

2025 Semester Keimyung College University

Korean Language Course Admission Guide for International Students

Becoming the LIGHT of the World trough Culture

KEIMYUNG COLLEGE UNIVERSITY SINCE 1962



1. Application Details

A. Program: International Student Support Team / Korean Language Program

B. Application type

- 1) Individual Application: Submit Letter of Guarantee (Annex 3) + Additional proof of identity
- 2) Group Application: Required to contact the International Student Support Team in advance (Contact: 053-589-7941)

2. Eligibility

A. High School diploma or equivalent

B. Status: Able to obtain visa (such as D-4-1) in order to attend the Korean Language Program

3. Application Process

No.	Details	Type	Note
1	-Personal information form (excel) -Scanned copies of required documents (PDF) -Submit original required documents -Application form (Self introduction letter)	Applicant	In person visit, postal mail, e-mail
2	Interview after reviewing documents	-	In person or via Zoom
3	Notification of admission and tuition payment	Applicant	인보이스 발행
4	Issuance of standard admission letter	-	
5*	Apply for visa issuance certificate (Daegu Immigration Office)		Additional submission of student's bankbook statements for the past 6 months (requested after application for visa issuance certificate- excluding Vietnam)
6*	Delivery of visa issuance approval and certificate to student		In case of visa denied, tuition fee will be refunded
7	Apply for the visa at the Korean Embassy in the respective country	Applicant	
8	Final visa issuance		
9	Arrive in Korea and prepare for the semester		Orientation / Medical Check

* No. 5 and 6 only apply to applicants from Uzbekistan, Vietnam, China and Mongolia

4. Program Schedule 2025 (Spring, Summer, Fall, Winter)

Semester	Period	Total hours
Spring	2025. 3. 4.(Tue) ~ 2025. 5.16.(Fri)	200hours (Mon ~ Fri) (4hours X 5days X 10weeks)
Summer	2025. 5.28.(Wed) ~ 2025. 8. 8.(Fri)	200hours (Mon ~ Fri) (4hours X 5days X 10weeks)
Summer Special Class (Pre-learning)	2025. 7. 7.(Mon) ~ 2025. 8.22.(Fri)	136hours (Monday ~ Fri) (Total 34일 Special Lecture, 4hours X 5days)
Fall	2025. 9. 1.(Mon) ~ 2025.11.19.(Wed)	200hours (Mon ~ Fri) (4hours X 5days X 10weeks)
Winter	2025.12. 1.(Mon) ~ 2026. 2.12.(Thu)	200hours (Mon ~ Fri) (4hours X 5days X 10weeks)

※ The above schedule may be subject to change due to circumstances at the overseas local embassy, domestic immigration offices, and the university's International Student Support Team and Korean Language Institute

※ For the summer semester special classes (pre-learning), students will be immediately placed into fall semester class after the term ends

5. 2025 Application Timeline (Spring, Summer, Fall, Winter)

No.	Scheduled Details	Spring	Summer	Fall	Winter	Note
1	-Personal information form (excel) -Scanned copies of required documents (PDF) -Submit original required documents -Application form (Self introduction letter)		2025. 4.21.(Mon) ~ 2025. 4.30.(Wed)	2025. 5.12.(Mon) ~ 2025. 6.13.(Fri)	2025. 8. 4.(Mon) ~ 2025. 9. 5.(Fri)	In person visit, postal mail, e-mail
2	Interview		2025. 5. 7.(Wed) ~ 2025. 5. 8.(Thu)	2025. 6.16.(Mon) ~ 2025. 6.18.(Thu)	2025. 9. 8.(Mon) ~ 2025. 9.10.(Wed)	Remote (zoom, zalo)
3	Notification of admission and tuition payment		2025. 5. 9.(Fri) ~ 2025. 5. 13.(Tue)	2025. 6.19.(Thu) ~ 2025. 6.25.(Wed)	2025. 9.11.(Thu) ~ 2025. 9.17.(Wed)	Issue invoice
4	Issuance of standard admission letter	-	2025. 5.14.(Wed)	2025. 6.27.(Fri)	2025. 9.19.(Fri)	
5*	Visa portal entry (Deadline for visa issuance confirmation application)		2025. 5.16.(Fri)	2025. 6.30.(Mon)	2025. 9.22.(Mon)	
6*	Visa confirmation certificate approval (result)		2025. 6.20.(Fri))	2025. 8. 1.(Fri)	2025.10.31.(Fri)	
7	Visa application at the Republic of Korea Embassy in the respective country		2025. 6.23.(Mon) ~ 2025. 6.27.(Fri)	2025. 8. 4.(Mon) ~ 2025. 8. 8.(Fri)	2025.11. 3.(Mon) ~ 2025.11. 7.(Fri)	
8	Final visa issuance		2025. 7. 4.(Fri)	2025. 8.22.(Fri)	2025.11.21.(Fri)	
9	Arrive in Korea and prepare for the semester		2025. 7. 5.(Sat) ~ 2025. 7. 6.(Sun)	2025. 8.23.(Sat) ~ 2025. 8.31.(Sun)	2025.11.22.(Sat) ~ 2025.11.30.(Sun)	Arrive

※ The above schedule may be subject to change due to circumstances at the overseas local embassy, domestic immigration offices, and the university's International Student Support Team and Korean Language Institute

※ Visa issuance procedures will proceed on a first-come, so it is advantageous to submit documents early. On the other hand, if submitted near the application deadline, there may not be enough time to supplement incomplete documents, making it difficult to apply for a visa

* No. 5 and 6 only apply to applicants from Uzbekistan, Vietnam, China and Mongolia

6-1 Required Documents (Overseas residents)

No.	Personal information form (EXCEL)	Scanned copies of documents (PDF) + Application form (PDF)	Submit original documents and certified translation (notarized)
1	KMCU International Education Center Website	Passport, ID Photo(JPG, GIF)	
2		Proof of funds (bank balance) 8,000,000won(KRW) or more	Submit original copy
3		Proof of highest level of education	Original copy with certified translation (English or Korean)
4		Proof of funds (parent/guardian income)	Original copy with certified translation (English or Korean)
5		Family relation certificate (if applicable, attach death/ divorce certificate)	Original copy with certified translation (English or Korean)
6		ID of parent/guardian (ex: passport)	
7		Certificate of birth	Original copy with certified translation (English or Korean)
8		Application form, Self introduction letter (korean or english)	
9*		Translation verification [※ Annex 4]	Must include a copy of the translator's ID
10*		Statement Letter [※ Annex 5]]	Applicable to students who graduated at least 2 years ago
11*		Family&Parents work, home photos (JPG, GIF)	

※ Additional submission of bank statement - 6 months (Requested separately after Certificate of Visa Eligibility application/ excluding Vietnam)

※ No. 9,10 and 11 only apply to China, Vietnam, Mongolia and Uzbekistan

※ If the original documents are written in a language other than Korean or English, a notarized translation must be attached
 - Only notarized documents issued within 6 months from the date of submission are valid

※ The above documents may be added to or modified in accordance with the local Korean diplomatic mission and the Ministry of Justice's Guidelines for Visa Issuance

6-2. Required Documents (Resident in Korea)

가. D-4 : Transfer student due to Korean language program closure at currently attending school
나. F VISA : Residency, accompanying visa, or spouse immigration visa holders
다. Others : Other lawful resident status holders of foreign nationalities

No.	Personal information form (EXCEL)	Scanned copies of documents (PDF) + Application form (PDF)	Submit original documents and certified translation (notarized)
1	KMCU International Education Center Website	Passport, ID Photo(JPG, GIF)	
2		Bank balance certificate (deposit certificate) of at least 8,000,000 KRW	Submit original copy
3		Proof of highest level of education	Original copy with certified translation (English or Korean)
4		Family relation certificate (if applicable, attach death/ divorce certificate)	Original copy with certified translation (English or Korean)
5		Certificate of birth	Original copy with certified translation (English or Korean)
6		ID of parent/guardian (ex: passport)	
7		Certificate of completion and transcript from the previous Korean Language Institute	Applies only to D-4
8		Application form, Self introduction letter (korean or english)	
9		Real estate contract	Address must be in Daegu
10		Visa extension fee of 60,000 KRW (if needed)	Applies only to D-4

※ Scan copies

- Ex : Bank Statement (Student name).pdf, Highest Level Education (Student name).pdf, Guardian Income (Student name).pdf, etc
- ※ If the original documents are written in a language other than Korean or English, a notarized translation must be attached
 - Only notarized documents issued within 6 months from the date of submission are valid
- ※ The above documents may be added to or modified in accordance with the local Korean diplomatic mission and the Ministry of Justice's Guidelines for Visa Issuance

■ “Proof of funds” : Dated within one month of visa (or visa confirmation certificate) request

- 1) **'KDB bank'** issued balance certificate showing balance of at least 8,000,000KRW
 - 2) Bank Statement for the past 3 months showing a balance of at least 8,000,000 KRW (recommended: 3 months or more)
 - VIETNAM : In accordance with special law case for Vietnam, bank balance certificate must be issued at a Korean bank in Vietnam (woori,etc). Balance of 8,000,000KRW
 - CHINA : Bank balance certificate must have a validity period (deposit freeze period) of at least 30 days remaining
 - Other countries : Bank balance certificate of at least 8,000,000won(KRW)
- ※ After 1-2 weeks of submission, additional bank statement of 6 months may be requested
- ※ Recently, bank statements of 6 months or more are being requested mandatory by immigration offices (except Vietnam)

■ “Highest level of education” : Korean or English translation (certified and notarized)

- UZBEKISTAN: Apostille, notarized by Foreign Affairs Ministry Affairs Ministry/Department
- VIETNAM: Notarization by Korean consulate in the country of residence or respective country's consulate in Korea
- CHINA : Please refer to the table above→ 2023.11. 7.(Tue) Force of the Apostille Convention

Type	Detail
Graduate Certificate	Regular high school : Proof of high school degree or above (Certificate issued by agencies under Ministry of Education))
	Vocational high school graduate : Two options to choose
	i) Graduation certificate from the school [verified by provincial (or city) Ministry of Education and Korean consulate in China] or ii) Graduation certificate issued by Provincial (or city) Ministry of Education (verified by Korean consulate in China)
Transcript	Translated to Korean or English and notarized

***Other countries : Apostille(applicable countries only) / notarization by Korean consulate in the respective country or country's consulate in Korea**

■ Document Submission and inquiries

1. How to apply

1) In person/postal : Original copies of required documents

Address : [42601] 대구광역시 달서구 달서대로 675, International Student Support Team 2nd floor, Welfare building

(675 Dalseo-daero, Dalseo-gu, Daegu, 42601, KOREA)

2) Via e-mail : Personal information form(EXCEL) + Scanned copies of required documents (PDF) + Application form (PDF)

Email : ofofarmer@kmcu.ac.kr

2. Deadline: Last day of application for each semester

※ Visa issuance procedures will proceed on a first-come, so it is advantageous to submit documents early. On the other hand, if submitted near the application deadline, there may not be enough time to supplement incomplete documents, making it difficult for the visa confirmation certificate at the moment of requested and approved

3. Inquiry: Call, e-mail or SNS

1) Phone : +82-53-589-7941

2) e-mail or sns(kakao ID) : ofofarmer@kmcu.ac.kr / kmcu7941

※ Documents to be submitted may change depending on the circumstances of the country of origin, local embassy abroad, Korea Immigration Office, and International Student Support Team

7. Dormitory (Dongsan Living Hall) Information

○ Type and Capacity

Type	Capacity		Dormitory Fee	Indoor Facilities	Facilities	Note
	Type	No. Student				
Male (Off-Campus)	2 Persons-1 Room	138stds	KRW 620,000	Desk, Chair, Wardrobe, Bookshelf	Bathroom, Shoe cabinet, Gas stove, Kitchen sink, Refrigerator, Washing machine	Studio apartment
Female (On-Campus)	4 Persons-1 Room (A Building)	140stds	KRW 490,000		Restroom, Shower room, Common room, Laundry room, Communal kitchen	On-Campus Dormitory
	4 Persons-1 Room (B Building)	136stds	KRW 540,000원			
	2 Persons-1 Room (B Building)	20stds	KRW 820,000원			

- Dormitory fees do not include meal costs (meals can be prepared in the dormitory or taken at the on-campus student cafeteria)
- Dormitory- related inquiries : 053-589-7982

8. Selection Criteria and Process

A. Criteria :Application documents + Interview + (grades from the highest level of education)

=Overall review score

B. Selection Process

- 1) Applicants will be selected in order of score/merit, excluding those who are disqualified due to not meeting the eligibility requirements or incomplete documents
- 2) Even if the number of applicants is below or exceeds the quota, admission may be denied to those deemed unsuitable for acceptance

9. Application Fee and Tuition

Type	Amount	Note
Application fee	KRW 100,000	One time fee upon admission
TOPIK test fee	KRW 100,000원	
Tuition per year (4 academic periods, 40 weeks)	KRW 4,400,000원	

※ Above details are subject to be modify by the International Student Support Team

10. Important Notes

A. Foreign schools located in Korea are not recognized as foreign schools in principle

B. All documents must be submitted in their original form, and documents not written in Korean or English must be translated to either Korean or English with notarization

※ (Final academic certificate and bank balance certificate must be submmited in original form)

C. All documents required for admission should be submitted together as a priority. If is needed, additional documents may be requested

D. All documents and records submitted during the application process will not be returned

(In the case of final visa application rejection, returned documents will be processed trough internal procedures only for the applicant)

E. If it is confirmed that admission or acceptance was obtained trough false documents or fraudulent methods, both the acceptance and admission will be canceled, even after enrollment

F. Applicants holding two or more nationalities, including Korean nationality, won't be granted as a foreigner status

11. Admission Benefits

A. Insurance fee support for the first 6 months after entry (insurance enrollment is mandatory)

B. Students that achieve level 3 or above in Topik while attending the program, will be awarded with support for study incentive of KRW 250,000. *The amount is subject to change

C. At least one cultural experience and industrial site visit will be conducted per semester

D. Vietnamese, Chinese and Japanese employees are available on campus for student life guidance and translation help

E. Consultation and interpretation services available for students from English-speakers countries

F. After completing the Korean Language Institute at our university, students are eligible to enter the main program (admission to major degrees)

12. Personal Information Policy

- A. Below types of personal information will be collected and used for admission purposes
- 1) Applicant information: Name, Sex, Passport number, Date of birth , Address, Phone(cell)number, e-mail, Highest level education certificate (name and address of school), Marital Status(Spouse information: Name, Nationality, Sex, Contact number)
 - 2) Parent/Guardian information: Relationship with the applicant, Name, Contac number, Place of work (company name and contact)
- B. The collected personal information will not be used for any purpose other than for admission to the university, scholarships, academic statics, announcement of successful applicants, provision to external agencies (local immigration office) and other notifications provided by the universities. Once the retention period has been fulfilled, and when the personal information is no longer needed, the information will be promptly destroyed
- C. Consent for the collection and use of personal information is obtained during the application process. If consent is not given, the admission process may not proceed smoothly

♣ For any questions or inquiries, please contact International Student Support Team
Phone: 053-589-7941 / Fax : 053-589-7797 / e-mail : ofofarmer@kmcu.ac.kr
SNS(kakao) : kmcu7941
School Homepage : www.kmcu.ac.kr / International Student Support Team Page:
www.kmcu.ac.kr/global/
Adress: 대구광역시 달서구 달서대로 675 계명문화대학교 International Student
Support Team, Mail Post 42601
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