

THE UNIVERSITY OF SUWON GLOBAL LANGUAGE INSTITUTE

USW GLOBAL LANGUAGE INSTITUTE
Application Guidelines

*Change & Challenge
Together*



1. Introduction to Global Language Institute

The Global Language Institute supports the growth and development of international students by providing systematic education. The Korean Language Institute focuses on enhancing the Korean proficiency of foreign learners, while the Foreign Language Institute offers customized programs for various languages, supporting students in achieving their specific goals.

1) Introduction to Korean Language Institute Regular Course

① Target

- A language trainee who wishes to study Korean systematically
- Foreigners wishing to enter university or graduate school in Korea
- Foreigners and oversea Koreans who want to improve their professional communication skills for business and employment

② Outline

Category	Contents	Remarks
Course Length	10 weeks (per semester)	4 semesters/year
Number of Class days	Every Monday to Friday (5 days per week)	
Lesson Hours	4 hours/day (Morning Class : 09:00-13:00)	Afternoon sessions available depending on the semester.
Levels	Level 1 to Level 6	
Headcount	Approximately 15 students per class	
Others	Others: Cultural experience programs, SUBA & SULA	

③ Course Content

Levels		Contents
Beginner	Level1	· Develop basic and essential communication skills for daily life, such as greetings, introductions, ordering food, making purchases, using public transportation and phones, visiting the post office, hospitals, etc.
	Level2	· Acquire vocabulary and special expressions for basic social activities · Learn everyday expressions, including informal speech and indirect speech
Intermediate	Level3	· Enhance the ability to freely talk about daily life with Koreans, understand Korean newspapers and television to a certain extent, and cultivate the ability to live in Korea without difficulty.
	Level4	· Cultivate general proficiency in the Korean language and develop the ability to express opinions in simple discussions · Improve pronunciation for clearer Korean communication.
Advanced	Level5	· Demonstrate the ability to perform general tasks in the Korean society. · Adapt to daily life in Korea without major difficulties and utilize various social networks.
	Level6	· Possess the ability to comprehend and engage in professional or specialized environments, such as reading and writing professional materials or performing general tasks in Korean companies. Also, be capable of understanding communication at a level beyond introductory courses at a university level.

2) Introduction to Foreign Language Institute Regular Course

① Target

- A language trainee who wishes to study Foreign language systematically
- Foreigners wishing to enter university or graduate school in Korea
- Foreigners and oversea Koreans who want to improve their professional communication skills for business and employment

② Outline

Category	Contents	Remarks
Course Length	10 weeks (per semester)	4 semesters/year
Number of Class days	Every Monday to Thursday regular course (4 days per week) + Korean language regular course 1 day per week (Friday)	
Lesson Hours	4 hours/day (Morning Class : 09:00-13:00)	
Levels	Beginner, Intermediate, Advanced	
Headcount	Approximately 15 students per class	
Others	Others: Cultural experience programs, SUBA & SULA	

③ Course Content

Levels	Contents
Beginner	<ul style="list-style-type: none"> • Focus on teaching basic directives and fundamental sentence structures, enabling learners to establish a practical foundation for identifying and describing their surroundings. • Prioritize developing essential survival communication skills, ensuring learners can confidently introduce themselves and engage in daily interactions and basic economic activities.
Intermediate	<ul style="list-style-type: none"> • Transition into a stage of fluent expression beyond simple answers by introducing conjunctions that logically connect sentences and expanded verb tenses for detailed situational descriptions and personal opinions. • Aim to foster active participation in social and logical discussions, moving beyond simple observation by developing the ability to contrast various situations and use natural idiomatic expressions.
Advanced	<ul style="list-style-type: none"> • Focus on mastering formal tones and persuasive rhetoric suited for professional environments, while refining the nuances of professional writing and presentations. • Integrate critical thinking with cultural intelligence to empower learners to analyze complex information and lead high-level communication in global business contexts.

2. Scholarships

Types	Conditions	Amounts	Notes
Top Excellence Scholarship at the USW	Valedictorian of all levels	- 50% discount of next semester's tuition	
Excellence Scholarship at the USW	Valedictorian of each level (Beginner/Intermediate/Advanced)	- 30% discount of next semester's tuition	Except for the Top Excellence Scholarship recipient
TOPIK Achievement Scholarship	On achievement of each TOPIK Level during enrollment	- 100% of the TOPIK registration fee	Once a year
TOPIK Advancement Scholarship	On advancement of TOPIK Level (above Level 3) during enrollment	- 100% of the TOPIK registration fee	Twice a year
University Scholarship at the USW	Upon enrollment at the USW	- 10% discount of tuition - 100% of the admission fee exemption at first semester of enrollment	Upon acceptance at next semester

※ Beginner (Class 1, Class 2) / Intermediate (Class 3, Class 4) / Advanced (Class 5, Class 6)

※ The scholarship is only applicable if you enroll in an additional course in the following semester.

※ The Long-Term Enrollment Scholarship applies to enrollment for four semesters (one year), with the same benefit for subsequent enrollments in four semesters (one year) increment (up to a maximum of two years)

※ The amount paid for the Long-Term Enrollment scholarship may be recovered in the event of a mid-term refund or change of term but the cost of materials provided will not be refunded.

* Undergraduate scholarships for admission to Suwon University

Target Recipient	Scholarship	Details
Freshmen	Korean Language Scholarship	TOPIK Level 6 (100% of first semester tuition)
		TOPIK Level 5 (50% of first semester tuition)
		TOPIK Level 4 (40% of first semester tuition)
		TOPIK Level 3 (30% of first semester tuition)
		Individuals who have completed at least 20 weeks with honors at the USW Korean Language Institute and been recommended by the Dean of the Office of International Affairs (50% of first semester tuition)
	English Language Scholarship	IELTS 8.5 or higher (80% tuition reduction for the first semester)
		IELTS 7.5 or higher and below 8.5 (60% tuition reduction for the first semester)
IELTS 6.5 or higher and below 7.5 (50% tuition reduction for the first semester)		
Excellence Scholarship	Based on the admission interview score (50%, 40%, or 30% tuition reduction)	
Current Students (Excluding Transfer Students)	ACE Global Scholarship	TOPIK Level 4 or higher + Previous semester GPA 4.0 (30% of tuition)
	ACE Talent Scholarship	or IELTS 6.5 or higher + Previous semester GPA 3.5 (20% of tuition)

3. 2026 ~ 2027 Yearly Schedule

Year	Semester	Required documents	Residents in Korea	Level Placement test	First day of classes	Last day of classes
2026	Spring	~ 2025.12.19	~ 2026.01.30	2026.03.02	2026.03.09	2026.05.15
	Summer	~ 2026.03.20	~ 2026.05.01	2026.06.01	2026.06.08	2026.08.14
	Fall	~ 2026.06.19	~ 2026.07.31	2026.08.31	2026.09.07	2026.11.13
	Winter	~ 2026.09.18	~ 2026.10.30	2026.11.30	2026.12.07	2027.02.12
2027	Spring	~ 2026.12.18	~ 2027.01.29	2027.03.01	2027.03.08	2027.05.14
	Summer	~ 2027.03.19	~ 2027.04.30	2027.05.31	2027.06.07	2027.08.13
	Fall	~ 2027.06.18	~ 2027.07.30	2027.08.30	2027.09.06	2027.11.12
	Winter	~ 2027.09.17	~ 2027.10.29	2027.11.29	2027.12.06	2028.02.11
4 hours per day X 5 days per week X 10 weeks			Total 200 hours			

- Excluding public holidays to fulfill the class hours.
- Level tests will be conducted one week before the start of classes to determine class placement.
- The application deadline for international residents is 9 to 10 weeks prior to class placement to ensure smooth visa issuance.
- The application deadline for domestic residents is one month before the level test.
- Please note that class openings may be challenging if there are fewer than 10 students enrolled in each class.

4. Eligibility

- 1) Who have completed at least a high school education.
- 2) Individuals who are eligible to obtain language study or study abroad residency status under the Immigration Control Act.

5. Admission Process

- ① Online submission and postal submission of the application form
- ② Application review and interview
- ③ Notification of the accepted students and tuition
- ④ Payment of tuition and insurance
- ⑤ Dispatch of Official Letter of Acceptance and Visa documents
- ⑥ Application for D-4 Visa (language training)

6. Required documents

1) Use our application form or download the form at <http://koredu.suwon.ac.kr>

※ For additional required documents, please refer to the language-specific Admission Guide.

2) Notes

- Additional documents may be requested during the application review process.
- Submitted documents will not be returned.
- Even if accepted, admission may be revoked and tuition fees will not be refunded if submitted documents are found to be forged.
- If the submitted documents are not in Korean or English, they must be translated into Korean or English notarized, and then submitted.
- If any of the family members has an illegal stay status, visa application may be impossible, and admission may be canceled
- You must submit your high school diploma and transcript.

※ For nationals of countries designated by the Minister of Justice and countries subject to special management of foreign students, if a need for a language study is not justified due to the factors such as age, etc., an additional Letter of Guarantee may be requested to prove the necessity of the language program.

Designated countries by the Ministry of Justice

Ghana, Nigeria, Nepal, Myanmar, Bangladesh, Vietnam, Mongolia, Sri Lanka, Uzbekistan, Ukraine, Iran, Egypt, India, Indonesia, China, Kazakhstan, Kyrgyzstan, Thailand, Pakistan, Peru, Philippines.

Countries subject to special management of foreign students

Guinea, Mali, Ethiopia, Uganda, Cameroon.

< Applicants for Korean Language Training Visa (D-4) >

NO.	Documents	Summary
1	Application form (Original document)	<ul style="list-style-type: none"> - Postal submission after online application. - Please provide accurate contact phone number and email address. * After submitting the online application, please send <u>the original documents</u> by mail within the specified deadline. - Postal Address : Korea Language and Culture Education Center, Room 109, International College, University of Suwon, 17 Wauan-gil Bongdam-eup, Hyohaeng-gu, Hwaseong-si, Gyeonggi-do, 18323, South Korea.
2	Certificate of graduation (Original document)	<ul style="list-style-type: none"> - Notarized translation of <u>original document</u> (for documents other than Korean or English) - Certificate from non-Korean school must be certified by one of the followings: 1) Apostille 2) Consular legalization from the Korean Embassy in one's home country
3	Transcript (Original document)	<ul style="list-style-type: none"> - Transcript of academic grades from all years - Notarized translation of <u>original document</u> (for documents other than Korean or English) - Certificate from non-Korean school must be certified by one of the followings: 1) Apostille 2) Consular legalization from the Korean Embassy in one's home country
4	Proof of family relationship (Copy)	<ul style="list-style-type: none"> - Family relationship proof (notarized) or Birth Certificate (with English translation) from the applicant's country - Both parents' National ID
5	Proof of income (Original document)	<ul style="list-style-type: none"> - 1 copy of Bank Balance Certificate (in English) of the applicant or the applicant's parents with a minimum balance of KRW 10,000,000 (validity date: at least 6 months) - The phone number of the bank branch and the name of the responsible person must be indicated. - Only documents issued within the last 30 days will be accepted. <p>※ If the certificate is in the name of the parents:</p> <ul style="list-style-type: none"> - Proof of family relationship (<u>Original</u>) - The name and the phone number of the issuing person must be indicated.
※ Foreign study expenses deposit system for <u>Vietnamese students</u>		<ul style="list-style-type: none"> - For Vietnamese students, please submit bank statement of a minimum balance of ₩10,000,000 for the study expenses and the proof of financial product of a reserve deposit from a bank that has branches in Vietnam or Korea. The documents first need to <u>be confirmed by the issuing person as originals.</u> ※ The deposited balance certificate must explicitly indicate the period of conditional payment suspension (indicating that withdrawals can be made in installments of 5 million KRW every 6 months, with a total payment suspension for one year).
6	Passport (Copy)	<ul style="list-style-type: none"> - 1 copy of personal information page, 1 copy of visa page
7	Proof of identity (Copy)	<ul style="list-style-type: none"> - Copy of student's national ID
8	Photos (Original)	<ul style="list-style-type: none"> - 2 Passport photos (color, size: 3.5cmX4.5cm, taken less than 6 months ago) (Please indicate student's name in Korean and in English at the back of the photos.)
9	Consent form for personal information collection, use, and third-party disclosure (Original)	<ul style="list-style-type: none"> - Form available at http://koredu.suwon.ac.kr

< Chinese National Applicants for Korean Language Training Visa (D-4) >

NO.	Documents	Summary
1	Application form (Original document)	<ul style="list-style-type: none"> - Postal submission after online application. - Please provide accurate contact phone number and email address. * After submitting the online application, please send <u>the original documents</u> by mail within the specified deadline. - Postal Address : Korea Language and Culture Education Center, Room 109, International College, University of Suwon, 17 Wauan-gil Bongdam-eup, Hyohaeng-gu, Hwaseong-si, Gyeonggi-do, 18323, South Korea.
2	Certificate of graduation & transcript	<ul style="list-style-type: none"> - University graduates: High school graduation certificate (copy) + online university degree verification + academic transcript for all grades - University students: High school graduation certificate (copy) + high school degree verification + online university degree verification - High school graduates: High school graduation certificate (copy) + high school degree verification * Submit original verifications from www.chsi.com.cn * If the degree is obtained abroad, submit Apostille or notarized documents by the Korean consulate in the country of study. * For the graduation certificates, please submit a copy.
3	Proof of family relationship (Copy)	<ul style="list-style-type: none"> - Copy of the entire document proving family relationship
4	Proof of income (Original document)	<ul style="list-style-type: none"> - 1 copy of Bank Balance Certificate (in English) of the applicant or the applicant's parents with a minimum balance of KRW 10,000,000 (validity date: at least 6 months) - The phone number of the bank branch and the name of the responsible person must be indicated. - Only documents issued within the last 30 days will be accepted. ※ If the certificate is in the name of the parents: <ul style="list-style-type: none"> - Proof of family relationship or notarized certificate of family relationship (Original) - The name and the phone number of the issuing person must be indicated.
5	Passport (Copy)	<ul style="list-style-type: none"> - 1 copy of personal information page, 1 copy of visa page
6	Proof of identity (Copy)	<ul style="list-style-type: none"> - Copy of student's national ID
7	Photos (Original)	<ul style="list-style-type: none"> - 2 Passport photos (color, size: 3.5cmX4.5cm, taken less than 6 months ago) (Please indicate student's name in Korean and in English at the back of the photos.)
8	Consent form for personal information collection, use, and third-party disclosure (Original)	<ul style="list-style-type: none"> - Form available at http://koredu.suwon.ac.kr

< Residents in Korea without visa requirements >

NO.	Documents	Summary
1	Application form (Original document)	<ul style="list-style-type: none"> - Postal submission after online application. - Please provide accurate contact phone number and email address. * After submitting the online application, please send <u>the original documents</u> by mail within the specified deadline. - Postal Address : Korea Language and Culture Education Center, Room 109, International College, University of Suwon, 17 Wauan-gil Bongdam-eup, Hyohaeng-gu, Hwaseong-si, Gyeonggi-do, 18323, South Korea.
2	Certificate of graduation & transcript (Original document)	<ul style="list-style-type: none"> - Notarized translation of <u>original document</u> (for documents other than Korean or English) - Certificate from non-Korean school must be certified by one of the followings: 1) Apostille 2) Consular legalization from the Korean Embassy in one's home country - If the applicant is a student at the University of Suwon, Certificate of Enrollment is accepted.
3	ID (Copy)	- Front and back copy of Alien Registration Card
4	Passport (Copy)	- 1 copy of personal information page, 1 copy of visa page
5	Letter of Guarantee (Original)	- Letter of Guarantee (with copy of the recommender's identification)"
6	Photos (Original)	- 2 Passport photos (color, size: 3.5cmX4.5cm, taken less than 6 months ago) (Please indicate student's name in Korean and in English at the back of the photos.)
7	Consent form for personal information collection, use, and third-party disclosure (Original)	- Form available at http://koredu.suwon.ac.kr

7. Tuition and Fees

Regular Course	Amount	Notes	Payment
Tuition	1,200,000 KRW	One semester (10 weeks)	- Bank : 신한은행 (Shinhan Bank) - Account number : 140-008-752028 - Name : 한국어교육원(수원대학교) * In case of wire-transfers from abroad, - SWIFT CODE : SHBKKRSE - BANK BRANCH : Branch of the University of Suwon
Admission fee	50,000 KRW	Applicable at the time of document submission	
Textbook cost	70,000 KRW	One semester (10 weeks)	
Insurance	100,000 KRW	6 months	

*** Minimum enrollment period : 2 semesters**

- Fees for transfers or overseas brokerage must be paid by the applicant.
- Proof of transfers must be sent via fax or e-mail:
(Fax : 82-31-220-2496 / E-mail : kor@suwon.ac.kr)
- Proof of transfers must indicate the transfer date, amount, and the name of the sender clearly
- The name of the sender should be the applicant and the names of the sender and the student must be indicated in Korean or in English clearly.
- If the sender is not the applicant, please send a document showing that the payment was for the applicant along with the proof of transfer immediately after the transfer.
- There is a fee to obtain an alien registration card at a later date (out of pocket).
- In the case of health insurance, it will be converted to National Health Insurance after six months.

8. Refund Policy

Refund criteria	Refund Rate	금액	비고
Two weeks before the first day of classes (in case of visa rejections)	100% refund of tuition	1,200,000 KRW	<ul style="list-style-type: none"> - Admission fee is non-refundable. - Based on one semester's tuition
Within 3 weeks since the first day of classes	2/3 refund	800,000 KRW	
Within 5 weeks since the first day of classes	1/2 refund	600,000 KRW	
After 5 weeks since the first day of classes	Refund unavailable	-	

※ Application fees are non-refundable.

※ Textbook fees are refundable until the start of the semester.

● **Mentor-Mentee Program at the University of Suwon**

» **SUBA(University of Suwon Buddy Assistant)**

- We have a mentorship program where incoming foreign exchange students and language learners are paired with our current students as mentors on a one-on-one basis. The mentors provide practical assistance to the incoming students for living and studying in Korea and the program provides opportunities for mentors and mentees to experience cultural exchanges.
- They will attend events such as Workshop for International Students and Language Trainees (MT), cultural experiences such as visits to Everland and Korean Folk Village, Korean language speaking contests, talent shows, the Cheonma Festival, Halloween parties, spring/fall sports competitions, and alumni gatherings for foreign students, etc

» **SULA(University of Suwon Language Assistant)**

- We have a mentorship program where incoming foreign exchange students and language learners are paired with our current students as mentors on a one-on-one basis. The mentors provide assistance and support to the international students who may face challenges in their studies or aim to improve their academic performance.
- Through this program, foreign exchange students and language learners have the opportunity to receive free assistance from our university students in improving their pronunciation, intonation, and conversational skills. (May not be available depending on circumstances.)

● **Cultural experience program at the University of Suwon**

- We provide experiential learning opportunities such as sightseeing, recreational activities, and cultural experiences for international students and language learners each semester.
(e.g. KBS broadcasting station, Seoul Land amusement park, Suwon Hwaseong Cultural Festival, Everland amusement park, and Korean Folk Village)
- For more information, see Homepage - Cultural Experience Photos.

● How to get to Suwon University

1) Airport pick-up

- ① For groups of 12 or more, when you apply for an airport pick-up at the Institute, the staff of the administration office will pick you up at the airport and guide you to your accommodation.
- ② If you want an airport pick-up, you will have to pay the minimum expenses required for pickup.

2) How to get to the Korean Language and Culture Institute at the airport

① Transportation

- A. Board Limousine to Dongtan at 8B Airport Limousine stop → get off at the University of Suwon
- B. Board Limousine to Yeongtong at 7B Airport Limousine stop → Get off at Suwon Station
→ Take the city bus 700-2 or 720-2. → Get off in front of Suwon University.

② Bus Fare

- A. Airport Limousine : 15,000 KRW ~
- B. City Bus : 1,650 KRW ~

③ Estimated Time : Approximately 100 minutes.



Univeristy location

<https://admit-en.suwon.ac.kr/index.html?menuno=2331>

3) Contact us

- ① **E-mail** : kor@suwon.ac.kr
- ② **Phone**
 - 82-31-229-8270
- ③ **Fax**
 - 82-31-220-2496



Detailed inquiries

Address : Korea Language and Culture Education Center, Room 109, International College, University of Suwon,
17 Wauan-gil Bongdam-eup, Hyocheon-gu, Hwaseong-si Gyeonggi-do, 18323, South Korea.

Email : kor@suwon.ac.kr Phone : 031-229-8270 Fax : 031-220-2496

Youtube

