KYUNG HEE UNIVERSITY

2023 Spring Semester_Secound Round Guidelines for Graduate International Admission

경희대학교

Schedule for 2023 Spring Semester Second Round Graduate International Admission

SUN	MON	TUE	WED	THU	FRI	SAT
December				1 Start of Uway Application(Online) Oct. 12th, 2022(Wed) 10:00~ Submission of documents Oct. 12th, 2022(Wed) 10:00~	2	3
4	5	6	7 Deadline for Uway Application(Online) ~Oct, 21st, 2022(Fri) 17:00	8 Deadline for submission of documents ~Oct. 24th, 2022(Tues) 17:00	9	10
11	12	13	14	15	16	17
18	19	20 Notification on interview and practical test 15:00~ (On website)	21	22 Interview and practical test (Refer to admission procedures of each departments,, only applied to specific departments) p.13	23	24
25	26	27	28	29	30	31
January						
1	2	3	4	5	6 Announcement of successful applicants 15:00~ (On website)	7
8	9 Start of tuition payment Jan. 3rd, 2022(Tues) 10:00~ (Tuition invoice available on website for announcement of successful applicants	10	11	12	13	14
15	16	17 Deadline for tuition payment ~ Jan. 17th, 2022(Tues) 16:00	18	19	20	21

1 Schedule

Process	Dates and Deadlines	Notes
① Online Application	Dec. 1st 2022(Thur), 10:00 ~ Dec. 7st, 2022(Wed), 17:00	• Applications for admission are only accepted online • Website for online application : http://www.uwayapply.com (Log-in → 'Kyung Hee University(경희대학교) → General Graduate School(Application for International Students'(경희대학교 일반대학원 외국인) ※ Application will be accepted only when the application fee payment is completed before Dec. 7st, 2022 (Wed), 17:00 ※ Website call center (Uwayapply) ☎ +82-1588-8988 ※ Your name and date of birth must match your passport.
② Self-introduction & Study Plan (Online)	Dec. 1st, 2022 (Thur), 10:00 ~ Dec. 8th, 2022(Thur), 23:00	• After completing online application, submit Self-introduction & Study Plan printed with other required documents • Online editing possible til Dec. 8th, 2022(Thur), 23:00
③Submission of Documents	Dec. 1st, 2022(Thur), 10:00 ~ Dec. 8th,' 2022(Thur), 17:00	• Documents should be submitted only after completing the online application and fee payment. • Applicants who have not submitted documents in time or submitted documents that don't fit in our criteria will have to take all following disadvantages • List of required documents : p.5-7 ※ Application is completed only after online application and documents submission are done
④ Documents Arrival Check-up	Dec. 9th, 2022 (Fri), 10:00 ~ Dec. 14th, 2022 (Wed), 17:00	w• Log-in to http://www.uwayapply.com → 내 원서 보관함 → 접수 원서 → 경희대학교 일반대학원 → '서류도착 확인' • Applicant him/herself should confirm whether all the required documents have arrived safely in time • If submitted on due-date, document arrival check-up process may take time
⑤ Admission Interview(Practical Test)	Dec. 22th, 2022 (Thur) Notice on time and location will be uploaded after Dec. 20th, 2022 (Tue) 15:00	• Check whether the department requires an interview(practical test) in advance, referring to the guidelines(p.9-10) • Details on interview(practical test) must be asked to the departments individually • Notification of the time and the location of the interview : It is expected to be notified on the day at (http://gskh.khu.ac.kr-커뮤니티-공지사항) • Prepare your application slip(can be printed in uwayapply) and identification card
⑥ Announcement of successful applicants	Jan. 6th, 2023 (Fri), 15:00	• Check individually at http://gskh.khu.ac.kr
⑦ Registration (Tuition Payment)	Jan. 9th, 2023 (Mon), 10:00 ~ Jan. 17th, 2023 (Tues) 16:00	• Via virtual account by KEB Hana Bank • Details will be on notified online(http://gskh.khu.ac.kr)

※ In case of any schedule changes, it will be notified on the Graduate School Website http://gskh.khu.ac.kr(applicants will not be notified individually)

Contacts

Web	http://gskh.khu.ac.kr
- Seoul Campus	✉ admissions_s@khu.ac.kr / ☎ +82-2-961-0121~4
	Office of Graduate School, Room 312, Main building, Kyung Hee University, 26 Kyunghee- daero, Dongdaemun-gu, Seoul 02447, Republic of Korea
- Global Campus	✉ khwb6000@khu.ac.kr / ☎ +82-31-201-3501~3
	Office of Graduate School, Room 107, Global-Art & Design building, Kyung Hee University, 1732 Deogyeong-daero, Giheung-gu, Yongin-si, Gyeonggi-Do 17104, Republic of Korea

2 Admission Unit & Screening Process

Seoul Campus

Division	Department	Major	M.A	Ph.D	Combined
Humanities and Social Sciences	Business Administration	Management Information Systems major(MIS), Big Data Management major	●	●	●

※ ● : Recruit / × : Non-recruit / - : Not applicable

Global Campus

Division	Department	Major	M.A	Ph.D	Combined
Humanities and Social Sciences	International Korean Language and Culture		●	●	-
	East-Asian Language and Literature	Chinese. Japanese	●	●	●
	British-American Language and Culture	※ All classes are conducted in English	●	●	-
	European Language and Literature	Spanish, French, Russian	●	●	-
Natural Science	Physics	Physics, Frontier Integrated Major	●	●	●
	Graduate school of Biotechnology	Oriental Medicinal Materials Engineering, Genetic Engineering	●	●	●
	Plant & Environmental New Resources		●	●	●
	Department of Food Science and Biotechnology		●	●	●
	School of Space Research		●	●	●
	Horticultural Biotechnology		●	●	●
	Chemistry		●	●	●
	Applied Environmental Science	Environment Engineering, Environment Science, Integrated Engineering	●	●	●
	Landscape Architecture		●	●	●
	Graduate School of Green Bioscience	agricultural science, science	●	●	●
Engineering	Mechanical Engineering	Mechanical Engineering, Integrated Engineering, Frontier Integrated Major	●	●	●
	Civil engineering		●	●	●
	Industrial & Management Systems Engineering		●	●	●
	Biomedical Engineeriing		●	●	●
	Nuclear Engineering		●	●	●
	Aritificial Intelligence		●	●	●
	Advanced Materials Engineering for Information & Electronics	Advanced Materials Engineering for Information & Electronics, Frontier Integrated Major	●	●	●
	Computer Science & Engineering		●	●	●
	Chemical Engineering	Chemical Engineering, Integrated Engineering	●	●	●
Arts and Physical Education	Digital Contents		●	●	-
	Ceramics		●	-	-
	Industrial Design		●	-	-
	Visual Information Design		●	-	-
	Formative Design		-	●	-
	Physical Education		●	●	-
Interdisciplinary Programs	Electronics and Information Convergence Engineering	Electronic Engineering, Biomedical Engineering	●	●	●

※ ● : Recruit / × : Non-recruit / - : Not applicable

3 Quotas & Eligibility

1. Admission Quota : Each department and program accepts a limited number of students

※ All departments may not accept any students if there are no qualified applicants

2. Eligibility : Must meet all following 3 conditions(Degree, Nationality, and Language Proficiency)

Eligibility

Contents	Details		Comments
Nationality	Foreigner	Applicants and both of his/her parents must be non-Korean citizens (Upon admission)	※ Applicants must satisfy one of the two conditions and provide documents accordingly
	Overseas Koreans (Complete the entire curriculum overseas)	- Applicant must have had a minimum of 16 years of education(equivalent to Korean primary · secondary · higher education standard) outside of Korea - Either you or your parents have Korean nationality	
Degree	Master & Combined	- Applicants must hold a Bachelor's degree from Universities in Korea or abroad, or be in the final year of a BA/BS program, or scheduled to finish a BA/BS program before **Feb. 28th, 2023(Tues)** - Applicants who are considered to hold a level of education equivalent to or higher than a bachelor's degree according to the relevant laws	※ Admission may be revoked if the applicants who were expected to graduate do not submit a certificate of graduation upon admission.
	Ph.D	- Applicants for Ph.D programs must have a Master's degree, be in the final year of a MA/MS or equivalent program, or scheduled to finish program by **Feb. 28th, 2023(Tues)** - Applicants who are considered to hold a level of education equivalent to or higher than a master's degree according to the relevant laws	
Language Proficiency	Korean must meet at least one of the following 4(①~④)conditions ① Obtained TOPIK Level 4 or above after Dec. 1st, 2020 ② Must have graduated with a major in Korean Language from overseas university ③ Must have registered or have grades for at least 4 semesters at universities in Korea ④ Obtained TOPIK Level 5 or above : Management English ① Citizen or an English-speaking country or a country where English is an official language, or applicants who have one of those designated English test results as follow: ② applicants who have one of those designated English test results as follow: (result after Dec. 1st, 2020) - TOEFL(iBT 80) or above(Institutional TOEFL and Home Edition are not accepted) - IELTS 5.5 or above (Home Test is not accepted) - TEPS 600 (NEW TEPS 326) or above ※ Engineering departments at Global Campus (Department of British & American Language and Culture, Department of Architecture)		※ Refer to the language proficiency conditions for each department and courses (p. 9-10)

※ List of required documents : p.5~7

4 How to Apply

1. **Period : Dec 1st, 2022(Thur) 10:00 ~ Dec 7st ,2022(Wed) 17:00**
2. **Registarion : Online**
3. **Website : http://www.uwayapply.com (Uwayapply)**
4. **Application Fee**

Application Fee

Division	Degree	Fee	Comments
All	Master Ph.D (Combined included)	Total KRW 147,000	※ Including Uwayapply commission fee of KRW 7,000 ※ Transaction fee is on applicants, and the application fee is non-refundable once the application is done (Only refundable when the application is canceled by KHU)

5. **Application Process**

Apply (uway) ➔ **Select "경희대학교 일반대학원"** ➔ **Check Guideline** ➔ **Fill applicant's information (Including Self-introduction and Study plan)**

⬇

payment (The application fee is non-refundable once the application is done) ⬅ **Submit all documents by deadline(Refer to p.5~7) [Ded 12th ,2022(Thur) ~ Dec 8th, 2022 (Thur) 17:00]** ⬅ **Print out the slip(Check application number)**

* Access to application will be denied after the deadline (Dec 7th ,2022(Wed) 17:00)
(It is applicant's responsibility for not submitting the application by the deadline.)

6. **Important notes**

※ For applicants who do not have alien registration number, follows below : yymmdd-1111111

※ For Chinese applicants, fill out 'Korean Name' box with your English name shown on your passport.

Ex) 왕대륙(X) Wang Talu (O)

① After payment of the application fee and the application number is assigned, the application is completed.

② Change of information or refund of application fee is impossible once the application number is assigned.

③ Application is finally confirmed only when the required documents are submitted by the deadline.(P.5~7)

④ Address, contact information, and E-mail provided at the time of application will be used during the admission process, so please provide them correctly.

⑤ Fill out the application form providing exact personal information, campus, application track, applying department and major. Any disadvantages caused by incorrectly listed contents, typographical errors, or omissions are the applicant's responsibility.

⑥ Applicants must choose and apply for only ONE department within General Graduate School(Must choose either Seoul Campus or Global Campus) - Applicable to only one department

⑦ Enter the name of your university (graduate school) and department you are from, degree registration number, average GPA (grades), etc. as stated on your graduation certificate or transcript.

※ Ph.D. applicants must enter the correct name of the graduate school where they obtained the master's degree from (eg: general graduate school, business school, graduate school of education, etc.)

⑧ As for the average GPA (grades), enter as shown on transcript(Rounding off not allowed)

⑨ Enter the name of (expected)academic advisor, if the applicant is in contact with them **(Applicants for departments of Science and Engineering(Global Campus), please contact them individually via website or else, and state the name of them)**

※ If the contact information changes after application is submitted, notify immediately either the office of graduate school of Seoul Campus or Global campus

5 Required Documents

1. **Period : Dec 1st ,2022(Thur) 10:00 ~ Dec 8th ,2022(Thur) 17:00**
2. **Submit : Post or Visit (The date of postmark til Dec, 8th (Thur) is accepted)**
3. **Precautions**
   - **All documents must be submitted in Korean or English, and the original notarized translation must be submitted for documents written in other languages.**
   - **All submitted documents will not be returned except for documents that cannot be reissued (original of academic records, etc.).**
4. **Required Documents : Check additional documents by applicants or departments**

Contacts

Web	http://gskh.khu.ac.kr
- Seoul Campus	✉ admissions_s@khu.ac.kr / ☎ +82-2-961-0121~4
	Office of Graduate School, Room 312, Main building, Kyung Hee University, 26 Kyunghee- daero, Dongdaemun-gu, Seoul 02447, Republic of Korea
- Global Campus	✉ khwb6000@khu.ac.kr / ☎ +82-31-201-3501~3
	Office of Graduate School, Room 107, Global-Art & Design building, Kyung Hee University, 1732 Deogyeong-daero, Giheung-gu, Yongin-si, Gyeonggi-Do 17104, Republic of Korea

* Submission in person : Weekday 9:00~17:00(Except for lunchtime 12:00~13:00, weekends and holidays)

Required Documents

List	Details	Comments
① Application Form and checklist for required documents	- Print out and submit after completing application at uwaywapply.com - Checklist : p. 23	put information correctly
② Self Introduction & Study Plan	Print out and submit after completing application at uwaywapply.com	
③ Official (Prospective) Graduation Certificates	1. By Course - Master's Applicant: Original Bachelor's Graduation (Prospective) Certificate - Ph.D. Applicant: Bachelor's degree, Master's degree (Prospective) or original certificate of enrollment 2. 해외대학 출신 - **Korean University Degree Holder** : Original (Prospective)Graduation Certificate - **Overseas University Degree Holder:** 1) Applicants from universities locating other than China : Documents proving the final academic achievement such as diploma, graduation certificate, etc. must be authenticated by a Korean Embassy or apostilled 2) Chinese applicants(China University) **Chinese applicants** Either Graduation Certificates of Academic History Verification Center of Chinese Ministry of Education(www.chsi.com.cn)(Eng available), or China Academic Degree & Graduate Education Development Center of Chinese Ministry of Education((www.cdgdc.edu.cn)(Eng available)	*Prospective graduates must submit final degree certificate by Feb 22nd, 2023(Wed) (Submit after completion of notarization) *Applicants for completion of elementary, middle, high school, and university courses in foreign countries submit documents confirming their graduation.
④ Authorized University Confirmation Certificates	● **Submit one of the below** (Except who submit Graduation Certificates of Academic History Verification Center of Chinese Ministry of Education or China Academic Degree & Graduate Education Development Center of Chinese Ministry of Education) 1. If your overseas university is registered in the WHED of UNESCO International Association of Universities (IAU), print out the page listed in WHED and submit it (see http://www.whed.net).	Those who have obtained a degree from the University of China and submit Graduation Certificates are excluded.

Required Documents

List	Details	Comments
	2. Authorized University Confirmation Certificates from in the country Embassy 3. Confirmation of Overseas Education at the Korean Consulate in the country co ncerned 4. For U.S. universities, output from U.S. Department of Education, Office of Post-Secondary Education (https://ope.ed.gov/dapip/#/home), Council for Higher Ed ucation Accreditation (https://www.chea.org/search) site	
⑤ Official Transcripts from Undergraduate Institution & Graduate Institution	**Overall GPA or score percentile as shown on transcript(Original)** Master's applicants: Bachelor's transcripts (including transferred transcripts) Ph.D. Applicant: Bachelor's and Master's Certificate ① If the GPA is on 4.0/4.3/4.5/5.0 Scale, refer to the GPA conversion table on p.21 ② If the transcript is not on a 100-point scale, applicants should issue an official letter that shows score percentile from the undergraduate(graduate) institution ③ Documents written in languages other than Korean or English : document written in original language and its certified translation must be submitted together	Transfer students to subprocess program must also submit previous university transcripts
⑥ Language Proficiency Certificates	Please refer to the standards of language proficiency(Common/by Departments) on p.9-10	Test results obtained after Dec 1th, 2020 ~before Nov 30st, 2022
⑦ Copy of Passport or Alien Registration Card (Applicant and Parents)	If there is no copy of the passport, an ID issued by the relevant country or a copy of the alien registration card issued by the Republic of Korea(holders only)	
⑧ Documents Verifying Applicant and Applicant's Parents Citizenship	① A copy of the parent's passport (can be replaced with a document that confirm nationality) ② The official certificate of family registry -Family Relation Certificate, Birth Certificate, Family Registry issued by government of the applicant's country, etc. ※ In case of parents' death or divorce, must submit according certificates **Chinese Applicants** 1. A copy of the identity card of the applicant and both of his/her parents 2. Notarized copy of the parent/parent's households(Hukou) From the 2018 issue 3. If it is impossible to prove the relationship with the parents in the family register; - Notarized copy of the certificate of kinship(certificate of family relationship) between the applicant and his/her parents (additional)	*Applicants for elementary, middle, high school, and university courses in foreign countries are not required to submit.
⑨ Financial Ability Certificate (a further announcement)	**Submit one of the two(①, ②, ③) below** ① Original copy of Deposit Balance certificate(Issued after Jan. 1st, 2022) - Minimum amount of USD 20,000 or equivalent amount of each nation's currency ② Confirmation of payment of accommodation expenses (Only those who are concerned) reference p.25 - Application for Scholarship and Pledge of Thesis Dissertation Publication(Attachment 9-1 & 9-2) must be submitted - Autographed by an academic advisor and applicant him/herself - Submit together with the academic advisor's confirmation of research funding (Must be stamped by the head of Industry-Academic Cooperation Foundation of KHU) ③ Beneficiaries of external scholarships: Certificate of planned scholarship payment (school expenses, living expenses)	USD $20,000 KRW ₩27,500,000 CNY ￥140,000 JYP ￥2,900,000
⑩ Release of Information Form	Refer to the Attachment form(Must be autographed on the bottom) - Master's/Combined course Applicants fill out one for undergraduate information, PhD applicants fill out one of each for undergraduate and master's information	P.26

Required Documents

List	Details	Comments
⑪ Recommendation Letter from Professor from graduate(expected graduate) University	Refer to the form 'Recommendation Letter by professors from graduate(expected graduate) University' on p.27 - Seoul Campus : only applies to the departments of Natural Science, Medicine, and Interdisciplinary Programs - Global Campus : only applies to the departments of Natural Science, Engineering, Architecture	
⑫ Recommendation Letter (Only for the applicants of Global Campus)	Global campus applicants must submit it (Recommendation Letter by professors from Kyung Hee University)	P.29
⑬ Application for scholarships & Pledge of Thesis Dissertation Publication	Applicants who want to apply for the President's Scholarship, check the detail on p.30-32 and submit it autographed	Scholarship recipients are selected through deliberation
⑭ Transition to the completion course for combined	Applicants for the combined program must submit	p.33

* Documents listed above are essentials for visa application, so any changes or exceptions are not allowed

Additional documents for each applicant

Contents	Details	Comments
Overseas Koreans	1. Certificate of Fact for immigration from birth to present 2. Elementary/Middle/High School/University Graduation Certificate 3. Elementary/Middle/High School/University Transcripts	Only applicable If at least one member of family(parents or applicant him/herself) is not foreigner
Employment Certificate, Career Certificate, Certificate of Volunteer Activities, Certificate of awards,Research performance	Must be written either in Korean or English. For certificates in other languages, they must be translated either in Korean or English and notarized by a notary public.	

Additional documents by department

Contents	Department	Additional Document
Compulsory	**Industrial Design Formative Design**	- Research Achievement (e.g Portfolio, Slides or photos of work of Art, etc.)
Compulsory	**Ceramics**	- Research Achievement that shows studies or work activities(Booklets, Portfolio, Imprinted-copies)
Optional	**Digital Contents**	- Research Achievement (e.g Portfolio, Slides or photos of work of Art, etc.)
Compulsory	**Visual Information Design**	- Portfolio; A4 size, within 10 copies(including 5 Projects), 1 set of color-printed work

4. Important notice on submission of documents

① After completing online application, the printed-out application forms, required documents(**Release of Information must be autographed on the bottom**), and additional documents(only for those relevant) must be placed in order(in required documents, put application number, department, and name on the right side of the bottom) and submitted to applying Graduate School Administration Office within the deadline **by visiting or registered mail**

② Evidence must be submitted for the information entered

③ **All documents must be submitted in originals**

- Certificates scanned or issued via fax are not acceptable
- Submit certificates that can be re-issued
- In case of certificates that cannot be re-issued, visit applying Graduate School Administration Office with originals and copies of the documents and apply them in person

④ Submitted documents **will not be returned**

⑤ The application slip is required for interview/practical test, so print it out and bring it with you on the day of the interview/practical test

⑥ Even after the application has made, the applicants will be exempt from evaluation if the printed-out application form

and other required documents are not submitted

⑦ Documents written in languages other than Korean or English must be translated and notarized with the original copies

⑧ Applicants who are expected to graduate must submit the original graduation certificate(Diploma) **by Feb 22nd, 2023 (Wed),** or the admission may be revoked

⑨ The applicant is responsible for any disadvantages caused by misstatements in the application form or incomplete submission of required documents

⑩ The applicant must check whether the submitted documents have arrived (lost, non-arrival, non-submitted documents)

[How to check the arrival of documents] * Whether or not the documents have arrived or lacked is to be confirmed by applicants(If the documents are not submitted within deadline, the applicants will not make it to admission)

Log-in to Uwayapply	➔	Click '내 원서 보관함'	➔	Click '접수 원서'	➔	Click '경희대학교 일반대학원'	➔	Click '서류도착 확인'

⑪ Applicants can be asked for additional documents other than those in guideline for confirmation about the applying eligibility or else

⑫ If any reasons for disqualification, such as ineligibility for application, are found as a result of review of the submitted documents, the application will be excluded from the screening process and the application fee will not be refunded

⑬ If, even after being selected as successful applicants, false information is found in the submitted documents or if qualification conditions that violate the school rules are discovered (eg, if the degree obtained during the degree verification process through academic background inquiry is found to be false), the admission and registration will be revoked even after the classes start

6 Evaluation method by department

1. Evaluation methods

Evaluation methods	Additional notice	Notes
Document screening	-	Refer to Evaluation methods by departments p.9~10
Document screening and (untact)interview	Location and methods of interview/practical tests are to be posted on website(http://gskh.khu.ac.kr) after **Dec. 20th, 2022 (Tue), 15:00**	
Document screening, (untact)interview, and practical test		

※ Evaluation methods(procedure, evaluation areas, designated points by each area) will follow the principles decided in Academic Steering Committee of Graduate School

2. Evaluation methods by department

Seoul Campus * Departments with (untact)interview and practical tests will be announced individually after Dec. 20th, Tue, 15:00

Division	Department	Methods	Language Proficiency	Contacts
Humanities and Social Sciences	Economics	Document screening	TOPIK 5 or above	02)961-0479 economics@khu.ac.kr

Global Campus * Departments with (untact)interview and practical tests will be announced individually after Dec. 20th, Tue, 15:00

Division	Department	Methods	Language Proficiency	Contacts
Humanities and Social Sciences	British-American Language and Culture	Document screening and (untact)interview	Basic English eligibility condition	031)201-2227 gskh_elc@khu.ac.kr
	East-Asian Language and Literature	Document screening and (untact)interview	Basic Korean eligibility condition	031)201-2227 gskh_eal@khu.ac.kr
	European Language and Literature	Document screening	Basic Korean eligibility condition	031)201-2227 gskh_eu@khu.ac.kr
	International Korean Language and Culture	Document screening	Basic Korean eligibility condition	031)201-2247 gskh_ko@khu.ac.kr
Natural Science	Physics	Document screening	Basic Korean or English eligibility condition	031)201-2185 gskh_phys@khu.ac.kr
	Chemistry	Document screening	Basic Korean or English eligibility condition	031)201-2419 gskh_chem@khu.ac.kr
	School of Space Research	Document screening	Basic Korean or English eligibility condition	031)201-2470 gskh_ssr@khu.ac.kr
	Horticultural Biotechnology	Document screening	Basic Korean or English eligibility condition	031)201-2985 gskh_hbt@khu.ac.kr
	Plant & Environmental New Resources	Document screening	Basic Korean or English eligibility condition	031)201-2616 gskh_pam@khu.ac.kr
	Landscape Architecture	Document screening	Basic Korean eligibility condition	031)201-3780 landscape2680@khu.ac.kr
	Graduate school of Biotechnology	Document screening and (untact)interview	Basic Korean or English eligibility condition	031)201-2185 gob@khu.ac.kr
	Department of Food Science and Biotechnology	Document screening	Basic Korean or English eligibility condition	031)201-3827 foodscience@khu.ac.kr
	Applied Environmental Science	Document screening	Basic Korean or English eligibility condition	031)201-3686 gskh_env@khu.ac.kr
	Graduate School of Green Bioscience	Document screening	Basic Korean or English eligibility condition	031)201-2616 gskh_gbs@khu.ac.kr
Engineering	Mechanical Engineering	Document screening	Basic Korean or English eligibility condition	031)201-2504 gskh_me@khu.ac.kr
	Chemical Engineering	Document screening	Basic Korean or English eligibility condition	031)201-5437 gskh_che@khu.ac.kr
	Advanced Materials Engineering for Information & Electronics	Document screening	Basic Korean or English eligibility condition	031)201-2989 gskh_amie@khu.ac.kr
	Civil engineering	Document screening and (untact)interview	Basic Korean or English eligibility condition	031)201-2545 gskh_ce@khu.ac.kr
	Nuclear Engineering	Document screening and (untact) interview	Basic Korean or English eligibility condition	031)201-2558 gskh_ne@khu.ac.kr

	Industrial & Management Systems Engineering	Document screening	Basic Korean or English eligibility condition	031)201-3663 gskh_ie@khu.ac.kr
	Computer Science & Engineering	Document screening	Basic Korean or English eligibility condition	031)201-3722 gskh_cse@khu.ac.kr
	Biomedical Engineering	Document screening	Basic Korean or English eligibility condition	031)201-3240 gskh_bme@khu.ac.kr
	Artificial Intelligence	Document screening	Basic Korean or English eligibility condition	031)201-2749 gskh_ai@khu.ac.kr
Arts and Physical Education	Physical Education	Document screening and interview	Basic Korean eligibility condition	031)201-2719 gskh_pe@khu.ac.kr
	Ceramics	Document screening and additional documents*	Basic Korean eligibility condition	031)201-2637 gskh_ca@khu.ac.kr
	Digital Contents	Document screening and additional documents*	Basic Korean eligibility condition	031)201-2052 design_dc@khu.ac.kr
	Industrial Design	Document screening and additional documents*	Basic Korean eligibility condition	031)201-3691 gskh_id@khu.ac.kr
	Visual Information Design	Document screening and additional documents*	Basic Korean eligibility condition	031)201-3489 vid3489@khu.ac.kr
	Formative Design	Document screening and additional documents*	Basic Korean eligibility condition	031)201-3489 gskh_fdd@khu.ac.kr
Interdisciplinary Programs	Electronics and Information Convergence Engineering	Document screening	Basic Korean or English eligibility condition	031)201-eice@khu.ac.kr

※ * : Refer to p.7 for submission of additional documents

3. Notes on participating in admission procedure

1) Methods of application vary by departments, so applicants must be aware of it
2) Applicants who do not participate in interview(practical test) will be regarded as 'failed'
3) Location and time of interview(practical test) will not be notified individually, so the applicants must check by him/herself on the website of Graduate School
4) On the interview day, bring your application slip and identification card(passport, alien registration card)

4. Location of interview(practical test) : Designated location by each department

※ Location and time of interview(practical test) by each department will be announced on the website of Graduate School after Dec 20th, 2022(Tue), 15:00
(will not be notified individually, so the applicants must check by him/herself on the website of Graduate School)

※ Departments with untact interview : Online interview

7 Result Announcement

1. Result Announcement : Jan 6th, 2023 (Fri) 15:00 ~
2. Where to find out : on the Graduate School website (http://gksh.khu.ac.kr-커뮤니티-공지사항)

3. Notification

A. When finding out result, log in with the name, date of birth and application number entered at the time of application
B. Find out your admission result on the Graduate School website "합격자 조회"(will not be notified individually)
C. Successful applicants should read the attached notice to avoid any disadvantages
D. The grades and evaluation details of admission screening are not disclosed at all
E. After announcing the successful candidates, you should check the main information by e-mail.

4. Notes for successful applicants

A. In principle, Kyung Hee University Graduate School courses are open during the weekday on daytime
B. A freshman cannot take a leave of absence during the semester in which he or she is admitted, except for some cases clarified in the school regulations and bylaws.
C. Information on completion of additional credits (prerequisite courses) for cross-major(applying for different major from the one applicants completed before) applicants
1) If admission is granted by applying for a department(field) different from the department(field) of the sub-degree program you completed, you must complete the prerequisite courses designated by the corresponding department (9 credits or more for Master's program, 12 credits or more for Ph.D and Combined programs)
D. All graduate students participating in Science and Engineering, Medical Science, Arts and Physical education, and other experiments and practices are obliged to complete Laboratory Safety Environment Seminar during the semester according to the Act on Creating Safe Laboratory Environments and the University Laboratory Safety Management Regulations and Enforcement Rules. Details will be announced.

8 Tuition Fee Payment

1. Registration Period : Jan 9th, 2023 (Mon) 10:00 ~ Jan 17th, 2023 (Tuer) 16:00
2. Bill Printing : During the registration period, available on "합격자 발표" link (http://gksh.khu.ac.kr-커뮤니티-공지사항)

3. Notification

A. If you do not register within the registration period, it is considered that you do not intend to enroll in and will be regarded as a renunciation of admission.
B. If there are unregistered, additional successful applicants can be selected according to the Principles on Graduate School Admissions
- Additional successful applicants will be notified individually after the original registration period
- Additional successful applicants will be notified by the contact number written in the application form, and the Graduate School is not responsible for those who do not answer and therefore are exempt from additional successful applicants list
C. Tuition fee can only be paid through Hana Bank virtual account written on the individual tuition bill
※ Applicants must pay by themselves, and are responsible for any problems arising from delegating to agents or others.
D. Tuition fee cannot be paid by credit card
E. Freshmen cannot take time off from school in the first semester

9 Tuition refund due to withdrawal/cancellation of admission

A. In case of refusal of admission after being registered or any disqualifying reasons(fail to get degree) for cancellation, applicants must apply for 'withdrawal of admission' by Feb. 28th, 2023(Tues) 17:00 to get all tuition fee refunded

B. For those who renounce the admission(or cancel) after Mar. 1st, 2023(Wed) tuition fee will be refunded according to the Enrolled Students Tuition Refund criteria set by Graduate School

Period	Contents	Documents to submit	Comments
By Feb. 28th, 2023(Tues) 17:00	Full refund	▪ Application for 'withdrawal of admission and refund of tuition'(등록금 환불 신청서/Refer to '자료실' on Graduate School website) (http://gskh.khu.ac.kr '커뮤니티' → 자료실→ '입학 포기 및 등록금환불 신청서') ▪ A copy each of bankbook under applicant's and ID card ▪ Applicants for Academic·Research·Industrial Interdisciplinary Programs : Withdrawal Confirmation of Academic·Research·Industrial Interdisciplinary institution(Free style)	Submit to Graduate School Office of each campus
From Mar. 1st, 2023(Wed)	According to the School's refund criteria	▪ Application for Resignation (http://gskh.khu.ac.kr '커뮤니티' → 공지사항 → '학적변동' ▪ A copy each of bankbook under applicant's and ID card ▪ Applicants for Academic·Research·Industrial Interdisciplinary Programs : Withdrawal Confirmation of Academic·Research·Industrial Interdisciplinary institution(Free style)	

10 2022 Tuition Fee Table

(Unit : KRW)

Division	Course	Entrance Fee (Compulsory)	Tuition Fee (Compulsory)	Additional Fee (Optional)		Total	
				Seoul C	Global C	Seoul C	Global C
Humanities, Social Sciences	Master	954,000	4,838,000	60,000	15,000	5,852,000	5,807,000
	Ph.D	954,000	4,979,000	60,000	15,000	5,993,000	5,948,000
	Combined	954,000	4,906,000	60,000	15,000	5,920,000	5,875,000
Natural and Applied Sciences	Master	954,000	5,807,000	60,000	15,000	6,821,000	6,776,000
	Ph.D	954,000	5,975,000	60,000	15,000	6,989,000	6,944,000
	Combined	954,000	5,890,000	60,000	15,000	6,904,000	6,859,000
Physical Education	Master	954,000	5,749,000	60,000	15,000	6,763,000	6,718,000
	Ph.D	954,000	5,915,000	60,000	15,000	6,929,000	6,884,000
	Combined	954,000	5,940,000	60,000	15,000	6,954,000	6,909,000
Engineering	Master	954,000	6,576,000	60,000	15,000	7,590,000	7,545,000
	Ph.D	954,000	6,765,000	60,000	15,000	7,779,000	7,734,000
	Combined	954,000	6,990,000	60,000	15,000	8,004,000	7,959,000
Arts	Master	954,000	6,707,000	60,000	15,000	7,721,000	7,676,000
	Ph.D	954,000	6,903,000	60,000	15,000	7,917,000	7,872,000
	Combined	954,000	6,928,000	60,000	15,000	7,942,000	7,897,000
Pharmacy	Master	954,000	7,005,000	60,000	15,000	8,019,000	
	Ph.D	954,000	7,201,000	60,000	15,000	8,215,000	
	Combined	954,000	7,102,000	60,000	15,000	8,116,000	
Medicine· Korean Medicine· Dentistry	Master	954,000	7,370,000	60,000	15,000	8,384,000	
	Ph.D	954,000	8,120,000	60,000	15,000	9,134,000	
	Combined	954,000	7,744,000	60,000	15,000	8,758,000	

※ The tuition fee table above is subject to change.

※ Seoul Campus extra fee includes Medical checkups fee(KRW 25,000), Student council fee(KRW 15,000), and Health Mutual-aid Association fee(KRW 20,000)

Global Campus extra fee includes Student council fee(KRW 15,000)

※ Medical checkups must be paid in accordance with Article 37 of the Graduate School Regulations (Mandatory for Foreign Students) [Foreign students must undergo medical checkups at institutions designated by graduate schools after admission, and medical checkups are included in the tuition bill

※ Inquiries

- **Student council fee : Seoul C Student council(82-2-961-0125) / Global C Student council(82-31-201-2137)**
- **Health Mutual-aid Association fee : Student Health Mutual-aid Association(82-2-961-0055)**

11 Information on external research fund projects and double degree programs by department

Seoul Campus

Departments	Business	Business Group	Scholarship	Benefits	Website
Integrated Medical Humanities	HK+	HK+ Institute for integrated Medical Humanities	Partial tuition payment by research assistance	Research Assistant employment for limited number	http://ihuman.khu.ac.kr/index.asp
Regulatory Science	Regulatory Science expert training project team	Expert training group for estimation on effectiveness of medicine	Partial tuition payment by research assistance	Incentives depending upon on research performance, partial support for participating in domestic and overseas conferences, support for domestic or overseas universities / institutions' training	https://pharmreg.khu.ac.kr/regulation/user/main/view.do
Future Science&Technology Commercialization Policy and Entreprenuership	A project to train professionals for practical use of science and technology performance	Regional Science and Technology Performance Support Group	Partial tuition grant (50% of tuition per semester) to all enrolled students	Pay the Incentives for the appointment of some researchers and participation in research	https://techbiz.khu.ac.kr (Scheduled to be completed in October)

Global Campus

Departments	Business	Business Group	Scholarship	Benefit	Website
Artificial Intelligence	Artificial Intelligence Convergence Innovation Human Resources Development	Artificial Intelligence Convergence Innovation Human Resources Development Program	Partial tuition payment	Support tuition(partial) and monthly allowances, support attending AI top conferences (registration & travel expenses), support the material cost for creative autonomy project, support high performance GPU-servers.	http://gsai.khu.ac.kr
Chemical Engineering	ERC	ERC Functional Crystallization Center, FCC			http://fccerc.khu.ac.kr/
	Regional Innovation Center	Components and Materials for Information Display		Partial tuition fee support by research assistance	
Electronic Engineering	ITRC	Intelligent Wireless Power Research Center	Partial tuition payment	Living expenses, research expenses, travel expenses to domestic and overseas onferences, incentives depending upon research performance , and etc.	
Applied Environmental Science		Environmental Information NEXUS Industry-University-Research Human Resources Development Project Team	Partial tuition payment	Scholarship Participation in domestic and international conferences, Overseas Universities and Institutions Training support	http://envinf.khu.ac.kr/
	Climate change specialization Graduate School business group	Graduate School of Climate Change Specialization (Research on customized climate change risk assessment based on intellectualization and adaptation	Partial tuition payment	Issuance of certificate of completion, living expenses, research expenses, participation in domestic and foreign conferences, support for overseas university and institution training	http://weatherchange.webmoa21.co.kr/

BK21 Step 4

Departments/Majors	Website Address	Scholarship benefits
Smart Tourism Education Platform	http://bk21four.khu.ac.kr	Partial scholarship by research assistance *Refer to website of BK Project group for details
Big Data Analytics	http://bk21bigdata.khu.ac.kr	
Age Service-Tech Convergence	http://agetech.khu.ac.kr	
History	http://history.khu.ac.kr/contents/bbs/bbs_content.html?bbs_cls_cd=002007001001	
Information Display	http://displaybk21four.khu.ac.kr	
Integrated Engineering(Chemical Engineering, Mechanical Engineering, Applied Environmental Science)	http://imprinting.khu.ac.kr	
Electronics and Information Convergence Engineering	http://ceict.khu.ac.kr	
Frontier Integrated Major (Advanced Materials Engineering for Information and Electronics, Mechanical Engineering, Physics)	http://frontier.khu.ac.kr	

Dual Degree Program(Global Campus)

Departments	Eligibility	Notes
Double Degree in Computer Science & Engineering (KHU/UTAS : University of Tasmania, Australia)	- A person who has obtained a master's degree from a domestic or foreign graduate school or those who are expected to obtain a master's degree by Feb 28th, 2023(Tues). However, students for the combined program are admitted after consultation procedure with partner university - TOEFL iBT 92 (no score 20) or IELTS 6.5(no individual band less than 6.0), In accordance with the English eligibility of University of Tasmania	▪All admissions of department are managed according to Kyung Hee University's academic rules ▪Lectures on basic subjects and special subjects, lab practice and research are based on full-time education ▪Duration of study: 6 semesters or more for Ph.D
Dual Degree in British-American Language and Culture (KHU/ST. CLOUD: St. Cloud State University, Minnesota, USA)	- Students who have finished at least 2 semester of MA program can apply - TOEFL iBT 79 or IELTS 6.5(As scholarship applicants, TOEFL iBT 100 : Each of Listening, Speaking, Reading, Writing at least 23 or above	▪All admissions of department are managed according to Kyung Hee University's academic rules

12 Scholarships

Scholarship(Thesis dissertaion Publication – International Students)	*Seoul Campus
Section	**Requirements / Conditions**
Evaluation Criteria	▪ Comprehensive evaluation of admission records, academic records of previous degree course, academic ability, research ability, Korean and English proficiency, self-introduction, study plan, work experience, volunteer experience, etc. Applicants will be selected in order of highest scorer.
Scholarships	▪ Amount : Full tuition (excluding enrollment fee) or partial tuition ▪ Payment period : Every regular semester within the school year
Required Documents	▪ Scholarship Application & Pledge of Thesis Dissertation Publication(Seoul Campus)
Terms of Scholarships	▪ Scholarship recipients have duties before the thesis assessment apart from graduation requirements. [Duties on Scholarship Recipients]

Master	Humanities and Social Sciences, Arts and Physical Education, Korean Medicine(Medical History major, Nuclear Science)	More than one publication or yet to be published (including co-author) of an academic journal accredited by the National Research Foundation of Korea or higher
	Engineering, Natural Sciences, Medicine	More than one publication or yet to be published (including co-author) on academic journals SCIE or higher
Ph.D. Combined	Humanities and Social Sciences, Arts and Physical Education, Korean Medicine(Medical History major, Nuclear Science)	More than one publication or yet to be published of an academic journal accredited by the National Research Foundation of Korea or higher * Only main-author and corresponding author acceptable
	Engineering, Natural Sciences, Medicine	More than one publication or yet to be published on academic journals SCIE or higher * Only main-author and corresponding author acceptable

▪ Students must maintain a GPA of 3.5/4.3 or higher.
▪ Student Must sincerely follow the guidance of the dean of their department and academic advisor.
▪ Student Must comply with all school regulations and show investment in their academic performance.
▪ Student must not be working as an assistant or similar duties.
▪ Student must not take a leave of absence during scholarship period.
- Dropping out or a leave of absence due to personal reasons will result in a cancellation of scholarship for that term, and students must return the amount of scholarship received back to school.
- When returning back to school, scholarship for the rest of terms will not be provided.
- Scholarships will be restored if the student provides documents proving the leave of absence was necessary due to medical necessity(certificates showing three months or more of treatment in a general hospital).

Cancellation of Scholarship	▪ Even if a student is selected as a scholarship recipient, it may be canceled if any of the following occurs. - If a student do not meet the scholarship requirements above. - In case of violation of the school rules or arise of inappropriate reasons for receiving scholarship.
Scholarship Announcement and payment method	▪ Announcement of successful applicants for scholarships : Notification via e-mail ▪ Payment method : Tuition bill reduction or exemption

Scholarship(Thesis dissertaion Publication – International Students)	*Global Campus

<table>
<tr><th>구분</th><th>내용</th></tr>
<tr><td>Evaluation Criteria</td><td>▪ Comprehensive evaluation of admission records, academic records of previous degree course, academic ability, research ability, Korean and English proficiency, self-introduction, study plan, work experience, volunteer experience, etc. Applicants will be selected in the order of highest scorer.
※ There will be a special criteria by departments</td></tr>
<tr><td>Scholarships</td><td>▪ Amount : Full tuition (excluding enrollment fee) or partial tuition
※ After the first semester of scholarship, if a recipient is exempt from recipients list by a Scholarship Evaluation Committee of Graduate School on every term, scholarship will not be awarded for that term.</td></tr>
<tr><td>Required Documents</td><td>▪ Scholarship Application & Pledge of Thesis Dissertation Publication(Global Campus)</td></tr>
<tr><td>Terms of Scholarships</td><td>▪ Scholarship recipients have duties until the thesis assessment apart from graduation requirements
[Duties on Scholarship Recipients]
<table>
<tr><td rowspan="2">Master</td><td>Humanities and Social Sciences, Arts and Physical Education</td><td>More than one published or yet to be published (including co-author) of an academic journal accredited by the National Research Foundation of Korea or higher</td></tr>
<tr><td>Engineering, Natural Sciences, Medicine</td><td>More than one published or yet to be published (including co-author) on academic journals SCIE or higher</td></tr>
<tr><td rowspan="2">Ph.D. Combined</td><td>Humanities and Social Sciences, Arts and Physical Education</td><td>More than one published or yet to be published of an academic journal accredited by the National Research Foundation of Korea or higher
* Only main-author and corresponding author acceptable</td></tr>
<tr><td>Engineering, Natural Sciences, Medicine</td><td>More than one published or yet to be published on academic journals SCIE or higher
* Only main-author and corresponding author acceptable</td></tr>
</table>
▪ Students must maintain a GPA of B average(3.5/4.3) or higher.
▪ Must sincerely follow the guidance of the dean of their department and academic advisor.
▪ Must comply with all school regulations and show investment in their academic performance.
▪ Not allowed to take on assistant or similar duties.
▪ After the first semester of scholarship, continuity of the scholarship will be decided by a Scholarship Evaluation Committee of Graduate School
▪ Not permitted to take a leave of absence during scholarship period
- Dropping out or a leave of absence due to personal reasons will result in a cancellation of scholarship for that term, and students must return the amount of scholarship received back to school.
- When returning back to school, scholarship for the rest of terms will not be provided.
- Scholarships will be restored if the student provides documents proving the leave of absence was necessary due to medical necessity (certificates showing three months or more of treatment in a general hospital)</td></tr>
<tr><td>Cancellation of Scholarship</td><td>▪ Even if a student is selected as a scholarship recipient, it may be canceled if any of the following occurs.
- If students do not meet the scholarship requirements above
- In case of violation of other school rules or arise of inappropriate reasons for receiving scholarship</td></tr>
<tr><td>Scholarship Announcement and payment method</td><td>▪ Announcement of successful applicants for scholarships: Notification of results via e-mail
▪ Payment method: Tuition bill reduction or exemption</td></tr>
</table>

※ Precautions

A. Applicants must receive grade B (3.5/4.3) or above to maintain their scholarship for the next semester.
B. Some continuous scholarships like Overseas Korean Foundation Scholarship, Research Ability Enforcement Scholarship have different criteria on grades to continue scholarship, and will be notified individually
C. Entrance fees are excluded from all scholarships.
D. Scholarship will not be awarded for those who exceeds the duration limit
E. The aggregate scholarship amount awarded by the university can not exceed the total tuition fees
F. The scholarship system may be modified by Academic Steering Committee of Graduate School
G. Even after the selection is complete, it will be canceled if some inappropriate reasons of eligibility arise for receiving scholarship
H. Criteria on awarding scholarship varies by campus, so please inquire each campus' office of Graduate School

※ Please be aware of notices on scholarship frequently listed on the website of Graduate School(커뮤니티->공지사항->등록/장학)(https://gskh.khu.ac.kr/index/s8_comm/comm_1.php?sca=등록/장학)

13 FAQ

Q1. Is there any entrance scholarship for international students?

A1. Yes, we have scholarships for international students that is decided upon admission such as the Thesis Submission Scholarship. Other internal and external scholarships from foundations and institutions are also available.

Category	President's Scholarship(International Students), Thesis Submission Scholarship(International students)
Scholarship conditions	Apart from the graduation requirements, scholarship recipients must write more than one publication [Humanities and Social Sciences, Arts and Physical Education, Korean Medicine(Medical History major, Nuclear Science)] of an academic journal accredited by the National Research Foundation of Korea or higher, or more than one publication (including co-author) on academic journals SCIE or higher[Engineer, Natural Science, Medicine] (conditions vary by departments p. 16~17)
How to apply	Applicants must submit documents below upon application - Application for Scholarship, Pledge of Thesis Dissertation Publication

Q2. In case of Chinese university graduates, what kind of documents should be submitted?

A2. Applicants who have graduated from Chinese university have to submit one of two documents listed below.
Either Graduation Certificates of Academic History Verification Center of Chinese Ministry of Education (www.chsi.com.cn)(Eng available) or China Academic Degree & Graduate Education Development Center of Chinese Ministry of Education(www.cdgdc.edu.cn)(Eng available)

Q3. What kind of documents should be submitted for applicants who are expected to graduate?

A3. Prospective graduate students have to submit an official prospective graduation certificate translated and notarized, and authenticated by a Korean Embassy or apostilled. Chinese prospective graduates must submit proof of enrollment in the 4th year (notarized by the Chinese notary). Failure to submit a graduation certificate before enrollment will lead to cancellation of admission.

Q4. What is the interview process?

A4. 1. Check if the department the applicant is applying for has interview process on the Admission Guideline p. 9~10.
2. Applicants ask by themselves for the application and the procedure of tihe online interview by the contacts of departments listed on the Admission Guideline p.9~10.
3. Time and location will be announced on the website of Graduate school after Dec. 20th, 2022(Tue) and notifications on logging in to online interview will be notified via email.
4. Applicant who do not show up for the interview without any notices to departments beforehand will be excluded from admission process.

Q5. Do I have to submit all documents by deadline?

A5. If applicants fail to submit all documents by deadline, they will be excluded from the admission process.

Q6. My undergraduate major and the major I want to apply for are different. Can I still apply?

A6. Yes, it is possible. However, evaluation for the academic(major) ability will be carried on separately. applicants must take prerequisite subjects designated by the corresponding department (9 credits or more for Master's program, 12 credits or more for Ph.D and Combined programs)

Q7. What is the admission procedure after being accepted?

A7. After being accepted, students should (chronological order):
1. Check the admission results and print out the letter of admission.

2. Print out the tuition invoice during the registration period and make payments to the designated bank account.
3. After checking the notification of "Certificate of Admission" on the website of the General Graduate School, apply directly.
4. Receive a 'Certificate of Admission' (Applicants residing in Korea can receive it directly from the Graduate School office, while international applicants living abroad will receive it via EMS)
5. Apply for visa : Collect documents needed, complete the application, and submit them to relevant agency
   1) Domestic residents: Immigration Office
   2) International residents (except students with Chinese nationality): Local embassy
6. Register for classes
7. Orientation
8. Semester begins

Q8. How can students residing outside of Korea pay the tuition fee?

A8. Applicants who reside overseas must pay the tuition fee via virtual payment account specified in the tuition invoice. All extra fees for international wire transfer is on applicants. The swift code of KEB HANA bank is KOEXKRSE

Q9. Is there any additional fee for the recipients of President's scholarship(International students) and Thesis Submission Scholarship(International students)?

A9. Yes, the entrance fee will have to be paid, so check out the tuition invoice and make payments during the designated period.

Q10. I'm an Overseas Korean Foundation Scholarship recipient. Do I need to pay tuition?

A10. Even as the recipient, you have to pay the entrance fee and medical check-up fee. The refund for insurance fee and others will be processed after the completion of tuition fee payment. Also, you have to submit the Certificate of the scholarship recipient to Graduate School office.

Q11. Is there an extended period for tuition payment?

A11. Tuition must be paid on time, or admission and enrollment will be canceled.

Q12. How can I apply for a dormitory?

A12. Please check notifications for dormitory applications on website of Graduate School and the results will be notified individually.

Q13. Can the Certificate of Admission be reissued?

A13. The certificate of admission is issued only once. Please note that it is one of the most important documents in the visa application process and take extra care not to lose it. Also please be aware that it is not a certificate for allowing admission, but a certificate for issuing visa to enter Korea.

Q14. Is medical check-up mandatory?

A14. According to the regulation 37 of Kyung Hee University Graduate School, all international students must get a medical health check-up. Students who have already received a check-up at another agency will still be required to get a school-approved check-up.

Q15. Is insurance mandatory?

A15. Starting from 2022.03.01, international students are under National Health Insurance, and therefore students have to register in. Please check the website of Graduate School for details.

Attachment 1 GPA Conversion Table

4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100 Points Scale
3.97 ~ 4.0	4.26 ~ 4.3	4.46 ~ 4.5	4.95 ~ 5.00	100
3.92 ~ 3.96	4.22 ~ 4.25	4.41 ~ 4.45	4.90 ~ 4.94	99
3.88 ~ 3.91	4.17 ~ 4.21	4.36 ~ 4.40	4.84 ~ 4.89	98
3.84 ~ 3.87	4.12 ~ 4.16	4.31 ~ 4.35	4.79 ~ 4.83	97
3.80 ~ 3.83	4.08 ~ 4.11	4.26 ~ 4.30	4.73 ~ 4.78	96
3.75 ~ 3.79	4.03 ~ 4.07	4.21 ~ 4.25	4.68 ~ 4.72	95
3.71 ~ 3.74	3.98 ~ 4.02	4.16 ~ 4.20	4.62 ~ 4.67	94
3.67 ~ 3.70	3.93 ~ 3.97	4.11 ~ 4.15	4.57 ~ 4.61	93
3.62 ~ 3.66	3.89 ~ 3.92	4.06 ~ 4.10	4.51 ~ 4.56	92
3.58 ~ 3.61	3.84 ~ 3.88	4.01 ~ 4.05	4.45 ~ 4.50	91
3.49 ~ 3.57	3.75 ~ 3.83	3.91 ~ 4.00	4.34 ~ 4.44	90
3.41 ~ 3.48	3.65 ~ 3.74	3.81 ~ 3.90	4.23 ~ 4.33	89
3.32 ~ 3.40	3.56 ~ 3.64	3.71 ~ 3.80	4.12 ~ 4.22	88
3.24 ~ 3.31	3.46 ~ 3.55	3.61 ~ 3.70	4.01 ~ 4.11	87
3.15 ~ 3.23	3.37 ~ 3.45	3.51 ~ 3.60	3.90 ~ 4.00	86
3.07 ~ 3.14	3.27 ~ 3.36	3.41 ~ 3.50	3.79 ~ 3.89	85
2.98 ~ 3.06	3.18 ~ 3.26	3.31 ~ 3.40	3.68 ~ 3.78	84
2.90 ~ 2.97	3.09 ~ 3.17	3.21 ~ 3.30	3.57 ~ 3.67	83
2.81 ~ 2.89	2.99 ~ 3.08	3.11 ~ 3.20	3.45 ~ 3.56	82
2.72 ~ 2.80	2.90 ~ 2.98	3.01 ~ 3.10	3.34 ~ 3.44	81
2.64 ~ 2.71	2.80 ~ 2.89	2.91 ~ 3.00	3.23 ~ 3.33	80

Attachment 2 DAC List of ODA Recipients

DAC List of ODA Recipients
Effective for reporting on 2018, 2019 and 2020 flows

Least Developed Countries	Other Low Income Countries (per capita GNI <= $1 005 in 2016)	Lower Middle Income Countries and Territories (per capita GNI $1 006-$3 955 in 2016)	Upper Middle Income Countries and Territories (per capita GNI $3 956-$12 235 in 2016)
Afghanistan	Democratic People's Republic of Korea	Armenia	Albania
Angola[1]	Zimbabwe	Bolivia	Algeria
Bangladesh		Cabo Verde	Antigua and Barbuda[2]
Benin		Cameroon	Argentina
Bhutan		Congo	Azerbaijan
Burkina Faso		Côte d'Ivoire	Belarus
Burundi		Egypt	Belize
Cambodia		El Salvador	Bosnia and Herzegovina
Central African Republic		Eswatini	Botswana
Chad		Georgia	Brazil
Comoros		Ghana	China (People's Republic of)
Democratic Republic of the Congo		Guatemala	Colombia
Djibouti		Honduras	Cook Islands[3]
Eritrea		India	Costa Rica
Ethiopia		Indonesia	Cuba
Gambia		Jordan	Dominica
Guinea		Kenya	Dominican Republic
Guinea-Bissau		Kosovo	Ecuador
Haiti		Kyrgyzstan	Equatorial Guinea
Kiribati		Micronesia	Fiji
Lao People's Democratic Republic		Moldova	Former Yugoslav Republic of Macedonia
Lesotho		Mongolia	Gabon
Liberia		Morocco	Grenada
Madagascar		Nicaragua	Guyana
Malawi		Nigeria	Iran
Mali		Pakistan	Iraq
Mauritania		Papua New Guinea	Jamaica
Mozambique		Philippines	Kazakhstan
Myanmar		Sri Lanka	Lebanon
Nepal		Syrian Arab Republic	Libya
Niger		Tajikistan	Malaysia
Rwanda		Tokelau	Maldives
Sao Tome and Principe		Tunisia	Marshall Islands
Senegal		Ukraine	Mauritius
Sierra Leone		Uzbekistan	Mexico
Solomon Islands		Viet Nam	Montenegro
Somalia		West Bank and Gaza Strip	Montserrat
South Sudan			Namibia
Sudan			Nauru
Tanzania			Niue
Timor-Leste			Palau[2]
Togo			Panama
Tuvalu			Paraguay
Uganda			Peru
Vanuatu[1]			Saint Helena
Yemen			Saint Lucia
Zambia			Saint Vincent and the Grenadines
			Samoa
			Serbia
			South Africa
			Suriname
			Thailand
			Tonga
			Turkey
			Turkmenistan
			Venezuela
			Wallis and Futuna

(1) General Assembly resolution A/RES/70/253 adopted on 12 February 2016, decided that Angola will graduate five years after the adoption of the resolution, i.e. on 12 February 2021. General Assembly resolution A/RES/68/18 adopted on 4 December 2013, decided that Vanuatu will graduate four years after the adoption of the resolution on 4 December 2017. General Assembly resolution A/RES/70/78 adopted on 9 December 2015, decided to extend the preparatory period before graduation for Vanuatu by three years, until 4 December 2020, due to the unique disruption caused to the economic and social progress of Vanuatu by Cyclone Pam.

(2) Antigua and Barbuda exceeded the high-income threshold in 2015 and 2016, and Palau exceeded the high-income threshold in 2016. In accordance with the DAC rules for revision of this List, if they remain high income countries until 2019, they will be proposed for graduation from the List in the 2020 review.

(3) The DAC agreed to defer decision on graduation of Cook Islands until more accurate GNI estimations are available. A review of Cook Islands will take place in the first quarter of 2019.

Attachment 3 **제출서류 체크리스트**

2023학년도 전기 지원자 제출서류 체크리스트
(Check List for Application Documents)

EXAMINEE'S NUMBER

1) 이름 (Name): (family/lastname) (given/first name) 한글 이름:
2) 국적 (Country): 거주지 (Residence): ☐ 국내(in Korea) ☐ 해외(Abroad)
3) 지원 학과 (Desired Department): 지원 과정(Degree Program) : ☐ Master's ☐ Ph. D ☐ Combined
4) 한국어능력 (Korean Proficiency): ☐ TOPIK : 급
☐ 외국대학 한국어학과 졸업(Graduated with a major in Korean in a foreign country)
☐ 한국 대학(원) 2년 이상 수학(Completed more than 2 years of higher education in Korea)

※아래 제출 서류 양식의 서명란에 서명이 없을 경우 불이익이 있을 수 있습니다※

다음 서류들을 순서대로 잘 정리하시고 맨 위에 체크리스트를 올려 제출해주시기 바랍니다. 사본(공증본)이라 명시되지 않은 이상 모든 서류는 원본이어야 하며, 영어나 한국어로 쓰여 있어야 합니다. (영어나 한국어가 아닐 경우에는 번역 공증을 받아서 제출해야 합니다.) Please provide us with these documents in the given order, and put this checklist on the top. All documents should be original and written in EnglishorKorean. (Documents not in English or Korean must be translated into a complete English or Korean translation authenticated by the issuing institution or notarized by a notary's office.)	제출 여부 Submission(Y/N)		비고 Remarks
	Yes	No	
1. 입학원서(유웨이에서 출력) Application Form(could be downloaded in uwayapply.com)			
2. 대학교 졸업(예정)증명서 Official (Prospective) Graduation Certificates from undergraduate institution * (중국 외 해외대학 졸업자) 영사 확인 또는 아포스티유 (중국 대학 졸업자) 중국교육부 학력인증보고서			
3. 대학원 졸업(예정)증명서 Official (Prospective) Graduation Certificates from graduate institution * (중국 외 해외대학 졸업자) 영사 확인 또는 아포스티유 (중국 대학 졸업자) 중국교육부 학력인증보고서			
4. 인가대학확인서 Authorized University Confirmation Certificates			
5. 대학교 성적증명서 Official Transcripts from undergraduate institution			
6. 대학원 성적증명서 Official Transcripts from graduate institution			
7. 언어능력 증빙서류 Educational Background and Language Proficiency Certificates			
8. 본인의 여권사본 및 외국인 등록증 사본 A copy of your passport and Certificate of Alien Registration			
9. 부·모의 국적 및 가족관계 증명서 Documents that certify the applicant and the applicant's parents' citizenship and relationship			
10. 재정능력입증서류 Financial Ability Certificate			
11. 학력조회 동의서 Signed Consent Form (붙임 6)			
12. 졸업(예정)한 출신대학 교수 추천서(붙임 7) Recommendation letter written signed by a professor of the university from which you graduated (Attachment #7)			
13. 입학추천(국제캠퍼스) (붙임 8) Recommendation letter (Global Campus) (Attachment #8)			
14. 장학신청서 (서울캠퍼스) (붙임 9-1) Application form for Thesis Submission Scholarship (Seoul Campus)			
15. 논문게재 서약서 (서울캠퍼스) (붙임 9-2) Notification for Thesis/Dissertation Publication Concerning Scholarship (Seoul Campus)			
16. 장학신청서 및 논문게재서약서 (국제캠퍼스) (붙임 9-3) Recommendation Letter & Pledge of Thesis Dissertation Publication (Global Campus)			
17. 석박통합과정 수료(졸업)과정 전환신청 확인서 Transition to the completion course for combined			
18.. 재외국민(부・모 또는 지원자 본인 중 한 명이라도 외국인이 아닌 지원자)만 제출 1. 출입국사실증명서, 2. 초・중・고・대학 졸업증명서, 3. 전학년 성적증명서 Additional documents for Korean resident abroad only 1) Certificate of Fact for immigration from birth to present 2) Elementary/Middle/High School/University Graduation Certificate 3) Elementary/Middle/High School/University Transcripts			
19. 기타 학과별 추가서류 Additional documents by department			

Self-Introduction & Study Plan

1. Write on the website of UWAY APPLY in free-style and submit it printed
2. Must be written in Korean.
(Exception: Applicants for Global Hospitality&Tourism, Information Display, British-American Language&Culture, and all Natural Sciences & Engineering of Global Campus are allowed to write in English)

Self Introduction	*MAX 2,000 letters

Study Plan	*MAX 1,500 letters

※ Pledge of Applicants

1. I swear that I honestly write this self-introduction and study plan on my own based on my abilities, properties and experiences.
2. I will cooperate with confirmation request by the school regarding this self-introduction and study plan.
3. I will take all disadvantages such as failure or cancellation of admission caused by plagiarism, proxy statements, false information listed with purpose, omission of important information, and other inappropriate facts

I am fully aware of all the precautions regarding the self-introduction & study plan and will never make any objections against actions by school. (Agree

Attachment 5 **Confirmation of payment of accommodation expenses(General)**

체재비 지급확약서

Payment Commitment of Cost of Stay

성 명 Name (Last, First)		수험번호 Examinee Number	
학과명 Department/Major		국적 Nationality	
지도교수명 Advisor Recommended	한글명 영문명	(서명/인, signatue)	
지급기간 Duration of payment	2023.03.01. ~ 2024.02.28	금 액 Amount (Won/month)	원/월

* 법무부의 사증발급 및 체류관리 지침에 의거 지원자의 재정보증 대체 필수 서류임
- 본 체재비 지급확인서와 추가로 지도교수의 연구비 수행확인서를 함께 제출(산학협력단 직인 날인 필수)

본 경희대학교 일반대학원은 상기학생에게 위 기간동안 체재비(생활비)를 지급함을 확약합니다.

This document certifies the commitment of Graduate School of Kyung Hee University to support the cost of stay (living expenses) of the student listed above as stated.

체재비(생활비)의 재원은 추천지도교수의 연구비를 재원으로 할 것을 추천지도교수로부터 확약받았습니다.

It has been committed by the recommended advisor listed above that the financial resource of the payment shall be fully financed by the fund of the research projet(s) of the advisor.

2022년 월 일

경희대학교 일반대학원장

Dean of Graduate School of Kyung Hee University

주:
1) 이 지급확약서는 학생의 재정능력입증서류 중 예금잔고증명서를 대체할 수 있음.
2) 체재비 지급은 학생이 위 기간 중 본 대학원 해당학과에 등록을 유지하는 것을 전제로 함.
3) 위 학생이 체재비 재원관련 연구 활동을 성실하게 수행하지 않을 경우 지도교수와 학교는 지급을 중단할 수 있음.

Note:
1) This document may be used to replace the certificate of the deposit balance of the student listed above.
2) The commitment of payment requires the enrollment of the student at the department (or major) stated above.
3) The advisor recommended and the university may discontinue the payment to the student he/she fails to participate sincerely in the research project(s) which is (are) the sole financial source of the payment.

Attachment 6 **Release of Information Form(General)**

학력조회 동의서

(Release of Information Form)

※ Those from universities in Korea should write in Korean/ **Those from overseas universities should write in English**

I agree to provide my personal information to third parties in accordance with the Personal Information Protection Act & Personal Information-related Act for the purpose of conducting and managing the admission process and application details of Graduate School, Kyung Hee University.
In addition, this agreement includes consent to reply to the graduate school from the institution requested for academic inquiry.

[Items concerning the provision of personal information to a third party] **(Agree ☐ Disagree ☐)**

The one who receives	Purpose of provision	Personal information items	The retention period
The university and other academic institutes in the application for admission, and institutions related to acquisition certificates	Verification of admission application details and qualification information	Items listed in the application form (Name, Date of Birth, educational background information)	From the time the application for admission is received to the end of the academic background inquiry and confirmation

You may refuse to consent to the collection of the above information, however, if so, you have to be aware of the fact that you cannot apply for admission.

1. 지원자 인적사항 Applicant Information			
성명 Name of Applicant	국문(Korean) : / 영문(English) :		
생년월일 Date of Birth	____ / ____ / ____ 월MM 일DD 년YYYY		Student ID number (최종졸업대학 학번)
2. 출신학교 정보 Academic Information			
학교명 University / Institution Name		학위종류 Type of Degree	학사 Bachelor ☐ 석사 Master ☐ 기타 Other ☐
학교주소 University / Institution Address			
학과/전공 Department and Major			
졸업(예정)일자 Date of (Expected) Graduation	____ / ____ / ____ 월MM 일DD 년YYYY		
재학기간 Period of Attendance	From To	이수학기 수 Number of Registered Semesters	
홈페이지 주소 Website of University / Institution			
3. 학력조회 의뢰용 해외 전적대학 정보 **University / Institution Information to Request Release of Academic Records(Foreign Institute You Graduated)** **※국내대학 졸업자의 경우 본 항목을 기재할 필요없음(지원자 인적사항과 학력사항만 작성)**			
전적대학 학력조회 담당부서 Name of the Office of Student Records from the University / Institute			
전적대학 학력조회 담당자 성명 Person in charge of Student Records (name)			
담당자 연락처/팩스번호 Person in charge of Student Records Phone/Fax No.			
담당자 E-mail Person in charge of Student Records E-mail Address			

I have applied to Kyung Hee University in Seoul, Korea for the 2022 academic year and have agreed to allow Kyung Hee University to officially request my academic records from the schools I previously attended.

____ / ____ / 2022 지원자(Applicant) : _____ 서명(Signature)
월MM 일DD 년YYYY

*** Signature necessary**

Attachment 7	Recommendation letter written by a professor of the university from which you graduated(General)

출신대학 교수 추천서

Letter of Recommendation

지원자는 아래에 이름 및 기본 정보를 먼저 적어주신 후 추천인에게 그대로 전달, 아래 주의사항 참고

To the applicant: Please fill in your name and the other required information below.

1. 지원자(Applicant's information)

Name (성명)		**Department (지원학과)**	Graduate School, Kyung Hee University
Date of Birth (생년월일)	Y(년) M(월) D(일)	**Course (과정)**	☐ Master (석사)/ ☐ Ph.D (박사)/ ☐ Combined (석·박통합)
Gender (성별)	Male(남) ☐ Female(여) ☐	**Nationality (국적)**	

2. 추천인께

위 학생에 대한 추천인의 진솔한 평가를 부탁 드립니다. 감사합니다.

To the recommender : The person named above has applied for the Graduate School of Kyung Hee University. We ask for your assistance, and would appreciate your sincere appraisal of the applicant.

A. 지원자와 어떤 관계이며 얼마나 오랫동안 알고 지냈습니까?
How long have you known the applicant and in what relationship?

B. 지원자의 능력을 아래에 첨부된 평가표를 이용하여 작성해주시기 바랍니다. 동급생들과 비교하여 작성해주시길 바랍니다.

Please assess the applicant's abilities in the evaluation table given below. Rate the applicant compared to other classmates who are/were in the same school year with him/her.

구분(Classification)	매우 뛰어남 (Truly Exceptional)	뛰어남 (Excellent)	매우 좋음 (Very Good)	좋음 (Good)	평균 이하 (Below Average)	N/A
	상위 2% (Top 2%)	상위 10% (Top 10%)	상위 25% (Top 25%)	중간 (Middle 50%)	25% 미만 (Lower 25%)	
학습 능력 (Academic Achievement)						
미래의 학습 잠재력 (Future Academic Potential)						
진실성 (Integrity)						
책임감/자립성 (Responsibility/Independence)						
창조성/독창성 (Creativity/Originality)						
의사소통 능력 (Communication Skills)						
대인관계 능숙도 (Interpersonal skills)						
리더쉽 (Leadership)						

C.. 지원자의 장점이 무엇이라고 생각하십니까?

What do you consider the applicant's strengths are?

D. 지원자의 단점은 무엇이라고 생각하십니까?
What do you consider the applicant's weaknesses are?

E. 지원자의 대학원 학업 계획이 얼마나 잘 세워져 있다고 생각하십니까?
How well do you think the applicant is prepared for graduate studies?

F. 지원자가 희망하는 학위과정에 도움이 될 만한 지원자의 실적, 잠재력 혹은 개인적 특질에 대해서 말씀해 주십시오.
Please comment on the applicant's performance record, potentials, or personal characteristics that would help in the academic course that the applicant is applying for.

Position or Title(직위): _____

University (Institution)(대학 혹은 단체): _____

Address:(주소) : _____

E-mail: _____

Tel: _____

Recommender&s Name : _____ **(Signature)**

※ **Precautions**

1. 추천서를 밀봉후, 봉인 부분에 서명후 제출. 봉해져 있지 않거나 서명이 없는 추천서는 인정되지 않음
   Request your recommender to seal his or her letter of recommendation in an official envelope and sign across the back flap upon completion. Recommendation letters that are not sealed and signed will not be accepted.

2. 추천서는 영어 혹은 한국어로 작성
   The Letter of Recommendation should be written in either English or Korean.

3. 아래 해당 학과는 필수제출
   Compulsory for applicants of departments listed below

   서울캠퍼스) 자연과학계열, 의학계열, 학과간 협동과정
   국제캠퍼스) 자연과학계열, 공학계열, 건축학과
   Seoul Campus) Natural Science, Medicine, Interdisciplinary Course
   Global Campus) Natural Science, Engineering, Architecture

Attachment 8 **Letter of Recommendation(Global Campus)**

입 학 추 천 서

Letter of Recommendation

Name (성명)		**Department (지원학과)**	
Date of Birth (생년월일)	Y(년) M(월) D(일)	**Course (과정)**	☐ Master (석사)/ ☐ Ph.D (박사)/ ☐ Combined (석·박통합)
Gender (성별)	Male(남) ☐ Female(여) ☐	**Nationality (국적)**	

Reasons for recommendation of the applicants(Foreigner) 외국인 및 재외국민 전형 추천인 사유란

본인은 상기 지원자의 본교 입학을 추천합니다
I recommend the applicant above to be accepted to KHU

2022년 월 일
Year Month Date

_____학과 교수_____ (인)

Department of_____ Professor_____ (signature)

경희대학교 대학원장 귀하
Dean of Graduate School, KHU

※ Precautions

1) 추천인은 대학원에서 필요한 한국어, 영어, 전공 등의 수학능력을 갖추었는지를 종합적으로 판단하여 작성
The recommender need to consider overall and write whether the applicant is prepared with academic abilities such as Korean, English, major intelligence and etc.
2) 추천인은 대학원 입학 후 지도교수로 학생지도의사가 있어야 함
The recommender needs to have plans to be the applicant's prospective advisor
3) 지원자가 총장장학(외국인전형)을 신청시 졸업요건 외 추가로 학술지게재 의무조항이 있음
If the applicant applies for the President's Scholarship, there are additional duties to write on academic journals apart from the graduation requirements
4) 국제캠퍼스 지원자는 모든학과 해당서류 필수
Compulsory for the applicants of Global Campus

Attachment 9-1 Application for Scholarship (Seoul Campus)

장학금 신청서(서울캠퍼스)

Application for Scholarship and Thesis Submission Scholarship (Seoul Campus)

○ 인적사항 Personal Information

성명 Name	영문 English		국 적 Nationality	
	한글 Korean		성 별 Gender	M ☐ F ☐
학과 Department			세부전공 Major	
수험번호 Examinee's number				

○ 학력사항 Educational Background

구 분	학교명 University	전공 Major	재학기간 Enrolled Dates (yy/mm/dd~yy/mm/dd)	성적 Score
대 학 Undergraduate				/100
대 학 원 Graduate				/100

○ 학력/어학능력/경력/봉사활동 Academic ability/Language proficiency/Career/Volunteer work Experience

학력 Academic Ability	GRE _____점 Date of Test : _____(yy/mm/dd)	영어 성적 English Proficiency	토플(TOEFL) _____점(PBT, CBT, IBT) Date of Test : _____(yy/mm/dd)
	GMAT _____점 Date of Test : _____(yy/mm/dd)		아이엘츠(IELTS) _____점 Date of Test : _____(yy/mm/dd)
	기타(Other) _____점(급) Date of Test : _____(yy/mm/dd)		텝스(TEPS) _____점 Date of Test : _____(yy/mm/dd)
한국어 성적 Korean Proficiency	TOPIK _____급 Date of Test : _____(yy/mm/dd)		토익(TOEIC) _____ 점 Date of Test : _____(yy/mm/dd)
	KLPT _____급(/500점) Date of Test : _____(yy/mm/dd)		토익스피킹(TOEIC Speaking) _____ 급 Date of Test : _____(yy/mm/dd)
	국내대학 졸업자 Graduated in a university in Korea _____University		기타(Other) _____점(급) Date of Test : _____(yy/mm/dd)
	외국대학 한국어학과 졸업자 Graduated with a major in Korean in a foreign country _____University	일본어 성적 Japanese Proficiency	JPT _____ 점 Date of Test : _____(yy/mm/dd)
	경희대어학원 수료 _____급 Date of graduation : _____(yy/mm/dd)		
	조선족/고려인 여부(Y ☐ N ☐)		JLPT _____ 급 Date of Test : _____(yy/mm/dd)
	조선족/고려학교 졸업 여부(Y ☐ N ☐)		
논문게재 실적 Published paper	저널명 : 논문제목 : 게재년월일 :	기타 언어 Other language	Test명 : _____ 점수(등급) : _____ Date of Test : _____(yy/mm/dd)
근무경력 Working Experience	회사명 : 근무기간 : 년 개월 담당업무 :	봉사활동 Volunteer Work Experience	활동기관 : 활동내용 : 활동기간 : ~

위 서류상의 모든 내용은 사실이며, 위와 같이 장학금을 신청합니다.

I certify that above information is honestly presented, and I hereby apply for scholarship of Graduate School, KHU

2022년 월 일

Year Month Date

신청자 Applicant: _____

경희대학교 대학원장 귀하 Dean of Graduate School, KHU

Attachment 9-2 **Pledge of Thesis Dissertation Publication(Seoul Campus)**

논문게재 서약서(서울캠퍼스)

Pledge of Thesis Dissertation Publication

Name (성명)		**Department (지원학과)**	
Date of Birth (생년월일)	Y(년) M(월) D(일)	**Course (과정)**	☐ Master (석사)/ ☐ Ph.D (박사)/ ☐ Combined (석·박통합)
Gender (성별)	Male(남) ☐ Female(여) ☐	**Nationality (국적)**	

All international students can receive Thesis Submission Scholarship for tuition fee, but students have to write one more paper for scholarship benefit, depending on graduation requirements of each major.

본인은 총장장학(외국인논문게재)장학금을 신청합니다.
장학대상자로 선정될 경우, 아래 장학수혜자 의무사항을 확인하고, 이행할 것을 서약합니다.

2022년(Y) 월(M) 일(D)

학 생(Student): (Signature)

경희대학교 대학원장 귀하

[Requirements of Thesis Publication Concerning Scholarship]
장학수혜자 의무사항

석사 과정 Master	Humanities and Social Sciences, Art and Physical Education, Korean Medicine(Medical History, Korean Medical Classics) [인문사회, 예체능계열, 한의학계열의 의사학전공, 원전학전공]	Publish more than one publication (co-author as well) on an academic journal accredited by the National Research Foundation of Korea 한국연구재단 등재지 이상 학술지에 1편 이상 게재 또는 게재 예정 *공저자 가능
	Natural Sciences, Engineering, Medicine [공학, 자연, 의학계열]	Publish more than one publication on academic journals SCIE or higher SCIE 이상 학술지에 1편 이상 게재 또는 게재 예정 *공저자 가능
Ph.D. Combined 박사, 석박통합	Humanities and Social Sciences, Art and Physical Education, Korean Medicine(Medical History, Korean Medical Classics) [인문사회, 예체능계열, 한의학계열의 의사학전공, 원전학전공]	Publish more than one publication (main author) on an academic journal accredited by the National Research Foundation of Korea 한국연구재단 등재지 이상 학술지에 1편 이상 게재 또는 게재 예정 *제1저자 및 교신저자만 인정
	Natural Sciences, Engineering, Medicine [공학, 자연, 의학계열]	Publish more than one publication (main author) on academic journals SCIE or higher SC(E 이상 학술지에 1편 이상 게재 또는 게재 예정 *제1저자 및 교신저자만 인정

*3.5 average GPA until the previous semester (직전학기 평균평점 3.5/4.3만점 이상을 취득하여야 한다.)

※ 주)

- 장학금 지급요건에 따른 논문게재사항 미 이행 시 학생은 졸업 불가 (Student can't graduate if he/she fails to comply with the thesis publication requirements according to the scholarship payment requirements.)
- 논문표절 시 장학금 환수함 (If you plagiarize your thesis, you will get your scholarship back)

Attachment 9-3 Scholarship Application & Pledge of Thesis Dissertation Publication(Global Campus)

장학금 신청서 및 논문게재서약서

Scholarship application & Pledge of Thesis Dissertation Publication

Name (성명)		**Department (지원학과)**	
Date of Birth (생년월일)	Y(년) M(월) D(일)	**Course (과정)**	☐ Master (석사)/ ☐ Ph.D (박사)/ ☐ Combined (석·박통합)
Gender (성별)	Male(남) ☐ Female(여) ☐	**Nationality (국적)**	

본인은 총장장학(외국인전형)장학금을 신청합니다.
장학대상자로 선정될 경우, 아래 장학수혜자 의무사항을 확인하고, 이행할 것을 서약합니다.
I hereby apply for the President's Scholarship(International Students).
If I'm selected as a recipient, I will be well aware of and carry out all duties as scholarship recipient.

2022년(Y) 월(M) 일(D)

학 생(Student): (Signature)

추천인 소속 : _____학과(Department) / 지도교수(Academic Advisor)_____(인)

학과장(Chief of Major) _____(인)

경희대학교 대학원장 귀하

[Requirements of Thesis Publication Concerning Scholarship]
장학수혜자 의무사항

석사 과정 Master	Humanities and Social Sciences, Art and Physical Education	Publish or apply more than one publication (co-author as well) on an academic journal accredited by the National Research Foundation of Korea 한국연구재단 등재지 이상 학술지에 1편 이상 게재 또는 신청 *공저자도 가능
	Natural Sciences, Engineering	Publish more than one publication on academic journals SCI(E) or higher SCI(E) 이상 학술지에 1편 이상 게재 게재 또는 신청 *공저자 가능
Ph.D. Combined 박사, 석박통합	Humanities and Social Sciences, Art and Physical Education	Publish more than one publication (main author) on an academic journal accredited by the National Research Foundation of Korea 한국연구재단 등재지 이상 학술지에 1편 이상 게재 또는 게재예정 *제1저자 및 교신저자만 인정
	Natural Sciences, Engineering	Publish more than one publication (main author) on academic journals SCI(E) or higher SCI(E) 이상 학술지에 1편 이상 게재 또는 게재예정 *제1저자 및 교신저자만 인정

*3.5 average GPA until the previous semester (직전학기 평균평점 3.5/4.3만점 이상을 취득하여야 한다.)

※ 주)

1) 상기 의무사항은 졸업요건외 추가로 이행하여야하며, 미 이행시 장학금은 전액환수
The duties listed above are additional to graduation requirements, or the scholarship will be redeemed

2) 재학생은 학기별 지도교수의 추천으로 재선정
Enrolled students will be reselected according to recommendations of academic advisors by semesters

Attachment 10 | **Transition to the completion(graduation) course for combined(General)**

The 2023-Spring Semester Combined Course Confirmation of application for transition to the completion(graduation) course

- **Department** : _____
- **Course** : Combined (M.A + Ph.D)

[Related regulations]
Graduate School Regulations - Article 23 of the Graduate School Regulations (Approval of completion of a degree course), and Article 35(Acquisition of a master's degree in a combined course)

[The Content]
If a person enrolled in a combined stonework course has no intention of completing Ph.D., he/she can get a master's degree if he/she meets the following requirements.
- If a student of combined stonework course wants to complete a Master's degree course, he/she must apply for conversion after the third term.
- A total of 30 credits or more must be obtained upon completion.

[Precautions]
- Applications for conversion can only be filed once, and it can not be re-converted to the combined course again, so pay close attention when applying for it.
- Tuition must be paid on the basis of the Combined(M.A+Ph.D) course.

I am well-acquainted with the contents above
and apply for the Combined(M.A+Ph.D) Course at Kyung Hee University.

2022(yyyy)/ (mm)/ (dd)

Name _____(Signtature)
*Must be autographed

Dean of Graduate School, KHU