (17 countries)</b>	Australia, Macao, Hong Kong, Japan, New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Mauri Islands, Samoa, Seychelles Islands, Tonga, Niue, Tajikistan
<b>Europe (52 countries)</b>	Albania, Austria, Belarus, Belgium, Bosnia, Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Rumania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Macedonia, Turkey, Kyrgyzstan, Ukraine, UK, Andorra, Armenia, Azerbaijan, Liechtenstein, Moldova, San Marion, Kazakhstan, Uzbekistan, Kosovo
<b>North America (1 country)</b>	U.S.A.
<b>South America (28 countries)</b>	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Columbia, Dominica, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala
<b>Africa (11 countries)</b>	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, and Malawi, Cape Verde, Seychelles
<b>Middle East (5 countries)</b>	Oman, Israel, Bahrain, Morocco, Tunisia

## 8. Campus



## 9. Transportation

