



Fall Semester 2017

ADMISSIONS GUIDE FOR GRADUATE SCHOOL OF INTERNATIONAL STUDIES FOR INTERNATIONAL STUDENTS



부산대학교 국제전문대학원

PUSAN NATIONAL UNIVERSITY GRADUATE SCHOOL OF INTERNATIONAL STUDIES

PUSAN NATIONAL UNIVERSITY Graduate School of International Studies ADDRESS: 2, Busandaehak-ro 63beon-gil, Geumjeong-gu, Busan 46241, Korea TEL: 82-51-510-1663/1116, FAX: 82-51-581-7144 WEBSITE: http://www.gsis.pusan.ac.kr

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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.

1 APPLICATION PROCEDURE & SCHEDULE

Contents	Date	Place	Remarks
APPLICATION PERIOD (SUBMISSION OF REQUIREMENT DOCUMENTS)	2017.05.08.(Mon) 09:00 ~2017.05.17.(Wed) 17:00	[By Post] Pusan National University, Graduate School of International Studies(GSIS administrative office) 2 Busandaehak-ro 63 beon-gil Geumjeong-gu, Busan 46241, Korea	<ul style="list-style-type: none"> ▶ Only international students can apply for GSIS by submitting application form and requirement documents and paying application fee. ▶ Korean Students should apply for GSIS through Jinhak website (http://jinhakapply.com). ▶ Application form and requirement documents should arrive by deadline of submission date.
	*Except Holiday and 5.15.(Mon) as school anniversary	[By Visit] Samsung-University Industry Cooperation Bldg(#508). office #801, 2 Busandaehak-ro 63 beon-gil Geumjeong-gu, Busan 46241, Korea	
INTERVIEW	2017.05.26.(Fri), 10:30~	[GSIS Administration Office] Samsung-University Industry Cooperation Bldg(#508). 8 th floor, Pusan National Univ. (To be announced)	<ul style="list-style-type: none"> ▶ All applicants should present for interview until 10:00 on the day. * Except applicants residing abroad
ANNOUNCEMENT OF ADMITTED APPLICANTS	2017.06.19.(Mon) 10:00~	Visit PNU admission information website (http://go.pusan.ac.kr) and make a inquiry for acceptance	<ul style="list-style-type: none"> ▶ click 합격자조회(Announcement of Admitted Application) menu→Log-in(ID: application number, PASSWORD: your birthday, 6-digit number)→Confirm your result ▶ Print out your admission confirmation document
PRINTOUT OF TUITION BILL	2017.07.11.(Mon) 10:00~	Visit PNU admission information website (http://go.pusan.ac.kr) or Student Support System (http://e-onestop.pusan.ac.kr)	<ul style="list-style-type: none"> ▶ Log-in(ID: application number, PASSWORD: your birthday, 6-digit number)→click 고지서 출력(printout of bill) menu
TUITION PAYMENT	[Paying in Korea] 2017.7.11.(Tue) ~2017.7.13.(Thu)	At Banks designated by PNU (See tuition bill)	<ul style="list-style-type: none"> ▶ You can pay tuition within banking hours ▶ If you do not pay tuition, your acceptance will be canceled without any notice.
	[Transfer from overseas] 2017.7.11.(Tue) ~2017.7.14.(Fri)	PNU's overseas account of NH bank (Refer to ㉓)	

Contents	Date	Place	Remarks
ISSUANCE OF CERTIFICATE OF ADMISSION	2017.07.20.(Thu) 10:00~	[GSIS administration office] Tel: +82-51-510-1663 Email: gsis@pusan.ac.kr Address:Samsung-University Industry Cooperation Bldg(#508). 8 th floor, Pusan National Univ	<ul style="list-style-type: none"> ▶ 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). ▶ Submit oversea address by email if you are in overseas.
SUBMISSION OF DEGREE AUTHENTICATION DOCUMENTS	2017.09.29.(Fri) 17:00	[GSIS Administration Office] Samsung-University Industry Cooperation Bldg(#508). 8 th floor, Pusan National Univ	<ul style="list-style-type: none"> ▶ 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 is subject to change without prior notice.

2 QUALIFICATIONS

1. ACADEMIC REQUIREMENT(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.

3 ADMISSION QUOTAS

COURSE	MAJOR	QUOTAS	NOTE
MASTER'S COURSE	INTERNATIONAL TRADE	26	
	INTERNATIONAL AND AREA STUDIES		
	INTERNATIONAL LOGISTICS AND PORT MANAGEMENT		
	EU		
	KOREAN STUDIES		

4 SELECTION PROCEDURE

- 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 contract by phone or email to check the applicant's academic ability.
- Specific evaluation criteria are below.
 - Document Reviewing : Cumulative GPA in prior undergraduate and relevant career experience
 - Interview : Foreign language skills, academic ability, personality and qualification
 - Evaluation Criteria

DOCUMENT REVIEWING		INTERVIEW	TOTAL
CUMULATIVE GPA IN PRIOR COURSE	RELEVANT CAREER EXPERIENCE		
30	20	50	100

5 INTERVIEW SCHEDULE

DIVISION	DATE	TIME	PLACE	NOTE
INTERVIEW	2017.05.26.(FRI)	From 10:30~	Samsung-University Industry Cooperation Bldg(#508).	All applicants should present for the interview until 10:00

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

6 HOW TO APPLY

- After reading the admission guideline carefully, international students prepare required documents and submit them to GSIS administration office by post or by visit. All applicants should pay their application fee as well(refer to ☐). However, Korean students should apply for GSIS through 진학사 어플라이(<http://jinhakapply.com>). Please refer to admission guide for Korean students.

- Your application number will be notified by email individually after finishing application period

Date and Place for Submission

DIVISION	DATE	PLACE
Submission by Post	2017.05.08.(Mon) ~2017.05.17.(Web)	[GSIS Administration Office] Address in Korean : 부산대학교 금정구 부산대학로 63번길 2 삼성산학협동관(#508) 8층 801호 국제전문대학원 행정실
Submission in Person	*Except Holiday and 5.15.(Mon) as school anniversary	Address 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 document is not reached or application fee is not paid by 17:00 on the deadline date, application will be canceled without any notice.

※ Once the application is completed, it cannot be canceled and you cannot change your chosen major.

※ When you have problems with the application procedure, contract the GSIS office directly.

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7 APPLICATION FEE

- Application fee : 50,000 KRW or USD 60

- Account for Payment

BANK	SWIFT CODE	BRANCH NAME	ACCOUNT NUMBER	ACCOUNT NAME
Nong-hyup Bank (농협)	NACFKRSEXXX	Pusan National University Branch	301-0012-6627-91	Pusan National University (부산대학교)

※ Application fee will be accepted by 17:00 on the deadline date.

※ There is no refund once the application is made.

8 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; ④ Marriage 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	○	○	See [Note (2)]
Study Plan and Personal Statement [Form 3]	○	○	
Master's Degree Certificate	×	○	See [Note (2)]
Master's Transcripts	×	○	See [Note (2)]
Summary of Master's Degree Thesis	×	○	Only for applicant with thesis
Letter of Recommendation [Form 4]	×	○	See [Note (3)]
Certificate(s) of Language Proficiency	○	○	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	○	○	See [Note (6)]

2. NOTE

(1) Application Form [Form 1&2]

- Form 1: After typing in English, print it out and attach your photo to this form
- Form 2: Affidavit of financial support should contain the same name as is on the certificate of finance (Such as on the bank deposit certificate).

(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 September 29, 2017 (Fri) at 5:00 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 until September 29, 2017 (Fri) at 5:00 p.m.
- Cumulative GPA in all prior courses must be specified in each transcript (ex. 3.0/4.0, 3.0/4.3, 3.0/4.5).
- ※ 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.cdgc.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

- When you apply for a master's degree, if the major is different from your master's degree, you have to obtain a recommendation letter 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 1】** .
- **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 8, 2017).**

③ When you submit Scholarship Certification:

- Certificate to grant scholarships that shows the amount of grant is USD\$18,000 or more **【Form 5】** .
- 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 US\$ 18,000, the remaining costs are the responsibility of the student and should submit the Proof of Financial Capability Document with the remaining amount.

9 OTHER IMPORTANT NOTES

1. All important notices regarding this admission (including application results) will be posted under 국제전문대학원(GSIS) menu at www.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.

10 TUITION FEES

COLLEGE	TUITION FEES			TOTAL
	ADMISSION FEE	TUITION I	TUITION II	
GSIS	181,000	401,000	1,929,000	2,511,000

※ Fees are for the fall semester of 2017 academic year and can be subject to change without prior notice.

11 SCHOLARSHIP FOR INTERNATIONAL STUDENTS

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

SEMESTER	AMOUNT
First semester	All new students : 50% of Tuition II
From second semester	Previous semester's GPA is above 3.5: 50% of Tuition II

12 ANNOUNCEMENT OF ADMITTED APPLICANT

1. Announce of admitted application

Date: 2017.06.19.(Mon) 10:00 ~

How to confirm: visit PNU admission information website(<http://go.pusan.ac.kr>) and make an inquiry your acceptance at 합격자조회 menu

※ When you make an inquire, you must log in with your ID(Application number) and password(your birthday, 6-digit number ex.1990.Dec.02.→901202)

After the inquiry for acceptance, admitted applicants must print out their admission confirmation document.

13 TUITION PAYMENT

1. How to Pay Tuition

CONTENTS	DATE AND TIME	REMARKS
print out tuition bill	2017.07.11.(Tue) 10:00~	Student Support System (http://e-onestop.pusan.ac.kr)
payment tuition fee	[paying in Korea] 2017.07.11.(Tue)~2017.07.13.(Thu)	Pay to the designated banks withing banking hours (Please refer to the bill)
	[Transferring in overseas] 2017.07.11.(Tue)~2017.07.14.(Fri)	

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

(1) Paying in Korea: visit Student Support System(<http://e-onestop.pusan.ac.kr>) → 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>) → 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.

14 ISSUANCE OF ADMISSION CERTIFICATE

1. Issuance of certificate of admission

Date: 2017.07.20.(Tue) 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 oversea address accurately.

14 SUBMISSION OF DEGREE AUTHENTICATION DOCUMENT

1. Submission of Degree Authentication Document

Date: ~ 2017.09.29.(Fri) 18:00

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	