**Spring 2019**

**Graduate School Admission Guide**

**for International Students**

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| --- |
| **New Students (1st Recruitment)** |

**1. Admission Timeline**

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| --- | --- | --- |
| **Procedure** | **Schedule** | **Location/ Note** |
| Application forms and  admission guide available | **2018.12.26(WED)**  **~ 12.31(MON)** | • The Office of Graduate School  (2nd floor of Student Assistant Center, Building # 14)  • Download is available at http://wgs.wku.ac.kr |
| Application & Supporting  Documents Submission | **2018.12.26(WED)**  **~ 12.31(MON)** | • The Office of Graduate School  (2nd floor of Student Assistant Center, Building # 14)  • by 17:00 p.m. |
| Interview | **2019.01.10(THU)** | • Place : Department’s office or Director’s office  • Time : 10:00 a.m. ∼ |
| Admission  Announcement | **2019.01.18((FRI)** | • on the website (to be not notified individually)  • http://wgs.wku.ac.kr |
| Registration for Admitted  Students | **2019.02.11(MON)**  **~ 02.13(WED)** | • on the web (to be announced)  • http://wgs.wku.ac.kr |

**2. Programs Admission Unit**

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| --- | --- | --- | --- | --- | --- |
| **Affiliation** | **Department** | **Master’s**  **Program** | **Ph.D’s Program** | **Combined Master’s and Ph.D’s Program** | **Note** |
| Humanities  and Society | Business Administration | ○ | ○ | ○ |  |
| Economics | ○ | ○ | ○ |  |
| Police Administration | ○ | ○ | × |  |
| Archaeology and Art History | ○ | ○ | × | Archaeology, Art History |
| Education | ○ | ○ | ○ |  |
| Korean Language and Literature | ○ | ○ | × |  |
| Military Science and Art | × | ○ | × |  |
| International Trade | ○ | ○ | × |  |
| Creative Writing | ○ | ○ | ○ |  |
| Law | ○ | ○ | × |  |
| Health Policy and Management | ○ | ○ | × |  |
| Buddhism | ○ | ○ | ○ | Won Buddhism, Buddhism,  Qi, Yoga |
| History | ○ | ○ | × | History of Korea,  History of East Asia,  History of Western Europe,  Archives Management |
| Social Welfare | ○ | ○ | × |  |
| Fire Service Administration | ○ | ○ | × |  |
| Mass Communication & Journalism | ○ | ○ | × |  |
| English Language and Literature | ○ | ○ | × |  |
| Early Childhood Education | ○ | ○ | ○ |  |
| Japanese Language and Literature | ○ | ○ | × |  |
| Information Management | ○ | ○ | × |  |
| Political Science | ○ | ○ | × |  |
| Philosophy | ○ | ○ | ○ |  |
| Special Education | ○ | ○ | × |  |
| Korean Culture | ○ | ○ | ○ | Oriental Culture, Tea Propriety,  Culture Content, Conservation and  Restoration of Pictorial Assets |
| Korean Language and Culture | ○ | × | × | Korean Language Teacher Training  Program |
| Chinese Classical Studies | ○ | ○ | ○ |  |
| Public Administration | ○ | ○ | × |  |
| Accounting | ○ | ○ | × |  |
| Natural  science | Family and Child Welfare | ○ | ○ | ○ |  |
| Nursing | ○ | ○ | × |  |
| Agronomy | ○ | ○ | × | Applied Animal Science |
| Semiconductor and Display Technology | ○ | ○ | ○ |  |
| Public Health | ○ | ○ | × | Public Health, Arts Therapy |
| Beauty Design | ○ | ○ | × |  |
| Forestry and Landscape Architecture | ○ | ○ | ○ |  |
| Biology | ○ | ○ | × |  |
| Bio-Environmental Chemistry | ○ | ○ | × |  |
| Mathematics | ○ | ○ | × |  |
| Convergence Technology for Food Industry | ○ | ○ | × | Functional Foods |
| Food Science and Biotechnology | ○ | ○ | ○ |  |
| Food and Nutrition ★ | ○ | ○ | × |  |
| Pharmacy | ○ | ○ | ○ |  |
| Horticulture | ○ | ○ | × |  |
| Medical Science | ○ | ○ | ○ |  |
| Informational Statistics | ○ | ○ | × |  |
| Fashion and Shoes Design Industry | ○ | ○ | × |  |
| Korean Pharmacy | ○ | ○ | ○ |  |
| Chemistry | ○ | ○ | ○ |  |
| Engineering | Architectural Engineering | ○ | ○ | ○ | Architectural Planning,  Architectural Engineering |
| Mechanical Engineering | ○ | ○ | ○ | Heat & Fluids  Design & Manufacturing |
| Urban Engineering | ○ | ○ | ○ |  |
| Quantum Computer Engineering | ○ | × | × |  |
| Electrical Engineering | ○ | ○ | × |  |
| Information and Communication  Engineering | ○ | ○ | ○ |  |
| Electronic Engineering | ○ | ○ | ○ |  |
| Electronics Convergence Engineering | ○ | ○ | ○ |  |
| Computer Engineering | ○ | ○ | × |  |
| Civil and Environmental Engineering | ○ | ○ | ○ |  |
| Chemical Engineering | ○ | × | × |  |
| Medicine | Medicine | ○ | ○ | ○ |  |
| Dentistry | ○ | ○ | ○ |  |
| Korean Medicine | ○ | ○ | ○ |  |
| Arts and  Physioal | Traditional Korean Music | ○ | ○ | × |  |
| Jewelry and Metal Craft | ○ | ○ | ○ |  |
| Design | ○ | × | × |  |
| Dance | ○ | ○ | × |  |
| Art | ○ | × | × |  |
| Calligraphy | ○ | ○ | × |  |
| Music | ○ | × | × |  |
| Plastic Arts | × | ○ | × | Fine Arts, Design, Craft Arts |
| Physical Education | ○ | ○ | × |  |
| total | 71 | 69 | 65 | 28 |  |

**Note**

1. Department of Art offers a Master’s program for the majors of Oriental Painting, Painting,

Sculpture, Craft afts.

1. Department of Food and Nutrition with an ★ offers a Clinical Dietitian specialized course.
2. Departments do not offer programs with an “x”.

**3. Admission quota**

1) A limited number students are admitted to each department and program.

2) If applicants do not meet requirements of academic ability and language proficiency,

they may not be selected.

**4. Eligibility for Admission**

**1) Eligibility Standard**

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| --- |
| • An applicant holding foreign citizenship whose parents are foreign citizens  • a North Korean defector (as defined by the law)  • An applicant who completed the entire 16-year education from primary school to university outside  of Korea |

**2) Qualifications**

|  |  |
| --- | --- |
| **Master’s/ Combined Master’s and Ph.D. Programs** | **Ph.D. Programs** |
| * Those who have a bachelor’s degree or who are expected to obtain a bachelor’s degree in February, 2019 * Those who have educational attainment equivalent to a bachelor’s degree approved by the law of the country of residence * All applicants can apply for a department (major) different from their undergraduate department (major) | * Those who have a master’s degree or who are expected to obtain a master’s degree in February, 2019 * Those who have educational attainment equivalent to a master’s degree approved by the law of the country of residence * All applicants can apply for a department (major) different from their master’s department (major) |

※ Applicants who do not have a degree in the department (major) they are applying for

are required to take pre-requiste courses offered by the department.

**5. Application Submission**

**1) How to apply** : in person (E-mail applications will not be accepted.)

**2) Location** : Graduate School office (2nd floor of Student Assistant Center, Building # 14)

**3) Period : 2018.12.26(WED) ~ 12.31(MON)**

**6. Selection Procedure**

**1) Procedure**

(1) Document Screening

(2) Oral Examinations and interview

**2) Date and Place : 2019.01.10(THU) 10:00 ~**

|  |  |  |  |
| --- | --- | --- | --- |
| **Categories** | **Time** | **Place** | **note** |
| Oral Examinations and  interview | 10:00 a.m. ∼ | Department office or Director’s  office | Refer to Department  office phone number |

※ Applicant who are residing abroad and are unable to attend the interview may have an

interview by phone. (Contact phone numbers should be notified on the application form.)

※ International applicants who fail to meet the basic standard of Korean language

proficiency are required to take Korean language courses up to Pass, 3 credits in their first semester. The credits obtained by these courses will not be included in the total number of required credits.

**7. Application Documents**

**1) Required documents**

|  |  |  |  |
| --- | --- | --- | --- |
| **Documents** | **Note** | | |
| Application form | **• Download the form on the Graduate School website.**  • Attach a color photo (3.5X4.5cm) (taken within the past 6 months)  • Should be written by the applicant. | | |
| Certificate of (expected)  graduation | • Mater’s Program/ Combined Master’s and Ph.D. Program :  Certificate of Bachelor’s degree (or certificate of expected graduation)  - Bachelor degree at a 4-year university must be indicated.  • Ph.D. Program : Master’s degree (or certificate of expected graduation)  - Mater’s degree must be indicated.  • Submit the original document(s) with Korean translation.  • Confirmation of the translator : Download the form on the GS website. | | |
| Official Academic  Transcripts | • Mater’s Program/ Combined Master’s and Ph.D. Program :  Official transcripts of Bachelor’s program  • Ph.D. Program : Master’s program  • Applicant’s Cumulative GPA and the grade scale must be specified in the  document. (e.g. CGPA 4.2/4.5 scale)  • Submit the original document(s) with a confirmation of translator and  Korean translation attached.  • Confirmation of translator: Download the form on the GS website. | | |
| Color Photos  (3.5X4.5cm) | • 4 Color photos taken within the past 6 months  (Background must be white. Write your name on the back)  (For the application form, Student ID, visa application, etc) | | |
| Study Plan | **• Download the form on the GS website.**  • Should be written by the applicant. | | |
| Self-introduction | **• Download the form on the GS website.** | | |
| Consent Form to Check-up  Academic Background | **• Download the form on the GS website.**  • Should be written and signed by the applicant. | | |
| Release of information  from | • Download the form on the GS website.  • Should be written and signed by the applicant. | | |
| Recommendation Letter | **•** Download the form on the GS website.  **•** Optional **(※Applicants of business administration must submit)** | | |
| Korean Language  Proficiency Test Scores | • Korean : TOPIK  • Optional | | |
| Application for the  Certificate of Admission | • Download the form on the GS website. | | |
| A photocopy of the  Passport | • The Applicant’s passport information page  (Please check the expiration date.) | | |
| A Photocopy of an ARC | • Alien registration card holders only | | |
| Application for Confirmation of Visa Issuance  (Chinese Applicants only) | • Download the form on the GS website.  - Should be written in English. Names must match those shown on the  passport.  - Applicants are responsible for the incorrect information.  - Fill in the yellow-colored sectioin of the application and submit it  after removing the yellow color.  (Please do not change the other sections.)  - Photographs are not required for the application. | | |
| Confirmation of Graduation  Certificate | • Mater’s Program/ Combined Master’s and Ph.D. Program :  Certification of a bachelor degree  • Ph.D. Program : Mater’s degree  **• Degrees obtained in China :**  a degree certificate issued by CDGDC (敎育部學位與硏究生敎育發展中心)  at <http://www.cdgdc.edu.cn> or by China Higher Education Student  Information and Career Center (中國高等學敎學生信息咨詢與就業指導中心)  at <http://www.chsi.com.cn> (China Higher Education Qualification Certificate,  “中國高等敎育學歷認證報告”)  • **Degrees obtained in America :** Confirmation of accreditation of the  institution by Korean-American Educational Commission (02-3275-4000)  • **Degrees obtained in Japan :** Certificate of degree from Embassy  (02-739-7400)  **• Other ways of Confirmation :**  - Confirmation of diplomas and transcripts : issued by the country’s  consulate in Korea or the local Korean Consulate or Embassy  - Confirmation of Foreign Educational Institution : verified by the local  Korean Consulate or Embassy  - Verification of Apostille : issued by Apostille Member Countries  • Submit the original document(s) with a confirmation of translator and  Korean translation attached.  **• Confirmation of translator : Download the form on the GS website.** | | |
| Financial Document | • A bank statement showing a minimum balance of US$18,000, or Chinese  RMB130,000  • The bank statement must be issued under the applicant’s or the financial  guarantor’s (the parent’s) name.  • The bank statement should be issued within the past 1 month.  • The certificate of bank deposits should be the original from the bank,  including the contact address, telephone number, etc.  • Should be submitted with a photocopy of the bank book page that  contains personal information of the account holder as well as a photo  copy of the page that contains the information regarding the latest  deposit balance. | | |
| Certificate of Family  Relations (Document to  verify the eligibility of the  applicant) | • For the single  applicant :  please submit certificates of the  applicant and the  parents.  For the married  applicant: please  submit certificates  of the applicant,  the spouse and  the children. | • Certificates issued within the past 3 months  • Chinese applicants (family register 戶口簿),  Japaneseapplicants (certificate of family register 戶籍),  American applicants (birth certificate) For Chinese  applicants : Submit the original document(s) with  a confirmation of translator and Korean translation  attached.  • If the applicant’s family register is separate from the  parents’ please submit the applicant’s and the parents’,  one set of each, respectively, as well as a certificate  of family relations.(All documents should be notarized  and consular verified.)  • Confirmation of translator : Download the form on the  GS website. | |
| • Divorce  or Death  Certificate  (parents) | • If your parents are divorced, or one of your parents is  deceased, submit the appropriate document.  : Submit the original document(s) with a confirmation  of translator and Korean translation attached.  • Confirmation of translator : Download the form on the  GS website. | |
| Certificate of Employment | • If the applicant has employment: :  Certificate of Employment, Certificate of Income  • If the applicant has no employment: :  Certificate of the parent’s Employment, Certificate of the parent’s Income  • If the applicant has employment in the past :  Certificates of Employment and Income from the previous employe,  Certificate of the parent’s Employment, Certificate of the parent’s Income | | |
| Korean Translation (with a  Confirmation of translator) | **•** Confirmation of translator: Download the form on the GS website. | | |
| **2) For Applicable Persons** | | | |
| **Category** | **Documents** | | **Note** |
| North Korean defectors | • Certificate of Renounced  North Korean Citizenship  • Certificate of Academic  Record | | • Certificates issued by the officer in  charge of their residential district |
| Applicants for Medicine | • Recommendation letter from  the department | | • Applicants are required to obtain  study permit and recommendation from  the department.  • Download the form on the GS website. |
| Applicants for  Oriental Medicine | • Recommendation letter from  the department | | • Applicants are required to obtain  study permit and recommendation from  the department.  • Download the form on the GS website. |
| Plastic Arts | • PPT materials related to  artistic works (in PDF files) | | • When applying, send email attachments at  lhj4057@wku.ac.kr |
| Design | • Portfolios (in PDF files)  (standard - A3) | | • When applying, send email attachments at  tart@wku.ac.kr |

※ 1. All required documents submitted for admission must be originals.

2. If necessary, applicants may be asked to submit additional documents in addition

to the required documents listed above.

**8. Application fee**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category** | **Master’s Program** | **Ph.D. Program** | **Combined Master’s and Ph.D. Program** | **Note** |
| application fee | ￦40,000 | ￦50,000 | ￦40,000 |  |

**9. Tuition Fees and Payment**

**1) Tuition (TBA) (Unit : KRW)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Field** | **Entrance fee** | **Tuition fee** | **Total** |
| Master’s Program /  Combined Master’s  and Ph.D. Program  (1st-4th semester) | Humanities/ Social Science | 640,000 | 3,573,500 | 4,213,500 |
| Science/ Sports Science | 640,000 | 4,287,000 | 4,927,000 |
| Engineering/ A/rt and Design/Pharmacy/Nursing | 640,000 | 5,001,000 | 5,641,000 |
| Medical(Medicine, Dentistry, Oriental medicine) | 640,000 | 6,490,000 | 7,130,000 |
| Ph.D. Program /  Combined Master’s  and Ph.D. Program  (5th–8th Semester) | Humanities/ Social Science | 640,000 | 4,039,000 | 4,679,000 |
| Science/ Sports Science | 640,000 | 4,898,500 | 5,538,500 |
| Engineering/ Arts/Pharmacy/Nursing | 640,000 | 5,502,000 | 6,142,000 |
| Medical(Medicine, Dentistry,  Oriental medicine) | 640,000 | 6,795,500 | 7,435,500 |

**※** 1. The above tuition fees are based on the Spring semester, 2018.

2. Combined Master’s and Ph.D. Program: for 1st∼4th semester, refer to the tuition fee

for Master’s Program; for 5th –8th Semester, see the tuition fee for Ph.D. Program.

**2) Tuition Payment**

**(1) Period of registration : 2019.02.11(MON) ~ 02.13(WED) by 16:00 p.m.**

(2) Bank: a Designated bank (TBA)

(3) Distribution of the tuition bill: The tuition bill will not be sent individually to the

accepted students. Please print out the certificate of admission and tuition bill on the

GS website and make a payment at the designated bank.

(4) Admission is not notified individually. If an admitted student fails to pay the tuition

during the registration period, admission will be cancelled automatically.

(The applicants will be held responsible for not making the tuition payment because

they do not check the homepage announcements.)

**10. Scholarship**

**1) 50% of Tuition waived**

※ All international students are required to purchase health insurance. For further

information, please contact the office of International Affairs at 063-850-5751~2.

**11. Important Notices**

**1) Notes for Preparing the Application**

(1) Once the application is completed, it is not allowed to cancel the application or make

changes. Once submitted, the application fee is nonrefundable, and all documents will

not be retumed. (Original documents such as diplomas, award certificates Chinese

Hokoubu, and etc. will be returned, once the authenticity is confirmed.)

(2) All required information shall be accurately entered in Korean. Applicants will be held

responsible for any disadvantages if any false, incorrect, omitted information, or

mistakes are found in the application form. Please check all matters thoroughly

submitting the application.

(3) Application documents should be submitted within the application submission period,

and the application will be excluded from admissions process if submitted documents

are incomplete or inadequate.

(4) Applicants must provide accurate contact information such as cell phone number,

home phone number, email-address and home address. Wonkwang University is not

responsible for not being able to reach the applicant because of the incorrect

information in the application.

(5) Applicants who are already enrolled at the Graduate School, Wonkwang University

are not eligible to apply. (You are supposed to withdraw before applying.)

(6) Applicants who apply to a department (major) different from the undergraduate major

are required to take prerequisite courses offered in the their department.

(7) All required documents must be submitted in its original copy. (Copies can be

submitted only if the copies are certified as true copies of the original by the relevant

organization/ institution and the Office of Graduate School upon submission.)

(8) If the original documents are not written in Korean, they must be translated in

Korean with a confirmation of translator attached. (Notarization is not required.)

(9) Wonkwang University is not responsible for any delivery delays or failures, or loss of

documents caused by submission by mail.

(10) Admitted students should take the necessary steps to apply for a visa in order to

enter Korea before the semester begins.

**2) Notes for Filling out the Application Form**

(1) Please refer to the Graduate School Admission Guide when filling out the department

and major of your application form.

(2) Changes in admission data are not allowed after submission. Submitted documents will

not be retumed, and the application fee is not refundable.

(3) The applicant’s name and the alien registration number must match those appeared in

the passport.

(4) For important announcements, applicants must provide accurate contact information

such as cell phone number, home phone number, email-address and home address.

Applicants are held responsible for the disadvantages caused by the incorrect

information in the application. (If your contact information changes, please notify the

office of the Graduate School immediately.)

(5) As for the Grade in the Academic Records Section, undergraduate and graduate GPAs

should follow the form of 0.00/0.00 (scale). The applicant who expects to graduate

should include the GPA of the final semester.

(6) In the Research and Publication Section, please make entries if you can submit

supporting documents.

(7) In the Experience Section, please make entries if you can submit supporting documents.

**3) Oral examinations and interview**

(1) Applicants are not allowed to carry any unnecessary electronics devices including

mobile phones, wireless transmitters and pagers.

(2) Applicants must bring an identification such as a passport or alien registration card,

and additional materials if required by the department.

**4) Cancellation of Admission or Disqualification**

**(1) Cancellation of admission**

And offer of admission will be cancelled in the following conditions :

• If the applicant who submitted a certificate of expected graduation fails to obtain a

degree by the end of February, 2019.

• If overseas institutions fail to verify the authenticity of the student’s documents, or if

the degree is not obtained from an accredited institution.

• If it is found that submitted documents have been forged or illegally altered; or if

the statements in the application are false or misrepresented.

• If the applicant is accepted by illegal ways such as identity fraud.

• If circumstances are discovered that lead to a revocated admission.

※ If the admission is revoked because of the above reasons, tuition and other fees will

not be refunded.

**(2) Disqualification**

The applicant will be disqualified in the following conditions:

• If the required documents are not submitted during the designated period.

• If the applicant fails to attend the scheduled interview.

• If the tuition (deposit) is not paid within the specified period.

• if disqualifying circumstances are found.

※ If the applicant is disqualified from the admission process because of the above

reasons, tuition and other fees will not be refunded.

**5) Alien Registration**

Foreigners intending to stay in Korea for more than 90 days after entry for study abroad

purposes should get registered at the nearby local Immigration Office for the issuance of

a Alienation Registration Card within 90 days upon arrival.

**6) Issuing a D-2 (Student) Visa**

(1) Upon registration, all international students should take the necessary steps to apply

for a student visa as soon as possible.

(2) All visa issuance-related matters are dealt in accordance with the Korean immigration

policy of the immigration office. Please note that in case the immigration office refuses

to issue a visa to an admitted student, admission will be withdrawn.

|  |  |
| --- | --- |
| **Category** | **Contents** |
| New Visa issuance  (Residing abroad) | ■ The Office of International Affairs  • The Certificate of Admission will be issued to admitted students.  ■ New students  • Admitted students should apply for a D-2 visa in the local Korean  consulate or embassy with the certificate of Admission.(Visa Issuance  number.)  • Please take the necessary steps to apply for a visa as soon as possible.  (Please contact the country’s Korean Embassy in advance.) |
| Change Status of Stay  (Residing in Korea) | ■ New Students  • Please submit the documents for Change of Status to the office of  International Affairs.  • Current General Training D-4 visa holders should take the necessary steps  to change the status of stay.  • Please note that a fine may be charged, if applicants fail to change the  status of stay before entering to the Graduate School.  ■ The Office of International affairs  • Change Status of Stay |

**7) Additional information**

(1) Admission results will be available on the GS website: <http://wgs.wku.ac.kr>.

The Graduate School does not notify admission results to applicants individually.

(2) Issues not included in the admission guide will be determined by the Graduate School

Committee.

(3) Upon entrance, all students should follow the Rules and Regulations of the Graduate

School.

(4) For other inquiries, please refer to the GS website or contact the office of Graduate

School by phone at 063-850-5118,9.

**12.** Contact information for the Department office and Director’s office :

refer to the Admission Guide (Korean Students Admissions Section).