



# **Spring Semester, 2026 Graduate Admission Guide For International Students**

September, 2025.



**Sunchon National Univeristy  
(Graduate School)**

# Contents

## I. Special Admission for Korean Expatriates & International Applicants

1. Department / Major .....	1
2. Timeline .....	3
3. Eligibility .....	3
4. Required Documents .....	4
5. Screening Process .....	7
6. Selection Criteria .....	7
7. Application Fee .....	7
8. Scholarships and Benefits .....	7
9. Notes for Applicants .....	7
10. Admission Announcement .....	7
11. Visa Application and Issuance for Admitted Students .....	8
<input type="checkbox"/> Attached 1) Reference Materials for Apostille .....	11
<input type="checkbox"/> Form 1) Application Form .....	12
<input type="checkbox"/> Form 2) Personal Statement and Study Plan .....	13
<input type="checkbox"/> Form 3) Financial Sponsorship .....	15
<input type="checkbox"/> Form 4) Consent for Verification of Academic Status and Transcripts .....	16
<input type="checkbox"/> Form 5) Letter of Recommendation for Doctoral Programs .....	17
<input type="checkbox"/> Form 6) Letter of Recommendation for Combined Master's & Doctoral Program .....	18

II. Contact Information for Department Offices .....	19
--	----

# I. Special Admission for Korean Expatriates & International Applicants

## 1 Department / Major

Field	Department / Major	Master	Doctor	Combined	
Humanities & Social Science	Law	○	○	○	
	Public Administration	○	○	○	
	Business Administration	×			
	Accounting	○			
	International Trade	○			
	Logistics	○			
	Division of Business Administration, International Trade and Commerce				
		Business Administration		×	×
		Accounting		○	○
		International Trade		○	○
		Logistics		○	○
		English Language and Literature	○		
		Korean Language & Literature	○	○	○
		History	○		
		Japanese	○		
		Philosophy	○		
		Education	○		
		Agricultural Economics	○		
		Economics	○	○	○
		Consumer and Family-Child Studies	×		
		Social Welfare	×		
		<b>Department of Korea-Japan Interpretation and Translation</b>	○		
		School of Education			
		English Education		○	○
		Social Studies Education		×	
		Mathematics Education		○	○
		Education		○	
Natural Science	Food Science and Technology	○	○	○	
	Biology	○	○	○	
	Chemistry	○	○	○	
	Food and Nutrition	○	○	○	
	Food and Cooking Science	○	○	○	
	Life Resources	○			
	Development on Plant Resources	○			
	Division of Plant Science				
		Life Resources		○	○
		Development in Plant Resources		○	○
		Animal Science and Technology	○	○	○
	Division of Horticulture and Plant Medicine				
		Plant Medicine	○	○	○
		Horticulture	○	○	○
		Forest Resources	○		
		Landscape Architecture	○		
	Division of Forest Resources and Landscape Architecture				
		Forest Resources		○	○

Field	Department / Major	Master	Doctor	Combined	
	Landscape Architecture		○	○	
	Agricultural Chemistry	○	○	○	
	Agricultural Education	○			
	Mathematics Education	○			
	Science Education	○			
	Physics	○			
	Oriental Medicine Resources	○			
	Environmental Education and Science	○			
	Computer Education and Information	○			
	Pharmacy	○	○	○	
	Clothing and Textiles	○			
	Nursing	×	×		
Art	Piano	○			
	Creative Writing	○			
	Cartoon and Animation Art	○			
	Sport and Leisure Science	○			
Engineering	Electrical Engineering	○			
	Electronic Engineering	○			
	Division of Electrical Engineering and Electronic Engineering				
	Electrical Engineering		○	○	
	Electronic Engineering		○	○	
	Materials Science and Metallurgical Engineering	○	○	○	
	Chemical Engineering	○	○	○	
	Mechanical Engineering	○			
	Aerospace Engineering	○			
	Mechanical & Aerospace Engineering		○	○	
	Civil Engineering	○			
	Architectural Engineering	○			
	Environmental Engineering	○			
	Division of Civil, Architecture and Environmental Engineering				
	Civil Engineering		○	○	
	Architectural Engineering		○	○	
	Environmental Engineering		○	○	
	Computer Engineering	○	○	○	
	Division of Smart Convergence Technology				
	Computer and Communication Engineering	○	○	○	
	Multimedia Engineering	○	○	○	
	Smart Agriculture	○	○		
<b>Smart Agricultural Engineering</b>	○	○	○		
Advanced Components and Materials Engineering	○	○	○		
Inter-Disciplinary Programs	Human Harmonized Robotics	○	○	○	
	Engineering for Smart Clothing	○			
	Convergence Arts	○	×	×	
	Science and Information Convergence		○		
	Agricultural Industry Economy and Education		○		
	Classical Studies and Humanities		○		
	Natural Cosmetic Science	○	○	○	
	Global Society and Policy Development	○	○	○	
	Global Communication Arts <sup>1)</sup>		○		
	Yeosu & Suncheon Local Studies	○	○	○	
	Sports Convergence		○		
	Korean-Chinese Interpretation and Translation	○			
Artificial Intelligence in (Teacher) Education	×				

Field	Department / Major	Master	Doctor	Combined
	<b>Korean Cultural Education</b>	○		
	<b>Global Tea Culture &amp; Manufacturing Industry</b>	○	○	○
Agriculture	IT-Bio Convergence System <sup>2)</sup>	○	○	○
<b>Total Quotas</b>		<b>00</b>		

1) Global Communication Arts: Animation, Photography, Video Design, Music, and Culturology majors

2) IT-Bio Convergence System: Animal Science and Technology, Smart Agricultural Engineering, Agricultural Chemistry, Division of Horticulture and Plant Medicine, Division of Smart Convergence Technology, Human Harmonized Robotics

## 2

### Admission Timeline

Steps	Schedule	Channel	Remarks
Application Submission	October 27 (Mon), 2025 – November 20 (Thu), 2025	Office of International Affairs and Education	- Submission in person ☎ <b>+82-61-750-3147</b> (e-mail: int_admission@scnu.ac.kr)
Special Admission Screening	November 28 (Fri), 2025 – December 2 (Tue), 2025	Department/major	
Admission Announcement	December 10 (Wed), 2025 (Subject to change)	University website	<a href="https://www.scnu.ac.kr">https://www.scnu.ac.kr</a>
Payment of Tuition Fee	December 22 (Mon), 2025 – December 24 (Wed), 2025		<a href="https://www.scnu.ac.kr">https://www.scnu.ac.kr</a>
Course Registration	February 2 (Mon), 2026 – February 6 (Fri), 2026		

※ Recruitment schedule, submission channel, and student quota are subject to change depending on the circumstances of related departments.

## 3

### Eligibility

- A. Applicants may apply regardless of their undergraduate major. However, certain prerequisite courses designated by the department must be completed after admission.
- B. The master's and doctoral degree programs in the Department of Pharmacy do not provide qualifications for taking the National Pharmacist Examination.
- C. Only those who have achieved TOPIK (Test of Proficiency in Korean) Level 4 or higher are eligible to apply for the Department of Education (Master's) and the Major in Education (Doctoral / Combined Master's and Doctoral Program).

Section	Details
<b>General Eligibility</b>	<p>Applicants must meet at least one of the following eligibility requirements and provide proof of eligibility.</p> <ol style="list-style-type: none"> <li>1) Applicant and both parents must be foreign nationals. <ul style="list-style-type: none"> <li>※ Neither the applicant nor the parents may hold Korean citizenship.</li> </ul> </li> <li>2) Applicant must be a foreign national who has completed the entire course of education equivalent to elementary, middle, high school, and undergraduate education outside Korea.</li> </ol>
<b>Academic Qualifications</b>	<ul style="list-style-type: none"> <li>- Master's Program / Combined Master's and Doctoral Program: Applicants must hold a bachelor's degree or a diploma equivalent to or higher than a bachelor's degree.</li> <li>- Doctoral Program: Applicants must hold a master's degree or a diploma equivalent to or higher than a Master's degree</li> </ul> <p>※ Prospective graduates who are expected to complete their degree requirements by <b>February 2026</b> are eligible to apply. The degree (or diploma) must be officially conferred no later than <b>February 27, 2026</b>. Admission will be canceled if the degree is not obtained by that date.</p>
<b>Industry-University Cooperation Program Applicants</b>	<p>Applicants must satisfy both the general eligibility and academic qualification requirements, and also meet the following conditions:</p> <ul style="list-style-type: none"> <li>- Must be recommended by the head of the contracting institution</li> <li>- Must have consulted with the relevant department office before submitting the application</li> </ul> <p>※ If the contract with the affiliated institution is terminated or revoked after admission, the program may be suspended.</p>

- A. Application forms and required document forms can be downloaded from the Suncheon National University Graduate School website.
- Suncheon National University website (English) ➤ Undergraduate/Graduate ➤ Graduate School
  - Admission (For International Applicants)
- B. All application documents must be submitted in **original copy**. However, if the original document cannot be reissued, an original **notarized document** issued by a notarization authority must be submitted. (All original and notarized documents must have an official government verification.)
- C. All documents must be written in Korean or English. Documents in other languages must be accompanied by an original notarized translation in Korean or English.
- D. Prospective graduates must submit the original graduation certificate, transcript, and degree certificate by **February 2026**.

Required Documents	Form	Details
1. Application form	1	Must be written accurately in English or Korean, and must be <b>signed by the applicant</b> .
<b>2. Bachelor's Degree Certificate</b>  (Applicable to master's, combined master's and doctoral, and doctoral applicants)	1	<p><b>&lt; Graduates &gt;</b>            * One <b>original notarized degree certificate</b> issued by an authorized public institution</p> <p><b>&lt; Prospective graduates &gt;</b>            * One original copy of a <b>certificate of expected graduation</b> or <b>certificate of expected degree</b></p> <p>* One original graduation or degree certificate and one <b>official confirmation document</b> issued by public institution, to be submitted before admission</p> <p>- <i>Official confirmation document may include: Apostille<sup>1)</sup>, academic background/degree recognition report<sup>2)</sup>, or consul's confirmation<sup>3)</sup></i></p> <p><b>&lt; Common Requirements &gt;</b>            * Certificates issued in languages other than Korean or English (including prospective certificates and official confirmation documents) must be accompanied by an original notarized translation in Korean or English. Korean university graduates must submit the original graduation certificate.</p> <p>- <i>Official notarization may include: Apostille<sup>1)</sup>, academic background/degree recognition report<sup>2)</sup>, or consul's confirmation<sup>3)</sup></i></p>
<b>3. Master's Degree Certificate</b>  (Applicable to doctoral degree applicants)	1	<p><b>&lt; Graduates &gt;</b>            * One <b>original notarized degree certificate</b> issued by an authorized public institution</p> <p><b>&lt; Prospective graduates &gt;</b>            * One original copy of a <b>certificate of expected graduation</b> or <b>certificate of expected degree</b></p> <p>* One original graduation or degree certificate and one <b>official confirmation document</b> issued by public institution, to be submitted before admission</p> <p>- <i>Official confirmation document may include: Apostille<sup>1)</sup>, academic background/degree recognition report<sup>2)</sup>, or consul's confirmation<sup>3)</sup></i></p> <p><b>&lt; Common Requirements &gt;</b>            * Certificates issued in languages other than Korean or English (including prospective certificates and official confirmation documents) must be accompanied by an original notarized certificate translated in Korean or English. Korean university graduates must submit the original graduation certificate.</p> <p>- <i>Official notarization may include: Apostille<sup>1)</sup>, academic background/degree recognition report<sup>2)</sup>, or consul's confirmation<sup>3)</sup></i></p>
4. Transcripts	1	<p>* <b>Master's program / Combined Master's and Doctoral Program:</b> Submit official transcripts for all undergraduate coursework</p> <p>* <b>Doctoral Program:</b> Submit official transcripts for all undergraduate and master's coursework</p> <p><b>&lt;Common Requirements&gt;</b>            * Certificates in languages other than Korean or English (including confirmation documents) must be accompanied by an original notarized translation in Korean or English.</p> <p>* Korean university graduates must submit the original graduation certificate.</p>
5. Personal Statement & Statement of Purpose	2	* Clearly state the addresses of the schools you graduated from and your current mailing address.
6. Passport photocopy	1	* Submit a copy of your passport that is valid for <b>at least six months</b> from the date of admission.  (Applicant residing in Korea must also submit copies of the front and back sides of a valid Alien Registration Card.)

Required Documents	Form	Details
7. Statement of Financial Resources	3	<ul style="list-style-type: none"> <li>* Financial guarantor may be the <b>applicant, a parent or an academic advisor</b>.</li> <li>* Submit an original bank statement in English, or with an original notarized translation in Korean or English <ul style="list-style-type: none"> <li>- A certificate of deposit balance of at least <b>KRW 16,000,000 KRW</b> under the name the applicant or one of the parent is required.</li> <li>- Only documents issued after <b>October 27, 2025</b> are accepted. However, if the certificate specifies a validity period, the document is valid until the indicated expiration date.</li> </ul> </li> <li>* <b>If the financial guarantor is the applicant's academic advisor, submission of the bank statement may be waived.</b> <ul style="list-style-type: none"> <li>- If the academic advisor only provides partial financial support, the applicant (or one of the parents) must submit a separate certificate of deposit balance for the remaining amount. In addition, after admission, applicants must prepare supplementary financial documents if requested by the embassy for visa application.</li> </ul> </li> </ul>
8. Certificate of Family Relations		<ul style="list-style-type: none"> <li>* The name, nationality, and <b>relationship of the applicant and both parents</b> must be clearly stated. <ul style="list-style-type: none"> <li>- If there are special circumstances such as divorce, death, or acquisition of Korean nationality by the parents, additional supporting documents must be submitted.</li> </ul> </li> <li>* China: Census Registration, with an original notarized translation in Korean or English</li> </ul> <p><b>&lt;Common&gt;</b></p> <ul style="list-style-type: none"> <li>- Only original documents issued within <b>three months prior to the date of application</b> are accepted. (If issued in a language other than Korean or English, <b>an original notarized translation in Korean or English</b> must be submitted.)</li> </ul>
9. Copy of Parents' Passport or ID		<ul style="list-style-type: none"> <li>* Submit copies of both parents' passports, or original notarized translations in Korean or English of their ID cards. (The name on the notarized document must be written in English.)</li> </ul>
10. Authorization and Consent to Release Educational Records	4	

**< Details of Official Confirmation Documents Authenticated by Public Institutions >**

- 1) **Apostille Certificate:** For **Apostille member countries** only; verifies the authenticity of public documents issued by foreign government offices, or certificates such as diplomas and transcripts issued by public universities.
  - ※ **Please see Attachment 1 to check whether your country is a Apostille member country.**
  - Relevant institution: The Ministry of Foreign Affairs and Trade, Safe Overseas Travel website ([www.0404.go.kr](http://www.0404.go.kr)). Consultation: +82-2-2100-7500, Consul Call Center: +82-2-3210-0404
- 2) **Academic Degree Verification (China):** Can be issued from China Higher Education Student Information and Career Center (**CHSI, 学信网**)  
Website: <https://www.chsi.com.cn>
- 3) **Consul's confirmation letter:** For applicants from non-Apostille Convention member countries, certification or verification issued by the Korean consulate in the applicant's country, or by the applicant's embassy in Korea.

E. The following shall be submitted only by relevant people.

Required documents	Form	Details
Employment Certificate		* Submit only if applicable.
Language Proficiency Certificate		* Required only for applicants who possess valid scores in TOPIK, TOPIK IBT, TOEIC, TOEFL, or IELTS. * Applicants to the Department of Education (Master's) and Major in Education (Doctoral / Combined Master's and Doctoral Program) must submit a TOPIK (Test of Proficiency in Korean) certificate of Level 4 or higher
Certificate of Completion for Korean Language Training Course		* Required only for applicants who have taken courses from regular Korean language training institutions in Korea. * The certificate must include grades and attendance records for each semester.
Letter of Recommendation for Doctorate Program	5	* Required only for applicants for the Doctoral Program or the Combined Master's and Doctoral Program.
Letter of Recommendation for Combined Master's and Doctorate Program	6	- May be waived if the application form already includes the confirmation and signature of the prospective academic advisor.
Master's Thesis (Department of Pharmacy only)		* Required only for applicants to the Doctoral Program

## 5

### Screening Process

- A. The screening will be conducted primarily through a document review.
- B. If necessary, each department/major may also conduct a written examination and interview (for both domestic and international applicants).

## 6

### Selection Criteria and Admission Decision

#### A. Selection Criteria

Applicants who achieve an average score of 70 or higher in the comprehensive review and evaluation conducted by the relevant department/major will be considered for selection.

#### B. Admission Decision

From among those who meet the selection criteria, final admission decisions will be made by the Deal of the Graduate School after review by the Graduate School Steering Committee, and the results will be officially announced by the Dean.

## 7

### Application fee: Free

## 8

### Scholarships and Benefits

- A. Academic activity support scholarship** (Research support scholarship, academic conference presentation scholarship and others)
- B. Research Assistant Scholarship(RA):** For those who are selected as an assistant

for education and research

### **C. Special living expenses scholarship for SCNU Advanced Components and Engineering students**

- Eligibility : Enrolled students who are studying in Advanced Components and Engineering(Master's, Doctoral, Combined Master's and Doctoral)
  - Scholarship amount: 1.5 million to 2 million Korean Won per month
- ※ For further details, contact the Advanced Components and Materials Engineering Department office (+82-61-750-5260).

9

## **Notes for Applicants**

- A. Even if an applicant who submitted a Certificate of Expected Graduation (February 2026) has been granted final admission, the admission may be revoked if the applicant fails to submit an original official confirmation of the graduation certificate (one of Apostille confirmation, the Consular Confirmation, or CHSI Certificate of Education) before the date of admission.
- B. Prospective graduates who are subject to the issuance of a D-2 student visa must submit their final graduation certificate and academic background verification certificate in accordance with the 「Guidelines for Visa Issuance and Residence Management for International Students」 of the Ministry of Justice of Korea to receive a Certificate of Admission. Considering the visa screening period, the documents must be submitted by the tuition payment deadline.
- C. Admission will be revoked in the following cases:
  - If any submitted documents are found to be forged, falsified or altered
  - If the education background check indicates that the applicant is not qualified for admission
  - If the applicant is found to have been admitted through any other fraudulent or improper means
- D. Applicants admitted to a Master's or Doctoral Program in a field different from their previous major must complete an additional 9 credits of prerequisite courses designated by the relevant department, in addition to the regular course requirements.
- E. Submitted documents will not be returned.
- F. If the applicant fails to obtain a visa by February 27 (Fri), 2026, it will be regarded as withdrawal from registration, and the admission will be cancelled.
- G. For further information, please contact the Office of International Affairs and Education, Suncheon National University (☎ +82-61-750-3147).

10

## **Admission Announcement**

### **A. Announcement of Successful Applicants**

- 1) Date : **December 10 (Wed), 2025**, 14:00 (scheduled)
- 2) Place : Website of Suncheon National University ( <http://www.scnu.ac.kr> )

### **B. Tuition payment**

- 1) How to print the tuition bill: Download from the university website ( <http://www.scnu.ac.kr> )
- 2) Period for printing payment : **Dec. 22 (Mon), 2025, 09:00 – Dec. 24 (Wed), 2025, 16:00**

3) Bank for payment: Nong-Hyup Bank

### C. Registration Cancellation and Tuition Refund

- 1) Period: Before the first day of the semester
- 2) Submission office: Graduate School Administration Office, via relevant department
- 3) Required documents: Registration cancellation and application form for tuition refund  
(SCNU Graduate School website → Forms → Download);  
receipt of tuition payment; copy of bankbook; copy of ID card

### D. Information for Tuition (based on 2025)

(Unit : Korean Won)

Field	Admission fee	Tuition fee	Total	Remarks
Humanities & Social Science	180,000	2,003,000	2,183,000	Agricultural Industry Economy and Education, Classical Studies and Humanities, Global Society and Policy Development, Yeosu & Suncheon Local Studies, Korea-China Interpretation and Translation
	180,000	2,429,000	2,609,000	
Natural Science	180,000	2,466,000	2,646,000	Nursing, Science and Information
	180,000	2,466,000	2,646,000	Convergence, Natural Cosmetic Science
Engineering	180,000	2,631,000	2,811,000	Human Harmonized Robotics, Engineering for Smart Clothing, Artificial Intelligence in (Teacher) Education
Arts and Sports Science	180,000	2,003,000	2,183,000	Creative Writing
	180,000	2,745,000	2,925,000	Piano, Cartoon and Animation Art, Convergence Arts, Global Communication Art
	180,000	2,429,000	2,609,000	Sport and Leisure, Sports Convergence
Pharmacy	180,000	3,024,000	3,204,000	

※ The tuition amount is subject to change for the 2026 Academic Year.

## 11

## Information for Visa Application & Issuance

### I. Successful Applicants Outside Korea (without a Visa)

#### A. Visa Application Procedure

- ① After confirming the payment of tuition, the Certificate of Admission and the school's business registration certificate (scan file) will be sent to the e-mail address on the admission application form.
- ② Successful applicants who have received the Certificate of Admission must apply for a visa in person at the Korean embassy or Korean consulate in the applicant's own country.

B. Required documents: Applicants should inquire individually with the Korean Embassy or Consulate in their home country, as required documents may vary.

C. Others: Required documents are subject to change according to the amendments of the relevant laws or regulations, or at the request of the authorities.

D. The successful applicants must inform the Office of International Affairs and Education (OIAE) of the result of VISA issuance by February 27 (Fri), 2026.

## II. Successful Applicants in Korea (with a Visa)

### A. Visa Change or Extension Procedure

- ① After confirming the payment of tuition, the Certificate of Admission will be sent to the e-mail on the admission application form.
- ② Refer to the list of documents to be submitted below and apply directly at the competent immigration office.
- ③ Even if the applicant still has a valid period of stay, the change of visa status, change of program, or change of affiliated university must be completed before the start of classes.

B. Questions: OIAE (☎ **+82-61-750-3147**) /int\_admission@scnu.ac.kr

Change of Visa Status	Visa Extension
<ul style="list-style-type: none"> <li>① Visa application form</li> <li>② A photo with white background (3cmX4cm)</li> <li>③ Receipt of tuition fee payment</li> <li>④ Passport</li> <li>⑤ Alien Registration Card</li> <li>⑥ Original diploma and certificate of graduation or proof of pending diploma</li> <li>※ <b>Submit one of the following forms</b></li> <li>- Official certificates submitted with the attachment of "Apostille".</li> <li>- Official certificates with the attachment of an authentication issued by the Korean Embassy or consulate, or the candidate's home country Embassy in Korea</li> <li>- (Chinese students only) Official certificates registered(in English) with Center for Student Services and Development, Ministry of Education (www.chsi.com.cn)</li> <li>⑦ Financial related documents(<b>necessary only for the students from the countries announced by the Minister of Justice</b>)</li> <li>- Only bank account opened under your name in Korean(Domestic) bank will be accepted.</li> <li>- Deposit balance certificate of bank balance equivalent to <b>KRW 16,000,000</b> or more in your bank account</li> <li>※ <b>Certificate of bank balance must be within 30 days of application</b></li> <li>⑧ An original copy of Korean Language Course Certificate (only for relevant applicant)</li> <li>⑨ An original copy of Korean Language Course Transcripts including attendance (only for relevant applicant)</li> <li>⑩ Proof of residence (receipt of payment for the dormitory, proof of residence, etc.)</li> <li>※ Visa change and alien registration card issuance fee : 130,000 won (When Visa is changed, ARC needs to be issued.)</li> </ul>	<ul style="list-style-type: none"> <li>① Visa application form</li> <li>② Receipt of tuition fee payment</li> <li>③ Passport</li> <li>④ Alien Registration Card</li> <li>⑤ Original diploma and certificate of graduation or proof of pending diploma</li> <li>⑥ Proof of residence (receipt of payment for the dormitory, proof of residence, etc.)</li> <li>⑦ Financial related documents(<b>necessary only for the students from the countries announced or critical management countries by the Minister of Justice</b>)</li> <li>- Only bank account opened under your name in Korean (Domestic) bank will be accepted.</li> <li>- Proof of bank balance equivalent to <b>KRW 16,000,000</b> or more in the bank account</li> <li>※ <b>Certificate of bank balance must be within 30 days of application</b></li> </ul> <p>Visa Extension Fee: 60,000 won</p> <ul style="list-style-type: none"> <li>※ <b>Countries announced by the Minister of Justice :</b> Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Thailand, Pakistan, Peru, Philippines</li> <li>※ <b>Critical management countries:</b> Guinea, Mali, Ethiopia, Uganda, Cameroon</li> </ul>

※ Required documents are subject to change according to amendments of the relevant laws or upon the request of the authorities.

**Reference Materials for Apostille**

■ **Apostille:** Treaty which is a document issued in one of the contracting states or country can be certified for legal purposes in all the other contracting country (Took effect after July 14, 2007)

- ▶ Apostille documents have the **same value** as a **confirmation letter from relevant embassies**.

■ **The List of Contracting Countries for Apostille Certificates** (as of June, 5, 2024)

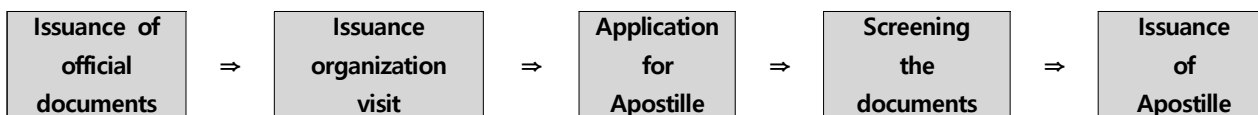
- ▶ For information regarding how to get an Apostille, please visit the following website:

<https://www.hcch.net/en/instruments/specialised-sections/apostille>

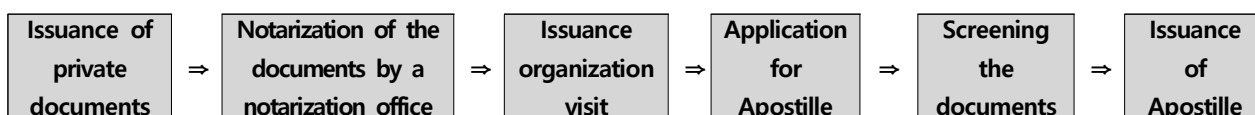
Continent	Member nations
Asia, Oceania	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia, India, Indonesia, Japan, China (Macau, Hong Kong), Cook Islands, Tajikistan, Tonga, Pakistan, Palau, Fiji, Philippines, Republic of Korea
Europe	Greece, Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, Cyprus, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, United Kingdom, Austria, Uzbekistan, Ukraine, Italy, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Türkiye, Portugal, Poland, France, Finland, Hungary
North America	USA, Canada
Latin America	Guyana, Guatemala, Granada, Nicaragua, Dominican Republic, The Commonwealth of Dominica, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, Saint Lucia, Saint Vincent, Saint Kitts and Nevis, Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Paraguay, Jamaica
Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sao Tome and Principe, Senegal, Seychelles, Kingdom of Eswatini, Cape Verde, Burundi, Tunisia, Rwanda
Middle East	Morocco, Bahrain, Saudi Arabia, Oman, Israel

■ **Procedure for Apostille (This is an example and may vary by country)**

**A. Official documents (National and public universities, etc.)**



**B. Private documents\* (Private universities, etc.)**



\* For private documents, the procedures may vary depending on the notarial law or attorney law of the relevant country. However, in general, an apostille can be obtained once the document has been notarized in that country.



## 자기소개 및 학업계획서 (Personal Statement & Academic Objectives)

※ 평가요소로서 중요한 자료이므로 A4 용지 2장 이상 분량으로 반드시 사실에 입각하여 상세하게 본인이 작성

**(As this document constitutes a critical component of the evaluation, it must be written by the applicant, be fact-based and detailed, and be at least two A4 pages in length.)**

※ MS WORD로 한국어 또는 영어로 작성하십시오. (Please write in MS WORD in Korean or English.)

- 성명(Name):
  - 한글(In Korean):
  - 한자(In Chinese):
  - 영문(In English):
- 생년월일 (Date of Birth):
- 주소(우편물 수령이 가능한 주소를 영어로 기입) (Your current mailing address in English)
  - Address:
  - E-mail Address:
  - Contact Telephone Number:
- 지원과정(석사, 박사, 석.박사통합) Course Applied to (Master's, Doctoral, Combined Master's and Doctoral) :
- 직장명(해당시만 기재) Occupation (If applicable) :
- 국 적(Nationality) :
- 학력사항(초등학교부터 상세히 기재) Educational Background(In detail from elementary education)
  - \* 학위명은 영문으로 기재한다. (Degree names must be written in English.)

기 간 (Period)		학력사항 (Educational Background)	출신학교명 및 주소(School Name And Address) ※ 최종 졸업학교는 영어로 정확히 기재, 중국 주소는 중국어로도 기재. 난이 부족할 경우 별지에 작성 가능 (The address of the last school graduated must be in English. For schools in China, provide the address also in Chinese. If the space is insufficient, please use a separate sheet.)
부터(from)	까지(to)		
부터(from)	까지(to)		
부터(from)	까지(to)		
부터(from)	까지(to)		
부터(from)	까지(to)		

\* 위에 기재한 출신학교 주소에 의거 학력조회를 의뢰한다.

(Verification of authenticity of academic records and credentials will be conducted by contacting the above schools.)

\* 주소 불명확 등으로 사증발급인정서, 합격통지서, 학력조회 의뢰서 등이 미도달 또는 반송될 경우에는 지원자의 책임으로 한다.

(The applicant will bear responsibility for any mails which may go astray such as notification of admission, and requests for verification of academic records and credentials as a result of an incorrect address given by the applicant.)

※ MS WORD로 한국어 또는 영어로 작성하시오. (Please write in MS WORD in Korean or English.)

○ 경력사항(해당자만 기재) Professional Experience (if applicable)

기 간(Period)		경 력 사 항(Experience)	비 고(Remarks)
부 터(from)	까 지(to)		
부 터(from)	까 지(to)		

○ 진학 후의 학업에 대한 계획을 기술, (항목 예시: 진학동기, 미래의 학업 및 연구 계획 등)

(Please discuss your academic objectives with respect to the following: reason for participating, research interest, etc.)

<b>지원 동기 (Reasons for Application)</b>	
<b>학업 및 연구계획 (Study Plan)</b>	
<b>기타 (Other Information)</b>	

※ 부족할 경우 별지 사용(You can use additional sheets of paper if necessary.)

위 사항은 틀림없음을 확인합니다.

**This is to certify that the above statements are true to the best of my knowledge.**

2025 . . .

**지원자 서명(Applicant's Signature):** \_\_\_\_\_

서식 3)

# 재 정보 증 서

## (Statement of financial resources)

■ 지원자 (재정보증 대상자) 인적사항(Applicant's Personal Data)

지원자 성명(Applicant's Name) :

생년월일(Date of Birth) :

지원 학과(Department Applied for)		최종 출신대학(원)(Last School Attended)		
과 정 (석사, 박사, 석.박사통합) Program (Master's, Doctoral, Combined Master's and Doctoral Program)	학 과 (Department)	대 학 (College)	학 과 (Department)	전 공 (Major)

상기 학생(지원자)이 재학기간 중에 필요한 생활비 및 체재비 등 일체를 다음 방법에 의하여 부담할 것을 보증합니다.

I hereby guarantee to sponsor the applicant for his/her study and stay during the school years as set out hereunder.

■ 생활비 및 체제비 소요 예정액(1년)

(Estimated Tuition and Living Expenses)

항 목 (Item)	소요예정액(A) (Estimated Amount)	재정보증자 부담금(Sponsor's Share)		비 고 (Remarks)
		조달재원(구체적으로) Source of Support (in detail)	지급예정액(B) (Amount)	
수업료(Tuition)	₩ 4,000,000원		₩ 4,000,000원	
생활비(기숙사비 포함) Living Expenses (including housing)	₩ 10,000,000원		₩ 10,000,000원	
기타(Others)	₩ 2,000,000원		₩ 2,000,000원	
계	₩ 16,000,000원		₩ 16,000,000원	

\* 비고란에는 본인부담, 보호자부담, ○○○연구보조비, 교류기금 등으로 기재한다.

Fill out "Remarks" section with "self-support," "guardian-support," "research fund," "international exchange fund," etc.

2025. . .

### 위 재정 보증자 (Sponsor)

- 지원자와의 관계(Relationship to the Applicant) :

- 주 소(Address) :

- 성 명(Name) :

- 전화(Telephone Number) :

- 서명 또는 날인(Signature or Stamp) :

**TRANSCRIPT RELEASE**  
**permission to release**  
**student records**

I have applied for admission to Suncheon National University Graduate School and give my permission for the release of my school transcripts. This includes courses taken, grades received, and credits awarded.

I hereby authorize you to provide full assistance to Suncheon National University Graduate School when Suncheon National University Graduate School requests to verify my records.

<b>University Name :</b> _____
<b>Enrolled Name :</b> _____
<b>Date of Birth :</b> (y) _____ (m) _____ (d) _____
<b>Degree Conferred :</b> _____
<b>Degree Registration No.:</b> _____
<b>Date of Degree Conferment :</b> (y) _____ (m) _____ (d) _____
<b>Dates of Attendance :</b> From (y) _____ (m) _____ (d) _____ To (y) _____ (m) _____ (d) _____

\_\_\_\_\_  
Applicant's Name

\_\_\_\_\_  
Applicant's Signature

(y) \_\_\_\_\_ (m) \_\_\_\_\_ (d) \_\_\_\_\_

Date



서식 6)

## (석·박사학위 통합과정) 추천서

Letter of Recommendation (for Combined Master's and Doctoral Program)

성명 (Name)	생년월일 (Date of Birth)	지원학과 (Department Applied)	석사학위과정(Master's Course)	
			대학명 (University)	학과명 (Department)

위 지원자의 학사학위과정 이수과목 등을 검토한 결과 우리대학교 대학원 ( )  
학과 석·박사학위 통합과정에서 수학할 능력이 있다고 판단되어 추천합니다.

After reviewing the Bachelor's courses the applicant has taken, I am convinced  
that he/she is academically competent enough to complete a Combined Masters and  
Doctoral program. I hereby recommend him/her for the Combined Masters and  
Doctoral program in \_\_\_\_\_.

2025. . . .

( )학과 주임교수 ( )Department Chair

성명(Name) :

서명 또는 날인(Signature or Stamp) :

### 국립순천대학교 대학원장 귀하

\* 서식 1) 입학지원서의 지도예정교수 성명과 날인을 받은 경우 생략 가능

## II. Contact Information of Department Offices

Field	Department/Major	Phone	Department/Major	Phone	
Humanities & Social Science	Law	+82-61-750-3430	Consumer & Family-Children	+82-61-750-3670	
	Public Administration	+82-61-750-3710	Social Welfare	+82-61-750-3670	
	Business Administration	+82-61-750-3410	Mathematic Education	+82-61-750-3360	
	International Trade	+82-61-750-3720	History	+82-61-750-3470	
	Accounting	+82-61-750-3420	Japanese	+82-61-750-3450	
	Logistics	+82-61-750-5110	Agricultural Industry	Agricultural Economics	+82-61-750-3270
			Economy and Education	Agricultural Education	+82-61-750-3350
	English Language and Literature	+82-61-750-3320	Korea-China Interpretation & Translation	+82-61-750-3440	
	Education	+82-61-750-3370	Economics	+82-61-750-3460	
	Philosophy	+82-61-750-3480	Global Society and Policy Development	+82-61-750-5270	
	Korean Language and Literature	+82-61-750-3310	Classical Studies and Humanities	+82-61-750-3470	
	Social Studies Education	+82-61-750-3330	Yeosu & Suncheon Local Studies	+82-61-750-3470	
Natural Science	Life Resources	+82-61-750-3210	Biology	+82-61-750-3610	
	Forest Resources	+82-61-750-3220	Chemistry	+82-61-750-3630	
	Animal Science and Technology	+82-61-750-3230	Physics	+82-61-750-3640	
			Science Education	+82-61-750-3390	
	Horticulture	+82-61-750-3240	Oriental Medicine Resources	+82-61-750-3660	
	Plant Medicine	+82-61-750-3860	Food and Nutrition	+82-61-750-3650	
	Development in Plant Resources	+82-61-750-3280	Food and Cooking Science	+82-61-750-3690	
	Agricultural Chemistry	+82-61-750-5180	Environmental Education & Science	+82-61-750-3380	
	Agricultural Education	+82-61-750-3350	Computer Education and Information	+82-61-750-3340	
	Mathematic Education	+82-61-750-3360	Clothing and Textiles	+82-61-750-3680	
	Landscape Architecture	+82-61-750-3870	Science Information Convergence	Environmental Education	+82-61-750-3380
				Computer Education	+82-61-750-3340
	Food Science and Technology	+82-61-750-3250	Pharmacy	+82-61-750-3705	
Nursing	+82-61-750-3880	Natural Cosmetic Science	+82-61-750-3705		
Engineering	Civil Engineering	+82-61-750-3510	Information Communication Engineering	+82-61-750-3590	
	Mechanical Engineering	+82-61-750-3530	Smart Agriculture	+82-61-750-5462	
	Electrical Engineering	+82-61-750-3540	Architectural Engineering	+82-61-750-3520	
	Materials Science & Metallurgical Engineering	+82-61-750-3550	Polymer Science and Engineering	+82-61-750-3560	
	Electronic Engineering	+82-61-750-3570	Environmental Engineering	+82-61-750-3810	
	Chemical Engineering	+82-61-750-3580	Aerospace Engineering	+82-61-750-3820	
	Advanced Components and Materials Engineering	+82-61-750-5260	Multimedia Engineering	+82-61-750-3830	
	Engineering for smart clothing	+82-61-750-3680	Computer Science	+82-61-750-3620	
	Artificial Intelligence in (Teacher) Education	+82-61-750-3340	Human Harmonized Robotic	+82-61-750-3340	
Smart Agricultural Engineering	+82-61-750-3260				
Arts	Piano	+82-61-750-5220	Sport and Leisure Science /Sports Convergence	+82-61-750-5210	
	Cartoon & Animation art	+82-61-750-5230	Convergence and Arts	+82-61-750-3830	
	Creative Writing	+82-61-750-3730	Global Communication Art	+82-61-750-5270	

- Address: Room 321, 3<sup>rd</sup> floor, University Headquarter (A1 building), 255 Jungangno, Suncheon-si, Jeonnam (Postal Code: 57922)
- Tel : +82-61-750-3147