

2019 Spring and Fall

**International Undergraduate Admission  
General Guide**



**한국외국어대학교**  
HANKUK UNIVERSITY OF FOREIGN STUDIES

**International Affairs**

# Table of contents

<b>1</b>	<b>Application Timeline</b>
<b>2</b>	<b>Application Procedure</b>
<b>3</b>	<b>Colleges &amp; Departments</b>
<b>4</b>	<b>Eligibility &amp; Requirements</b>
<b>5</b>	<b>Evaluation Criteria</b>
<b>6</b>	<b>Scholarships</b>
<b>7</b>	<b>Announcement &amp; Registration</b>
<b>8</b>	<b>Application Documents</b>
<b>9</b>	<b>Application Fee</b>
<b>10</b>	<b>Additional Notes for All Applicants</b>
<b>11</b>	<b>Notes for Admitted Students</b>
<b>12</b>	<b>About the OISS (Office of International Students Services)</b>

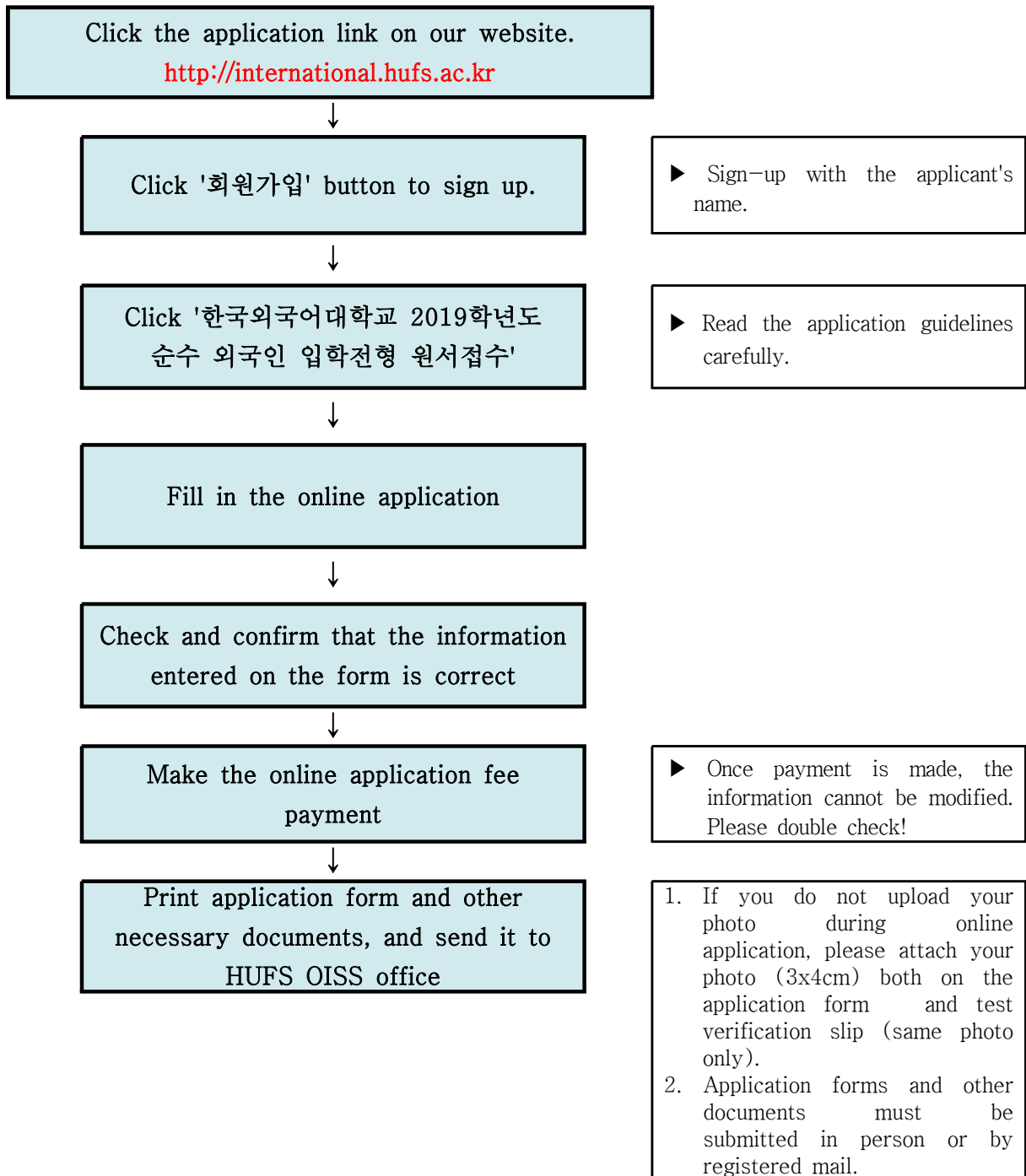
## 1. Application Timeline

	2019 Spring		2019 Fall		Details
	Early Decision	Regular Decision	Early Decision	Regular Decision	
Online Application & Submission of Materials	2018. 8. 13. - 2018. 9. 7.	2018. 10. 8. ~ 2018. 11. 30.	2019. 2. 25. - 2019. 3. 16.	2019. 4. 22. - 2019. 5. 31.	<ul style="list-style-type: none"> <li>■ Applications for admission and supplementary documents are submitted online. <a href="http://www.uwayapply.com">http://www.uwayapply.com</a></li> <li>■ After completing the online application and paying the application fee, please submit your application packet either in person or via registered mail. <u>Please submit materials no later than the application deadline.</u></li> <li>■ Address: Office of International Student Services #102 Minerva Complex, Hankuk University of Foreign Studies, 107 Imun-ro, Dongdaemun-gu, Seoul 02450, South Korea</li> </ul>
Admission & Interview Notification	2018. 9. 28.	2018. 12. 28.	2019. 4. 8.	2019. 6. 24.	<ul style="list-style-type: none"> <li>■ Admission notices will be posted on the website: <a href="http://internatioanl.hufs.ac.kr">http://internatioanl.hufs.ac.kr</a>.</li> <li>■ There'll be an additional interview for applicants with missing language proficiency documents or by request from an academic department.</li> </ul>
Language Proficiency Interview	2018. 10. 6.	2019. 1. 12.	2019. 4. 13.	2019. 6. 29.	<ul style="list-style-type: none"> <li>■ You must be in the interview room at least 30 minutes before the appointed interview time.</li> </ul>
Final Admission Notification	2018. 10. 26.	2019. 1. 25.	2019. 5. 6.	2019. 7. 16.	<ul style="list-style-type: none"> <li>■ Admission notices will be posted on the website: <a href="http://internatioanl.hufs.ac.kr">http://internatioanl.hufs.ac.kr</a>.</li> </ul>
Pre-registration	TBD	-	TBD	-	<ul style="list-style-type: none"> <li>■ Woori bank.</li> <li>■ There will be a charge for overseas payments.</li> </ul>
Registration	2019. 1. 25. ~ 2. 1.		2019. 7. 16. ~ 7. 23.		<ul style="list-style-type: none"> <li>■ The documents will be sent by order of registration via DHL.</li> </ul>
Certification of Admission	2019. 2. 4. ~ 2. 8.		2019. 7. 24. ~ 7. 31.		

\*Dates are subject to change.

## 2. Application Procedure

### ▶ Online Application



### ▶ OISS office address

Office of International Student Services  
#102 Minerva Complex, Hankuk University of Foreign Studies,  
107 Imun-ro, Dongdaemun-gu, Seoul 02450, South Korea

### 3. Colleges & Departments

#### ▶ Seoul Campus

#### ▶ Global Campus

College of English	*ELLT(English Linguistics and Language Technology) *English Literature and Culture *EICC(English for International Conferences and Communication)	College of Humanities	Humanities -Philosophy -History -Linguistics and Cognitive Science  Division of Knowledge Contents -Knowledge Contents
College of Occidental Languages	Division of French Language -Applied French Linguistics and Literature -FATI -French and European Studies German Russian Spanish Italian Portuguese Dutch Scandinavian Languages	College of Interpretation and Translation	School of English for Interpretation & Translation -English-Korean Interpretation and Translation Studies -Interpretation and Translation for International Trade and Relations in English-Speaking Areas -English Literature and Translation -TESOL & English Linguistics German Interpretation & Translation Spanish Interpretation & Translation Italian Interpretation & Translation Chinese Interpretation & Translation Japanese Interpretation & Translation Thai Interpretation and Translation Arabic Interpretation & Translation Malay-Indonesian Interpretation & Translation
College of Oriental Languages	Malay-Indonesian Arabic Thai Vietnamese Hindi Turkish and Azerbaijani Persian Mongolian		
College of Chinese	Division of Chinese Language, Literature and Culture -Chinese Language, Literature and Culture Division of Chinese Foreign Affairs and Commerce -Chinese Foreign Affairs and Commerce	College of East European Studies	Polish Romanian Czech and Slovak Studies Hungarian South Slavic Studies Ukrainian Studies
College of Japanese	Division of Japanese Language, Literature and Culture -Japanese Language, Literature and Culture Division of Integrated Japanese Studies -Integrated Japanese Studies	College of Business and Economics	French Studies Brazilian Studies Greek and Bulgarian Studies Indian Studies Central Asian Studies African Studies -Studies of East African Language & Culture -Studies of West African Language & Culture -Studies of South African Language & Culture Russian Studies *Division of International Sports and Leisure -International Sports and Leisure Korean Studies
College of Social Science	Political Science and Diplomacy Public Administration Media Communication Division -Journalism and Media Studies -Advertising · Public Relations · Branding -Broadcasting · Film · New Media		
College of Business and Economics	*International Economics and Law Economics Division -Economics	College of Business and Economics	Division of Global Business & Technology -Global Business & Technology International Finance
College of Business	*Business Administration Division -Business Administration	College of Natural Science	Mathematics Statistics Electronic Physics Environmental Science Bioscience and Biotechnology Chemistry
College of Education	English Education French Education German Education Chinese Education Korean Education	College of Engineering	Computer and Electronic Systems Engineering -Computer and Electronic Systems Engineering  Information Communications Engineering  Electronics Engineering  Industrial and Management Engineering   Biomedical Engineering
Division of International Studies	*International Studies		
Division of KFL	-Korean Education as a Foreign Language -Korean Interpretation and Translation as a Foreign Language		

## Notice

- \* Any department missing from the above list is not recruiting.
- \* Departments marked with asterisks (\*) are English track majors.
- \* There are no restrictions on the number of students.
- \* KFL division is a course only available to international students.
- \* According to the Regulations for Student Enrollment of the College of Education, the acceptance rate of international students cannot exceed 10% of the admission quota, and transfer applicants are not eligible to apply (freshman only). Therefore, it is highly recommended that College of Education major applicants select a second-choice major preference.

## 4-I. Eligibility & Academic Requirements

	Eligibility	Academic Requirements
Freshman	<b>An applicant with non-Korean nationality and both parents also having non-Korean nationality</b>	Completed primary and secondary schools(or will complete before admission) either in or outside Korea
Transfer Sophomore		(+Freshman academic requirements) 2 or 3-year college graduate At least 1-year of enrollment at a 4-year university Junior college degree Successfully completed at least 1/4 of the curriculum of a 4-year university
Transfer Junior		(+Freshman academic requirements) 2 or 3-year college graduate At least 2-year of enrollment at a 4-year university Junior college degree Successfully completed at least 1/2 of the curriculum of a 4-year university

- \* A Korean applicant with dual nationality cannot apply as an international student.
- \* Nationality eligibility is according to the date of application.
- \* If you graduate from a regular education course that offers programs such as cyber learning, home-schooling and language education in a foreign country, and you meet the total period of study, you are eligible. However, eligibility is contingent upon recognition from the Department of National Education.
- \* Both biological parents and/or current legal guardians must not have Korean nationality.
- \* An applicant with Taiwanese nationality and only one parent with Taiwanese nationality can still apply as an international student by 2019 admission.
- \* If the university confirms that the applicant's nationality is ineligible, the admission application is disqualified and acceptance is rescinded.

## 4-II. Language Proficiency Requirement

	College/department	Language Proficiency Requirements
<b>Korean Track</b>	All colleges and departments except English Track A and B	First-year Students: TOPIK level 3 or above HUFS Korean regular Course – Level 4 Transfer Students: TOPIK level 4 or above HUFS Korean regular Course– Level 4
<b>English Track A</b> (100% English lectures)	International Studies(Seoul Campus)	TOEFL IBT 80 or above IELTS 5.5 or above
<b>English Track B</b> (50% or more of English lectures)	College of English(Seoul Campus) College of Business(Seoul Campus) International Economics and Law(Seoul Campus) Division of International Sports and Leisures(Global Campus)	Meet one of the two requirements listed above (Korean or English)

- \* Language requirement documents must be valid at the date of application.
- \* Freshmen entering the school without TOPIK level 4 are required to take 14 credits in the 1st semester special program (Korean language and Korean culture and social education classes)
- \* There could be differences between campuses on curriculum content and accreditation credits.
- \* Those who have not submitted an official language proficiency score or do not meet the minimum requirements (TOPIK level 3 or TOEFL 80) must take a language interview, and the students who have passed our language test and successfully gained admission to HUFS are required to submit an official language scores within one year of the start of their degree programs. Students who fail to submit their official language scores within one year will have course registration restrictions from 2nd year.

TOPIK	TOEFL(IBT)	Course registration restrictions	Semester
level 4 or above	80 or above	No restrictions	From 3rd semester
level 3 or less	80 or less	Max. 12 credits per semester	

- \* English Track A : Applicants whose native language is English or who have completed at least two years of full-time academic study in an English-speaking country do not need to submit English proficiency scores. However, if non-native speaking applications have been residing outside of an English speaking country for more than two years, since earning their degrees, will be required to submit TOEFL scores.
- \* For the applicants for the International Studies, TOPIK level 4 is a must for graduation.

## 5. Evaluation Criteria

Events	Paper Evaluation	Language Proficiency	Interview
Score(100)	40	20	40

- \* There's no limit to the number of recruiting students (except the College of Education); however, applicants will be evaluated by their academic ability, aptitude, and language proficiency.
- \* Those who have not submitted an official language proficiency score must take a language interview.
- \* Upon request from our faculty, an on-site or Skype personal interview may additionally be required of those who already meet the language requirements.
- \* Paper evaluation will be conducted only for applicants whose documents have been submitted completely. Documents will be examined on applicants' major's sustainability, learning conation, high school achievement, national entrance examination, and recommendation letter etc.
- \* If an applicant's 1st choice is College of Education, it is recommended that the applicant should apply for 2nd choice major due to College of Education recruitment limitations.

## 6. Scholarships

Open to	Scholarship	Amount	Minimum Qualification	Number of Beneficiant
Freshmen & Transfer Students	President	Full tuition 1 semester & Matriculation Fee	- Top 5 % Admission score	Up to 2 students
	Vice President	Half tuition 1 semester & Matriculation Fee	- Top 10 % Admission score	Up to 4 students
	Dean of Office of International Affairs	1,000,000 KRW & Matriculation Fee	- Top 20 % Admission score	Up to 40 students
	HUFS Global A	Matriculation Fee	- Applicants who have registered at least two semester in HUFS Center for Korean Language and Culture(within one year from the date of )	No limit
	HUFS Global B	Matriculation Fee Half Tuition for 1 year	- Applicants who have registered at least two semester in HUFS Center for Korean Language and Culture(within one year from the date of ) - Have TOPIK level 5	
	HUFS Global Campus	30% tuition 4 years / 2-3 year for Transfer	- Students who apply for Global Campus - Admission score 80 or above	
	TOPIK 5	Matriculation Fee	- Have TOPIK level 5	
TOPIK 6	Matriculation Fee Half Tuition for 1 semester	- Have TOPIK level 6		
Currently Enrolled Students	Grade Scholarship	700,000 KRW or above per semester	- GPA 3.5 or above	Up to 100 students every year
	TOPIK 5 & 6	300,000 KRW /500,000 KRW per semester	- 12 credits or above	Up to 100 students every year

- \* Freshmen cannot get more than one scholarship.
- \* Freshmen can check scholarships through the announcement of successful applicants.
- \* Freshmen do not need to apply for scholarships as scholarships are evaluated at the time of admission.

## 7. Announcement & Registration

Events	2019 Spring		2019 Fall		
	Early Decision	Regular Decision	Early Decision	Regular Decision	
Announcement of the successful applicants 1st	2018. 9. 28.	2018. 12. 28.	2019. 4. 8.	2019. 6. 24.	<a href="http://international.hufs.ac.kr">http://international.hufs.ac.kr</a>
Announcement of the successful applicants 2nd	2018. 10. 26.	2019. 1. 25.	2019. 5. 6.	2019. 7. 16.	
Payment of deposit	TBD	—	TBD		Woori Bank any branch
Registration period	2019. 1. 25. ~ 2. 1.		2019. 7. 16. ~ 7. 23.		

- \* We will not make individual announcements regarding admission decisions, so please check your application on our website.

## 8. Application Documents

제출 목록	비고
1. Application Form ( <i>Form 1</i> )	
2. 1 Personal statement and study plan (1 <sup>st</sup> Choice major, <i>Form 2</i> ) ※ A student who applies for 2 majors, needs to submit 2 personal statement and study plan	Complete the form and print it out from application website ( <a href="http://uwayapply.com">http://uwayapply.com</a> )
2. 2 Personal statement and study plan (2 <sup>nd</sup> Choice major, <i>Form 2</i> ) ※ A student who applies for 2 majors, needs to submit 2 personal statement and study plan	
3. Letter of Recommendation from your teacher/professor( <i>Form 3</i> )	Print the form from the application web site and complete it ※ Must be sealed
4. Official High School Transcript	-Korean and English only, if not there must be notarization  -Apostille or Consular Confirmation
5. Official High School Graduation Certificate	
6. Official Transcript of academic records in a college / university ※ Transfer Applicants Only	
7. Certificate of Current Enrollment in a college/university or Diploma ※ Transfer Applicants Only	
8. Transfer College Report ( <i>Form 4</i> )	Complete the form and print it out from application website ( <a href="http://uwayapply.com">http://uwayapply.com</a> )
9. Official Certificate of Proficiency in Korean A) Korean Track: above TOPIK level 3(transfer: above level 4) HUFs Korean regular Course level 4	- Upload the scan file to the website(uway) and submit the original
10. Official Certificate of proficiency in English B) English Track A: TOEFL IBT 80 or IELTS 5.5 C) English Track B: A) or B)	
11. Copy of the Applicant's Passport	
12. A copy of the applicant's Alien Registration Card ※ Current foreign residents in Korea only	- Applicants living in Korea only
13. Copies of Both Parents' Passports ※ or official documents indicating parents' nationality	
14. Official document indicating parent-child relationship between the applicant and his / her parents ※	
15. Financial certification( <i>Form 5</i> )	Complete the form and print it out from application website ( <a href="http://uwayapply.com">http://uwayapply.com</a> )
16. Agreement for Verification of Academic Records( <i>Form 6</i> )	
17. Others( <i>record of awards, certificate of qualification, document relating academic proficiency etc</i> )	

- \* All documents submitted must be documents issued within one year of the date of application.
- \* Those who have not submitted an official language proficiency score or do not meet the minimum requirements (TOPIK level 3 or TOEFL 80) must take a language interview.
- \* Documents in languages other than Korean and English must be translated into Korean or English and must be notarized and submitted by the date of submission.
- \* You must submit one of the following documents when you submit certificate of graduation and transcript.
  - ① **Apostilled documents are needed if the institution is located in a member state that recognizes Apostille Verification.**
  - ② **If the institution is not located in a Apostille Verification member state, diploma and transcript must be verified by the Korean Embassy in the applicant's country's embassy to Korea.**
- \* **For Chinese applicants, please refer to the Chinese admission guideline.**
- \* All documents must be submitted within the application period. After the deadline, they will not be accepted.

## 9. Application Fee

Application Fee	Amount	
Online	KRW 158,000	Online payment

- \* Application fee is non-refundable. However, the HUFS admission committee determines that admission cannot be proceeded due to reasons such as natural disaster or health problems, etc., it will be refunded.

## 10. Additional Notes for All Applicants

### When applying

- 1) Submitted documents will not be modified or returned.
- 2) If an applicant is accepted by more than one universities, he or she can register for only one university.
- 3) Applicants can apply for two majors offered at different campuses.
- 4) If applicant's 1st choice is in the College of Education, it is recommended that applicants also apply for 2nd choice major due to of the College of Education recruiting limits.

### Supporting documents

- 1) Please enter all information correctly. Applicants are responsible for all omissions and errors.
- 2) Documents in languages other than English and Korean must be translated into Korean or English and must be notarized and submitted by the date of submission.
- 3) All the documents must be original copies. If originals cannot be submitted, copies can be submitted only if they are notarized or if you bring them to the office for an official HUFS OISS stamp.
- 4) Your name and alien registration number must be written accurately according to the passport and alien registration card. Applicants who do not have alien registration number must enter their date of birth (YYMMDD) and enter 5000000 (men), 6000000 (women) for the remaining seven digits.
- 5) Please write down your phone number and email address correctly in order to receive confirmations, updates and office inquiries.
- 6) If an applicant is accepted by more than one universities, the applicant will be able to register to only one university.
- 7) The recommendation letter must be written in the format required by HUFS. Download the recommendation form from the application website or OISS homepage (<http://international.hufs.ac.kr> >> Admissions >> Application Forms).
- 8) The personal statement and study plan must be completed during the online application period. Once it has ended, input and modification will not be possible.
- 9) Admission can be rescinded upon confirmation of false statements, proxy writing, plagiarism, or any other illegal acts.
- 10) Applicants cannot change their intended majors once the application is completed and submitted.
- 11) The application forms and supporting documents should be put in an envelope stating the application number, major, applicant's name. It should be sent via registered mail or submitted directly to the HUFS OISS office.
- 12) If an applicant fails to submit a required document, the application will be disqualified.
- 13) Recommendation letters must be original and sealed in an envelope with the recommender's signature.
- 14) If the name on the documents is different, the applicant must submit an additional legal document verifying that he or she is the same person as that in all application materials.
- 15) All the required documents must be submitted during the application period. Documents submitted after that will not be accepted.

16) Submitted documents will not be returned.

**[Reference] Submission of confirmation documents**

▶ **Supporting documents:** Applicants who graduated from overseas secondary school must submit one of the following documents during the application period.

- 1) Secondary school transcript and graduation certificate with apostille stamps.
- 2) Secondary school transcript and graduation certificate with consular confirmation from Korean embassy in the country.

※ For Chinese applicants, please refer to the Chinese admission guideline.

▶ **Obtaining apostille stamps**

- 1) Ministry of Foreign Affairs (Apostille): +82-2-2100-7600 / +82-2-3210-0404
- 2) Ministry of Justice (Apostille): +82-2-720-8027

▶ **Apostille member**

(2016. 02. 28)

Continent	Nation
Asia, Oceania	Australia, Macau, Hong Kong, Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Island, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Oman, Israel, Bahrain
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
America	United states of America, Argentina, Mexico, Panama, Surinam, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Peru, Trinidad Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile
Africa	South Africa, Botswana, Lesotho, Liberia, Namibia, São Tomé and Príncipe, Swaziland, Malawi, Seychelles, Cape Verde, Burundi, Morocco

## Evaluation

- 1) If the required documents are missing or an applicant fails to meet the eligibility requirements, the applicant will not be admitted.
- 2) Evaluation will be conducted only for applicants who've submitted all the required documents.
- 3) Applicants must attend additional interview if did not submit proof of language proficiency or by request of faculty request.
- 4) Please bring your test verification slip and ID card when you are interviewed. If you are unable to physically attend the interview, an online interview will be conducted.
- 5) Evaluation procedures (including grade and contents) will not be disclosed.
- 6) Admission will be rescinded if an applicant is not able to graduate from high school, supporting documents are proved false, or if the applicant has committed other illegal acts. Additionally, if admission is rescinded due to the reasons mentioned, the tuition paid will not be returned.
- 7) Successful early decision applicants must pay the tuition deposit following admission and pay the remaining tuition fee during the registration period.

## Etc.

- 1) Those not mentioned in this application guide must also follow the admission procedures and regulations of our university.
- 2) Personal information collection and management
  - Personal information will be collected with the consent of the applicant to the minimum amount necessary for admission. The collected information will not be used for any purpose other than admission, academic affairs, immigration and other purposes, according to the regulations of our university.
  - As our university has commissioned the college admissions application to the internet application agent 'Uway Apply', part of personal information collection and management is processed by 'Uway Apply'.
  - Personal information items: Alien registration number, passport number, name, application number, admission recruitment unit, date of graduation, the name of graduated high school, address and phone number, email address, emergency contact, account number, guardian's name and nationality etc.

## 11. Notes for Admitted Students

### Registration

- ▶ Registration account: Virtual account written in individual invoice
- ▶ Amount of tuition: Amount indicated on the invoice (In the cases of overseas remittance, please consider the overseas remittance fee)

### Visa

- ▶ A student should apply for D-2 visa in Korean embassy in the country directly (certificate of admission and business registration will be send individually).
- ▶ D-4 visa holder should apply for change of qualification as a D-2 visa.
- ▶ Inquiries : E-mail: [intluga@hufs.ac.kr](mailto:intluga@hufs.ac.kr) Tel: +82-2-2173-2065~6/2090

### Health insurance

- ▶ After admission to HUFS, every student is REQUIRED to have personal health insurance.
- ▶ If a student has an insurance that guarantees medical benefits in case of illnesses or injuries in Korea, please submit a copy of insurance certificate.
- ▶ If a student would like to enroll insurance through the OISS, contact us.
- ▶ Inquiries: E-mail: [globalhufs@gmail.com](mailto:globalhufs@gmail.com) Tel: +82-2-2173-2065/2090

### Dormitory

- ▶ For freshmen, HUFS offers dormitory reservation. Students who apply for dorm must submit medical certificate of tuberculosis.
- ▶ Inquiries: E-mail: [wonilki85@hufs.ac.kr](mailto:wonilki85@hufs.ac.kr) Tel: +82-2-2173-2065/2090
- ▶ Dorm fee: Visit the dormitory administration team within one week after the move-in.

### Etc.

During the first semester, students cannot take a leave of absence under the university policy. After the announcement, successful applicants will be given more details.

## 12. About OISS (Office of International Students Services)

### ▶ Address

Hankuk University of Foreign Studies International Affairs OISS  
 02450, Seoul, Imun-ro 107, Dongdaemun-gu, Minerva #102  
 한국외국어대학교 국제교류처 국제학생지원팀  
 (우) 02450 서울특별시 동대문구 이문로 107 역사관 102호

### ▶ Contacts

	General Admission	Scholarship Program	Dormitory and Living
email	intluga@hufs.ac.kr	wonilki85@hufs.ac.kr	globalhufs@gmail.com
phone	(02) 2173-2065 (English) (02) 2173-2090 (Chinese)	(02) 2173-2065~6	(02) 2173-2065/2090
fax	(02) 2173-2877		
website	<a href="http://international.hufs.ac.kr">http://international.hufs.ac.kr</a> (English) <a href="http://ruxue.hufs.ac.kr">http://ruxue.hufs.ac.kr</a> (Chinese)		