

Spring Semester 2019
Transfer Admissions Guide for
International Students



Cheju Halla University

I Admission Procedure

Period	Application and materials Submission	Admission Notification and Acceptance Letter	Registration	Remarks
1	2018.10.01. ~ 2018.10.31.	2018.11.07. (Wed)	2018.11.08. ~ 2018.11.16.	<ul style="list-style-type: none"> ▶ Admission Guide and Application Form - CHU Office of International Affairs Page (www.chu.ac.kr ☞ Office of International Affairs) ▶ Submission via mail to: Office of International Affairs, 38 Halladaehak-ro, Nohyeong-dong, Jeju-si, Jeju-do, South Korea, 63092
2	2018.11.01. ~ 2018.11.30.	2018.12.07. (Fri)	2018.12.10. ~ 2018.12.21.	<ul style="list-style-type: none"> ▶ Submission in person - CHU Office of International Affairs (from 9:00 to 17:00, except for Saturdays, Sundays, and holidays) ▶ An acceptance letter (official admission notification) will be issued along with admission result announcement
3	2018.12.01. ~ 2018.12.28.	2019.01.07. (Fri)	2019.01.08. ~ 2019.01.18.	<ul style="list-style-type: none"> ▶ Registration in person from 9:00 to 16:00 (Except for Saturdays, Sundays, and holidays) ※ Students recommended by our partner universities and institutes are granted rolling admissions.

[Additional Admission]

Additional admission after regular admission period will be open until February 28th, 2018 (Thu) 5 PM

※ Admission schedule, department, number of students, and screening process will be announced at a later date through Office of International Affairs Homepage.

II Eligibility and Requirements

Criteria	Qualification Requirements	Academic Requirements
Transfer	Both the applicant and applicant's parents must be of non-Korean nationality (with foreign nationality) and the applicant should have a high school diploma (or a pending diploma) from a highschool in Korea or from a foreign country.	Applicants should have completed regular primary and secondary (or more than 12 years) education that is equivalent to Korean education system in or out of Korea

[Common Requirements]

※ Foreign students must satisfy at least one of the criteria regarding Korean language proficiency.

※ Applicants whose high school graduation status is pending in the period of application should receive their diploma by the end of February 2019.

※ Foreign Language Proficiency Criteria

- ① Applicant should have TOPIK Level 3 or KLPT level 3
 1. Applicant with TOPIK Level 2 is required to take more than 300 hours of Korean Language Course during the first year.
- ② Minimum scores for English language proficiency tests minimum TOEFL score of 530 (CBT 197, iBT 71), minimum IELTS score of 5.5, minimum CEFR score of B2, minimum TEPS score of 600 or other test scores of officially authorized private English language tests.
 1. However, if an applicant holds 90% of the minimum required score, the applicant can be accepted with the requirement to take more than 200 hours of English Courses during the first year.
 2. If an applicant's first or official language is English, CHU waives the English proficiency test score requirement upon submission of proof (i.e. graduation certificate from an English-speaking country)
- ③ Applicants recommended from affiliated universities, exchange students, and students in co-education program with other institutions need to finish 250 hours of Korean classes in CHU Korean Language Center or other institutions approved by CHU (this requirement should be based on the agreements established with other institutions).
- ④ Applicants for professional skill-based majors such as music, arts, physical education or others may be admitted conditionally without meeting the language requirement, when they complete 250 hours of Korean language classes from CHU Korean Language Center or other institutions approved by CHU.
- ⑤ Government scholarship or foreign government scholarship recipients should meet the selection criteria of the given year.
- ⑥ Applicants that majored in Korean language for 2 years or attended class conducted in Korean language in overseas schools needs to submit proof(i.e. transcript, proof of enrollment, certificate of graduation) to be exempt from meeting language requirement.

※ Official test scores issued within the last 2 years of the application deadline will be considered valid for the purpose of the transfer application.

III Fields of Study and Admission Quota

Schools	Majors	Years of Completion	Degree	Admission Quota
School of Nursing	Dept. of Nursing ★	4 years	4 year Bachelor's	As many as xx
School of Health Sciences	Dept. of Clinical Pathology	3 years	3 year Associate	As many as xx
	Dept. of Radio Technology			
	Dept. of Physical Therapy			
	Dept. of Occupational Therapy			
	Dept. of Emergency Medical Technology			
School of Equine Science	Dept. of Equine Resources and Science	4 years	4 year Bachelor's	As many as xx
	Dept. of Equine Management Science			
International School of Tourism and Hospitality	Dept. of Hotel Management ★	4 years	4 year Bachelor's	As many as xx
	Dept. of Hotel & Restaurant Management ★			
	Dept. International Business Management ★			
	Dept. of Tourism Management	2 years	2 year Associate	As many as xx
	Dept. of Tourism English			
	Dept. of Tourism Japanese			
	Dept. of Tourism Chinese			
	Dept. of Hotel Culinary Arts ★			
Dept. of Leisure Sports				
School of Social Welfare	Dept. of Social Welfare	4 years	4 year Bachelor's	As many as xx
	Dept. of Social Welfare	2 years	2 year Associate	As many as xx
	Dept. of Social Welfare Administration			
	Dept. of Early Childhood Education	3 years	3 year Associate	
School of Information Technology and Architecture	Dept. of Broadcasting and Film ★	4 years	4 year Bachelor's	As many as xx
	Dept. of Architectural Design	3 years	3 year Associate	As many as xx
	Dept. of Computer Information	2 years	2 year Associate	As many as xx
	Dept. of Computer Multimedia			
	Dept. of Information and Communication			
School of Arts	Dept. of Industrial Design ★	4 years	4 year Bachelor's	As many as xx
	Dept. of Music	2 years	2 year Associate	As many as xx
	Dept. of Beauty Art			

★ Indicates the departments that operate two tracks (Korean, English).

※ Each department will offer admissions according to its capacity within the quota.

※ There's no quota set for the acceptance of international students.

※ Admission to Nursing major is only available for the spring semester.

IV Application Materials

번호	구분	비고
1	Official application form	Download the form from the homepage of CHU, Office of International Affairs
2	Personal statement and records of school attendance	Download the form from the homepage of CHU, Office of International Affairs
3	Documents verifying foreign nationality	Copy of citizen cards or passports
4	Certificate of (prospective) high school graduation, and transcript(s)	Applicants who submit prospective graduation certificate must submit official high school graduation certificate before entrance.
5	Transcript and certification of completion from previous University	Submit as notified
6	Certificated or documents about Korean/English proficiency	Submit as notified
7	Financial evidence (① or ②) ① Applicant's or the parents' bank statement with outstanding balance of USD \$18,000. ② Applicants of selected countries within the watch list by the Ministry of Justice may put \$10,000 deposit to the University.	*Issued within the last 3 months before the application deadline. *If documentation can be provided, balance should have be maintained more than 6 months period.
8	Family relationship certificate (applicant oriented)	Any official certificate that proves family relationship (between the applicant and parents) issued by government authorities
9	Financial affidavit	A designated form in the appendix
10	5 Photos in color (3.5x5 cm)	Taken within the last 6 months (In front of a plain WHITE background)
11	Health insurance policy	If not available, CHU will purchase the insurance within the first month of entrance.
12	Certificate of entry and exit records	If applicable
13	Certificate of foreigner registration in Korea	If applicable
14	Certificate of translation	If applicable

※ Materials should be filed in the numerical order above.

[Important notes for issuance and submission of documents]

- Any document in other languages than Korean must be translated in Korean and certified by the translator (no need for notarization).
- Copies of original documents must be presented with the originals or supported with the original certificate(s) issued by the authorities that retain the originals.
- If the applicant's name does not match on all documents, he or she must submit official certification to prove that those names are used for the identical person.
- The university may request additional documents, if necessary.
- Applicants should submit transcripts and (pending) diploma to Office of International Affairs at CHU before the entrance date and failure to do this without any valid reason can cause admission cancellation.
- Applicants can submit their high school (prospective) graduation certificate or transcripts by following options
 - documents legalized with apostille stamps
 - documents certified by or consular office in the country where their school is located or authenticated by the Korean embassy.
 - certificates issued by Center of School Record and Degree Legalization operated by Chinese Ministry of Education (only for applicants who acquired their degrees in China)

1) Apostille



2) Consular authentication



3) Chinese degree legalization



7. Ways to legalize Chinese school records and degrees (choose one of followings)

- 1) School record verification: requested from China Higher Education Student Information and Career Center (school record verification center operated by Chinese Ministry of Education, www.chsi.com.cn)
- 2) Degree verification: requested from China Academic Degrees and Graduate Education Information (degree verification center operated by Chinese Ministry of Education, www.degdc.edu.cn)
- 3) Confucius Institute Seoul, Korea (Korea China Cultural Cooperation Research Corporation, www.cis.or.kr): refer to the following information.
 - contact: 02-554-2688
 - The legalization process may take about 30 days, so prepare it in advance.

V Admission Process

1. Application will be reviewed and determined by the International Admissions Assessment Committee of CHU.
2. An evaluation for admission will take place based on the submitted documents of the applicant's qualification, personal statement, Korean language proficiency, etc.
3. Applicants who do not meet the qualification will not be admitted.

VI Notes for Applicants

1. Submission of application materials

- A. Applicants must complete the application correctly, and they are fully responsible for any disadvantages they may incur due to errors and omissions (type in all the information).
- B. Applicants cannot make multiple applications to CHU.
- C. Dual citizenship or stateless individuals are not considered as international students.
- D. All documents should be submitted together at the time of application submission.

- E. Applicants must submit originals of all supporting documents. If originals cannot be submitted, copies must be checked against the originals by the issuing authorities. Any documents written in foreign languages other than Korean should be translated into Korean and be certified by the translator (no need for notarization).
- F. Admission may be rescinded if an applicant submits inaccurate, falsified, forged or falsely translated materials, even if it is discovered after admission is granted or he or she registered
- G. Contact information on the application form must be valid and available at any time. Cheju Halla University is not responsible for any circumstances that result from errors or changes of telephone numbers or addresses.
 - * Note: Applicants must report any changes of telephone numbers and address to Office of International Affairs, Cheju Halla University.
- H. Applicants can find all the information in the admissions guide on Cheju Halla University's homepage (<http://www.chu.ac.kr>), and CHU does not offer any personal notification.
- I. By submitting an application, applicants are assumed to consent to release of their records or qualifications to university authorities.
- J. Other details than those discussed in this guide can be reviewed and determined by the International Admissions Assessment Committee.

2. Restrictions and prohibition regarding multiple application

- A. Students accepted to other colleges (includes industrial colleges, educational colleges, community colleges) through early admissions cannot apply (irrespective of their registration to the accepted school) for regular admissions or additional admission. If students were accepted to Cheju Halla University, their admissions will be terminated due to multiple application.

3. Policies on admission failure and cancellation.

Applicants may be rejected or admission may be cancelled when a student:

- A. Does not meet required qualifications, or fail to submit application materials by deadline.
- B. Admitted based on illegal means, such as inaccurate statement, or false or forged documents.
- C. Does not register within the designated registration period.
- D. Violates restrictions on multiple application and dual registration.

4. Privacy Policy

- A. Cheju Halla University collects and uses applicants' personal information in reviewing the application.
 - Information on applicants' resident registration number, address, telephone numbers, mobile phone numbers, email addresses, etc
 - Academic records: high schools graduated, year expected to graduate or have graduated.
- B. Collected information will be used only for the purpose of admission assessment, administration, scholarship, or statistics, and will be destroyed immediately when the duration of personal information retainment is expired or after the purpose of retainment is achieved.
- C. Application can be processed only when applicants consent to the collection and use of their personal information by CHU.

VII Tuition and Fee

Nationality	Category			Remarks
	Enrollment Fee	Tuition	Application Fee	
Peoples Republic of China	RMB 3,000	RMB 15,000/semester	RMB 150	All the departments' tuition is the same.
Others	\$ 450	\$ 2,500/semester	\$ 20	

1. Registration Period: See the application deadlines
 2. How to pay the tuition: Registration office on campus or wire transfer to the designated account.
 3. Notes:
 - Accepted students will be issued tuition invoices, and they must pay the tuition on campus or transfer by the due date provided on the invoices. Applicants take all responsibilities regarding failure of payment.
 - If the tuition (deposit) is not paid within the registration period, the applicant is considered to have no intention to enroll to CHU and the admission will be rescinded.
 - Enrollment fee is collected only for the first semester, but the tuition is charged every semester.
 - Students with recommendation from affiliated universities as well as institutions are exempt from enrollment and application fees.
- ※ Application fee is not returnable after submission.

VIII Student Housing

1. All units within campus housing facilities are for 4 people. All international students must reside on campus and are given priority to reserve housing.
 2. Dormitory Fee: \$550 / Semester (Excluding meals, Deposit \$50 must be paid)
- ※ School break period: \$5/day (First summer or winter break is \$400./Advance payment of dormitory fee is mandatory)
- ※ International students need to pay for 1 year's dormitory fee up front.

IX Insurance

1. All international students must purchase and maintain accident insurance until graduation.
2. Annual insurance fee: Approximately \$300.

(※ Note: Insurance fee is subject to change depending on differing situations.)

X Financial Ability Guarantee Deposit (Application Material 7-②)

1. Deposit for applicants from some countries within the watch list of the Ministry of Justice:
 - applied same for 2 year and 4 year programs: \$10,000 paid up front.
- ※ The screening committee might allow the applicant to pay only \$5,000 and provide a Letter of Guarantee (by a Korean residing in Jeju).

Cheju Halla University Transfer Application Form

* Please type

Classifica- -tion	International Transfer Students	Academic Year 2019				* Application Number:	
Name (*As written in Passport)						Photo	
Intended Major							
ARC Number / Passport		Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female			
Country of Birth		Nationality					
High School		Year	Month	Date	Graduation Year		
Address		(Zip code) (Address)					
Contact Info.	Applicant	Name		Relationship to the applicant	Applicant	(☎)	
	Legal guardian	Name		Relationship to the applicant		(☎)	
	Additional Contact Information	Name		Relationship to the applicant		(☎)	
	Home	☎					
	E-mail Address	@					
<p>I hereby apply for admissions to Cheju Halla University with designated documents and I consent to collection and use of my personal information (personal data, school records, contact information).</p> <p style="text-align: center;">20</p> <p style="text-align: center;">Name _____ (Signature)</p>							
<p>Documents to submit: One for each required document according to applicant's eligibility classification. (page 3 within this booklet)</p>							<p>*Stamp</p> <p style="text-align: center;">(☎)</p>
<p>To President of Cheju Halla University</p>							

Academic Record

* The form must be filled completely and accurately. Please Type.

Name <small>(*As written in Passport)</small>		Date of Birth	YYYY/MM/DD	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Intended Major	Cheju Halla University School/ Academic Major					
Foreigner	Objects	Classification	Nationality	Identification Number	Date of Acquisition	
	Applicant	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
	Father	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
	Mother	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
(Schools attended) Dates written below must match dates in your official documents (such as certificate of graduation) to verify completion of more than 12 year primary and secondary education						
Period of Attendance	Name of School	Grades	<small>Schools equivalent to Korean education system</small>	Location		Accredited/ Non-accredited
				Country	City	
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
Total Attendance Period		()years ()months				
Record of the last high school attended	Name of School		Address of School			Telephone (Fax) numbe
	English		English			(Tel.)
	Original language		Original language			(Fax.)
Special Circumstances	State any special circumstances that may raise questions in evaluating documents, for example skipped grades, early graduation, attendance in the third country, parents' eligibility, etc					
Language Proficiency	Korean	<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication		<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable		
	<i>Attach certificates in Korean proficiency tests or Korean language program to verify Korean language proficiency</i>					
	English	<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication		<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable		
	<i>Attach TOEFL, IELTS, CEFR, TEPS, etc to verify English language proficiency</i>					
	Others (Language:)	<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication		<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable		

Personal Statement

※ The form must be filled completely and accurately. Please Type.

Name (*As written in passport)		Intended Major	
<p>1. This Personal Statement is written by me and is based on truth, my own thoughts and goals.</p> <p>2. If this personal statement is either written by someone else, based on false information, or written with a shady intention, Cheju Halla University can reject the applicant, deny the application, withdraw application, and/or limit future application to Cheju Halla University.</p> <p>3. I will cooperate when Cheju Halla University requests for any fact-check.</p> <p>4. Regarding the personal statement, I give up my rights to ask for information disclosure or public access and will not pursue those rights in the future.</p> <p>I certify that I agree upon above statements.</p> <p style="text-align: center;">20</p> <p style="text-align: center;">Applicant's Name _____(Signature)</p> <p>To: President of Cheju Halla University</p>			
1. Academic Intention			
2. Academic Goals			
3. Career Goals after Graduation			

* Please type

Financial Affidavit

Applicant	Name (*As written in Passport)					
	Date of Birth	. . .	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	
Financial Guarantor	Name (*As written in Passport)					
	Date of Birth	. . .	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
	Nationality			Occupation		
	Address					
	Contact Number					
	Relationship to the applicant					

I hereby certify that I agree to provide all funds to the above-named applicant for study at Cheju Halla University.

【Required Documents】

1. Evidence of Financial Ability: one of the following
 - ① Bank Statement (issued within the last 3 months with more than USD \$18,000)
 - ② Applicants of selected countries from the watch list by the Ministry of Justice may be asked put \$10,000 deposit to a university designated account.

※ The screening committee might allow the applicant to make \$5,000 deposit and a Letter of Guarantee (by a Korean person residing in Jeju) as an alternative.
2. Certificate of employment or business registration
3. Certificate showing legal payment of property tax

20

Name of Financial Guarantor : _____ (Signature)

To President of Cheju Halla University

Details on financial evidence

- When applicant sponsors him/herself: Attach only a bank statement with deposit balance.
- When applicant's family guarantees him/her: Attach a bank statement with deposit balance and a document to prove family relationship.
- Otherwise, when a financial guarantor who resides in Korea sponsors: Attach all the documents above.

Certificate of Translation (by Translator)

Translator's Personal Information			
Nationality	Name	Date of Birth	Gender
Address		Contact (☎)	

※ Short-term visitors not registered in Korea or illegal aliens in Korea are not qualified to translate.

Personal Information of the Applicant			
Nationality	Name	Date of Birth	Gender

Translated Documents	
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I hereby certify that the attached translation is true to the original.
20 Translator : To Minister of Justice