

# Admission Guide for Undergraduate International Students



2017

JUNGWON UNIVERSITY

## I . Application Dates

### 1) Spring 2017

Procedure	Schedule	Notification
Application Submission	28th Sep. 2016 ~ 23th Oct. 2016	Admission Office (visit or post mail)
Interview	7th Nov. 2016 ~ 11th Nov. 2016	Refer to the website of Admission Office
Notification of Admission	18th Dec. 2016	Admission Office website and individual notice
Admission Deposit Payment	21st Dec. 2016 ~ 25th Dec. 2016	
Payment of Tuition	5th Feb. 2017 ~ 9th Feb. 2017	Refer to the website of Admission Office

### 2) Fall 2017

Procedure	Schedule	Notification
Application Submission	26th Jun. 2017 ~ 30th Jun. 2017	Admission Office (visit or post mail)
Notification of Admission	7th Jul. 2017	Admission Office website and individual notice
Admission Deposit Payment	7th Jun. 2017 ~ 10th Jun. 2017	
Admission Letter	14th Jul. 2017	
Payment of Tuition	10 <sup>th</sup> Jul. 2017 ~ 13th Jul. 2017	Refer to the website of Admission Office

※Note: 1. The above schedule is subject to change and announcement will be made upon any modifications made.

2. All information and resources regarding the admission process will be updated in the webpage of Office of International Affairs(<http://intl.jwu.ac.kr/site/deptSiteView.jwu>)

## II. Undergraduate Programs

Program	Academic Subject	International Students Quota
<b>College of Humanities &amp; Social Science</b>	Department of Religion and Culture	<b>A few numbers for each major</b>
	Department of Korean Studies	
	Department of Business Administration	
	Department of International Trade and Commerce	
	Department of Legal Affairs and Law	
	Department of Police Administration	
	Department of Social Welfare	
	Department of Child Care & Counseling	
<b>College of Science and Engineering</b>	Department of Biomedical Science	
	Department of Biomedicine Chemistry	
	Department of Food Science and Technology	
	Department of Medical Engineering	
	Department of Computer Systems Engineering	
	Department of Mechatronics	
	Department of Renewable Energy and Resources	
<b>College of Aviation</b>	Department of Aeronautical Science	
	Department of Aeronautics Maintenance	
	Department of Aero Material Engineering	
	Department of Airline Service Management	
	Department of Public Health Administration	
<b>College of Health Science</b>	Department of Nursing	
	Department of Occupational Therapy	
	Department of Biomedical Laboratory Medicine	
	Department of Beauty and Health	
<b>Division of Arts</b>	Department of Industrial Design	
	Department of Theater and Film	
<b>Division of Physical Science</b>	Department of Security Services	
	Department of Leisure Sports	

## III. Qualification and Required documents

### 1. Qualification for application

(1). Applicants pursuing General Admissions must meet both of the following qualifications:

- Applicants must have completed or be expected to complete regular programs at accredited primary and secondary educational institutions overseas
- Applicants and his/her parents must be foreign nationals and must not possess Korean citizenship

(2). Eligibility for Language Proficiency

- i). Korean Proficiency: A “TOPIK” certificate for level 3 or higher
- ii). Korean Proficiency: Certificate of completion for level 3 or higher at a university operated Korean Language Institute
- iii). English Proficiency: English proficiency test (TOEFL IBT80(PBT550, CBT210), IELTS5.5 TEPS550)
- iv). Certificate of JWU Korean proficiency test for level 3 or higher

2. Required documents

No.	Document	Description
1	Application Form	Official form of JWU (Form1)
2	Self-introduction	Official form of JWU (Form2) (in Korean or English)
3	Study plan	Official form of JWU (Form3)
4	Letter of Consent for Academic Background Check	Official form of JWU (Form4)
5	Affidavit of Support	Official form of JWU (Form5)
6	Official High school transcripts (in English)	- Notarized either by Apostille standards or by the Korean embassy/consulate - Full marks/GPA must be written on the transcripts.
7	Graduation Certificate (or proof of completion) from high school	Notarized either by Apostille standards or by the Korean embassy/consulate
8	Copy of applicant's passport	
9	Copy of ID cards(applicant, both parents)	passport or birth certificate or ID cards
10	Family Relationship Record officially issued by his/her home country	(China: hukoubu, Japan: koseki)
11	Korean or English proficiency test result	- Korean Proficiency: TOPIK Certificate level 3 or higher - English Proficiency: TOEFL550, CBT210, IBT80, IELTS 5.5, TEPS 550 or higher
12	Korean Language program completion certificate	- The official certificate must include grades and attendance of applicant
13	Financial Documents	Original copy of Bank Statement with a minimum balance of \$ 10,000 in the applicant's / guardian's name (deposited for more than 3 months)
14	Portfolio: awards, certificate of volunteer activity,	Optional

	certificate of extracurricular activity	
15	Letter of Consent	
16	Letter of Recommendation	Official form of JWU (Form6)

- ※ All the documents must be the original copy. If you have to submit duplicated documents, you need to bring the original copy and confirm the documents at JWU. After confirmed by comparing the duplicated copy with the original, the duplicated documents may be submitted. (If a duplicated document was notarized, it is considered as an original copy. However, a copy of notarization will not be considered as an original copy.)
- ※ Applicants are required to submit graduation certificate and transcript that are notarized either by Apostille standards or by the Korean embassy/consulate.
- ※ All documents should be in Korean or English. Documents in another language should be accompanied by a notarized Korean or English translation.
- ※ Graduation certificate, transcript, and certificate that confirms enrolled student must describe the issuing department's address in English, international call number, and the fax number.
- ※ Successful applicants who were expected to graduate at the time of application should supplement final certificates of graduation and academic transcript by a designated date. The graduation certificate should be certified by Apostille standards or by Korean consul and the academic transcript should be notarized if not issue officially in English. Failing to comply with this requirement will entail revoke of admission.
- ※ Applicants who have completed their primary and secondary education outside of Korea must submit all primary and secondary(middle and high school) documents and earn Apostille certification from the Government of the country when she or he completed school or earn Consul's confirmation from the Consulate office of Korea.
- ※ Financial Documents (If the document is not in the applicant's name)
  - Original copy of Bank Statement from sponsor(or family member) showing at least \$10,000 (deposited for more than 3 months)
  - Employment certificate and certificate of income of guardian
- ※ The Ministry of Foreing Affaris : <http://www.mofat.go.kr/main/index.jsp>

## IV. Proportion for Admission

1. Document Evaluation is reviewed based on the submitted documents.
2. Interview
  - Applicants residing in Korea must take the interview at JWU campus.
  - Applicants living abroad, a video interview can take place
  - Language proficiency, academic skills, purpose of application, academic plan & vision will be evaluated during the interview.

## V. Selection Procedure

1. Document Evaluation
  - (1). Select the qualified students based on both document evaluation and interview.
  - (2). Applicants will automatically be eliminated if any of the followings occur:
    - Missing original documents
    - disqualified to meet any of the standard for admission
    - failure to meet any expectation on academic competency or financial competency
2. Interview
  - (1). Only those who pass the preliminary document evaluation will be eligible for an interview.
  - (2). For interviews, applicants residing in Korea must take the interview at JWU. For those living abroad, a video or telephone interview will take place.
  - (3). If an applicant does not arrive on time during the interview or have the score lower than the standard, the applicant will be eliminated regardless of the evaluation result.
  - (4). Reserved candidates will not be selected

## VI. Application Submission

1. Postal Mail
  - (367-700) 충북 괴산군 괴산읍 문무로 85 중원대학교 입학처(본관 2층 MI204호)
  - Office of Admissions, Jungwon University, 85 Munmu-ro, Goesan-eup, Goesan-gun, Chungbuk, 367-700, Republic of Korea
2. In Person

Office of Admissions (Main Building 204), Jungwon University, 85 Munmu-ro, Goesan-eup, Goesan-gun, Chungbuk, 367-700, Republic of Korea
3. Contact

Phone: Korean +82-43-830-8083 / English +82-43-830-8222  
Fax: +82-43-830-8089

Email: [sundoo@jwu.ac.kr](mailto:sundoo@jwu.ac.kr)

Homepage: <http://ipsi.jwu.ac.kr/>

## VII. Application Fee

1. Application Fee: KRW 100,000
2. Notification of Admission : Homepage (<http://ipsi.jwu.ac.kr/site/siteView.jwu>)
  - 2015 Spring Semester Admission: December 19, 2014 14:00 P.M.
  - 2015 Fall Semester Admission: June 20, 2015 14:00 P.M.
3. How to pay:
  - Pay in Cash: Application fee can be paid in cash when submitting the documents in person
  - Pay by wire transfer: Applications should pay by wire transfer using the information below. After sending the fee, please email([sundoo@jwu.ac.kr](mailto:sundoo@jwu.ac.kr)) to confirm your payment.

**\*Make sure to put in the following information in the email: email, name of applicant, nationality, date of wire transfer, amount of payment, and the name of the bank**

Bank Name	Kookmin Bank
Bank Address	606-4, Bongduk-dong, Namgu, Daegu, Republic of Korea
Account Holder's Name	Jungwon University
Account Number	615801-04-211335

### 4. Note

- (1). When the application fee has not been paid by the dead line, the application will be canceled.
- (2). Once the application process is completed, the application fee will not be reimbursed.
- (3). Tuition Fees are based on the spring semester of 2014 and are subject to change.
- (4). The applicants have to pay the application fees by the deadline.
- (5). The reimbursement amount regarding those who give up enrollment will be determined under the standard of a regulation for university tuition

## VIII. Important Notes for Applicants

1. Recognized Nationality: "Foreigners" refer to those who hold foreign nationality
  - If both an applicant and his/her parents change their nationality from korean to foreign country, the applicant can apply only in case the applicant and his/her parents both gained foreign nationality before the applicant's entrance to high school.

- If an applicant is adopted by a foreigner and holds foreign nationality, the applicant can only apply if the applicant held foreign nationality before his/her entrance to primary school.
- 2. Korean citizens who hold dual citizenship are not considered foreigners.
- 3. Students who went schools which are not officially approved by the Ministry of Education are not eligible to apply for the admission. Language school, prerequisite courses for university, life-long education courses, specialized secondary schools, long-distance learning programs and online education courses will not be acknowledged as a certified secondary degree.
- 4. Applicants will automatically be eliminated if any of the followings occur:
  - Missing original document(s)
  - disqualified to meet any of the standard for admission
  - failure to meet any expectation on academic competency or financial competency
- 5. Jungwon University is not responsible for application cancellation due to incorrect contact information (i.e. address or phone number)
- 6. If an applicant name is not identical on all submitted documents, an official certificate explaining the name change should be supplemented.
- 7. Any applicants submitting a certificate of expected graduation must submit the original copy of the graduation certificate before beginning their first semester at JWU.
- 8. If an applicants can not graduate from high school before University starting, the admission will be canceled.
- 9. If an applicant's visa is not issued or is rejected, his or her application will be canceled.
- 10. Any omission of the major information, forged document or any false information found in the application or supporting documents will result in cancellation of admission at any time based on the related law, school regulations, and admission guide.
- 11. If the applicant's academic references do not arrive from his/her high school within 6 months after the admission, the applicant must take action to contact his/her high school to receive the academic references. If all of the necessary academic references are not received, admission will be revoked.
- 12. Admission offers will be forfeited if applicants are registered with more than two Korean Universities having the same admission period.
- 13. If there is a dispute regarding the interpretation of all the details of admission, Admission Assessment Committee will determine according to the Admissions Regulations.



## IX. Tuition & Expenses

### 1. Tuition Fees

Tuition Fees ( 1 year )			
College(department)	Entrance Fees	General Tuition	Total
Humanities & Social Sciences	KRW 769,000	KRW 6,238,000	KRW 7,007,000
Engineering	KRW 769,000	KRW 7,484,000	KRW 8,253,000
Arts & Physical Sciences	KRW 769,000	KRW 7,484,000	KRW 8,253,000
Health Policy and Management	KRW 769,000	KRW 6,238,000	KRW 7,007,000
Nursing/Occupational Therapy/Biomedical Laboratory Medicine	KRW 769,000	KRW 7,966,000	KRW 8,735,000
Aeronautical Science	KRW 769,000	KRW 8,700,000 (Practice on flight : KRW 10,700,000)	KRW 20,169,000
Aeronautics Maintenance Technology	KRW 769,000	KRW 8,400,000	KRW 9,169,000

※ Tuition Fees are based on the spring semester of 2014 and are subject to change.

### 2. Dormitory Fees (As of 2017)

Classification	Fees	Note
A	650,000	※ Rates are based per semester. ※ Dormitory fees are based on the spring semester of 2015 and are subject to change.
B	520,000	
C	460,000	
D	400,000	

## X. Scholarships for International Students

Year of Study	Eligibility	Benefits
Freshman	TOPIK Level 5	covers the full cost of tuition (The first semester only)
	TOPIK Level 4	70% reduction of tuition (The first semester only)
	TOPIK Level 3 or passed Level 3 at JWU Korean Language Institute	50% reduction of tuition (The first semester only)

Undergraduate	minimum GPA of 4.2	covers the full cost of tuition (one semester)
	minimum GPA of 4.0	70% reduction of tuition (one semester)
	minimum GPA of 3.0	50% reduction of tuition (one semester)
	minimum GPA of 2.5	30% reduction of tuition (one semester)

### 1. Apostille

The Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification of public (including notarized) documents to be used in countries that have joined the convention. The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

2. Students from countries which are signatories to the convention must meet the following requirements.

- 1) Official certificates (transcripts, diplomas, etc.) from public schools or institutions should be submitted with the attachment of "Apostille"
- 2) Official certificates (transcripts, diplomas, etc.) from private schools or institutions, however, should be officially notarized by a notary, agency or any other authority competent under the law of the country of origin of the certificates, and then, should be submitted with the attachment of "Apostille"

### Contact:

<b>1. Office of Admission</b> Tel: +82-43-830-8083 Fax: +82-43-830-8089 E-mail: <a href="mailto:sundoo@jwu.ac.kr">sundoo@jwu.ac.kr</a> Website: <a href="http://ipsi.jwu.ac.kr">ipsi.jwu.ac.kr</a>	<b>2. Office of International Affairs</b> Tel: +82-43-830-8222 Fax: +82-43-830-8229 E-mail: <a href="mailto:2100115@jwu.ac.kr">2100115@jwu.ac.kr</a> Website: <a href="http://ipsi.jwu.ac.kr">ipsi.jwu.ac.kr</a>
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