

International Student Admission for Undergraduate and General Graduate Schools FAQ

Every semester, Office of International Affairs recruits **international students for undergraduate and general graduate programs**. Frequently asked questions in this regard are summarized in FAQs. In order to facilitate the smooth application process for international students entering our university, please cooperate also with **academic assistant and Professor of each Department** where applicants and foreign students are scheduled to enroll.

I Eligibility requirements

□ Q1. What **nationality requirements** for applicants from overseas?

⇒A. The applicant and applicant's parents, all of them should be "non-Korea nationals" and must submit document to prove it. The proof documents are as follows, and if they are written as a foreign language other than English, they must be **translated into Korean or English and notarized**.

- - Examples of Family Relationships Certificate- -

China: Hukoubu or Family Relation Certificate / Philippines: Family Census

Indonesia: KARTU KELUARGA

Bangladesh: জম্ম কাগজ্স 또는 জম্ম সাইদ্রটক্স

Viet Nam: So Ho Khau, Giay khai sinh

Mongolia: Certificate of Family Relationship / Pakistan: Family Certificate / Sri Lanka: Family Relationship certificate

Myanmar: Family Relationship Certificate (အိတဝေဆုဆာအေ) Nepal: Family Relationship Certificate

Kyrgyzstan . Kazakhstan . Uzbekistan . Ukraine . Thailand: Birthday Certificate

- If one or both of the parents are absent due to divorce, bereavement, etc.. additional related documents must be submitted and translated into Korean or English and notarized.

□ Q2. How to submit **the final academic transcript and certificate**?

⇒A.

- **Final academic certificate:** High school graduate certificate for Undergraduate applicants, Undergraduate graduation Certificate for Master's applicants, and Master's Degree Certificate for PhD applicants.
- **Transcript:** Submit a transcript of your final academic transcript.

If the final educational institution is domestic (within Korea) educational institution, Apostillo or consular confirmation is not required.

If the final degree awarding institution is a foreign educational institution (outside Korea), the final academic certificate and transcript must be verified by Apostille or consul.

Apostille Convention Countries	<p>Apostille-verified final academic transcript, and final academic transcript.</p> <p>-_Issuing institute: an institute designated by applicant's government of the relevant country.</p> <p>※ For information regarding Apostille, please refer to the wed-site below: www.hcch.net - Apostille Section</p>
Non-Apostille convention countries	<p>Expatriates: Final academic certificate, transcript, and consular confirmation certificate obtained from the Embassy of the Republic of Korea in their country concerned.</p> <p>Domestic residents: Final academic certificate, transcript, and consular confirmation certificate received consular confirmation from the embassy of the relevant country in Korea.</p>

※Apostille: Confirmation procedures and international agreements for obtaining legrecognition of official documents of one country in another country.

※China: Submission of certification report issued by CHSI to the Education and Degree Certification Center operated by China's education ministry.

Classification		Proof	Required Documents (Only Admittable Documents)
Admission of new students	Master's course	Graduation of Bachelor's course	<p>※Level of education more than Bachelor's degree</p> <p>-(Version of Graduation)CHSI(学信网) or CDGDC(学位网)</p>
	Doctoral course	Graduation of Master's course	

Certificate of Apostille	Certificate of Consular Confirmation	Verification Report of Higher Education (CHSI)
		

- Q3. About the timing of preparation for the final academic certificate, transcript or consular confirmation.

⇒A.

- It depend on situation of each country, but in general, the procedure for confirmation of Apostille or consularity from embassy visit, application, reception, to confirmation of the results take one or two weeks or more. Therefore, if you are planing to apply for special admission, we recommend that you **proceed with the Apostille or consular confirmation process at least one month before the scheduled date of application regardless of the recruitment schedule.**

Application for the first term (March admission): September every year,
 application for the second term (September admission) reception: March every year.

□ Q4. About the requirements for submitting financial verification documents.

⇒A.

- All Applicants: Submit Bank Balance certificate(original) at the Bank in Korea or abroad more than 13,000 USD- KNU language students who has completed the courses offered by the 'Center for International Education' or 'Institution of Korean Culture will burden more than 6,500 USD

※ The certificate of deposit balance is issued within 30 days of the submission date

- Proof of financial ability should be a certificate of bank balance of an applicant or

his/her parents(their brother/sister will be allowed to replace the applicant's parents only

if applicant's parents were passed away).

- If expected advisor professor guarantee the applicant's financial ability instead of head office of the University, the number of guaranteed student is limited to one person.(Additional financial guarantee will be available only after prior guaranteed student go out of Korea, or advisor professor decide to cancel guarantee of prior guaranteed student)

※ Regarding visa issues, the immigration office requires all applicants to present their bank balance. It's important to note that the bank balance must be under the name of the applicants.

- All applicants must submit a "Affidavit of Financial Support", and if the advisor guarantees financial guarantees, check whether there are existing students who are guaranteed and submit additional forms.

Affidavit of Financial Support (유학경비 부담 서약서)

o Applicant(지원자)

Name(성명)		Sex (성별)	
Date of Birth (생년월일)		Nationality (국적)	
Program (지원과정)	<input type="checkbox"/> 학부 (Undergraduate) <input type="checkbox"/> 석사 (Master's) <input type="checkbox"/> 박사 (Doctorate)	Applying Department (지원 학과)	

o Please write the name of the sponsor to provide all the funds during applicant's studies

* 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오

- Name of Guarantor(보증인의 이름):

- Relationship with the Applicant(관계):

※해당하는 곳에 체크하세요 ※Check a relationship for your financial support

본인 (Self)	아버지 (Father)	어머니 (Mother)	형제 또는 자매 (Brothers or Sisters)	지도교수 (Academic Advisor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Occupation(직업):

- Address(주소):

- Phone Number(전화번호):

I hereby sponsor the above applicant all the funds including tuition & fees, living expenses, medical insurance and other miscellaneous expenses during his/her studies.

* 본인은 상기 지원자의 유학기간 중 일체의 경비 부담을 보증합니다.

※ 보증인은 '예금잔고증명서'를 제출하여야 하며, 지원자의 비자발급 필요서류로 보증인의 '예금잔고증명서'를 추가로 요구할 수 있음

20 Year(년)
Month(월)
Date(일)

Guarantor's Name(보증인 성명):
(Signature)(서명 또는 날인)

공주대학교총장 귀하

- Confirmation of the guarantor for all expenses incurred during the study abroad period.

- Guarantor: Select one out of yourself, parents, siblings and advisor.

(Form1) Affidavit of Financial Support

기존 피보증 유학생 재정보증 철회 및 신규 유학생 재정보증 확인서

본 양식은 외국인 지원자의 재정보증 능력 서류 제출 시 지원자 본인(또는 부모)의 재정입증 서류를 제출하는 대신 지도교수(예정자)가 재정 보증을 하는 경우에 한해 유학생 입시 담당자, 보증인, 피보증인(기존 및 신규)의 확인을 위한 용도로 활용됩니다.

☐ 관련 규정 및 지침

1. 상위법

「출입국관리법」 제11조(입국의 금지 등)

①법무부장관은 다음 각 호의 어느 하나에 해당하는 외국인에 대하여는 입국을 금지할 수 있다.<개정 2015.1.6.>

5. 사리 분별력이 없고 국내에서 체류활동을 보조할 사람이 없는 정신장애인, **국내재취업활동을 무단할 능력이 없는 사람**, 그 밖에 구호(救護)가 필요한 사람

2. 지침

「외국인 유학생 사증발급 및 체류관리 지침」 (법무부 체류관리과, 2022.5.16. 개정)

재정능력 심사기준 - 심사 시 주의사항

사증발급, 사증발급신청서 발급 시 국내외 은행이 발급한 본인,부모(부모가 사망한 경우 형제자매)의 인고증명서 등을 제출받아 재정능력 확인

대학, 자국 대사관, 종교단체 등으로부터 장학금(수업료 및 체제비)을 받는 학생에 대해서는 대학 해당 기관 발행 학비 지원 확인서 등으로 재정입증서류 대체 가능

대학 본부가 아닌 지도교수가 재정보증을 하는 경우, 피보증 유학생 수는 1인으로 제한(추가 재정 보증은 기존 피보증 유학생이 완전출국하거나, 해당 지도교수가 기존 피보증 유학생의 보증을 완전히 철회한 경우에만 허용)

대학의 의무

대학은 표준입학허가서 발급 시 인준 여부와 관계없이 반드시 동 지침에서 정한 학력 및 재정능력서류를 외국인 유학생으로부터 원본으로 제출받아 심사해야 하며, 출입국관리공무원이 학력 및 재정능력 심사 서류 요구 시 이를 제출해야함 (근거: 「출입국관리법」 제78조, 80조, 81조)

<input type="checkbox"/> 보증인(지도교수) 정보			
성명		소속대학	공주대학교
소속학과		직위	조교수 / 부교수 / 교수
<input type="checkbox"/> 기존 피보증인(기존 지도학생) 정보			
성명		소속대학	공주대학교
소속학과		학위과정	학사 / 석사 / 박사
<input type="checkbox"/> 신규 피보증인(지도학생 예정자) 정보			
성명		소속대학	공주대학교
소속학과		학위과정	학사 / 석사 / 박사
<input type="checkbox"/> 기존 피 보증인 보증 철회 및 신규 피 보증인 재정보증 사유			

위와 같이 기존 피보증 유학생 재정보증 철회 및 신규 유학생 재정보증 사실을 확인합니다.

20 . . .

보증인(지도교수)
(인 또는 서명)

기존 피보증인
(인 또는 서명)

신규 피보증인
(인 또는 서명)

- If the guarantor is an advisor, in principle, only one guarantor is allowed.

- Completion and submission of this form when withdrawing and existing guarantor and registering a new guarantor.

((Form 2) Withdrawal of financial guarantees for existing international students and confirmation of financial guarantees for new international students.



Visa

☐ Q1. The required documents for issuing visa after passing the special screening for foreigners.

⇒A. The required documents are as follows.

- Application form, passport, passport photo (3.5cm*4.5cm, white background)

- Standard admission permit, Certificate of Business Registration of school, Certificate of tuition payment.

※ Following registration, the person in charge of the international student entrance examination will receive the standard admission permit, business registration certificate, and tuition payment certificate.

- Final academic certificate, transcript (**Apostille or consular verification required**)

- Certificate of financial competence:

- The certificate of deposit balance is issued within 30 days of the submission date.

- The certificate of bank statement should be in applicants' own name.

- The original language proficiency (TOPIK, IELTS, TOEIC, etc.)

Proof of family relations (**translation and notarization are required where written in a foreign language other than English**)

☐ Q2. Can I apply for a visa after receiving the documents I submitted again?

⇒A. **It's not possible.**

- In principle, documents submitted when applying for special admission for foreigners in undergraduate and general graduate schools cannot be returned.
- **Therefore, it is recommended that all applicants prepare a total of two copies for submitting application documents and applying for visa issuance when issuing an apostille or consular confirmation certificate, financial ability certificate (including proof of balance, proof of employment when guaranteeing an advisor).**
- If the visa is not issued due to a lack of required documents even after the final acceptance and registration are completed, the applicant is responsible for this.

☐ Q3. I want to apply for my visa, and 'Certificate of Admission' is needed. I want to apply early, can I get it right after the announcement of the result?

⇒A. **It's not possible.**

- In accordance with the Foreign Student Visa Issuance and Sojourn Management Guidelines (the Ministry of Justice), **a standard admission permit cannot be issued if a successful applicant fails to pay the tuition.**(excluding return students, full tuition scholarship students, and exchange students)
- Therefore, standard admission permits are issued and sent only to those who have completed registration among the total successful applicants after the registration period, and for this reason, there may be a certain period of time difference between the announcement date of successful applicants and the issuance date of standard admission.



Other Questions

- ☐ Q1. Where can I find information on the recruitment guidelines, schedules, and applications for foreigners in undergraduate and general graduate schools?

⇒A. **You can check it on the home page of KNU Office of International Affairs**

- Go to the website (<http://oia.kongju.ac.kr/>) and enter the admission information-notice in the top menu, there are posts for recruiting undergraduate and general graduate schools respectively. You can check the specific schedule and application method.
- For further inquiries, please contact Office of International Affairs (+82 41 850 0862) or You can contact to this email (intl_admission@kongju.ac.kr).

- ☐ Q2. I applied for the special admission but failed. I need the documents I submitted to apply to another school, can I get back my documents?

⇒A. **It's not possible.**

- In principle, documents submitted at the time of application cannot be returned. All candidates are required to submit their applications and they are accountable for any negative effects this may induce.
- One of the biggest reasons for the return of documents is the case of submitting the original documents that cannot be reissued. In this case, **it is ok to submit a copy of the academic certificate and transcript when submitting the documents during the application stage. In this case, applicants should get notarization of those documents first. However, the apostille certificate or consular confirmation certificate for these two documents must be the original. (Guidelines for Recruitment students invited by National Institute of International Education)**
- If additional documents are required to be submitted due to visa issuance or submission to other agencies in the future, prepare several documents individually for the applicant so that they do not request a return.

- ☐ Q3. I want to apply for a graduate program (Master's or Doctoral). I needed to apply for the international special admission, but I was unable to do so because the deadline had passed. Can I submit a general admission application?

⇒A. **It's not possible**

- Starting from 2023 academic year, foreign applicants to general graduate programs may only apply for special admission.
- Please refer to the special admission for foreigners schedule, which is held in March (late recruitment) and September(early recruitment). Please contact the International Exchange Division for information about specific application deadlines and requests (+82 41 850 0862).