



2024 Spring Semester 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

No.	Process	Schedule	Remarks
1	Submission of documents and payment of admission fees (By post or in person)	2023. 11. 20.(Mon) ~ 2023. 12. 8.(Fri) by 17:00(KST) ※ Postal stamp must be stamped three days before the deadline for application, and Only documents arriving within 10 days including holidays are acceptable	3 weeks
2	Document & Interview screening	2023. 12. 11.(Mon) ~ 2023. 12. 22.(Fri)	2 weeks
3	Results notification and payment of tuition	2023. 12. 26.(Tue) ~ 2023. 12. 31.(Sun)	1 week
4	Visa application	2023. 12. 26.(Tue) ~ 2024. 3. 3.(Sun)	10 weeks
5	Entry	2024. 3. 4.(Mon)	The beginning of the course

- ※ Admission schedules may change depending on the academic schedule for 2024.
- ※ If unfairness is found during the screening schedule, the acceptance successful applicant may be canceled even if they are passed.
- ※ It is available to issue a visa document only after paying tuition fee.
- ※ Please apply for your visa as soon as you receive the required documents, as the visa issuance process takes a long time

3. Recruitment

- a. Number of Recruitment: Unlimited
- b. Screening method: Document screening 50% + Interview screening 50%
 - 1) Document screening(50%): 30~50 points are given based on the final academic transcript
 - ※ If there are any missing documents or false facts, the application will be rejected.

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

- 2) Interview screening(50%): Divided into academic attitude and academic competency areas
 ※ Interviews are conducted through video interviews(non-face-to-face) depending on the situation.

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

c. Pass Criteria: the sum of the scores of the document screening(50 points) and interview screening(50 points) is 70 points or more

- ※ Calculate the average value by summing the evaluation scores of interviewers (Round to the first decimal place)

4. Application and Admission Process

① Submission of documents and payment of admission fees

- a. Application method: postal(mail) or in-person reception(visit) ※ E-mail reception is not possible
- 1) Postal address: International Exchange Team, Women's Career development Center (Building. 13) room 309, Dong-eui University, 176 Eomgwangro, Busanjin-gu, Busan, Korea, 47340
Tel) +82-51-890-3807 Person in charge)Dong seok, Yang
 - 2) Location: International Exchange Team, Women's Career development Center (Building. 13) room 309, Dong-eui University(Gaya Campus)
- b. Application fee: KRW 50,000(Wire transfer payment only) ※ Cash payment is not available
 ※ 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)
 ※ The commission should be covered by the individual

Domestic Wire Transfer	<ul style="list-style-type: none"> • Account holder's name: Dong-eui University • Account number: 109801-04-286665 Kookmin Bank
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) +82-51-890-3807
Note	<ul style="list-style-type: none"> • Depositor's name(the sender) should be the applicant's name on the passport

- c. Return of document(original): If you fail or give up admission, you can visit in person and register the 'original document return application' in person.
 ※ Receive in-person visits only(Mailing is not possible) / Agent visit available
 ※ Preparations: Personal identification card(passport or alien registration card), agent identification card(limited to the case of preparing consent for return of original documents)

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

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.
 c. Bank account for tuition fee payment
 ※ Issuing document for VISA is available after the payment and the transfer commission should be covered by the individual

Domestic Wire Transfer	<ul style="list-style-type: none"> Account holder's name: Dong-eui University Account number: 005901-00-001687 Kookmin Bank
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) +82-51-890-3807
Note	<ul style="list-style-type: none"> Depositor's name(the sender) should be the applicant's name on the passport

④ Visa Application

Overseas entry (to Korea)	<ol style="list-style-type: none"> Send the admission letter and tuition payment confirmation after confirming the payment of tuition fees ※ Applicants from China, Vietnam, Mongolia and Uzbekistan should apply visa issuance certificate before the second process below. Applying for a Korean visa at the Korean embassy or consulate in your home country Receive your visa Enter Korea
----------------------------------	--

⑤ **Admission to a school**

- a. Admission semester: 2024 Spring semester
- b. Date and time of school opening: 2024. 3. 4.(Mon) 09:00
- c. Place of class: International Language Education Center , Women's Career Development Center (Building. 13), Dong-eui University, 176 Eomgwangro, Busanjin-gu, Busan, Korea, 47340
- d. Contact information: +82-51-890-3807, 1772

5. Documents

- a. Submission: Submit to the International Exchange Team in Women's Career Development Center (Building. 13) room 309 (By Post and in person)
- ※ In principle, the original document must be submitted, and when a copy is submitted due to unavoidable circumstances, the original document must be submitted before the announcement of the successful candidate after confirmation by person in charge
- 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	<Form 1> Application for Admission (※ You must attach an ID picture.)	1			
2	<Form 2> Agreement on Personal Information Collection, Use, and Provision	1			
3	Copy of Applicant's Own Passport		1		
4	ID picture (Size 3.5cm×4.5cm)	2			
5	<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 (※ Temporary graduation certificates are not available.) - 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 1 of each original documents with a consular certificate of the Embassy of the Republic of Korea in order to complete the application.</p> <p>※ Only Certificate of the final academic issued with in 3 months of the submission date can be submitted</p> <p>※ Must submit an English or Korean translation.</p>				1 of each

No.	Document Lists	Number of Copies			
		Original Document	Copy	Notarization	Consular Certification
6	<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 8,000,000KRW - Parent's certificate of deposit balance Option ① Employee: Certificate of Employment and salary or Own business: Certificate of Property Tax <ul style="list-style-type: none"> ※ Notarization needed Option ② A certificate of transaction details for 6 months <p>※ Only documents issued within one month of the submission date can be submitted.(Only Chinese applicant should submit the certificate of the bank balance for 6 months)</p> <p>※ In the event of a parent's death, a certificate of balance of siblings can be submitted.</p> <p>※ If it is not an account in your name, submit additional documents including an original copy of Employment Certificate, Certificate of Business, Certificate of Property Tax and Affidavit of Financial Support<Form 3> (※ Proof documents must be issued within 3 months)</p> <p>※ Vietnamese applicants only: Study Expense Guarantee Deposit Confirmation Form</p> <p>※ Vietnamese trainees replaced the balance certificate with the 'Confirmation of Deposit for the Student Expense Guarantee System'</p> <ul style="list-style-type: none"> - Host Organization: Korean Ministry of Justice - Implementing Organization: Shinhan Bank, Woori Bank, Hana Bank - Deposit Period: 1 year - Deposit Amount: Over 8,000,000KRW <ul style="list-style-type: none"> ※ Only documents issued within one month are valid. - The deposit amount, the fact that the study abroad expenses have been suspended, and the period of suspension of payment must be stated <p>※ Uzbekistan applicants only</p> <ul style="list-style-type: none"> - Deposit Amount: Over 8,000,000KRW <ul style="list-style-type: none"> ※ Only documents issued within one month are valid. - Certificate of balance issued by a local financial institution (must be maintained the balance for more than 3 months) <ul style="list-style-type: none"> ※ Only documents issued within one month are valid. 	1			

No.	Document Lists	Number of Copies			
		Original Document	Copy	Notari- zation	Consular Certification
7	Family Relationship Certificate ※ If your parents are divorced or deceased, you must submit additional documents proving the fact.	1		1	
8	Copies of Parents' and Students' ID cards ※ Submit a copy of your sibling's identification in the event of the parent's death.		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: +82-51-890-3807 / 14717@deu.ac.kr

2 Tuition Payment and Refund Information

1. Tuition Payment

Period	Tuition	Remarks
20 weeks (2 semesters)	KRW 2,200,000	Cultural activity fee is included.

※ Tuition will be increased from the spring semester of 2024

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)

- ※ If you wish to cancel the course due to unavoidable reasons(non-entry, permanent return, university, or other school), you can refund the tuition according to the International Language Education Institute's "Tuition Refund Operation Guidelines".
- ※ Preparations: Personal identification card(passport or alien registration card), agent identification card(limited to the case of preparing consent to receive refund by proxy), and a copy of the bankbook.

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. 2024 Course Schedule

Semester	Period	Remarks
Spring	2024. 3. 4.(Mon) ~ 2024. 05. 10.(Fri)	10 weeks
Summer	2024. 5. 20.(Mon) ~ 2024. 07. 26.(Fri)	10 weeks
Fall	2024. 9. 2.(Mon) ~ 2024. 11. 8.(Fri)	10 weeks
Winter	2024. 11. 18.(Mon) ~ 2025. 1. 24.(Fri)	10 weeks

※ Course Schedule for 2024 may change depending on the academic schedule

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	※ 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 기숙사 안내

1. Location

a. The 1st Hyomin Dormitory(Building No.24), Women's Career Development Center(Building No.13)

2. Payment (Based on standar2023)

a. Information(※ The cost of the dormitory may vary depending on the school situation)

The 1 st Hyomin Dormitory					
Room Type	Floor	Cost(For 4 months)			Remarks
		Dormitory Fee	Deposit	100 Meal Tickets	
Single	9th	KRW 871,500	KRW 50,000	KRW 500,000	Male only
Double	8th	KRW 581,000			

Women's Career Development Center					
Room Type	Floor	Cost(For 4 months)			Remarks
		Dormitory Fee	Deposit	100 Meal Tickets	
Double	4th ~ 6th	KRW 588,000	KRW 50,000	KRW 500,000	Female only

b. Payment method: Payment by account transfer(Account number and payment period will be provided individually)

6 Other Information

1. Joining Insurance

- Joining Period: 6 months after entering Korea(Automatic joining national health Insurance at the time of 6 months after entering Korea.)
- Joining Process: International Language Education Center will individually provide the guidance after entering Korea
- Insurance Fee: About KRW 100,000/month (※ can be changed)
- Inquiry: +82-051-890-1772

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

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, Passport 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

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