

2019 Spring Semester

Admission guide for Undergraduate School



- ☞ Address : Office of International affairs , Myongji University, 34 Gebukgol road, Seodaemun-Gu, Seoul, Korea (zipcode: 03674)
- ☞ Tel : 82-2-300-1508,1513 ☞ E-mail : admission@mju.ac.kr
- ☞ Application method : Send(via post or visit) the required documents to the Office of International Affairs
- ☞ International Affairs Website : abroadeng.mju.ac.kr, University Homepage : www.mju.ac.kr



◆ Major

A. Major for new students:

Humanities Science Campus in Seoul	<p>The Department of Open Majors : Incoming freshmen (1st year student) will be enrolled in the Department of Open Majors. Students are required to declare a major upon the completion of their first year (2 academic semesters) before the beginning of their sophomore year (second-year study). [Except Industry & Business Management and Baduk Studies]</p>
Natural Science Campus in Yongin	<p>The Department of Open Majors : Incoming freshmen (1st year student) will be enrolled in the Department of Open Majors. Students are required to declare a major upon the completion of their first year (2 academic semesters) before the beginning of their sophomore year (second-year study). [Except Industry & Business Management and majors offered under the College of Arts & Physical Education]</p>
	<p>Division of International Studies : Industry & Business Management(Some of major classes are provided in Chinese)</p>
	<p>College of Arts & Physical Education : Division of Design (Visual Communication Design, Industrial Design, Media Communication Design, Fashion Design), Division of Sports(Physical Education, Sports industry), Baduk Studies, Division of Art(Piano, Voice, Composition, Film, Musical)</p>

B. Major for transfer students:

Humanities Science Campus in Seoul	<p>College of Humanities : Korean Language & Literature, Chinese Language & Literature, English Language & Literature, Japanese Language & Literature, History, Library & Information Science, Arabic Studies, Art History, Philosophy, Creative Writing</p> <p>College of Social Science : Public Administration, Economics, Political Science & Diplomacy, Digital Media, Child Development & Education, Youth Education & Leadership</p> <p>College of Business Administration : Business Administration, Management Information Systems, International Trade</p> <p>College of Law : Law</p> <p>College of Information and Communications Technology Convergence: Digital Contents Design, Division of Software Convergence</p>
Natural Science Campus in Yongin	<p>College of Natural Science : Mathematics, Physics, Chemistry, Food & Nutrition, Division of Biological science & Biological Information</p> <p>College of Engineering : Electrical Engineering, Electronics Engineering, Chemical Engineering, Advanced Materials Engineering, Environment & Energy Engineering, Computer Engineering, Civil & Environmental Engineering, Transportation Engineering, Mechanical Engineering, Industrial and Management Engineering</p> <p>College of Information and Communications Technology Convergence: Information & Communications Engineering</p> <p>College of Arts & Physical Education : Division of Design (Visual Communication Design, Industrial Design, Media Communication Design, Fashion Design), Division of Sports(Physical Education, Sports industry), Baduk Studies, Division of Art(Piano, Voice, Composition, Film, Musical)</p> <p>College of Architecture(5 Years), : Architecture, Korean Traditional Architecture, Space Design</p>

◆ Important information to applicants

1. All applicants are required to bring their identification cards, of equivalent, on the date of the entrance examination or interview.
2. Applicants who have been admitted will be denied admission if they fail to abide by the payment deadline for tuition and fees.
3. Results of admission process, including examination scores and evaluations, will not be disclosed to anyone, including the applicants themselves, and all application documents which had been submitted at the time of application period will not be returned to applicants.
4. New students are required to take Introduction to Bible (2 Credits) and Chapel (Over the course of 4 semesters), and transfer students are required to take Introduction to Bible (2 Credits) and Chapel (Over the course of 1 semester).
5. New students are required to take all of designated elective courses. Students in the College of Engineering (applicable to all majors in the College of Engineering) are required to complete all courses as required by the Engineering Accreditation program. Students in the College of Business Administration (applicable to all majors in the Business Administration) are required to complete all courses as required by the Business Accreditation program.
6. New students in the Department of Open Majors are required to declare their majors at the time of completing the first year (before starting their second year). In their first semester as freshmen, students will be assigned to Korean language courses and elective courses according to their level of Korean language proficiency. Students are responsible for making sure that they have been registered properly. Those who wish to make changes to the registration must take necessary steps during the official course change period.
7. International students are required to fulfill not only general requirements for graduation but obtain TOPIK level 4 as well before the graduation (*Students majoring in the College of Arts & Physical Education are allowed to graduate with TOPIK level 3.)
8. Both new students and transfer students are required to reside in the dormitory in their first semester.

◆ Application Eligibility

1. Admission Requirements applicable for both new students and transfer students
 - (1) A foreign student whose parents (both of them) are foreign nationals
 - (2) Either graduated or should be expected to graduate from high school
 - (3) Language Proficiency: Applicants must meet one of the following conditions:
 - a. Obtained an TOPIK level 3 or above / or / KLAT level 3 or above
 - b. Enrolled and completed level 3 Korean language course through university (or college) in Korea.
 - c. Passed Korean Language Test at Myongji University
 2. Admission Requirements for transfer students (2nd year transfer)
 - (1) Students who have completed one academic year and earned corresponding academic credits at another 4-year university
 - (2) Students who have graduated from a 2-year college in China
 3. Admission Requirements for transfer students (3rd year transfer)
 - (1) Students who have completed two academic years and earned corresponding academic credits at another 4-year university
 - (2) Students who have graduated or who are expected to graduate from 2~3 year college (3-year college and above for Chinese students)
- ※ Students coming from universities with which Myongji University has official academic agreements are able to apply as 4th year transfer students.

◆ Required Documents

No.	Type of Documents	New students	Transfer students	Remark
1	Myongji University Application Form - Please insert all your information in the application form at http://abroadeng.mju.ac.kr , then print it to submit with Required Documents.	○	○	Korean
2	Copy of Passport (Applicant)	○	○	
3	Copy of Alien Registration card (excluding those who apply from outside of Korea)	○	○	
4	① TOPIK level 3 or above / or / KLAT level 3 or above ② certificates for courses completed level 3 Korean language course through 4 years university in Korea. -If an applicant don't have ① or ②, he must attend and pass Korean Language Test at Myongji University	○	○	
5	High school Certificate of Graduation (original) -New students : This document must be certified by Korean Embassy for Consul Confirmation at or apostilled from a proper authority.	○	○	Korean, English, Chinese
6	High school Official Transcripts (original)	○	X	Korean, English, Chinese
7	Copy of Identification (Applicant, Both Parents)	○	○	Korean, English, Chinese
8	Official document indicating parent-child relationship between the applicant and his/her parents (original)	○	○	Korean, English, Chinese
9	- Applicants abroad : Applicant's(or parents') certificate of deposit (issued by a bank) with the minimum balance of USD 20,000 - Applicants from inside of Korea: When Applicant change the visa in korea, he need to prepare and submit it to the immigration office	○	○	Korean, English, Chinese
10	Payment Receipt of Application Fee [KRW 120,000] - Hana Bank 299 910007 88204 Myongji University	○	○	Korean, English, Chinese
11	Official Certificate of Graduation or Official Certificate of Completion(original) -Transfer students : This document must be certified by Korean Embassy for Consul Confirmation or apostilled from a proper authority.	X	○	Korean, English, Chinese
12	Official Academic Transcripts of college or University (original)	X	○	Korean, English
13	Applicant for the Creative Writing and College of Physical Education & Arts are required to submit portfolio (Submission will be taken into consideration in the evaluation during official interview)	○	○	Korean, English

※ The diplomas issued by high schools and university (not in Korea) must be certified by at the Korean Embassy for "Consul Confirmation". Documents from a member nation of "Apostille Treaty" may be apostilled from a proper authority. (the contact information of the Ministry of Foreign Affairs and Trade: 02)2100-7600 or 02)3210-0404)

◆ Application schedule

International applicants who reside in Vietnam can only apply for the first intake of admission. Those who reside in countries where time expected for visa issuance exceeds 3 weeks are only eligible to apply for the first intake of admission.

[First Application] Spring semester begins on March 4, 2019 Applications from inside of Korea and Abroad (new students / transfer students)		
Application	2018.11.01.(Thurs) ~ 2018.11.30.(Fri) 17:00	○ via post or visit
Korean Language Test	2018.12.10.(Mon) 14:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory if do not satisfy at least one of the followings: ① TOPIK level 3 ② Certificate of level 3 completion from the Korean Language Institute, or equivalent
Interview	2018.12.15.(Sat) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Only those whose names appear on the list are eligible for an interview.
Announcement of Admission	2018.12.21.(Fri) 14:00	Announcement of result: Will be announced on the Office of International Affairs website http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice
Payment	2018.12.24.(Mon) ~ 2018.12.31.(Mon)	Invoice for tuition and fees will be sent to student's' email (Students currently enrolled in the Korean Language Institute of Myongji University must visit the Office to receive the invoice.)
Distribute admission letter for applying Visa	2019.01.03.(Thurs)	Must visit the Office of International Affairs to receive the admission letter (Office hours : Mon~Fri 09:00~15:00, Closed for weekends and holidays) *Admission letters will be post mailed if applicants reside outside of Korea.
Registration for transfer students	2019.02.11.(Mon) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for transfer students
Airport pick-up for applicants outside of Korea	2019.02.26.(Wed)	Applicants outside of Korea are required to make a payment of 40,000KRW (cash only) upon arrival at the airport
Orientation for new students/ transfer students	Yongin : 2019.02.27.(Thurs) 10:00 Seoul : 2019.02.28.(Fri) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for both new and transfer students

[Second Application] Spring semester begins on March 4, 2019 Applications from inside of Korea and Abroad (new students / transfer students)		
Application	2018.12.26.(Wed) ~ 2019.01.03.(Thurs) 17:00	○ via post or visit
Korean Language Test	2019.01.07.(Mon) 14:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory if do not satisfy at least one of the followings: ① TOPIK level 3 ② Certificate of level 3 completion from the Korean Language Institute, or equivalent
Interview	2019.01.11.(Fri) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Only those whose names appear on the list are eligible for an interview.
Announcement of Admission	2019.01.18.(Fri) 14:00	Announcement of result: Will be announced on the Office of International Affairs website http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice

Payment	2019.01.21.(Mon) ~ 2019.01.25.(Fri)	Invoice for tuition and fees will be sent to student's' email (Students currently enrolled in the Korean Language Institute of Myongji University must visit the Office to receive the invoice.)
Distribute admission letter for applying Visa	2019.01.28.(Mon)	Must visit the Office of International Affairs to receive the admission letter (Office hours : Mon~Fri 09:00~15:00, Closed for weekends and holidays) *Admission letters will be post mailed if applicants reside outside of Korea.
Registration for transfer students	2019.02.11.(Mon) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for transfer students
Airport pick-up for applicants outside of Korea	2019.02.26.(Wed)	Applicants outside of Korea are required to make a payment of 40,000KRW (cash only) upon arrival at the airport
Orientation for new students/ transfer students	Yongin : 2019.02.27.(Thurs) 10:00 Seoul : 2019.02.28.(Fri) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for both new and transfer students

[Third Application] Spring semester begins on March 4, 2019 Applications from inside of Korea (new students / transfer students) ※Only open to those who are able to change their visa type in Korea		
Application	2019.01.21.(Mon) ~ 2019.01.25.(Fri) 17:00	○ via post or visit
Korean Language Test	2019.01.29.(Tue) 14:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory if do not satisfy at least one of the followings: ① TOPIK level 3 ② Certificate of level 3 completion from the Korean Language Institute, or equivalent
Interview	2019.01.31.(Thurs) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 1 days before the test) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Only those whose names appear on the list are eligible for an interview.
Announcement of Admission	2019.02.08.(Fri) 14:00	Announcement of result: Will be announced on the Office of International Affairs website http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice
Payment	2019.02.08.(Fri)~02.11.(Mon)	Invoice for tuition and fees will be sent to student's' email (Students currently enrolled in the Korean Language Institute of Myongji University must visit the Office to receive the invoice.)
Distribute admission letter for applying Visa	2019.02.15.(Fri)	Must visit the Office of International Affairs to receive the admission letter (Office hours : Mon~Fri 09:00~15:00, Closed for weekends and holidays) *Admission letters will be post mailed if applicants reside outside of Korea.
Registration for transfer students	2019.02.11.(Mon) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for transfer students
Orientation for new students/ transfer students	Yongin : 2019.02.27.(Thurs) 10:00 Seoul : 2019.02.28.(Fri) 10:00	Place : Will be announced on the Office of International Affairs website (please check the website below 2 days before the orientation day) http://abroad.mju.ac.kr -> Admission for Undergraduate School -> Notice ※ Mandatory for both new and transfer students

◆ Application process

① Application → ② examination of the documents → ③ Korean Language Test → ④ Interview → ⑤ announcement of those accepted → ⑥ Applicants make a payment

※ Telephone/video interviews may be conducted for applicants residing outside of Korea.

◆ 2019 Expense

※ \$1 (USD) = ₩ 1,000 ~ 1,200 (KRW)

(1) Application fee: KRW 120,000

(2) Entrance fee: KRW 739,000

(3) Tuition(1 semester)

- College of Humanities & Social Science & Law & The Department of Open Majors in Seoul campus
: KRW 3,546,000 (Digital Media – KRW 3,583,000)
- College of Business Administration : KRW 3,576,000
- College of Natural Science : KRW 4,326,000
- College of Engineering & The Department of Open Majors in Yongin campus &
Division of International Studies - Industry & Business Management : KRW 4,775,000
- College of Arts & Physical Education
Division of Sports & Baduk Studies : KRW 4,748,000
Division of Design : KRW 4,961,000
Division of Music(Piano, Voice, Composition) : KRW 5,037,000
Film & Musical : KRW 5,182,000
- College of Architecture : 5,182,000

(4) Account Information :

- Bank name and account number: Hana Bank 299-910007-88204
- Swift Code: KOEXKRSE
- Bank address: KEB HANA Bank, 34 Gebukgol road, Seodaemun-Gu, Seoul 120-728, Korea
- Beneficiary Account Name: Myongji University

◆ 2019 Dormitory

(1) Seoul campus Dormitory

- Dormitory fee (16weeks): 4 Occupancy-KRW 993,000, 2 Occupancy-KRW 1,359,000(Meal not Included)

(2) Yongin campus Dormitory

- Dormitory fee (16weeks): 4 Occupancy-KRW 947,000, 2 Occupancy-KRW 1,315,000(20 Meal per month)

※Tuition and fees, including student housing fees, for the 2019 academic year will be determined in February, 2019.

◆ 2019 scholarship and supplementary living allowance

(1) First semester for new students and Transfer students

- Students without a TOPIK of level 3: Provides 20% of the tuition (as supplementary living allowance)
- Students with TOPIK of level 3: Provides 40% of the tuition (as scholarship)
- Students with TOPIK of level 4: Provides 60% of the tuition
(40% as scholarship, 20% as supplementary living allowance)
- Students with TOPIK of level 5: Provides 70% of the tuition
(40% as scholarship, 30% as supplementary living allowance)
- Students with TOPIK of level 6: Provides 80% of the tuition
(40% as scholarship, 40% as supplementary living allowance)
- ※ Insurance Fees ₩70,000 will be automatically deducted from the scholarship and supplementary living allowance
- ※ Living expense will be transferred to personal bank account after the semester starts
- ※ Scholarships and living expenses above are only provided when TOPIK is obtained before First semester starts
- ※ 4th year transfer students, who have been admitted based on official academic agreements between Myongji University and partner institutions of higher education, are eligible to receive scholarships and supplementary living allowance based on their grade from the previous semester as stipulated in Myongji University's Financial Aid Regulations for current students.

(2) Admissions from Myongji University: Students who have enrolled from Myongji Language Institute or an exchange/visiting student for more than one semester will receive ₩400,000 of living expense

- ※ Supplementary living allowance will be provided after the semester starts

(3) Enrolled student : From second semester, scholarship and supplementary living allowance will be provided according to the GPA of previous semester

- Students with GPA of 4.0[A] or above : waiver of tuition fees
- Students with GPA of 3.5[B+] or above: about 50% exemption from tuition fee
- Students with GPA of 3.0[B] or above : about 40% exemption from tuition fee
- Students with GPA of 2.5[C+] or above: provides 20% of the tuition as living expense
- ※ Student must obtain more than 12 credit for each semester
- ※ Insurance Fees ₩70,000 will be automatically deducted from the scholarship and supplementary living allowance

(4) TOPIK scholarship for Enrolled student

- ₩300,000 Supplementary living allowance will be presented to students who obtain TOPIK Level 4 or higher(from 1st semester until 7th semester)
- Students who had obtained TOPIK Level 4 or higher before the entrance cannot receive the scholarship Again (Students who had obtained same TOPIK Level cannot receive the scholarship Again)