부산대학교

Fall Semester of 2020

ADMISSIONS GUIDE FOR
GRADUATE SCHOOL OF INTERNATIONAL STUDIES
FOR INTERNATIONAL STUDENTS

부산대학교 국제전문대학원
PUSAN NATIONAL UNIVERSITY · GRADUATE SCHOOL OF INTERNATIONAL STUDIES

CONTENTS

본 모집요강은 한글 및 영어로 작성되었으며, 해석상의 차이가 발생할 경우 한글로 작성된 내용을 기준으로 합니다.

The guidelines for applicants have been prepared in both Korean and English. When interpretational differences arise, the Korean version will have priority over the English version.

Contents	Date	Place	Remarks
APPLICATION PERIOD * ONLINE APPLICATION	2020.05.04.(Mon) 09:00 ~2020.05.12.(Tue) 17:00	**[ONLINE APPLICATION]** 1. 'Jinhak Apply' Website http://jinhakapply.com 2. PNU Admission Website http://go.pusan.ac.kr	▷ All applicants must apply through 'Jinhak apply' or PNU Admission Website. ▷ Keep the test identification slip for the interview after completing online application.
SUBMISSION OF REQUIRED DOCUMENTS	2020.05.04.(Mon) 09:00 ~2020.05.14.(Thu) 17:00 * Except Weekend, National Holiday	**[BY POST]** Graduate School of International Studies(GSIS administrative office), Pusan National Univ., 2 Busandaehak-ro 63 beon-gil Geumjeong-gu, Busan 46241, Korea **[IN PERSON]** GSIS Administration Office, Samsung-University Industry Cooperation Bldg.(#508) Office #801, Pusan National Univ.	▷ Application form and other documents can be downloaded from 'Jinhak Apply' after completing online application. ▷ Application form and requirement documents must arrive by deadline of submission date.
INTERVIEW	2020.05.29.(Fri), (Doctoral) 9:30~ (Master's) 10:30~	**[GSIS Administration Office]** Samsung-University Industry Cooperation Bldg.(#508) Office #801, Pusan National Univ.	▷ All applicants should present for interview until 09:00 on the day. * Except applicants residing abroad
ANNOUNCEMENT OF ADMITTED APPLICANTS	(Scheduled) 2020.06.15.(Mon) 10:00~	**[PNU ADMISSION WEBSITE]** Visit PNU admission information website (http://go.pusan.ac.kr) and make an inquiry for acceptance.	▷ click 합격자조회(Announcement of Admitted Application) menu→Log-in(ID: Application Number, PASSWORD: your birthday, 6-digits number)→Confirm your result ▷ Print out your admission confirmation documents
PRINTOUT OF TUITION BILL	2020.07.08.(Wed) 10:00 ~2020.07.13.(Mon)	**[THROUGH WEBSITE]** PNU Student Support System (http://e-onestop.pusan.ac.kr)	▷ Log-in (ID: Application Number; PASSWORD: your birthday, 6-digits number)→ click 등록(Enrollment) menu→ 등록금고지서출력→고지서출력 (print out bill)
TUITION PAYMENT	2020.07.08.(Wed) ~2020.07.13.(Mon) 16:00 (Within Banking Hours)	**[Paying in Korea]** At Banks designated by PNU **[Overseas Remittance]** PNU's overseas account of NH bank (Refer to page.11)	▷ You can pay tuition within banking hours. ▷ If you do not pay tuition, your acceptance will be canceled without prior notice.

Contents	Date	Place	Remarks
ISSUANCE OF CERTIFICATE OF ADMISSION	2020.07.16.(Thu) 10:00~	**[GSIS Administration Office]** Tel: +82-51-510-1663 Email: gsis@pusan.ac.kr Address: Samsung-University Industry Cooperation Bldg.(#508) Office#801, Pusan National Univ.	▷ The certificate will be posted to the address listed on the application form (Applicants in Korea can visit PNU to claim the certificate after notifying us in advance). ▷ Send email with oversea address if you are in overseas.
SUBMISSION OF DEGREE AUTHENTICATION DOCUMENTS	2020.08.31.(Mon) 18:00	**[GSIS Administration Office]** Samsung-University Industry Cooperation Bldg.(#508) Room #801, Pusan National Univ.	▷ If you have not submitted authentication of your degree by the deadline without a valid reason, you may face cancellation of admission.

※ The schedule above can be subject to change without prior notice.

2 QUALIFICATIONS

1. ACADEMIC REQUIREMENT

1) MASTER'S PROGRAM

(1) You have received or expect to receive a Bachelor's degree in Korea or abroad.

(2) You have an academic qualification that is regarded equivalent to above (1) according to Korean law.

※ University degrees should be accredited by the Ministry of Education in your home country.

2) DOCTORAL PROGRAM

(1) You have received or expect to receive a Master's degree in Korea or abroad.

(2) You have an academic qualifications that is regarded equivalent to above (1) according to the Korean law.

※ University degrees should be accredited by the Ministry of Education in your home country.

(3) If you apply for the doctoral program with a different major from your master's degree, you should obtain a recommendation letter from the head of the department.

3   ADMISSION QUOTA

Course	Major	Quota
Master's Course	▪ International Trade (국제통상) ▪ International and Area Studies (국제지역협력) ▪ International Logistics and Port Management (국제물류 및 항만관리전공) ▪ EU Studies (EU학) ▪ Korean Studies* (한국학*)	41
Doctoral Course	▪ International Trade (국제통상) ▪ International and Area Studies (국제지역협력) ▪ International Logistics and Port Management (국제물류 및 항만관리전공) ▪ EU Studies (EU학)	8

＊ Only International Students can apply for Korean Studies.
※ The quota can be changed according to coordinating the Education Ministry's student quota.

4   SELECTION PROCEDURE

1. The main method of evaluation is reviewing of application documents and interviewing with professors in our graduate school. In case of applicants who does not currently reside in Korea, our professors may contact by phone or email to check the applicant's academic ability.

2. Specific Evaluation Criteria are below.

☐ Document Reviewing: Cumulative G.P.A in prior undergraduate or master's course and State of purpose & personal statement

☐ Interview: Academic Ability, Relevant career experience, Foreign Language Skills, Personality, Qualification

☐ Evaluation Criteria

Document Reviewing		Interview	TOTAL
Cumulative G.P.A in Prior Course	State of Purpose & Personal Statement		
30	20	50	100

※ Applicants are selected within a range of quota, but may not be selected if the level of the academic ability of applicant is deemed insufficient for the GSIS.

3. Selection Procedure

☐ Applicants are selected in order of comprehensive scores without classifying major.

☐ The successful candidates are selected in a high-scoring ranking by adding up the results of the documents reviewing and interview examination.

☐ In case of a tie, the successful candidate will be selected according to the criteria set by the GSIS.

☐ Applicants who have a total score of less than 60 in the master's course, less than 70 in the doctoral course and those who do not attend the interview exam will be rejected.

☐ A small number of prospective candidates can be selected in the order of total scores, and successful candidates from the prospective candidates will be decided after the tuition payment period (Scheduled for around July. 2020)

5   INTERVIEW SCHEDULE

DIVISION	DATE	Time	PLACE	NOTE
INTERVIEW	2020.5.29.(Fri)	(Doctoral) 09:30~ (Master's) 10:30~	Samsung-University Industry Cooperation Bldg.(#508).	▷ All applicants should present for the interview until 9:00

※ In case of applicants who does not currently reside in Korea, our faculties may contact by phone or email to check the applicant's academic ability.

6   HOW TO APPLY: Online Application

1. After reading the admission guideline carefully, all international students must apply for the GSIS program through 'Jinhak Apply' website (http://jinhakapply.com) or PNU admission website (http://go.pusan.ac.kr).

☐ Website for Online Application

Contents	Application Period	Website	Remarks
APPLICATION PERIOD *ONLINE APPLICATION	2020.05.04.(Mon) 09:00 ~2020.05.12.(Tue) 17:00	1. 'Jinhak Apply' Website http://jinhakapply.com 2. PNU Admission Website http://go.pusan.ac.kr	▷ All applicants must apply through 'Jinhak apply' or PNU Admission Website.

2. Applicants must enter their personal and academic information in the website, and then pay for <u>KRW 50,000 or USD $60</u> online as the application fee (If applicants do not pay for it, your admission process cannot be completed). Once the internet application is complete, the application cannot be canceled and the major you applied cannot be changed.

3. After paying the application fee, you can print out your application form and check out your application number. There is no refund, once the application is made. You have to keep your application number and the test identification slip for the interview.

4. Subsequent to the online application, all required documents must be submitted to GSIS office by post or in person.

☐ Date and Place for Submission

DATE	DIVISION	PLACE
2020.05.04.(Mon) 09:00 ~2020.05.14.(Thu) 17:00 * Except Weekend, National Holiday	Submission by Post or in Person	[Address of GSIS Administration Office] in Korean: 부산대학교 금정구 부산대학로 63번길 2 삼성산학협동관(#508) 8층 801호 국제전문대학원 행정실 in English: GSIS Administration Office, Samsung-University Industry Cooperation Bldg(#508). office #801, 2 Busandaehak-ro 63beon-gil, Geumjeong-gu, Busan 46241, South Korea

※ If application documents are not reached or application fee is not paid by 17:00 on the deadline date, application will be canceled without any notice.

※ When you have problems with the application procedure, contact the GSIS office directly.
CALL: +82-51-510-1663/ FAX: +82-51-581-7144 / E-Mail: gsis@pusan.ac.kr

7 REQUIRED DOCUMENTS

【Notes for Document Submission】
☐ All documents should be *original* copies. When written in a language other than Korean or English, the documents should be translated into either Korean or English and notarized by the government of your country or the Korean embassy in your country. (* Validity of Notarization – Within 1 year of the date of submission)
☐ When you submit photocopies of original documents, you should also submit original copies in order to compare the two or submit Apostille or notarization issued by your government or the Korean embassy in your country.
☐ Applicants whose master's degree has been (is going to be) awarded by Pusan National

University do not need to submit a bachelor's degree certificate when applying for doctoral degree (All other required documents must be submitted).
☐ Please note that there are some differences in the required documents according to the type of basic qualifications (① Both of your parents are foreign nationals; ② You completed your entire education abroad;③ Entrusted students assigned by the Ministry of Education; ④Marriage migrants who are naturalized citizens).
☐ You have to prepare a separate set of documents for visa application according to the requirements of the Korean government.

1. THE LIST OF REQUIRED DOCUMENTS

REQUIRED DOCUMENT	MASTER'S	DOCTORAL	NOTE
Application Form 【Form 1&2】	○	○	See [Note (1)]
Bachelor's Degree Certificate	○	○	See [Note (2)]
Undergraduate Transcripts INDICATED Cumulative G.P.A	○	○	See [Note (2)]
State of Purpose (SOP) and Personal Statement 【Form 3】	○	○	
Master's Degree Certificate	×	○	See [Note (2)]
Master's Transcripts INDICATED Cumulative G.P.A	×	○	See [Note (2)]
Summary of Master's Degree Thesis	×	○	Only for applicants with their thesis
Letter of Recommendation 【Form 4】	×	○	See [Note (3)]
Certificate(s) of Language Proficiency 【Not Necessary but needed for Scholarship】	○	○	Not mandatory
Research Achievements (work or Portfolio)	○	○	Not mandatory
Photocopy of Your Passport or Other Documents to Prove Your Nationality	○	○	See [Note (4)]
Photocopy of Parents' Passports or Other Documents to Prove Nationality	○	○	Both parents
Photocopy of Alien Registration Card(Applicant)	○	○	Only for applicant
Certificate of Family Relationship	○	○	See [Note (5)]
Certificate of Finance 【Form 5 or 6】	○	○	See [Note (6)]

2. IMPORTANT NOTE

(1) Application Form【Form 1&2】

☐ Form 1: After completing online application, you can print out your application form no.1 and attach a photo on it.

☐ Form 2: After completing online application, you can download the application form no.2. You have to type all required information in English or Korean, and submit it together with the application form no.1

(2) Degree Certificate & Transcript

☐ If you have not yet received the degree certificate when submitting application, you must submit the certificate that indicates that you are expected to receive the degree (master's, doctorate) or certificate of enrollment in your current degree. After you receive the degree certificate, you must submit it by August 31th, 2020 (Mon) at 6:00 p.m. If you do not submit the degree certificate by the deadline, your admission will be canceled.

☐ If you receive(d) your degree from abroad, you have to submit Apostille or verification by the government of the country where the university is located in Korea or by the Korean embassy in the country along with your degree certificate by May 14th, 2020 (Thu) at 5:00 p.m.

☐ *(IMPORTANT)* Cumulative G.P.A in all prior courses must be specified in each transcript (ex. 3.0/4.0, 3.0/4.3, 3.0/4.5). If Cumulative G.P.A is not indicated in your transcript, we may calculate your cumulative G.P.A following PNU regulations.

※ If you receive(d) your degree from a Chinese university, you should obtain and submit the verification at the website of China Academic Degree & Graduate Education Development Center (www.cdgdc.edu.cn) or at the website of China Higher-education Student Information (www.chsi.com.cn).

※ Members to the Apostille Convention : Refer to Appendix.

(3) Letter of Recommendation

☐ (DOCTORAL ONLY) When you apply for doctoral degree, if the major is different form your master's degree, you have to obtain a recommendation letter【Form 4】 from the head of the department.

(4) Photocopy of Passport or Other Documents

☐ Foreigners who are ethnic Korean from Russia·Uzbekistan·Kazakhstan should submit verification document.

(5) Certificate of Family Relationship must include all of the following

☐ Parents' names (must be identical to those on the Certificate of Nationality).

☐ National ID numbers or birth dates (must be identical to those on the Certificate of Nationality).

☐ Indication of the relationship between you and your parents (e.g. Father, Mother).

☐ Chinese National must submit the notarization of Household register.

(6) Certificate of Finance should satisfy one of the following ①, ②, ③

① Applicants self-financing the costs of study:
  • Bank deposit certificate in applicant's name worth USD 18,000 or more. (The deposit should be kept for 1 month or more before the period of application.)

② When another person finances your costs of study:
  • Bank deposit certificate or scholarship grant certificate USD 18,000 or more in the name of that person with verification or scholarship.
  • That person's employment certificate (indicating the period of employment and employer's contact information), or business registration certificate, or property tax document.
  • That person's signature on the Affidavit of Financial Support included in【Form 5】.
    - Valid until the date indicated on the document. Without the date, we can only accept documents that have been issued within the past 3 months (Standard Date: May 4th, 2020).

③ When you submit Scholarship Certification:
  • Certificate to grant scholarships that shows the amount of grant is USD 18,000 or more【Form 6】.
  • Provider of the grant should either be a PNU department, research institute, or chief researcher.

※ If the total amount of scholarship money is less than USD 18,000, the remaining costs are the responsibility of the student and should submit the Proof of Financial Capability Document with the remaining amount.

8 OTHER IMPORTANT NOTES

1. All important notices regarding this admission (including application results) will be posted under 국제전문대학원(GSIS) menu of 전문대학원 입학홈페이지 at 부산대학교 입학홈페이지 (http://.go.pusan.ac.kr).

2. When you do not submit all of the required documents, make errors on or do not provide all required information in the application form, provide an unclear address, are unreachable, do not check the application results and/or do not take the required steps for entry into Korea, your admission may be canceled. In these cases, applicants are solely responsible for any consequences.

3. If applicants have obtained admission through felonious acts, such as forgery or the doctoring or mistranslation of required documents, your admission will be canceled even after you have started attending and all your study records shall be erased, including after graduation. In addition, you will be charged with a criminal offense by our university according to relevant Korean laws.

4. International students are required to register for a medical insurance program designated by PNU against injuries or sickness, or submit a proof of insurance document registered individually. The insurance compensation limits must be a minimum of USD$100,000. Uninsured, the applicant cannot move into an assigned dormitory room and course registration can be cancelled.

5. All submitted documents shall not be returned whether or not your application is successful.

6. After your application is successful, you must submit official government verification of your degree (e.g., Apostille, Notarization by embassy). Otherwise, your admission will be canceled.

7. All the other issues not clearly indicated in these guidelines shall be handled according to the university's admissions procedures and regulations.

8. Cancellation of registration and refund of tuition fees shall be handled according to the university's policies and regulations on tuition payment.

9. Applicants who have a Korean name should submit the appropriate verifications documents; ex) transcript, diploma, or other official documents from Korea such as Certificate of Marriage or Application for Naturalization.
   ※ The Korean name on the notarization of translation will not be accepted.

10. Successful applicants should change their visa at the Busan Immigration Office or at the Korean embassy (or consulate) in their home country to get a student visa after acquiring the Certificate of Admission from the Admissions Office.

11. Successful Applicants should pay attention to the 'Guidelines for Successful Applicants' in order to be informed about visas, dormitories, insurance, airport pick-up, course registration or tuition fee payment at the Admissions Office homepage (http://go.pusan.ac.kr) or the PNU International homepage (http://international.pusan.ac.kr) after the announcement.

9 ANNOUNCEMENT OF ADMITTED APPLICANT

☐ Date: 2020.06.15.(Mon) 10:00 ~

☐ How to confirm: visit PNU Admission website (http://go.pusan.ac.kr), click 전문대학원 입학홈페이지 and make an inquiry your acceptance at 국제전문대학원 합격자조회 menu.
※ When you make an inquire, you must log in with your ID (Application number) and password (your birthday, 6-digit number e.g. 1990.Dec.2nd.→901202)

☐ After the inquiry for acceptance, admitted applicants must print out their certificate of acceptance from PNU Admission website.

☐ The successful candidate will be notified individually.

10 TUITION FEES

COLLEGE	TUITION FEE			TOTAL
	ADMISSION FEE	TUITION I	TUITION II	
GSIS	181,000	401,000	2,046,000	2,628,000

※ Fees are for spring semester 2020 academic year, and it can be subject to change without prior notice.

11   TUITION PAYMENT

CONTENTS	DATE AND TIME	REMARKS
Print Out Tuition Bill	2020.07.08.(Wed) 10:00~	Student Support System (http://e-onestop.pusan.ac.kr)
Payment of Tuition Fee	[Payment in Korea or Overseas Remittance] 2020.07.08.(Wed)~2020.07.13.(Mon) 16:00 (Within Banking hours)	Pay to the designated banks withing banking hours (Please refer to the bill)

※ If you do not complete the payment during the designated period, your admission will be cancelled.

※ Be sure to meet all the requirements stated in the guidelines and other related information in order to prevent cancellation of admission.

(1) Paying in Korea: visit Student Support System(http://e-onestop.pusan.ac.kr) → Sign in (ID: Application number, PW: your birthday, 6-digit number) → Print out bill → Pay tuition to the account number 납부계좌(Virtual Account for Payment) during the designated period.

※ Virtual account is an account number given to the successful applicant, so you can choose and pay to the bank virtual account numbers written in the bill.

(2) Transferring in overseas: visit Student Support System(http://e-onestop.pusan.ac.kr) → Sign in (ID: Application number, PW: your birthday, 6-digit number) → Print out bill → Transfer your tuition into PNU's overseas account of Nong-hyup Bank during the designated period.

☐ PNU's overseas account information

BANK	SWIFT CODE	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT NAME
Nong-hyup Bank (농협)	NACFKRSEXXX	Pusan National University Branch	948-01-133872	Pusan National University (부산대학교)

※ When you transfer tuition into PNU's overseas account, please send with your application number not your name.

12   SCHOLARSHIP FOR INTERNATIONAL STUDENTS

※ According to the university's scholarship policies for international students (subject to be changed).

SEMESTER	MINIMUM STANDARD	AMOUNT
Entrance Scholarship (For the First semester)	Those who graduate from PNU in the Bachelor's or Master's course	About 100% of Tuition Ⅱ
	• TOPIK Level 4 • TOEFL PBT 550, CBT 210, iBT 80 • IELTS 5.5 • TEPS 600(New TEPS 327) • TOEIC 675	About 50% of Tuition Ⅱ
	• TOPIK Level 3	About 25% of Tuition Ⅱ
Academic Performance Scholarship (From the Second semester)	Those who have GPA 3.5 or above in the last semester	About 50% of Tuition Ⅱ

13   ISSUANCE OF ADMISSION CERTIFICATE

☐ Date: 2020.07.16.(Thu) 10:00 ~

☐ Place: GSIS administration office

☐ The certificate will be posted to the address listed on the application form, however, applicants in Korea can visit PNU to claim the certificate after notifying in advance.

※ When you fill out the application form, write your local address accurately.

14   SUBMISSION OF DEGREE AUTHENTICATION DOCUMENT

☐ Only those who have not yet received the degree certificate, so have not submitted it when submitting application.

☐ Date: ~ 2020.08.31.(Mon) 18:00

☐ Place: GSIS administration office

※ If you have not submitted your authentication of your degree by the deadline without a valid reason, you may face cancellation of admission.

【Appendix】

아포스티유 협약 국가 현황 Members to the Apostille Convention

Region	Countries
Asia, Oceania (16 countries)	Republic of Korea, Japan, People's Republic of China (Macau, Hong Kong), Australia, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue
Europe (51 Countries)	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Ireland, Iceland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan
North America (1 Country)	United States of America
Latin America and the Caribbean (25 Countries)	Argentina, Mexico, Panama, Republic of Suriname, Bolivarian Republic of Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Commonwealth of Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay
Africa (10 Countries)	South Africa, Cape Verde, São Tomé and Príncipe, Botswana, Lesotho, Liberia, Namibia, Swaziland, Malawi, Seychelles
Mid-East Asia (3 Countries)	Oman, Israel, Bahrain
Total 106 Countries	