

# Guidelines For Korean Language Programs At Kunsan National University (2024)

## I Purpose

- Improving Korean language skills and communication skills through systematic Korean language education.
- Improving overall understanding of Korean language and culture.
- Improving Korean language skills to go to higher education institutions in Korea and study.

## II Details

### 1. The Basics

- Operating semester: Korean language courses are held during four semesters (spring, summer, fall, and winter) and a tuition fee is paid each semester.
- Course duration: 10 weeks each semester
- Class hours per semester: 200 hours, five days a week, four hours a day.
- Sports days and cultural experiences will be held every semester. (They are included in the number of class hours.)
- Course Schedule

Semester	Period	Class time
Spring Semester	2024.03.11. ~ 05.24.	09:00 am ~ 12:50 pm
Summer Semester	2024.06.03. ~ 08.12.	
Fall Semester	2024.09.02. ~ 11.15.	
Winter Semester	2024.12.02. ~ 2025.02.14.	

※ Please be aware that the semester schedule is subject to change.

- Course Outline

Levels	Classes	Remarks
<ul style="list-style-type: none"> <li>• Beginner levels 1 and 2</li> <li>• Intermediate levels 1 and 2</li> <li>• Advanced levels 1 and 2</li> </ul>	• Korean grammar	
	• Korean reading	
	• Korean writing	
	• Korean speaking & listening	
	• TOPIK	From beginner level 2

- Timetable
  - Beginner level 1



Time/day	Mon	Tue	Wed	Thurs	Fri
The 1st class (09:00~9:50)	Grammar	Grammar	Reading	Reading	Speaking
The 2nd class (10:00~10:50)	Grammar	Grammar	Reading	Reading	Speaking
The 3rd class (11:00~11:50)	Listening	Listening	Writing	Writing	Speaking
The 4th class (12:00~12:50)	Listening	Listening	Writing	Writing	Speaking

- Beginner level 2 ~ Intermediate & Advanced levels

Time/day	Mon	Tue	Wed	Thurs	Fri
The 1st class (09:00~9:50)	Speaking & Listening	Grammar	Speaking & listening	Grammar	TOPIK
The 2nd class (10:00~10:50)	Speaking & Listening	Grammar	Speaking & listening	Grammar	TOPIK
The 3rd class (11:00~11:50)	Reading	Writing	Reading	Writing	TOPIK
The 4th class (12:00~12:50)	Reading	Writing	Reading	Writing	TOPIK

※ Please be aware that the timetables are subject to change.

- Cultural Recreation

	
1. Visiting traditional Korean houses	2. Experiencing Korean traditions

	
<p>3. Cooking Korean Food</p>	<p>4. Experiencing traditional Korean weddings</p>

## 2. Operation

- Levels: 6 levels in total [Beginner (1, 2), Intermediate (1, 2), Advanced (1, 2)]
  - Textbooks: A textbook for each level is selected.
    - All instructors in consultation select one textbook and conduct classes in groups.
  - All classes are conducted face-to-face in principle and are conducted in Korean only.
- ※ However, if a special situation (such as confirmed cases of COVID-19) occurs, classes will be conducted online.



## Application and document submission

### 1. Qualifications

- Foreigners who do not speak Korean as their first language
  - Foreigners possessing a high school diploma or its equivalent or a higher academic background
  - Foreigners in Korea who have received a F-visa
- ※ Foreigners who have received a F-visa and are staying in Korea can take the classes within the duration of their stay

### 2. How to apply

- Application forms are only available and accepted online at (<https://naver.me/xNmMIrN2>), the website of Institute of International Exchange & Lang. Education of Int'l Affairs Division of Kunsan National University. You must upload the documents scanned in color when applying.
- Information on required documents and forms(<https://naver.me/5oXsGtD8>)
- Applicants of Chinese nationality must submit an original 'Confirmation Letter of School Information' after completing it.
- Applicants with Chinese, Vietnamese, Mongolian, and Uzbek nationalities must submit an original "self-introduction letter" and an original "Application for Certificate of Visa and Eligibility" after completing them.
- Applicants with Chinese, Vietnamese, Mongolian, and Uzbek nationalities must submit all the original required documents, including self-introduction letters and

applications for certificates of visa and eligibility, by mail, except for ID cards and passports.

※ Postal address: 51450 / Administrative office of Institute of International Exchange & Lang. Education of Kunsan National University, 558, Daehak-ro, Miryong-dong, Kunsan-si, Jeollabuk-do

- The evaluation of applicants includes examining whether all the necessary documents are submitted and whether false documents are submitted
- Failure to submit the required documents or refusal to submit supplementary documents is considered giving up on the application.
- A list of required documents

Documents	Details	
Photo	– JPG file (3.5 cm × 4.5 cm) (Photo within 6 months, of a white background)	
Copy of passport in color	– a copy of the page with date of expiry and passport number	
Documents of one’ s latest education	– Official certificate of graduation of one’ s latest education institution – Official certificate of one’ s latest academic degree – Official transcript of one’ s latest education	
Verified final academic documents	– Documents, such as degrees, that have been verified by Apostille. ※ Member nations of the Apostille Convention	
	Continents	Member Nations
	Asia and Oceania (22)	New Zealand, Niue, Marshall Islands, Mauritius, Mongolia, Vanuatu, Brunei, Samoa, Singapore, Australia (Australia), India, Indonesia, Japan, parts of China** (Macao, Hong Kong), the Cook Islands, Tajikistan, Tonga, Pakistan, Pakistan, Palau, Fiji, Philippines, Korea
	Europe (52)	Greece, the Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Armenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, Britain, Austria, Uzbekistan, Ukraine, Italy, Georgia, Czech Republic, Kazakhstan, Kosovo, Croatia, Kyrgyzstan, Turkiye, Portugal, Poland, France, Finland, Hungary
	North America (1)	United States (including Guam, Maurice Islands, Saipan and Puerto Rico)
	Central and South America	Guyana, Guatemala, Granada, Nicaragua, Dominican Republic, Dominican Federation, Mexico, Barbados, Bahamas, Venezuela, Belize, Bolivia, Brazil, Saint Lucia, Saint Vincent, Saint Kittsnevis, Suriname, Argentina, Antigavada, Ecuador, El Salvador, Honduras, Uruguay, Chile, Costa Rica, Colombia, Trinidad and Tobago, Panama, Peru, Paraguay, Jamaica
	Africa (13)	Namibia, South Africa, Liberia, Lesotho, Malawi, Botswana, Sŏo Tomŏprŏncipe, Senegal, Seychelles, Swaziland, Cabo Verde, Brundi, Tunisia
	Middle East (5)	Morocco, Bahrain, Saudi ArabiaRabia, Oman, Israel
		– Documents, such as degrees, that have been confirmed by the

	<p>Korean consulate in the country to which the relevant school belongs, or by a consul at a diplomatic mission in Korea</p> <p>※ For Chinese applicants</p> <ul style="list-style-type: none"> <li>– Documents, such as degrees, that have been verified by Apostille.</li> <li>– Verification Report, such as degrees issued by the Education and Degree Certification Center operated by the Ministry of Education of China (limited to those who have received education and degrees in China)</li> </ul> <p>○ Chinese secondary vocational school</p> <p>① Documents issued online: Graduation certificates issued by a local education authorities need to be verified by the Korean consul in China (only if authenticity can be verified online)</p> <p>② Documents issued offline: A letter of confirmation of school information must be submitted.</p> <ul style="list-style-type: none"> <li>– Graduation certificates issued by local education authorities need to be verified by the Korean consulate in China</li> <li>– Graduation certificates issued by schools need to be verified by a provincial office of education(a city office of education) and the Korean consulate in China.</li> </ul> <p>○ Chinese Technical Industrial College</p> <p>① Documents need to be issued from the official website of the Ministry of Human Resources and Social Security of the People’ s Republic of China(<a href="http://www.mohrss.gov.cn/">http://www.mohrss.gov.cn/</a>) and to be verified by the Korean consulate in China (Only documents that can be verified online are accepted)</p> <p>○ Other accredited high schools in China: Graduation certificates issued by the relevant school + verification from the Korean consulate in China</p> <p>※ Certificate of 설립허가증(사업단위법인증서(事业单位法人证书) or 민관학교판학허가증(民办学校办学许可证)) is required (However, only academic curriculum is recognized, notarization is not required)</p> <p>※ In principle, applicants must submit original documents verified as a certificate of final education by a certification authority</p>
Copies of ID in color	– IDs of the applicant and their parents
Certificate of family relation	<p>– Certificate of family relation Issued within 6 months</p> <p>※ Examples: China–Hogu, Vietnam–Hogu, Birth Certificate, Mongolia–Birth Certificate, Philippines–Family Census</p>
Certificate of parental employment	<p>– Contact numbers and addresses need to be entered.</p> <p>※ It is not applicable if a financial certification is made with an</p>

	<p>account in the name of the applicant. Applicants from China, Vietnam, Mongolia and Uzbekistan submit them.</p> <ul style="list-style-type: none"> <li>– If parents are private business operators, submit a certificate of business registration</li> </ul>
Certificate of deposit balance	<ul style="list-style-type: none"> <li>– Submit a certificate of bank balance of more than 8 million won in the name(s) of an applicant or their parents.</li> <li>– Even if a certificate of deposit balance in an applicant's name is submitted as a basic financial certificate, the additional submission of a deposit balance certificate in their parents names may be required.</li> <li>※ Only documents issued within 30 days from the application date are valid. However, a document with an expiration date on the balance certificate is recognized as a valid certificate until the expiration date (up to 6 months from the date of issue)</li> <li>– Applicants with Vietnamese nationality submit an additional certificate of deposit for expenses for studying in Korea.'</li> </ul>
Form of consent to the use of personal information	<ul style="list-style-type: none"> <li>– Subjects: All applicants</li> <li>– The form set by Institute of International Exchange and Lang. Education of Kunsan National University</li> </ul>
Translator confirmation form	<ul style="list-style-type: none"> <li>– Subjects: All applicants</li> <li>– The form set by the Department of Justice</li> </ul>
Confirmation letter of school information	<ul style="list-style-type: none"> <li>– Subjects: Applicants with Chinese nationality</li> <li>– The form set by the Department of Justice</li> </ul>
Letter of self-introduction	<ul style="list-style-type: none"> <li>– Subjects: Applicants from China, Vietnam, Mongolia, Uzbekistan</li> <li>※ Write it in English and submit it</li> <li>– The form set by the Department of Justice</li> </ul>
Application for certificate of visa eligibility	<ul style="list-style-type: none"> <li>– Subjects: Applicants from China, Vietnam, Mongolia, Uzbekistan</li> <li>※ Write it in English and submit it</li> <li>※ Information on current residential address and immigration need to be entered in detail</li> </ul>
Other documents	<ul style="list-style-type: none"> <li>– Subjects: Applicants from China, Vietnam, Mongolia, Uzbekistan</li> <li>– Other documents that can prove financial status, required by the Immigration Office ( the Ministry of Justice)</li> <li>– Documents must be issued within 6 months, and notarization and verification by a consul are required</li> <li>※ For example, <ul style="list-style-type: none"> <li>○ China: Certificate of tax payments, salary statements from working institutions, or a certificate of tax payment in total</li> <li>○ Vietnam: Certificates of tax exemptions, Social Insurance Book, or Certificate of Personal Income Tax Paid in Vietnam</li> <li>○ Mongolia: Personal Income Tax Report (National Tax Service), or Personal Income Tax Payment Confirmation (Tax Office)</li> </ul> </li> </ul>

## IV Selection Procedure and Tuition Fee

### 1. Selection procedure for Korean language courses

- Online application → Document screening → Comparison of original documents → Selection of people who pass the document screening → Admission assessment committee → Selection of successful applicants → Announcement of successful applicants → Tuition payment for Korean language course → Registration completion → Application for certificate of visa eligibility<sup>1</sup> → progress of certificate of visa eligibility<sup>2</sup> → Entry into Korea → Classes start
- ※ 1. Applications for certificate of visa eligibility for successful applicants from China, Vietnam, Mongolia, Uzbekistan are processed at a domestic immigration office.
- ※ 2. Successful applicants must enter Korea before the start date of their first course.

### 2. Fees for Korean Language Programs

Classification	Amount	Remarks
Tuition Fees (Two semesters)	2,600,000 Won	- 1,300,000 Won per semester
Dormitory (Living Hall)	1,100,000 Won (approximately)	- One room is provided for two or three people - Three meals a day are included (mandatory) - Meals for weekends (lunch and dinner only) are optional
Insurance fee (for one year)	300,000 Won	- Private insurance coverage
<b>Total</b>	<b>4,000,000 Won</b>	Account number for transfer: Jeonbuk Bank: 567-13-0362611 / Kunsan National University

- New entrants are required to register for two semesters (6 months).
- The cost of class materials and cultural experiences shall be paid separately.
- The cost of the dormitory(living room) may vary depending on the dormitory policy each semester
- Meals for weekends(lunch and dinner only) are optional and the cost is paid separately
- After the end of two semesters, the expenses paid by students (tuition fees, dormitory fees and insurance fees) are calculated, and if any remaining balance has been incurred it will be refunded to each relevant student' s personal bank account.

### 3. Refund policy

- Before enrollment: The full amount paid by an applicant (a total deposit excluding fees incurred from overseas remittance) will be refunded.
- ※ Refundable only after submitting a copy of an account in the name of an applicant.

- After enrollment

Refund Criteria	Refund percentage
○ Before classes start	100%
○ Before 1/3 of the total class time after classes start	70%
○ Before 1/2 of the total class time after classes start	50%
○ After 1/2 of the total class time after classes start	0%
(Tuition fees will not be refunded to those who run away for illegal stay.)	

#### 4. Recruitment period

Semester	Period	Remarks
Spring semester	2023. 12. 04.(월) ~ 2024. 01. 09.(화)	-
Summer semester	2024. 03. 27.(수) ~ 2024. 04. 14.(일)	
Fall semester	2024. 06.	-
Winter semester	2024. 09.	

※ The recruitment periods are subject to change.



### Important Notes

- Our university may request additional documents required for admission screening.
- If an illicit admission (false information and a forgery, etc.) is confirmed, the admission will be canceled even if you have already started a program.
- New language learners must register at least for two semesters (6 months) and must pay for tuition fees (including dormitory fees and insurance fees) before entering the country.
- New language learners must use our university's dormitory (living hall) at least for one semester (3 months), and the use of the dormitory (dorm) costs about 1.1 million won per semester (3 months).
- New language learners can live outside the campus after staying in the dormitory for one semester (3 months).
- Accurate information must be entered when applying, and an applicant is responsible for any damages or disadvantages caused by difficulty to contact or misspelling.
- The regulations set by Kunsan National University apply to matters that are not mentioned.
- For more information, please contact ☎ 063-469-4931, or [language@kunsan.ac.kr](mailto:language@kunsan.ac.kr)

확인서(번역자)

번역자 인적사항			
국적	성명	생년월일	성별
주소		연락처(☎)	

번역물 원본의 명의인 인적사항			
국적	성명	생년월일	성별

번역 대상물	
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첨부한 번역 내용은 원본의 문구에 맞게 사실대로 번역하였으며, 번역 내용이 사실과 다른 경우에는 이에 따른 모든 법적책임을 감수하겠습니다.	
2023. . .	
번역자: _____ (서명) _____	
법무부장관 귀하	

# Translator's Confirmation

## Translator's Personal Information

Nationality	Name in Full	Birth Date	Gender
Address		Phone (☎)	

## Client's Personal Information

Nationality	Name in Full	Birth Date	Gender

List of the  
Translated  
Materials

I hereby certify that the contents submitted above is true and correctly translated. If there is any inconsistency in the translation, I will be held legally responsibility.

Date: 2023. . .

Translator: (Sign)

To Minister of Justice

【Attachment 2】

## 개인정보 수집 및 이용에 대한 동의서

1. 군산대학교 입학원서 접수 및 입학 전형을 위해 개인정보를 수집 및 이용하고 있으며, 이외의 다른 목적에 절대 사용되지 않습니다.
2. 개인정보 수집 항목: 이름, 신분증번호 또는 외국인등록번호, 여권번호, 주소, 전화번호, 휴대전화번호, 이메일, 직업, 재학했던 학교들에 대한 정보, 졸업년도, 성적 등 여러 정보.
3. 개인정보의 수집 및 이용 목적: 입학원서 접수 및 입학 전형을 위해 개인정보가 사용됩니다.
4. 개인정보의 보유 및 이용기간: 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다.

지원자는 개인정보의 수집 및 이용에 동의하십니까?

☐ 동의함

☐ 동의하지 않음

동의일자: \_\_\_\_\_

지원자 성명: \_\_\_\_\_ (서명)

국립군산대학교 총장 귀하

# Agreement to Collect and Use of Personal Information

1. Kunsan National University collects and uses the personal information of applicant for university registration enrollment purpose only. We do not use the personal information for any other purposes.

2. Required information and documents listed as follows:

Name, resident registration number or alien registration number, passport number, addresses, contact number, cell phone number, e-mail address, occupation, desired department and major, detailed information about academic backgrounds, names of educational institutions, the year of graduation, official score, military service records and etc.

3. Purpose of collection and use:

To be used in the process to confirm applicant's identity; to evaluate applicant's academic achievements; to confirm applicant's qualifications, for university registration enrollment purpose.

4. Period to retain and use:

Personal information should only be retained for as long as necessary during the fulfillment of the purposes for which it is collected. When personal information is no longer needed to fulfil those identified purposes, it shall be destroyed.

**Do you agree to collect and use your personal information?**

☐ Yes    ☐ No

※ Applicants can agree or disagree with Agreement to collect and use personal information.

In case of non-concurrence, applicants may have limits for the application.

Date: \_\_\_\_\_

Name of Applicant : \_\_\_\_\_

Signature : \_\_\_\_\_

To the President of Kunsan National University

【Attachment 3】

학교 정보 확인서 学校信息确认书				
유 학 생 인 적 사 항 留学生 个人信息	성 명 姓 名		생 년 월 일 出生日期	
	국 적 国 籍		여 권 번 호 护照号码	
	진학 예정 대학 拟入学大学名称		전 공 명 专业名称	
	전 화 번 호 联系电话		e-mail 电子邮箱	
학 교 정 보 学校信息	졸업 학교 명 (졸업일) 毕业学校名称 (毕业日期)	(졸업일 毕业日期:20 . . .)		
	학 교 유 형 学校类型	보통중등전문학교 普通中专( )    직업고등학교 职业高中( ) 성인중등전문학교 成人中专( )    기타 其他( )		
	교 육 과 정 教育种类	고등학교 학력과정 高中阶段学历教育( ) 고등학교 비학력과정 高中阶段非学历教育( ) ※ 비학력 과정의 경우 유학비자 발급 불가 非学历教育学生不能获得韩国留学签证		
	소 재 지 学校地址			
	전 화 번 호 学校电话			
	홈 페이지 学校官网			
	교 직 원 연 락 정 보 教 职 工 联系信息	소속 및 직위 所属部门及职位		
성 명 姓 名	(인 또는 서명) (盖章或签名)	전 화 번 호 联系电话		
<p>본인은 상기 학교 정보 등 기재 내용이 사실과 다름없음을 서약하며, 허위 사실 기재 시 대한민국 법령에 따라 처벌받을 수 있음을 확인합니다.</p> <p>本人保证，以上所填写的学校信息等内容均属实。本人理解，以上信息如有虚假，可能会受到韩国相关法律法规的处罚。特此确认。</p> <p style="text-align: right;">20 . . .</p> <p style="text-align: right;">유 학생 본인 留学生本人 (서명 签名)</p>				
<p>* 2부 작성 후 교육기관 및 재외공관에 각각 제출</p> <p>本确认书需要一式两份。一份交拟入学大学，一份交韩国驻外使领馆。</p>				

【Attachment 4】

자 기 소 개 서

유학 및 어학연수 사증신청자는 아래 서식에 따라 정확한 사실을 기재하여 주십시오. 내용에 따라 추가적인 설명이 필요한 경우, 별지에 기재하여 제출하십시오.

인적사항			
여권성명	성:	명:	
생년월일		성별	<input type="checkbox"/> 남 <input type="checkbox"/> 여

학력			
학교명	재학기간	전공 및 성적(평점)	졸업여부
대 학원	~		<input type="checkbox"/> 졸업 <input type="checkbox"/> 년 재학 <input type="checkbox"/> 중퇴
대 학교	~		<input type="checkbox"/> 졸업 <input type="checkbox"/> 년 재학 <input type="checkbox"/> 중퇴
고등학교	~		<input type="checkbox"/> 졸업 <input type="checkbox"/> 년 재학 <input type="checkbox"/> 중퇴
한국어 실력	<input type="checkbox"/> 인사말 가능 <input type="checkbox"/> 간단한 대화 가능 <input type="checkbox"/> 일상 대화 가능 <input type="checkbox"/> 전문 대화 가능		
한국어 점수	<input type="checkbox"/> TOPIK (    ) 급 <input type="checkbox"/> KLPT (    ) 급 <input type="checkbox"/> 어학연수 (    )대학 (    )급 수료		
기타 자격증			

경력 (최근 3년간)				
근무기간	회사명	전화번호	직책	월급
~				
~				
~				

학습계획			
유학목표	<input type="checkbox"/> 어학연수 <input type="checkbox"/> 학사 <input type="checkbox"/> 석사 <input type="checkbox"/> 박사 이상 <input type="checkbox"/> 기타 (    )		
교육기관명		학과명	
유학동기			
졸업 후 진로계획			
예상 유학경비			
경비 조달계획			

가족사항 (부모, 형제자매, 기혼자인 경우, 배우자 및 자녀 포함)					
관 계	성 / 명 (영문)	생년월일	주민번호	직업(회사명 및 직책 포함)	월수입
부					
모					

보증인 (유학경비부담자)					
관 계	성 명	생년월일	주민번호	직업(회사명 및 직책 포함)	월수입

신청인 \_\_\_\_\_는 위 서식을 작성함에 있어 사실대로 정확하게 기재하였으며, 부정확하거나 사실이 아닌 내용을 기재하였을 경우, 사증발급이 거부될 수 있으며 향후 사증신청이 제한될 수 있음을 충분히 이해하고 있습니다.

20 \_\_\_\_ 년. \_\_\_\_ 월. \_\_\_\_ 일

신청인(서명) : \_\_\_\_\_