



2013
Fall

Hongik University
International Students
Admissions Guide

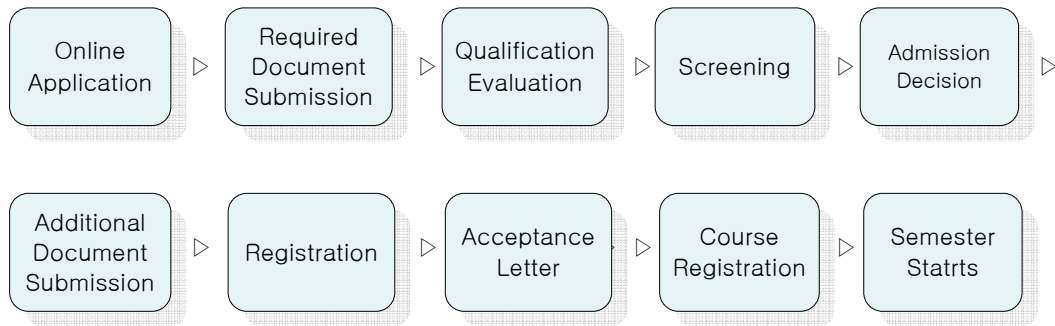
Hongik University

<http://ibsi.hongik.ac.kr>

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I. Screening Schedule



2013 Fall International Students Admissions Schedule		
Process	Dates	Instructions for Applicants
Online Application	04.29.(Mon.) 09:00 ~ 05.07.(Tue.) 17:00	<ul style="list-style-type: none"> Each applicants must file the online application form at http://www.jinhakapply.com (Tel: 1544-7715) Each applicant must upload a photo file (size 3x4 cm). Application fee: 100,000 Won Online <i>processing</i> fee (Jinhakapply): 8,000 Won
Submission of Application Form and Other Documents	04.29.(Mon.) 09:00 ~ 05.07. (Tue.) 17:00 (No submission on Sat. Sun. & holidays)	<ul style="list-style-type: none"> After filling in the contents at http://www.jinhakapply.com, the applicant must print out (and sign) the forms 1 ~ 3 and submit them with "Required Documents" on page 4 to the following address either by express mail or in person: Admissions Office Hongik University 94-Wausan-Ro, Mapo-Gu Seoul 121 - 791 Republic of Korea All documents must arrive on or before 5:00 p.m. May 7.
Announcement of applicants selected for taking interviews and Korean Proficiency Test	05.16(Thur.)	<ul style="list-style-type: none"> Each applicant must check his/her application status by logging in the application website at http://ibsi.hongik.ac.kr. Each applicant must pay the test fee (50,000 Won) on-the-spot on the day of interview. Each applicant must bring the test verification slip, which will be available for print-out at http://ibsi.hongik.ac.kr. The test verification slip will be available 3 days before the scheduled interview date.
Interview and Korean Proficiency Test	Seoul	05.25.(Sat.) ~ 05.26.(Sun.)
	Beijing	05.23.(Thur.) ~ 05.25.(Sat.)
Announcement of Admission Decisions	05.31(Fri.)	<ul style="list-style-type: none"> Admission results will be posted on the application website at http://ibsi.hongik.ac.kr. Note that admission decisions will not be mailed individually.
Additional Document Submission	~ 07.03.(Wed.)	<ul style="list-style-type: none"> Only for admitted students Admission will be cancelled if requisite additional documents are not submitted by this deadline.
Certificate of Admission	07.05.(Fri.) ~ 07.12.(Fri.)	<ul style="list-style-type: none"> Accepted Applicants can print out the Certificate of Admission and Tuition Statement at http://ibsi.hongik.ac.kr.
Registration	07.08.(Mon.) ~ 07.12.(Fri.)	<ul style="list-style-type: none"> Please refer to "VII. Registration" on page 12.
Freshmen Orientation	08.26.(Mon.)	<ul style="list-style-type: none"> Time and place will be announced later.
Beginning of Spring Semester	09.02.(Mon.)	

II. Schools and Departments

Campus	College	Field of Study	Code	School / Department	Major
Seoul	Engineering	Sciences	10	Urban and Civil Engineering	Urban Engineering/Civil Engineering
			11	Electronic and Electrical Engineering	
			12	Chemical Engineering and Materials Science	Materials Science and Engineering/ Chemical Engineering
			13	Information and Computer Engineering	Computer Engineering/ Industrial and Information Engineering
			15	Mechanical and System Design Engineering	
	Architecture		18	Architecture 1	Architecture (5 year program)/ Interior Architecture (4 year program)
			19	Architecture 2	Interior Architecture (4 year program)
	Business Administration		30	Business Administration	Business Administration
	Liberal Arts	Humanities	40	English Language and Literature	
			41	German Language and Literature	
			42	French Language and Literature	
			43	Korean Language and Literature	
	Law		50	Law	
	-		51	Economics	
	Fine Arts	Arts	70	Art Studies	
			60	Oriental Painting	
			61	Painting	
			62	Printmaking	
			63	Sculptures	
			72	Design	Visual Communication Design/ Industrial Design
66			Metal Art and Design		
67			Ceramics and Glass		
68			Woodworking and Furniture Design		
69			Textile Art and Fashion Design		
Sejong	Science and Technology	Sciences	87	Electronic and Electrical Engineering	
			88	Computer and Information Communications Engineering	
			81	Materials Science and Engineering	Metallurgical Engineering/ Ceramic Engineering
			82	Architectural Engineering	Architecture (5 year program)/ Architectural Engineering (4 year program)
			83	Mechanical and Design Engineering	
			84	Naval Architecture and Ocean Engineering	
			85	Bio. & Chemical Engineering	
	-		89	Game Software	
	Business Management	Humanities	95	Business Management	E-marketing, Accounting/Finance and Insurance/International Management (China, Japan)
	-		97	Advertising and Public Relations	
	Design and Arts	Arts	90	Design and Media	Product Design/Communication Design/ Digital Media Design/Animation/ Film, Video and Movie Image Design
	-		91	Game Graphic Design	

III. Eligibility and Required Documents

1. Eligibility

Both applicants and their parents must have obtained foreign citizenship before the applicant's entering high school (Here, father/mother means biological father/mother or adoptive father/mother, but not stepfather/stepmother.)

- ※ One is not qualified to apply as an international student, if
 - he/she acquired a foreign citizenship by foreign adoption after entering middle school.
 - he/she or either of the parents holds a dual citizenship of Korea and a foreign country.
- ※ Students from a country where they had fewer than 12 years of preliminary and secondary schools will be considered eligible, if they have completed an educational program, recognized by the Ministry of Education of Korea as being equivalent to formal 12 years of preliminary and secondary school program.
- ※ Guidelines for Recognized Foreign Schools
 - Applicant must complete 12 years of preliminary and secondary regular education, officially so acknowledged by his/her own country. Institutions excluded from the list of the recognized schools are language schools, college preparation program, continuing education, adult schools, on-line education, internet-based study programs, high school equivalency test takers (GED in USA, Chinese self-study exam, etc.)
 - Nursery, pre-school or language learning institutions are recognized as parts of 12 years of preliminary and secondary school education.

2. Application Documents

All applicants must submit the following documents during the period Apr. 29 (Mon.) 9:00 a.m. ~ May 7 (Tue.) 5:00 p.m.

No.	Document	Comments
1	Application Form (Form 1)	· Applicants must file Forms 1~ 3 online at http://www.jinhakapply.com , print out and sign them, and then submit with other documents. · Must be filled out in Korean or English
2	Education History and Citizenship Information (Form 2)	
3	Letter of Agreement on Attendance Records Verification Request (Form 3)	
4	Personal Statements	· Must be in Korean or English, About A4-size 1 page
5	Study Plan	· Must be in Korean or English, About A4-size 1 page
6	<u>Diploma or Certificate of Graduation from high school</u>	· One official/original copy ※ These document must be certified by Consul Confirmation at Korean Embassy or apostilled from a proper authority.
7	<u>Official Transcript from high school</u>	
8	Passport of the applicant, ID cards of the applicant and both of applicant's parents	· Each two photo copies
9	Documents that verify the nationality of the applicant issued by the applicant's government	· One photo copy ※ Example: Birth Certificates
10	Documents that verify family relationship among the applicant and his/her parents issued by the applicant's government	· One photo copy ※ Example: Birth Certificates
11	Alien Registration Form issued by Ministry of Justice of Republic of Korea (only for those holding one)	· One photo copy

- ※ Documents not written in Korean or English must be accompanied by notarized Korean or English translations.
- ※ If father or mother passed away or divorced, related certificate must also be submitted.

Also, if the applicants submit the optional following documents during the period Apr. 29 (Mon.) 9:00 a.m. ~ May 7 (Tue.) 5:00 p.m., the documents will be considered during the screening process.

	Documents	Comments
Optional Documents	Language test score (TOPIK, TOEFL, etc)	· One official/original copy
	Certificate of Completion of Korean language school	· Each one official/original copy of Certificate of Attendance and Transcript
	Scores of National High School Graduation Exam or National College Entrance Exam	· One official/original copy * Examples: SAT in USA, Gao-Kao in China, etc.
	Record of awards during high school education.	· One official/original copy

* Documents not written in Korean or English must be accompanied by notarized Korean or English translations.

3. Required Documents for Admitted Students

(1) Official Documents Related to the Family Resister

Applicants admitted with Eligibility Type A must submit the following documents by July 03, 2013 (Wed.) 5:00 p.m. If these documents are not submitted by the deadline, the admission will be cancelled.

No.	Documents	Comments
12	Documents issued by the applicant's government that verify the nationality of the applicant * Example: Birth Certificates	· One official/original copy * The document must be certified by Consul Confirmation at Korean Embassy or apostilled from a proper authority.
13	Documents issued by the applicant's government that verify family relationship among the applicant and his/her parents * Example: Birth Certificates	· One official/original copy * The document must be certified by Consul Confirmation at Korean Embassy or apostilled from a proper authority.

* Documents not written in Korean or English must be accompanied by notarized Korean or English translations.

(2) Documents Related to VISA

Admitted applicants who need D-2 VISA must submit the following documents by July 03, 2013 (Wed.) 5:00pm.

번호	서류명	비고
14	Photo of the applicant (3.5 x 4.5 cm)	· Two copies
15	<u>Certificate of Employment or Certificate of Business Registration of the applicant's financial sponsor</u>	· One official/original copy
16	<u>Certificate of Income Tax Payment or Certificate of Property Tax Payment of the applicant's financial sponsor</u>	· One official/original copy
17	Bank Certificate showing that either the applicant or the financial sponsor of the applicant has more than US \$10,000 (or its equivalent) in his/her account	· One official/original copy

4. Address for Document Submission

All documents must be submitted either by express mail or in person to the following address.
Documents arrive after the designated deadline will not be accepted.

Admissions Office
Hongik University
94-Wausan-Ro, Mapo-Gu
Seoul 121 - 791, Republic of Korea
(Tel. : 02) 320-1056/1057)

5. Notices

- (1) The transcripts and diplomas (and other documents, if required) issued by high schools (not in Korea) must be certified by “Consul Confirmation” at the Korean Embassy. Documents from a member nation of “Apostille Treaty” may be apostilled from a proper authority.
 - Accepted applicants who are still at high school at the time of application must submit a diploma or certificate of graduation before the date of entrance.
- (2) All documents (except for those explicitly designated as “photo copy”) must be official and/or original. If non-original copies must be submitted, a certificate of confirmation must be received by visiting Hongik University Admission office accompanying the original document.
- (3) Documents not written in Korean or English must be accompanied by notarized Korean or English translations.
- (4) If more than one name of an applicant appears on the documents, certificates issued by the court, confirming that the different names appearing thereon indicate the same person, must be submitted.
- (5) All documents are expected to be submitted simultaneously with the application form. Hongik University is not responsible for documents missing due to separate submissions of each document.
- (6) Submitted documents will not be returned. During the admission process, applicants may be required to submit additional documents for further verification, which must be received by the specified time period.
- (7) After entering the university, the attendance records verification process will begin based on the letter of agreement (Form 3). If the attendance records are not verified by the schools within 6 months, the student must contact the schools he or she has attended for verification.

IV. Screening Methods

1. Weighting Factors in Screening

Field of Study	Document Review	Interview
Humanities(including Arts Studies)	80	20
Sciences	80	20
Arts(excluding Arts Studies)	60	40

- ※ The interview evaluates general knowledge related to the intended field of study, study plan and the reason for application.
- ※ Applicants for school/department in the College of Fine Arts and the College of Design and Arts may be asked to take a simple drawing test during the interview.
- ※ Submission Letter of Recommendation
 - ① Applicants who cannot attend the interview for due reasons may instead submit a letter or letters of recommendation (plus a portfolio in case of applicants for College of Fine Arts and College of Design and Arts (excluding Arts Studies)), upon approval by Hongik University.
 - ② The letter(s) of recommendation and portfolio must arrive by 5 p.m., May 24 (Fri.). If the documents do not arrive in time, the application will not further be considered.

Address for Submission: Admissions Office, Hongik University
94-Wausan-Ro, Mapo-Gu, Seoul 121 – 791, Republic of Korea
 - ③ The letter(s) of recommendation must be written by those who can objectively describe the academic achievements and capability of the applicants such as teachers who personally know the applicants. The envelopes of the letter(s) of recommendation must be securely sealed and signed by the recommenders.
 - ④ The portfolio must be accompanied by a letter, written by a guidance teacher, confirming that the applicant is the true author of the works.

2. Korean Proficiency Test

- (1) Applicants who have acquired “S-TOPIK (Standard Test of Proficiency for Business in Korea, <http://www.topik.go.kr>)” Level 4 Certificate or have completed “Level 4 Korean course at the International Institute of Language at Hongik University” will be exempted from the test.
- (2) Those who cannot attend the Korean Proficiency Test for due reasons, may instead submit S-TOPIK Level 3 certificate by May 25 upon approval by Hongik University.

Address for Submission: Admissions Office, Hongik University
94-Wausan-Ro, Mapo-Gu, Seoul 121 – 791, Republic of Korea
- (3) Admitted students whose Korean Proficiency Test score is lower than or equal to Level 3 (including those who submitted S-TOPIK Level 3 certificate instead of attending Korean Proficiency Test at Hongik University), must take and pass four designated general education courses (these general education courses are graded either as Pass or Fail) at Hongik University in their first semester and may take courses for the intended field of study from the second semester. For such students, taking courses other than the designated courses is restricted in the first semester. If the students fail to pass all the designated courses in their first semester, they must take and pass the failed courses for graduation.
- (4) These courses will be open in summer and winter semesters, too. Until the students pass all four designated general education courses, only limited amount of credit hours can be taken each semester.
- (5) All admitted international students must acquire S-TOPIK Level 4 Certificate for graduation. Those students who have acquired S-TOPIK Level 4 at the time of application do not have to obtain the certificate again.

3. Application Fee and Korean Proficiency Test Fee

(1) Application fee is 100,000 won.

(2) Applicants who take the Korean Proficiency Test must pay the test fee of 50,000 won (in addition to the application fee) on the test date.

V. Application Procedure

1. Online Application Website and Application Period

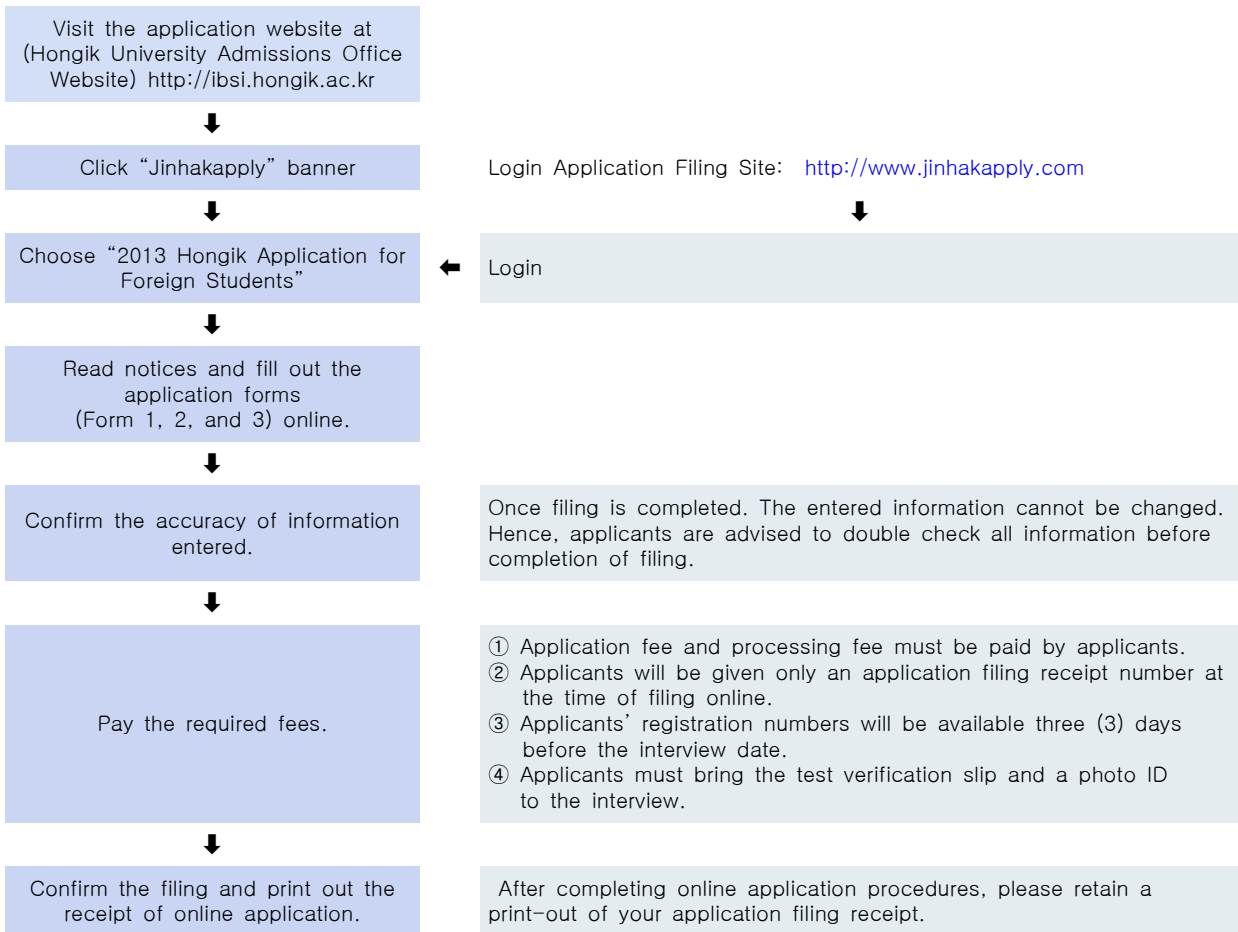
(1) Online Application Website

<http://www.jinhakapply.com> (☎ 1544-7715)

※ Applicants can access the application form through Hongik University homepage banner at <http://ibsi.hongik.ac.kr>.

(2) Online Application and Document Submission Period: Apr. 29 (Mon.) 9 a.m. ~ May 7 (Tue.) 5 p.m.

2. Online Application Procedure



3. Documents Submission Procedure



4. Notices related to Application

- (1) Each applicant may apply to only one school/department.
- (2) On filing the online application form, each applicant must upload his/her photo file (size 3cm×4cm).
- (3) Hongik University is not responsible for any consequences caused by incorrect or incomplete information in the submitted documents.
- (4) Applicants must be accessible during the admission process period by the phone numbers or addresses (mail or e-mail) they put on the application documents. Otherwise Hongik University is not responsible for any consequence. Applicants are advised to check e-mails frequently and regularly.
- (5) Application will be automatically canceled if the application fee is not paid in full before the application due.
- (6) Application fee and test fee will not be refunded. After the application fee is remitted, the change or cancellation of application is not possible.
- (7) Applicants will be considered to be disqualified if the required documents do not arrive by the deadline even if internet application forms are filled out.

5. Notices related to Screening

- (1) Applicants are disqualified if he or she does not comply with the admission procedure or required documents are missing.
- (2) Applicants must bring their passport or an official photo ID card for interview and test in addition to the test verification slip. Applicants may not carry any mobile communication device (such as a cell phone) during interview or test.
- (3) In the following cases, the admission will be revoked even after an applicant is admitted to Hongik University:
 - ① If the applicant is found to have submitted false or forged documents.
 - ② If the applicant is found not to have met the eligibility requirement.
 - ③ If the applicant is found to have been granted an admission through illegal means.
 - ④ If the applicant is found to have cheated during the test.
 - ⑤ If the applicant failed to graduate high school or to earn the diploma before enrollment.
- (4) Applicants who are evaluated to have significantly low level of academic capability may be screened out by admission committee.
- (5) Admitted students who do not have sufficient Korean language proficiency must take Korean language courses before taking other courses.
- (6) None of evaluation results from the admission process is to be disclosed.
- (7) All the evaluation and screening related issues are determined by Hongik University Admissions Committee and applicants must accept the procedures and decisions made by Hongik University.
- (8) Freshman will not be granted the leave of absence except for cases specified by Hongik University regulations.

6. Notices related to Registration

- (1) During the verification of qualification, the evaluation status are not to be disclosed and special contacts may only be made to those students who need to provide more certificates or other related documents.
- (2) Admission will automatically be cancelled if registration is not completed by the announced time period.
- (3) Applicants who are admitted to more than one university or college must register to only one university or college. If an applicant registers to more than one universities or colleges, then the admissions to all universities and colleges will be canceled.

VI. Registration

1. Freshman Tuition Fees (including admission fees)

Campus	Field of Study	Tuition Fee(including admission fee)
Seoul	Humanities	4,462,000 won
	Sciences/Arts	5,530,000 won
Sejong	Humanities	4,460,000 won
	Sciences/Arts	5,528,000 won

2. Registration Instruction

Admitted students must complete registration during the following period by paying the tuition fee in full.

- Registration Period: July 8 (Mon.) ~ July 12 (Fri.)
- Bank Account Information:
 - Bank Name: Woori Bank (Korea)
 - Account Number: 1005-801-738283
 - Account Holder's Name: Hongik University
- ※ Tuition fee must be paid in Korean won even if an applicant remits through a wire transfer abroad. The extra charge of foreign currency exchange and remittance must be paid by the applicant.

VII. Miscellaneous

1. Hongik Global Scholarship

Foreign students both of whose parents are foreigners will be awarded Hongik Global Scholarship as follows:

- First semester: 900,000 won is awarded for all students except for students enrolled in College of Architecture and College of Fine Arts
- From the second semester: partial tuition will be awarded depending on the GPA of the previous semester for students (including students in College of Architecture and College of Fine Arts) who acquired more than or equal to 12 units.

GPA of the Previous Semester	Percentage of Scholarship
$4.0 \leq \text{GPA}$	100% of Tuition
$3.5 \leq \text{GPA} < 4.0$	80% of Tuition
$3.0 \leq \text{GPA} < 3.5$	60% of Tuition
$2.5 \leq \text{GPA} < 3.0$	40% of Tuition
$2.0 \leq \text{GPA} < 2.5$	1,200,000 won

2. On-Campus Housing

(1) Seoul Campus

- ① Foreign students will be given priority if they apply for dormitory. However some students may not be assigned to a dormitory room since there are always more applicants than can be accommodated.
- ② Dormitory rooms are furnished and equipped with LAN and phones. Each room is shared by four students.
- ③ Dormitory amenities also include cafeterias, snack bars, lounges and laundries.
- ④ The dormitory application can be submitted by fax (☎ 02-333-9103) or in person by visiting dormitory office (☎ 02-320-1591/1592)

(2) Sejong Campus

- ① Foreign students will be given priority if they apply for dormitory. However some students may not be assigned to a dormitory room since there are always more applicants than can be accommodated.
- ② Duruam Dormitory
 - Rooms are furnished and equipped with LAN and phones. Each room is shared by two or four students.
 - Facilities of the dormitory also include cafeterias, snack bars, lounges, laundries and reading rooms.
- ③ Saeroam Dormitory
 - Each room is furnished and with its own toilet and shower.
 - Rooms are equipped with LAN and phones. Each room is shared by two (108 rooms) or four (196) students.
 - Dormitory amenities also include cafeterias, snack bars, lounges, laundries, reading rooms, PC rooms and a fitness club.
- ④ For more information, please check out the website at <http://house.hongik.ac.kr>.
- ⑤ Information: Saeroam Dormitory (☎ 044-860-2712~3), Duruam Dormitory (☎ 044-860-2323, 2329)

3. Sejong Campus Transportation

(1) Inter-City Transit

- ① Train: | Seoul Station ↔ Jochiwon Station | (First train leaves Seoul at 06:15, 15~20 min. interval 90 min. ride)
- ② KTX: | Seoul Station ↔ Osong Station | (First train leaves Seoul at 06:35, 1 hour interval, 45min. ride)
- ③ Bus: | Seoul Gangnam Bus Terminal ↔ Sejong Campus |
(First bus leaves Seoul at 06:40, 1 hour interval, 90 min. ride)
| Seoul Gangnam Bus Terminal ↔ Chungju Bus Terminal |
(First bus leaves Seoul at 05:40, 5~10 min. interval, 90 min. ride)
| Chungju Bus Terminal ↔ Jochiwon Train Station | (5 min. interval, 20 min. ride)
- ④ During regular semesters, shuttle buses operate from Seoul to Sejong campus.

(2) Intra-City Transit

- ① Bus : A Jochiwon City bus route runs via Sejong campus from the train station at 15~20 minutes interval (about 2km to the campus).
 - Take the buses with the sign (Jun-ee, Byungcheon (Bongdae-ri), or Sonjeon-ri). 10 minutes ride.
- ② School shuttle operates between Jochiwon Station and the school on a regular and frequent interval.
- ③ Taxi : From Osong Station to campus, it takes about 10 min. The fee is about 8000 won.
- ④ Information : Sejong Campus Office of Students Affairs ☎ 044) 860-2457, 2458

외국인 입학 지원서

(Application Form for International Students)



<p>I. 인적사항(Personal Information)</p> <p>1. 이름(Name): _____</p> <p>2. 출생국(Country of birth): _____</p> <p>3. 국적(Citizenship) : _____</p> <p>4. 성별(Sex) : () 남(Male) () 여(Female)</p> <p>5. 생년월일(Date of Birth) : _____ / _____ / _____ <small>월(Month) 일(Day) 년(Year)</small></p> <p>6. 주소(Mailing Address): _____ _____ _____</p> <p>전화(Tel): _____ 팩스(Fax): _____</p> <p>이메일주소(E-mail Address) _____</p>	<p>7. 여권번호(Passport No.) : _____</p> <p>8. 비상연락처(Guardians) : 국내(in Korea) 이름(Name) : _____ 전화번호(Tel.) : _____ 관계(Relationship) : _____</p> <p>본국(Home Country) 이름(Name) : _____ 전화번호(Tel.) : _____ 관계(Relationship) : _____</p>
<p>II. 지원자격(Eligibility)</p> <p><input type="checkbox"/> 부모와 지원자 모두 지원자의 고등학교 입학일 이전에 외국 국적을 취득한 자 (Applicant who and whose parents have obtained foreign nationality before the applicant's entrance into high school.)</p>	<p>III. 지원사항 (Application Information)</p> <p>1. 캠퍼스(Campus): () 서울캠퍼스(Seoul), () 세종캠퍼스(Sejong)</p> <p>2. 대학(College): _____</p> <p>3. 지원학과/학부(Department or school the applicant wish to enroll in): _____</p> <p>4. 면접장소(Interview Location): ()서울(Seoul) ()북경(Beijing)</p>
<p>IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오 (Indicate the person or organization that will be responsible for your tuition fee and living expenses).</p> <p>개인/기관명(Financial Sponsor's Name): _____</p> <p>관계(Relationship): _____</p> <p>직업(Occupation)[개인인 경우 (if the financial supporter is an individual)]: _____</p> <p>주소(Address): _____ _____</p> <p>전화번호(Tel.): _____</p> <p>* 본인은 상기 지원자의 유학기간중 일체의 경비부담을 보증합니다. I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.</p> <p>재정보증인이름(Financial Sponsor's Name): _____</p> <p>서명(Sponsor's Signature): _____</p> <p>날짜(Date): _____ / _____ / _____ <small>월(Month) 일(Day) 년(Year)</small></p>	<p>입학확정 후 유학 비자 (D-2) 발급을 위하여 "표준입학허가서"가 필요한 경우는 다음의 서류를 본교에서 지정하는 기일까지 제출하여야 합니다.</p> <p>※ 제출 서류 (Required documents for visa application)</p> <ul style="list-style-type: none"> - 재정보증인의 재직증명서 또는 사업자 등록증 (재정보증인은 지원자와 동일국적을 소유한 자 또는 한국인에 한함) Certificate of Employment or Certificate of Business Registration of the financial sponsor (Financial sponsor must be of the same nationality as the student or be a Korean resident.) - 미화 \$10,000 이상이 예치된 재정보증인 또는 본인의 예금잔고 증명서 Bank Certificate showing that the sponsor or the applicant has had more than US \$10,000 (or its equivalent) in his/her account. - 재정보증인의 소득증명서 또는 재산세 과세 증명서 Certificate of Income Tax Payment or Certificate of Property Tax Payment of the financial sponsor <p>* 재정보증인이 한국인인 경우 재정보증인의 인감증명서를 추가로 제출하여야 합니다.</p> <p>* 위의 서류 제출시 한국어와 영어 이외의 언어로 발급된 서류 제출 시에는 해당국 공증기관이 공증한 한글 또는 영문 번역서를 반드시 첨부하여야 합니다. All documents submitted must be written in either Korean or English. Documents written in other language must be translated to either Korean or English and certified by a notary public.</p>

교육이력 및 국적사항 (Educational History and Citizenship Information)

학생의 이름(Student's Name) : _____

교육이력(Educational History)

* 지원자가 재학한 모든 학교를 초등학교부터 기록하십시오.(List the schools you have attended or are attending from elementary school.)

학교명 (Name of school)	입학일 (Date entered)	졸업일 또는 전출일 (Date graduated or transfer)	국가 (Country)	주소 (Mailing Address)	홈페이지 (Home Page)	전화번호 (Telephone)	팩스번호 (Fax)

국적사항(Citizenship Information)

	이름(Name)	국적(Citizenship)	취득일(Date Acquired)
학생(Student)			
부(Father)			
모(Mother)			

이 지원서에 기재된 내용이 모두 사실임을 확인합니다.(I certify that all information provided on this form is true and correct to the best of my knowledge.)

성명 (Name of Student)

서명 (Signature of Student)

날짜 (Date)



HONGIK UNIVERSITY

94 WAUSAN-RO, MAPO-GU, SEOUL 121-791, KOREA
•PHONE +82-2-320-1056 •FAX +82-2-320-1059

(Form 3)

Date : September 2, 2013

Subject : Request for Attendance Records Verification

To whom it may concern :

I am writing to request your school's assistance with our admission process. We need you to validate the attendance records submitted by the students who claimed to have attended your school. We realize that it is a cumbersome task but it is imperative that we have accurate academic records of every applicant for a fair evaluation.

Specifically, we request that you check the records of the following student, mark the enclosed sheet with appropriate information, and then fax the completed form back to us.

Thank you very much for reading and we would greatly appreciate your help with this matter.

Sincerely yours,

Dean of Admissions Office
Hongik University
Seoul, KOREA

Letter of Agreement

To whom it may concern :

I have applied to Hongik University for admission in the 2013 academic year. In this regard, I give my full consent so that Hongik University can request my attendance records.

I would greatly appreciate if you can fill out the right hand side of the following table and fax the completed form to Hongik University.(Fax Number: 82-2-320-1059)

Student Records Provided by Applicant	Verification by * _____ (school name)
Date of Birth : * _____ <small>월(Month) 일(Day) 년(Year)</small>	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Date of Admission (or transfer from another school): * _____ <small>월(Month) 일(Day) 년(Year)</small>	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
Date of Graduation (or transfer to another school): * _____ <small>월(Month) 일(Day) 년(Year)</small>	<input type="checkbox"/> Correct <input type="checkbox"/> Incorrect
* _____ Applicant Name Signature	Additional Comments :
Date : * _____ <small>월(Month) 일(Day) 년(Year)</small>	_____
	Title

	Name Signature

※ Applicants must fill out the fields indicated by *.

※ Applicants must file and submit as many copies of this form as the number of schools they attended including elementary and middle schools.