

## Admission of Foreign Students Graduate School of Ajou University

### Recruiting Schedule

Classification	1st Session	2nd Session
Reception of application	April 14th(Thur) ~ May 2nd(Mon), 2016	June 3rd(Fri) ~ June 22th(Wed), 2016
Interview	May 6th(Fri) ~ May 16th(Mon), 2016	June 27th(Mon) ~ July 5th(Tue), 2016
Announcement of successful applicants	June 9th (Thur), 2016	July 25th(Mon), 2016
Registration	July 4th(Mon) ~ July 6th(Wed),2016	August 1st(Mon) ~ August 3rd(Wed),2016

### Application Procedure

<b>Check the Degree Program and Recruiting Department</b>	<ul style="list-style-type: none"> <li>- Check the information about the degree program, recruiting department and whether English classes can be offered or not from the graduate school website (<a href="http://grad-e.ajou.ac.kr">http://grad-e.ajou.ac.kr</a>).</li> <li>- Pre-contact with a professor at Ajou University is recommended, not mandatory, except for the applicants for Department of Pharmacy, Medical Sciences, Biomedical Sciences, Digital Media, Life Media and Energy System Research</li> <li>- Inquiries into educational programs of recruiting departments and majors: e-mail to the Chief of Department or Head Professor (refer to the email address stated below).</li> </ul>
<b>Online Application and Submission of Required Documents</b>	<ul style="list-style-type: none"> <li>- Online application is through the banner of the pop-up window (<a href="http://grad-e.ajou.ac.kr">http://grad-e.ajou.ac.kr</a>). It will only be accessible during the application period.</li> <li>- After completing the online application, you can print out the application form for admission. The signature of a financial supporter is necessary on the application form.</li> <li>- Submit the required documents to the Graduate School office (Yulgok Hall #305) in person or by post before the deadline for submission.</li> </ul>
<b>Screening, Interview and Evaluation by the Department</b>	<ul style="list-style-type: none"> <li>- Students are selected by the evaluation of their documents and interview.</li> <li>- After examination of documents, each department will decide on the type of interview (telephone, e-mail or in person) and contact the applicants individually.</li> <li>- Each department will conduct interviews. For inquiries about interviews, contact each department office directly. Interviews can be substituted by review of documents.</li> <li>- The evaluation is conducted by the screening committee of each department and the Board of the Graduate School.</li> </ul>
<b>Announcement of Successful Applicants</b>	<ul style="list-style-type: none"> <li>- The list of successful candidates and notification of admitted students will be posted on the graduate school website on the date of announcement. Check the admission notice menu on that day.</li> </ul>
<b>Issuance of Certificate of Admission</b>	<ul style="list-style-type: none"> <li>- The Graduate school will send an e-mail to successful applicants to check their address.</li> <li>- We, Graduate school, will send the admission package including certificate of admission and notice for successful candidates through e-mail to the admitted students, individually.</li> <li>- After checking the address, the successful candidates can get the original documents for visa issuance by post.</li> </ul>

<p><b>Registration</b></p>	<ul style="list-style-type: none"> <li>- Pay tuition fees and insurance fees within the registration period (only available during banking hours within the designated period [Standard Chartered bank, 09:30~16:30]).</li> <li>- If the admitted students does not pay the tuition fee during the designated period, the admission will be cancelled.</li> <li>- Only admitted students who live in foreign countries can postpone the payment of tuition fees because we don't accept remittance from other countries. In that case, students must submit the application form for postponing payment to the Graduate School office by email. If they do not submit the form, the admission will be cancelled.</li> </ul>
<p><b>Application for Visa Issuance</b></p>	<ul style="list-style-type: none"> <li>- Applicants who are abroad and required to get a new visa for studying in Korea : submit the application form for postponing payment. The Graduate School will send the original admission package to their countries by post. Applicants can apply for issuance of a D2 student visa at the Korean Embassy in their countries. To get the information on issuance of visa, contact and get confirmation from the Korean Embassy in your country. After getting the students visa, enter Korea on the schedule of dormitory opening.</li> <li>- Applicants who are in Korea and required to extend or change the visa type to D2 : After paying tuition fees during registration period, Submit the required documents for Visa extension or Change of Visa to the Graduate School office (Yulgok Hall #305). Required documents for visa extension or change will be noticed through an e-mail directly and individually. We, graduate school, will handle the application for visa extension or change instead of you by visiting the immigration office.</li> <li>- For more detailed information about visas, refer to the e-government homepage for Foreigners (www.hikorea.go.kr) or call the immigration office call center (Tel : 1345).</li> </ul>
<p><b>Course Registration and Preparation for Semester</b></p>	<ul style="list-style-type: none"> <li>- Dormitory Application is through the dormitory website (<a href="http://edorm.ajou.ac.kr">http://edorm.ajou.ac.kr</a>) during the designated period.</li> <li>- Student ID numbers will be posted on the graduate school website at the beginning of August.</li> <li>- Make an web ID at the AIMS portal website (<a href="http://portal.ajou.ac.kr">http://portal.ajou.ac.kr</a>) and apply for student ID card with the consent to the use of personal information.</li> <li>- Course Registration is through the AIMS portal website.</li> <li>- After entering Korea, applicants for postponing payment should pay tuition fees within the designated period at Standard Chartered Bank.</li> <li>- Get your student ID card from the department office at the end of the August, 2016.</li> <li>- Attend the orientation for newcoming foreign students</li> <li>- Alien Registration: after another health check-up at Suwon Yeongtong Health Center, apply for alien registration by visiting Suwon Immigration Center in person or participating in the on-campus immigration service. Admitted students from one of the 18 designated countries below should get a health checkup once again at Suwon Yeongtong Health Center even though they already submitted the health checkup results before entering Korea. A health checkup result from Suwon Yeongtong Health Center is a required document for alien registration.</li> </ul> <p style="color: #e67e22;"><b>Designated 18 Countries</b></p> <p>Nepal, East Timor, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, the Philippines</p>

※ Inquiries on admission procedure and administration : [grad@ajou.ac.kr](mailto:grad@ajou.ac.kr)

## Submission

**1) Submission Method** : In person or by post

Required documents sent by post must be received before the deadline [1st : May 3th(Mon) 17:00, 2nd June 23th(Thur) ]  
(16499 Ajou Graduate School, No.305 ,Yulgok Hall 3rd floor, 206, World cup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do)

**2) Application fee** : Exempt

## Program and Department

**1) Program** : Master's Programs, Doctoral Programs, Master's / Doctoral Integrated Programs

**2) Recruiting department** : Recruitment of foreign students can be varied on educational conditions by departments.

Therefore before applying you need to receive consultation from the Chief of Department or Head

Division	Department	E-mail of Chief of Department
College of Engineering	Mechanical Engineering(*)	hyunkim@ajou.ac.kr
	Environmental Engineering	msh@ajou.ac.kr
	Industrial Engineering(*)	scpark@ajou.ac.kr
	Chemical Engineering	edpark@ajou.ac.kr
	Architecture	kyuinlee@ajou.ac.kr
	Architecture Engineering	
	System Engineering	gnwang@ajou.ac.kr
	Civil & Transportation Engineering(Civil Engineering)	conc@ajou.ac.kr
	Urban Development	jeekim@ajou.ac.kr
	Applied Bio Technology(*)	sybyun@ajou.ac.kr
	Molecular Science and Technology(*)	bunyeoul@ajou.ac.kr
	Systems Biomedical Informatics(*)	ppark@ajou.ac.kr
	Biomedical Engineering	kdp@ajou.ac.kr
College of Information Technology	Electrical and Computer Engineering(*)	cwlee@ajou.ac.kr
	Computer Engineering(*)	kryu@ajou.ac.kr
	Digital Media(*)	joony@ajou.ac.kr
	Space Electronics and Information Engineering(*)	cwlee@ajou.ac.kr
	Life Media(*)	drghoh@ajou.ac.kr
College of Natural Sciences	Mathematics(*)	chosj@ajou.ac.kr
	Physics(*)	ahny@ajou.ac.kr
	Chemistry(*)	hyjang2@ajou.ac.kr
	Biological Science(*)	sido@ajou.ac.kr
School of Business	Business Administration(*)	sungmj@ajou.ac.kr
	Management Information System(*)	mckang@ajou.ac.kr
	Financial Engineering(*)	gshim@ajou.ac.kr
School of Humanities	Korean Language and Literature	cittern@ajou.ac.kr
	English Language and Literature(*)	miehkim@ajou.ac.kr
	Culture and Contents	min2kimp@ajou.ac.kr
	Digital Humanities and Convergence	kmaru@ajou.ac.kr
School of Social Sciences	Economics	hgchoi@ajou.ac.kr
	Applied Sociology	mwnho@ajou.ac.kr
	Political Science and Diplomacy	wjmoon@ajou.ac.kr

College of Law	Law	pinepath@ajou.ac.kr
School of Medicine	Medical Sciences(*)	kimbg@ajou.ac.kr
	Biomedical Sciences(*)	
College of Nursing	Nursing Science	mhyun@ajou.ac.kr
School of Pharmacy	Pharmacy(*)	ghim@ajou.ac.kr
	Energy System Research(*)	

※ In the (\*) marked departments, they provide at least 2 classes in English. You can get detailed information of majors of the department in the website of graduate school (<http://grad-e.ajou.ac.kr>).

### Qualifications for Application

For foreigners with foreign parents or those who completed an entire curriculum of 16 years or more in a foreign country equivalent to elementary, junior and high school as well as a university in Korea, those possessing linguistic (Korean or English) proficiency at a certain level will be able to attend lectures of the relevant department.

#### A. Language Ability Requirement :

- 1) Certificate of level 4 or above in the Test of Proficiency in Korean(TOPIK)
  - 2) Above 530 in TOEFL PBT, 197 in TOEFL CBT, 71 in TOEFL iBT, 5.5 in IELTS, B2 in CEFR , 600 in TEPS
- ※ If the applicants' country uses English as mother tongue or an official language, applicants can substitute certificate of higher education with English as a medium of instruction for official language score.
  - ※ The Korean or English language ability requirement can be eased for KGSP(Korean Government Scholarship Program) students, Foreign Government Scholarship students, applicants for natural sciences and engineering departments, students from foreign universities which concluded the exchange agreement with Ajou University and students who are granted the special admission into Ajou university through the deliberation of the Graduate School Committee.

#### B. Master's Programs :

Those who graduated or expect to graduate from a 4-year college (university) in Korea or abroad

#### C. Doctoral Programs :

Those who obtained or expect to obtain a master's degree from a graduate school in Korea or abroad

#### D. Master's / Doctoral Integrated Programs :

Those who graduated or expect to graduate from a 4-year college(university) in Korea or abroad

## Required Documents

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### 1) Application Form for Admission (Download Available at <http://grad-e.ajou.ac.kr>)

- A written pledge of guarantee for overseas study expenses by a financial supporter (It may be replaced with an application form for admission and the signature of a guarantor is necessary)
- Every applicants have to register on-line application through the web-site also. Detailed information will be noticed in the application period. (<http://grad-e.ajou.ac.kr>)

### 2) Color Photo (3.5x4.5cm)

### 3) Official Transcript

(Applicants to Master's Programs : Undergraduate transcripts / Applicants to Doctoral Programs : Undergraduate and Graduate transcripts)

### 4) Original Diploma

(Applicants to Master's Programs : Undergraduate diploma / Applicants to Doctoral Programs : Undergraduate and Graduate diplomas)

### 5) Self-Introduction

### 6) Study Plan (Designated Form)

### 7) Health & Medical Clearance Form (Designated Form)

- Certificate of Health Check-up(including TB Test) should be filled in and signed by Health Care Provider of the Hospital or Public Health Center.

### 8) Letter of Recommendation from the research advisor of Ajou University to be attended

:Only for applicants for department of Medical Sciences, Biomedical Sciences, Pharmacy, Digital Media, Life Media, and Energy System Research. (Download available at <http://grad-e.ajou.ac.kr>)

### 9) Letter of Recommendation from the academic advisor(or Chief of department or dean of college) of the university graduated

### 10) Financial Certifications (Required Documents determined by the Ministry of Justice and Ministry of Education and Human Resources Development)

#### a. Regular Students

- A Financial guarantor's bank statement (from the applicant's own country or a resident of Korea with a record of continuous deposits for 1 month or more) worth US\$20,000 or more, or a certificate of remittance or foreign exchange worth US\$20,000 or more. If the living cost in the certificate of admission is over US\$20,000, then you have to prove that amount.
- Financial supporter's certificate of employment or business registration certificate, certificate of property tax payment, written pledge to bear overseas study expenses(An application form for admission should be signed and sealed by the financial guarantor.) If the financial guarantor is a faculty member of the said university, a bank statement, certificate of employment and a certificate of property tax payment are exempted. But even in that case, other documents like certificate of living fee, certificate of enrollment, certificate of research projects can be asked additionally depending on the countries.

#### b. Students on Scholarships

- Certificate of a scholarship payment schedule (Download Available at <http://grad-e.ajou.ac.kr>)

#### c. Exchange Students Between Universities

- University president's letter of invitation and written confirmation of exemption from educational expenses

**11) Photocopy of Applicant's Passport****12) Photocopy of Certificate of Alien Registration** (confined to foreign residents in Korea)**13) Linguistic(English or Korean) proficiency rating report card- TOPIK or TOEFL, IELTS, TEPS****14) Certificate for foreign nationality****a. Foreigners with Foreign Parents**

- Each parent's certificate of foreign nationality(certificate of naturalization or passport)
- Photocopy of Certificate of Alien Registration

**b. Overseas Koreans and foreigners who completed an entire curriculum for a period of 16 years or more in foreign countries**

- Diplomas from elementary, junior high and high schools and official transcripts of all grades
- \* Not applicable to foreigners with foreign parents

**15) Certificate of completion of 4 semesters'Korean Language Study**

(Only for the applicants who completed 4 semesters of Korean Language study in Language Institute of Ajou University)

**16) Additional documents to the applicants graduated from overseas university****a. Chinese Students**

- English degree certification issued by China Academic Degree & Graduate Education Development Center  
(<http://www.cdgde.edu.cn>)
- Diploma approved by the Korean Embassy in China
- Diploma approved by the Chinese Embassy in Korea

**b. International students, except Chinese**

- Diploma accredited by Apostille
- Diploma approved by the Korean Embassy in students'country
- Diploma approved by the Embassy of students'country in Korea

**Screening Method**

Students are selected by evaluation of their documents and interviews; the examination of applicants' documents includes their financial ability. For overseas applicants, the interview screening committee of a departmental may conduct the evaluation based on a phone interview and the submitted documents in place of a personal interview depending on the recruiting plans of each department.

**1) Examination of Documents :**

The evaluation is conducted by the department based on undergraduate or graduatelevel grades.

**2) Interview :**

The evaluation is conducted on ability in a major, linguistic proficiency, aptitude, and personality. Language proficiency (Korean or English) is evaluated to confirm whether or not it is at an appropriate level to take classes in the respective languages.

## Scholarships

\* Scholarship A , B do not waiver admission fee.

### 1) Scholarship A for Foreigners : 100% of the tuition fee (excluding admission fee)

**A. Qualification** : Selected by the University's scholarship assessment committee upon departmental recommendation

**B. Requirements to be recommended for Scholarship A** : Beneficiary should satisfy any one of the following requirements

- Advanced Standing in English or Korean Proficiency Test (TOPIK, TOEFL, IELTS, TEPS)

Department	Regions(Countries)	TOEFL(PBT)	TOEFL(CBT)	TOEFL(iBT)	TEPS	IELTS	TOPIK
Humanities,	English Speaking	600	250	100	819	7.5	Level 5
Social Sciences	Non-English	580	230	88	747	7.0	
Engineering,	English Speaking	570	230	88	715	6.5	
Natural Sciences	Non-English	560	220	85	640	6.5	

### 2) Scholarship B for Foreigners: 80% of the tuition fee(excluding admission fee)

**A. Qualification** : Selected by the University's scholarship assessment committee upon departmental recommendation

**B. Requirement to be recommended for Scholarship B**: Beneficiary should satisfy the following requirements

- Advanced Standing in English or Korean Proficiency Test (TOPIK, TOEFL, IELTS, TEPS)

Department	Regions(Countries)	TOEFL(PBT)	TOEFL(CBT)	TOEFL(iBT)	TEPS	IELTS	TOPIK
Humanities,	English Speaking	560	220	85	640	6.0	Level 4
Social Sciences	Non-English	530	197	71	600	5.5	
Engineering,	English Speaking	560	220	85	640	6.0	
Natural Sciences	Non-English	530	197	71	600	5.5	

\* In case that the applicants' country uses English as mother tongue or official language, applicants can substitute certificate of higher education with English as a medium of instruction for official language score and that applicants are available for scholarship B with approval Graduate School committee

### 3) Scholarship of admission fee for foreigners : 75% ~ 100% of the admission fee

**A. Qualification** -Scholars should meet the all of the following requirements.

(1) Selected by the University's scholarship assessment committee upon departmental recommendation

(2) Applicants who have completed over 4 semesters of Korean Language Institute in Ajou university

(3) Applicants who have over 4 level of TOPIK.

**B. Benefit**

(1) Level 5, 6 of TOPIK : 100% waiver of admission fee

(2) Level 4 of TOPIK : 75% waiver of admission fee

### 4) To be granted Scholarship continuously, students should take at least 4 credits and maintain a GPA of 3.5 or higher without F in each semester(Masters : up to 4 semesters, Doctoral: up to 6 semesters ,Integrated Program : up to 8 semesters)

Scholarship will be available only for the students before completion of credits.

Scholarship will be cancelled if the students applied for the leave of absence.

- 5) Students that are granted a scholarship in integrated programs are treated as being on a special scholarship for the master's program for 1~4 semesters and as being on a research scholarship for the doctoral program for 5~8 semesters.**
- 6) Students of Medical Sciences and Nursing Sciences are excluded from the above scholarship**(These students follow the scholarship system of the respective departments.)
- 7) Scholarship will be decided in the graduate school committee. There is no additional process and document for application for scholarship.**

### Matters to be Noted

- 1) All documents necessary for application for admission must be submitted with the original and documents in Korean or English. If the certificate issued only once then notarized copy of certificate can be submitted. (Documents notarized by the institutions which originally issued the certificates or by overseas embassies of Korea or by embassy of each country in Korea can be acceptable.) If the documents are in languages other than English or Korean must be submitted after being translated in Korean or English and get notarized or submitted with confirmation form of translation (<http://grad-e.ajou.ac.kr>)
- 2) Admission will be denied when the information on the required documents is proven to be false or other facts concerning admission though dishonest methods are revealed.
- 3) When foreigners enter and stay in Korea for more than 90 days for the purpose of study, they must get their alien registration card at a district immigration bureau within 90 days after entry.
- 4) Various matters after admission should be complied with the regulations and by laws of the said university's graduate school.

### Education Fee

(KRW)

Major	Engineering	Natural Science	Financial Engineering	Humanity& Social Science	Medical Science	Pharmacy
Tuition Fee	5,731,000	4,952,000	4,308,000	5,402,000	6,677,000	6,203,000
Admission fee	900,000	900,000	900,000	900,000	900,000	900,000
Sum	6,631,000	5,852,000	5,208,000	6,302,000	7,577,000	7,103,000

\* Every student including Scholars has to pay the admission fee.