

## 1. Admission Timeline for Academic Year 2013

	Date		Notes
	Early Decision	Regular Decision	
Online Application	July 2(Mon), 2012, 09:00 hrs ~ July 5(Thurs), 2012, 17:00 hrs	Dec 21(Mon), 2012, 09:00 hrs ~ Dec 27(Thurs), 2012, 17:00 hrs	<ul style="list-style-type: none"> <li>Only through HUFS website <a href="http://adms.hufs.ac.kr">http://adms.hufs.ac.kr</a></li> </ul>
Submission of Documents	July 2(Mon), 2012 ~ July 6(Fri), 2012 (10:00 ~ 17:00 hrs)	Dec 21(Mon), 2012, 09:00 hrs ~ Dec 28(Fri), 2012, 17:00 hrs	<ul style="list-style-type: none"> <li>All required documents should arrive at the HUFS Office of Admissions by the deadline.</li> </ul>
Announcement of Location for the Interview	Before August 20(Mon), 2012	Before January 16(Wed), 2013	
Test/Interview	August 22(Wed), 2012	January 18(Fri), 2013	<ul style="list-style-type: none"> <li>Applicants should bring their ID Card (Passport and Foreign Registration Card).</li> </ul>
Decision Notification	August 30(Thurs), 2012, 14:00 hrs	January 24(Thurs), 2013	<ul style="list-style-type: none"> <li>Results will be posted only on HUFS website.</li> </ul>
Registration	December 11(Tue), 2012 ~ December 13(Thur), 2012	February 5(Tue), 2013 ~ February 8(Fri), 2013	<ul style="list-style-type: none"> <li>At branches of <i>WooriBank</i>(우리카운행) nationwide</li> </ul>

※ Regular Decision : “International students” and “Completed entire primary and secondary schools abroad” only Notes:

a) The application schedule also applies to prospective international undergraduates who are funded under the Korean Government Sponsorship Program (KGSP). Those who are selected by the National Institute for International Education Development (NIED) for the sponsorship are recommended to abide by this time schedule, together with self-financing international students. However, the president of the university can authorize the time table only for the students who are sponsored by the KGSP.

※ All documents regarding admissions should be delivered to the following address:

*Admissions Office, #102 Headquarter, Hankuk University of Foreign Studies,  
107, Imun-ro, Dongdaemun-gu, Seoul 103-791, South Korea*

## 2. Eligibility Requirements

### (1) Freshman (first-year) Admission

No.	Applicants	Qualification	Academic Requirements
①	<b>International Applicants</b>	· An applicant has non-Korean nationality with both parents also having non-Korean nationality.	· Completed primary and secondary schools either in or outside Korea
②	<b>International Applicants</b>	· An applicant has non-Korean nationality.	· Completed entire primary and secondary schools abroad
③	<b>Korean Citizens</b>	· An applicant has Korean nationality.	· Completed entire primary and secondary schools abroad

※ In case of ① **International Applicants**, ethnic Korean applicants who acquired citizenship of a foreign country must have completed at least the three years of senior high school education abroad after acquiring the foreign citizenship.

※ In case of ② and ③, an applicants' parents' nationality is not considered.

## (2) Transfer Admission

For applicants who satisfy item (1)**Freshman(first-year)Admission** and the following:

Class	University Enrollment (Graduation)	Course Fulfillment
Sophomore	· 2- or 3-year college graduate or · At least 1-year enrollment in 4-year university	· Junior college degree or · Completed successfully at least 1/4 of curriculum
Junior	· 2- or 3-year college graduate or · At least 2-year enrollment in 4-year university	· Junior college degree or · Completed successfully at least 1/2 of curriculum

※ For Overseas Koreans qualified under item (1)**Freshman(first-year) Admission** above, transfer admission will also be granted for graduates from foreign-based universities(or colleges), applicable to both undergraduate and graduate programs.

## 3. Required Documents

### (1) For ① **International Applicants** and ② **International Applicants**

1. Application Form (print out the copy after completing application )
2. Qualification Assessment Application Form
3. Academic Records and Consent to Verify Previous School Attendance Records
4. A Letter of Attorney for Verifying an Applicant's *Certificate of Facts Concerning Entry and Exit* (Required documents # 1~4 above are in common with those of ③ Korean Citizens.)

5. Copies of graduation certificates or diplomas and official transcripts of primary and secondary (elementary, junior-high, and senior-high) schools attended.  
\* Authentication by Apostille or Consular Legalization is mandatory
6. The applicant's *Certificate of Facts Concerning Entry and Exit*  
\* provided by the Immigration Bureau
7. A copy of both applicant's and his or her parents' Certificate of Nationality (Certificate of Family Register or Citizenship)  
\* issued by the applicant's relevant government
8. A copy of the applicant's *Alien Registration Card* and passport  
\* Only those who have *Alien Registration Cards* should submit it.  
\*\* provided by the Immigration Office
9. Financial Sponsor's Certification
10. Korean Language Proficiency Certificate (non-mandatory)
  - TOPIK Certificate of Level 4 or higher
  - Completion certificate of Level 4 or higher given by Center for Korean Language and Culture at Hankuk University of Foreign Studies\]

**(2) For ③ Korean Citizens**

1. Application Form (print out the copy after completing application)
  2. Qualification Assessment Application Form
  3. Academic Records and Consent to Verify Previous School Attendance Records
  4. A Letter of Attorney for Inquiring of an Applicant's *Certificate of Facts Concerning Entry and Exit* (Required documents # 1~4 above are in common with those of ① and ② International Applicants.)
  5. Copies of graduation certificates or diplomas and official transcripts of primary and secondary (elementary, junior-high, and senior-high) schools attended.  
\* Authenticating by Apostille or Consular Legalization is mandatory.
  6. The applicant's *Certificate of Facts Concerning Entry and Exit*  
\* provided by the Immigration Bureau
  7. A copy of applicant's  
*Certificate of Registration as Koreans Overseas or Certificate of Facts about Overseas Residence*  
\* Both are issued by the Korean embassy to the relevant overseas country.
- Should you wish to obtain a D2 Visa, documents following are required.
- International Student Financial Statements
    - a. A copy of the sponsor's bank statements of deposit balance or domestic remittance certificates (The account should be running for more than a month and the deposit must amount to at least US \$10,000 or equivalent.)
    - b. A copy of financial sponsor's *Certificates of Employment* or *Certificates of Business Registration*
    - c. A copy of the financial sponsor's *Certificates of Tax Payment*
    - d. Financial sponsor's affidavit of support with his or her own signature attached to the application form

#### 4. Evaluation Criteria

Type of Applicants	Korean	English	Interview	Scores in Total
① International Students	-	-	200 points (100%)	200 points (100%)
② International Students	-	-		
③ Korean Citizens	-	-		

#### 5. Important Notes

A. There is no fixed entrance quota for any Divisions and Departments.

B. All documents should be submitted in Korean or English. And original documents in another language should be accompanied by a notarized English or Korean translation.

C. Those who have passed equivalency exams for secondary education (e.g. GED in the United States and Canada or the Self-Learning Exam in China) are not eligible to matriculate.

D. After passing all the Admission Selection Process, candidates who need to obtain a Student VISA (D-2) may request a 'Certificate of Admission.'

E. Matriculation may be rescinded under the following conditions:

- In case an applicant is discovered to have applied through illegal means such as submission of false or forged materials
- In case any of the required documents are omitted.

F. Applicants are required to provide correct contact information of the schools that they attended. The verification of academic records will be done on the basis of such contact information. If they are found to be incorrect, the applicants will bear all potential disadvantages.

G. Original documents can be given back only to the applicants who do not register during the registration periods.

H. Applicants can be cordially requested to submit additional documents, aside from the required ones mentioned above, for the purpose of verification of school records.

#### \* The List of Countries for Apostille Certificates

The Apostille is a certification in French to certify the authenticity of the documents. Under the Hague convention, the member states have agreed to recognize public documents issued by other signatory

countries if those public documents are authenticated by the attachment of an internationally recognized form of authentication known as an apostille. If candidates are not from the signatory states, they instead need to submit academic documents authenticated by consular legalization stamps. For Chinese students, they can obtain notarized academic documents at Confucian Institute in Seoul. For more information, please visit <http://www.cis.or.kr/>. The notarization will be considered as valid as consular legalization.

Region	Signatory States
Asia, Oceania	Australia, Macao, Hong Kong, Israel, Japan, Republic of Korea, New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Mauritius, Samoa, Seychelles, Tonga, Niue (18 Countries)
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxemburg, Malta, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Macedonia, Turkey, Ukraine, United Kingdom of Great Britain and Northern Ireland, Andorra, Armenia, Azerbaijan, Lichtenstein, Moldova, San Marino (47 Countries)
America	The United States, Argentina, Mexico, Panama, Surinam, Venezuela, Antigua and Barbuda, Bahama, Barbados, Belize, Columbia, Dominica, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis (20 Countries)
Africa	South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland, Malawi (7 Countries)

## 6. Contact

- Address :

*Admissions Office, #102 Headquarter, Hankuk University of Foreign Studies,  
107 Imun-ro, Dongdaemun-gu, Seoul 103-791, South Korea*

- Phone : +82-2-2173-2076~2078

- Fax : +82-2-2173-3366

-E-mail: adms@hufs.ac.kr