

# Guideline for Admission



## THE GREAT LEADERS OF YONG IN UNIVERSITY, UNLEASHING TALENTS WITH HUMANITY

Character-building education nurturing great leaders  
Yong In University fosters virtuous and able human talent through  
character-building education nurturing great leaders

# I Admissions Timeline

| Step   | Deadline                                 | Remark |
|--|--|--------|
| Reception of application                       | December 12(Wed.), 2018 – 26(Wed.), 2018 |        |
| Deadline for submitting the required documents | December 12(Wed.), 2018 – 26(Wed.), 2018 |        |
| Announcement of successful applicants          | January 04(Fri.), 2019 / 3pm.            |        |
| Registration period(payment for tuition fee)   | January 07(Mon.), 2019 – 18(Fri.), 2019  |        |
| Issuing a certificate of admission             | January 21(Mon.), 2019                   |        |
| Deadline for arrival                           | February 28(Thu.), 2019                  |        |
| Commencement of Spring Semester                | March 04(Mon.), 2019                     |        |
| Orientation                                    | March 04(Mon.), 2019 / 5pm               |        |

# II Recruiting Departments

| Graduate School             | Recruit Vol. | Program | Department  | Type of class | Period of study |
|-----------------------------|--------------|---------|-------------|---------------|-----------------|
| Graduate School of Art      | within 6     | Master  | Art Therapy | English class | 4 semesters     |
| Graduate School of Business | within 5     | Master  | MBA         | English class | 4 semesters     |

※ **Regardless of Korean track or English track, successful applicants will be selected by applicants' admission score.**

# III Qualifications

| <b>In common</b>   | <p>A person who has received a bachelor's degree from a 4-year university based either in or outside Korea, or is expected to receive a bachelor's degree certificate before February 28, 2019</p> <p>A student who holds 2 years degree is not legible to apply, only 3 years and above.</p>   |       |      |       |      |       |     |     |     |     |     |    |     |     |
|--------------------|---|-------|------|-------|------|-------|-----|-----|-----|-----|-----|----|-----|-----|
| <b>Art Therapy</b> | <p>Art Therapy applicants should submit English proficiency rating report card over IELTS 5.0 and other report card is needed the same qualities as below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">TOEFL</th> <th rowspan="2">TEPS</th> <th rowspan="2">IELTS</th> </tr> <tr> <th>PBT</th> <th>CBT</th> <th>IBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">500</td> <td style="text-align: center;">190</td> <td style="text-align: center;">68</td> <td style="text-align: center;">500</td> <td style="text-align: center;">5.0</td> </tr> </tbody> </table> | TOEFL |      |       | TEPS | IELTS | PBT | CBT | IBT | 500 | 190 | 68 | 500 | 5.0 |
| TOEFL              |   |       | TEPS | IELTS |      |       |     |     |     |     |     |    |     |     |
| PBT                | CBT   | IBT   |      |       |      |       |     |     |     |     |     |    |     |     |
| 500                | 190   | 68    | 500  | 5.0   |      |       |     |     |     |     |     |    |     |     |
| <b>MBA</b>         | <p>MBA applicants should submit English proficiency rating report card over IELTS 5.5 and other report card is needed the same qualities as below.</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="3">TOEFL</th> <th rowspan="2">TEPS</th> <th rowspan="2">ILETS</th> </tr> <tr> <th>PBT</th> <th>CBT</th> <th>IBT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">550</td> <td style="text-align: center;">210</td> <td style="text-align: center;">80</td> <td style="text-align: center;">600</td> <td style="text-align: center;">5.5</td> </tr> </tbody> </table>         | TOEFL |      |       | TEPS | ILETS | PBT | CBT | IBT | 550 | 210 | 80 | 600 | 5.5 |
| TOEFL              |   |       | TEPS | ILETS |      |       |     |     |     |     |     |    |     |     |
| PBT                | CBT   | IBT   |      |       |      |       |     |     |     |     |     |    |     |     |
| 550                | 210   | 80    | 600  | 5.5   |      |       |     |     |     |     |     |    |     |     |

## IV Required Documents

| Required documents   | Notes   |
|--|---|
| ① Application Form   | Submit after completing an application form by typing, not written in your own hand.  |
| ② Eligibility Document   | An official copy of the language test score (TOEFL, TEPS, IELTS)<br>※ The score must be from a test taken later than December 11, 2016.<br>※ Native English speakers don't need to submit.  |
| ③ Certificate of a Bachelor's Degree                             | ▶ <u>Documents must be verified by the Korean Embassy to his/her country or Embassy of his/her country to Korea or Apostilled.</u><br>▶ If you are currently enrolled in an undergraduate program, you should submit an official document that indicates your expected date of graduation and bachelor's degree and the original copy of the transcript that the records for last semester are included in no later than February ??, 2019. |
| ④ Original Copy of the Transcript for the Entire Period Attended |   |
| ⑤ Certificate of High School Diploma                             | ▶ <u>Scanned documents are not acceptable at all. All documents should be submitted in form of original. Once documents submitted are not returnable unless otherwise.</u>  |
| ⑥ A Copy of the Applicant's and Applicant's Parents' Passport    |   |
| ⑦ A Copy of Alien Registration Card                              | Applicable to international applicants residing in Korea at the time of application   |
| ⑧ Three (3) Passport-sized Photos                                | Within the last 3 months  |
| ⑨ Certificate for Foreign Nationality                            | An Official Document that shows the Parent-Child Relationship between Applicant and his/her Parents   |
| ⑩ Financial Certification  | The Applicant's or the Parents' Verification of Deposit of Min. of USD 20,000 maintained for at least 1 month.<br>※ This deposit must be in the applicant's or parents' or spouse' name.  |
| ⑪ Study Plan   | Refer to the form of Study Plan.  |

## V Screening Criteria

The admissions decisions will be made based on the study plan, academic records, other reference documents. Interviews, audition, tests and/or major-specific tests may be required based on the policy of the specific department, in which case the details will be individually notified to the applicant.

## VI How to Apply

| Step | Deadline  |
|------|---|
| ①    | <ul style="list-style-type: none"><li>■ <b>Check the Degree program and Recruiting Department</b></li></ul>   |
| ②    | <ul style="list-style-type: none"><li>■ <b>Application and Submission of Required Documents</b><ul style="list-style-type: none"><li>• Please download application form on the web(<a href="http://language.yongin.ac.kr">http://language.yongin.ac.kr</a>)</li><li>• After completing the application, submit the required documents to the Institute of International Affairs Office, in person or by post before the deadline of submission.</li></ul></li></ul>   |
| ③    | <ul style="list-style-type: none"><li>■ <b>Screening and Evaluation by the Committee of Graduate School(CGS)</b><ul style="list-style-type: none"><li>• Students are selected by the evaluation of their documents.</li><li>• After examining the documents, CGS will contact the applicants individually.</li><li>• The evaluation is conducted by the screening committee of each department and the Board of the Graduate School.</li></ul></li></ul>  |
| ④    | <ul style="list-style-type: none"><li>■ <b>Announcement of Successful Applicants</b><ul style="list-style-type: none"><li>• The list of successful candidates and notification of admitted students will be posted on the Graduate School website (<a href="http://graduate.yongin.ac.kr/index">http://graduate.yongin.ac.kr/index</a>) on the date of announcement.</li><li>• Check the admission notice menu on that day.</li></ul></li></ul>   |
| ⑤    | <ul style="list-style-type: none"><li>■ <b>Issuance of Certificate of Admission(Institute of International Affairs, IIA)</b><ul style="list-style-type: none"><li>• The IIA will send an e-mail to successful applicants to check their address.</li><li>• The IIA will send the admission package including certificate of admission and notice for successful candidates through e-mail to the admitted students, individually.</li><li>• After checking the address, the successful candidates can get the original documents for visa issuance by post.</li></ul></li></ul> |
| ⑥    | <ul style="list-style-type: none"><li>■ <b>Registration</b><ul style="list-style-type: none"><li>• Pay tuition fees and insurance fees within the registration period(only available during banking hours within the designated period [KEB HANA Bank,09:00~16:00 working hours].</li><li>• If the admitted students does not pay the tuition fee during the designated period, the admission will be cancelled.</li></ul></li></ul>  |

|   |   |
|---|---|
| ⑦ | <p>■ <b>Application for D2 VISA Issuance</b></p> <ul style="list-style-type: none"> <li>• Applicants who are abroad and required to get a new visa for studying in Korea :<br/>Submit the application form for postponing payment. The IIA will send the original admission package to their countries by post. Applicants can apply for issuance of a D2 student visa at the Korean Embassy in their countries.<br/>To get the information on issuance of visa, contact and get confirmation from the Korean Embassy in your country. After getting the students visa, enter Korea on the schedule of dormitory opening.</li> <li>• Applicants who are in Korea and required to extend or change the visa type to D2 :<br/>After paying tuition fees during registration period, Submit the required documents for Visa extension or Change of Visa to the IIA. Required documents for visa extension or change will be noticed through an e-mail directly and individually.<br/>We, IIA, will handle the application for visa extension or change instead of you by visiting the immigration office.</li> <li>• For more detailed information about visas, refer to the e-government homepage for Foreigners(<a href="http://www.hikorea.go.kr">www.hikorea.go.kr</a>) or call the immigration office call center (Tel :1345).</li> </ul> |
|---|---|

|   |   |
|---|---|
| ⑧ | <p>■ <b>Course registration and Preparation for Semester</b></p> <ul style="list-style-type: none"> <li>• Dormitory Application is through the IIA website (<a href="http://language.yongin.ac.kr">http://language.yongin.ac.kr</a>) during the designated period.</li> <li>• Student ID numbers will be posted on the Graduate School website.</li> <li>• Course Registration is arranged by Graduate School Office after your arrival.</li> <li>• Get your student ID card from the department office at the end of the February, 2019.</li> <li>• Attend the orientation for new-coming foreign students</li> <li>• Alien Registration : Apply for alien registration by visiting Suwon Immigration Center in person or participating in the on-campus immigration service within 90 days from the arrival date.<br/>When the nationals of the high TB-burden countries live in one of the countries and apply for a long term visa at a diplomatic mission, you should submit the "Certificate of Health"including TB test result. When you apply for alien registration, submission of TB test is exempted.</li> </ul> |
|---|---|

## VII Terms and Conditions

|   |
|---|
| <ul style="list-style-type: none"> <li>▶ Master's Program : Registration of more than 4 semesters with 24 credits or more approved <ul style="list-style-type: none"> <li>⇒ Department of Art Therapy → 24 or more credits needed</li> <li>⇒ MBA → 24 or more credits needed</li> </ul> </li> </ul>   |
| <ul style="list-style-type: none"> <li>▶ All students must follow school rules and regulations. A student who is in the first semester is not allowed to travel to his / her country or any other country unless urgent issues needed, and the school must be aware of his / her travelling schedule beforehand.</li> <li>▶ After second semester students are allowed to travel any where they want. <ul style="list-style-type: none"> <li>① Photocopy of flight ticket</li> <li>② Reasons why his travelling</li> <li>③ Period of stay in that country</li> </ul> <p>All the above requirements should be submitted to IOIA for the purposes of school to be aware of his/ her travel. If not, his / her visa will be cancelled immediately.</p> <p>Failure to submit completed application form and student policy agreement, he/she will not be considered. please complete all the requirements on the application form.</p> <p>Application fees: 60.000 won must be submitted with documents, if not will not be considered.</p> </li> </ul> |

# VIII Introduction of Submitting Academic Documents

## 1 Introduction of Submitting Academic Background Documents

Applicant must submit a certificate of graduation and a transcript from high school selecting one of the documents as below during the filing period. If there is a delay of submission under unavoidable circumstances, please submit the documents within the specified deadline after announcement of admission.

- ① Confirmed academic background documents(certificate of graduation and transcript from high school) of Apostille from one's country Apostille.
- ② Confirmed academic background documents(certificate of graduation and transcript from high school) by Korean Embassy
- ③ Confirmed academic background documents from China Academic Degree & Graduate Education Development Center (<http://www.cdgdc.edu.cn>): Only for students who graduated from Chinese institutes and are applying for transfer. It takes 3 to 4 weeks to issue the documents.

### ▶ Certificate Authority

- China Academic Degree & Graduate Education Development Center (教育部学位与研究生教育发展中心)
- Website: <http://www.cdgdc.edu.cn>
- Address: 北京市海淀区王庄路1号同方科技广场B座18层(Postal code : 100083)
- E-mail: [cqv@cdgdc.edu.cn](mailto:cqv@cdgdc.edu.cn) Phone: +86-10-8237-9480

### ▶ Issuance of a certificate is also available through [Confucius Institute in Seoul] in Korea

- Website: <http://www.cis.or.kr/main.htm> (China Education Accreditation Center)
- Phone: +82-2-554-2688 E-mail: [cis88@cis.or.kr](mailto:cis88@cis.or.kr)

## 2 Information of Apostille Covention

### ▶ Apostille Convention

- ① Republic of Korea became the 90th Contracting State of the Apostille Convention, effective as of July 14, 2007 : Convention Abolishing the Requirement of Legalization for Foreign Public Document.
- ② Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
- ③ Apostille convention countries abolish the complex consular procedures to ensure the mutual authentication of public and official documents

### ▶ Apostille Convention is an international treaty drafted by the Hague Conference on Private International Law :

You can check detailed and updated information regarding regional authorities at website [www.hcch.net](http://www.hcch.net)

### 3 Apostille Convention Countries [based on 2012 year, 103 Countries]

| Country | Total | Members   |
|---------|-------|---|
| Asia    | 13    | Republic of Korea, Mongolia, Brunei, Hong Kong, Macao, Japan, India, Israel, Turkey, Kyrgyzstan, Kazakhstan, Uzbekistan, Oman   |
| Europe  | 46    | Britain, France, Germany, the Netherlands, Norway, Italy, Albania, Austria, Belarus, Belgium, Bulgaria, Denmark, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, Finland, Estonia, Georgia, Greece, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Monaco, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, The Former Yugoslav Republic of Macedonia, Ukraine, Andorra, Moldova, Armenia, Azerbaijan, Liechtenstein, San Marino |
| America | 24    | United States, Mexico, Peru, Dominican Republic, Argentina, Panama, Suriname, Venezuela, Antigua Bar byuda, Bahamas, Barbados, Belize, Durras, Colombia, Dominica, Ecuador, El Salvador, Grenada, St. Vincent, Trinidad and Tobago, Saint Lucia, St. Kitts and Nevis, Uruguay, Costa Rica   |
| Africa  | 10    | South Africa, Mauritius, Cape Verde, Sao page to the principal, Botswana, Lesotho, Liberia, Namibia, Su seven lands, Malawi   |
| Oceania | 10    | New Zealand, Australia, Fiji, Maurizio Islands, Marshall Islands, Samoa, Cook Islands, tungga, Seychelles Islands, Niue   |

## IX Tuition and Other Fees

### 1 Application Fee

- ▶ In order to ensure fairness in the admissions process, applicants are not allowed to withdraw their application for admissions once the application has been received (i.e., the application fee has been paid), and the application fee is not refundable.
- ▶ Application Fee : KRW 60,000

### 2 Tuition per semester

| Department  | Program | Entrance Fee | Tuition       | Remark       |
|-------------|---------|--------------|---------------|--------------|
| Art Therapy | Master  | None         | KRW 2,600,000 | per semester |
| MBA         | Master  | None         | KRW 2,600,000 | per semester |

### 3 Medical Insurance

- ▶ Male : about KRW 120,000 / 1year
- ▶ Female : about KRW 120,000 / 1year

## X

## Instruction for Applicants

- ▶ **If applicants' visa rejected, please inform us your visa status by email.**
  - ▶ Mailing contents should be included the reason why your visa was rejected through the proof materials.
  - ▶ E-mail : [bclee@yongin.ac.kr](mailto:bclee@yongin.ac.kr) or [ken.yongin.ac.kr@gmail.com](mailto:ken.yongin.ac.kr@gmail.com), [fkdlzha523@yongin.ac.kr](mailto:fkdlzha523@yongin.ac.kr).
- ▶ **Procedures of re-fund**
  - ▶ Please complete Re-fund form, and then send us by email with statement of reasons and applicants' bank information.
  - ▶ It will be refunded direct to students bank account within 3 weeks.
- ▶ **Acceptance and admission shall be cancelled under the following disqualifying condition**  
(Paid tuition fees and other will not be refunded)
  - ▶ If the information on the documents submitted or the former degree (Bachelor's, Master's) is found to be falsified, acceptance and admission shall be denied.
- ▶ **All students should take up an insurance policy within 2 weeks after arriving at Yong In University.**

## XI

## International Students Dormitory

### ■ COST

- **Rent KRW 400,000(KRW 200,000 per person) + Maintenance Cost KRW 40,000(KRW 20,000 per person) + Utility Fee(it's extra)**
  - ⇒ Maintenance contains cleaning of floors and collection of garbages.
  - ⇒ Each student must pay every month respectively.
- **Utility fee** : electricity bills , water bills and gas bills are excluded from rent.
  - ⇒ it depends upon the way you consume them.
- **Deposit** : it's recommended each student has to deposit **KRW 200,000** on school account where by you will give it dormitory manager at International cooperation & education center. This money will be given it to back to you when your leaving the room.
- **Room assignment** : come to International Cooperation & Education Center's office then you will get your room assignment / contract lease which will help you to make Alien Card.
  - ⇒ Maintenance : Janitor's office & clean-up (common area)



## ■ PROCESS ABOUT BOARDING EXPENSES PAYMENT

- This is only for room rent. The others: every month, paying respectively.
- You have to pay a month boarding expenses at once.
- The payment Date.
  - ⇒ First payment is the begging of moths including **deposit KRW 200,000 and rental fee KRW 200,000** before entering into your room.
  - ⇒ Next payment is the end of each month. For payment of your accommodation, you can find the bank account number on the desk in your room.
  - ⇒ You should pay the maintenance cost every month.

※ If you want to leave the room, you have to tell our office before one month. If not, you have to pay a month's rent fee more.

※ **NOTE: A student must live in the dormitory/ hostels more than 6 months(one semester) then he / her may decide to leave or to stay. if not, guarantee money will not be refunded. please follow the rules.**

**REGARDS: Mr. KENETH.**



## ■ How to make Alien Registration Card

- ① Application form : international center
- ② Photos : 1pc
- ③ Copy of Passport
- ④ Certificate of Enrolment : 1 pc
  - Certificate issuing machines located at university head center
- ⑤ Certificate of Accommodation : 1pc
  - Residence at university : International Center
  - Non-residence at university: copy of own real estate lease
  - If not own real estate lease, should submit as shown below.
    - Copy of contractor real estate lease
    - Residential accommodation provided confirmation
    - Copy of contractor ID card or passports
- ⑥ Fee : KRW 30,000 (only cash)

## ■ How to go to Suwon Immigration Office

- ▶ In case of with international center staffs
  - if all requirements well prepared, please visit international office.
- ▶ In case of by your self
  - you should have a reservation with internet using ' [www.hikorea.go.kr](http://www.hikorea.go.kr) ' before visiting any immigration in korea

## ■ How to extend their VISA

※ N.B: Those who are preparing to extend their visa here are REQUIREMENTS

- ① Performance sheet for the last semester → Will be printed from our main building on first floor.
- ② Attendance certificate → also on the first floor
- ③ Receipt of tuition payment → also on the same place
- ④ Certificate of Enrollment → from the same machine too
- ⑤ House contract → whether your living in school hostels or outside apartment, must be provided.
- ⑥ Bank statement → should be more than \$10,000 ( KRW. 11,000,000 and above )
- ⑦ Original Alien Card must be taken back for renewal.
- ⑧ Reservation must be done before visiting any immigration with [www.hikorea.go.kr](http://www.hikorea.go.kr). For more information please visit INTERNATIONAL COOPERATION & EDUCATION CENTER



01 대학본부  
Administrative Office



02 무도대학  
College of Martial Arts



03 체육과학대학  
College of Sports Sciences



04 문화예술대학  
College of Arts & Culture



05 경영행정대학  
College of Business and Public Administration



06 환경과학대학  
College of Environmental Sciences



07 보건복지대학  
College of Public Health & Welfare



08 중앙도서관  
University Library



09 종합체육관  
Gymnasium



09 종합체육관  
Gymnasium



10 민성관(학생회관)  
Insung Hall (Student Union)



11 학생군사교육단  
ROTC



12 생활관  
Dormitory



08 중앙도서관  
University Library



13 종합운동장  
Track and Field



14 골프연습장  
Golf Driving Range



15 다목적 운동장  
Multipurpose Sports Field



16 야외공연장  
Open-air Theater



08 중앙도서관  
University Library



17 사회봉사센터 / 시니어서비스센터

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