

2024 Keimyung College University - Korean Language Course  
**Admissions Guide for International Students**

Becoming the Light of the  
World through Culture

*KEIMYUNG COLLEGE UNIVERSITY SINCE 1962*



**계명문화대학교**  
KEIMYUNG COLLEGE UNIVERSITY

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## <<Forms>>

Annex 1) Personal Information Form .....	Attached
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## 1. Application Details

**A. Program: Korean Language Program / International Cooperation Support Team**

**B. Application type**

- 1) **Individual application: Required to submit Letter of Guarantee (Annex 3)**
- 2) **Group application: Please contact International Cooperation Support Team in advance (+82-53-589-7941)**

## 2. Eligibility

**A. Academic qualification: High school diploma or equivalent**

**B. Status: Must obtain visa (such as D-4-1) that allows attendance of Korean language programs**

## 3. Application Process

No.	Details	Initiated by	Note
1	Personal information form (excel) + Scanned copies of required documents (PDF) + Submit originals of required documents + Submit application form (cover letter)	<b>Applicant</b>	e-mail or in person/by post
2	Interview after reviewing documents	School	In person or via Zoom
3	Notification of admission and tuition payment	<b>Applicant</b>	Invoice to be issued
4	Issuance of standard admission letter	School	
5*	Request visa issuance certificate (to Daegu immigration office)		Incoming student to submit bank statement for the last 6 months (to be notified after the requesting visa issuance confirmation / Vietnamese students are exempt)
6*	Visa issuance certificate approval and delivery to incoming students		
7	Apply for visa at Korean embassy in respective countries of incoming students	<b>Applicant</b>	If denied, tuition will be refunded
8	Final visa issuance		
9	Arrive in Korea and prepare for school		Orientation, medical check

**\* No. 5 and 6 are only applicable to applicants from Uzbekistan, Vietnam, China, and Mongolia**

## 4. Program Schedule (spring, Summer, Fall, Winter Semester 2024)

Semester	Dates	Total hours
<b>spring</b>	2024. 3. 4.(Mon)~ 2024. 5. 14.(Tue)	200 hours (Mon ~ Fri) (4 hours X 5 days X 10 weeks)
<b>Summer</b>	2024. 6. 4.(Tue) ~ 2024. 8.14.(Wed)	200 hours (Mon ~ Fri) (4 hours X 5 days X 10 weeks)
<b>Fall</b>	2024. 9. 4.(Wed) ~ 2024. 11.20.(Wed)	200 hours (Mon ~ Fri) (4 hours X 5 days X 10 weeks)
<b>Winter</b>	2024. 12. 2.(Mon) ~ 2025. 2. 18.(Tue)	200 hours (Mon ~ Fri) (4 hours X 5 days X 10 weeks)

**5. Application Timeline(2024)**

No.	일정 내용	봄학기 일정	여름학기 일정	가을학기 일정	겨울학기 일정	비고
1	<b>Personal information form (excel) + Scanned copies of required documents (PDF) + Submit originals of required documents + Submit application form (cover letter)</b>	2023.12.11.(Mon) ~ 2024. 1. 5.(Fri)	3. 4.(Mon) ~ 4. 5.(Fri)	6. 3.(Mon) ~ 7. 5.(Fri)	9. 2.(Mon) ~ 10. 4.(Fri)	e-mail or in person/by post
2	<b>Interview</b>	1. 8.(Mon) ~ 1. 12.(Fri)	4. 8.(Mon) ~ 4.12.(Fri)	7. 8.(Mon) ~ 7.12.(Fri)	10. 7.(Mon) ~ 10.11.(Fri)	via Zoom
3	Notification of admission and tuition payment	1.13.(Sat) ~ 1.17.(Wed)	4.13.(Sat) ~ 4.17.(Wed)	7.13.(Sat) ~ 7.17.(Wed)	10.12.(Sat) ~ 10.16.(Wed)	issue invoice
4	Issuance of standard admission letter	1.18.(Thu)	4.18.(Thu)	7.18.(Thu)	10.17.(Thu)	
5*	Enter information on visa portal (deadline for requesting visa confirmation certificate)	1.22.(Mon)	4.22.(Mon)	7.22.(Mon)	10.21.(Mon)	
6*	Visa confirmation certificate approval(result)	2.16.(Fri)	5.17.(Fri)	8.16.(Fri)	11.15.(Fri)	
7	Apply for visa at Korean embassy in respective countries of incoming students	2.19.(Mon)	5.20.(Mon)	8.19.(Mon)	11.18.(Mon)	
8	Final visa issuance	2.29.(Thu)	5.29.(Wed)	8.28.(Wed)	11.27.(Wed)	
9	Arrive in Korea and prepare for school	3. 1.(Fri) ~ 3. 3.(Sun)	5.30.(Thu) ~ 6. 2.(Sun)	8.29.(Thu) ~ 9. 1.(Sun)	11.28.(Thu) ~ 12. 1.(Sun)	arrival

※ The above schedule is subject to change depending on the circumstances of overseas local and domestic immigration offices and the International Cooperation Agency of the University

※ According to the screening schedule, the visa issuance process proceeds on a first-come, first-served basis, so it is advantageous to apply in advance. Application can be difficult

\* Numbers 5 and 6 apply only to applicants from Uzbekistan, Vietnam, China, and Mongolia

**6-1 (Non-resident) Required Documents**

No.	Personal information form (Excel)	Scanned copies of documents (PDF) + Application form (PDF)	Original documents and certified translation (notarized)
1	KMCU Interantional Education Center Website	Passport/ID photo (JPG, GIF)	
2		<b>Proof of funds (bank balance): 8,000,000won(KRW) or more</b>	<b>Submit original copy</b>
3		<b>Proof of the highest level of education</b>	<b>Submit original copy with certified translation (English or Korean)</b>
4		<b>Proof of funds (parent/guardian income)</b>	<b>Submit original copy with certified translation (English or Korean)</b>
5		<b>Family relations certificate (if applicable, attach death / divorce certificate additionally)</b>	<b>Submit original copy with certified translation (English or Korean)</b>
6		ID of parent/guardian (ex : passport)	
7		<b>Certificate of birth</b>	<b>Submit original copy with certified translation (English or Korean)</b>
8		Application form, cover letter (Korean or English)	<b>Must include a copy of the translator's ID</b>
9*		Translation verification [※ Please refer to Annex 4]	
10*		Statement Letter [※ Please refer to Annex 5]	Only applicable if the highest level of education were completed more than 1 years ago
11*		Family & parents Work, Home Photos (JPG, GIF)	

※ **Current bank statement of 6 months will be required additionally (to be requested after submission of visa confirmation certificate request / Vietnamese nationals are exempt)**

※ **No. 9, 10, and 11 are submitted only from China, Vietnam, Mongolia, and Uzbekistan.**

## 6-2. (Current resident) Required Documents

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

No.	Personal information form (Excel)	Scanned copies of documents (PDF) + Application form (PDF)	Original documents and certified translation (notarized)
1	KMCU Interantional Education Center Website	Passport/ID photo (JPG, GIF)	
2		<b>Proof of funds (bank balance): KRW 6,000,000 or more</b>	<b>Submit original copy</b>
3		<b>Proof of the highest level of education</b>	<b>Submit original copy with certified translation (English or Korean)</b>
4		<b>Family relations certificate (if applicable, attach death / divorce certificate additionally)</b>	<b>Submit original copy with certified translation (English or Korean)</b>
5		<b>Certificate of birth</b>	<b>Submit original copy with certified translation (English or Korean)</b>
6		ID of parent/guardian (ex : passport)	
7		<b>Certificate of completion or transcript from previous school's Korean language program</b>	<b>Only applicable to D-4</b>
8		Application form, <b>self-written</b> cover letter (Korean or English)	
9		Real estate contract	Address must be in Daegu
10		Visa extension fee of KRW 60,000 (if needed)	<b>Only applicable to D-4</b>

※ **Scanned copies (PDF) must be named after document type**

- **ex) Bank\_statement(student name).pdf, Highest\_education(student name).pdf, guardian\_income(student name).pdf, etc.**

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

- UZBEKISTAN
    - 1) **'KDB bank'** issued balance certificate showing balance of at least 8,000,000won(KRW)
    - 2) 3 month bank statement with balance of at least 8,000,000won(KRW) (3+ months recommended)
  - VIETNAM: In accordance with special case law for Vietnam, bank balance certificate of 8,000,000won(KRW) from **'a Korean bank in Vietnam (Woori etc)**
  - CHINA: Bank balance certificate with at least 30 days of expiry date (frozen period) remaining
  - Other nationals: 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 (except Vietnam) are being made mandatory by immigration offices

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

- UZBEKISTAN: Apostille, notarized by Foreign Affairs Ministry/Department of respective country
- VIETNAM: Notarization by Korean consulate in the county of residence or respective country's consulate in Korea
- CHINA: Please refer to the table below → 2023.11. 7. (Tuesday) China Apostille Convention enters into force

Type	Detail
Proof of graduation	Regular high school graduate: Proof of high school degree or above (Certificate issued by agencies under Ministry of Education)
	Vocational school graduate: Choose 1 of 2 options below i) Graduation certificate from your school [must be 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 (must be verified by Korean consulate in China)
Transcript	Translated to Korean or English and notarized

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

■ **Application submission or inquiry**

1. **Submission method**

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

Address: International Cooperation Support Team, 1<sup>st</sup> floor, Welfare building  
675 Dalseo-daero, Dalseo-gu, Daegu, 42601, REPUBLIC OF KOREA

2) **Via e-mail: Personal information form (Excel) + scanned copies of required documents (PDF) + application form (PDF)**

Send to: ofofarmer@kmcu.ac.kr

2. **Deadline: Last day of application for each semester**

※ **Visa issuance process is on first-come, first-serve basis upon completion of application. Therefore, it is beneficial to submit your application as early as possible. If you submit your documents near the deadline and any supplementary documents are needed, there might not be enough time for the visa confirmation certificate to be requested and approved**

3. **Inquiry / Questions: Call or E-mail, 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 Cooperation Support Team.**

**7. Selection Criteria and Process**

A. **Selection criteria: application documents review + interview + (grades from the highest level of education) = overall score given**

B. **Selection process**

- 1) **Applicants will be selected in the order of above overall score. Those who do not meet the eligibility requirements and fail to provide required documents will be excluded**
- 2) **Regardless of the number of applicants compared to the quota, if the admissions committee deems certain applicant unsuitable, he/she will not be selected**

**8. Application Fee and Tuition**

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

※ **Above details are subject to modification due to changes within International Cooperation Support Team**



## 9. Important Things to Note

- A. International schools located in Korea do not count as foreign schools by principle
- B. You must submit original copies of all documents, and **any document not in Korean or English must be translated to either Korean or English with notarization**
- ※ (In principle, originals must be submitted for proof of final academic qualification and proof of balance)
- C. All documents required for admission **must be submitted altogether, and when needed, additional/supplementary documents will be requested**
- D. All documents/records submitted when applying will not be returned
- ※ (However, in case of failure in the final visa screening, a refund will be processed through internal procedures only for the applicant)
- E. When any documents are found to be fraudulent or in case of any dishonesty/misrepresentation during your application process, your acceptance will be revoked, even after admission
- F. In case of an applicant holding two or more nationalities, he/she won't be granted a foreigner status if one of the nationalities held is Korean

## 10. Student Incentives

- A. Insurance fees for the first 6 months after entering Korea will be covered by school (you must get your own insurance)
- B. If you achieve level 3 or above in TOPIK while attending the program, you will be awarded a prize of KRW 250,000 ※ the amount is subject to change
- C. At least one cultural experience and/or industrial visit per semester will be offered
- D. Vietnamese, Chinese, and Japanese employees are available on campus for student life guidance and translation help
- E. Counseling and translation services in English are also available
- F. Upon completion of Korean language program, you will be allowed to attend other programs/majors within our school

## 11. Personal Information Policy

- A. Below types of personal information will be collected and used for admissions purposes
  - 1) Applicant information: Name, sex, passport number, date of birth, address, phone(cell/mobile) number, e-mail, highest level of education (name and address of school), marriage status (spouse information: name, nationality, sex, contact)
  - 2) Parent/guardian information: relationship with the applicant, name, contact, place of work(company name and contact)
- B. All information collected won't be used for other purposes than admissions, financial aid, school statistics, informing acceptance, sending school/program announcements, and immigration purposes(provided to external agencies for this sole purpose). When personal information retention period expires or the information is not of any further use, they will be destroyed without delay
- C. We ask for agreement with our personal information policy when you submit your application, and in case of disagreement, you could face difficulties within the admissions process

♣ For any questions or inquiries, please contact International Cooperation Support Team

Phone: +82-53-589-7941 / Fax: +82-53-589-7797 / e-mail: ofofarmer@kmcu.ac.kr

SNS(kakao) : kmcu7941

School homepage: [www.kmcu.ac.kr](http://www.kmcu.ac.kr)

International Cooperation Support Team home page: [www.kmcu.ac.kr/global/](http://www.kmcu.ac.kr/global/)

Address: International Cooperation Support Team, 1<sup>st</sup> floor, Welfare building

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