2022 Fall Semester

Undergraduate Application Guide for International Students

[Freshman]

고려대학교
KOREA UNIVERSITY

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고려대학교
KOREA UNIVERSITY

Contents

Ⅰ. Application Guide

1. Application Timelines

Item	Schedule	Notes
Online Application Submission and Documents Upload	March 3 (10:00) - March 25, 2022 (17:00)	▪ Office of International Affairs website: http://oia.korea.ac.kr ▪ Online application is completed only when the application fee payment and online document submission is successfully completed by the deadline. ▪ The application documents (PDF version) must be uploaded online. (max. 40MB)
Application Materials Submission	March 3 (10:00) - April 1, 2022 (17:00)	▪ Availability of direct or postal mail submission ※ In case of COVID-19 related shutdown, only postal mail available (to be announced) ▪ Office closed on weekends and public holidays ▪ All supporting documents must arrive by the stated deadline (Korea Standard Time). ▪ Please use certified mail, parcel service or international express mail with a tracking number in order to check the delivery status to avoid delays or delivery failures. ※ Address: Korea University, International Education Team, #301 Dongwon Global Leadership Hall, 145 Anam-ro, Seongbuk-gu, Seoul 02841, Korea
Admission Result Notification	June 10, 2022 (17:00)	▪ Results are available online only: http://oia.korea.ac.kr ▪ The International Admissions Office does not notify applicants individually of admission results.
Registration for Admitted Students	July 2022 (to be confirmed)	▪ Enrollment and tuition fees must be paid in full via bank transfer, ATM, internet banking, phone banking, Alipay, UnionPay etc., to the virtual bank account provided by Korea University.

※ The dates are subject to change in response to the COVID-19 situation. If any, changes will be updated on the Office of International Affairs website.
※ All dates and times are based on Korea Standard Time (KST).

2. Fields of Study

※ This list is subject to change. Please check for updates before submitting your online application.

1) Applicants may select first and second choice of major. (Applications for the Medicine and Nursing majors are only open for spring semester intake.)

2) According to the Regulations for Student Enrollment of the College of Education, the acceptance rate of international students cannot exceed 10% of the total admission quota.

3) For the International Studies major (English track), English language qualification is mandatory.

4) For the School of Interdisciplinary Studies, students are allowed to choose the 1st major from any field.

5) **Before choosing your major, please check the course catalog, curriculum and the available number of English taught courses offered in the department of your interest.**

○ Information about college and major: http://oia.korea.ac.kr→Degree Program→Schools & Departments
○ Undergraduate Courses: http://sugang.korea.ac.kr→Search Course→Undergraduate Courses

College/Division	Field	Major
Korea University Business School	Humanities	Business Administration
College of Liberal Arts	Humanities	Korean Language and Literature
		Philosophy
		Korean History
		History
		Sociology
		Classical Chinese
		English Language and Literature
		German Language and Literature
		French Language and Literature
		Chinese Language and Literature
		Russian Language and Literature
		Japanese Language and Literature
		Spanish Language and Literature
		Linguistics
College of Life Sciences & Biotechnology	Science	Life Sciences
		Biotechnology
		Food Bioscience and Technology
		Environmental Science and Ecological Engineering
	Humanities	Food and Resource Economics
College of Political Science and Economics	Humanities	Political Science and International Relations
		Economics

College/Division	Field	Major
College of Science	Science	Statistics
		Public Administration
		Mathematics
		Physics
		Chemistry
		Earth and Environmental Science
College of Engineering	Science	Chemical & Biological Engineering
		Materials Science & Engineering
		Civil, Environmental, & Architectural Engineering
		Architecture (5 years)
		Mechanical Engineering
		Industrial Management Engineering
		Electrical Engineering
		Integrative Energy Engineering
College of Education	Humanities	Education
		Korean Language Education
		English Education
		Geography Education
		History Education
	Science	Home Economics Education
		Mathematics Education
	Phys. Ed.	Physical Education
College of Informatics	Science	Computer Science and Engineering
		Data Science
School of Art & Design	Art & Design	Art & Design
College of International Studies	Humanities	International Studies
		Global Korean Studies
School of Media & Communication	Humanities	Media & Communication
College of Health Science	Science	Biomedical Engineering
		Biosystems & Biomedical Science
		Health Environmental Science
	Humanities	Health Policy & Management
School of Interdisciplinary Studies	Humanities/ Science	School of Interdisciplinary Studies
School of Smart Security	Science	Smart Security
School of Psychology	Humanities	Psychology

Ⅱ. Eligibility

- Both the applicant and the applicant's parent(s) must be non-Korean citizens.
- The applicant must have completed regular primary and secondary education, equivalent to Grades 1 to 12 in the Korean education system, either in Korea or overseas, and plan to graduate before August, 2022.

1. Citizenship Requirements

○ Citizenship status is determined at the time of application submission.

○ If the applicant and applicant's parent(s) have multiple citizenship including Korean citizenship, the applicants are not eligible to apply.

○ If the applicant and applicant's parent(s) renounced their Korean citizenship, please refer to the below.

A. In order to be eligible as "a non-Korean citizen applicant with non-Korean citizen parent(s)", the applicant and applicant's parent(s) must have obtained citizenship of another country before entering high school.

B. If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Nationality, Family Relations Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess citizenship of another country and have never lived in Korea previously. The document must contain explicit details on the loss of Korean citizenship and its date.

C. Submitting an application for renunciation of Korean citizenship as a proof of one's loss of Korean citizenship is not considered valid.

○ Adopted applicants are eligible to apply as an international student only if the applicant obtained a citizenship of another country (other than Korea) before starting primary education (Grade 1). However, proof of the loss of Korean citizenship must be submitted.

○ When an applicant's parent with legal custody is remarried to a Korean citizen, even if the applicant has not been adopted by both parents through a legal process, the applicant will not be eligible to apply as an international applicant.

2. Academic Requirements

○ The applicant must complete regular primary and secondary education, equivalent to Grades 1 to 12 in the Korean education system, either in Korea or overseas.

○ Completion of qualification examinations and programs such as GED, home schooling, online courses, or language schools, and so on from the level of primary, secondary to higher education are not regarded as equivalent to a regular academic school curriculum.

3. Language Proficiency Requirements

Please submit one or more of the following documents.

A. Korean	A score report of the Test of Proficiency in Korean (TOPIK) or a certificate of level completion from the Korean Language Center at Korea University (Seoul Campus).
B. English	A score report for TOEFL or IELTS Academic ※ TOEFL My Best Scores/Home Edition, IELTS Indicator are NOT acceptable. ※ For the International Studies major, English language qualification is mandatory.
C. For applicants who have completed the entire curriculum of secondary education in Korean or English as the primary language of instruction, official high school transcripts may be considered as an alternative.	

※ **Guide about the Intensive Korean Language Program and Restrictions on Major Course Enrollment**
○ Admitted students may be subject to obligatory intensive Korean language training and restrictions on major course enrollment based on their submitted TOPIK score or the level completed at the Korean Language Center at KU (Seoul Campus).

Korean Language Level	Korean Language Training	Enrollment on Major courses
· TOPIK level 5-6 · KU KLC level 5-6	No training	No restrictions.
· TOPIK level 4 · KU KLC level 4	1 semester of obligatory training	Allowed to enroll in major courses up to 6 credits per regular semester. (Students are allowed to earn up to 19 credits per semester including general education courses.)
· TOPIK level 3 or lower · KU KLC level 3 or lower	2 semesters of obligatory training	Not allowed to enroll in major courses. (Students are allowed to earn up to 19 credits per semester including general education courses.)

※ Students who take the intensive Korean language training can earn 3-6 academic credits as electives.

※ Depending on each department (or division), students with high English language proficiency will receive an exemption from the intensive Korean language training and there will be no restriction in taking major courses.
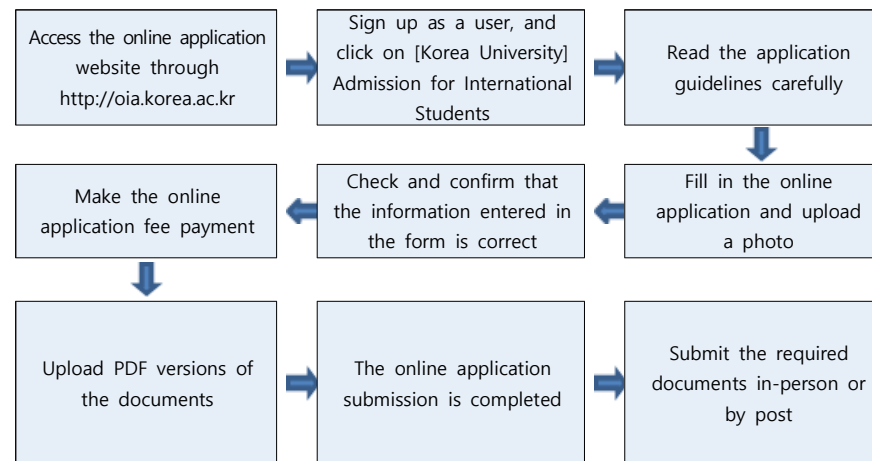

Ⅲ. Application Information

1. Admission Criteria

○ There is no set quota per major.

○ Evaluation is based on a holistic assessment of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of study, language proficiency, academic and extracurricular activities, etc.

※ However, an interview or test on specific skills may be conducted depending on the field of study. In such cases, applicants will be notified in advance with additional guidelines.

○ When a tie score occurs, applicants with equal scores will all be selected for admission.

○ When an applicant is considered not to have satisfied the essential requirements by the International Admissions Committee, he or she will not be admitted.

○ Admission decisions are made by the International Admissions Committee. Any other details for the application review process follow the general admission policies of Korea University.

○ Details related to the application review will not be disclosed.

○ Applicants who apply to Korea University in an inadequate manner or interfere in the admission process, may face punitive consequence and have their application revoked.

2. Application Procedure

A. How to apply online

Access the online application website through http://oia.korea.ac.kr	→	Sign up as a user, and click on [Korea University] Admission for International Students	→	Read the application guidelines carefully
				↓
Make the online application fee payment	←	Check and confirm that the information entered in the form is correct	←	Fill in the online application and upload a photo
↓				
Upload PDF versions of the documents	→	The online application submission is completed	→	Submit the required documents in-person or by post

※ Admitted students must submit the original copy of academic documents with the consular authentication from the Korean Embassy or consular office in the country where student's school is located or obtain apostille stamps by the designated deadline.

B. Application fee payment

Field	Fees (KRW)
Humanities or Science	150,000
Art & Design	200,000

※ The application fee (including the commission fee) must be paid in full at the time of the online application submission within the deadline of the application period.

※ According to Article 34, Section 4, Clause 5 of the Korean Higher Education Act, the application fees will be utilized for processing the applications and any reimbursements will be refunded to applicants. Each individual applicant's reimbursement shall be proportionate to the total number of applicants.

※ If the applicant chooses to have the refunded application fee transferred to a bank account, the transaction costs for using the bank services will be subtracted from the refund application fee. If the transaction cost exceeds the refunded application fee, there will be no refund.

※ Please inspect the information on the application carefully before the application fee payment is made as the information cannot be edited, revoked nor can the fee be refunded after the payment is completed. However, in the event that an applicant cannot complete the admission process due to a natural disaster, severe sickness, accident, etc. that is not attributed to the applicant, the applicant can submit an application fee refund application with proof. The documents submitted for refund will be evaluated and a full or partial refund (after the transaction cost is deducted) may be possible.

C. Notice for online application

1) Online applications must be made personally by each applicant. If a violation is found, the applicant may face penalties such as admission cancellation and other restrictions.

2) Photographs (3x4cm/max. 24KB) must have been taken within the last three months.

3) Online application submissions may be confirmed by printing the submission slip. Please make sure to print the application form, personal statement, and the mailing label for your application envelope.
   ※ No further change can be made to your personal statement after the online application has been submitted.

4) The mailing label must be placed on the application envelope.

5) You cannot cancel your application or change your major after the application fee payment is completed.

6) The applicant shall be responsible for any disadvantages arising from any errors or omissions on the application.

7) Contact information such as 'phone number' and 'email address' must be accurate so that the International Education Team may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.

8) Applicants may simultaneously apply to the Korea University, Sejong Campus, while submitting an application to the Korea University, Seoul Campus. To submit an application to the Korea University Sejong Campus, please refer to https://oku.korea.ac.kr/sejong

IV. Supporting Documents & Notices

1. Mandatory Documents for All Applicants

※ All documents has to be submitted in either English or Korean. Documents stated in languages other than this will need the notarized translation submitted together with the original.

※ All the required documents must be uploaded (PDF, max 40MB) on the online application website and the original documents must be sent to the Korea University International Education Team by the deadline.

	Documents	Notes
①	Copy of Online Application	▪Documents ① ~ ④ must be filled in through the online application system.
②	Personal Statement	
③	Attendance Record	
④	Consent of Collection and Use of Personal/Identifiable Information	
⑤	Photocopy of the Passport Information (photo) Page of the Applicant and Parent(s)	▪In case parent(s) do not hold valid passports, a photocopy of their official ID(with translation) may be submitted in lieu of a passport.
⑥	Family Register / Relationship Certificate	▪Chinese applicants: Translated and notarized Hukoubu (户口簿) issued by **2018** and a certificate of family relationship (亲属关系证明) ▪Applicants other than Chinese: Birth certificate of the applicant, family register, resident registration or certificate of family relations to confirm the relationship between the applicant and parent(s) ▪All documents must be translated in English or Korean with notarization.
⑦	Proof of Language Proficiency	▪Authorized language proficiency test score of English or Korean (TOPIK, TOEFL, IELTS Academic) within the validity period ▪For applicants who attended the Korean Language Center at KU, submit a certificate of level completion and transcript. ▪Native speakers of Korean or English may submit their high school transcripts in lieu of a language proficiency test score. ▪Applicants who apply to the Division of International Studies must submit proof of language proficiency in English.
⑧	Recommendation Letter	▪Must be submitted using the KU template provided ▪Must be written, signed and sent directly by the recommender to the designated email (recommendation@korea.ac.kr) from his/her official work email account.
⑨	1) Certificate of Attendance of High/Secondary School 2) Official Transcript of High/Secondary School 3) Official Graduation Certificate of High/Secondary School	▪Must obtain apostille stamps or consular authentication	▪If an applicant graduated from a secondary school in Korea, a 'School Life Records II' must be submitted and an apostille is NOT required. ▪If an applicant is not able to submit an official high school transcript with academic records for each semester and each year, an official letter by the school is required to explain the reasons. ▪All academic transcripts must have descriptions clarifying the grading scale. ▪All Chinese applicants are required to submit both the graduation certificate (中等教育学历验证报告) and the high school graduation test score report (会考) issued by the CHSI (学信网: http://www.chsi.com.cn). Those who are expected to graduate must submit the certificate after graduation. - 会考 and graduation certificate must be submitted as a certified report in English. - 高考: Test-takers only

	Documents	Notes
⑩	Proof of Bank Balance	▪ A Proof of bank balance in the applicant's name with a minimum amount equivalent to USD 20,000 or more (currency indication required). - shareholding account or insurance account is not acceptable ▪ A Proof of bank balance in parent(s)' name will also be accepted (Certificate of Family Relations must be attached) ▪ The proof of bank balance must have been issued within 30 days of making the application to KU.
⑪	Portfolio (A4, max. 10 pages) and Statement of Verification for Portfolio	▪ Applicable to Art & Design applicants only ▪ Portfolio should be printed on A4, with each sheet containing only a single piece of work. ▪ Statement of Verification for Portfolio must be completed by using the KU form provided.
⑫	Optional Documents - List of optional documents	▪ Optional Documents: Official scores (language proficiency test result, international standard qualification of education, licenses, etc.) obtained since high school ▪ Gaokao (高考) reports of Chinese applicants must be in English and certified by CHSI. ▪ All submitted optional documents must be printed on A4, with each sheet containing only a single piece of work.

2. Required Documents for Relevant Applicants

A. International applicants with Korean ethnicity

Documents	Notes
Official documents that prove the applicant and the applicant's parent(s) no longer possess Korean citizenship	▪ 'Family Relations Certificate (details)' issued under the applicant's name, 'Certificate of Removal from Family Registry', the 'Declaration of Loss of Nationality' for both the applicant and parent(s), or 'Certificate of Alien Registration' which has been issued after 2011. ▪ Submitting an application for renunciation of Korean citizenship as proof of one's loss of Korean citizenship is not considered valid. ▪ If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Korean Nationality, Family Relations Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess citizenship of another country and have never lived in Korea previously. The document must contain explicit details on the loss of Korean citizenship and its date.

B. Cases for requirements of additional proof

Case	Documents
Parent's Death	▪ Certificate of Death
Parents' Divorce	▪ Documents that display proof of parental authority and custody ▪ Remarriage Certificate of the parent who has applicant's parental authority and custody
Single-parent Family	▪ The document provided by KU must be filled in and submitted with an official confirmation certified by a government institution (i.e., embassy, domestic relations court etc.) in the applicant's home country.
Adopted Applicant	▪ Official document of adoption ▪ Documents indicating that the applicant obtained a citizenship other than Korean before starting primary education (Grade 1) ▪ Proof of the loss of Korean citizenship

3. Notices for Submitting Documents

A. Important notes

○ All required documents must be uploaded on the online application website (Uwayapply) by the designated deadline. Only documents in PDF format can be uploaded, and failure to do so, will result in an incomplete and invalid application.

○ All required PDF documents must be saved in a single **ZIP** file (A4 standard) in the corresponding order of submission and then submitted.
 ※ File name: Application number and name on passport (i.e.: FAFA12345_Hong Gil Dong)

○ The maximum size of the file is limited to **40MB**.

○ You must put your application number on the top right corner of every document that you submit.

○ The International Education Team must receive the original documents uploaded by the designated deadline (**April 1, 2022,** Korea Standard Time).

○ All uploaded and submitted documents must be clear and legible. If not, the applicant may be responsible for any disadvantages that may occur as a consequence.

○ Documents that are not in Korean or English must be translated and publicly notarized. A notarized translation must be uploaded along with the original documents.

○ In the case of any uncertainty about an applicant's eligibility, the applicant may be asked for additional supporting documents.

○ If there is a suspicion of possible plagiarism or ghostwriting of an applicant's application or an inauthentic recommendation letter, the applicant or the referee may be asked to provide an explanation. If any suspicion is confirmed, the applicant will be disadvantaged and be subject to penalties such as a deduction on the evaluation score, cancellation or revocation of admission at any time.

B. Notes for required documents

○ Students are required to provide apostille or consular authentication on all documents issued by overseas schools/institutions and the documents must be submitted to Korea University by **July 15, 2022 (**except those who already submitted the documents at the time of the application period). Those who do not submit them by the deadline may have their admission revoked and no other type of authentication will be approved.

  - Countries with Apostille Convention can be found on https://www.hcch.net.

  - Contact for consular authentication: Ministry of Foreign Affairs, Consular Services (Tel. +82-2-3210-0404)

○ **Concerning the following cases, admission may be denied or revoked;**
  1) Applicant who does not submit required documents or submits insufficient/incomplete documents
  2) Applicant who does not submit documents within the designated period
  3) Applicant who fraudulently carries out the application process
  4) Applicant who does not meet the eligibility criteria
  5) Applicant who is considered to lack the required academic skills

○ An applicant's admission may be denied or revoked if the applicant did not submit the required documents by the deadline or the submitted documents are found to be different from the uploaded documents.

○ If there is an inconsistency in the applicant's name on the application form and supporting documents, it is the applicant's responsibility to provide evidence to support that the documents are for the identical person.

○ A student who graduated from high school in Korea should submit 'School Life Records II'.

○ A high school transcript and certificate of attendance should be submitted from each high school the applicant attended.

○ Any academic achievement without the submission of supporting documents may not be approved or accepted as official.

○ Admission decisions are made by the International Admission Committee. Any other details for the application review process will follow the general admission policies of KU.

○ When an applicant's scores are reported directly to KU, the applicant must provide one's date of birth, full name in English, and the date of the examination taken in order for the information to be included in the evaluation materials (SAT, AP, IB, TOEFL).

  - KU Institution Number: ETS 8228, College Board: 5443, IBO: 002366

  - Applicant may check the arrival of the reports through the KU Admissions Office website
    https://oku.korea.ac.kr

C. Notes for optional documents

○ Applications or an applicant's admission may be denied or revoked if any of the submitted documents are found to be different from the uploaded documents.

○ Optional documents for submission (maximum 10 items)
  - Official language proficiency test result (TOEFL, IELTS Academic, HSK, JLPT, JPT, DELF, DALF, TOPIK, etc.)
  - Standardized international admissions qualifications tests (ACT, A-level, AP, IB, SAT, 高考, etc.)
  - National certificate of technical qualification, state certified qualification, etc.
  - Documents issued during and by a high school/university: prize conferred by high school/university for activities carried out at high school/university

V. Registration, Refunds, & Visa Application

1. Registration & Refund Policies

A. Tuition payment

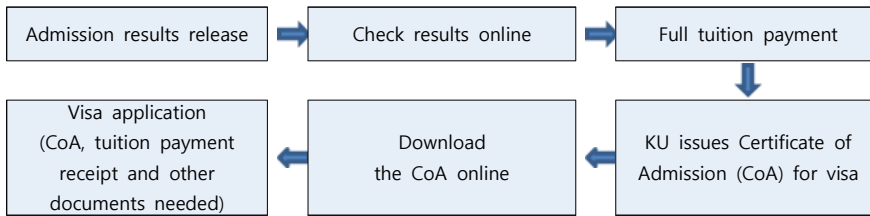| Item	Period	Notes
Registration	July 2022 (to be confirmed)	■ Tuition fees (enrollment and tuition fees for Fall 2022) must be paid in full via bank transfer, ATM, internet banking, phone banking, Alipay, UnionPay etc., to the virtual bank account provided by Korea University. ■ Admission will be revoked if the tuition payment is not completed within the specified registration period.

B. Tuition Refund

Item	Deadline	Notes
Request for Refund	August, 2022 (to be confirmed)	■ If an applicant has been admitted to KU and completed the registration but wishes to request for a tuition refund, the applicant must submit a request form withdrawing one's admission by the specified deadline. ■ Any transaction charge that may occur will be deducted in advance from the refunded tuition fee.

C. Other

According to the university regulation, dual enrollment is not allowed for students at Korea University. Those who have also been admitted to other universities for fall semester 2022 will have to choose only one university to enroll. Korea university admission may be revoked if student is found to have registered at other university after the commencement of the semester.

2. Visa Application Guide

A. Visa application procedure

Admission results release	→	Check results online	→	Full tuition payment

↓

Visa application (CoA, tuition payment receipt and other documents needed)	←	Download the CoA online	←	KU issues Certificate of Admission (CoA) for visa

B. Certificate of Admission (CoA)

1) A CoA will be issued after the registration is completed. All international students who need to apply for a D-2 visa or change their current visa status must receive a CoA issued by KU.

2) Date of issuance: **July, 2022** (to be confirmed)

C. Students have to apply for the student visa (D-2) through the Korean embassy (consulate) or the immigration office.

※ This application guide was originally written in Korean and translated into other languages. The Korean application guide prevails the translated application guides if any conflicts occur in the interpretation.