Online Application Guideline for Graduate Admission (International Students)

Office of the International Affairs, Kwangwoon University

※ Online application (available until 18:00)

※ Website Link : https://www.studyinkorea.go.kr/
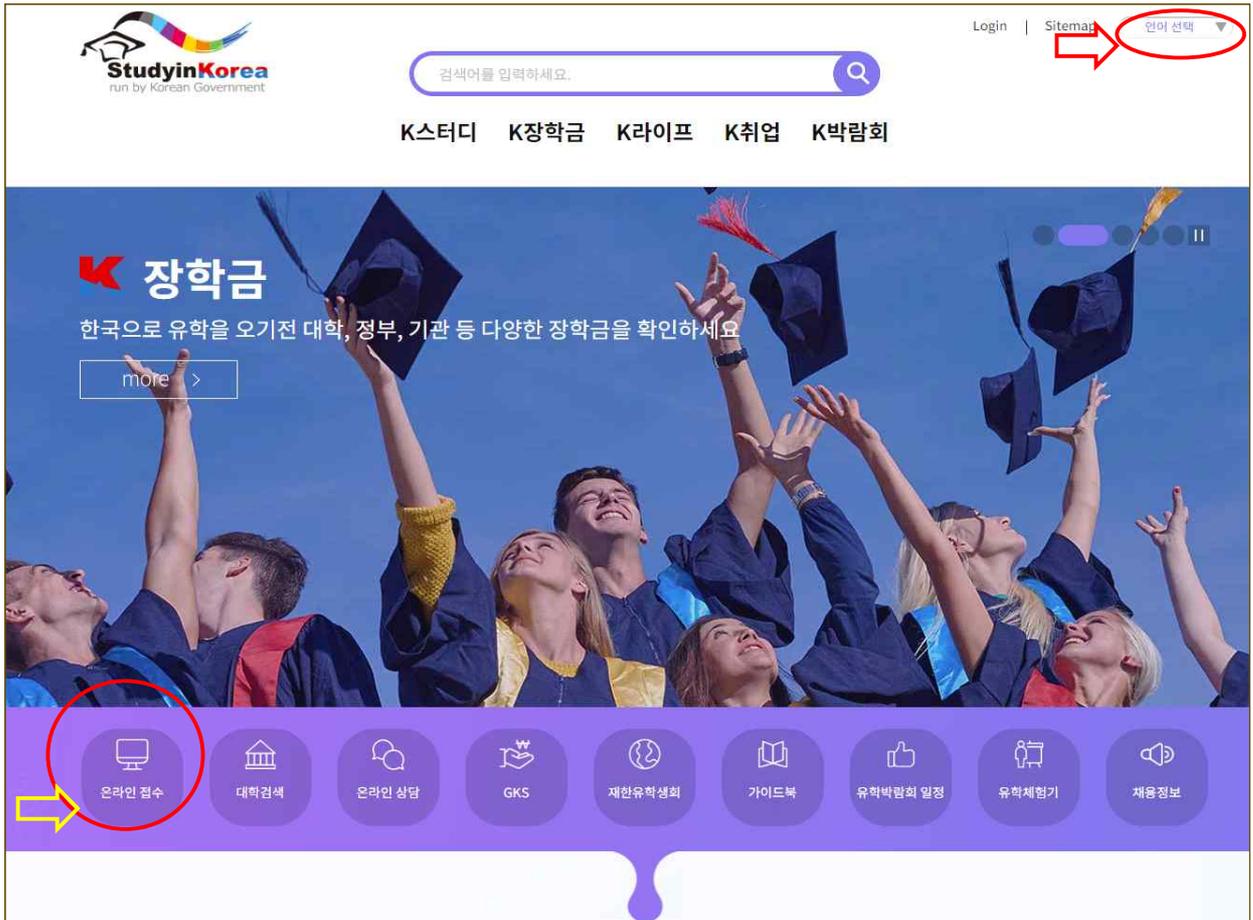
Step 1 : If you want to change the homepage language, please click the right-hand side corner "언어 선택" to choose the language.

Step 2 : Choose "온라인 접수" to choose the school and programme that you want to apply.

Step 3 : Enter "Kwangwoon University", the school name in the searching engine.
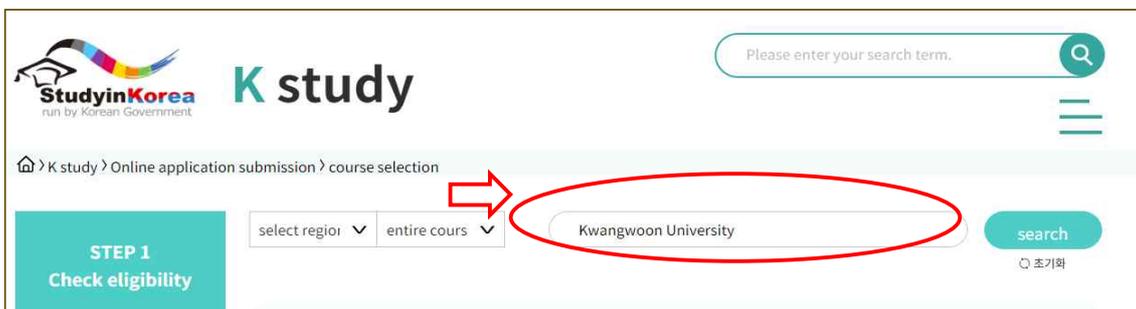
Step 4 : There are 3 choices for the Graduate School Admission.
⇨ Master
⇨ Doctorate (Ph.D.)
⇨ Combined Master's and Doctorate

| Select region ∨ | entire course ∨ | Kwangwoon University | search |

COURSE LIST

광운대학교 KwangWoon University — 2024 Fall Graduate School Admission for International Students (Master)
2024.05.01~2024.05.10
KWANGWOON UNIVERSITY
접수 예정 / 석사 / 신입학

광운대학교 KwangWoon University — 2024 Fall Graduate School Admission for International Students (Doctorate)
2024.05.01~2024.05.10
KWANGWOON UNIVERSITY
접수 예정 / 박사 / 신입학

광운대학교 KwangWoon University — 2024 Fall Graduate School Admission for International Students (Combined Master's & Doctorate)
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<u>Notes:</u> Please choose the correct programme that you want to apply for and it is not allowed to change the choices once submitted.

Step 5 : Click "next" button after you read all the guidelines on the webpage.

Notice _ _
* Applicants who have passed the first round of admission must pay the registration deposit (commonly regardless of department) during the freshman registration deposit payment period after the announcement. The remaining tuition balance payment must be paid during the payment period.
* There will be no additional recruitment after the 1st and 2nd rounds, and the schedule above is subject to change due to circumstances within and outside the university such as COVID-19.
* Admission interviews for overseas applicants will be done upon arrival in Korea after conditional admission based on document screening.

Contact Information _
Tel 02-940-5016 / Fax 02-940-8682
Website : http://oia.kw.ac.kr, http://www.kw.ac.kr
email : hongyucarmenli@kw.ac.kr

next

Step 6 : Click "Full Agreement" to next step.
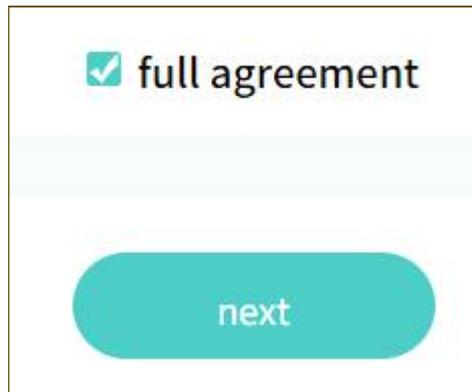
Step 7 : Enter all the information in the form as shown on website.
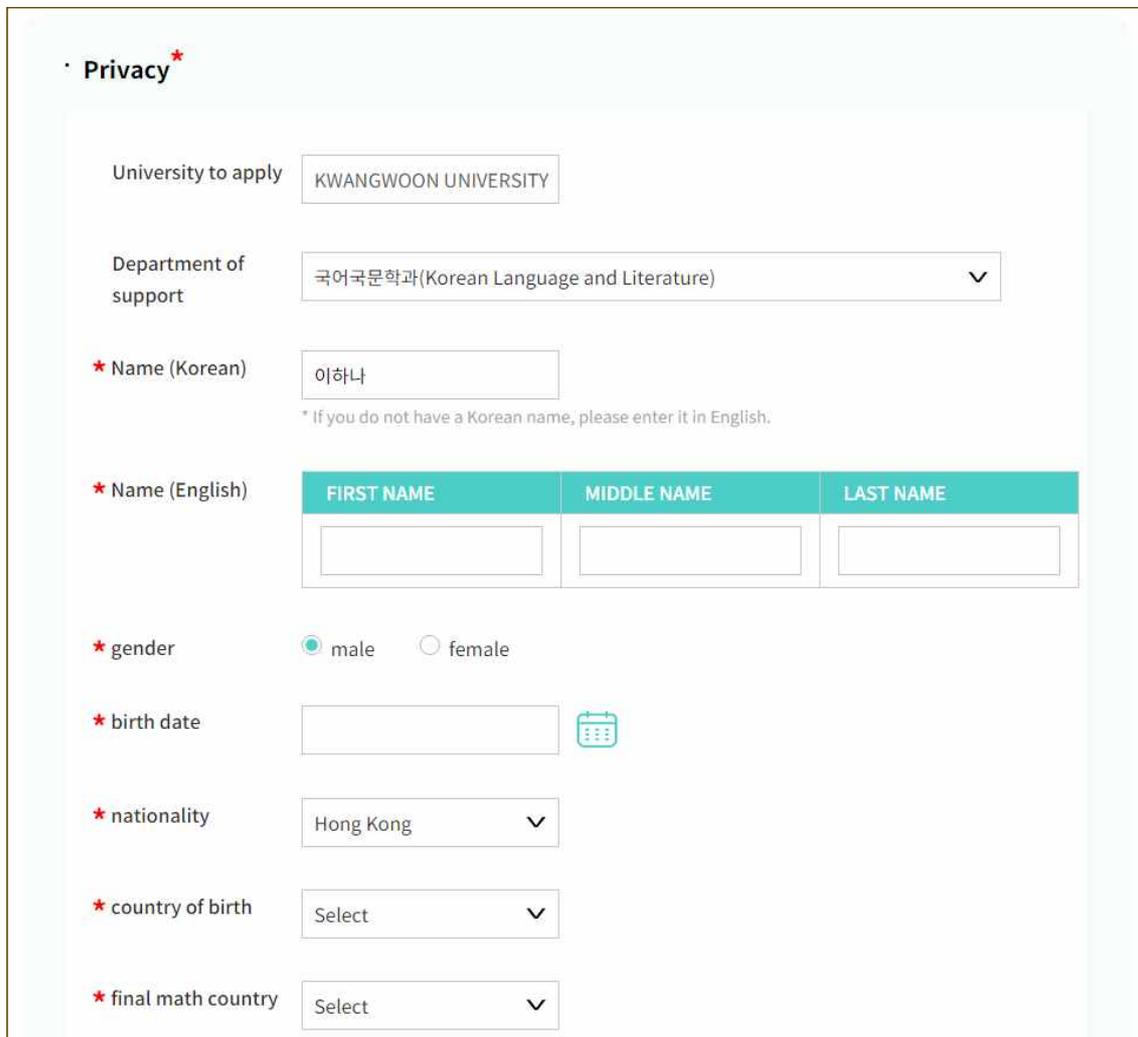
Please correctly enter all the information and attached photos and passport copy on website and click the button "submit".

Step 8 : After you click the button "submit", there will be a pop-up window "Your submission is complete." shown on website, then click "OK".

MUST Make the payment process as follow!!

Step 9 : The page as below will be shown right directly after submission.
Please CLICK the button "Make Payment" as shown at below picture.
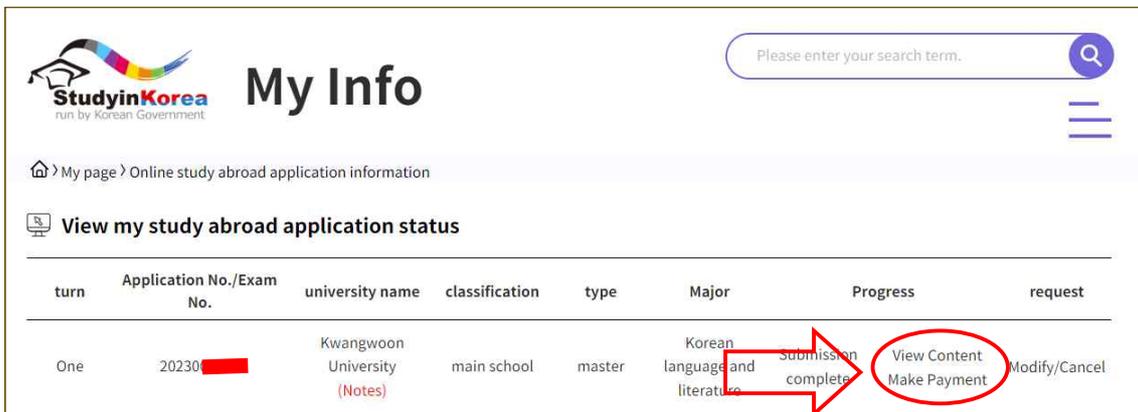
Step 10 : There will be the Payment page shown as below.
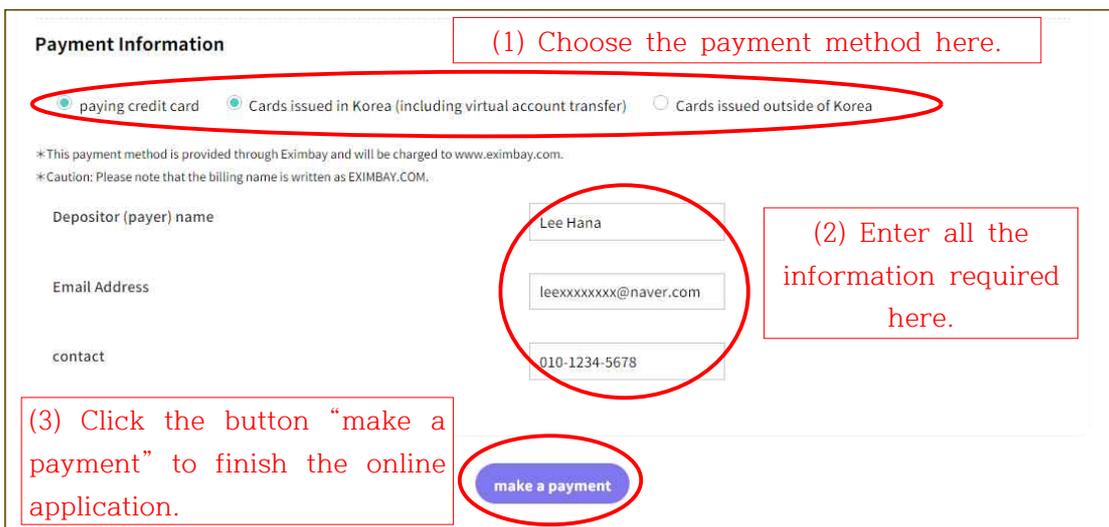
Step 11 : A pop-up window will be shown. (If not, please click the allow all pop-up windows in your browser setting or the alarm notice will be shown on the right-hand top corner to ask for allowing the pop-up window.)
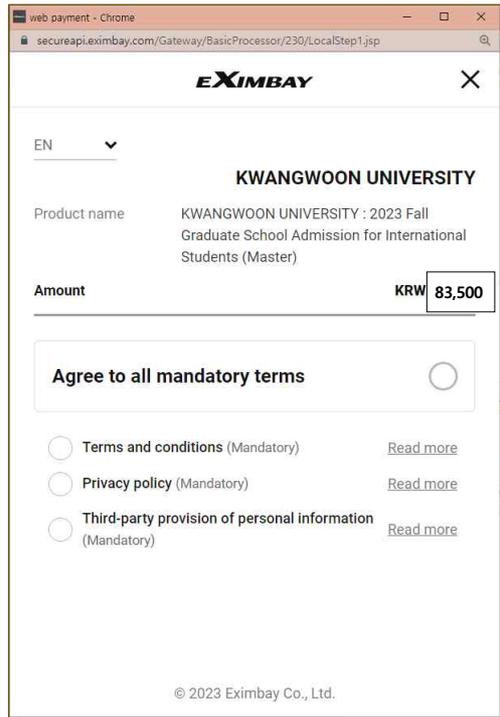
Step 12 : Click the button "Agree" all the agreements and choose the credit cards / card to pay. PLEASE go through the payment step by applicants yourself. School will not help for paying the fee and there is NO BANK ACCOUNT FOR TRANSFER.
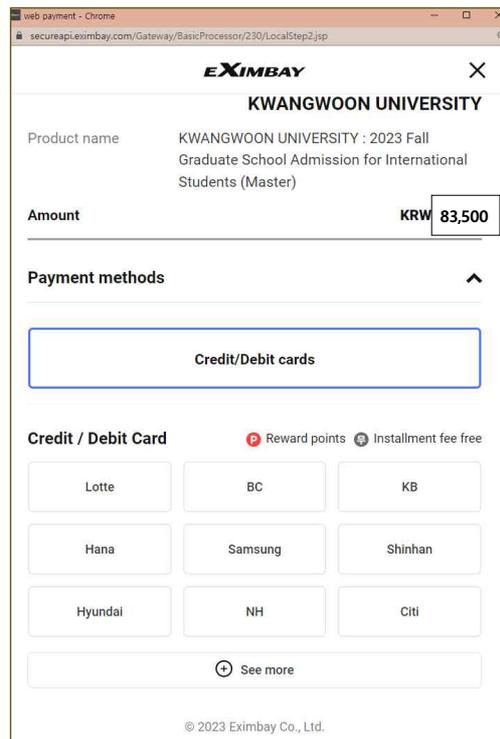
Step 13 : After the payment, there will be a confirmation page shown on the website. Then, please submit all the documents required offline by post or by person within the application period.

⇨ List of Documents required can refer to the Admission guideline p.7.

4. Documents for submission

NO.	Documents required	Form	M.A.	Ph.D.	MA. & Ph.D.
1	Application form ※ printed after online application	Original	○	○	○
2	Personal statement and Study plan ※ printed after online application	Original	○	○	○
3	Release of Information Form ※ printed after online application	Original	○	○	○
4	University Graduation (expected graduation) Certificate	Notarization	○	○	○
5	Graduate School (expected graduation) Certificate ※ Applicants who present expected graduation certificates must provide final diploma before opening of the first semester. If not, admission will be cancelled.	Notarization	X	○	X
6	Diploma Degree (University) Transcripts ※ Students need to translate their transcripts in Korean or English before submission. ※ Official Transcript should include GPA either in percentile or 4.5 scales. If there is no GPA information in percentile or scale, you should submit an additional supporting document issued by the university or please visit the following website. (http://www.wes.org/students/igpacalc.asp) ※ If you are the transfer students for the undergraduate program, you are required to submit your previous university transcript additionally.	Notarization	○	○	○
7	Graduated School (master's) Transcripts ※ Students need to translate their transcripts in Korean or English before submission. ※ Official Transcript should include GPA either in percentile or 4.5 scales. If there is no GPA information in percentile or scale, you should submit an additional supporting document issued by the university or please visit the following website. (http://www.wes.org/students/igpacalc.asp) ※ If you are the transfer students for the graduate program, you are required to submit your previous graduate school transcript additionally.	Notarization	X	○	X
8	Research performance report and published thesis ※ Print out after online application	Original	X	△	X
9	Certificate of Final Academic Achievement * Master's, combined master's and doctorate applicants: University graduation certificate * Doctoral applicants: Graduate school (master's course) graduation certificate	Original	○	○	○
10	Applicant's passport copy	Copy	○	○	○
11	Alien registration card (front, back) ※ Mandatory submission in case resident in Korea with foreigner registration	Copy	△	△	△
12	Certificate of family relationship ※ Nationality other than China : birth certificate or certificate of family relationship ※ Chinese Nationality : notarized translation of copy of family registry, family relationship certificate	Notarization	○	○	○
13	Applicant and parent's identification cards	Copy	○	○	○
14	Original certificate of Bank Statement with balance more than KRW 20,000,000 (applicant or parent) ※ Either of the following - Korean bank balance certificate and transaction statement for recent 3 months (as of date of application submission) - Overseas bank balance certificate (The effective period, if have, of the bank certificate shall expire after the admission date)	Original	○	○	○
15	Language certificates ※ Korean Proficiency test (TOPIK) qualification certificate ※ Attendance and Transcript Certificate of Korean Language Program ※ English language certificates : TOEFL/IELTS etc.	Original	△	△	△
16	Application fee (KRW 80,000) ※ Need to pay during the Online Application (credit card payment) * Transfer transaction fee (KRW 3,500) is paid by the applicants.	-	○	○	○

※ ○ : Required, X : Not required, △ : Required only for eligible applicant

※ Please complete both online & offline application(documents submission) process within the application period.
※ About the Document submission :
- Available by visit or by post (Valid until arrival on the deadline)
- Address : Office of International Affairs, #102, Hwado building, 20 Kwangwoon-ro, Nowon-gu, Kwangwoon University (01897)