

**Spring 2019**  
**Undergraduate Admission Guide**  
**for International Student**



**Chung-Ang University**

## Table of Contents

1. Admission Schedule .....	3
2. Eligibility for Application .....	4
3. Departments and Majors & Admission Quota .....	5
4. Application Review Process .....	11
5. Admission Decision .....	11
6. Practical Test .....	12
7. How to Apply .....	14
8. Application Fee .....	14
9. Required Documents .....	15
10. Notes on Document Submission .....	16
11. Required Documents for Issuing 'Certificate of Admission' .....	17
12. Others .....	18

## 1. Admission Schedule

	Classification	Schedule	Notes
Applicants for Spring 2019	Submit Application	August 28, 2018(Tue) 09:00 ~ September 12, 2018(Wed) 17:00	On-line Application Only. ( <a href="http://oia.cau.ac.kr">http://oia.cau.ac.kr</a> )
	Submit Required Documents	August 28, 2018(Tue) 09:00 ~ September 14, 2018(Fri) 17:00	Office of International Affairs, Chung-Ang University, 84 Heukseok-ro, Dongjak-gu, Seoul, Korea (06974)
	School of Medicine Interview Test	September 15, 2018(Sat)	Detailed Information to be announced on OIA Website on September 12 (Wed)
	Arts & Sports Sciences Practical Test	October 6, 2018(Sat)	Detailed Information to be announced on OIA Website on October 2(Tue), 2018
	Announcement of Acceptance	October 26, 2018(Fri) 14:00	<a href="http://oia.cau.ac.kr">http://oia.cau.ac.kr</a>
	CAU Korean Proficiency Test	January 5, 2019(Sat)	Notes for test takers to be announced on OIA Website on January 2(Wed) *Excluding Applicants for the English Track
	Pay Tuition Deposit	January 17, 2019(Thur) ~ January 18, 2019(Fri)	Woori Bank (at any branch in Korea)
	Apply for Visa Issuance Certificate	January 9, 2019(Wed) ~ January 15, 2019(Tue)	Refer to page 17
	Registration Period (Pay Full Tuition)	January 30, 2019(Wed) ~ February 1, 2019(Fri)	Woori Bank (at any branch in Korea)
Orientation for International Students	February 26, 2019(Tue)	Details to be announced at a future date	

- ※ The Korean Proficiency test will be held at CAU (Korea), the plan and venue for Korean Proficiency Test outside of the CAU campus will be informed with the Admission Result.
- ※ Those who do not meet any of the following standards must take the CAU Korean Proficiency Test. In the case of failing to take the Korean test, the applicant will be held responsible for the failure and all disadvantages caused by it.
  1. Applicants must get TOPIK level 4 or higher as of January 2, 2019 (Wed)  
(If you are expected to obtain that level before entering CAU in March 2019, please submit documentary evidence to the CAU Office of International Affairs)
  2. Applicants shall complete the level-4 (or higher) Korean Language Course at the CAU Institute of International Education before entering CAU in March 2019.
  3. Applicants for the Design department/ Global School of Arts arts must acquire TOPIK level 3 or higher : shall complete level-4 (or higher) Korean Language Course at the CAU Institute of International Education before entering CAU in March 2019.
- ※ Applicants for the English Track are exempt from the TOPIK requirement.
- ※ Submission of Required Documents will not be accepted on Saturdays, Sundays nor on other holidays.
- ※ Please submit the documents as early as possible.

## 2. Eligibility for Application-All applicants should meet the below requirements

Classification	Requirements for Application	Exceptions for Application
Freshman Admission	Both applicants and their parents must be foreign nationals. Applicants must be graduates (or expected graduates) of high school or have an equivalent educational background.	※ Students with dual nationality (Korean citizenship + other) cannot apply for these types of admission.
Second Year Transfer Admission	Both applicants and their parents must be foreign nationals. Applicants must have completed (or be expected to complete) at least one year (two semesters) in a degree program at a four-year university; must have graduated (or be expected to graduate) from a two or three year college; or must have an equivalent educational background.	※ If you have acquired your nationality through being adopted, the time of Foreign nationality acquisition must be before your having entered an elementary school in order for you to be eligible for this admission.
Third Year Transfer Admission	Both applicants and their parents must be foreign nationals. Applicants must have completed (or be expected to complete) at least two years (four semesters) in a degree program at a four-year university; must have graduated (or be expected to graduate) from a two or three year college; or must have an equivalent educational background.	※ Self-educated students or students with a G.E.D. are not eligible.  ※ For the School of Medicine, a certificate of TOPIK Level 6 is required.

### 3. Departments and Majors & Admission Quota

#### A. Freshman Admission

College	Departments	Majors	Location	Quota
Humanities	Korean Language & Literature		Seoul	number not determined
	English Language & Literature		Seoul	
	*European Languages & Cultures	German/French/Russian Languages & Literature	Seoul	
	*Asian Languages & Cultures	Japanese/Chinese Languages & Literature -Chinese Languages & Literature is not available to chinese -Japanese Languages & Literature is not available to japanese	Seoul	
	Philosophy		Seoul	
	History		Seoul	
Social Sciences	Political Science & International Relations		Seoul	
	Public Administration	Public Administration/Public Policy	Seoul	
	Psychology		Seoul	
	Library & Information Science		Seoul	
	Social Welfare		Seoul	
	Media Communication (Mass Communication)	Media Journalism/Digital Media Contents	Seoul	
	Sociology		Seoul	
	Urban Planning and Real Estate		Seoul	
Business & Economics	Business Administration		Seoul	
	※Business Administration (English Track)	Business Administration	Seoul	
	Economics		Seoul	
	Applied Statistics		Seoul	
	Advertising & Public Relations		Seoul	
	International Logistics Studies Department		Seoul	
	※International Logistics Studies Department (English Track)		Seoul	
Natural Sciences	Physics		Seoul	
	Chemistry		Seoul	
	Biological Sciences		Seoul	
	Mathematics		Seoul	
Biotechnology and Natural Resources	*Bioresource & Bioscience	Animal Science & Technology / Integrative Plant Science	Anseong	
	*Food Science & Technology	Food Science & Technology/ Food & Nutrition	Anseong	
Engineering	*Civil & Environmental Engineering, Urban Design & Studies	Civil & Environmental Engineering/ Urban Design & Studies	Seoul	
	Architecture & Building Science	Architecture (5-year program)	Seoul	
		Architectural Engineering (4-year program)	Seoul	
	Chemical Engineering & Material Science		Seoul	
ICT Engineering	Mechanical Engineering		Seoul	
Software	Electrical and Electronics Engineering		Seoul	
Medicine	Software		Seoul	2
Arts	Performing Arts and Media	Theatre(Acting)	Seoul	number not determined
		Film Studies	Seoul	
		Theatre and Film Design	Seoul	
		Photography	Anseong	
		Dance(Korean, Modern, Ballet)	Anseong	

Arts	Design	Crafts	Anseong	number not determined
		Industrial Design	Anseong	
		Visual Communication Design	Anseong	
		Housing and Interior Design	Anseong	
		Fashion Design	Anseong	
	Music	Composition	Anseong	
		Vocal	Anseong	
		Piano	Anseong	
		Orchestral Music	Anseong	
	Korean Music	Music and Arts	Anseong	
		Party Arts	Anseong	
	*Global School of Arts	TV Broadcasting & Entertainment/ Applied Music/ Game Contents & Animations	Anseong	
	Sports	*Sports science	Life & Leisure Sport/Sport Industry	

- ※ The School of Medicine and the School of Architecture(5 year program) only accepts first year(Freshmen Admission) students.
- ※ Applicants for Housing & Interior Design or Fashion Design under the Department of Design will be assessed based on the evaluation standards for the College of Humanities applicants, which require no practical test.
- ※ Some courses in the International Logistic Studies Department will be taught in English.
- ※ Business Administration / International Logistics Department(EnglishTrack) will be conducted 100% in English.
- ※ It is mandatory for successful candidates of the Business Administration / International Logistics (English Track) to register for Global Korean Studies. (Students in the Business Administration & International Logistics Dual degree program are exempt)
- ※ \*The major field must be decided in Sophomore year.

## B. Transfer Admission for 2<sup>nd</sup> year

College	Departments	Majors	Location	Quota
Humanities	Korean Language & Literature		Seoul	number not determined
	English Language & Literature		Seoul	
	European Languages & Cultures	German/French/Russian Languages & Literature	Seoul	
	Asian Languages & Cultures	Japanese/Chinese Languages & Literature -Chinese Languages & Literature is not available to chinese -Japanese Languages & Literature is not available to chinese	Seoul	
	Philosophy		Seoul	
	History		Seoul	
Social Sciences	Political Science & International Relations		Seoul	
	Public Administration	Public Administration/Public Policy	Seoul	
	Psychology		Seoul	
	Library & Information Science		Seoul	
	Social Welfare		Seoul	
	Media Communication (Mass Communication)	Media Journalism/Digital Media Contents	Seoul	
	Sociology		Seoul	
	Urban Planning and Real Estate		Seoul	
Business & Economics	Business Administration	Business Administration	Seoul	
	Economics		Seoul	
	Applied Statistics		Seoul	
	Advertising & Public Relations		Seoul	
	International Logistics Studies Department		Seoul	
Natural Sciences	Physics		Seoul	
	Chemistry		Seoul	
	Biological Sciences		Seoul	
	Mathematics		Seoul	
Biotechnology and Natural Resources	Bioresource & Bioscience	Animal Science & Technology / Integrative Plant Science	Anseong	
	Food Science & Technology	Food Science & Technology/ Food & Nutrition	Anseong	
Engineering	Civil & Environmental Engineering, Urban Design & Studies	Civil & Environmental Engineering/ Urban Design & Studies	Seoul	
	Architecture & Building Science	Architectural Engineering (4-year program)	Seoul	
	Chemical Engineering & Material Science		Seoul	
	Mechanical Engineering		Seoul	
ICT Engineering	Electrical and Electronics Engineering		Seoul	
	Software		Seoul	
Arts	Performing Arts and Media	Theatre(Acting)	Seoul	
		Film Studies	Seoul	
		Theatre and Film Design	Seoul	
		Photography	Anseong	
	Design	Crafts	Anseong	
		Industrial Design	Anseong	

		Visual Communication Design	Anseong	
		Housing and Interior Design	Anseong	
		Fashion Design	Anseong	
Arts	Music	Composition	Anseong	
		Vocal	Anseong	
		Piano	Anseong	
		Orchestral Music	Anseong	
	Korean Music	Music and Arts	Anseong	
		Party Arts	Anseong	
	Global School of Arts	TV Broadcasting & Entertainment	Anseong	
		Applied Music	Anseong	
		Game Contents & Animations	Anseong	
Sports	Sports science	Life & Leisure Sport / Sport Industry	Anseong	

- ※ The School of Architecture(5 year program) only accepts first year(Freshmen Admission) students.
- ※ Applicants for Housing & Interior Design or Fashion Design under the Department of Design will be assessed based on the evaluation standards for the College of Humanities applicants, which require no practical test.
- ※ Some courses in the International Logistic Studies Department will be taught in English.
- ※ Business Administration / International Logistics Department(English Track) will be conducted 100% in English.
- ※ The Business Administration / International Logistics English Track not accepts 2<sup>nd</sup> year(Transfer Admission) students.
- ※ It is not mandatory for successful candidates of the Business Administration / International Logistics(English Track) transfer admission to resister for Global Korean Studies.



## B. Transfer Admission for 3<sup>rd</sup> year

College	Departments	Majors	Location	Quota
Humanities	Korean Language & Literature		Seoul	number not determined
	English Language & Literature		Seoul	
	European Languages & Cultures	German/French/Russian Languages & Literature	Seoul	
	Asian Languages & Cultures	Japanese/Chinese Languages & Literature -Chinese Languages & Literature is not available to chinese -Japanese Languages & Literature is not available to chinese	Seoul	
	Philosophy		Seoul	
	History		Seoul	
Social Sciences	Political Science & International Relations		Seoul	
	Public Administration	Public Administration/Public Policy	Seoul	
	Psychology		Seoul	
	Library & Information Science		Seoul	
	Social Welfare		Seoul	
	Media Communication (Mass Communication)	Media Journalism/Digital Media Contents	Seoul	
	Sociology		Seoul	
	Urban Planning and Real Estate		Seoul	
Business & Economics	Business Administration	Business Administration	Seoul	
	※Business Administration (English Track)	Business Administration	Seoul	
	Economics		Seoul	
	Applied Statistics		Seoul	
	Advertising & Public Relations		Seoul	
	International Logistics Studies Department		Seoul	
	※International Logistics Studies Department (English Track)		Seoul	
Natural Sciences	Physics		Seoul	
	Chemistry		Seoul	
	Biological Sciences		Seoul	
	Mathematics		Seoul	
Biotechnology and Natural Resources	Bioresource & Bioscience	Animal Science & Technology / Integrative Plant Science	Anseong	
	Food Science & Technology	Food Science & Technology/ Food & Nutrition	Anseong	
Engineering	Civil & Environmental Engineering, Urban Design & Studies	Civil & Environmental Engineering/ Urban Design & Studies	Seoul	
	Architecture & Building Science	Architectural Engineering (4-year program)	Seoul	
	Chemical Engineering & Material Science		Seoul	
	Mechanical Engineering		Seoul	
ICT Engineering	Electrical and Electronics Engineering		Seoul	
	Computer Science & Engineering	Computer Science & Engineering	Seoul	
		Software	Seoul	
Arts	Performing Arts and Media	Theatre(Acting)	Seoul	
		Film Studies	Seoul	
		Theatre and Film Design	Seoul	
		Photography	Anseong	

	Design	Crafts	Anseong
		Industrial Design	Anseong
		Visual Communication Design	Anseong
		Housing and Interior Design	Anseong
		Fashion Design	Anseong
	Music	Composition	Anseong
		Vocal	Anseong
		Piano	Anseong
		Orchestral Music	Anseong
	Korean Music	Music and Arts	Anseong
		Party Arts	Anseong
Sports	Sports science	Life & Leisure Sport / Sport Industry	Anseong

- ※ The School of Architecture(5 year program) only accepts first year(Freshmen Admission) students.
- ※ Applicants for Housing & Interior Design or Fashion Design under the Department of Design will be assessed based on the evaluation standards for the College of Humanities applicants, which require no practical test.
- ※ Some courses in the International Logistic Studies Department will be taught in English.
- ※ Business Administration / International Logistics Department(English Track) will be conducted 100% in English.
- ※ The Business Administration / International Logistics English Track not accepts 2<sup>nd</sup> year(Transfer Admission) students.
- ※ It is not mandatory for successful candidates of the Business Administration / International Logistics(English Track) transfer admission to register for Global Korean Studies.

## 4. Application Review Process

### A. Test Method based on discipline

Discipline	Test Method
Humanities / Science	Documents Review
Arts / Physical	Practical Test & Documents Review
Medicine	Interview & Documents Review

### B. Additional remarks

- 1) The CAU Korean Proficiency Test (KPT), to be held on January 5, 2019(Sat), will not influence admission decisions. However, admitted applicants who failed the CAU KPT must take a leave of absence and take the designated Korean Language Courses at the CAU Institute of International Education. (The students will attend the courses at the Anseong campus for the first 6 months.)
- 2) Upon meeting any of the standards below, the student will be allowed to enter CAU or start taking a degree program at CAU in the coming semester.
  - A) Submit a Certificate of TOPIK level 4 or higher(TOPIK level 3 or higher for Design department/ Global School of Arts)
  - B) Pass the CAU KPT(Korean Proficiency Test)
  - C) Complete the level-4 (or higher) Korean Language Course at the CAU Institute of International Education
- 3) Students who did not submit a certificate of TOPIK level 4 or higher when they entered CAU or returned from the leave of absence should take the designated Korean language courses based on the rules offered by Office of International Affairs at CAU until they submit a certificate of TOPIK level 4 or higher.(Applicants for the English Track/Global School of Arts are exempt)
- 4) English requirement for applicants to apply for the English Track  
Minimum of: TOEFL 530(CBT 197, iBT 71) or IELTS 5.5 or TOEIC 850 or TEPS 600  
(Applicants from countries where English is used as the official language or mother tongue are exempt from this requirement)
- 5) All Applicants should follow the above mentioned policies. If applicants do not follow the policies, they will face limitations accordingly.

## 5. Admission Decision

- A. Admission decisions are made by each department based on total scores.
  - B. Applicants proven unqualified for CAU during document reviews will not be admitted to CAU.
  - C. Qualified applicants with the same scores will all be selected.
  - D. Failure to submit required documents, false entries in the documents, forgery, falsification, examination irregularities, or ineligibility will lead to rejection of application or even to cancelation of admission regardless of the evaluation results.
- ※ Successful Applicants must submit a transcript showing TOPIK level 4 or higher to the Office of International Affairs before graduation. Without submitting these documents, they cannot graduate. (Applicants for the English Track/Global School of Arts are exempt)

## 6. Practical Test(Audition & Portfolio)

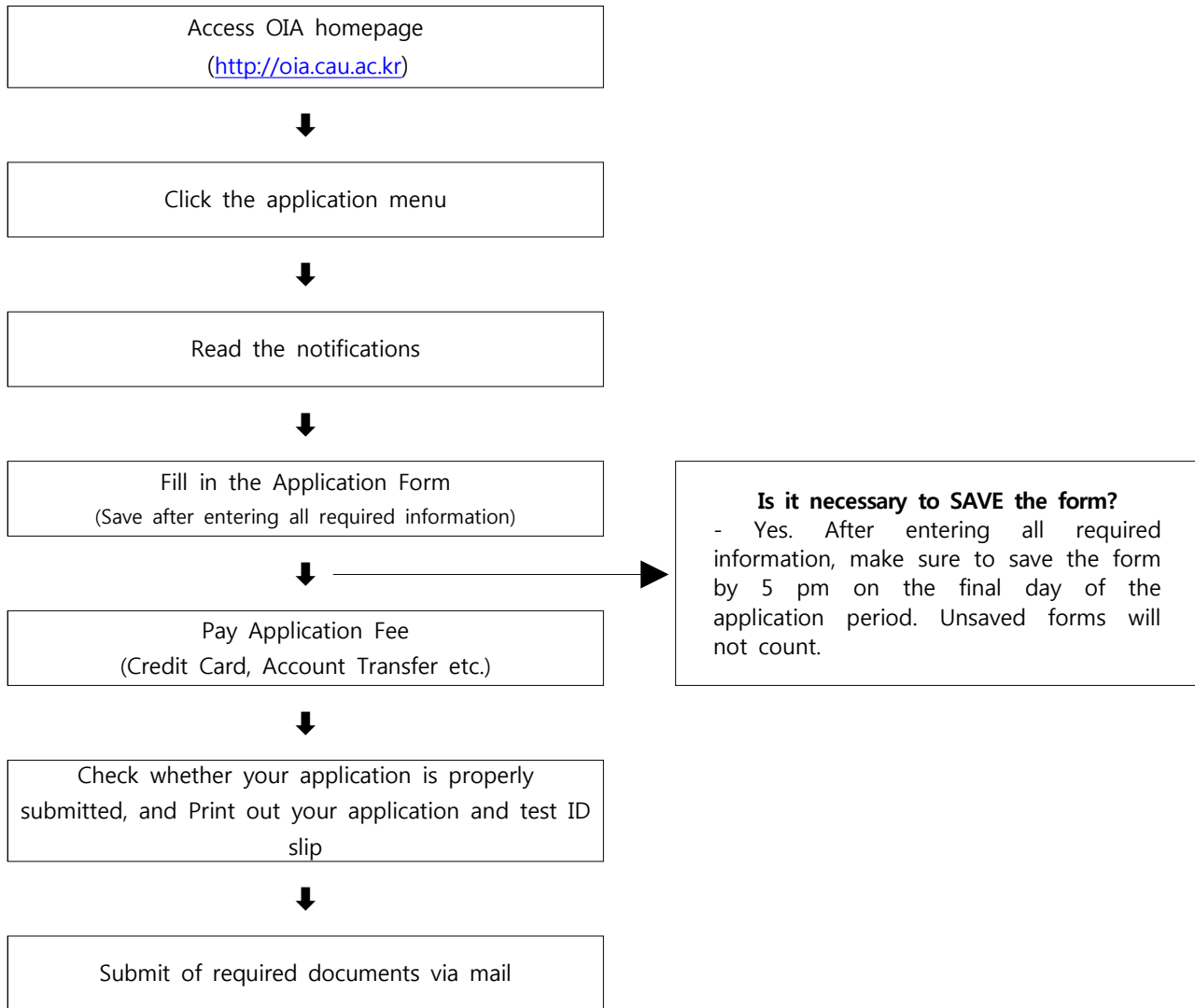
College	Schools & majors		Information about Practical Test	weight
Arts	Performing Arts & Media	Theatre(Acting)	<ul style="list-style-type: none"> <li>● Performing a script Applicants shall prepare an audition piece from either [a drama] or [a musical] and perform it at the audition fully demonstrating their talent as an actor/actress. ※ If music is needed, applicants must bring a CD containing the music (should be less than 2 minutes) on the first track.</li> <li>● Improvisation test and interview Applicant's aptitude, knowledge, skills and understanding will be tested. *The time for interview may be a minute shorter or longer for different applicants depending on their acting performance.</li> </ul>	100%
		Film Studies	<ul style="list-style-type: none"> <li>● Story-Making (90 minutes) <ul style="list-style-type: none"> <li>- Using 5 given places, applicants must create a story set in the places. (Places will be presented in a text)</li> <li>※ Notes <ul style="list-style-type: none"> <li>- All the 5 places must be used in the story regardless of order.</li> <li>- Any place other than the given 5 shall not be used (visiting one given place more than twice is allowed).</li> <li>- Format of the story can be a plot, a novel, or a scene of a scenario.</li> <li>- When writing, specify the place in one line and start the story set in the place from the next line.</li> </ul> </li> </ul> </li> </ul>	100%
		Theatre and Film Design	<ul style="list-style-type: none"> <li>● Portfolio (bring it to the test). * Refer to the Korean Version of Undergraduate Admission Guide for International Students.(page 12)</li> <li>● Interview Through questions mostly about the submitted portfolio, the applicant's intention behind the portfolio, process of portfolio production, the applicant's knowledge and aptitude will be tested.</li> </ul>	100%
		Photography	<ul style="list-style-type: none"> <li>● Based on his/her portfolio, applicants will be interviewed on their intention behind the pieces and photography techniques used. <ul style="list-style-type: none"> <li>- Applicants must bring their portfolio to the test.</li> <li>- 15 pages (27.9cm × 35.56cm)</li> </ul> </li> <li>※ No paste-up is needed. Bring an envelope containing only photos.</li> </ul>	100%
		Dance	<ul style="list-style-type: none"> <li>● Korean</li> <li>● Modern</li> <li>● Ballet</li> </ul>	<ul style="list-style-type: none"> <li>● Dance audition: Applicants must perform for 3 minutes. <ul style="list-style-type: none"> <li>- Applicants must perform the type of dance they wish to major in.</li> <li>- Applicants must prepare their own music(CD) and costume suitable for chosen major.</li> </ul> </li> </ul>
	Design (Crafts ,Industrial Design,Visual Design)		<ul style="list-style-type: none"> <li>● Evaluation will be conducted using the portfolio created by the applicant. The portfolio should follow the guidelines below, and systematically showcase up to 12 original projects. <ol style="list-style-type: none"> <li>01. The portfolio should be made up of up to 12 original projects/items, including 4 detailed descriptions.</li> <li>02. Descriptions of the following should be included: the process of how the idea lead to the final product, and how the project led you to develop on your own identity.</li> <li>03. The uniformed size of the portfolio is A4 (210x297mm). Free to choose between portrait or landscape.</li> <li>04. When including CD/DVD material, the file formats must be saved as "jpg(image files)", "mov (video files)", or "mp3(audio files)".</li> <li>05. When including video or audio material, each must be within a maximum of 2 minutes.</li> <li>06. A video introduction will take place of the interview. Include a personal statement as well as a video to introduce yourself. <ul style="list-style-type: none"> <li>- Video must be less than 2 minutes</li> <li>- Speak directly to the camera</li> <li>- Introduce yourself in Korean.</li> <li>- The file must be saved as a .mov file</li> <li>- No special effects or video overlay</li> </ul> </li> <li>07. If discovered that the projects have been plagiarized or made for you by someone else, admission will be cancelled even after a full admission has been previously granted.</li> </ol> </li> <li>*Portfolios must be submitted together with your admissions documents. Once submitted, no other practical tests will be conducted.</li> </ul>	100%

Global School of Arts	TV Broadcasting & Entertainment	<ul style="list-style-type: none"> <li>● Evaluation will be conducted using the portfolio created by the applicant. The portfolio should follow the guidelines below, and systematically showcase up to 5 original projects.</li> </ul>	100%		
	Applied Music	<p>01. Video Introduction</p> <p>Personal Statement &amp; Self Instruction Video should be simply presented.</p> <p>*For the video Introduction, Chinese is available but must be submitted with Korean interpretation paper.</p> <ul style="list-style-type: none"> <li>- Lead time: Min: 30 sec, Max 90 sec</li> <li>- Should directly speak to the camera</li> <li>- should be saved as .mov type</li> <li>- No Overlay, nor Special effect</li> </ul> <p>02. Portfolios should be composed of Max 5 items and must select one of the followings (duplicable)</p> <p>3D work(modeling), painting, printmaking, sculpture, collage, drawing &amp; sketch(book), character design, interactive design or websites, graphic, illustration, typography, photography, 2D or 3D digital art, invention, game design documents, cartoon, storyboards, computer programming, writing, animation, real time film, performance video, composition(write music), playing a musical instrument, song</p>			
	Game Contents & Animations	<ul style="list-style-type: none"> <li>*Videos or audios should not be more than 2 minutes</li> <li>*All saved files must be in the following format "jpg(image files)", "pdf(image files)", mov(video files)" or "mp3 (audio files)</li> <li>*Portfolio should be submitted with applications, no extra practical examination will be given</li> <li>*Portfolios must be submitted together with your admissions documents. Once submitted, no other practical tests will be conducted.</li> </ul>			
	Music	Composition		<ul style="list-style-type: none"> <li>● Composition test: Applicants must write a piece in the ternary form (A+B+A') for unaccompanied violin solo. (Applicant must also analyze chord tone&amp;nonharmonic tone)</li> </ul>	50%
				<ul style="list-style-type: none"> <li>● Piano test: Applicants must play a piece of their choice</li> </ul>	50%
		Voice Music		<ul style="list-style-type: none"> <li>● Test 1 (given piece): choose and perform one piece in German lyrics by one of the following composers: W.A.Mozart, F.Schubert, R.Schumann, J.Brahms, R.Strauss, H.Wolf</li> </ul>	50%
				<ul style="list-style-type: none"> <li>● Test 2 (free selection): Choose and perform either an art song in Italian lyrics or an opera aria. (Opera aria should be performed in its original language and key with recitativo omitted)</li> </ul>	50%
		Piano		<ul style="list-style-type: none"> <li>● Test 1: Play one fast movement from Beethoven's piano sonatas</li> </ul>	50%
				<ul style="list-style-type: none"> <li>● Test 2: Play one piece from Etude by F. Chopin, F. Lizst or S. Rachmaninoff</li> </ul>	50%
		Orchestral Music		<ul style="list-style-type: none"> <li>● Wind &amp; Strings: Play one piece of your choice that lasts 10 minutes (The piece should contain both fast and slow parts)</li> </ul>	100%
<ul style="list-style-type: none"> <li>● Percussion: Play all three instruments of Snare Drum, Marimba, Timpani for 10 minutes</li> </ul>			100%		
Korean Music	Music and Arts	<ul style="list-style-type: none"> <li>● Refer to the Korean Version of Undergraduate Admission Guide for International Students.(page 14)</li> </ul>	100%		
	Party Arts	<ul style="list-style-type: none"> <li>● Refer to the Korean Version of Undergraduate Admission Guide for International Students.(page 14)</li> </ul>	100%		
Sports Science	Sports science	<ul style="list-style-type: none"> <li>● Sit-ups (for both Male/Female): applicants will do sit-ups for one minute and the number of sit-ups done will be counted.</li> </ul>	50%		
		<ul style="list-style-type: none"> <li>● Standing long jump (for both Male/Female): applicants will try 2 times of standing long jump and the distance will be measured in centimeters.</li> </ul>	50%		

※ Please refer to page 12~14 of Korean Version of Undergraduate Admission Guide for more specific information regarding the practical test.

## 7. How to apply

Admission applications are accepted only by internet. Any other method of application is unacceptable.



## 8. Application Fee

Classification	Application Fee
Humanities / Science	KRW 100,000
Medical / Arts & Athletics	KRW 150,000

※ Application fee is not refundable after application period.

※ Applicants for Housing & Interior Design and Fashion Design under the Department of Design will be assessed based on the evaluation standards for the College of Humanities applicants, which require no practical test.

## 9. Required Documents

No.	Required Documents	Freshman	Transfer	Translation notarization	Consular legalization	Reference
1	An Application form	<input type="radio"/>	<input type="radio"/>			Print out after making online application
2	Letter of Consent & Letter of Request	<input type="radio"/>	<input type="radio"/>			
3	A certificate of (expected) graduation from high school	<input type="radio"/>		<input type="radio"/>	<input type="radio"/>	In the case of expected graduates, the notarized translation is valid for 3 months from the notarization date.
4	A highschool academic transcript (Specific GPA on a basic 100 point grade scale basis or specify the original grade scale)	<input type="radio"/>		<input type="radio"/>		
5	A legal, state-issued certificate of family registry or nationality that verifies applicant's family relationship - China : A copy of Household Register, certificate of Family Register - Japan : Copy of Certificate of Family Register - USA : Birth certificate or the like	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>		-The notarized translation is valid for 6 months from the notarization date.
6	A copy of national ID card (parents, applicant)	<input type="radio"/>	<input type="radio"/>			
7	A copy of passport (applicant)	<input type="radio"/>	<input type="radio"/>			
8	A copy of applicant's alien registration card (front & back)	<input type="radio"/>	<input type="radio"/>			For card holders only
9	A certificate of bank deposits of over US\$20,000 under the account of the applicant or the sponsor (the parents).	<input type="radio"/>	<input type="radio"/>			Only certificates dated within 3 months of the application date will be held valid.
10	A certificate of Family Register & a certificate of renunciation of nationality issued by Korean government	<input type="radio"/>	<input type="radio"/>			For those who have acquired Foreign nationality after renouncing Korean nationality
	A certificate of Foreign Nationality Acquisition	<input type="radio"/>	<input type="radio"/>			
11	A certificate of Adoption and a certificate of Nationality Acquisition (Adoption&acquisition dates should be stated)	<input type="radio"/>	<input type="radio"/>			For those who have acquired Foreign nationality through adoption
	A certificate of renunciation of nationality issued by Korean government	<input type="radio"/>	<input type="radio"/>			
12	College Entrance Exam Result ※Example: A transcript of 高考(Gao Kao), SAT	<input type="radio"/>				For holders only
13	An official record of Foreign Language Test (TOEIC, TOEFL, IELTS, JLPT, HSK) ※ Official record must be currently valid	<input type="radio"/>	<input type="radio"/>			Foreign Language Only For holders only
14	A certificate of Test of Proficiency(TOPIK)in Korean or a certificate of Korean Language Course at Institutes of Korean Universities ※ Official record must be currently valid	<input type="radio"/>	<input type="radio"/>			For holders only
15	A certificate of registration from Univ.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The notarized translation is valid for 3 months as of the notarization date.
16	An academic transcript from Univ. (or College) (Specify Required Credits for Graduation, Specific GPA on a 100 point grade scale basis or specify the original grade scale)		<input type="radio"/>	<input type="radio"/>		In the case of expected graduates, the notarized translation is valid for 3 months from the notarization date.
17	A certificate of (expected) graduation from Univ. (or College)		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
18	Self Introduction and Study Plan	<input type="radio"/>	<input type="radio"/>			Use the attached Format
19	Official grade reports for English Track applicants -TOEFL 530(CBT 197, iBT 71), IELTS 5.5, TOEIC 850, TEPS 600 or higher	<input type="radio"/>	<input type="radio"/>			Applicants for the English Track only
20	Portfolio	<input type="radio"/>	<input type="radio"/>			Design department (Crafts/Visual Design/Industrial Design)/Global School of Arts applicants only

※ All translation notarization must be issued by the proper authorities in the applicant's home country except for unavoidable cases.

※ **Note**

- The documents should be translated and notarized into Korean or English if they were written in languages other than Korean or English.
- Successful candidates must submit certificate of graduation, certificate of registration, and transcript with an Apostille issued from the government authorities in the applicant's home country. Successful candidates from countries that are not member nations of Apostille should submit the documents with consular legalization issued from Korean consulate in the applicant's home country. (※ Must be received by January 18, 2019 (Fri). Instead of the Apostille certificates, Chinese applicants can submit academic record certificates and degree certificates issued by the relevant verification center under the Chinese Ministry of Education.

## 10. Notes on Document Submission

- A. All documents submitted must be originals unless certified copies have been approved by an officer of Office of International Affairs at Chung-Ang University in case of unavoidable circumstances.
- B. Any documents written in languages other than English or Korean must be accompanied by a Korean translation certified by a public notary.
- C. After the on-line application, a hard copy of the application forms and required documents must be put in a mailing envelope, on which the given envelope cover (printable from the web application system) is glued, and be mailed to the following address:
  - \* Office of International Affairs, Main Bldg. 1<sup>st</sup> floor, Chung-Ang University, 84 Heuksuk-Ro, Dongjak-Gu, Seoul, Korea ( 06974 )
  - ※ Must be received between August 28, 2018(Tue) 09:00 ~ September 14, 2018(Fri) 17:00
- D. If different names are used among the submitted documents, proper documents issued by the legal authorities in the applicant's home country must also be submitted to prove all the names refer to the same person, the applicant.
- E. Successful applicants who were expected to graduate at the time of application must submit a certificate of graduation and academic transcript to the Office of International Affairs before their first semester in CAU begins.
  - ※ Without submission of the above mentioned Required Documents, your admission will be cancelled.
- F. The University reserves the right to demand additional documents to prove or verify the authenticity of submissions or eligibility.
- G. Any inaccurate information in the documents or incomplete documents may cause exclusion of the applicant from consideration.
- H. The submitted documents will not be returned to applicants.
- I. Other issues not dealt with in this guidebook will be handled based upon the decision of the Commission of University Admission Management of CAU.
- J. Successful candidates must submit certificate of graduation, certificate of registration, and transcript with an Apostille issued from the government authorities in the applicant's home country. Successful candidates from countries that are not member nations of Apostille should submit the documents with consular legalization issued from Korean consulate in the applicant's home country. (Instead of the Apostille certificates, Chinese applicants can submit academic record certificates and degree certificates issued by the relevant verification center under the Chinese Ministry of Education.)
  - Submission Deadline: January 18, 2019(Fri) 17:00
  - ※ Without submission of the above mentioned certificates, your admission will be cancelled.
  - Address: Office of International Affairs, Main Bldg. 1<sup>st</sup> floor, Chung-Ang University, 84 Heuksuk-Ro, Dongjak-Gu, Seoul, Korea (06974)



## 11. Application for 'Certificate of Admission' Issuance

- A. After being admitted, foreign applicants must complete an on-line application on the OIA Website in order to receive the standard Certificate of Admission, which is required to apply for their D-2 visa.
- ※ Applicants must submit a copy of their Alien Registration Card (ARC) or Passport to the CAU Office of International Affairs (OIA) if a change has been made to their Alien Registration Card or Passport.
  - ※ The student is responsible for any problems caused by their non-compliance to submit within the application period and for any errors in the information they provide.

### B. Application period

Classification	Schedule	Notes
On-line application for Certificate of Admission	January 9, 2019(Wed) ~ January 15, 2019(Tue)	On-line Application Only. ( <a href="http://oia.cau.ac.kr">http://oia.cau.ac.kr</a> )
Issuing Certificate of Admission for Students Living outside Korea	January 15, 2019(Tue)~	Postal delivery
Issuing Certificate of Admission for Students Living in Korea	January 28, 2019(Mon)	Visit at OIA office

## 12. Others

### A. Scholarship

1) For 1<sup>st</sup> semester

Classification	Scholarship Conditions	Benefit
Dormitory fee	Among applicants who have taken 2 or more quarters at the CAU Institute of International Education, for those whose grade-average of their best 2 quarters is 70 or higher and whose attendance rate is 80% or higher	Foreign student dormitory fee for one semester (16 weeks) is waived
Tuition fee	-TOPIK level 5 or higher -IBT TOEFL 90 or higher / IELTS 6.5 or Higher only for English Track Acceptants	50% of tuition fee is waived
others	IBT TOEFL 90 or higher / IELTS 6.5 or Higher only for English Track Acceptants	Give Priority for Student Exchange Program

2) From 2<sup>nd</sup> semester until the minimum amount of time required to complete a degree

Waiver types	Acceptance Period
1) 100% of tuition fee waived for the students whose GPA for the previous semester was 4.0 or higher.  2) 50% of tuition fee waived for the students whose GPA for the previous semester was 3.7 or higher.  3) 35% of tuition fee waived for the students whose GPA for the previous semester was 3.3 or higher.	minimum amount of time required to complete a degree program

※ In case of losing foreign nationality (and acquiring Korean nationality), the student will no longer be eligible for this scholarship.

### B. Student Visa (D-2)

1) Certificate of Admission for Student Visa Issuance

Successful applicants who registered within the registration period should receive the standard admission certificate issued by CAU. Upon receipt of the standard admission certificate, applicants must submit the standard admission certificate to the Immigration Office to get the D-2 visa.

2) Student Visa (D-2) Application and Issuance

A) Domestic Residents

- ① Among domestic residents, the holders of D-4 Visa should apply for the change of status at the Immigration Office, by applying for D-2 Visa, before the semester starts.
- ② Application Place : the relevant Immigration Office based on current address  
- Contact for questions: call 1345
- ③ Required Documents for change of status (From D-4 Visa to D-2 Visa)  
- Passport and alien registration card  
- Application Form for Change of Status(provided at Immigration Office)

- one color ID photos (3.5cm × 4.5cm)
- Certificate of Admission issued by CAU (informed on page 17)

B) Foreign Residents

Students apply for a D-2 Visa directly through the Korean Embassy or Consulate in their home country.

(A) Application Place: Korean Embassy or Consulate

(B) Required Documents for Visa application

- Certificate of Admission issued by CAU (informed on page 17)
- Passport
- Application Form for Visa Issuance (provided at the embassy or consulate)
- Business license of CAU
- Medical examination report
- Some embassies or consulates may require additional documents

C) Foreign residents admitted into Korea without a visa

Successful applicants who registered within the registration period should receive the standard admission certificate issued by CAU. Upon receipt of the standard admission certificate, applicants must submit the standard admission certificate to the Immigration Office to get a D-2 visa.

**C. Alien Registration**

1) The admitted students should apply for "Alien Registration" at the Immigration Office directly within 90 days from their visa issuance or immediately after change of status.

A) Application Place : relevant Immigration Office based on current address

- Contact for questions: call 1345

B) Required Documents

- Passport
- One Color ID Photo (3.5cm × 4.5cm)
- Application for Foreigner Registration (provided at Immigration Office)
- certificate of university enrollment

2) Registered foreigners must notify the relevant Immigration Office of the following events within 14 days of their occurrence.

- Change of Name, Sex, Date of Birth or nationality
- Change in passport number, issuance date, and expiration date
- Change of residence
- Change of employer (institution or corporation)

※ **Successful applicants must submit a copy of their foreigner registration card to the CAU Office of International Affairs after entering CAU.**

## D. CAU Rules and Regulations

- 1) Leave of Absence
  - A) International students can obtain a leave of absence after submitting their application to the office of their college via the Office of International Affairs at CAU.
  - B) In the event an international student with a D-2 visa takes a leave of absence, the student will, by taking the due process at the Immigration Office, leave Korea for their home country within 30 days of the day the student applied for the leave of absence. (Except in the cases where that their visa status has been changed for reasons such as applying to Korean Language Institute, etc.)
  - C) Should you not be a holder of a D-2 visa, please contact Office of International Affairs at CAU (02-820-6116,6117,6571,6572)
- 2) Registration should be completed during the specified period.
- 3) Dismissal : Students can be dismissed as a result of the following:
  - A) Failure to complete registration within the scheduled time frame each semester.
  - B) Failure to reinstate after the expiration of leave of absence.
  - C) Dual enrollment in two or more institutions.
  - D) Four academic warnings or three consecutive academic warnings
  - E) Students who fail to follow University regulation that results in dismissal.
  - F) Criminal punishment due to violation of Immigration Laws or other Laws of Korea. (i.e. illegal employment)

## E. Health Insurance (Compulsory Insurance)

It is compulsory for international students at CAU to buy accident & health insurance for unexpected accident or disease. More details will be provided after the announcement of successful candidates. (Office of International Affairs at CAU: 02-820-6572)

## F. Housing

- 1) Dormitory: Detailed information of the dormitory will be provided after the announcement of successful candidates.  
(Office of International Affairs at CAU: 02-820-6572)
- 2) Lodging House
  - A) The Lodging House consists of several rooms and offers breakfast and supper.
  - B) Furniture is not provided and students can choose either a single-room or a double-room.
  - C) Lodging Fee
    - Double-room : KRW 300,000~350,000 / Month
    - Single-room : around KRW 500,000 / Month
- 3) One-Room boarding facility
  - A) One-room boarding facilities consist of small single rooms and meals are not offered.
  - B) A desk, a wardrobe and a bed are provided.
  - C) Lodging Fee : around KRW 400,000 / Month

※ Fees of lodging house and one-room boarding facility may vary according to the quality of facilities and environment.

#### **G. University measures to prevent illegal stay**

According to the guidelines offered by the Ministry of Education, we must report the following students to the immigration office within 15 days to prevent illegal stay in Korea.

- 1) Those who do not enroll during the specified period or obtain a leave of absence.
- 2) Those with poor class attendance and academic performance to the level deemed inappropriate to continue their studies.
- 3) In case of voluntary or forced dismissal, expulsion from school, graduation, unreported absence, etc.
- 4) Those who received criminal punishment for violating the immigration law or other laws of Korea, such as illegal employment.
- 5) Those who focus on job seeking rather than studying
- 6) Those who try to pay tuition fees and other staying expenses through earning money in Korea.

## H. CAU International Joint Degree Program overview

CAU International Joint & Degree Program is specially organized for the students who want to complete their bachelor's degree through English in South Korea. All major Courses will be offered in English and the programs are including Business Administration & International Logistics and Korean Studies.

### 1) School of Business Administration

The School of Business Administration boasts its long history and tradition as the first educational institution in Korea to offer the curriculum for business administration. The School has also produced a number of entrepreneurs, management experts, Government policy makers, as well as scholars who are actively engaged in every sector of our society.

### 2) Department of International Logistics

The Department of International Logistics was founded with the educational goal of training students as core expert group in the international logistics market who can cope with the global business environment and take part in achieving the national goal of establishing Korea as "the Logistics Hub of East Asia."

### 3)Korean Studies

Through intensive Korean studies courses, students will get a chance to understand Korea. Fundamentals and the lectures are covering Korean language, Korean society, Korean folk and contemporary culture, Korean Media, etc. An in-depth look at various aspects of Korea can be experienced through lectures

## Programs

Type	Programs(Required Credits)
Joint Degree	Business Administration(45) + Korean Studies(36)
	International Logistics(45) + Korean Studies(36)
Dual Degree	Business Administration(45)+International Logistics(45) *It may take more than 8 semesters to complete the dual degree program.
Requirements for Graduation	-General Education Courses(29 Credits) -Elective Courses: 13~22 credits -Total Credits : 132 credits or higher *Transferred Students: Total 66 credits are required for graduation.

\* It is mandatory for successful candidates of the Business Administration / International Logistics(English Track) to register for Korean Studies.

\* It is not mandatory for successful candidates of the Business Administration / International Logistics(English Track) transfer admission to register for Korean Studies.

# *Personal Statement & Study Plan*

- Name :
- Department / Specific Major :

*Please indicate your rationale for requesting admission to Chung-Ang University. Describe your plans for undergraduate study, career plans after graduation and a professional career as they relate to your personal and educational background as well as your preferred area of concentration. If there are special circumstances or factors that you wish considered with your application, please indicate.*

※ You can attach more sheets if you need more space to write