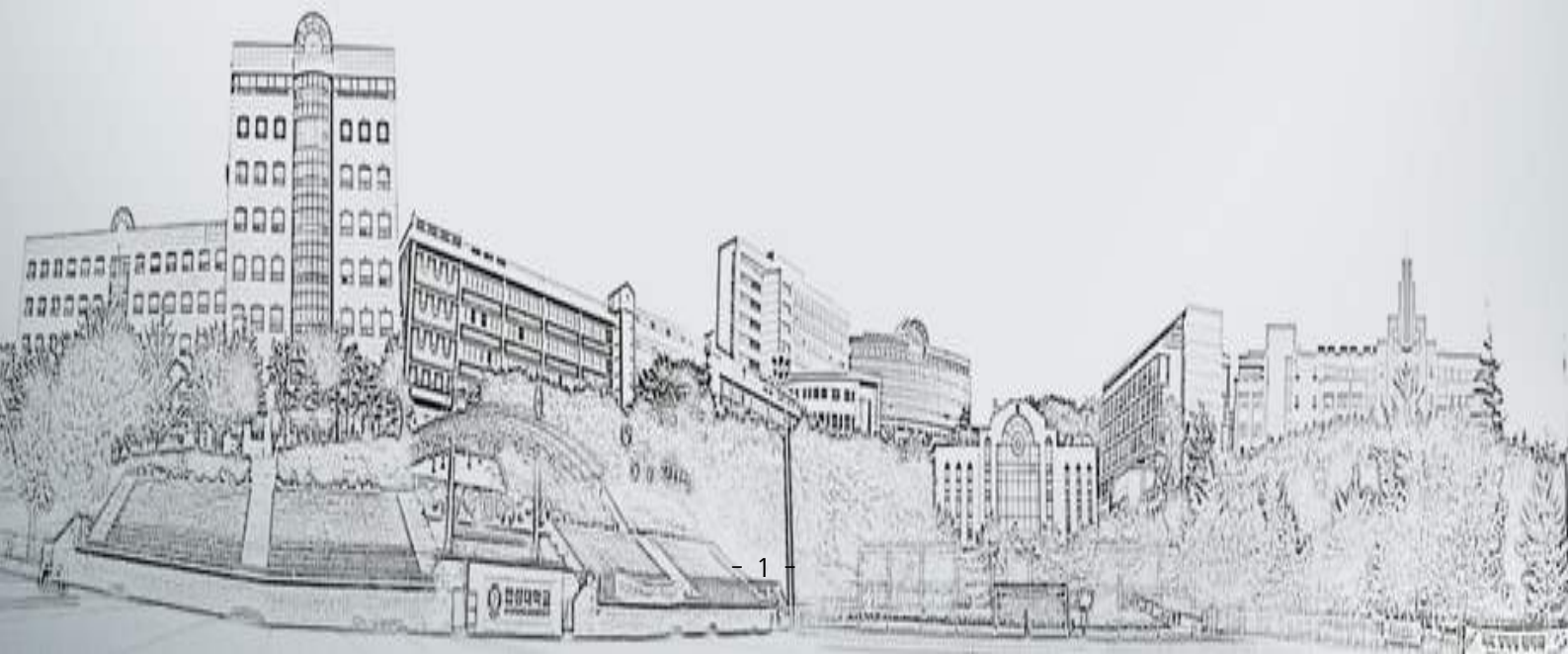




**Hyupsung University**  
**Undergraduate Admission Guideline for International**  
**Students**  
**(Freshman · Transfer Applicants)**



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## 1. Application Eligibility

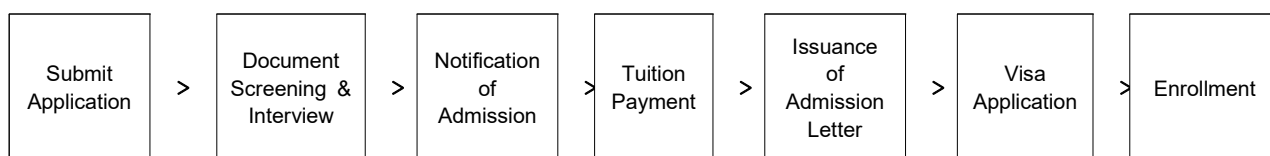
<b>Nationality</b>	Applicant and both parents must be non-Korean citizens ※ If the parents of the applicant have been divorced, remarried, or deceased, applicants should submit additional documents such as a birth certificate or etc.			
<b>Korean Proficiency</b>	Obtained TOPIK level 4 or above(TOPIK level 3 for art students)			
<b>Academic Requirement</b>	Freshmen	Applicant must have completed or expects to complete primary and secondary education at the time of application.		
	Transfer Student	Applicants should meet the following requirements		
		Sophomore	① (Expected) graduates from college(2 years) ② Students who completed at least one year(two semesters) at a 4 year university and earned at least 1/4 of graduation credit	
		Junior	① (Expected) graduates from college(2 years) ② Students who completed at least one year(two semesters) at a 4 year university and earned at least 1/2 of graduation credit	

## 2. Admission Schedule

Admission Schedule	Dates	Note
Submit Application & Required Documents	Dec.30, 2019(Mon). ~ Jan.3, 2020.(Fri)	
Document Screening	Dec.30, 2019(Mon). ~ Jan.3, 2020.(Fri)	
Interview	11:00, Jan. 13(Mon), 2020	
Admissions Screening Committee	15:00, Jan. 13(Mon), 2020	
Notification of Admission	Jan.14.(Tue), 2020	Announced by Online
Tuition Payment	Jan.14.(Tue)~ 17(Fri), 2020	Announced by Online
Issuance of Admission Letter	Jan.14.(Tue)~ 20(Mon), 2020	
Course Registration	Feb.17.(Mon)~ 21(Fri), 2020	
Semester Open & Orientation	Mar.2.(Mon), 2020	

※ The Interview may be changed according to the university's schedule.

## 3. Admission Process



#### 4. Fields of Study

College	Major	Number of Students
Theology	Theology	Selection without limit to the number of applicants
Humanities & Social Science	Creative Writing	
	Social Welfare	
	Child Care and Education	
	Urban Development & Administration	
	Media and Advertising	
Global Business Administration	Business Management	
	Finance & Insurance · Tax & Accounting	
	Hotel & Tourism · Distribution Management	
	Americas International Trade and Culture	
	China Trade and Culture	
Science & Engineering	Computer Engineering	
	Smart System Software Engineering	
	Architectural Engineering	
	Urban Planning & Engineering	
	Health Management	
	Biological Sciences	
Art	Instrumental Music	
	Voice Performance and Composition	
	Life Space Design	
	Industrial Design	
	Visual Formative Arts Design	

#### 5. Admission Criteria

##### 1) Admission Criteria : Interview 100%

- ※ Applicants for the college of Arts may be evaluated on suitability of the major.
- ※ Applicants who fail the document screening process will not be eligible for the interview round.
- ※ Applicants scoring less than 70 points of the interview will be failed.
- ※ Oversea residing applicants are allowed video interviews.

#### 6. Application Fee

Application Fee	Bank Account Number
80,000 KRW	Shinhan Bank 140-008-395722 (Hyupsung University)

## 7. Required Documents

Documents		Note
E s e e n t l a l  D o c u m e n t s	Application form (Appendix 1,2)	
	Personal Information Provision and Use Form (Appendix 3)	
	Copy of Passport	
	Legal, state-issued certificate of family registry	· Documents which verifies applicant's family relationship such as Family Certificate, Birth Certificate and etc  ※ Example - China: Ho Ku Bu - Mongolia: төрсний гэрчилгээ - Vietnam: So Ho Khau
	3 Passport Photo	· 3*4cm sized passport photos
	Copy of Alien Registration Card	· If resident in Korea, the copy of alien registration card is required.
	Language Proficiency Test Scores	· Language Proficiency Test Scores(TOPIK level 4)
	Official Educational Transcript <Freshmen> · Official highschool transcript and diploma( or expected date of graduation) <Transfer Students> · Diploma (Or completion certificate) and transcript of previously attending college/university	Documents must meet one of the following conditions.  1) verified by the Korean Embassy to his/her country 2) verified by the Embassy of Citizenship 3) Apostille verified
Finance Verification Documents	· Certificate of bank balance more than US\$20,000 for applicants or parents	
Etc	Copy of Alien Registration Card (if available)	· In case of Korean resident, Alien Registration Card is issued by Korean Ministry of Justice
	Etc.	· Other proof of academic ability and grades (Certificate of achievement, recommendation letters, and etc.)

※ All documents must be translated and notarized if the original documents are not in Korean or English.

### ※ Apostille Convention(Hague Convention Abolishing the Requirement of Legalization for Foreign Public Document)

: It is an international certification comparable to a notarization in domestic law, and normally supplements a local notarization of the document. If the convention applies between two countries, such an apostille is sufficient to certify a document's validity, and removes the need for double-certification, by the originating country and then by the receiving country.

Region	Countries
Asia/Oceania	Australia, Macao, Hongkong, Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Philippines(17)
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom of Great Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Tajikistan, Kosovo (53)
North America	United State of America(1)
Middle/ South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Bolivia, Belize, Colombia, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent and the Granadines, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Guyana, Guatemala, Chile, Brazil(30)
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles, Tunisia, Morocco(13)
Middle East	Oman, Israel, Bahrain(3)
<b>Total</b>	<b>117 Countries</b>

## 8. Scholarship

Scholarship	Scholarship Details	Tuition Fee & Admission Fee
Freshmen (1st term)	Tuition fee reduction from 40 to 100 percentage depending on Korean language skills (based on TOPIK Score)	<b>※ Tuition Fee</b> - Theology/Humanities & Social Science/ Global Business Administration: 3,293,000 KRW - Engineering/Art: 4,284,000 KRW - Science: 4,176,000 KRW <b>※ Admission Fee:</b> 480,000 KRW
Post Enrollment	Tuition fee reduction from 30 to 100 percentage depending on the GPA of previous semester	
Family Scholarship	50% of tuition fee reduction for second siblings for 8 semester(4 year) ※Family scholarship will be endowed regardless of the GPA.	

※ Application fee is a non-refundable.

## 9. Dormitory

Dormitory	Duration		Dormitory Fee	Note
International Dormitory (Capacity of Students: 147)	During Semester	March ~ Mid. June	463,600 KRW	3 people per room
	Vacation	Mid June to August	300,000 KRW	

※ Food expenses are not included.

※ Private Housing near campus will vary from 400,000~450,000 KRW per month.

## 10. Graduation Requirements

: Every international students should acquire TOPIK level 4(Level 3 for College of Arts) before graduation.

## 11. Application Submission

Address and Contact Number	
Address	103 Vision Center 72 Choerubaek-ro Bongdam-eup , Hwaseong-si, Gyeonggi-do, Korea, 18330
Contact Number	Tel: +82-31-299-1364

## 12. Important Notes

- After the application is completed, it is impossible to revise the Application(including change of major, division of admission) and all submitted documents will not be returned.
- If applicant's name differs on submitted documents, proof of identity issued by the country's legislative agency must be submitted.
- Before, during and after admission, if there is a problem with the document authenticity, eligibility, exam cheating and etc, admission will be canceled and the paid tuition will not be refunded.
- Applicants should take full responsibility for any disadvantages due to the mistakes or omissions on the application documents.
- Admission will be canceled if the applicant is not paid within the registration period.
- Admitted students must apply for visa independently. If the student visa will be refused, the admission will be canceled automatically(the application fee will not be returned).
- Transfer students cannot change their major after admission. Depending on the majors and courses taken at the previous college(university), the accredited credits will be determined. Graduation may not be possible within the regular semester if there are not enough credits.
- All international students should pass the TOPIK level 4 before graduation. (Level 3 for the college of Arts)
- All international students are required to have medical insurance during the academic period. The uninsured students may be penalized for future scholarships.
- All the details of the admission guideline will not be announced to the applicants, so please be sure to read the contents correctly.

## 13. Campus Map & Transportation

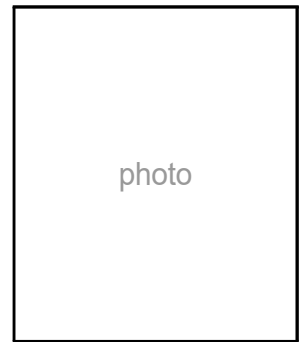


- **Metro** : Suwon Station (Line #1) → Bus (#30,30-1,31,16-2) → Hyupsung University
- **Bus** : # 8155,8156(Sadang St. Line #4)→ Bongdam Eup Office → Bus (#30,30-1) → Hyupsung University
- **School Bus** : Arrival from Sadang/Suwon/Juan/Songnae/Moran/Sangnoksu/Baeksuk/Geumjeong/Samga Station





# Application for Admission



## I. Personal Information

Admission Type		<input type="checkbox"/> New Student <input type="checkbox"/> Transfer Student		Admission Unit			
Name	(한글)	(English)	(中文)	Gender			
Nationality			Date of birth				
Passport No.			E-mail Address				
(Identification NO)			Telephone		Cell phone		
Current Mailing Address							

## II. Education Background

	Name of school	School address	Major	Period of Attendance
High school				~
University				~

## III. Korean Language Proficiency

Institute name	Institute :	YYYY/MM :	~
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## IV. Apply for Dormitory Yes    No

## V. Family

Relationship	Full name	Age	Occupation	History of entrance to Korea	Reside in Korea (es/No)	Phone number

## VI. Sponsor /Korean Citizen

Name in Full : \_\_\_\_\_ ☎ : \_\_\_\_\_

Address : \_\_\_\_\_

I confirm that all information in my application is complete and correct.

Date: . . .

Applicant's Signature : \_\_\_\_\_

Dean, Externational Affairs & Education Center





# Statement of Purpose

Tel: +82-(0)31-299-1364

Fax: +82-(0)31-299-1363

The Self-introduction should be based on the following.

## 1. Life & Educational background

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## 2. Statement of Purpose (Study Plan)

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Date: . . .

Applicant's Signature : \_\_\_\_\_

## Personal Information Provision and Use Form

Hyupsung University collects and uses personal information related to academic inquiry and academic operation for admission students, and handles necessary matters so that personal information can be safely managed according to related laws.

### 1. Collection of Personal Information

– Collection Purpose: Academic guidance, various information, research , etc.

– Collection Item:

· Required: name, date of birth, gender, contact numbers (address, cell phone number, email address), educational background and etc.

· Optional: personal information(name, nationality, passport number, resident registration number, gender, contact number and etc)

– Personal Information Retention and Use Period: Forever

– Disadvantages of Disagreement: You have the right to refuse the collection and use of your personal information. However, due to the personal information listed above is the minimum required for admission to the university, you cannot enter this school if you do not agree.

Do you agree to the collection of personal information?  Agree  Not Agree

### 2. Collection and Use of Personally Identifiable Information

– Collection Purpose: Admission and academic management for Hyupsung University

– Collection Item: Alien registration number, academic records of previous college(university)

– Personal Information Retention and Use Period: Forever

– Disadvantages of Disagreement: You have the right to refuse the collection and use of your personal information. However, due to the personal information listed above is the minimum required for admission to the university, you cannot enter this school if you do not agree.

Do you agree to the collection and use of personally identifiable information?

Agree  Not Agree

### 3. Provision of Personal Information to Third Parties

– Recipients of Personal Information: Korean Council for University Education, applicant's graduated final schools, Korea Research Institute for Vocational Education & Training, Korea Student Aid Foundation, and other institutes

– Purpose of using personal information of recipient: providing college statistics in Higher Education in Korea(College Statistic Program)

– Personal information items provided: Degree number, unique identification information and etc.

– Retention period of the recipient: Until the purpose of processing is achieved

– Disadvantages of Disagreement: You have the right to refuse to provide personal information to third parties. You cannot enter this school if you do not agree.

Do you agree to the provision of personal information to third parties?  Agree  Not Agree

Date:

Date of Birth :

Name:



## Official Agreement for Enrollment and Academic Credits

### 学历调查同意书

尊敬的校领导

此信为确认我曾参加过 (中文校名)的课程所用。(中国境内学校毕业者必须填写学校中文名)

我已申请成为韩国檀国大学(竹田或天安)2019学年秋季学期的新生,我在此同意檀国大学适当地对我的学校档案进行查证。

所以在此恳请母校在接到檀国大学工作人员的联系时,给予充分的协助,十分感谢。

To whom it may concern

This letter is to confirm that I attended \_\_\_\_\_.  
(school name)

I have applied to **Hyupsung University**, South Korea for 2019 academic year and I agreed that **Hyupsung University** could rightfully make a request to you for my school records.

In this regard, I would like to ask you to provide full assistance to **Hyupsung University** when they contact you regarding verification of enrollment and transcript.

Name 姓名: \_\_\_\_\_

Date of Birth 出生日期: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(day日) (month月) (year年)

Date of admission(or transfer) 入学(或转学)日期: \_\_\_\_\_

Date of graduation(or withdrawal) 毕业(或休学)日期: \_\_\_\_\_

School Address 学校地址: \_\_\_\_\_

Country 国家: \_\_\_\_\_

School Website 学校官网: \_\_\_\_\_

Name and E-mail of Person in Charge 负责人姓名及E-mail地址:

(Name 姓名) : \_\_\_\_\_

(E-mail 电子邮箱) : \_\_\_\_\_

Telephone Number 电话号码: \_\_\_\_\_

(cf. State + Province + Region + Telephone Number) (+86+区号+电话号码)

School Fax number 学校传真号码: \_\_\_\_\_

(cf. State + Province + Region + Fax Number) (+86+区号+传真号码)

Sincerely yours,

敬启

Signature 签名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

103 Vision Center, Hyupsung University,  
72 Choerubaek-ro, Bongdam-eup, Hwaseong-si, Gyeonggi-do,  
Republic of Korea, 18330  
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