

Hanseo University Admission Documents (Foreign Students)

No	Document	Quantity	Note	Remark
1	◆ Application Form	1 copy	University Prescribed form	
2	◆ Original Certificate of Final Academic Background ◆ Original Transcript of Final Academic Background	Corresponding item 1 copy each	1. Original Certificate of Final Academic Background - High School Graduation Certificate - University Enrollment Certificate - Certificate of Expected Graduation from University - University Graduation Certificate 2. Final Academic Transcript	1) Proof documents such as degree (Academic Background) confirmed by Apostile. 2) Documents verifying the Korean embassy in the country or the consulate of their own country 3) For Chinese Nationals, documents issued by the Ministry of Education's, Education and Degree Certification Center
3	◆ Family Relations Certificate	1 copy	Parent Nationality Required - Family Relationship Certificate or - Birth Certificate	1) Copy of ID card of home country, relevant documents that can confirm nationality 2) Chinese nationals must submit a family register (notarized translation) ※If there is any specific matters related to parents, it must be documented (English/Korean original or notarized translation) Submission - Specific examples: divorce, remarriage, death, disappearance, acquisition of Korean citizenship, etc. - Examples of supporting documents: Divorce certificate, death certificate, parent's Korean nationality acquisition certificate, etc.
4	◆ Documents Proving Financial Ability - Certificate of bank balance - Financial Certificate	Choice 1 1 copy	1. Bank Balance Certificate in your Name 2. Certificate of Bank Balance in the Parent's Name - Parent's Employment Certificate or Business Registration - Property taxation certificate - Pledge to pay for studying abroad expenses 3. Financial Certificate - Certificate of Employment - Property Taxation Certificate - Financial Statement (University Prescribed form)	1) For proof of bank balance, submit proof of balance of US\$18,000 or more in the name of the person or immediate family member. (Over US\$10,000 when applying for language training (Korean language course)) - Other documents are not required when submitting a certificate of bank balance in the name of the person at home or abroad - Students from our school must submit a certificate of balance of over US\$10,000 (However, only domestic bank accounts are accepted) - Only documents issued within 1 month from the date of application are accepted 2) Parent/parent employment certificate or business operator when submitting a certificate of bank balance of domestic/overseas parents. Registration certificate, property tax assignment certificate, and study abroad expense pledge must be in the original English or Submit notarized translation 3) Financial guarantors are limited to full-time faculty members on campus (Only one full-time professor is valid-until graduation)
5	◆ Documents Proving Language Proficiency	Choice 1 1 copy	1. Korean/English official test grade card 2. Completion of language training at our school (planned) Certificate and Letter of Recommendation from the Director of the Institute of Language Education	Qualification requirements related to academic ability 1) (TOPIK) level 3 or higher: However, arts and physical education departments are at level 2 or higher 2) Those who have studied at an educational institution in Korea for at least 2 years 3) 15 weeks at domestic and overseas language training institutions recognized by our language education center and graduate school Those who have completed (scheduled) the Korean language course above and have been recommended through a prescribed screening process 4) English Proficiency Test: TOEFL 530, CBT 197 / iBT 71, IELTS 5.5, TEPS 600 or higher (Submit only for English tracks) * Countries that recognize English as an official language are exempt from English proficiency standards. * Matters not specified in this qualification requirement are determined by the University Admissions Management Committee and Graduate School committee
6	◆ Passport Copy	1 copy	-	-
7	◆ Photo	5 sheets	Size 3cm×4cm on white background	Write your name in English on the back side
8	◆ Study Plan	1 copy	University Prescribed form	Write the Study plan in detail (written in Korean or English)
9	◆ Health Certificate	1 copy	-	Submission of test results issued within the last 3 months
10	◆ Consent to Use of Personal Information	1 copy	University Prescribed form	-
11	◆ Consent to Academic Background Inquiry	1 copy	University Prescribed form	-
12	◆ Translator Confirmation	1 copy	University Prescribed form	In principle, documents written in languages other than English or Korean must be translated into English and Korean before submission. (notarized translation required)
13	◆ Oath (Memorandum of Implementation)	1 copy	Among graduate admission applicants Applicable person	If you do not have TOPIK level 3 when entering undergraduate or graduate school, you must sign and submit
14	◆ Copy of Alien Registration Card	1 copy		Alien registration card must be notified to the Office of Exchange Cooperation and Academic Affairs when changing qualifications from admission to graduation (in case of extension of visa, etc.)
15	◆ Recommendation Letter for Doctoral Degree Course Completion	1 copy		University prescribed form
16	◆ Medical Insurance Subscription Certificate	1 copy		According to the amendment of the "National Health Insurance Act" by the Ministry of Education, foreign students are allowed within 2 weeks after enrollment. Compulsory health insurance subscription (enforced on July 20, 2020)

※ Admission may be canceled if false documents are submitted or documents verifying financial ability cannot be verified.

※ Foreign students wishing to enter new (transfer) can apply for an international student visa at the Korean embassy in their country with the standard admission letter issued by the university.

However, the approval of issuance of an international student visa is the only authority of the Korean Embassy in the country, so if a visa is not obtained, admission is automatically canceled, and enrolled students are also expelled.

(Please note that changes other than the international student visa are not permitted during the period of study-Make sure to notify in advance when changing)

※ In addition to the documents to be submitted as specified in this guideline, additional documents required for confirmation of facts related to application qualifications, etc. may be requested.