

# Recruitment Guidelines for Korean Language Program in 2024



조선대학교  
CHOSUN UNIVERSITY

## 1. Qualification

- Any applicant whose parents, as well as the applicant, have foreign Nationalities.
- Any applicant who graduated(or is going to graduate) from international or domestic high schools Or those who have an equivalent educational background as above

## 2. Program Schedule and Tuition Fees

Year		Course	Start of class	Class hours	Tuition Fee
2024	1 <sup>st</sup> semester	Spring	11 <sup>th</sup> March 2024	10 weeks (200hrs)	1,275,000 ₩ (Including textbook)
		Summer (Additional Enrollment)	27 <sup>th</sup> May 2024	10 weeks (200hrs)	1,275,000 ₩ (Including textbook)
	2 <sup>nd</sup> semester	Fall	9 <sup>th</sup> September 2024	10 weeks (200hrs)	1,275,000 ₩ (Including textbook)
		Winter (Additional Enrollment)	27 <sup>th</sup> November 2024	10 weeks (200hrs)	1,275,000 ₩ (Including textbook)
Total 1 year				40 weeks (800hrs)	5,100,000 ₩ (Including textbook)

Mongolian/Uzbekistani/Vietnamese/Myanmar nationals are required to enroll for 12 months (2 semesters).

## 3. Admissions Schedule and Procedure:



Schedule	2024 Summer Course	2024 Fall Course	2024 Winter Course	Remark
Online Application <b>Submission of Original Documents &amp; Scanned Files</b>	2024.03.15~29	2024.06.03~21 *Vietnam: 5.27~6.9	2024.09.09~09.25	<a href="https://www3.chosun.ac.kr/global">https://www3.chosun.ac.kr/global</a>
Document Evaluation and Interview	2024.04.01~04.05	2024.06.21~07.05 *Vietnam: 6.10~6.14	2024.09.26~10.04	(Online/Face-to-face)
<b>Admission Results Announcement</b>	2024.04.08	2024.07.08	2024.10.07	<a href="https://www3.chosun.ac.kr/global">https://www3.chosun.ac.kr/global</a> →

				Admission→ <b>Admission Result</b>
Payment of tuition fees, submission of final academic transcripts, and bank balance statement	2024.04.08~04.12	2024.07.08~ 07.12	2024.10.07~10.11	Tuition bill will be issued via email
Issuance of visa code	2024.05.01 ( May vary)	2024.08.19 (May vary)	2024.11.11 (May vary)	Will be sent via email
Start of Classes	2024.05.27	2024.09.09	2024.11.25	<b>Announcement of successful candidates, will be sent via email.</b>

※ All announcements will be notified via e-mail, **so make sure your email is correct.**

※ The above schedule is subject to change due to university circumstances, and any changes to the schedule will be announced on the university's website at <http://www3.chosun.ac.kr/global>.

#### 4. Admission Procedure

- Applicants are evaluated based on their self-introduction, academic records, Learning abilities, financial capabilities, and application pathway. The final selection of successful candidates is determined through the review of the admissions committee.
- Applicants who seems to have insufficient learning abilities and financial capabilities based on the document evaluation may not be selected, regardless of the number of available positions.

#### 5. Required documents

NO.	Documents	Remark
1	Document Checklist	(Attachment#1)
2	Application Form	Submit a copy by email after online application. (*Essential: English name as in the passport, accurate address and contact information, official English name of the school - Required to upload attached files!)
3	Self-Introduction Letter	
4	Study Plan	
5	Personal Information Consent Form	
6	Photo	Two photos. (Background: White, Size: 3.5cmX4.5cm)
7	Copy of Passport	Color copies are required.
8	Final Educational Background Certificate	<b>Both the final educational background certificates ((Expected) Graduation Certificate and Transcript) must be submitted.</b> ① Confirmation of final academic qualification documents ② Agree to check academic background (Attachment#2)
9	Official Transcripts	• Full academic record of the final education stage

10	Bank Statement	<p><b>Original English bank statement, issued within one month of application, showing a balance of 8 million KRW or more</b></p> <p>※ In the applicant's name (for those in South Korea) or the parent's name</p> <p>※ For Uzbekistan and Vietnam nationals: Submit a balance certificate issued by a local Korean bank</p> <p>(Vietnam) Proof of deposit of 8 million KRW or more in a Korean won account (required to maintain a balance for 12 months or more) or "a confirmation of study expenses deposit" from a financial institution located in South Korea</p> <p>(Uzbekistan) A balance certificate issued by a local financial institution in South Korea, showing a balance of 8 million KRW or more maintained for three months or more</p>
11	Applicant's and Parents' Nationality Documents	<p>① Color copies of your passport and your parents' passports or national ID cards.</p> <p>② Family relationship proof documents for yourself and your parents (original or notarized copies):</p> <ul style="list-style-type: none"> <li>- Non-Chinese nationals: Original family relationship certificate or birth certificate (with certified translation if necessary)</li> <li>- Chinese nationals (choose one): Notarized copy of the family relationship certificate or the hukou book. In cases where the "Hukou" (household registration) is separated from the parents, submit proof of family relationships.</li> <li>· In cases where it is impossible to submit the required documents due to circumstances such as parents' divorce, death, etc., provide government-issued documents as evidence.</li> <li>· If documents are in languages other than English, an English translation is required.※ Only documents issued and notarized within 3 months of the document submission deadline will be accepted.</li> </ul>
12	Financial Support Documents	<p><b>Proof of Financial Support (① + ②) must be submitted.</b></p> <p>① <b>Financial Affidavit (Attachment#3)</b></p> <p>② <b>Original employment certificate and income statement of financial guarantor (parent), original tax certificate, and a copy of the company's business registration certificate</b></p> <ul style="list-style-type: none"> <li>- <b>If you are a business owner: Copy of business registration certificate and income proof</b></li> </ul> <p>※ Employment certificate: Issued by your affiliated company, including essential information like your name, gender, date of birth, career, current position, company address, contact information, and the company seal is required.</p> <p>· <b><u>Notarization of document in Korean or English translation</u></b> , if it is not official English documents.</p>
13	Other Documents (if applicable)	<ul style="list-style-type: none"> <li>•Gap evidence: If it has been more than 6 months since your final school graduation, provide documentation of your activities during that period (employment certificate, career history, etc.).</li> <li>•For those currently employed: Submit a career history certificate and reasons for studying abroad.</li> <li>•If you have prior experience of studying in Korea: Be sure to provide relevant documentation.</li> <li>•For any other unique circumstances, please inquire for the required documents after contacting us.</li> </ul>

## 6. Information on Academic Document Verification (Choose one)

### 1) For schools outside China

가. Member countries of the Apostille Convention :Please submit academic documents with an Apostille certification.

○ The Apostille Convention eliminates the need for further legalization of foreign public documents. (Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents)

※ Apostille certification is obtained in the issuing country.

○ Apostille apply procedures

Obtain the official document from the relevant government	→	Visit the Apostille-issuing authority	→	Apply for the Apostille	→	Reviews of Apostille	→	Apostille issue
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For non-Apostille Convention countries: Get your original academic documents and have them confirmed by the Korean Embassy in the country where your school is located or in your home country (if the school is in a different country). This confirmation validates the documents for use in South Korea.

### 2) In case the final school is located in China (\*only for graduates of universities located in China)

General high school	Vocational high school	Graduation from university
<b>Academic Credentials Verification Report (CHSI) - English</b> - Issuing Authority: China Academic Degrees and Graduate Education Development Center ( <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a> ) - Apply through the official business agency in South Korea, Seoul Gongsacademy <a href="http://cdgdc.edu.cn/">http://cdgdc.edu.cn/</a> (Inquiries: 02-554-2688) <b>*No need for consular confirmation.</b>	<b>(Choose one of the following)</b> <sup>1</sup> . Graduation Certificate issued by the respective school - Requires verification by local education authorities and the Korean embassy in the host country 2. Graduation Certificate issued by local education authorities - Graduation Certificate issued by local education authorities	<b>Academic Credentials Verification Report (CHSI) - English</b> - Issuing Authority: China Academic Degrees and Graduate Education Development Center ( <a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a> ) <b>*No need for consular confirmation.</b>

Category	Main contents
Apply online	<a href="https://www3.chosun.ac.kr/global">[https://www3.chosun.ac.kr/global]</a> → [Admission] → [Apply] → <b>"Korean Language Course Admission"</b>
Submission Documents	1st floor of Chosun University International Hall, 9, Chosun University 5-gil, Dong-gu, Gwangju

in physical form	International Cooperation Team Korean Training (61452) / Tel. +82-62-230-6956    ✖ <b>Only for arrivals by reception deadline (15:00)</b>
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## 7. Apply method

## 8. Instructions for Visa Application After Final Acceptance

Category	Main contents
Overseas Residence	[ <a href="https://www3.chosun.ac.kr/global">https://www3.chosun.ac.kr/global</a> ] → [Admission] → [Admission Result] → <b>“Admission Result of Acceptance for Korean Language Course ”</b>

✖ In cases of visa issuance delays, rejections, or any related issues, the responsibility lies with the applicant. If a student is unable to enroll due to reasons such as visa rejection after tuition payment, they can submit a withdrawal request and tuition refund application before the start of classes, allowing for a full refund of the tuition fees.

## 9. Scholarship

Type	Criteria	Benenfits	Remark
Outstanding grades scholarship 1	1 <sup>st</sup> in class	Reduce 20% tuition fees	Every semester (twice a year)
Outstanding grades scholarship 2	2 <sup>nd</sup> in class	Reduce 15% tuition fees	
Outstanding grades scholarship 3	3 <sup>rd</sup> in class	Reduce 10% tuition fees	
TOPIK Scholarship	TOPIK 4 or higher	500,000 won	Only one time

## 10. Benefits for Language Students

**Korean Cultural Experienc:** Providing cultural experiences for adapting to Korean culture.

**Scholarships for Outstanding Academic Performance:** Scholarships are awarded to the top 3 students in each class per semester.

**TOPIK Scholarships:** KRW 500,000 is awarded to those who achieve Level 4 or higher in TOPIK.

**Korean Language Assistants Program for New Students.**

## 11. Dormitory

Category	Dormitory fees		Remark	Duration of stay
	Maintenance fee (1st semester)	Type		
Baek-hak-hak-sa	758,000 won	Double room	Shared restrooms & shower rooms, student cafeteria	About 4 months
	1,137,000 won	Single room	Private restrooms & shower rooms, student cafeteria	
Global House	890,000 won	Double room	In-room restrooms & shower rooms, student cafeteria	Spring semester : 2024.02.29(Thursday)~ 4:00P.M. 06.22 (Saturday)
	1,335,000 won	Single room		

- The above dormitory fees are based on the year 2024 and may be subject to change in the future.
- Payments are made after the residence period and vary by the number of days (KRW 7,000~9,000 per day).
- Dormitory residents are required to undergo a health checkup every semester (may send bank those with infectious diseases).
- Basic facilities: **Single bed (with storage drawers), desk (with bookshelf), chair, wardrobe (with mirror and shoe rack), LAN cable, telephone.** Other personal items such as bedding, pillows, bed covers, hangers, toiletries, slippers, etc., are to be prepared individually.
- **Cooking is strictly prohibited in the dormitory except in the communal kitchen.**

## 12. Other Information

### 1) Insurance

- It is mandatory to have private insurance upon arrival, as Korean National Health Insurance is only available for enrollment after 6 months of foreigner registration.
- Approximate cost: KRW 70,000 for 6 months.

### 2) Korean National Health Insurance

- Mandatory enrollment after 6 months of foreigner registration.
- Approximate cost: KRW 75,000 per month (based on 2024 rates, subject to change).
- Additional private insurance can be purchased based on individual needs.

## Settlement Expenses

- Recommended to exchange necessary funds before arrival.

-Estimated 1-month settlement expenses: KRW 2,000,000.

Content	Amount	Note
Transportation expenses	100,000₩	
Insurance	70,000₩	6months
Foreigner registration certificate fee	30,000₩	
Dormitory fee	800,000₩	4 months
Personal expenses	About 1,000,000₩	Varies for each individual (monthly)

## Notes

1. All information must be entered and physical documents must be submitted by mail or in person before the application deadline to complete the application.
2. Dual citizens and stateless individuals are not eligible to apply.
3. Email and phone numbers should be provided accurately, and any disadvantages due to incorrect information or input on behalf of others will be the responsibility of the applicant.
4. Submitted documents should be in Korean or English original (documents in other languages must be translated into Korean and notarized), scanned in color, and **submitted online in PDF format. The original documents must be submitted by mail or in person.**
5. Even if the online application is completed, failure to submit the required documents within the specified period will result in disqualification.
6. If copies are submitted, the original documents must be submitted within the specified period. Any discrepancies between the copies and original documents may lead to disadvantages.
7. If it is discovered that documents have been forged, altered, or that admission was obtained through fraudulent means, admission may be canceled.
8. Inquiries regarding the confirmation of mailed documents will not be accepted, and all submitted documents will not be returned.
9. If it is impossible to submit the original degree certificate for visa issuance, a notarized copy of the degree certificate should be submitted in advance, followed by the submission of the original at a later stage.
10. Additional documents may be requested during the evaluation process, and failure to submit required documents may result in disqualification.
11. If the applicant's name on the application documents is different, an official document from the relevant country's legal authority confirming the same individual should be attached.
12. Documents written in languages other than Korean or English should be added with a notarized translation.
13. Matters not specified in the recruitment guidelines will be determined by the Chosun University International Cooperation Team.
14. **The applicant is responsible for any transfer fees incurred when refunding tuition fees to disqualified individuals.**
15. After the announcement of successful candidates, those who have obtained domestic entry visas



will be considered finally accepted. **Applicants without confirmed visas until the beginning of the semester are generally deferred to the next academic term.**

**16. Finally accepted students must obtain international student insurance in Korea, which costs approximately US\$80.**

17. These recruitment guidelines are written in Korean, English, and Chinese. In the event of interpretation differences, the content in Korean will prevail.



## 지원자 서류 체크리스트 Checklist for Application Documents

연번	입학서류목록 및 요구사항	확인
1~5	체크리스트, 입학지원서, 자기소개서, 학업계획서(온라인 신청 및 출력)	
6	여권사진 2 장 ( 흰색배경, 6 개월 이내 촬영, 3.5cm*4.5cm ) ※ 뒷면에 본인의 영문명 기입	
7	본인 여권 사본	
8	최종학력증명서(학력인증서류) ※ 영문 또는 한국어 서류 제출 원칙, 입증방식 확인	
9	성적증명서 ※ 외교부 공증서 제출!	
10	은행잔고증명서(은행발급 원본) ※본인 또는 부모님 명의로 발급, 예치금액 한화 800 만원이상 잔고증명서 예치 여부 및 기간은 지원지 해당국가에 따라 다르기 때문에 담당자 상담후 발급	
11	가족관계입증서류 본인 및 부모의 가족관계입증서류(영문 원본 또는 원본과 한국어 공증본) ① 중국 이외 국적자: 가족관계증명서 또는 출생증명서 원본 예) (베트남)호적부(Sổ hộ khẩu) 또는 주민등록등 CT07 및 출생증명서(Giấy khai sinh) / (몽골) 친족관계증명서 ②중국 국적자(1 개 선택): 친족관계증명서 또는 호구부(户口本) 제출 (호구부가 부모와 분리되어 있는 경우 친족관계증명서 제출) · 부모 이혼/사망 등으로 서류 제출 불가능한 경우, 해당 사실을 증명하는 정부기관 발급 서류제출 · 영문 공식서류 외 한국어/영어 번역 공증	
12	재정지원입증서류(①+②) 모두 제출 ① 유학경비부담서약서 ② 재정보증인(부모)의 재직증명서 및 소득증명서, 납세증명서 원본, 재직회사의 사업자등록증 사본 - 사업을 운영하는 경우: 사업자등록증 사본 및 소득증명자료 제출 ※재직증명서: 소속 회사에서 발급, 성명, 성별, 생년월일, 경력, 현 직무, 회사주소, 연락처 등의 정보 기재 필수, 회사 직인 필수	
13	기타서류(해당자에 한함) •공백 증명: 최종 학교 졸업 이후 6 개월이 지난 경우, 그 기간의 활동을 증명할 자료 제출( 재직증명서, 경력증명서 등) •직장 재직 중: 경력증명서, 유학 사유 •한국에서 유학 경험이 있는 경우 반드시 관련 증명 제출 •그 외 특이사항이 있을 경우, 문의 후 관련 서류 제출	

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Name :

(Signature)

■ Attachment #2



## 학력조회 동의서(Agreement for academic background check)

### ■ 지원자 졸업학교 정보(Applicant's Graduation Information)

지원자이름 (Applicant's Name)		
생년월일(Date of Birth) (yyyy/mm/dd)		
지원자 졸업 학교명 (Name of School)		* 졸업 또는 졸업예정인 학교 이름 (where you most recently has earned or are to earn the diploma)
교무처 & 학력 증명서 (Information on Records & Transcripts Office)	이메일(Email)	
	팩스(Fax)	
	전화(Phone)	
수학일자(Dates of Attendance) (yyyy/mm/dd)		From to
졸업일자(Year of Graduation)		

지원자 본인은 조선대학교에서 본인의 학력을 조회하는 것에 동의합니다.  
Applicant agrees that Chosun University would inquire about  
the educational background of the applicant's last graduation  
school.

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성명: (인)

Attachment #3



유학경비부담서약서(Financial Affidavit)

**연간 소요경비(추정액) (Average costs for an academic year) ▶ 기준금액(基準銅幣) \$1=₩1,200**

학교에 1 년간 납부하여야 할 금액(To be paid to the University annually)	
수업료(Course enrollment fee)	2,500,000 원 x 2 학기(About US 2,100\$ x 2)
교재비(Textbook fee)	100,000 원(About US \$ 85)
소계(Subtotal)	5,100,000 원(About US \$ 4,370)
생활경비(Cost of Living): 개인에 따라 증감될 수 있음 (May be increased or decreased depending on the individual.)	
주거비(Housing)	2,000,000 원(US \$ 1,600)
생활비(Living)	6,000,000 원(US \$ 4,600)
소계(Subtotal)	8,000,000 원(About US \$ 6,100)
총 계(Total) : 13,100,000(About US \$10,500)	

**■ 보증인 서약(Sponsor)**

상기 학생이 귀교 수학기간 동안 학비를 포함한 일체의 소요경비 조달문제에 대해 재정적 책임을 질 것과 함께 제출하는 본인의 재직증명서 및 재산세 과세 증명서가 틀림이 없음을 서약합니다.

(I hereby certify that I will take full financial responsibility for the education and living expenses for the student mentioned above for the duration of studies. Further, I guarantee that the attached certificate of employment and certificate of property tax payment are true and accurate.)

성명(Name) :	서명(Signature) :
학생과의관계(Relation):	연월일(Date) :
주소 및 전화번호(Address & Phone) :	
보증인직업(Sponsor' job) :	
연간수입액(US\$) (Annual income amount) :	
수입내역(Income route-describe in details) :	

\* 보증인=재직증명서, 수입증명서 명의=은행잔고증명서 명의 (Sponsor name= A certificate of employment and Income name=Bank statement's name)

# CHOSUN UNIVERSITY

## Korean Language Course

광주광역시 동구 조선대 5 길 9, 조선대학교(국제관 1 층)

국제협력팀 '한국어연수담당자' 우편번호: 61452 전화번호: 062-230-6956

**International Affairs Team 'Korean Language Course coordinator'**

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Dong-gu, Gwangju

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Office: +82-62-230-6956

E-mail: [admission@chosun.ac.kr](mailto:admission@chosun.ac.kr) / [anudr@chosun.ac.kr](mailto:anudr@chosun.ac.kr)

<https://www.chosun.ac.kr/eng>