

2022 Fall Semester

Graduate School Application Guide for International Students

[SEOUL•SEJONG CAMPUS]



The application guide was originally written in Korean and translated into other languages.

The Korean application guide prevails the translated application guides if any conflicts occur in the interpretation.

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I. Application Guide

1. Application Timelines

Item	Schedule	Notices
Online Application Submission	March 7 (10:00) - March 18, 2022 (17:00)	<ul style="list-style-type: none"> ▪ Graduate School website: https://graduate2.korea.ac.kr ▪ Online application is completed only when the application fee payment is successfully completed by the deadline. ▪ No further change can be made to your personal information after the online application has been submitted.
Application Materials Submission	March 7 (10:00) - March 25, 2022 (17:00)	<ul style="list-style-type: none"> ▪ All supporting documents must arrive by the stated deadline (Korea Standard Time). ※ In case of COVID-10 related shutdown, only postal mail available. ▪ Office closed on weekends and public holidays. ▪ Please use certified mail, parcel service or international express mail with a tracking number in order to check the delivery status to avoid delays or delivery failures. ※ Address: Graduate School Admission Team, Korea University, Room 126B, Graduate School Library, 145 Anam-ro, Seongbuk-gu, Seoul, 02841, Korea (+82-2-3290-1358)
Admission Result	June 16, 2022 (17:00) (TBA)	<ul style="list-style-type: none"> ▪ Results are available online only: https://graduate2.korea.ac.kr ▪ The Graduate School does not notify applicants individually of admission results.
Registration for Admitted Students	July, 2022 (TBA)	<ul style="list-style-type: none"> ▪ Enrollment and tuition fees must be paid in full via bank transfer, ATM, internet banking, phone banking, Alipay etc., to the virtual bank account provided by Korea University.

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

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

2. Fields of Study

- ※ The lists of available departments and majors are subject to change. Please check for updates before submitting
- ※ To learn more about each department and major, please refer to:
 - <https://graduate2.korea.ac.kr> → Academics → Department & Majors
 - Please contact department offices or faculties directly regarding the detailed information.
- ※ **Applications for the majors of Marketing, Accounting and Business Analytics(BA) in the College of Business Administration are only open for Spring semester intake.**
 - Applications for the majors of Management, Finance, International Business, MIS and LSOM in the College of Business Administration are open for both Spring and Fall semester intake.
 - Business Analytics(BA) is 1-year program.
- ※ **All applicants for the Department of Medicine, Department of Biomedical Sciences and Program in Public Health should get a permission from an academic advisor before submitting the admission.** Applicants who have completed a major in the medicine or dentistry are only qualified to apply for the Department of Medicine.

II. Eligibility

1. International Students

- Both the applicant and the applicant's parent(s) must be non-Korean citizens.
- The applicant must have completed regular primary, secondary and higher education, equivalent to Grades 1 to 12 and Bachelor (or Master or Ph.D) in the Korean education system, either in Korea or overseas, and plan to graduate before August 31, 2022.

- Citizenship status is determined at the time of application submission.
- Both the applicant and applicant's parent(s) must be non-Korean citizens.
 - If the applicant and applicant's parent(s) have multiple citizenship including Korean citizenship, the applicants are not regarded as international students.
- If the applicant and applicant's parent(s) renounced their Korean citizenship, please refer to the below.
 - A. Both the applicant and applicant's parent(s) should submit official documents to prove their loss of Korean citizenship.
 - B. If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Nationality, Family Relations Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess citizenship of another country and have never lived in Korea previously. The document must contain explicit details on the loss of Korean citizenship and its date.
 - C. Submitting an application for renunciation of Korean citizenship as a proof of one's loss of Korean citizenship is not considered valid.
- Adopted applicants are eligible to apply as an international student only if the applicant obtained a citizenship of another country (other than Korea). However, proof of the loss of Korean citizenship must be submitted.
- When an applicant's parent with legal custody is remarried to a Korean citizen, even if the applicant has not been adopted by both parents through a legal process, the applicant will not be eligible to apply as an international applicant.

2. Overseas Korean (+16 years)

- The applicant must have completed regular primary, secondary and higher education, equivalent to Grades 1 to 12 and Bachelor (or Master or Ph.D) in the Korean education system in overseas, and plan to graduate before August 31, 2022.

3. Language Proficiency Requirements: Please submit one or more of the following documents.

A. Korean	A score report of TOPIK level 3 or higher ★Program in Global Korean Language and Culture Studies: TOPIK 5 or higher ★For the Business Analytics(BA) major in the College of Business Administration, Korean language qualification is mandatory.
B. English	1) TOEFL iBT 80(My Best Score is acceptable) or higher The Institutional Testing Program(ITP) TOEFL and TOEFL Home Edition are NOT acceptable. 2) Academic IETLS 5.5 or higher The IELTS Home Test(Indicator) is NOT acceptable. 3) New TEPS 327 or higher ★For the Management, Finance, Marketing, Accounting, International Business, MIS and LSOM majors in the College of Business Administration, English language qualification is mandatory.
C. Others	Applicants who meet one of the following options below: 1) Native English Speaker(Refer to the list of the countries exempt from the English Proficiency Requirement) 2) Applicants who have completed their degree program(BA, MA, and Ph.D) in the English speaking countries 3) Applicants who have completed their degree program(BA, MA, and Ph.D) in Korea 4) Applicants whose major is the "Korean Language" in overseas. 5) Applicants who are recommended by the department that the applicants have a proper language ability to study in Korea. (※A recommendation letter for the language proficiency from the Department is required.)

[Countries exempt from the English Proficiency Requirement]

Anguilla, Antigua and Barbuda, Australia, Bahamas, Barbados, Belize, Bermuda, Botswana, Cameroon, Canada, Commonwealth of Dominica, Fiji, Ethiopia, Gambia, Ghana, Guyana, Hong Kong, India, Ireland, Jamaica, Kenya, Lesotho, Liberia, Malawi, Malta, Mauritius, Namibia, Nauru, New Zealand, Nigeria, Pakistan, Palau, Papua New Guinea, Philippines, Puerto Rico, Rwanda, Samoa, Sierra Leone, Singapore, South Africa, Sri Lanka, Sudan, Swaziland, Tanzania, Trinidad and Tobago, Tuvalu, Uganda, United Kingdom, United States of America, Zambia, Zimbabwe

※ In case the applicants would like to apply for the **KU Scholarship program**, he/she need to submit **an original copy of one of the English proficiency test scores as mandatory** even though they are English native speaker or have completed their degree program in English speaking countries.

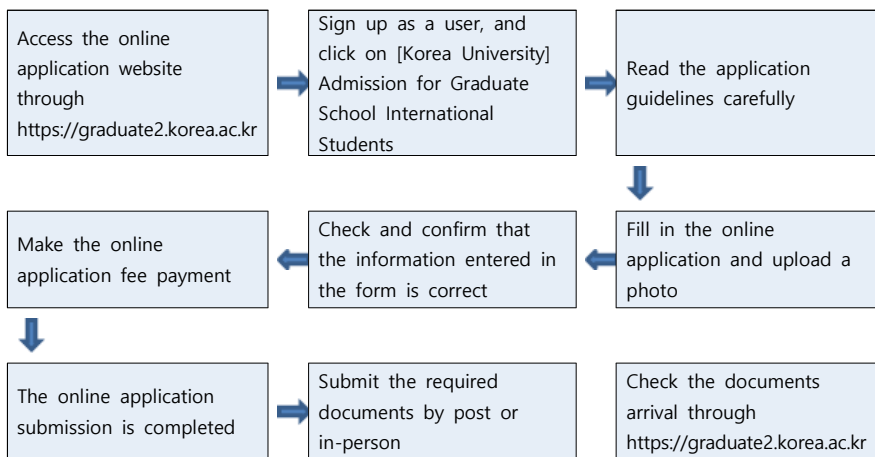
III. Application Information

1. Admission Criteria: Documents Evaluation and Interview (May, 2022 / TBA)

- There is no set quota per major.
- Evaluation is based on a holistic assessment of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of study, language proficiency.
- ※ **Basically, admission for the international students is documents evaluation. However, an interview or test on specific skills may be conducted depending on the field of study. In such cases, applicants will be notified in advance with additional guidelines from the department.**
- When an applicant is considered not to have satisfied the essential requirements, he or she will not be admitted.
- The admission process follow the general admission policies of Korea University.
- Details related to the application review will not be disclosed.
- Applicants who apply to Korea University in an inadequate manner or interfere in the admission process, may face punitive consequences and have their application revoked.

2. Application Procedure

A. How to apply online



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

B. Application fee payment

Application fee	KRW 120,000
Commission fee	KRW 7,000
Total	KRW 127,000

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

C. Notice for online application

- 1) Online applications must be made personally by each applicant. If a violation is found, the applicant may face penalties such as admission cancellation and other restrictions.
- 2) Photographs (3x4cm/max. 24KB) must have been taken within the last three months.
- 3) Online application submissions may be confirmed by printing the submission slip. Please make sure to print the application form and the mailing label for your application envelope.
- 4) The mailing label should be placed on the bottom right corner of the application envelope.
- 5) You cannot cancel your application or change your major after the application fee payment is completed.
- 6) You cannot cancel your application or change your major after the application fee payment is completed.
- 7) Contact information such as 'phone number' and 'email address' must be accurate so that the International Education Team may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.
- 8) Korea University does not employ an application agency to screen applicants and uses collected personal information solely for the purpose of application screening. However, since the personal information of newly admitted students is used to create a school register, the consent of applicants for the "collection and use of personal information" and "verification of academic records" is required.

IV. Supporting Documents & Notices

1. Mandatory Documents for All Applicants

- ※ All documents must be translated in English or Korean with notarization.
- ※ Only original copy of documents (published within 3 months) are acceptable.

Documents		Notes
①	Online Application	<ul style="list-style-type: none"> ■ Sign on the printed documents after completing the online application ■ All important notices will be announced by e-mail. Please input two different e-mail accounts(gmail, hotmail, yahoo, etc.) accurately.
②	Information release form	
③	Recommendation letter	<ul style="list-style-type: none"> ■ Must be from professors(academic advisors) of one's previous (last) university (No specific form)
④	1) Official (Expected) Graduation Certificate and Transcript of University (BA)	<ul style="list-style-type: none"> ■ Applicants who graduated from universities in China must submit a Chinese degree certificate issued by China Academic Degrees & Graduate Education Information(http://www.cdgc.edu.cn) additionally. - All documents must be translated in English or Korean with notarization. - Only original copy of documents are acceptable.
	2) Official (Expected) Graduation Certificate and Transcript of University (MA / Ph.D)	
	<ul style="list-style-type: none"> ■ Must obtain apostille stamps or consular authentication 	
⑤	Study plan	<ul style="list-style-type: none"> ■ No specific form
⑥	Resume/Curriculum Vitae	<ul style="list-style-type: none"> ■ No specific form (Self-introduction form is not acceptable.)
⑦	Proof of Language Proficiency	<ul style="list-style-type: none"> ■ Authorized language proficiency test score of English or Korean (TOPIK, TOEFL iBT, IELTS Academic, TEPS) within the validity period. ■ For the Management, Finance, Marketing, Accounting, International Business, MIS and LSOM majors in the College of Business Administration, English language qualification is mandatory. ■ For the Business Analytics(BA) major in the College of Business Administration, Korean language qualification is mandatory. ■ Program in Global Korean Language and Culture Studies: TOPIK 5 or higher
⑧	Proof of Bank Balance or Financial support form by the professor of Korea University (Professor's certificate of employment is required)	<ul style="list-style-type: none"> ■ A proof of bank balance in the applicant's or parent(s)' name with minimum balance of Seoul campus - USD 20,000 / Sejong campus – USD 18,000 or the same amount of the applicant's home country's currency(Monetary unit must be written). ■ A bank account should be froze with the required minimum balance by August 31, 2022. ■ The Chinese applicants who will apply for a student visa in China, your bank account should be froze with the required minimum balance by February 28, 2023.

Documents	Notes
	<ul style="list-style-type: none"> ■ A proof of bank balance must be issued within 30 days as of application submission. ■ When the applicants apply for a student visa from Korean Embassy or Immigration, all applicants must submit a bank balance statement (The financial support form will not be acceptable). ■ In case of the successfully admitted students, they should submit the original copy of bank balance statement which is issued in June 2022 again.
⑨ Photocopy of the Passport Information (photo) Page of the Applicant and Parent(s)	<ul style="list-style-type: none"> ■ In case parent(s) do not hold valid passports, a photocopy of their official ID may be submitted in lieu of a passport.
⑩ Family Register / Relationship Certificate	<ul style="list-style-type: none"> ■ Chinese Applicants: Translated and notarized Hukoubu (户口簿) issued by 2018. (In case Hukoubu is divided, a certificate of family relationship (亲属关系证明) is required.) ■ Applicants other than Chinese: Birth certificate of the applicant, family register, resident registration or certificate of family relations to confirm the relationship between the applicant and parent(s). ■ All documents must be translated in English or Korean with notarization.
⑪ Portfolio	<ul style="list-style-type: none"> ■ Applicable to the area of design in Architectural Planning applicants only ■ Portfolio should be printed on A4, with each sheet containing only a single piece of work.

2. Required Documents for Relevant Applicants

A. International applicants with Korean ethnicity

Documents	Notes
Official documents that prove the applicant and the applicant's parent(s) no longer possess Korean citizenship	<ul style="list-style-type: none"> Family Relations Certificate (details)' issued under the applicant's name, 'Certificate of Removal from Family Registry', the 'Declaration of Loss of Nationality' for both the applicant and parent(s), or 'Certificate of Alien Registration' which has been issued after 2011. Submitting an application for renunciation of Korean citizenship as proof of one's loss of Korean citizenship is not considered valid. If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Korean Nationality, Family Relations Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess citizenship of another country and have never lived in Korea previously. The document must contain explicit details on the loss of Korean citizenship and its date.

B. Cases for requirements of additional proof

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

※ In case the applicant cannot submit one of those documents, other documents equivalent to the above documents may be submitted.

C. Overseas Korean (+16 years) (An applicant or Parent(s) with Korean Nationality)

Documents	Notes
Official Graduation Certificates and Transcripts of Primary, Middle and High School	<ul style="list-style-type: none"> Mandatory to submit the official graduation certificates and transcripts regular primary and secondary, equivalent to Grade 1 to Grade 12 in Korean education system.

3. Notices for Submitting Documents

A. Important notes

<ul style="list-style-type: none"> The Graduate School Admission Team must receive the original documents by the designated deadline (2022. 3. 25, Korean Standard Time). All submitted documents must be clear and legible. If not, the applicant may be responsible for any disadvantages that may occur as a consequence. Documents that are not in Korean or English must be translated and publicly notarized. Translated documents by individual are not acceptable. All documents must be translated and notarized by a translator or translation agency. In the case of any uncertainty about an applicant's eligibility, the applicant may be asked for additional supporting documents. The date of birth and spelling of applicant's name must be same as on the applicant's passport. All submitted documents are not returnable except the documents are issued only once.

B. Notes for required documents

<ul style="list-style-type: none"> Students are required to provide apostille or consular authentication on all documents issued by overseas universities and the documents must be submitted to the Graduate School Admission Team by June 30, 2022. No other type of authentication will be approved. <ul style="list-style-type: none"> Apostille confirmation: Designated Government/Agencies located in the country the applicant graduated Countries with Apostille Convention can be found at http://www.hcch.net Contact for consular authentication: Ministry of Foreign Affairs, Consular Services (+82-2-3210-0404) Concerning the following cases, admission may be denied or revoked: <ol style="list-style-type: none"> Applicant who does not submit required documents or submits insufficient/incomplete documents Applicant who does not submit documents within the designated period Applicant who fraudulently carries out the application process Applicant who does not meet the eligibility criteria Applicant who is considered to lack the required academic skills If there is an inconsistency in the applicant's name on the application form and supporting documents, it is the applicant's responsibility to provide evidence to support that the documents are for the identical person. An university transcript and certificate of attendance should be submitted from each university the applicant attended. Any academic achievement without the submission of supporting documents may not be approved or accepted as official. Any other details for the application review process will follow the general admission policies of Korea University. When an applicant's scores are reported directly to KU, the applicant must provide one's date of birth, full name in English, and the date of the examination taken in order for the information to be included in the evaluation materials. <ul style="list-style-type: none"> KU Graduate School Institution Number: ETS 7589

V. Scholarships

These scholarships are only for the first semester after enrollement. Thus, students must apply for a scholarship and be selected as beneficiary each semester.

1. Eligibility

Global Leader Scholarship (Scholarship A)	1) Cumulative GPA (CGPA) 4.0 or higher (out of 4.5), or 3.83 or higher (out of 4.3), or 3.57 or higher (out of 4.0), or 90 or higher (out of 100) from the previous (latest) university 2) TOEFL iBT 90 or higher (My Best Score accepted), or Academic IELTS 7.0 or higher, or New TEPS 386 or higher, or TOPIK level 6 3) Recommended by the department and permission from the Dean of the KU Graduate School ※ All above three requirements must be satisfied for awarding of Scholarship A
Humanities and Social Sciences Scholarship (Scholarship B)	1) Cumulative GPA (CGPA) 3.5 or higher (out of 4.5), or 3.36 or higher (out of 4.3), or 3.14 or higher (out of 4.0), or 85 or higher (out of 100) from the previous (latest) university 2) TOEFL iBT 82 or higher (My Best Score accepted), or Academic IELTS 6.0 or higher, or New TEPS 337 or higher, or TOPIK level 4 or higher 3) Recommended by the department and permission from the Dean of the KU Graduate School ※ All above three requirements must be satisfied for awarding of Scholarship B and C
Natural Sciences and Engineering Scholarship (Scholarship C)	3) Recommended by the department and permission from the Dean of the KU Graduate School ※ All above three requirements must be satisfied for awarding of Scholarship B and C

※ All scholarship applicants should submit one of the original copy of language proficiency documents even though the applicants are native English speaker or graduated from the English-speaking countries.

※ The college of Medicine will grant scholarship for international students scholarship C ONLY.

※ Business Analytics(BA) applicants are not allowed to apply for the scholarships above.

※ The evaluation for scholarships is conducted simultaneously with documents evaluation. The departments recommend the beneficiary directly to the Graduate School Committee.

2. Scholarship Benefits

Global Leader Scholarship	- 100% of entrance fee and tuition fee - Living supporting fee (Only 4 months during semester)
Humanities and Social Sciences Scholarship	- 60% of tuition fee (Not included of entrance fee)
Natural Sciences and Engineering Scholarship	- 65% of tuition fee (Not included of entrance fee)

※ Living support fee (KRW 500,000 per month) will be transferred to the student's bank account registered in the KU portal.

VI. Registration, Refunds & Visa Application

1. Registration & Refund Policies

A. Tuition Payment

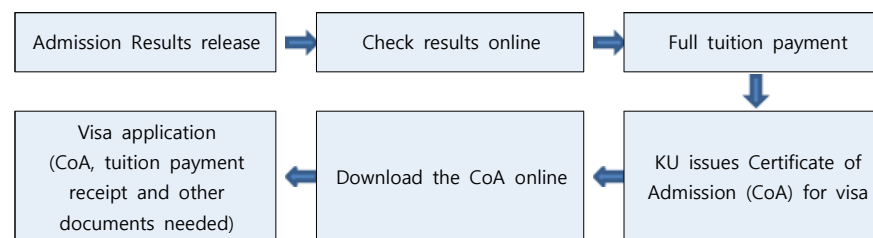
Item	Period	Notes
Registration	July, 2022 (TBA)	<ul style="list-style-type: none"> Tuition fee and entrance fee must be paid in full via bank transfer, ATM, internet banking, phone banking, Alipay, UnionPay etc., to the virtual account provided by Korea University. Admission will be revoked if the tuition payment is not completed within the specified registration period.

B. Tuition Refund

Item	Deadline	Notes
Request for Refund	August, 2022 (TBA)	<ul style="list-style-type: none"> If an applicant has been admitted to KU and completed the registration but would like to request a tuition refund, the applicant must submit a request form withdrawing one's admission by the specific deadline. Applicants are responsible for any wire transfer fees.

2. Visa Application Guide

A. Visa application procedure



B. Certificate of Admission (CoA)

- 1) A CoA will be issued to the applicants who completed the tuition payment. All international students who need to apply for a D-2 visa or change their current visa status must receive a CoA issued by KU.
- 2) Date of issuance: **July, 2022 (TBA)**

C. Students have to apply for a student visa (D-2) individually.

VII. Tuition, Dormitory & Other Notices

1. Tuition Fees (Academic Year of 2021)

(Monetary Unit: KW)

Area	Degree	Entrance Fee	Tuition Fee	Student Fee (Optional)	Total
Humanities and Social Sciences	Master's	1,142,000	4,886,000	37,500	6,065,500
	Doctoral	1,142,000	4,886,000	37,500	6,065,500
Natural Sciences and Physical Education	Master's	1,142,000	5,914,000	37,500	7,093,500
	Doctoral	1,142,000	5,914,000	37,500	7,093,500
Engineering and Art	Master's	1,142,000	6,897,000	37,500	8,076,500
	Doctoral	1,142,000	6,897,000	37,500	8,076,500
Health Science	Master's	1,142,000	6,406,000	37,500	7,585,500
	Doctoral	1,142,000	6,406,000	37,500	7,585,500
Medicine	Master's	1,142,000	8,646,000	37,500	9,889,500
	Doctoral	1,142,000	8,646,000	37,500	9,889,500
Pharmacy	Master's	1,142,000	7,781,000	37,500	8,960,500
	Doctoral	1,142,000	7,781,000	37,500	8,960,500

※ **Tuition fee for Business Analytics(BA) is KRW12,700,000 per semester.**

※ Natural Sciences and Physical Education include the departments of Psychology, Digital Management and Applied Statistics for the purposes of above table.

※ The above table is as for the academic year of 2021. Thus, it is subject to change.

2. On-Campus Dormitory

A. Seoul Campus

- 1) Webpage: <https://reslife.korea.ac.kr>
- 2) Contact: reslife@korea.ac.kr / +82-2-3290-1555
- 3) Online Application: June, 2022 (TBA)
- 4) All international students should submit their on-campus dormitory application individually.

B. Sejong Campus

- 1) Webpage: <https://dormitel.korea.ac.kr>
- 2) Contact: skymonicaj@korea.ac.kr / +82-44-860-1854
- 3) Online Application: July, 2022 (TBA)
- 4) All international students should submit their on-campus dormitory application individually.

3. Other Notices

- A. The newly admitted students are not allowed to have a leave of absence for their first semester according to the *Constitution of the Graduate School Article 16*. However, Clause 2-6 stipulates that in certain cases (e.g. disease, military service, maternity leave) may be allowed a leave of absence with the consent of the Dean of the Graduate School and required documents. (The conditions are subject to change based on the Graduate School committee's decision.)
- B. Korea University has two campuses, one in Seoul and another one in Sejong (About two hours from Seoul by car). The College of Culture and Sports, College of Public Policy, College of Global Business, College of Science & Technology, and College of Pharmacy are in Sejong Campus.
- C. All international students should contact the Korean Consulate/Embassy in their home country or immigration offices to apply for a student visa in advance.
- D. Please refer to the KU Graduate School webpage if you have any inquires. (<https://graduate2.korea.ac.kr> → Notices → FAQ)

4. Location of Graduate School: Graduate Library Building 126B, Seoul Campus

