

**Spring Semester 2017**  
**Kyonggi University**  
**Undergraduate Admission Guide**  
**for International Students (Freshman)**



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※ This admission guide is written in Korean language, and translated into English and Chinese languages. In the event of any conflict or discrepancy in meaning between the Korean version and any of its translations, the Korean version will prevail over any translation thereof.

## 1. Field of Study

### ● Suwon Campus

Colleges	Department/School
College of Humanities	Department of Korean Language & Literature
	Department of English Language & Literature
	Department of German Language & Literature
	Department of French Language & Literature
	Department of Japanese Language & Literature
	Department of Chinese Language & Literature
	Department of History
	Department of Library & Information Science
	Department of Creative Writing
College of Social Sciences	Department of Russian Language & Literature
	School of Law
	Department of Public Administration
	Department of Social Welfare
	Department of Correction
	Department of Youth Studies
	Department of Police Administration
College of Economics & Business Administration	School of International Studies, International Relations
	School of International Studies, International Industrial Information★
	Department of Economics
	Department of Business Administration
	Department of Trade
	Department of Accounting & Tax
	Department of Applied Statistics
College of Natural Sciences	Department of Information Systems
	Department of Intellectual Property
	Department of Mathematics
	Department of Electrophysics
	Department of Chemistry
	Department of Life Science
	Department of Food & Biotechnology
Department of Computer Science	
Department of Convergence Security	

※ School of International Studies, International Industrial Information, marked as (★) is taught entirely in English.

Colleges	Department/School
College of Engineering	Department of Civil Engineering
	School of Architecture (5years)
	Department of Plant & Architectural Engineering
	Department of Industrial & Management Engineering
	Department of Advanced Materials Engineering
	Department of Environmental Energy System Engineering
	Department of Electronic Engineering
	Department of Urban & Transportation Engineering
	Department of Mechanical System Engineering,
	Department of Chemical Engineering
College of Fine Arts	School of Design Business, Department of Visual Communication Design
	School of Design Business, Department of Jewelry & Metal Design
	Department of Korean Painting & Calligraphy
	Department of Western Painting & Art Management
	Department of Conformal Sculpture
College of Physical Sciences	Department of Physical Education
	Department of Sport & Leisure Studies
	Department of Sports Management
	Department of Leisure Sports
	Department of Security Administration

### ● Seoul Campus

Colleges	Department/School
College of Tourism Sciences	Department of Tourism Management
	Department of Hotel & Restaurant Management
	Department of Tourism & Recreation
	Department of Food Service & Culinary Management
	Department of Events Management
College of Fine Arts	Department of Acting
	Department of Visual Media & Art
	Department of Animation
	Department of Electronic Digital Music

## 2. Eligibility

- Those who correspond to one of the following
  - 1) A non-Korean national whose parents are BOTH non-Korean nationals
    - ※ A Taiwanese applicant with one parent of Taiwanese nationality is classified as an international student for application purpose.
  - 2) A non-Korean national who completed the regular courses which correspond to elementary and secondary education of Korea.
    - ※ Documents for proving completion of all the courses are requested.

## 3. Education and Language Requirements

- Education Requirement: Applicant who has completed, or is expected to complete primary and secondary education at the time of application.
- Language Requirement: Applicant must meet one of the three requirements below.
  - 1) Applicant who has obtained TOPIK level 3 or above
  - 2) Applicant who has completed Korean language level 3 or above at a Korean language institute affiliated with a university in Korea
  - 3) Applicant who has obtained Korean language level 3 or above in the Korean language examination conducted by Kyonggi University or applicant whose Korean language proficiency is equivalent to the above and has been recognized by Kyonggi University.
  - ※ Applicants to the Department of International Industrial Information must meet one of the two requirements below (no Korean language proficiency is needed).
    - 1) Applicant who has obtained the score of TOEFL (PBT 530, CBT 197, IBT 71), IELTS 5.5 or above or applicant whose English language proficiency is equivalent to the above and has been recognized by Kyonggi University.
    - 2) A person who has completed or is expected to complete regular high school in a country whose official language is the English language.

## 4. Admission Schedule

Category	Schedule	Notes
Documents Submission	2016. 11. 1(Tue) ~ 2017. 1. 6(Fri) 15:00	▶ In person or by post
Announcement of Successful Candidates	2017. 1. 26(Thu)	▶ Information can be found at KGU website ( <a href="http://www.kgu.ac.kr">http://www.kgu.ac.kr</a> )
Tuition Payment	2017. 1. 31(Tue) ~ 2. 2(Thu) 16:00	
Start of Spring Semester 2016	2017. 3. 2(Thu)	

- ※ Overseas applicants must submit the application before 2016. 12. 30(Fri) considering the period of time for the visa procedure.
- ※ The above schedule may be subject to change without prior notice by the university. An announcement will be made on the university's homepage if the admission schedule changes.

## 5. Admission Method

Total score of evaluation (documents screening 80 points, interview 20 points) for admission for a successful applicant is over 70.

- ※ Those applicants whose document screening evaluation score is less than 70 points will need to attend an interview with interview schedules being notified individually.

## 6. Application Fee: ₩100,000 (KRW)

- 1) Fee payment method: Application fee must be paid within the application submission period either in person or through a wire transfer to the International Affairs Team bank account.
- 2) Bank Account Number: Shinhan Bank 140-010-883624 Kyonggi University (International Affairs Team)
  - ※ The application fee must be received with your application within the application submission period. If the application fee is paid after the application submission period, the application shall be considered as the incomplete.
  - ※ Sender's name should be in English, and must be the same as on the passport when making the bank transfer. When the sender's name cannot be verified, the application will not be recognized.
  - ※ The applicant will be unable to cancel the application once it is submitted and the application fee is non-refundable.

## 7. Address for Application Documents Submission

Address	Deadline
<ul style="list-style-type: none"> <li>▶ (우) 16227 경기도 수원시 영통구 광고산로 154-42(이의동) 경기대학교 홍보관 2층 대외협력처 국제교류팀</li> <li>▶ Office of International Affairs Kyonggi University 154-42 Gwanggyosan-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Korea 16227</li> </ul>	2016. 11. 1(Tue) ~ 2017. 1. 6(Fri) 15:00

## 8. Required Application Documents

	Required Documents	Reference
1	Application Form	▶ University Form
2	Official Agreement for Academic Background Check	
3	High school graduation (expected to graduate) certificate	▶ Submit a notarized document translated into either Korean or English.
4	High school transcript	
5	Documents verifying the academic background	
6	Three color photos (3.5 X 4.5cm)	▶ Taken within six months
7	A copy of applicant's passport and ID card	▶ Submit the part where personal information is indicated
8	A copy of applicant's parents' passport or ID card	
9	Legal, state-issued certificate of family registry, which verifies applicant's family relationship (notarized)	▶ Submit a notarized document either translated into Korean or English
10	Applicant's or sponsor's bank statement/certificate	▶ Bank Statement of deposit of USD20,000 or above
11	A TOPIK certificate	▶ For holders only
12	A certificate of completion from a Korean Language Institute affiliated to a university in Korea	
13	Certificate of English proficiency (TOEFL, IELTS, etc)	
14	A copy of Alien Registration Card	▶ Applies to students who reside in Korea only

- ※ All documents written in a language other than English must be translated into Korean or English and must be notarized.
- ※ All documents must be original except where specified otherwise. In case an original document can not be reissued, the copy certified by the originating institution or notarized document can be submitted.
- ※ Application documents will be not returned to the applicants and additional documents may be requested.

- ※ Submission of documents verifying the education background (Choose one below)
  - Official academic verification
  - A document of degree/diploma/academic records certified in accordance with the Apostille Convention
  - A document of degree/diploma/academic records confirmed by the Korean consul stationed in the country where the school is located or by the consul of the country concerned stationed in Korea
- ※ Chinese nationality
  - Applicants & Parents in same HUKOUBU: HUKOUBU
  - Applicants & Parents in separate HUKOUBU: Both HUKOUBU and a notarized family registration document translated into either Korean or English
- ※ If one of the applicant's parents is not listed in the family registry due to death or divorce, an official document proving death or divorce should be submitted.
- ※ Bank statement/certificate: Issuance date of the certificate should be within 30 days of the document submission date. (For documents containing expiration dates, they will be recognized as a valid certificate upto the expiration date. However, it allows a maximum of six months from the date of issuance.)

## 9. Important Notes for Applicants

### [Notes for Applicants]

- 1) Application forms and required documents must be submitted in person or by registered mail.
- 2) Applicants are not allowed to apply to two or more majors (departments/schools) simultaneously.
- 3) Applicants are advised to fill in the application very carefully. Applicants will take full responsibility for any disadvantages due to mistakes or omissions on the application.
- 4) Cancellation or changes of the application after payment of the admission fee will NOT be accepted. Please review your application before paying the admission fee.
- 5) Applicants are entirely responsible for any consequences that may be caused by the submission of incorrect application information. Applicants are also held responsible for any disadvantages resulting from incorrect (outdated or omitted) contact information and failure to receive notice from the university.
  - ※ Applicants must inform the International Affairs Team <oia@kgu.ac.kr> of any changes in phone number or address.
- 6) Documents submitted will NOT be returned to the applicants regardless of success or failure.
- 7) Evaluation records and scores will NOT be disclosed.
- 8) Final ruling regarding the admission guidelines will be subject to the decisions of the "University Committee".

### [Privacy Policy]

- 1) Kyonggi University collects and stores personal information only necessary for admission under the consent of applicants, and uses it for the purpose of admission and college register only. After admission to the university, the university will use and provide the collected personal information for the purpose of education, research, administration, health insurance, announcement of campus life and information. Accordingly, applying for admission is regarded as the applicant's consent to this privacy policy, and application submission without consent to this policy will not be accepted.
- 2) The list of personal information to be collected : Applicant's name, Alien Registration number, application specifications (term, type, school/ department/ major), nationality, address, educational history, contact numbers, e-mail address, bank account information, parents' information (name, nationality, occupation, address, contact number), etc

### [Revocation of Admission]

- ※ Under the circumstances below, the admission and enrollment will be revoked. If an applicant is found to be unqualified, the admission and enrollment will be revoked even after entrance registration.
- 1) If an applicant is found to have submitted falsified or forged documents or hires a substitute test taker, the application will be disqualified and the admission and enrollment will be revoked even after entrance registration. In this case, the tuition and entrance fees will not be refunded.



- 2) If an applicant is enrolled in two or more universities for the same semester, the admission will be revoked.
- 3) If a high school graduate-to-be applicant fails to graduate from the high school by the due date, the admission and enrollment will be revoked.
- 4) If the Ministry of Justice refuses to issue a student visa(D-2) for the applicant, the admission will be revoked. If the successful applicant fails to receive a student visa(D-2) or fails to come to Korea within 2 weeks from the beginning of the semester, the admission and enrollment may be revoked. Applicants are entirely responsible for visa refusal or delay.

**[Notes regarding academic credit and graduation]**

- 1) According to the University's regulations and academic policies, one must meet the conditions for graduation credits and requirements of each majors' curriculum (departments/schools).
- 2) International students except those majoring in International Industrial Information must obtain TOPIK level 4 before graduation.



## 10. Tuition

Division Category	Humanities/ Social Sciences/ Economics&Business Administration	Tourism Sciences	Physical Science/ Natural Sciences (Except Computer Science/ Convergence Security)	Engineering/Arts ※Computer Science/ Convergence Security
Entrance Fee	715,000	715,000	715,000	715,000
Tuition	3,222,000	3,232,000	3,811,000	4,163,000
Total (KRW)	3,937,000	3,947,000	4,526,000	4,878,000

※ The entrance fee and tuition above are based on 2016 academic year and may be subject to change.

## 11. Scholarship

### ● Freshmen Students (first semester)

Category	Criteria	Amount of Scholarship
Entrance Fee	Students who finished 4 terms or more at KGU Korean Language Institute	Full Entrance fee
Tuition	TOPIK level 6(IELTS 8.5) or above	80% of Tuition fee
	TOPIK level 5(IELTS 7.5) or above	70% of Tuition fee
	TOPIK level 4(IELTS 6.5) or above	60% of Tuition fee
	Students who finished 4 terms or more at Korean Language Institute affiliated with a university in Korea or Students who completed 2 years or more at a university in Korea	40% of Tuition fee
	All self-sponsored foreign students	30% of Tuition fee

### ● Current Students

1) Outstanding Academic Scholarship (Only for those who satisfy below eligibility)

(1) Students who obtained at least 15 credits in the previous semester

(For senior students, at least 12 credits)

(2) Students who hold valid medical insurance obtained at least 30 days before the start of semester and which covers the student in the enrolling semester. (refer to page 7)

Category	Criteria	Amount of Scholarship
Outstanding Academic Scholarship	4.3~4.50 (GPA)	100% of Tuition fee
	4.0~4.29 (GPA)	80% of Tuition fee
	3.7~3.99 (GPA)	50% of Tuition fee
	3.0~3.69 (GPA)	40% of Tuition fee

※ Amount of scholarship that is determined based on GPA in the preceding semester will be deducted in the semester of enrollment.

2) TOPIK Scholarship: Students who have achieved TOPIK level during the enrollment period will receive the TOPIK scholarship as follows. (Achieving higher level after receiving once, you will get 200,000KRW only)

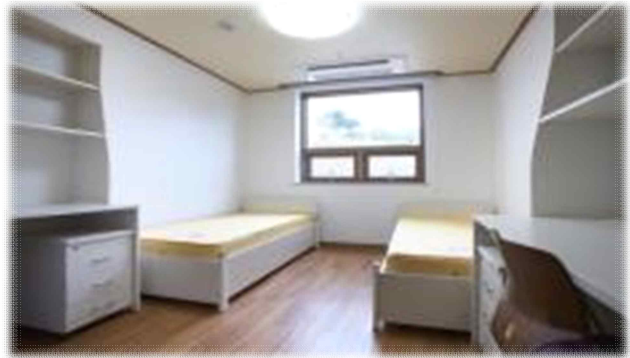
(1) TOPIK level 4: 200,000KRW (only when achieved within the freshman & sophomore year)

(2) TOPIK level 5: 400,000KRW

(3) TOPIK level 6: 600,000KRW



## 12. Dormitory Information



### ● Facilities Information:

- 1) Dormitory room facilities: internet, air-conditioning, desk, closet, bed, toilet
- 2) Public facilities: cafeteria, health gym, convenience store, coin laundry, coffee shop, lounge, stationery store

### ● When to apply: Announcement will be made at Kyonggi Dream Tower and Kyonggi University homepage from January to early February and from July to August.

☎ Contact: Dormitory Office 031) 547-5501~5 / <http://dorm.kyonggi.ac.kr>

### ● Information for Dormitory Fee:

Category	Single Room	Double Room	Stay Period
Semester (Approximately 4 months)	1,989,800 KRW	1,425,400 KRW	First semester (end of Feb. – end of June) Second semester (end of Aug. ~ end of Dec.)
Semester (Approximately 6 months)	2,931,200 KRW	2,084,600 KRW	First semester (end of Feb. – end of Aug.) Second semester (end of Aug. ~ end of Feb.)
1 year (Approximately 12 months)	5,762,400 KRW	4,069,200 KRW	end of Feb. ~ (next) end of Feb.

※ Including 100,000 KRW of deposit

※ The dormitory fee above is based on 2016 academic year and may be subject to change.

## 13. International Student Insurance

- All international students are required to purchase health insurance for unexpected accident or disease. Those students who do not purchase health insurance cannot receive any scholarship and cannot extend the student visa.

- National health insurance

- Medical insurance that covers medical expenses caused by illness (outpatient treatment expenses, medical prescription, inpatient medical expenses, etc). If you hold the insurance of your home country that covers medical expenses incurred in Korea, it is recognized as well.

## 14. Required Documents for Visa

- VISA for overseas residents: takes approximately 30 days, VISA change for residents in Korea: takes approximately 14 days
- Required documents for visa are part of the general guidelines for visa change or extension. Make sure to contact the Immigration Office for visa change or extension beforehand (Call Center: 1345)
- Kyonggi University offers visa change documents (or visa application documents) to all registered applicants. Please refer to the information below so that you can prepare all necessary visa documentation beforehand.

### [Change/extension of visa for foreign students residing in Korea]

#### • Procedure

Applicants should prepare all required documents below(except ⑤Certificate of admission ⑥Tuition payment certificate) and submit them to the Office of International Affairs.

#### • Visa Change from General trainee visa(D4) → Student Visa (D2)

1) Those living in Korea under a general trainee visa (D4) must apply for a visa change to a student visa (D2) before the start of the semester.

2) Required Documents

- ① Application form(pick up at the Office of International Affairs or download from [www.hikorea.go.kr](http://www.hikorea.go.kr), application No.34)
- ② Passport
- ③ Alien Registration
- ④ 1 Photo(3.5cm \* 4.5cm)
- ⑤ Certificate of admission(issued by Kyonggi University after registration)
- ⑥ Tuition payment certificate(issued by Kyonggi University after registration)
- ⑦ Financial Statement/Certificate[USD 20,000 or above.]
  - \* In proof of financial statement/certificate payment of tuition fee can be excluded.
  - \* If the financial statement/certificate is not issued under the student's name, the family relationship certificate(notarized and translated into English) and a copy of parent's passport(verifying the English name of the parents) must be submitted.
- ⑧ Korean language completion(completion-to-be) certificate (certificate indicating attendance rate and period)
- ⑨ Transcript of Korean language course
- ⑩ Final level of education certificate(original and translated version)
  - \* Applicants from one of the 21 countries designated by the Ministry of Justice or those who have received an academic degree from an educational institution in one of the 21 countries must submit a final level of education certificate
- ⑪ Document proving place of residence (dormitory entrance confirmation letter, rental contract and etc.)
- ⑫ Tuberculosis test certificate(Those who are from the nationals of the high TB-burden countries)

#### • D-2 VISA Extension: Extension according to the enrolled university change

1) Should be changed within 14 days from the change date(registration date of the new university)

2) Required Documents

- ① Application form(pick up at the Office of International Affairs or download from [www.hikorea.go.kr](http://www.hikorea.go.kr), application No.34)
- ② Passport
- ③ Alien Registration
- ④ Certificate of admission(issued by Kyonggi University after registration)
- ⑤ Certificate of enrollment from current school(issued by Kyonggi University after registration)
- ⑥ Certificate of enrollment from previous school or certificate of graduate
- ⑦ Tuition payment certificate(issued by Kyonggi University after registration)
- ⑧ Financial Statement/Certificate[USD 20,000 or above.]
  - \* In proof of financial statement/certificate payment of tuition fee can be excluded.
  - \* If the financial statement/certificate is not issued under the student's name, the family relationship certificate(notarized and translated into English) and a copy of parent's passport(verifying the English

name of the parents) must be submitted.

- ⑨ Document proving place of residence (eg: dorm entry confirmation, rental contract and etc.)

• **Special Notes**

- ① The final level of education certificate and family relationship certificate must be submitted with an official translation. Because it must be submitted together with a certification report, the certificate of final level of school should be prepared in advance.
- ② Because the certificate of admission is issued after tuition payment has been confirmed, students whose visa will expire before the tuition payment period should extend their language study or apply for and receive a D2 visa after returning to their home country. Those whose visa will expire before the tuition payment period must consult with the KGU International Affairs Team.
- ③ Even if there is plenty of time left on the D-2 visa, you must receive a visa extension due to the change in affiliated college.
- ④ Change of visa and/or university information must be completed before the start of the semester. A visa change application submitted after the semester has begun will be charged a fine.
- ⑤ Students who changed their address to Suwon after being admitted to Kyonggi University must apply for a change of address. (Within 14 days)
- ⑥ Students with a visa other than D-2 must change to a D-2 visa. Students with an F-category visa (F-1, F-2, F-3, F-4, F-5) must consult with the Office of International Affairs.

## 15. Contact Information

- Contact: Office of International Affairs(Suwon campus)
- Address: 154-42 Gwanggyosan-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Korea 16227
- Tel: +82-31-249-8770
- Fax: +82-31-249-8668
- Homepage: <http://www.kyonggi.ac.kr>
- Suwon campus location:







## 2017학년도 1학기 외국인 신입학 입학원서 (Application for Admission)

한국어나 영어로 타자를 치거나 깨끗이 쓸 것(Please TYPE or WRITE clearly in Korean or English)

<b>I. 인적사항(Personal Information)</b>			
1. 이름(Name): _____ 2. 출생국(Country of birth): _____ 3. 국적(Citizenship) : _____ 4. 성별(Sex) : (    ) 남(Male)                      (    ) 여(Female) . 5. 생년월일(Date of Birth) : _____ / _____ / _____ <div style="text-align: center; font-size: small;">                     월(Month)      일(Day)                      년(Year)                 </div> 6. 주소(Mailing Address): _____ _____ _____ 전화(Tel): _____ Fax _____ E-mail주소(E-mail Address) _____ 7. 기숙사 입사 신청(Dormitory): <input type="checkbox"/> 신청(Yes) <input type="checkbox"/> 미신청(No)	8. 여권번호(Passport No.) : _____ 9. 비상연락처(Guardians) : 국내(in Korea) 이름(Name) : _____ 전화번호(Tel) : _____ 관계(Relationship) : _____ 본국(Home Country) 이름(Name) : _____ 전화번호(Tel) : _____ 관계(Relationship) : _____ 10. 추천 기관(Recommended Institution) : _____ 11. 보험 가입 여부(Insurance): <input type="checkbox"/> 가입(Yes) <input type="checkbox"/> 미가입(No)		
<b>II. 학력: 고등학교부터 기록(Educational Background :Since High School)</b>			
기간(Dates) (from~ to~)	학교명(Institutions)	전공(Major)	학위(Degree or Diploma)
_____ _____ _____	_____ _____ _____	_____ _____ _____	_____ _____ _____
<b>III. 어학능력(Language Proficiency)   <input type="checkbox"/> 보유(Yes)      <input type="checkbox"/> 미보유(No)</b>		<b>IV. 장학금 신청(Scholarship Application)   <input type="checkbox"/> 신청(Yes)      <input type="checkbox"/> 미신청(No)</b>	
1. TOPIK (    )급: 유효기간 _____ 2. 한국어과정 (    )급 수료: 학교명 _____ 3. English Proficiency: Name of Test _____ Level _____	1. TOPIK (    )급: 유효기간 _____ 2. 한국어과정 (    )학기 등록: 학교명 _____ 3. English Proficiency: Name of Test _____ Level _____		
<b>V. 수학계획(Study Plan)</b>		<b>VII. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오</b> (Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses).	
본교 지원학과(Department) : _____ 캠퍼스(Campus) : 수원(Suwon) or 서울(Seoul) _____ _____ _____ _____ _____		개인 또는 기관명(Name) : _____ 지원자와의 관계(Relationship to the applicant) : _____ 직업 : 개인인 경우(Occupation) : _____ 주소(Address) : _____ _____ 전화번호(Phone No.) : _____  * 본인은 상기 지원자의 유학기간 중 일체의 경비부담을 보증합니다. I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.	
<b>VI. 자기소개(Statement of Purpose)</b>		이름(Name) : _____ 서명(Signature) : _____ 연월일(Date) : _____ / _____ / _____ <div style="text-align: center; font-size: small;">                     월(Month)                      일(Day)                      연도(Year)                 </div>	
_____ _____ _____ _____ _____ _____			

# 학적 조회 동의서

## (Official Agreement for Academic Background Check)

- High School Name :
- High School Address :
- High School E-mail Address :

To whom it may concern :

I have applied to Kyonggi University in Korea for 2017 academic year and agreed that this university could officially request my academic records from previously attended schools.

In this regard, I would like to request your full cooperation to Kyonggi University when they contact you regarding the verification of enrollment and transcripts.

Sincerely yours, (name) \_\_\_\_\_  
(Signature) \_\_\_\_\_

- Student Name: \_\_\_\_\_
- Student ID Number: \_\_\_\_\_
- Date of birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm-dd-yyyy)
- Date of admission(transfer): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm-dd-yyyy)
- Date of graduation(withdrawal): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm-dd-yyyy)



Suwon Campus: 16227, Gwanggyosan-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, Korea

Seoul Campus: 24, Kyonggidae-ro, Seodaemun-gu, Seoul, Korea

Web Site: [www.kyonggi.ac.kr](http://www.kyonggi.ac.kr)