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Special & General Admission Guide for
Graduate School of
Hankuk University of Foreign Studies, Fall 2018



한국외국어대학교 대학원

THE GRADUATE SCHOOL OF HANKUK UNIVERSITY OF FOREIGN STUDIES

Special & General Admission Guide for Graduate School, Fall 2018

I. Application for Prospective Students

► Applicants are permitted respectively for Master's, Doctoral and Integrated MA/PhD programs by the prescribed documents and oral interview

II. Admission Process & Graduate Division

Division	Department	Program			Major
		Master's	Ph.D	Integrated MA/PhD	
Humanities/ Social Science	English Linguistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	English Linguistics
	English Literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	English Literature
	English Translation	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Translation Studies
	French Language and Literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	French Linguistics
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	French Literature
	German Language and Literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	German Linguistics
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	German Literature
	Russian Language and Literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Russian Linguistics
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Russian Literature
	Spanish Language and Literature	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Spanish Linguistics
		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Spanish Literature

Italian Language and Literature	○			Italian Linguistics
				Italian Literature
Portuguese Language and Literature	○			Portuguese Linguistics
				Portuguese Literature
Scandinavian Language and Literature	○			Swedish Linguistics
				Swedish Literature
Teaching English to Speakers of Other Languages	○	○	○	TESOL
Japanese Language and Literature	○	○	○	Japanese Linguistics
				Japanese Literature
Chinese Language and Literature	○	○	○	Chinese Linguistics
				Chinese Literature
India-ASEAN Languages, Literature and Translation	○			Hindi Linguistics
				Hindi Literature
				Hindi Translation
				Malay-Indonesian Linguistics
				Malay-Indonesian Literature
				Malay-Indonesian Translation
				Thai Linguistics
				Thai Literature
				Thai Translation
				Vietnamese Linguistics
				Vietnamese Literature
				Vietnamese Translation
Middle East Language and Literature	○			Arabic Linguistics
				Arabic Literature
				Turkish Linguistics
				Turkish Literature
				Persian Linguistics

					Persian Literature
	African Language and Literature	○	/	/	African Linguistics
					African Literature
	Central and East European Language and Literature	○	○	○	Polish Linguistics
					Polish Literature
					Rumanian Linguistics
					Rumanian Literature
					Hungarian Linguistics
					Hungarian Literature
					Yugoslav Linguistics
					Yugoslav Literature
					Czech Linguistics
					Czech Literature
			/	/	Bulgarian Linguistics
					Bulgarian Literature
	Comparative Literature	/	○	/	Comparative Literature
	Linguistics and Cognitive Science	○	○	○	Linguistics
	Philosophy	○	○	○	Western Philosophy
		○	○	○	Oriental Philosophy (Asian Studies)
	History	○	○	○	Korean History
		○	○	○	Asian History
		○	○	○	Western History
Humanities/ Social Science	Information and Archival Science	○	○	○	Archives
	Global Culture & Contents	○	○	○	Cultural Contents
	Turkic, Central Asian and Mongolian studies	○	○	○	Politics·Economics
Humanity·Sociology					

	International Affairs	○	○	○	Politics
					Economics
					Socio & Cultural Affairs
	Political Science and International Relations	○	○	○	Politics
	Public Administration	○	○	○	Public Administration
	Law	○	○	○	Public Law
					Private Law
	Media and Communication	○	○	○	Media and Communication
	International Economics and Law	○	○	○	International Trade
	Economics	○	○	○	Economics
			/	/	Financial Economics
	Management	○	○	○	Business Administration
	International Business	○	○	○	International Business
					International Finance
					Management Information Systems
Global Sports	○	/	/	Global Sports Management	
		/	/	Global Sports Science	
Korean Language and Literature	○	○	○	Korean Linguistics	
			○	Korean Literature	
			/	Teaching Korean as a Foreign Language	
KFLT (Korean as a Foreign Language & Translation)	○	○	/	Korean Translation as a Foreign Language	

	Education	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Educational Policy
					Counseling Psychology
Division	Department	Program			Major
		MA	Ph.D	Integrated MA/PhD	
Natural Science	Mathematics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Mathematics
					Mathematical Finance
	Physics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Physics
	Chemistry	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Chemistry
					Biochemistry
	Statistics	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Statistics
	Environmental Science and Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Environmental Science
					Atmospheric and Environmental Science
Bioscience and Biotechnology	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Biotechnology	
Engineering	Information Communications Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Information Communications Engineering
	Electronics Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Electronics Engineering
	Computer and Electronic Systems Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Computer Engineering
					Electronic Systems Engineering
	Industrial and Management Engineering	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Data Analytics
				Industrial Management Engineering	
Interdisciplinary program	Global Multi-modal Convergence Major	<input type="radio"/>	<input type="radio"/>		Global Multi-modal Convergence Major

III. Eligibility

1. Master`s Program or Integrated MA/PhD Program

[Special Admission]

1) For those having successfully completed a Bachelor`s degree or expected to earn one in August, 2018* with at least 3.0/4.5 GPA**

*September, 2018 for those who will graduate from a Japanese university

(Self-Education Service and Academic Credit Bank System is only available for the degree recipient)

**Equivalent to 2.8/4.3, 2.5/4.0, or 85/100

2) For those equivalent to the above approved by the related academic policy

[General Admission]

1) For those having successfully completed a Bachelor`s degree or expected to earn one in August 2018*.

*September, 2018 for those who will graduate from a Japanese university

(Self-Education Service and Academic Credit Bank System is only available for the degree recipient)

2) For those equivalent to the above approved by the related academic policy

2. Doctoral Program

[Special Admission]

1) For those having successfully completed a Master`s degree or expected to earn one in August, 2018* with at least 3.5/4.5 GPA**

*September, 2018 for those who will graduate from a Japanese university

**Equivalent to 3.3/4.3, 3.0/4.0, or 90/100

2) For those equivalent to the above under permission of the dean of graduate school

[General Admission]

1) For those having successfully completed a Master's degree or expected to earn one in August 2018*.

*September, 2018 for those who will graduate from a Japanese university

2) For those equivalent to the above under permission of the dean of graduate school

IV. Admission Evaluation Process

1. Evaluation Process : Examination of Documents and Oral Interview

1) Document Examination

- Applicants of Master's and Integrated MA/PhD program: grade of undergraduate program

- Applicants of Doctoral program: grade of graduate school

2) Oral Interview : Please refer to Evaluation Factors indicated below

2. The Distribution Chart of Evaluation Factors

Master's program or Integrated MA/PhD program			Doctoral program		
Evaluation Segment	Evaluation Standards	pts	Evaluation Segment	Evaluation Standards	pts
Document	The grade of undergraduate school	50	Document	The grade of graduate school	40
Interview	1. Research proposal of major 2. Academic knowledge for major 3. Academic aptitude & sincerity	50	Interview	1. Research career (a master's thesis, work or translated one) 2. Work experience 3. Research proposal of major 4. Academic knowledge for major 5. Academic aptitude & sincerity	60
Total		100	Total		100

3. Additional Advantage

- 1) The additional 5% advantage within the total score is authorized for Master's or Integrated MA/PhD applicants having completed a Bachelor's degree which is completely identified or corresponds to the prospective major of graduate school.

- 2) The additional 5% advantage within total score for the indicated below
 - a) Master's or Integrated MA/PhD applicants with the designated scores of English Proficiency Test of a 750 in FLEX, 600 in TOEFL, 100 in TOEFL iBT or 850 in TOEIC (or better scores than stated above).
(Please be sure that the certificate is still valid as of the date of application.)

 - b) Doctor's applicants with more than 5-year experience as a lecturer at any university(community college) in Korea or an overseas country.

* There is no notification about the result of the document review, which means all of the applicants should take oral interview.

* Non-attendance for oral interview will disqualify you with any reason.

* Applicants will take oral interview with 2 professors in their applying department, and the interview would take about 5 - 10 minutes.

V. Admission Process Time-Table

[Special Admission]

Steps for Applying	Date	Place	Notes
Online Application	2018-Apr-2(Mon) 09:00 ~ Apr-6(Fri) 17:00	www.hufs.ac.kr/gra → Admission → Application Document	Application available for 24hrs (the closing date only valid by 17:00)
Document Submission		Seoul Campus : The Administrative Office of Graduate School Global Campus : Academy Support Center and Registrar	Mail-in or In-person Application available by the closing date
Applicants Notice & Interview Location	2018-Apr-26(Thu) 14:00	www.hufs.ac.kr/gra → Admission Notice	Please visit our homepage
Oral Interview	2018-Apr-28(Sat) 10:00	The designated interview location(Seoul Campus)	Identification& Test identification slip on the interview day in the waiting room by 9:50
Announcement	2018-May-10(Thu) 14:00	Graduate School Homepage	Please visit our homepage (No personal notice)
Registration	2018-May-14(Mon) ~ May-18(Fri)	Registration available through virtual account from nationwide branches of Woori Bank	Enrollment Notice available from our homepage

[General Admission]

Steps for Applying	Date	Place	Notes
Online Application	2018-May-8(Tue) 09:00 ~ May-14 (Mon) 17:00	www.hufs.ac.kr/gra → Admission → Application Document	Application available for 24hrs (the closing date only valid by 17:00)
Document Submission		Seoul Campus : The Administrative Office of Graduate School Global Campus : Academy Support Center and Registrar	Mail-in or In-person Application available by the closing date

Applicants Notice & Interview Location	2018-May-31(Thu) 14:00	www.hufs.ac.kr/gra → Admission Notice	Please visit our homepage
Oral Interview	2018-Jun-2(Sat) 10:00	The designated interview location(Seoul-Campus)	Identification& Test identification slip on the interview day in the waiting room by 9:50
Announcement	2018-Jun-14(Thu) 14:00	Graduate School Homepage	Please visit our homepage (No personal notice)
Registration	2018-Jun-18(Mon) ~ Jun-22(Fri)	Registration available through virtual account from nationwide branches of Woori Bank	Enrollment Notice available from our homepage

VI. Admission Requirements

▶ A copy of online application form(After making online application through UWAY APPLY, submit the printed copy of application form)

(* Your picture is required to proceed online application.)

▶ An original copy of the final diploma or the certificate of graduation in undergraduate program for the master's, Integrated MA/PhD applicants.

(* The certificate of expected graduation for those who will graduate before 2018 August)

▶ An original copy of the final transcript in undergraduate program for the master's, integrated program applicants.

(* Transcripts both in final university and previous university for those who have transferred from one to another university)

▶ An original copy of the final diploma or the certificate of graduation in Master's program for the doctoral program applicants.

(* The certificate of expected graduation for those who will graduate before 2018 August)

▶ An original copy of the final transcript in Master's program for the doctoral program applicants.

(* Transcripts both in final university and previous university for those who have transferred from one to another university)

▶ An original copy of research proposal(Download available on our homepage)

▶ An original copy of consent of Academic Record Verification(Download available on our homepage)

Foreign Applicants - International Students

▶ Any document not written in Korean or English must be translated into Korean or English and

notarized by embassy or notary's office.

▶ Applicants who have achieved diploma abroad should submit Certificate of graduation and transcript as below:

1) Those who graduated from one of the Chinese universities should submit "certificate of graduation", "diploma", "transcript" and "certificate of verification(or credentials report) from China Academic Degrees & Graduate Education Development Center."

2) Those who graduated from foreign countries except China should submit "certificate of graduation(or diploma)", "transcript" with the verification of Apostille or confirmation from Korean embassy in foreign countries.

*It will take long time to get Apostille, confirmation from Korean embassy or credentials report, so we recommend that applicants apply for the issue of those documents much earlier than the application period to HUFS Graduate School.

Other documents

▶ An original copy of English Proficiency Test score(FLEX, TOEFL, TOEIC) for some extra points among applicants of a master's or Integrated MA/PhD program

▶ A copy of a graduate thesis or any works of research performance for a doctoral program applicant

▶ A certificate of completion of HUFS TESOL Professional Education Center for some extra points among the applicants of a master in TESOL department.

▶ A copy of verifying lecturing career for some extra points among doctoral program applicants

▶ A copy of any certificate directly relevant to the applying major

*We will return the printed thesis after the oral interview, but do not return the other documents with any reason.

Additional documents of Foreign Applicants

▶ A copy of passport OR a copy of alien registration card

▶ An original copy of the certificate of Language Proficiency Test (Korean or English)

1) Korean Proficiency Test (TOPIK) of level 3(submit 4 before graduation) and over or English Proficiency Test (TOEFL 550, TOEFL iBT 80, FLEX 550, TEPS 550, or IELTS 5.5 and over).

2) No acceptance of the out-of-date score (The score must be valid as of the initial day of application)

3) Foreign Applicants must submit a copy of the Language Proficiency Test transcript equivalent to the above mentioned 1) clause.

*Submission of Language Proficiency Test score is waived if :

(1) applicant is from the country of which mother tongue is English

(2) applicant has achieved Bachelor's, Master's or Doctoral degree from one of the English-speaking countries

(3) applicant has achieved Bachelor's, Master's or Doctoral degree from one of the Korean universities

(4) applicant has been selected as a scholarship grantee from Korean government or its affiliated organization(the official certificate of getting scholarship is needed.)

(5) he/she applies to one of the departments in Natural Science or Engineering division.

▶ A Financial Certification (Download available on our homepage)

▶ **<After getting admission>**. An applicant's, parents' or financial guarantor's bank certificate of deposit balance which shows that there is US \$20,000 or more(deposit must be 1 month or over, expiration date must be after September of 2018).

VII. Application Fee

- A master`s program : 90,000won(KRW)
- An Integrated MA/PhD or doctorate program : 95,000won(KRW)
- ※ Additional Internet Application Charge(5,000won)

Application fee is not refundable after the interview.

VIII. Instructions

☞ Reference to Application and Admission Process

- ▶ All your information from application documents is updated and maintained, once you are successfully enrolled. Therefore, please make sure to examine if there is any false entry from your information. We are not responsible for any type of disadvantages derived from your mistakes, and please do not slip your mind that you must print out your online documents to confirm whether there is any mistake before submission.
- ▶ It is only before your payment that you are allowed to modify your information on the documents, so please be careful to follow your process always with reliable information.
- ▶ Once you fill out your application, you must complete the admission fee. If not, you will not be permitted to successfully apply.
 - ▶ Your application number is automatically available on our homepage.
 - ▶ Master's or Integrated MA/PhD applicants from transfer should mark as the following.
 - The entrance date of university : your transfer date

-The name of university : your final university's name

-GPA : GPA from your final university

- ▶ A name of overseas university must be presented in full name only, and please fill in the name in English.

Ex) ·델라웨어대학교(x) -> University of Delaware(○)

·와세다(早稻田)대학교(x) -> Waseda University(○)

- ▶ Much detailed research proposal is welcomed since it is considered to be reference of evaluation for oral interview.
- ▶ You will be **never** permitted to enroll school in case of illicit admission such as a false entry, falsification, and etc.
- ▶ Submitted documents and application fee will not be returned, and mentioned items from the documents cannot be altered randomly.
- ▶ Application materials by ordinary(registered) mail must be the original, and the mail-in applications will **only** be accepted if received until the **due date**.(any duplicate must be approved by enclosing the original in the case that you are not able to issue another original document and to submit it.)
- ▶ **If applicants cannot come to Korea on the date of oral interview, please ask to gsadmin@hufs.ac.kr for the SKYPE interview. We only accept the application of SKYPE interview for the *unavoidable reason*. (We do not guarantee of doing SKYPE interview. After we get the application form of SKYPE interview, we will ask to each department whether they can do the SKYPE interview or not.)**

VIII. Tuition Fee

Division	Humanities & Social Sciences	Natural Sciences	Engineering
Admission Fee	1,070,000won	1,070,000won	1,070,000won
Tuition Fee	4,313,000won	4,940,000won	5,756,000won
Total	5,383,000won	6,010,000won	6,826,000won

※ It is required that there should be another deposit of 530,000won following after the announcement for the successful applicants during the registration period. The rest of the tuition fee must be completed within the payment dates we will inform you later.

※ The amount of the above can be changed by the regulation of HUFS Graduate School.

- ▶ We do not inform you the announcement for the successful applicants in person, so please visit

our homepage for you to make sure if you are qualified, and print out the tuition bill

X. Other Notice

- ▶ Those who have been accepted as an expected graduate students
 - must submit their certificate of graduation(or diploma)
 - must submit their final transcript which includes the grades of all semesters
 - * Submission deadline : 2018-Aug-31(Fri), If those documents do not arrive by this date, the entrance qualification can be nullified.
 - * If you do not graduate, the qualification will be nullified. In this case, you can get refund for tuition fee by submitting relevant documents.

XI. Scholarships

▶ Scholarships Offered by HUFS Graduate School

A. The HUFSan Scholarship

- a. Eligibility: Graduates of a HUFS undergraduate program with a GPA higher than 3.5/4.5
- b. Number of Beneficiaries: Two or four persons for each department for each school year (through departmental review processes)
- c. Amount: 100% tuition waiver for 4 semesters or 2 semesters
- d. Disqualification: Failure to maintain the GPA over 4.0/4.5 for each semester
 - * HUFSan Scholarship condition can be changed
 - * If you are selected as a HUFSan Scholarship grantee, you must work as a T/A in your department.

B. Entrance Exam Excellence Scholarship

- a. Eligibility: In-coming graduate students
- b. Number of Beneficiaries: eight (priorities given by grade ranking)
- c. Amount: 50% tuition waiver

C. Academic Excellence Scholarship

- a. Eligibility: Registered students
- b. Number of Beneficiaries: About 30% of the registered students by department (selection based on

departmental criteria)

c. Amount: KRW 1,400,000 each semester

D. Departmental Assistant Scholarship

a. Eligibility: Registered students in departments without the HUFSan Scholarship recipients

b. Number of Beneficiaries: One person per semester

c. Amount: KRW 1,600,000 each semester

E. Foreign Student Scholarship

a. Eligibility: Students with a foreign citizenship

b. Number of Beneficiaries: 15 students in the Master's program

12 students in the Ph.D. program

c. Amount:

(i) Master's program

-Humanities and Social Science divisions: 50% tuition waiver for 4 semester

-Natural Science and Engineering Divisions: 100% tuition waiver for 4 semesters

(ii) Ph.D. program: 100% tuition waiver for 4 semesters

F. Overseas Koreans Foundation Scholarship

a. Eligibility: Students admitted through recommendation by the Overseas Koreans Foundation

b. Number of Beneficiaries: Undetermined (between 10 and 100)

c. Amount: 100% tuition waiver for 4 semesters

d. Disqualification: Failure to maintain the GPA over 3.0 for each semester

G. Other Scholarships

Other scholarship opportunities include Student Leader Scholarships and HUFSGS Administrative Assistant Scholarships.

► **Scholarships Offered by External Organizations**

A. Korean Government Scholarship

a. Eligibility: Students admitted through a governmental recruit program

b. Number of Beneficiaries: Undetermined (between 10 and 100)

c. Amount: 100% tuition waiver for 4 semesters and first-semester entrance fees

d. Disqualification: In the event the recipient's GPA goes below 80 percent at any semester, the host agency may issue a warning.

B. Korea Student Aid Foundation; Scholarship for Graduate School students

a. Eligibility: Registered students in the 2nd or 3rd semester

b. Selection Procedure: Korea Student Aid Foundation announces the scholarship opportunities at the beginning of the year, and selection is based on the review of the statement of

research objectives submitted during the announced period.

c. Amount: KRW 4,000,000 for each semester.(upto 2 semesters)

Address	Graduate School Administration Team 1, 107, Imun-ro, Dongdaemun-gu, 02450, Seoul, Republic of Korea
TEL / FAX	TEL) 02-2173-2386~7 FAX) 02-2173-3369
Website	http://hufs.ac.kr/gra

<Maps>

Seoul Campus



1. Main(Administration) Building
2. Humanities Building
3. Institute of Teaching and Learning Development
4. Foreign Language Training and Testing Center
5. International Building
6. Graduate Schools
7. University Press Center
8. Faculty Office Building I
9. Faculty Office Building II
10. University Library
11. Cafe Atti
12. Social Science Building
13. Student Hall and GlobeDorm
14. Law School Building
15. Open Air Theater
16. Hufs Historical Archives
17. Minerva Complex
18. Minerva Square
19. Main Gate & Information Office
20. Cyber Building