2024 Fall Semester

Graduate School Admissions

- A Guide for International Students -

Graduate School of Konkuk University (GLOCAL Campus)

Institute of International Education

Schedule of Admission

Process	Date / Period		Methods
Application **(Online)** **&** Document submission	1st	8 APR 2024 ~ 24 APR	▶ Online Application 24 hours within the period ① visit *Jinhakapply* directly(www.jinhakapply.com) → click [대학원] → click 건국대학교 글로컬캠퍼스 일반대학원 (Konkuk University Graduate School(Glocal)) or ②connect to homepage of Institutue of International Education (int.kku.ac.kr) → click 입학안내(Admission, 大学) → click 대학원(Graduate) ▶ After application, all required documents must be submitted. ▶ Must be submitted before deadline by visit, registered mail or mail. ▶ Address: (우)27478 충북 충주시 충원대로 268 건국대학교 글로컬캠퍼스 국제교육원(U5건물 201호) (Institute of International Education, U5-201, 268, Chungwon-daero, Chungju-si, Chungcheongbuk-do, 27478, South)
	2nd	30 MAY 2024 ~ 10 JUN	
Interview (in-depth interview)	1st	6 MAY 2024 ~ 8 MAY	▶ Interview schedules are subject to change. Actual date, time and place of interview will be notified to each applicant in advance.
	2nd	19 JUN 2024 ~ 21 JUN	
Korean Language Exam	1st	15 MAY 2024 ~ 17 MAY	▶If Korean language skill of the applicant doesn't meet 'Korean language proficiency' of 'Qualification for application', he/she can take a Korean language exam. Fixed date of the exam will be noticed to the applicant.
	2nd	26 JUN 2024 ~ 28 JUN	
Announcement of acceptance	1st	30 MAY 2024	▶ Will be posted on homepage of Institute of International Education(int.kku.ac.kr). Actual dates can be changed.
	2nd	5 JUL 2024	
Registration (Tuition payment)	1st	3 JUN 2024 ~ 7 JUN	▶ Refer to the notice in Announcement of acceptance. ▶ If tuition is not paid within the registration period, acceptance will be cancelled.
	2nd	8 JUL 2024 ~ 12 JUL	
Certificate of Admission	▶ ***Certificate of Admission*** will be issued by Institute of International Education of Konkuk University Glocal Campus and delivered to student's email address which is registered in Jinhakapply.		

■ Departments, Majors of Courses

Fields	Departments	Master	Ph.D.	Majors
Humanities & Social Sciences	Language and Culture of Britain and America	○	○	English Language
	Early Childhood Education	○		Early Childhood Education
	Korean Language and Culture	○		Teaching Korean as a Foreign Language
	Library Information Science	○	○	Library and Information Science
	Fairytales, Media and Creative Writing	○	○	Fairytale Creative Writing, Fairytale Media Specialist, Fairytale Entertainment
	Mass Communication	○	○	Mass Communication
	Social Welfare	○	○	Social Welfare
	Global Business Administration	○	○	Business Administration
	International Trade	○	○	International Customs Duty, International Management, International Commerce
	Agri-Food Economics	○	○	Agri-Food Economics
	Police Science	○	○	Criminal Investigation, Crime Analysis, Police Science
	Counseling Psychology*		○	Counseling Psychology
Natural Sciences	Applied Biological Sciences	○	○	Biotechnology, Medicinal biosciences
	Bio Wellness	○	○	AniBiotech, Food and Nutrition, Beauty Fragrance and Flavor, Biocosmetics
	Applied Chemistry	○	○	Applied Chemistry
Engineering	Biomedical Engineering	○	○	Biomedical Engineering
	Computer Engineering	○	○	Computer Science
	Mechatronics Engineering	○		Mechatronics Engineering
	Fire and Disaster Prevention Convergency	○		Fire and Disaster Prevention Convergence
Sports and Arts	Sports Science	○	○	Sports Science
	Fine Arts	○	○	Fine Art, Conservation of Fine Art
	Design	○	○	Fashion Design, Industrial Design
	Media Contents	○	○	Media contents, Media Arts

*** Counseling Psychoilogy : Transfer is not conducted.**

※ Term of school years at The Graduate School is two (2) years.

1. Number of students to admit

Master's degree and Doctoral Degree: 00 (a few students for each department)

(**Rejection of admission may occur depending on the number of applicants**.)

2. Qualification for application

Category		Description
General	Nationality	▶A foreigner whose father and mother are all foreigners
	Korean Language proficiency	▶A person who has one of following four conditions ① A person who owns Level 3 or higher of *Test of Proficiency in Korean* (TOPIK) ② A person who graduated or will graduate in August, 2024 from Konkuk University Glocal Campus. ③ A person who completed Korean language level 3 or higher at Konkuk University(Glocal) Language Institute ④ A person recommended by the professor who will teach at Graduate School of Konkuk University Glocal Campus even if he/she lacks proficiency in Korean language (Study Permit-Recommendation Form should be submitted) ※ If applicant's Korean Language skill doesn't meet one of above four cases, he/she can take a Korean language exam. Please refer to schedule of admission.
Course of Master's degree		▶Bachelor's degree earned from a regular university in Republic of Korea or overseas (including degree to be earned in August 2024) ▶Applicants who are deemed to have qualification equivalent to one listed above according to law. ▶In case of transfer, ① To the 2nd semester - Applicant must have an academic record of a minimum '1 semester completed & 6 credits earned' in a master's degree program at a regular university in Republic of Korea or overseas. ② To the 3rd semester - Applicant must have an academic record of a minimum '2 semester completed & 12 credits earned' in a master's program at a regular university in Republic of Korea or overseas.
Course of Doctoral degree		▶Master's degree earned from a regular university in Republic of Korea or overseas (including degree to be earned in August 2024) ▶Applicants who are deemed to have qualification equivalent to one listed above according to law. ▶In case of transfer, ① To the 2nd semester - Applicant must have an academic record of a minimum '1 semester completed & 9 credits earned' in a doctoral degree program at a regular university in Republic of Korea or overseas. ② To the 3rd semester - Applicant must have an academic record of a minimum '2 semester completed & 18 credits earned' in a doctoral degree program at a regular university in Republic of Korea or overseas.

3. Process of selecting students

A. Common requirements: document review and in-depth interview

1) Undergraduate and graduate school academic transcripts
2) Study and research plan (in the form designated by the University)
3) Knowledge of and aptitude for major
4) Enthusiasm and sincerity towards study
5) Other requirements set by The Graduate School or department

(English test or other forms of test may be conducted)

B. Departments related to Arts – Additional requirements (submitted during interview)

(1) **Department of Design**

◇ Master's degree course – Certificate of graduation (bachelor's degree), portfolio

◇ Doctoral degree course – Certificate of graduation (master's degree), portfolio, master's degree thesis

※ Notes for submission of portfolio

1. How to prepare: Free format
2. Notes
   - The applicant must explain about his/her portfolio submitted during interview.
   - For other details, please contact office of the department or major.

Tel)82+043-840-3636

(2) **Department of Fine Arts**

◇ Master's degree course

• Major of Fine Art

① Bring a portfolio comprising artworks of at least 10 items to the interview

(A4 sized, subject / material / size and year of production are written on it)

② Submit research plan (up to three pages of A4 paper)

• Major of Conservation of Fine Art – Submit research plan (up to three pages of A4 paper)

◇ Doctoral degree course

• Major of Fine Art

① Bring a portfolio of artworks of at least 15 items to the interview

(A4 sized, subject / material / size and year of production are written on it)

② Submit research plan (up to five pieces of A4 paper) and thesis for master's degree

• Major of Conservation of Fine Art

① Submit research plan (up to five A4 papers) and thesis for master's degree

※ Notes to submission of a portfolio

◇ Composition method

- The portfolio must contain subject, size, material (medium) and year of production.
- Consist of 12~20 items of personal research work, and the number of slides should not exceed 20.
- Minimize elements that are not necessary for explaining work.

◇ Notes

- Applicants must explain about submitted portfolio during the interview.
- Submitted portfolios will not be returned.

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(3) **Department of Media Content**

◇ Master's degree course

- Major of Media Content
  - ① portfolio (option)
  - ② Submit research plan (up to three pages of A4 paper)
- Major of Media Arts
  - ① portfolio (essential)
  - ② Submit research plan (up to three pages of A4 paper)

◇ Doctor's degree course

- Major of Media Content
  - ① portfolio (option)
  - ② Submit research plan (up to three pages of A4 paper)
  - ③ master's degree thesis
- Major of Media Arts
  - ① portfolio (essential)
  - ② Submit research plan (up to three pages of A4 paper)
  - ③ master's degree thesis

※ Notes for submission of portfolio

1. How to prepare: Free format
2. For further details, please contact office of the department or major.

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4. Documents to submit

<table>
<tr><th colspan="2" rowspan="2"></th><th colspan="2">Description</th></tr>
<tr><th>Foreigners (non-Chinese)</th><th>Foreigners (Chinese)</th></tr>
<tr><td colspan="2" rowspan="6">Basic documents</td><td colspan="2">•Application for admission (1 copy, can be printed out after application)</td></tr>
<tr><td colspan="2">•Letter of self-introduction (KUGRD1, in English or Korean) (1 copy)</td></tr>
<tr><td colspan="2">•Study and research plan (KUGRD2, in English or Korean) (1 copy)</td></tr>
<tr><td colspan="2">•Letter of recommendation (1 original) from a professor of the university graduated from – in English or in Korean
(Name card of the recommending professor containing details of the professor must be attached.)
※ Applicants who graduated (will graduate) from the same department of Konkuk University do not need to submit a letter of recommendation.</td></tr>
<tr><td colspan="2">• One passport photo taken within three months (for upload at Jihhakapply)</td></tr>
<tr><td colspan="2">• Consent to collection, use and provision of personal information (KUGRD5, in English or Korean) (1 copy)</td></tr>
<tr><td rowspan="4">Natio-nality</td><td rowspan="4">Family relation-ship</td><td rowspan="2">•Family relationship certificate
(1 original)</td><td>•Same household register for the applicant and parents
- Copy of household register
(Notarization and English translation are required)
or
- Relatives relationship certificate
(1 notarized copy / 1 copy)
(must be issued by police substation of Ministry of Public Security within six months from the date of application.)</td></tr>
<tr><td>•Different household registers for the applicant and parents
- Relatives relationship certificate
(1 notarized copy / 1 copy)
(must be issued by police substation of Ministry of Public Security within six months from the date of application.)</td></tr>
<tr><td>•Parents divorced - divorce certificate
(1 notarized copy/ 1 copy)</td><td>• Parents divorced- divorce certificate
(1 notarized copy/ 1 copy)</td></tr>
<tr><td>•Parents deceased - death certificate
(1 notarized copy/ 1 copy)</td><td>• Parents deceased- death certificate
(1 notarized copy/ 1 copy)</td></tr>
</table>

<table>
<tr><th colspan="2" rowspan="2"></th><th colspan="2">Description</th></tr>
<tr><th>Foreigners (non-Chinese)</th><th>Foreigners (Chinese)</th></tr>
<tr><td></td><td>Passport</td><td colspan="2">• Passport of applicant (1 copy)</td></tr>
<tr><td></td><td rowspan="2">ID card</td><td colspan="2">• ID card of native country (1 copy)</td></tr>
<tr><td></td><td colspan="2">• ID cards of parent’s native country (1 copy of each parent)</td></tr>
<tr><td rowspan="3">Korean Language & Education</td><td rowspan="2">Basic documents</td><td colspan="2">• One of followings
① Test of Proficiency in Korean (TOPIK) Level 3 or higher (1 original)
② A person who graduated or will graduate in August, 2024 from Konkuk University Glocal Campus: Certificate of graduation (or expected graduation)
③ A person who completed Korean language level 3 or higher at Konkuk University(Glocal) Language Institute: Certificate of completion (1 original)
④ A person recommended by the professor who will teach at Graduate School of Konkuk University Glocal Campus even if he/she lacks proficiency in Korean language: Study Permit-Recommendation Form (KUGRD6)</td></tr>
<tr><td>•Confirmation of education information inquiry for holders of degrees from overseas universities (KUGRD3)</td><td>(i) School record certificate, (ii) transcript, and (iii) degree certificate issued by www.chsi.com.cn (Ministry of Education online credentials verification)
(must be in English) (1 original of each)</td></tr>
<tr><td>Master’s course</td><td colspan="2">• Certificate of graduation (or expected graduation) for bachelor’s degree (1 original/ 1 copy)
• Transcript of bachelor’s degree (1 original/ 1 notarized / 1 copy)
※ Graduates-to-be must submit certificate of graduation after admission no later than September 13, 2024.
<u>• In case of transfer</u>
① To the 2nd semester
- Certificates of attendance or completion of 1semester in a master’s degree program at a regular university in Republic of Korea or overseas
- Official transcript of a master’s degree program of all previously and the currently attended universities
② To the 3rd semester
- Certificates of attendance or completion of 2semester in a master’s degree program at a regular university in Republic of Korea or overseas
- Official transcript of a master’s degree program of all previously and the currently attended universities</td></tr>
</table>

<table>
<tr><th colspan="2" rowspan="2"></th><th colspan="2">Description</th></tr>
<tr><th>Foreigners (non-Chinese)</th><th>Foreigners (Chinese)</th></tr>
<tr><td rowspan="4">Others</td><td>Doctorate course</td><td colspan="2">• Certificate of graduation (expected graduation) of bachelor's and master's degrees (1 original/ 1 copy)
• Transcript of bachelor's, master's (1 original/ 1 notarized / 1 copy)
※ Graduates-to-be must submit certificate of graduation after admission no later than September 13, 2024.
<u>•In case of transfer,</u>
① To the 2nd semester
- Certificates of attendance or completion of 1semester in a doctoral degree program at a regular university in Republic of Korea or overseas
- Official transcript of a doctoral degree program of all previously and the currently attended universities
② To the 3rd semester
- Certificates of attendance or completion of 2semester in doctoral degree program at a regular university in Republic of Korea or overseas
- Official transcript of a doctoral degree program of all previously and the currently universities</td></tr>
<tr><td>Record of Transfer admission</td><td colspan="2">• Transcript of the university attended prior to transfer (1 original)</td></tr>
<tr><td>Career related to major</td><td colspan="2">• Certificate of qualification related to major (1 copy), career certificate (1 original)</td></tr>
<tr><td>Korean residents</td><td colspan="2">• The front side and the back side of alien registration card (1 copy)</td></tr>
<tr><td colspan="2">Financial documents (tuition paid by the applicant or parents)</td><td colspan="2">① Affidavit of support (KUGRD4): The applicant cannot be the financial supporter.
② Bank deposit balance proof of the applicant with a deposit balance of at least KRW 16,000,000 (1 original)
※ Must be issued within 6 months of the application date.
※ In case of fluctuations of balances, the applicant must provide an explanation. Please note that if the balance of more than 6 month ago is submitted, the university may request the submission of the balance status during the past one year to review financial ability.
※ Bank deposit balance proof is one of the required documents for foreign student admission designated by the Korean government. If the submitted balance proof does not meet requirements, it may cause problems in issuance of a visa for foreign students and the applicant is responsible for providing explanation.</td></tr>
<tr><td colspan="4">※ Documents listed above must be submitted to provide financial proof necessary for visa issuance.</td></tr>
</table>

5. Further guides for preparation of documents

A. Notarization

- **<u>Documents must be notarized in the home country of the applicant</u>**.
- Documents, whose original are required to be submitted, must be prepared in Korean or English, and documents in other languages should be translated into Korean and notarized.
- Certificate of graduation and degree **<u>need to be notarized in the home country of the applicant and certified by Korean Embassy (Apostille authentication).</u>**

- For Chinese students, degree certificate, graduation certificate, and transcript should be prepared in Korean or in English; otherwise, they need to be translated into Korean and notarized.

B. Validity of documents

Documents	Validity
Academic records notarized (university graduation certificate, transcripts, etc.)	Issued within 6 months as of the date when application is completed
Family relation certificate notarized (Relatives relation certificate, death, divorce, etc.)	Issued within 6 months as of the date when application is completed
Financial guarantee documents (Certificate of bank statements, employment, income, etc.)	Issued within 6 months as of the date when application is completed
Level or score of Language test (TOPIK, etc.)	Must be valid as of the date when application is completed

6. Application fee: KRW 100,000(Service charge for *Jinhakapply* is not included.)

7. Notes to applicants

1) Reasons for cancellation of admission or acceptance

a. False or erroneous entries on the application

b. Applicants found to have insufficient education careers. e.g. graduates from non-certified domestic and foreign universities or graduate schools

c. Others reasons that can justify cancellation of acceptance or admission, which can happen either prior to admission or after admission.

2) Applicants are responsible for all the errors in the preparation of applications, such as omission of entries, failure to submit documents requested by this school, and other errors, and cannot raise objections to the results of future processing of school.

3) Applications must be completed within the Online application period (membership registration, application preparation, admission fee, etc.), and no application modification, cancellation, or refund of admission fees is possible after the deadline of Online application.

4) Notification of acceptance is not sent to individual applicants. List of accepted applicants will be posted on the website of institute of International Education (int.kku.ac.kr).

5) If applicant wish to give up admission after registration, you must submit an application for return of tuition and all documents to Institute of International Education before the beginning of the semester.

6) Graduates from foreign universities must submit certificates in Korean or in English and the address & phone number of the university graduated. If certificates cannot be issued in Korean or English, they need to be notarized.

- For graduates of Chinese universities, only certificates of degrees that have received an apostille or have been issued on [www.cdgdc.edu.cn] can be submitted.
- Only documents which have been confirmed by Apostille or consul of Korean Embassy can be submitted.

7) During the first semester after entering the Graduate School, a leave of absence for semester due to personal reasons is not allowed, and change of department after admission is not possible.

8) Insurance

a. **Foreign students should register mandatory Korean National Health Insurance according to** policy of Korean Government. Yearly cost of NHIS is about KRW 900,000.

b. Before National Health Insurance Service is applied and Alien Registration is made, we Konkuk University ask all students to purchase a private insurance product for two to three months to prevent students or parents from spending excessive costs in case they need medical services. Cost is about KRW 100,000.

9) Submitted documents are not returned, and submission of additional documents may be requested if needed.

10) All admitted students are required to have **Level 4 of TOPIK for graduation**.

11) Visa issuance

a. **Students who completed registration will get documents for visa issuance from Institute of international Education via the email address students registered at *Jinhakapply*.**

b. The visa issuance is administered in accordance with regulations of Immigration Service of the Republic of Korea, and **in case visa cannot be issued for some reason, admission is not allowed.**

8. Tuition

Departments (by field)	Admission fee (a)	Tuition (b)	①Amount to be paid (a+b)	②Other Cost (Alumni, Student Union)
Humanities/social science	1,015,000	5,310,000	**6,325,000**	**23,000**
Natural science/Agriculture & animal husbandry/sports	1,015,000	6,369,000	**7,384,000**	**23,000**
Engineering/Arts	1,015,000	7,432,000	**8,447,000**	**23,000**

9. Scholarship for Foreign student

※ Scholarship system is subject to change depending on the policy of the University.

<table>
<tr><th rowspan="2">Type of scholarship</th><th colspan="3">Details</th></tr>
<tr><th>Qualification</th><th>Amount of scholarship (% of tuition)</th><th>Remark</th></tr>
<tr><td rowspan="4">Foreign student scholarship for newly admitted students</td><td>• TOPIK grade 6
• Official English proficiency test scores:
TOEFL (PBT550, CBT210, iBT80), IELTS 5.5, TEPS 550</td><td>70%</td><td>Both conditions must be met</td></tr>
<tr><td>• TOPIK grade 6
• Official English test scores:
TOEFL (PBT550, CBT210, iBT80), IELTS 5.5
TEPS 550</td><td>60%</td><td>One of the two conditions is met</td></tr>
<tr><td>• TOPIK grade 4, grade 5</td><td>50%</td><td></td></tr>
<tr><td>• TOPIK grade 3
<table><tr><td colspan="2">GPA of previous course(bachelor or Master)</td></tr><tr><td>90~100</td><td>40%</td></tr><tr><td>80~89</td><td>30%</td></tr><tr><td>70~79</td><td>20%</td></tr><tr><td>Below 69</td><td>-</td></tr></table></td><td>40%~20%</td><td></td></tr>
<tr><td rowspan="3">Foreign student scholarship for enrolled students (for the second thru fourth semester)</td><td>GPA of the preceding semester: 4.40 or over</td><td>60%</td><td></td></tr>
<tr><td>GPA of the preceding semester: 4.00 ~ 4.40</td><td>50%</td><td></td></tr>
<tr><td>GPA of the preceding semester: less than 4.00</td><td>40%</td><td></td></tr>
</table>

※ After announcement of acceptance, some of students should submit extra documents to meet above eligibility of scholarship.

★ If the Korean version and the English version are different, the Korean version takes precedence.



Graduate School of Konkuk University GLOCAL Campus

Institute of International Education

http://int.kku.ac.kr

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