Guideline for the application for Spring semester, 2017

Graduate school in Ajou University

1. Period of Application

Classification	First Session	Second Session
Reception of Application	Oct. 12(Wed) ~ Oct. 31(Mon), 2016	Dec. 1(Thu) ~ Dec. 22(Thu), 2016
Deadline for submitting the required documents	Nov. 1(Tue), 2016	Dec. 23(Fri), 2016
Interview	Nov. 7(Mon) ~ Nov. 16(Wed), 2016	Dec. 29(Thu) ~ Jan. 11(Wed), 2017
Announcement of Successful applicants	Dec. 1(Thu), 2016	Jan. 25(Wed), 2017
Registration period (Payment for tuition fees)	Jan. 11(Wed) ~Jan. 13(Fri), 2017	Feb. 6(Mon) ~ Feb. 8(Wed), 2017

2. Application Procedure

1. Check the Degree program and Recruiting Department

- Check the information about the degree program, recruiting department and whether English classes can be offered or not from the graduate school website.
- 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, Electrical and Computer Engineering.
- 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 in graduate school website)

2. Online Application and Submission of Required Documents

- Online application is through the banner of the pop-up window. It will only be accessible during the application period.
- 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.
- Submit the required documents to the Graduate School office(Yulgok Hall #305) in person or by post before the deadline for submission.

3. Screening, Interview and Evaluation by the Department

- Students are selected by the evaluation of their documents and interview
- After examination of documents, each department will decide on the type of interview (telephone, e-mail or in person) and contact the applicants indivi dually
- Each department will conduct interviews. For inquiries about interviews, contact each department office directly.
- The evaluation is conducted by the screening committee of each department and the Board of the Graduate School.

4. Announcement of Successful Applicants

• The list of successful candidates and notification of admitted students will be posted on the graduate school website(<u>http://grad-e.ajou.ac.kr</u>) on the date of announcement. Check the admission notice menu on that day.

5. Issuance of Certificate of Admission

- The Graduate school will send an e-mail to successful applicants to check their address.
- 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.
- After checking the address, the successful candidates can get the original documents for visa issuance by post.

6. Registration

- 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]).
- If the admitted students does not pay the tuition fee during the designated period, the admission will be cancelled.
- Only admitted students who live in foreign countries can postpone the payment of tuition fess 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 e mail. If they do not submit the form, the admission will be cancelled.

7. Application for D2 Visa issuance

- Applicants who are abroad and required to get a new visa for studying in Korea : S ubmit the application form for postponing payment. The Graduate School will send the original admission package to their countries by post. Applicants can apply for i ssuance 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.
- Applicants who are in Korea and required to extend or change the visa type to D2 : A fter 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). R equired documents for visa extension or change will be noticed through an e-mail di rectly and individually. We, graduate school, will handle the application for visa extension or change the immigration office.
- For more detailed information about visas, refer to the e-government homepage for Foreigners(<u>www.hikorea.go.kr</u>) or call the immigration office call center (Tel : 1345).

8. Course registration and Preparation for Semester

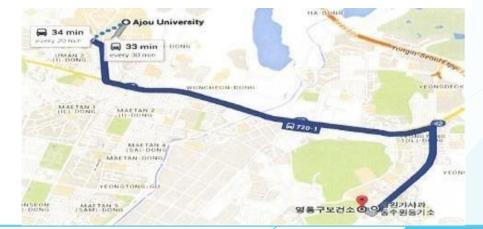
- Dormitory Application is through the dormitory website (<u>http://edorm.ajou.ac.kr</u>) during the designated period.
- Student ID numbers will be posted on the graduate school website.
- Make an web ID at the AIMS portal website(<u>http://portal.ajou.ac.kr</u>) and apply for student ID c ard with the consent to the use of personal information.
- Course Registration is through the AIMS portal website.
- After entering Korea, applicants for postponing payment should pay tuition fees within the designated period at Standard Chartered Bank.
- Get your student ID card from the department office at the end of the August, 2016.
- Attend the orientation for new-coming foreign students
- 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- ca mpus immigration service. Admitted students from one of the 18 designated countries below s hould get a health checkup once again at Suwon Yeongtong Health Center even though they a lready submitted the health checkup results before entering Korea. A health checkup result fro m Suwon Yeongtong Health Center is a required document for Alien Registration.

Designated 18 Countries

• Nepal, East Timor, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, the Philippines. – total 18 countries

Health Check-up Result (including TB test) from Yeongtong Public Health Center

- Yeongtong Public Health Center : 961–18 Yeongtong–Dong, Yeongtong–Gu, Suwon (Tel : 031–228–8715)
- Service hours : 09:00 ~ 12:00, 13:00 ~ 18:00
- Transportation : ① Take a bus in front of Ajou University main gate(Bus No.: 720-1) and get off at the Beop Won GaSa Gwa(법원가사과) / Dong Su Won Deung Gi So(동수원등기소) ② If you take a taxi, it takes about 20 minutes and fare will be around 9,000 KRW.
- Things to bring : 1 Passport or Alien Registration Card 2 1 Color Photo (white background, 3cm * 4cm) 3 Certificate of Admission or Certificate of Enrollment
- Processing Period : 2 ~ 3 days to get the result
- Fees : Students from designated 18 countries 2,000 KRW / Other Countries 6,000 KRW



• Direction to Yeongtong Public Health Center \rightarrow

3. Recruiting Department

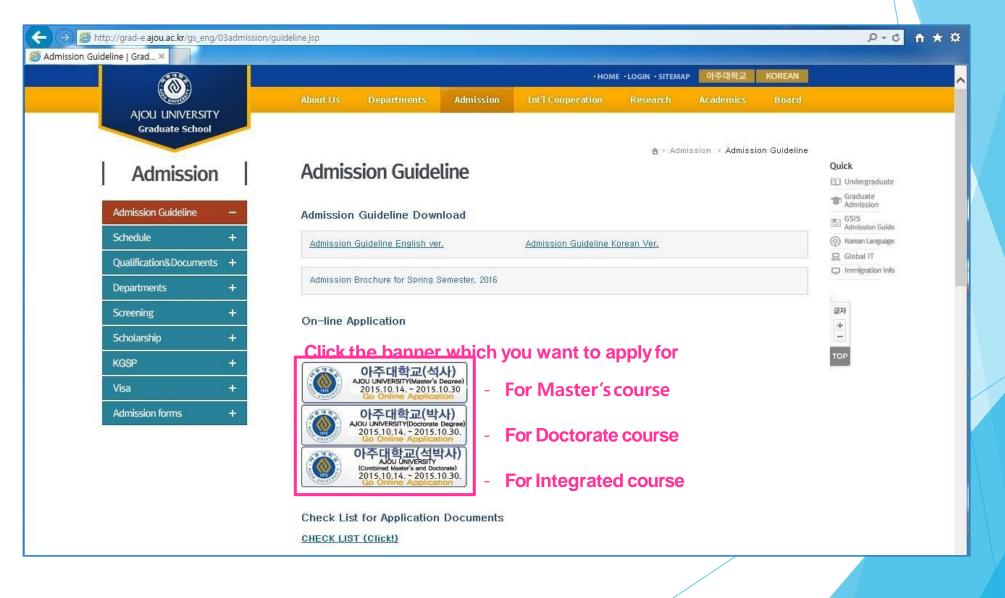
Recruiting Department of Admission for Spring Semester, 2017

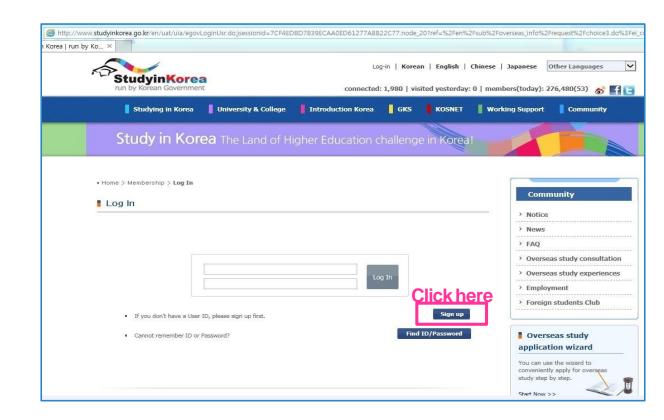
School	Department	Field of Study	Master	Ph.D	Integrated Course	English Classes	Obligation of Previous Counselling
	Mechanical Engineering	Mechanical Engineering	0	0	0	0	X
	Chemical Engineering	Chemical Engineering	0	0	0	Х	X
	Environmental Engineering	Environmental Engineering	0	0	0	Х	X
	Industrial Engineering	Industrial Engineering	0	0	0	0	X
	Architecture	Architecture	0	0	0	Х	X
	Architecture Engineering	Architecture Engineering	0	0	0	Х	X
	System Engineering	System Engineering	0	0	0	Х	X
	Civil&Transportation Engineering	Civil Engineering	0	0	0	Х	Х
Engineering	Urban Development	Urban Development	0	0	0	Х	X
	Applied Bio Technology	Cosmetic Science	0	0	0	0	X
	Biomedical Engineering	Biomedical Engineering	0	0	0	Х	X
	Systems Biomedical Informatics	Biomedical Informatics	0	0	0	0	X
	Systems biomedical mormatics	Medical and Healthcare Informatics	0	0	0	0	Х
	Molecular Science and Technology	Applied Chemistry	0	0	0	0	Х
		Biological Engineering	0	0	0	0	X
		Medical Science	0	0	0	0	X
		Pharmaceutical Science	0	0	0	0	X
	Electrical and Computer Engineering	Electrical and Computer Engineering	0	0	0	0	0
	Computer Engineering	Computer Engineering	0	0	0	0	Х
	Digital Media	Digital Media	0	0	0	0	0
Information	NCW	Cyber Warfare	X	X	0	Х	Х
Technology	Space Electronics and Information Engineering	Space Electronics and Information Engineering	0	0	0	0	x
	Life Media	Media Contents	0	0	0	0	0
	Enc mean	IT Psychology	0	0	0	0	0
	Mathematics	Mathematics	0	0	0	0	Х
Natural	Physics	Physics	0	0	0	0	Х
Sciences	Chemistry	Chemistry	0	0	0	0	Х
	Biological Science	Biological Science	0	0	0	0	X
		Strategy Innovation	0	0	0	0	Х
		MS/OM	0	0	0	0	х
	Business Administration	OB-HRM	0	0	0	0	Х
Business		Marketing	0	0	0	0	Х
		Accounting	0	0	0	0	Х
	Management Information System	Management Information System	0	0	0	0	Х
	Financial Engineering	Financial Engineering	0	0	0	0	Х

	Korean Language and Literature	Korean Language and Literature	0	0	0	Х	Х
	English Language and Literature	Interpretation and Translation	0	0	0	0	Х
Humanities	Culture and Contents	Region Contents	0	Х	Х	Х	Х
numanices	Culture and Contents	Contents Industry	0	Х	Х	Х	Х
	Digital Humanities and Convergence	Digital Humanities	0	Х	Х	Х	Х
	Digital numanities and convergence	Medical Humanities & Convergence	0	Х	Х	X	Х
	Economics	Economics	0	Х	Х	Х	Х
Social Sciences	Public Administration	Public Administration	0	0	0	Х	Х
Social Sciences	Applied Sociology	Applied Sociology	0	0	0	Х	Х
	Political Science and Diplomacy	Political Science and Diplomacy	0	0	0	Х	Х
		Clinical Medicine	0	0	0	0	0
	Medical Sciences	Public Health and Social Medicine	0	0	0	0	0
		Medical Sciences of Healthy Aging	0	0	0	0	0
Medicine	Biomedical Sciences	Molecular Medicine	0	0	0	0	0
Medicine		Neuroscience	0	0	0	0	0
		Cancer Biology	0	0	0	0	0
		Biomedical Informatics	0	0	0	0	0
		Convergence Medicine	0	0	0	0	0
Nursing	Nursing Science	Science of Nursing	0	Х	Х	Х	Х
Nursing	Nursing Science	Advanced Nurse Practioner Course	0	Х	Х	Х	Х
Pharmacy	Pharmacy	Pharmacy	0	0	0	0	0
		Applied Physics	0	0	0	0	0
		Applied Chemistry	0	0	0	0	0
	Energy System Research	Energy Chemical Engineering	0	0	0	0	0
		Energy Material Science Engineering	0	0	0	0	0
-		Energy	0	0	0	0	0
		Lifelong education and HRD program	Х	0	Х	Х	Х
	Education	Curriculum and Education program	Х	0	Х	Х	Х
		Educational Counselling and Psychology	Х	0	Х	Х	Х

http://grad-e.ajou.ac.kr

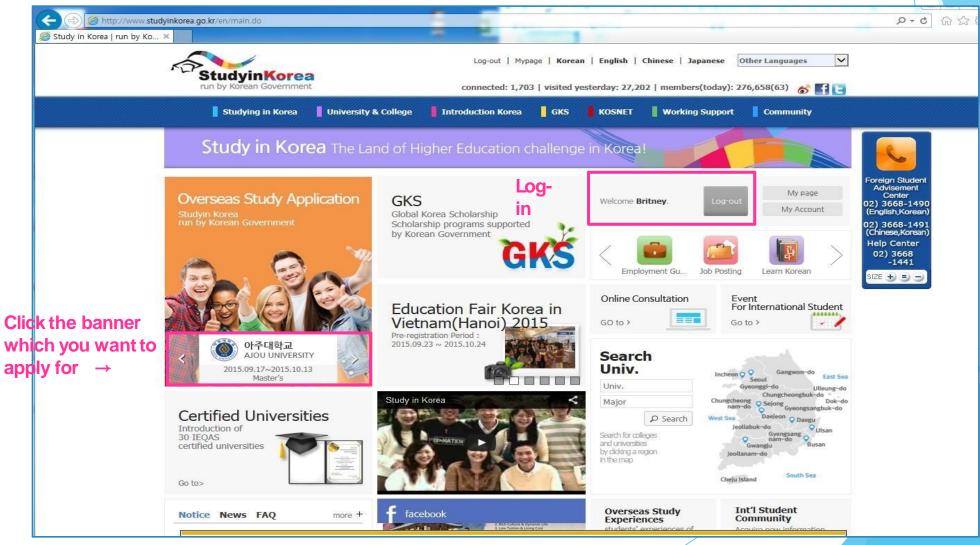


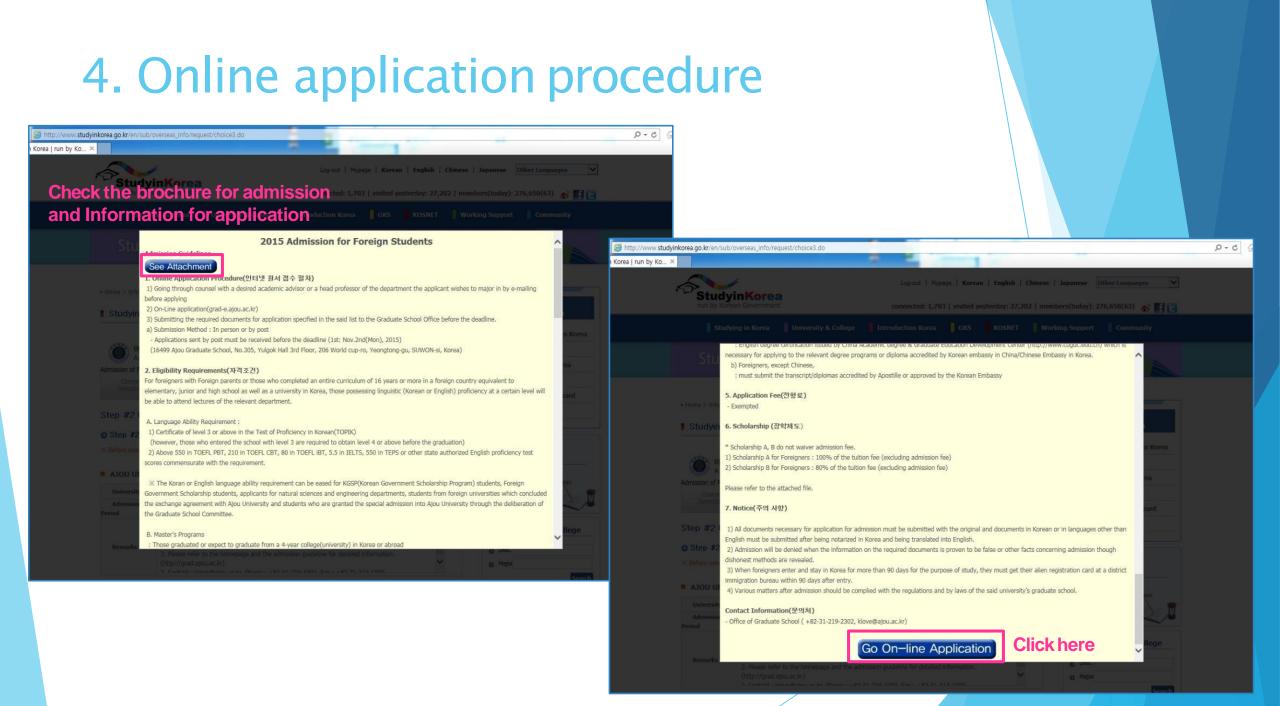




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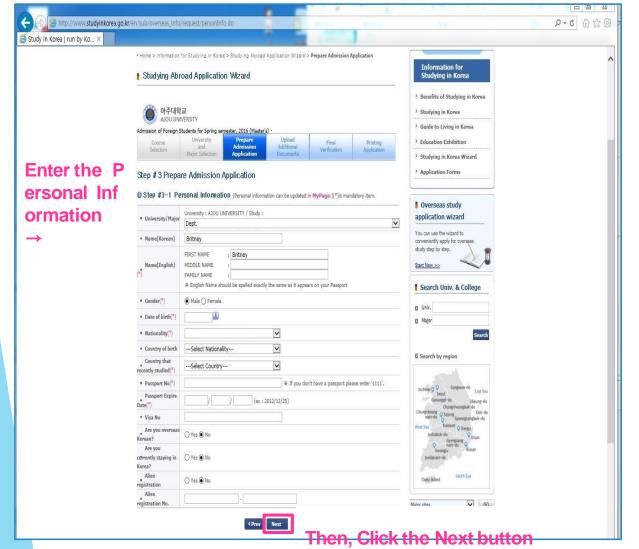


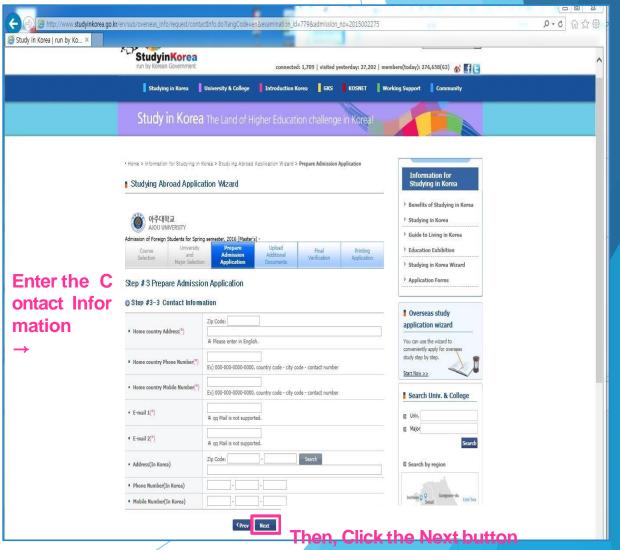
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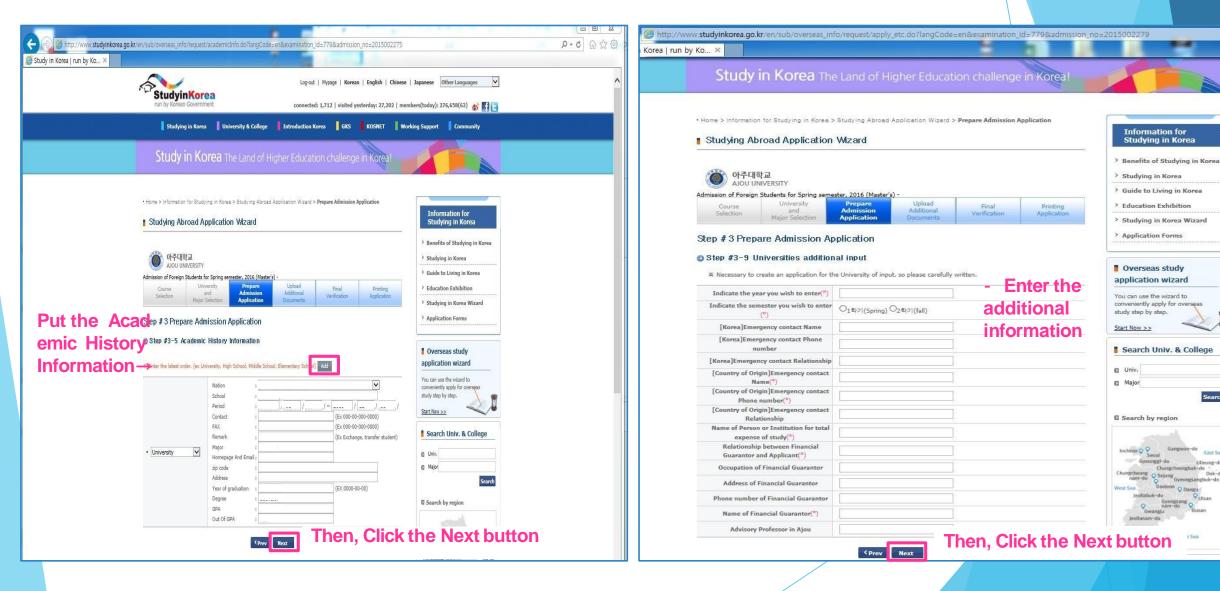
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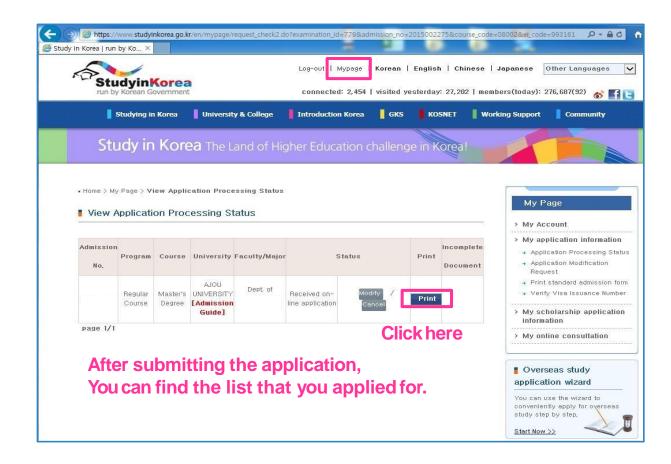
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5. Required Documents

1. Application form for Admission

- After completing on-line application, Print out the Application form for admission.
- An application form should be signed and sealed by the Financial guarantor. (Bottom Right side on the application form)

2. Color Photo

• Color photo (3.5cm*4.5cm) with white background

3. Official Transcript

- Master's : Undergraduate transcript that approved from University
- Doctorate : Undergraduate and Graduate Transcripts that approved from the previous school

4. Original Diploma

- Master's : Undergraduate Diploma that approved from University
- Doctorate : Undergraduate and Graduate Diplomas that approved from the previous school

5. Self–Introduction

• Self-introduction(Free style)

6. Study Plan

• Study plan(designated form) : Download the form from "Forms" menu of the Graduate school website

7. Letter of Recommendation

- Letter of Recommendation from the academic advisor(or Chief of department or Dean of college) of the previous University graduated. (All applicants, Mandatory)
- Letter of Recommendation from the research advisor of Ajou University to be attended : Only for ap plicants for Dept. of Medical Sciences, Biomedical Sciences, Digital Media, Life Media, Energy Syste m Research and Electrical and Computer Engineering.

8. Financial Certifications

- Financial guarantor's Bank statement worth US\$ 20,000 or more, or a certificate of remittance or Foreign exchange worth US\$20,000 or more.
- Financial supporter's certificate of employment or business registration certificate, or certificate of property tax payment.

9. Health & Medical Clearance Form

- All applicants should take a Medical health check-up including TB Test at the Hospital or Public Health Center.
- Health & Medical Clearance form (designated form) : Download the form from "Forms" menu of the Graduate school website.
- It must be filled in and signed by Health Care Provider and written in Korean or English.
- Hospital's Own Form can be accepted only in case that they can not use the designated form we provided.

10. Photocopy of passport

- Photocopy of applicant's passport
- Photocopies of Parents' passport

11. Photocopy of Alien Registration card

• Photocopy of Alien Registration card (Front and Back side) : Confined to Foreign residents in Korea

12. Linguistic Proficiency Rating report card

• Linguistic(English or Korean) Proficiency rating report card – TOEFL, IELTS, TEPS, CEFR or TOPIK

13. Certificate for Foreign nationality

- Each parents' certificate of Foreign nationality (Certificate of naturalization)
- Photocopy of Certificate of Family registration or Birth Certificate of applicant

14. Certificate of completion of Korean Language study

• Certificate of completion of 4 semester's Korean Language study : Only for the applicants who completed 4 semesters in Language Institute of Ajou University.

15. Additional Documents for applicants graduated from overseas

- Additional Documents for applicants graduated from overseas University
- Chinese Students : ① English degree certification issued by China Academic Degree & Graduate Education Development Center (<u>www.cdgdc.edu.cn</u>) or ② Diploma approved by the Korean Em bassy in China/Chinese Embassy in Korea
- International students, except for Chinese : ① Diploma accredited by Apostille or ② Diploma approved by the Korean Embassy in applicant's country or ③ Diploma approved by the E mbassy of Applicant's country in Korea

Address of Ajou Graduate school (Place for Submission)

- Required documents must be received before the deadline. (In person or By post)
- Address : 16499 Ajou Graduate school, No.305, Yulgok Hall 3rd floor, 206, World cup-ro
 , Yeongtong-gu, Suwon-si, Gyeonggi-do, South Korea
- E-mail : grad@ajou.ac.kr / lufuyou@ajou.ac.kr/mijlee@ajou.ac.kr

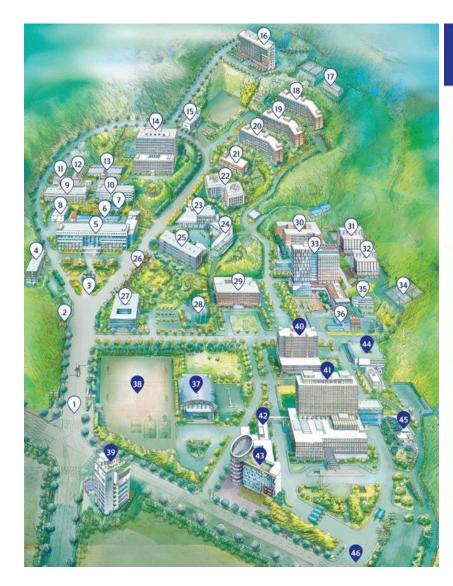
6. Contacts

X Each department will decide on the type of interview (telephone, e-mail or in person) and contact the applicants individually. For inquiries about interviews, contact each department office directly.

Department	E-mail of Chief of department	Phone of Department office
Mechanical Engineering	hyunkim@ajou.ac.kr	031-219-2336
Environmental Engineering	msh@ajou.ac.kr	031-219-2329
Industrial Engineering	scpark@ajou.ac.kr	031-219-2416
Chemical Engineering	edpark@ajou.ac.kr	031-219-2381
Architecture	kyuinlee@ajou.ac.kr	031-219-2400
Architecture Engineering	kyuinlee@ajou.ac.kr	031-219-2400
System Engineering	keuiwhan@ajou.ac.kr	031-219-3579
Civil Engineering	<u>conc@ajou.ac.kr</u>	031-219-1534
Urban Development	jeekim@ajou.ac.kr	031-219-2400
Applied Bio Technology	<u>sybyun@ajou.ac.kr</u>	031-219-3579
Molecular Science and Technology	bunyeoul@ajou.ac.kr	031-219-1593
Systems Biomedical Informatics	ppark@ajou.ac.kr	031-219-3579
Biomedical Engineering	kdp@ajou.ac.kr	031-219-3579
Electrical and Computer Engineering	<u>cwlee@ajou.ac.kr</u>	031-219-1877
Computer Engineering	kryu@ajou.ac.kr	031-219-2645
Digital Media	joony@ajou.ac.kr	031-219-3646

Department	E-mail of Chief of department	Phone of Department office
Space Electronics and Information Engineering	<u>cwlee@ajou.ac.kr</u>	031-219-3577
Life Media	drghoh@ajou.ac.kr	031-219-3646
NCW	jaslim@ajou.ac.kr	031-219-2990
Mathematics	<u>chosj@ajou.ac.kr</u>	031-219-2553
Physics	<u>diyeom@ajou.ac.kr</u>	031-219-2553
Chemistry	hyjang2@ajou.ac.kr	031-219-2553
Biological Science	jsjlee@ajou.ac.kr	031-219-2553
Business Administration	<u>sungmj@ajou.ac.kr</u>	031-219-2705
Management Information System	mckang@ajou.ac.kr	031-219-2705
Financial Engineering	<u>gshim@ajou.ac.kr</u>	031-219-3661
Korean Language and Literature	<u>tjfh92@ajou.ac.kr</u>	031-219-2802
English Language and Literature	jihaekang@ajou.ac.kr	031-219-2802
Culture and Contents	miehkim@ajou.ac.kr	031-219-2802
Digital Humanities and Convergence	<u>kmaru@ajou.ac.kr</u>	031-219-2802
Economics	kimdongg@ajou.ac.kr	031-219-2732
Public Administration	<u>seoyongkim@ajou.ac.kr</u>	031-219-2732
Applied Sociology	<u>mwnho@ajou.ac.kr</u>	031-219-2736
Political Science and Diplomacy	wjmoon@ajou.ac.kr	031-219-2792
Law	pinepath@ajou.ac.kr	031-219-3779
Medical Sciences	kimbg@ajou.ac.kr	031-219-5014
Biomedical Sciences	kimbg@ajou.ac.kr	031-219-4527
Nursing Science	<u>mhyun@ajou.ac.kr</u>	031-219-7009
Pharmacy	<u>ghim@ajou.ac.kr</u>	031-219-3432
Energy System Research	<u>khkim@ajou.ac.kr</u>	031-219-2207

7. Campus Map



아주대학교 AJOU UNIVERSITY

1) 정문 Main Gate) 버스정류장 School Bus Stop 선구자상 The Pioneer Statue ④에너지센터 Energy Center ⑤ 원천관 Woncheon Hall 환경개선 중 Under Construction 동아리실 Student Club Rooms * 화공실험동 Chemical Engineering Laboratory 서관 West Hall 10 동관 East Hall ⑨ 종합설계동 Capstone Design Laboratory 명 대형지반연구실험동 Geotechnical Engineering Laboratory ⁽³⁾ 토목실험동 Civil Engineering Laboratory (4) 팔달관 Paldal Hall (5) 학군단 R.O.T.C Headquarters 6 산학협력원 Industry-University Cooperation Building (1) 조립식교량실험동 Precast Bridge Research Laboratory (8) 광교관(기숙사) Gwanggyo Hall(Dormitory 4) (9) 화홍관(기숙사) Hwahong Hall(Dormitory 3) 용지관(기숙사) Yongji Hall(Dormitory 2) 기숙사 식당 Dormitory Dining Hall 22 남제관(기숙사) Namle Hall(Dormitory 1) (3) 학생회관1 Student Union 1 학생회관2 Student Union 2

🔊 성호관 Seongho Hall 6 더테라스 The Terrace 2 중앙도서관 Central Library 🙉 노천극장 Amphitheater 🔊 율곡관 Yulgok Hall 😥 다산관 Dasan Hall 1) 약학관 College of Pharmacy 양 임상수기센터 및 실험동물센터 Clinical Skills Laboratory and Animal Research Center (3) 종합관 Jonghap Hall 34 테니스장 Tennis Courts 😠 의과대학연구관 School of Medicine - Research Building 9 가스화실험동 (IGCC) IGCC Laboratory 🗊 체육관 Gymnasium 🗊 운동장 Athletic Field 5 캠퍼스플라자 Campus Plaza 😳 송재관 Songjae Hall ① 아주대학교병원 Ajou University Hospital 명원별관 University Hospital Annex 행 웹빙센터 Well-Being Health Center 행원주차빌딩 University Hospital Parking Garage 명원장례식장 Funeral Hall 🐵 병원정문 University Hospital Main Gate

Thank you :)

Graduate school in Ajou University