[2023 Spring semester]

Recruitment of New(Transfer) Student of the Graduate School (Guideline for foreign students)

Kyonggi University Graduate School

This admission guide is written in Korean language and translated into other 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.

[2023 Spring]Recruitment of New(Transfer) Student of the Graduate School

1. Schedule

Type	Schedule	Remarks
On-line Application	**2022. 12. 26(Mon) 10:00 ~ 2023. 1. 5(Thu) 24:00**	■ On-line application [including Saturday and Sunday] www.uwayapply.com
Document Submission	**2022. 12. 26(Mon) 10:00 ~ 2023. 1. 6(Fri) 15:00**	■ (Registered mail) Effective up to the postmark on 2023. 1. 6.(Fri) ■ Address Office of Graduate School, Kyonggi University Gwanggyosan-ro 154-42, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16227, South Korea ■ If any document is missing or if not enough document has been submitted, the student will be disqualified from selection of a successful candidate.
Interview	**2023. 1. 28(Sat)**	■ **Interview will be held in Suwon Campus** ■ Location and time of interview will be announced on 2023. 1. 25(Wed) on the Graduate School website (www.kyonggi.ac.kr/kgraduate)
Announcement of Acceptance	**2023. 2. 7(Tue) 14:00**	■ Notification will be on the Graduate School website ■ No individual notification will be provided
Printout of Acceptance Notice and Tuition invoice	**2023. 2. 7(Tue) 14:00 ~ 2023. 2. 10(Fri) 16:00**	■ Available on the Graduate School website ■ Must read precautions and registration quide
Registration Period for Admission	**2023. 2. 8(Wed) ~ 2. 10(Fri) 09:00 ~ 16:00**	■ Must register within the deadline ■ If not registered, it is regarded as resignation of registration and acceptance will be canceled.

※ The above schedule may change. Please check the schedule via Graduate School website. (www.kyonggi.ac.kr/kgraduate).

2. Field of Studies

Suwon Campus

Campus	Department & Program		Degree course		ect
	Department	Program	master	doctor	
[Suwon Campus]	Humanities & Social Sciences	Department of Korean Language & Literature	○	○	
		Department of Korean language Education for Foreigners	○	○	
		Department of English Language & Literature	○	○	
		Department of History	○	○	
		Department of German Language & Literature	○	-	
		Department of Library & Information Science	○	○	
		Department of Early Childhood Education	○	○	
		Department of Public Administration	○	○	
		Department of Social Welfare	○	○	
		Department of Youth Science	○	○	
		Department of Criminology	○	○	
		Department of Economics	○	○	
		Department of Applied Information Statistics	○	○	
		Department of Business Administration	○	○	
		Department of Accounting Taxation	○	○	
		Department of Forensic Psychology	○	○	
		Department of International Trade	○	○	
		Department of Education	○	○	
		Department of Counseling	○	○	
		Department of Global Business	○	○	
		Department of Real Estate Investment & Management	-	○	
		Department of Public Safety Big Data	○	○	
	Natural Sciences	Department of Chemistry	○	○	
		Department of Life Science	○	○	
		Department of Food Science and Biotechnology	○	○	
		Department of Computer Science	○	○	
	Engineering	Department of Civil Engineering	○	○	
		Department of Architectural Engineering	○	○	
		Department of Architecture	○	○	
		Department of Environmental Energy Engineering	○	○	
		Department of Industrial & Systems Engineering	○	○	
		Department of Advanced Materials Engineering	○	○	
		Department of Urban & Transportation Engineering	○	○	
		Department of Chemical Engineering	○	○	
		Department of Mechanical Engineering	○	○	
		Department of Urban Disaster Management	-	○	
		Department of Construction Safety	-	○	
		Department of Nano Electronic Convergence Engineering	○	○	
		Department of Software safety and security	○	○	
	Arts & Physical Education	Department of Arts	○	-	
		Department of Sports Science	○	○	
		Department of Protection & Security Management	○	○	
		Department of Industrial Design	○	○	
		Department of Global Fine Arts	○	○	

Seoul Campus

Campus	Department & Program		Degree course		ect
	Department	Program	master	doctor	
[Seoul Campus]	Humanities & Social Sciences	Department of Tourism Management	○	○	
		Department of Leisure & Tourism Science	○	○	
		Department of Hotel & Restaurant Management	○	○	
		Department of Food Service & Culinary Management	○	○	
		Department of Liquor Industry Management	○	○	
		Department of Event & Convention	○	○	
		Department of e-Business	○	○	
		Department of Vocation	○	○	
		Department of Oriental Culture	-	○	
		Department of Media Communication	○	○	
		Department of Art Therapy	-	○	
	Natural Sciences	Department of Alternative Medicine	-	○	
	Arts & Physical Education	Department of Acting	○	-	
		Department of Animation	○	-	
		Department of Digital Music*	○	-	
		Department of Visual Image Arts	-	○	
		Department of Performing Arts	-	○	
		Department of Global Music	-	○	

※ Global Specialized Course

Campus	Department	Degree Course		If you want advice prior to applying	etc.
		Master	Doctor		
Suwon	Department of Global Business	○	○	ejkim777@kyonggi.ac.kr	
Suwon	Department of Global Fine Arts	○	○	lgc58@naver.com	
Seoul	Department of Global Music	-	○	bkmusic@kyonggi.ac.kr	

3. Volume of Recruitment

	Degree Course	Campus	Number of students for admission
General Admission	master	Suwon	00
		Seoul	00
	doctor	Suwon	00
		Seoul	00
Transfer Students	master / doctor	Suwon / Seoul	Few
Foreign Students	master / doctor	Suwon / Seoul	No limit
Foreign Transfer Students	master / doctor	Suwon / Seoul	No limit

※ If there are no more than 2 applicants for each department(for Global Specialized courses, 5 applicants), recruitment can be canceled. (Application fee will be refunded.)
※ Name of the Department of Digital Music may change into Department of Applied Music.
※ No Transfer student recruitment to *Department of Software safety and security. (Transfer Applicants to Department of Industrial system Engineering, Public safety Big data, Art Therapy, please contact us.)
※ In principle, staff of Kyonggi University are not allowed to apply
※ Foreign nationals whose parents are all foreigners and refugees from North Korea can be selected over the limit in consideration of the scholastic ability of the applicant.
※ If you are not eligible, you may not be selected regardless of the number of applicants.

4. Evaluation Criteria and Process

A. Document evaluation (out of 50)

a) Latest academic performance: Master (undergraduate transcript), Doctor (master transcript)

b) Research performance (only for Doctoral candidates)

c) A record of study for the same department (major)

B. Interview evaluation (out of 50)

a) Knowledge and aptitude for major

b) Motive of study

c) Foreign language proficiency

d) Other standards designated by the Graduate School and by each department

5. Qualifications

A. For all applicants

Programs		Qualifications
New students	Master	① A student who acquired or will acquire a bachelor's degree in domestic or foreign college before February, 2023. ② A student who has been certified to have an academic ability equivalent or higher than the above by the laws and regulations
	Doctor	① A student who acquired or will acquire a master's degree in domestic or foreign college before February, 2023. ② A student who has been certified to have an academic ability equivalent or higher than the above by the laws and regulations
Transfer students		① A Korean national who has completed one or more semesters of master or doctoral program or any equivalent academic curriculum from domestic or foreign graduate school ② A student who has been certified to have an academic ability equivalent or higher than the above by the laws and regulations ③ A student transferring into the School may have at most 18 credits to be certified.

B. Foreigners and Refugees from North Korea

Programs	Qualifications
Foreigner	① Foreigners, whose parents are both foreigners, with above A. Qualifications. ② A person fulfilling any of the following Ⓐ, Ⓑ, Ⓒ : Ⓐ A person who has completed Korean language as a major or a minor, or graduated from University(bachelor or master) in Korea. Ⓑ A person who has acquired the level 4 or higher of Test of Proficiency in Korean (TOPIK) [Arts & Physical Education field: level 3] Ⓒ A person who has completed Korean language course level 4 at our university or other institution in Korea. ※ Otherwise, if officially assured by a head professor acquiring the consent of department committee, Korean proficiency of a person may be exempted. (After enrollment, the student must complete the Korean language course for 1 year.)
Refugees from North Korea	With above A. Qualifications and holding certificate of North Korean refugee

6. Required Documents For foreigners

A. Required Documents

Required Documents	Remarks
Application for Admission	•After printing out an on-line application, submit it with other document requirements via mail.
Statement of Purpose	•Refer to the on-line application page
Agreement of Background Check and Academic Record Check	•Only to those who has attained the final degree from a foreign college (graduate school). •Refer to the on-line application page
Portfolio	•Only to those who apply in the arts department •Should write on the application form and bring them on the day of interview.
Certificate of graduation (schedule) or Diploma and Transcript	•Master course applicants (university graduation certificate and transcript) •Doctoral course applicants (Graduation certificate of Master course and transcript) •Documents that are not written in English or Korean need official translation and notarization •If a foreign student graduated from Korea or is schedule to graduate from Korea: submit <certificate in Korean>
Official verification for academic record	•Non-China country - Documents proved by Apostille Agreement - Documents confirmed by consulate •China - An original degree certificate from www.cdgdc.edu.cn or www.chsi.com.cn
Certificate of proficiency in Korean language	•Certificate of Korean Language Proficiency Test(TOPIK) level 4(Arts & Physical Education field: level 3) •Certificate of Completion of Korean Language course for more than 1 year
Copy of passport or ID card	•Copy the page with photo and personal information
Certificate of family relationship	•Copy of a passport or ID card of both parent •Non-China country: Birth certificate •China - resident registration card(호구부) - If resident information of a student and parents is not in one form, each copy of a resident card and a certificate of family relationship(친족관계증명서) are required. •All documents shall be notarized in English by the notarization office.
Copy of alien registration	•Issued by the Ministry of Foreign Affairs and Trade of Korea •Copy of front and back side •only for foreign students residing in Korea
Applicant's or Sponsor's bank statement (issued within 1 month)	•Deposit balance must be US $20,000 or above (We recommend that you freeze your bank account with the required minimum balance until March, 2023.) •Applicants who completed the previous course in Kyonggi University needs US $10,000 or above.

B. Notes

- Multiple applications will not be accepted.
- In principle, all documents shall be submitted in original and be issued within 3 months(except bank statement). (Diploma of a foreign university graduate can be returned after confirming the original document)
- A document not prepared in Korean or in English shall be translated in Korean or in English and be notarized.
- A submitted document may not be revised, and an application fee and a document will not be returned.
- A refugee or North Korea shall submit a certificate of North Korean refugee

7. How to submit an Application

A. How to apply on-line

- Enter into the website of the Graduate School of Kyonggi University (www.kyonggi.ac.kr/kgraduate)
- Click the on-line application – log in [www.uwayapply.com: register with a name of applicant and log in]
- Check on the application form
  - Percentile-based score from the transcript(If there is no percentile score, convert the GPA into a percentage)
  - Photo upload: scan a color photo and upload (3 cm * 4 cm)
  - Department to apply: may not change a department after application is submitted
  - If you are scheduled to graduate and have no diploma number yet, leave the space blank.
  - Check the alien registration number. (if applicable)
- Application fee: ₩80,000(KRW) (wire transfer, credit card, mobile phone)
- Printout of application [after signing it, submit with other documents via mail]
- Printout and bring the test identification slip on the day of an interview.

B. Precautions

- Once an application is submitted, it may not be revised, thus an application shall be checked and revised before submission.
- An application once submitted may not be canceled or refunded, thus a student shall be careful of it.
- Print out a cover page[A4] from the website and attach it on a document envelope.
- Deadline for submission of requirements: Effective up to the postmark on 2023. 1. 6(Fri)
- Submit to: <Office of Graduate School, Kyonggi University> Gwanggyosan-ro 154-42, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16227, South Korea

8. Fellowship and Grant

A. Government Officials and Private Schools Scholarship: National government officials and private school staff (only for civil servants and private school pension holders)

B. The alumni scholarship: Those who have graduated from Kyonggi University undergraduate program and have entered the master's degree program (Scholarship can not be awarded twice)

C. Research fellowship: a new full-time student for master or doctoral program recommended by an academic advisor

D. Undergraduate study joint program scholarship: a new student for master program who has completed two or more courses (6 or more credits) of a master program from an undergraduate study (yet, a student with shortened years required for graduation is excluded).

※ An applicant from a joint program from undergraduate study shall submit a "Certificate of Completion of Joint Program with Undergraduate Study" to receive recognition of 6 credits acquired.

E. A foreigner fellowship: It is granted to a foreign student. A type and rate of fellowship will be determined later on.

F. Graduate school diroctor's scholarship, grants for the encouragement of research, other external scholarships, etc.

※ Type and details of the above fellowship follow the internal rules and policies of the Graduate School.

9. Registration and Tuition refund

A. Printout of acceptance letter and tuition invoice

A successful candidate shall printout an acceptance letter and a tuition bill via a banner of "Announcement of Acceptance" at the bottom of the website and pay the full amount on the bill by the deadline of registration (no individual contact offered).

B. Tuition payment: **2023. 2. 8(Wed) ~ 2. 10(Fri) 09:00 ~ 16:00**

C. Request for Waiver of Admission & Tuition refund

a) Period of submission: ~2023. 2. 28(Tue)

b) Submit via email: kgradeu@kgu.ac.kr

c) Documents to submit: -Application for refund(download from Graduate School website)
-An original receipt of tuition payment
-A copy of bankbook of a student -A copy of identification
-Agreement on providing personal information for refund

c) Amount: Full refund (within 3~4 weeks)

※ Waiver of Admission is not available from 2023.03.01.(Wed). Tuition refund will be made partially upon Submission of application for dropout.

Date of submission	Amount
Before the semester begins	Full refund(including admission fee)
After semester begins ~ until 30 days	5/6 of tuition fee (excluding admission fee)
After 30 days until 60 days	2/3 of tuition fee (excluding admission fee)
After 60 days until 90 days	1/2 of tuition fee (excluding admission fee)
After 90 days	No refund

10. Tuition

Year	Entrance Fee	Tuition(KRW)		
		Liberal Art and Science	Science / Physical Education	Engineering / Arts
2023	888,000	4,729,000	5,338,000	5,970,000

11. Precautions

A. If any of submitted documents contains false information or if a student enters into the School through any unfair way, acceptance will be canceled, and a student is responsible for all consequences from insufficient preparation or absence of interview.

B. An application and documents submitted may not be canceled or revised, and they will not be returned.

C. Due to the characteristics of each department, a course may be offered at Seoul or Suwon Campus.

D. For announcement of acceptance, please check through the Graduate School website (www.kyonggi.ac.kr/kgraduate).

E. An accepted student shall pay a tuition within a deadline, and if a student fails to do so, acceptance will be canceled.

F. A transfer student generally starts from the second or the third semester, and the School determines the

beginning semester of student by evaluating the completion from previous graduate school.

※ For transfer students, credits and semesters for each student may vary, and thus a student shall discuss it with a head professor before submitting an application.

G. A result of evaluation for application will not be disclosed, and documents and application fee submitted will not be returned.

H. A new student may not leave for absence in the first semester. Yet, a student leaving for absence due to military service, pregnancy, maternity leave (Givebirth, Childcare) or proved doctor's prescription indicating that a student may not attend a class for 4 weeks or more would be considered under exception.

I. Please discuss and inquire other details of departments to each department, and please refer to the Graduate School website for details and explanation about courses and curriculum.

J. Any content not explained on this handbook will be determined by the admission policy of 2023.

12. Location

1. 진리관 (대학본부 / 관광대학)
2. 미래관 (교육관)
3. 관광실습동 (조리실습실)
4. 성신관 (체육대학)
5. 애경관 (체육대학)
6. 체육관
7. 중앙도서관
8. 예지관 (인문대학 / 경상대학)
9. 덕문관 (법과대학 / 사회과학대학)
10. E-스퀘어
11. 감성코어
12. 광교관 (자연과학대학)
13. 집현관 (공학관)
14. 육영관 (자연과학관)
15. 제2공학관 (공과대학)
16. 공학실습동
17. 리서치센터
18. 창업보육센터
19. 종합강의동(대학원)
20. 교수연구동
21. 학생회관
22. 복지관
23. 어울림관
24. 박물관
25. 텔레컨벤션센터
26. 호연관 (예술대학)
27. 예학관 (조각실습동)
28. 돔식장작가마동
29. 홍보관
30. 경기드림타워
31. 한우리관
32. 정문 (서문)
33. 후문 (동문)

Please refer to the website for further details(www.kyonggi.ac.kr/kgraduate)
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