## Online Application Guideline for Graduate Admission (International Students) Office of the International Affairs, Kwangwoon University

% Online application (available until 18:00)

% Website Link : <u>https://www.studyinkorea.go.kr/</u>



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.

StudyinKorea run by Korean Government	K study	Please enter your search term.
	on submission > course selection	
STEP 1 Check eligibility	select regioi 🗸 entire cours 🗸	Kwangwoon University Search Q 초기확

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.)
- $\Rightarrow$  Combined Master's and Doctorate

Select region 🗸 entire	course 🗸 Kwangwoon University	search
		-7
COURSE LIST		
장운대학교 KwangWoon University	2024 Fall Graduate School Admission for International Students (Master) 2024.05.01~2024.05.10 KWANGWOON UNIVERSITY	<mark>-수 예정</mark> 석사 신입학
· 광운대학교 KwangWoon University	2024 Fall Graduate School Admission for International Students (Doctorate) 2024.05.01~2024.05.10 KWANGWOON UNIVERSITY	<mark>수 예정</mark> 박사 신입학
장운대학교 KwangWoonUniversity	2024 Fall Graduate School Admission for International Students (Combined Master's & Doctorate) 2024.05.01~2024.05.10 KWANGWOON UNIVERSITY	<mark>수 예정</mark> 석박사 신입학

<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.



Step 6 : Click "Full Agreement" to next step.



Step 7 : Enter all the information in the form as shown on website.

University to apply	KWANGWOON UNIVERSIT	Υ	
Department of support	국어국문학과(Korean Lang	uage and Literature)	×
* Name (Korean)	이하나		
	* If you do not have a Korean n	ame, please enter it in English.	
* Name (English)	FIRST NAME	MIDDLE NAME	LAST NAME
★ gender	● male ○ female		
* birth date			
		/	
* nationality	Hong Kong		

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".

www.studyir Your submissi	ikorea.go.kr 내용: on is complete. 역인
duction and study	no attachments
of lage ziency an, sh)	no attachments
	application submit

## 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.

Stuc	IyinKorea Grean Government	y Info			P	lease enter your search term.	Q 
>My pa	ge <sup>)</sup> Online study abroad app v my study abroad a	plication information	tus				
turn	Application No./Exam No.	university name	classification	type	Major	Progress	request
One	20230	Kwangwoon University <mark>(Notes)</mark>	main school	master	Korean language and literature	Submission complete Make Payme	nt Modify/Cancel

Step 10 : There will be the Payment page shown as below.

Payment Information	(1) Choose the paym	nent method here.
paying credit card Cards issued in Korea (including)	g virtual account transfer) 🕐 📿 Cards issued (	outside of Korea
*This payment method is provided through Eximbay and will be charged to *Caution: Please note that the billing name is written as EXIMBAY.COM.	www.eximbay.com.	
Depositor (payer) name	Lee Hana	(2) Enter all the
Email Address	leexxxxxx@naver.com	information required
contact	010-1234-5678	
(3) Click the button "make a		
payment" to finish the online		
application.	make a payment	

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.)

	r/Gateway/BasicProcessor/230/LocalStep1.jsp	1	0
	EXIMBAY		×
en 🗸			
	KWANGWOON U	NIVEF	SITY
Product name	KWANGWOON UNIVERSITY : 2 Graduate School Admission for Students (Master)	023 Fall r Interna	tional
Amount		KRW	83,500
Agree to all	mandatory terms		$\bigcirc$
Agree to all	mandatory terms conditions (Mandatory)	Read r	nore
Agree to all Terms and Privacy po	mandatory terms conditions (Mandatory) licy (Mandatory)	Read r	nore
Agree to all Terms and Privacy po Third-party (Mandatory	mandatory terms conditions (Mandatory) licy (Mandatory) r provision of personal information	<u>Read r</u> <u>Read r</u> <u>Read r</u>	nore nore nore
Agree to all Terms and Privacy po Third-party (Mandatory	mandatory terms conditions (Mandatory) licy (Mandatory) r provision of personal information	Read r Read r Read r	nore nore nore
Agree to all Terms and Privacy po Third-party (Mandatory	mandatory terms conditions (Mandatory) licy (Mandatory) r provision of personal information	<u>Read r</u> <u>Read r</u> <u>Read r</u>	nore nore nore

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.

D X

web payment - Chro

	EXIMBAY	×
	KWANGW	OON UNIVERSITY
Product name	KWANGWOON UNIVERS Graduate School Admis Students (Master)	SITY : 2023 Fall sion for International
Amount		KRW 83,500
Payment methods		^
	Credit/Debit cards	
Prodit / Dobit Cord	Beward pair	
Sieun / Debit Caru	Neward poir	ts 😛 Installment fee free
Lotte	BC	ts 😨 Installment fee free
Lotte Hana	BC Samsung	ts 🚱 Installment fee free KB Shinhan
Lotte Hana Hyundai	BC Samsung	ts 🚱 Installment fee free KB Shinhan Citi
Lotte Hana	BC Samsung	KB

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.

 $\Rightarrow$  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	0	0	0
2	Personal statement and Study plan × printed after online application	Original	0	0	0
3	Release of Information Form	Original	0	0	0
4	University Graduation (expected graduation) Certificate	Notarization	0	0	0
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	o	x
6	Diploma Degree (University) Transcripts  X 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/upacale.asp)  X If you are the transfer students for the undergraduate program, you are required to submit your previous university transcript additionally.	Notarization	0	o	0
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/iqpacale.asp)           % If you are the transfer students for the graduate program, you are required to submit your previous graduate school transcript additionally.	Notarization	×	o	x
8	Research performance report and published thesis % Print out after online application	Original	×		x
g	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	0	0	0
10	Applicant's passport copy	Сору	0	0	0
11	Alien registration card (front, back) % Mandatory submission in case resident in Korea with foreigner registration	Сору	~	4	<u>م</u>
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	0	0	0
13	Applicant and parent's identification cards	Сору	0	0	0
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	0	a	0
15	Language certificates % Korean Proficiency test (TOPIK) qualification certificate % Attendance and Transcript Certificate of Korean Language Program % English language certificates : TOEFL/IELTS etc.	Original	Δ	~	۵
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.		0	0	0

 $\,\,\mathbb{X}\,\,\bigcirc\,$  : Required, X : Not required,  $\,\,\vartriangle\,$  : Required only for eligible applicant

X Please complete both online & offline application(documents submission) process within the application period.

 $\ensuremath{\mathbbmm{X}}$  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)