

New Enrollment for the Fall semester of 2024

**Foreign Student  
Special Admissions  
Recruitment Guidelines**



**김포대학교**  
KIMPO UNIVERSITY

- I . Recruitment Unit and Number of Students**
- II. Admissions Schedule**
- III. Standards for Application**
- IV. Selection Method and Application Process**
- V. Required Documents**
- VI. Scholarship System**
- VII. Successful Applicant Registration and Refund**
- VIII. Admissions Letter and Visa Issuance**
- IX. Other**

**[Forms]**

- ▶ Application Form**
- ▶ Affidavit of Financial Support for International Students**
- ▶ Consent to the Collection and Use of Personal Information**

## I . Recruitment Unit and Number of Students

Department	Interdisciplinary	Recruitment Status	Remarks
Department of Music	3	○	
Department of Dance	2	○	
Department of YouTube Creator	2	○	
Department of Drama & Cinema	2	○	
Department of Baking & Pastry	2	○	
Department of Beauty Management (Hair)	2	○	
Department of Beauty Management (Art)	2	○	
Department of Leisure Sports	2	○	
Department of TaeKwonDo Convergence	2	○	
Department of Free Major	2	○	
Department of Health & Welfare	3	○	
Department of Public Health Administration	3	○	
Department of Childcare Education	2	○	
Department of Railway Management	2	○	
Department of Marketing Management	2	○	
Department of Real Estate	2	○	
Department of Game Contents	2	○	

※ "○" of the number of applicants shall be selected outside the quota without limitation.

※ "-" mark in the number of recruits means no recruitment.

## II. Admissions Schedule

Classification	Schedule	Remarks
Application Reception and Application Documents to Submit (Including Application Fee)	Session 1: 2024.04.15.~04.29. Session 2: 2024.05.06.~05.20.	Issue: Office of International Affairs Homepage Reception: Office of International Affairs (In person, Mail)
Submission Deadline	Session 1: 2024.04.29. 17:00 Session 2: 2024.05.20. 17:00	Address: Office of International Affairs, Room No. B301, Kimpo University, 10, Modamgongwon-ro, Gimpo-si, Gyeonggi-do, Republic of Korea.(ZIP CODE : 10078)
Announcement of Successful Candidates	Session 1: 2024.05.03. Session 2: 2024.05.24. by Individual notice	Office of International Affairs
Tuition Payment	Within 14 days after the notice of payment of tuition fees	Office of International Affairs / Account designated by the university
Issuance of an Admission Letter	Within 14 days of tuition payment	Office of International Affairs
Start of Classes	2024.09.02.	

- ※ The admissions schedule may change in the future according to school policy.
- ※ Additional recruitment proceeds after the initial recruitment period ends. (The detailed schedule will be sent separately upon inquiry.)

### III. Standards for Application

Classification	Requirements
Nationality Requirements	Foreign nationals, both parents and themselves
Educational Level Requirements	A person who has graduated from (expected) a domestic or foreign high school or has an equivalent academic background.
Language Study Requirements	<p>A person who meets one or more of the conditions below</p> <ol style="list-style-type: none"> <li>1. Applicants who have attained level 3 or higher in the Test of Proficiency in Korean (TOPIK)</li> <li>2. Those who have completed the regular Korean language program level 4 or higher at a domestic university</li> <li>3. Applicants who have passed the Korean Language Proficiency Test (K-TOPIK) hosted by Kimpo University</li> <li>4. Those who have attended middle and high schools in Korea (excluding international schools) for longer than 2 years</li> <li>5. Among the applicants with qualifications other than those above, those who possess sufficient Korean language proficiency and are judged as not having linguistic limitations that will interfere with their academic performance (fluent Korean speakers, such as Korean-Chinese) will be reviewed separately by the International Exchange and Cooperation Committee.</li> <li>6. Students admitted to the Department of Arts and Physical Education (department that conducts practical classes rather than theories such as music, physical education, beauty, maintenance, engineering, and design) can be selected according to the basic academic skills and Korean language standards set by the university (relaxation of admission standards).</li> </ol> <p>(However, if you do not possess the language qualification equivalent to TOPIK level 3 by the time of graduation, then you may be excluded from graduation.)</p> <ol style="list-style-type: none"> <li>7. Over TOEFL 530, CBT 197, IBT 71, IELTS 5.5, CEFR B2, TEPS 600 points (326 points)</li> <li>8. Graduated from a school where classes are conducted in English (only high school level or higher is accepted)</li> </ol>

- ※ Interpretation of the academic system, academic background, etc. shall be determined by the International Exchange and Cooperation Committee of this school.
- ※ New students are recognized if the parents and the student alike have acquired foreign nationality before starting a curriculum equivalent to the Korean high school curriculum.

## IV. Selection Method and Application Process

Recruitment Unit	Selection Method		
	Document Evaluation	Interview Evaluation	Total
All Departments	30%	70%	100% (100)

### ○ Selection Criteria and Determination of Successful Candidates

- All successful applicants are selected in consideration of the capacity of each recruitment unit if the total score is 70 or higher based on the results of the document evaluation and interview evaluation, which are the screening factors for each unit. (However, admission will not be granted to those who are judged to be unsuitable for admission to the university as a result of document evaluation.)
- **Applicants who are required to take the written test (K-TOPIK Korean Proficiency Test) administered by the university as one of the language requirements for document evaluation must apply for the K-TOPIK test separately when applying.**
- In cases of ties, all equally-scored students will be accepted.
- If visa issuance is not accepted, then admission may be revoked, and tuition paid will be returned according to the school's refund policy (excluding the application fee).
- ※ In the case of foreign currency remittance, the fee is borne by the applicant.
- In the case of non-submission of documents, false information, forgery, alteration, proxy tests, etc., the acceptance or admission is revoked, regardless of whether it is before or after admission decision.

### ○ Notes for Applicants

- Applicants cannot apply for more than one recruitment unit multiple times.
- After the application is received, it cannot be modified, and the applicant is responsible for any disadvantages caused by incorrect input. Please be careful when filling out the application form and check that the information entered is correct prior to submission.
- When submitting an application, the applicant's contact information and address must be accurately written, and the applicant is solely responsible for any disadvantages caused by not notifying the Office of International Affairs of incorrect, missing, or changed contact information.
- ※ If your contact information has been changed, then you must contact us at +82-31-999-4011~12.
- No submitted documents will be returned, regardless of acceptance.
- Our school accepts applications through in-person and postal mail applications, and collects minimum personal information with the consent of the applicant. The collected personal information is not used for any purpose other than admissions and academic records, and personal information after entering the university is used only for educational, administrative, and research purposes.
- Personal information collection items: Applicant's name, alien registration number, passport number, application category, department, application number, school of origin, nationality, phone number, e-mail address, guardian's name, guardian's phone number, account number, etc.

## Application Process

- Applications can be submitted in person or by mail within the application period (09:00~17:00).

Submission of Application (Including Required Documents and Application Fee)



Document Screening



Conduct K-TOPIK (If Applicable)



Interview Test



Announcement of Successful Applicants



Registration of Successful Applicants



Visa Issuance and Change

### ○ Application Fee

- Amount: 50,000 KRW
- Payment method: Payment in cash at the time of application or payment to the account designated by the University
- Regarding the application fee refund (Article 42-3 of the Higher Education Act Enforcement Decree)
  - The admission fee will be refunded in the following cases.
  - ※ Pursuant to Article 34-4 (5) of the Higher Education Act, the balance of income and expenditure related to admissions screening shall be refunded in proportion to the payment of admission fees.
  - ※ If the person subject to refund chooses to transfer to the account of the financial institution, then the amount to be returned will be deducted from the cost of using the financial institution's computer network. However, if the cost of using the computer network of a financial institution is greater than the amount to be refunded, then it may not be refunded.
  - ※ After the application fee has been paid, it is impossible to modify, cancel, or refund the application. Please read the written application carefully before paying the application fee and recheck the contents for any errors. However, if, after paying the application fee, it is impossible to proceed with the application due to reasons not attributable to the examinee, such as a natural disaster, disease, or another accident, then submit an application for refund of the application fee and supporting documents, and after deliberation, part or all of the application fee can be refunded.

## V. Required Documents

Order	Classification	Required Documents	Content
1	University Prescribed Form	Application Form for Admissions	<ul style="list-style-type: none"> <li>- After receiving these forms from the Office of International Affairs of the main school, submit them after writing in Korean or print the forms from the website, and then submit them.</li> <li>※ Writing in pencil is not allowed</li> </ul>
2		Oath to Pay Study Expenses	
3		▶ Consent the to Collection and Use of Personal Information	
4	Educational Background Documents	Certificate of Educational Background	<ul style="list-style-type: none"> <li>- Select one from the list of documents below and submit it</li> <li>- Copy of high school diploma</li> <li>- Original certificate of expected high school graduation</li> <li>※ Notarized translation original 1 copy</li> <li>※ The person who submits the expected certificate must submit the original certificate of graduation and completion before entering the school</li> </ul>
5		Transcript	<ul style="list-style-type: none"> <li>- Original transcripts for all high school years</li> <li>- One original notarized translation</li> </ul>
6		Documents Proving Educational Background	<ul style="list-style-type: none"> <li>- Chinese nationals</li> <li>-Students from general high schools: Select and submit one of the following certification reports (limited to those who have obtained academic degrees in China) issued by the Academic Degree Certification Center operated by the Ministry of Education of China as below               <ul style="list-style-type: none"> <li>① High School Diploma Certification (中国中等教育学历报告)</li> <li>② Caokao (高考) transcript certification</li> <li>③ Huikao (会考) pass certificate or Huikao (会考) transcript certification</li> </ul> </li> <li>-Vocational high school graduates: Select one of the documents related to academic background certification below and submit it after &lt;Consular Confirmation of the Korean Embassy in China&gt;               <ul style="list-style-type: none"> <li>① Graduation certificate issued by the relevant school (required confirmation from the provincial Office of Education or City Education Bureau and the Korean Consulate in China)</li> <li>② Graduation certificate issued by the provincial Office of Education or City Education Bureau (required to be confirmed by the Korean</li> </ul> </li> </ul>



			<p>Consulate in China)</p> <p>※ How to apply for the above documents for the Ministry of Education's educational background and degree certificate</p> <p>① Certification of educational background &lt;China Higher Education Student Information (CHSI) :www.chsi.com.cn&gt;</p> <p>② Degree Certification &lt;China Academic Degrees and Graduate Education Development Center (CDGDC): www.cdgdc.edu.cn&gt;</p> <p>③ An agency for the certification of educational background in Korea &lt;Confucius Institute in Seoul (Korea-China Cultural Cooperation Institute): www.cis.or.kr&gt; Inquiry: 02-554-2688</p> <p>※ In principle, certificates shall be submitted with the original document containing the certification number and QR code, and documents with invalid certification will not be accepted.</p>
6			<p>- Non-Chinese nationals</p> <p>- Submit documents proving high school graduation after receiving [Consular Confirmation] or [Apostille Confirmation]</p> <p>※ In principle, all documents proving educational background must be submitted in English. If English issuance is not possible, please inquire separately.</p>
7	Certificate of Nationality	Copy of Your Passport	- Submit a copy of the passport with your personal information
8		Copy of Parent/Applicant ID	- Submit one copy of the applicant's ID card, himself/herself, and his/her parents
9		Original Document Proving Family Relationship	- Chinese nationals: Copies of the Family Book(Hogubu) and certificates of kinship (submit notarized originals in Chinese, English, or Korean
			- Non-Chinese nationals: Birth certificate and family register or family relationship certificate (submit notarized originals in English or Korean)
10		Notarized Copy of Parental Divorce or Death Certificate	- If the parents are divorced or deceased, then submit a notarized translation of the divorce certificate or death certificate
11	Copy of Alien Registration Card	- Copy and submit both the front and back sides, only for applicants staying in Korea (limited to those with an alien registration card)	

12		Documents Proving Loss of Nationality	- Limited to those who acquired foreign nationality after birth (submit the nationality renunciation report)
13	Certificate of Finances	Original Deposit Balance Certificate	- An amount equivalent to KRW20,000,000 or greater, issued within 30 days from the time of application if there is no expiration date, and within 6 months from the time of application if there is an expiration date - Submit a balance certificate in the name of the parent or the person in the domestic/overseas bank. ※ When submitting a certificate of balance in the parent's name, a family relationship certificate (notarized in English) must be submitted.
14	Other	Korean Language Proficiency Documents	- Korean language program completion certificate - Certificate of attendance for the previous semester of the Korean language course - TOPIK level 3 or higher transcript (only for holders)
15		Photos	- 2 copies of 3*4cm, color (white background), photographs
16		Application Fee	- Application fee 50,000 won

### ※ Precautions when submitting documents

- Applicants must submit the application form and required documents to the Office of International Affairs before the document submission deadline (submit via mail or in-person).
- For applicants from countries other than China, an "Apostille Confirmation" must be issued by the government agency designated by the country where the school is located (the Ministry of Foreign Affairs in Korea) for the relevant documents (school, grades, graduation (scheduled) certificate, etc.).
- ※ If your nation is not a member of the Apostille Convention, then you must obtain and submit a "Consular Confirmation" from the Korean consulate in the country where your school is located.
- Documents not written in Korean, English, or Chinese must be notarized and submitted after translation into Korean or English.
- All submitted documents must be submitted in their original form (however, documents specified to be submitted as copies are excluded).
- Students who do not submit documents within the notification period when the university requests additional documents may be disqualified.
- In the case of non-submission of documents, false information, forgery, alteration, proxy tests, etc., the acceptance or admission is revoked regardless of whether it is before or after admission decision.

Classification	Where to Submit Application Documents
How to Submit	Via registered mail (limited to those arriving by the submission deadline) or in-person
Address	<p style="text-align: center;"> <b>To the Person in Charge of Foreigner Admissions  Office of International Affairs, Room No. B301,  Kimpo University, 10, Modamgongwon-ro, Gimpo-si, Gyeonggi-do,  Republic of Korea. ZIP CODE : 10078</b> </p>

- ※ Those who have not submitted the admissions documents by the deadline will be rejected, and the admission fee will not be refunded.
- ※ Those who are subject to additional recruitment will be notified separately (details will be provided separately upon inquiry).

### ○ Linguistic Excellence Scholarship

Scholarship Recipients	Scholarship Amount
TOPIK Level 4 Holder	30% of tuition
TOPIK Level 5 Holder	40% of tuition
TOPIK Level 6 Holder	70% of tuition

- ※ Applicable only to the first semester of admission, and scholarships are provided to students who have obtained the relevant level with excellent language proficiency
- ※ Scholarship is paid in proportion to the acquisition level from the tuition fee, excluding the entrance fee
- ※ Students from our Korean Language Academy receive a scholarship for 20% of their tuition, regardless of their admission scores
- ※ It is not possible to receive duplicate scholarships for the first semester
- ※ Scholarships for students enrolled in foreign schools under the exchange agreement with the university are provided according to the contents of the exchange agreement

### ○ Current Student Grade Scholarship

Scholarship Recipients	Scholarship Amount
GPA 3.0 or higher and less than 3.5	30% of tuition
GPA 3.5 or higher	40% of tuition

- ※ Matters other than the above scholarship standards shall be governed by the scholarship regulations of this school. However, the scholarship payment criteria and amount may change depending on the scholarship system of the University.

## VII. Successful Applicant Registration and Refund

### Announcement and Registration of Successful Applicants

Announcement of successful applicants: Individual notification of successful applicants

Procedure for Registering Successful Applicants	Content
Receive Tuition Bill	Individual guidance from the Kimpo University Office of International Affairs
Tuition Payment	Individual guidance from the Kimpo University Office of International Affairs during the registration period
How to Confirm Registration	Contact the Kimpo University Office of International Affairs ( <a href="mailto:kukje@kimpo.ac.kr">kukje@kimpo.ac.kr</a> , 031-999-4012, 4011)
※ Pass may be canceled for those who have not paid tuition fees by the registration period.	

### Tuition Refund

- If you have been accepted and enrolled into this University but want to cancel your registration or your visa application is rejected, a refund will be processed according to the refund policy of the University (excluding the application fee).

## VIII. Admissions Letter and Visa Issuance

Standard Admissions Permit Issuance Guide	
Subject to Issuance of the Standard Admissions Permit	All new students who passed the screening process and paid tuition fees
Standard Admissions Permit Issuance Period	Within 14 days of tuition payment

Visa Issuance Information	
How to Issue and Change a Visa	At the Korean Embassy (Consulate) or Incheon Immigration Office

Common Required Documents		
No.	Required Documents	Details
1	Standard Admissions Permit	- Issued by this school
2	A Copy of Passport	- Passport first page
3	Bank Balance Certificate Foreign Exchange Receipt	- Certificate of balance of bank account in Korea with a total of not less than KRW20,000,000 and receipt of foreign exchange (issued within one month) Additional family relationship certificate to confirm the remitter of the foreign exchange receipt
4	Final School Diploma and Transcript	- Check Apostille or - Confirmation of the Korean Consulate or Consul in Korea or the certification report of the Chinese Ministry of Education's Operating Degree and Educational Background Certification Center ( <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> , <a href="http://www.cdgd.edu.cn">www.cdgd.edu.cn</a> )
5	Original or Notarized Copy of Family Book	- Chinese students only
6	1 Photo (3.5 × 4.5cm)	- White background, taken within 6 months
※ Other additional documents may be requested		

<b>D-4 -&gt; D-2 Additional Documents for Visa Change</b>		
<b>No.</b>	<b>Required Documents</b>	<b>Details</b>
1	Alien Registration Card	- Submit the original
2	Korean Language Program Attendance and Transcript	- Submit the original
3	Registration Fee Payment Receipt	- Submit the original
4	Fee	- D-4 Visa holder: 130,000 won - D-2 Visa holder: 60,000 won
5	Certificate of Residence or Real Estate Contract	- Real estate contract, residence confirmation, etc.
6	2 Photos (3.5 × 4.5cm)	- Taken within 3 months (white background)
7	Copy of Your ID Card	- Copy of your ID card
8	Parents' Employment Certificates and Income Certificates	- Company contact information must be entered
9	Certificate of Finances	- Minimum of KRW20,000,000 including the bank balance certificate
10	Family Relations Certificate	- Separately notified
11	Health Certificate Issued by the Local Health Center	-Only for the countries concerned

- ※ Applicants residing abroad must apply in advance to the Office of International Affairs at the University, and after paying tuition you must apply for a visa at the Korean consulate in your country.
- ※ Kimpo University is a university under the jurisdiction of the Incheon Immigration Office. Applicants living in other regions must apply for a visa change or new application at the Incheon Immigration Office after receiving a standard admissions permit. (If you wish to extend your visa after admission, apply at the Office of Foreign Residents that has jurisdiction over your residence.)
- ※ Visa changes and extensions must be completed before the opening date of the semester. (Fines will be imposed in accordance with the Immigration Control Act if it is not completed before the opening.)
- ※ The schedule may be different for students who have passed additional recruitment stages.

### Foreign Accommodation

○ It is recommended that freshmen enter the dormitory for foreigners operated by the University in the first semester.

Accommodation Classification	Capacity	Accommodation Fee (monthly)
Global K-culture Center dormitory	A room for 2 people	250,000 won

- ※ For matters related to foreign accommodation, please contact the Ministry of International Exchange.  
(Office of International Affairs, International Exchange Support Team: +82-31-999-4012, 4011)
- ※ Foreigners may not be able to enter the dormitory, depending on the number of final registrations.
- ※ Accommodation fees for foreigners may change according to the school policy.

### Foreign Registration

○ Successful applicants must apply for alien registration at the competent immigration office within 90 days from the date of entry (or immediately for those who are permitted to change their status of residence).

Documents Required for Registration
- Passport (original), 1 copy
- One passport photo size (3.5cm × 4.5cm), taken within the last 6 months
- Integrated application form (available at the Office of International Affairs or Immigration Office)
- Certificate of Enrollment (issued by the university)
- Certificate of Tuition Payment
- Accommodation offer confirmation
- Fee of 30,000 won (expense for visa change and issuance of an alien registration card)
- Health Certificate (Applicable Only)
Change of Residence

○ When a foreigner who has registered as a foreigner moves his/her place of residence, he/she must report the change of place of residence to the Immigration Office within 14 days.



<b>Required Documents when Changing Place of Residence</b>
<b>- Integrated application form (available at the Office of International Affairs or Immigration Office)</b>
<b>- Passport (original), 1 copy</b>
<b>- Alien registration card (original), 1 copy</b>
<b>- Residence certificate or real estate contract, confirmation of accommodation provision (available at the Office of International Exchange or Immigration Office)</b>



김포대학교

2024 Special Admissions for Foreign Students

# Kimpo University Application Form

Test identification number is assigned by the university

Test ID Number	
----------------	--

## Applicant Information

Name	(Korean)	(English)															
Classification	Nationality											Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female				
Alien Registration Number																Passport Number	
Korean Language Proficiency	<input type="checkbox"/> TOPIK certification level ____																
	<input type="checkbox"/> _____ Korean Language Academy Level ____ Completion																
	<input type="checkbox"/> Apply for K-TOPIK (no TOPIK certificate, no experience in Korean language study)																
Address	Tel.:				Cell Phone:				E-mail:								
	Home Country																
	Korea																

## Application

Department to Apply		Type Classification	<input type="checkbox"/> Absolute Foreigners, <input type="checkbox"/> Overseas Koreans, <input type="checkbox"/> Defectors
---------------------	--	---------------------	--

## Study Period

Nation	School Year	School Name	
	MM/DD/YYYY - MM/DD/YYYY	Elementary School	Graduated · Expected · Attending
	MM/DD/YYYY - MM/DD/YYYY	Middle School	Graduated · Expected · Attending
	MM/DD/YYYY - MM/DD/YYYY	High School	Graduated · Expected · Attending
	MM/DD/YYYY - MM/DD/YYYY	University	Graduated · Expected · Attending

## Guardian Contact Information

Name		Date of Birth	MM/DD/YYYY
Nationality		Relationship with the Applicant	
Address			
Contact	Tel.	Cell Phone	
A recommender Category		A recommender name	

<p>The above person is applying for admission to the University with the required documents and consents to the use of the applicant's personal information(online and offline).</p> <p style="text-align: center;">Date 2024. . . . .</p> <p style="text-align: center;"><b>Applicant :</b> (Signature)</p> <p style="text-align: center;"><b>To the President of Kimpo University</b></p>		<p>Application fee 50,000 won</p>
---	--	-----------------------------------



## [Consent to the Collection and Use of Personal Information]

### [Purpose of collecting and using personal information]

Kimpo University Office of International Affairs collects personal information for the following purposes:

1. Purposes related to admissions work
2. Purposes related to academic work (education, research, and administration), university life and information, and insurance

### [Items of personal information to be collected]

Kimpo University's Office of International Affairs collects the following personal information when submitting an application.

- Name (Korean, English, Chinese characters), alien registration number, home address (current residence), contact information (cell phone, home phone, work phone, email address), educational background, financial status, bank account, parent's name, parent contact information, hobbies, other personal information, etc.

### [Period of retention and use of personal information]

The retention period for new admissions information is 5 years, following which point the data is destroyed.

### [Right to refuse consent to the collection of personal information]

Those who wish to provide personal information for new students have the right to refuse consent to the use personal information, and if you refuse it, we inform you that the application will not be accepted.

Do you consent to the collection and use of personal information?

(Mark a  in the relevant field)

Agree  Disagree

MM/DD/YYYY

Name: (Signature or Seal)

### <Consent to the Collection, Use, and Provision of Personal Information>

Collection of personal information and provision of personal information to 3<sup>rd</sup> parties:  
(Agree  Disagree )

※ It is not used for any purpose other than those agreed by the personal information provider.

In accordance with the 「Personal Information Protection Act」 and other relevant laws, I agree to the collection and provision of personal information to a 3<sup>rd</sup> party as above.

MM/DD/YYYY

Name: (Signature or Seal)