



Admission Guide for International Language Education Center Korean Language Course

1 Admission Information

1. Eligibility(Applicant Qualification)

- a. Applicants who have graduated from high school or above. Applicants who have the equivalent educational background.
- b. Foreign nationals who have no problems with the issuance of a language course student visa(D-4)

2. Admission Schedule

- a. 2023 Spring Semester Admission Application Schedule

No.	Process	Schedule	Remarks
1	Submission of documents and payment of admission fees	2022.11.28.(Mon)~12.30.(Fri) ※ Application documents can only be accepted until 15:00 Korea Standard Time (KST).	5 weeks
2	Document, interview screening	2023.01.02.(Mon)~01.13.(Fri)	2 weeks
3	Results notification and payment of tuition	2023.01.16.(Mon)~01.27.(Fri)	2 weeks
4	Overseas entry(to Korea): Visa application	2023.01.30.(Mon)~03.03.(Fri)	5 weeks
	Domestic entry(to DEU): Visa change		
5	Entry	2023.03.06.(Mon) 09:00	The beginning of the course

3. Recruitment

- a. Screening method: Document screening 50% + Interview screening 50%
 - 1) Document screening(50%): 30~50 points are given based on the final academic transcript

Category (100 points conversion)	below 60 points	60 points or above and less than 80	80 points or above
Document Screening Score	30 points	40 points	50 points

※ If there are any missing documents or false facts, the application will be rejected.

2) Interview screening(50%): Divided into academic attitude and academic competency areas

Category	Evaluation Contents	Evaluation Score				
Academic attitude (25 points)	Motivation for application and study plan	0	10	15	20	25
Academic Competency (25 points)	Attendance status, award history, overall activity status	0	10	15	20	25

b. Pass Criteria: 70 points or more in the sum of 50 points for document screening + 50 points for interview screening

※ Calculate the average value by summing the evaluation scores of interviewers

4. Application and Admission Process

① Submission of documents and payment of admission fees

a. Application method: postal(mail) or in-person reception(visit)

1) Postal address: **International Exchange Team, Dong-eui University, 176 Eomgwangro, Busanjin-gu, Busan, Korea, 47340**
Tel) +82-51-890-3804

2) Location: **International Exchange Team, Main Building(Building No.1) 4th Floor, Dong-eui University(Gaya Campus)**

※ Online (e-mail) reception is not possible.

b. Application fee: KRW 50,000(Wire transfer payment only)

Domestic Wire Transfer	<ul style="list-style-type: none"> Account holder's name: Dong-eui University Account number: 109801-04-286665 Kookmin Bank Depositor's name(the sender): Applicant's own English name
Overseas Wire Transfer	<ul style="list-style-type: none"> Account No: 109801-04-286665 Account Holder: Dong-Eui University Bank Name: KOOKMIN BANK Swift code: CZNBKRSE Account Holder's Address : 176 Eomgwangro, Busanjin-gu, Busan, 47340, Republic of Korea Tel) +82-51-890-3804

- ※ After submitting the documents, the admission fee must be paid to complete the application.
 - ※ The admission fee payment account and the tuition payment account are different.
- c. Return of documents: When applying to the school or giving up admission, visit the school in person and submit the original document return application form so that we can return it.

② **Document and Interview Screening**

- a. Document screening and results notification
- b. Interview screening and results notification:
Individual notification to those who pass the document screening
 - ※ Interviews are conducted through video interviews (non-face-to-face) depending on the situation.

③ **Announcement of Successful Applicants and Payment of Tuition**

- a. After the final successful applicants are notified individually, a tuition fee bill (INVOICE) will be sent.
- b. After checking the bill, the tuition fee is paid to the designated account of Dong-eui University.
 - ※ Tuition and dormitory fees shall be paid separately (dormitory expenses shall be paid after entering Korea)
- c. Bank account for tuition fee payment

Domestic Wire Transfer	<ul style="list-style-type: none"> • Account holder's name: Dong-eui University • Account number: 005901-00-001687 Kookmin Bank • Depositor's name(the sender): Applicant's own English name
Overseas Wire Transfer	<ul style="list-style-type: none"> • Account No: 005901-00-001687 • Account Holder: Dong-Eui University • Bank Name: KOOKMIN BANK • Swift code: CZNBKRSE • Account Holder's Address : 176 Eomgwangro, Busanjin-gu, Busan, 47340, Republic of Korea • Tel) +82-51-890-3804

④ Visa Application or Visa Change

<p>[Overseas entry(to Korea): Visa application]</p> <ol style="list-style-type: none"> 1. Send the admission letter and tuition payment confirmation after confirming the payment of tuition fees 2. Application for visa issuance certificate 3. Applying for a Korean visa at the Korean embassy or consulate in your home country ※ Required documents: Visa Issuance Certificate, Passport, etc. 4. Receive your visa 5. Enter Korea 	<p>[Domestic entry(to DEU): Visa change]</p> <p>Applying for visa change at the immigration office</p>
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⑤ Admission to a school

- a. Admission semester: 2023 spring semester
- b. Date and time of school opening: 2023.03.06.(Mon) 09:00
- c. Place of class: International Language Education Center on the 4th floor of Jicheongwan(知天館, Building 19), Dong-eui University, 176 Eomgwangro, Busanjin-gu, Busan, Korea, 47340
- d. Contact information: +82-51-890-3804, 1772

5. Documents

- a. Submission: Submit to the Main Building (Building 1) 4F International Exchange Team
- b. Forms: You can find the application forms at the bottom of this admission guide

No.	Document Lists	Number of Copies			
		Original Document	Copy	Notari- zation	Consular Certification
1	Application for Admission (Admission guide p.9) ※ You must attach an ID picture.	1			
2	Study Plan & Resume (Admission guide p.10)	1			
3	Agreement on Personal Information Collection, Use, and Provision (Admission guide p.11)	1			
4	Affidavit of Financial Support (Admission guide p.12) ※ If the financial guarantor is not the applicant, he or she needs to fill out and submit this form.	1			
5	Copy of Applicant's Own Passport		1		
6	ID picture (Size 3.5cm×4.5cm)	3			

No.	Document Lists	Number of Copies			
		Original Document	Copy	Notari- zation	Consular Certification
7	<p>Certificate of the Final Academic Background and Transcript (Consular Certification or Apostille original document)</p> <ul style="list-style-type: none"> - High School Graduate : High school graduation certificate - University(College) Student : must submit both a and b below <ul style="list-style-type: none"> a) High school graduation certificate b) university(college) certificate of enrollment - University(College) Graduate : University(College) graduation certificate <p>※ You must submit two original documents with a consular certificate of the Embassy of the Republic of Korea in order to complete the application.</p> <p>※ Must submit an English or Korean translation.</p>				2
8	<p>Bank Balance Certificate(Bank statement)</p> <ul style="list-style-type: none"> - A certificate of the amount equivalent to 6 months of tuition and living expenses - Amount : over 10,000 USD <p>※ Only documents issued within one month of the submission date can be submitted.</p> <p>(However, documents with an expiration date are recognized up to six months from the date of issuance)</p> <p>※ If it is not an account in your name, submit an family relationship certificate additionally.</p> <p>※ In the event of a parent's death, a certificate of balance of siblings can be submitted.</p> <p>※ Vietnamese trainees replaced the balance certificate with the 'Confirmation of Deposit for the Student Expense Guarantee System'</p>	1			
	<p>Study Expense Guarantee Deposit Confirmation Form (Vietnamese applicants only)</p> <ul style="list-style-type: none"> - Host Organization: Korean Ministry of Justice - Implementing Organization: Woori Bank - Deposit Period: 1 year - Deposit Amount: 10,000 USD <p>※ Only documents issued within one month are valid.</p>				
9	<p>Family Relationship Certificate</p> <p>※ If your parents are divorced or deceased, you must submit additional documents proving the fact.</p> <p>Original Copy of Employment Certificate, Income Certificate of the Guarantor for Study Expenses</p> <p>※ Proof documents must be issued within 3 months</p>	1		1	
10	<p>Copies of Parents' and Students' ID cards</p> <p>※ Submit a copy of your sibling's identification in the event of the parent's death.</p>		1		

※ Vietnamese students must submit a health check-up certificate issued by a hospital designated by the Korean Embassy in Vietnam.

6. Contact us

- a. Department: International Exchange Team, Dong-eui University
- b. Contact Information: +82-51-890-3804 / 81217@deu.ac.kr

2 Tuition Payment and Refund Information

1. Tuition Payment

Period	Tuition	Remarks
20 weeks (2 semesters)	KRW 2,200,000	All expenses such as textbook fee, cultural activity fee, etc. are included.

2. Tuition Refund

(10 weeks/semester)

Based on Total Class Time			
Before the start of class	Before 1/3 of class has passed	Before 1/2 of class has passed	After 1/2 of class has passed
Full refund	2/3 refund of tuition	1/2 refund of tuition	No refund (non-refundable)

※ After registration, students who wish to cancel and receive a refund due to the following unavoidable reasons will follow the refund guidelines of the International Language Education Center.

3 Regular Course

1. Language Course Completion Criteria

- a. Class Attendance Rate: Students whose attendance rate is 80% or higher just before the end of the course
- b. Test Result: Students with a test score of 70 or above

2. 2023 Course Schedule

Semester	Period	Remarks
Spring	2023. 03. 06.(Mon) ~ 2023. 05. 12.(Fri)	10 weeks
Summer	2023. 05. 22.(Mon) ~ 2023. 07. 28.(Fri)	10 weeks

Semester	Period	Remarks
Fall	2023. 09. 04.(Mon) ~ 2023. 11. 10.(Fri)	10 weeks
Winter	2023. 11. 20.(Mon) ~ 2024. 01. 26.(Fri)	10 weeks

3. Class Time

Class	Time	Remarks
1 st Class	9:00 ~ 10:20	<ul style="list-style-type: none"> • 5 days a week (Monday ~ Friday) • Classes are organized based on the results of the Korean language test. • Cultural experience activities will be conducted once every 6 month(2 semesters)
2 nd Class	10:30 ~ 11:50	
3 rd Class	12:00 ~ 12:50	

4 Support System for Language Course Students

1. Support for TOPIK(Test of Proficiency in Korean) Application Fee

a. Subsidizing application fee for students who have acquired advanced levels

TOPIK level before taking the test	TOPIK level after taking the test
none, level 1	level 2 or above
level 2	level 3 or above
level 3	level 4 or above

2. Support for Level Improvement of TOPIK(Test of Proficiency in Korean)

a. Incentive will be given to students who have acquired level 3 or above.

Conditions	Incentive	Remarks
Level 3 acquisition	KRW 50,000	<ul style="list-style-type: none"> ※ Applicable only to current students who have acquired advanced level ※ Applicable only once during the language course period
Level 4 acquisition	KRW 70,000	
Level 5 acquisition	KRW 100,000	

5 Dormitory Information

1. Location

- a. The 1st Hyomin Dormitory(Building No.24)

2. Payment

- a. Payment method

- 1) Payment in installments: 4 months' expenses are paid first, and the remaining 2 months' expenses are paid second (separate announcement)
- 2) Account transfer: After admission is confirmed, the account to be paid and the payment period will be notified

Period of Stay	Room Type	Floor	Cost(1st payment)			Remarks
			Dormitory Fee	Deposit	100 Meal Tickets	
March~June (4 months)	Single	10th	KRW 1,179,000	KRW 50,000	KRW 400,000	Female-only rooms are available.
		3rd~9th	KRW 871,500			
	Double	10th	KRW 786,000			
		3rd~9th	KRW 581,000			

※ The period of stay in the dormitory is 6 months after the admission, and dormitory fee and the period of stay can be changed.

6 Other Information

1. Joining the National Health Insurance of Foreigners

- a. Joining Period: Automatic joining at the time of 6 months after entering Korea.
 - ※ After entering Korea, you must purchase a private health insurance individually until you join the national health insurance.
- b. Joining Process: Health insurance card and payment bill will be sent to your address.
- c. Insurance Fee: About KRW 56,530/month (※ can be changed)
- d. Contact to: National Health Insurance Corporation Consultation Line
 +82-1577-1000 / +82-33-811-2000
 (English, Chinese, Vietnamese, etc. consultation are available)

Form 1



Application for Admission

※ Please type or write CLEARLY in Korean or English.

1. Information

Admission Type	<input type="checkbox"/> Korean Language Course				
Name (in English)		Sex		Photo ※ You must put a picture here.	
Date of Birth		Nationality			
E-mail		Passport No.			
Contact Information	Applicant's				
	Tel	Korean			
		Overseas			
	Address	Korean			
		Overseas			
	SNS ID	KakaoTalk			
		Others			
	Guardian's				
	Name				
	Tel				
Address					
E-mail					

2. Education background

Division	Name of School / Major		Period of Studying		Year of Graduation	
High School			~			
College			~			
University1			~			
University2_master			~			
TOPIK Level	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6

I hereby certify that the information above-mentioned is correct, and I myself write and sign this form.

Date _____

Signature _____

Form 2



Study Plan & Resume

- ※ Please type or write CLEARLY in Korean or English.
- ※ Fill out the form with your study plan and resume.

Desired Department	
Name	

I hereby certify that the information above-mentioned is correct, and I myself write and sign this form.

Date _____ Signature _____

Form 3

Agreement on Personal Information Collection, Use, and Provision (for International Student)

Personal information is collected and used for application reception, admission screening, and academic work, and is not used for any other purpose.

[Agreement on Personal & Sensitive Information Collection and Use]

1. Personal information: **Alien Registration Number**
2. Purpose of collection and use of personal information: admissions processing and educational process records
3. Period of retention and use of personal information: **10 years in accordance with the University Records Retention Period Setting Standards**

Agreement on Personal & Sensitive Information Collection and Use I agree I disagree

[Agreement on Personal Information Collection and Use]

1. Personal information contains
 - name, address, phone number, mobile phone number, school information(school name, department name, admission date, graduation(expected) date), nationality, e-mail
 2. Purpose of collection and use of personal information: Admissions and academic affairs
 3. Period of retention and use of personal information: 10 years in accordance with the University Records Retention Period Setting Standards
- ※ You have the right to refuse consent to the collection and use of personal information. However, if you refuse to agree, you may be restricted from submitting the application for admission.

Agreement on Personal Information Collection and Use I agree I disagree

[Agreement on Personal Information Use]

1. Personal information contains
 - name, address, phone number, mobile phone number, school information(school name, department name, admission date, graduation(expected) date), nationality, e-mail
 2. Purpose of collection and use of personal information: Academic management(Overall academic affairs: a school register, classes, registration, scholarship, graduation, etc.)
 3. Period of retention and use of personal information: Semi-permanent or until the purpose is terminated(The personal information will be destroyed without delay when you do not enroll or the personal information becomes unnecessary.)
- ※ You have the right to refuse to consent to collection and use of personal information. However, you may be restricted from academic management if you refuse to agree.

Agreement on Personal Information Use I agree I disagree

[Agreement on Personal Information Provision to the Third Party]

1. Recipient: Kookmin Bank, Busan Bank, Nonghyup, Woori Bank, Immigration Office
 2. Provided items: (Registered students) department, student number, name, mobile phone number, tuition(scholarship, actual payment amount)
 3. Purpose of provision: Tuition receipt, Submission of visa related documents
 4. Retention and use period: Until the purpose of processing is achieved or the purpose is terminated.
- ※ You may not agree to the personal information provision to the third party. However, you may not be able to proceed with related work if you do not agree to the provision of personal information to a third party.

Agreement on Personal Information Provision to the Third Party I agree I disagree

Date: _____

Name: _____ (Signature)

Dong-eui University

Form 4

Affidavit of Financial Support

o Applicant

Name		Sex	
Date of Birth		Nationality	
Address			

o Please write the name of the sponsor to provide all the funds during applicant's studies.

Name of Guarantor	
Relationship with the Applicant	
Occupation	
Address	
Phone Number	

* I hereby sponsor the above applicant all the funds including tuition & fees, living expenses, medical insurance and other miscellaneous expenses during his/her studies.

Year Month Date

Guarantor's Name:

Signature:

Dong-eui University