



Spring Semester 2019

**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

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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.

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APPLICATION PROCEDURE & SCHEDULE

Contents	Date	Place	Remarks
APPLICATION PERIOD * ONLINE APPLICATION	2018.11.07.(WED) 09:00 ~2018.11.16.(FRI) 17:00	[ONLINE APPLICATION] 1. 'Jinhak Apply' Website http://jinhakapply.com 2. PNU Admission Website http://go.pusan.ac.kr	<ul style="list-style-type: none"> ▷ All applicants must apply through 'Jinhak apply' or PNU Admission Website. ▷ Once the internet application is submitted, the application cannot be canceled and the applied major cannot be changed.
SUBMISSION OF REQUIRED DOCUMENTS	2018.11.07.(WED) 09:00 ~2018.11.20.(TUE) 17:00 * Except 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	<ul style="list-style-type: none"> ▷ Application form and requirement documents must arrive by deadline of submission date.
		[IN PERSON] GSIS Administration Office, Samsung-University Industry Cooperation Bldg.(#508) Office #801, Pusan National Univ.	
INTERVIEW	2018.11.30.(FRI), 10:30~	[GSIS Administration Office] Samsung-University Industry Cooperation Bldg.(#508) Office #801, Pusan National Univ.	<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	2018.12.13.(THU) 10:00~	[PNU ADMISSION WEBSITE] Visit PNU admission information website (http://go.pusan.ac.kr) and make an 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-digits number)→Confirm your result ▷ Print out your admission confirmation documents
PRINTOUT OF TUITION BILL	2019.01.01.(TUE) 10:00~	[THROUGH WEBSITE] PNU Student Support System (http://e-onestop.pusan.ac.kr)	<ul style="list-style-type: none"> ▷ Log-in (ID: Application Number; PASSWORD: your birthday, 6-digits number)→click 등록(Enrollment) menu→등록금고지서출력→고지서출력(print out bill)
TUITION PAYMENT	2019.01.02.(WED) ~2019.01.04.(FRI)	[Payment in Korea] At Banks designated by PNU [Overseas Remittance] PNU's overseas account of NH bank (Refer to page.11)	<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.

Contents	Date	Place	Remarks
ISSUANCE OF CERTIFICATE OF ADMISSION	2019.01.17.(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.	<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). ▷ Send email with oversea address if you are in overseas.
SUBMISSION OF DEGREE AUTHENTICATION DOCUMENTS	2019.02.27.(WED) 17:00	[GSIS Administration Office] Samsung-University Industry Cooperation Bldg.(#508) Room #801, 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 can be subject to change without prior notice.

2 QUALIFICATIONS

1. BASIC QUALIFICATION: Students must satisfy one of the following conditions.

- (1) Both parents are native-born foreigners with foreign nationality.
- (2) Foreigners who completed their entire education abroad and that education system is equivalent to Korea's 12-year educational system and university curriculum.
- (3) Marriage migrants who are naturalized citizens.
- (4) Entrusted students assigned by the Ministry of Education.

2. ACADEMIC REQUIREMENT

- (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

Department	Master's Program	Doctoral Program
국제학 (International Studies)	International Trade (국제통상)	International Trade (국제통상)
	International and Area Studies (국제지역협력)	International and Area Studies (국제지역협력)
	International Logistics and Port Management (국제물류 및 항만관리전공)	International Logistics and Port Management (국제물류 및 항만관리전공)
	EU Studies (EU학)	EU Studies (EU학)
	Korean Studies* (한국학*)	Korean Studies* (한국학*)

※ Only International Students can apply for 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 contact by phone or email to evaluate the applicant's academic ability.
- Specific Evaluation Criteria are below.
 - Document Reviewing: Cumulative GPA in ALL Prior Courses (undergraduate and Master's)
 - Interview: Foreign Language Skills, Academic Ability, Personality, Qualification and Relevant Career Experience (only acceptable after graduation)
 - Evaluation Criteria

CUMULATIVE GPA IN PRIOR COURSES	INTERVIEW	TOTAL
30	70	100

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

5 INTERVIEW SCHEDULE

DIVISION	DATE	PLACE	NOTE
INTERVIEW	2018.11.30.(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 faculties may contact by phone or email to evaluate the applicant's academic ability.

6 HOW TO APPLY: Online Application

1. After reading the admission guideline carefully, 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	2018.11.07.(WED) 09:00 ~2018.11.16.(FRI) 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. ▷ Once the internet application is submitted, the application cannot be canceled and the applied major cannot be changed. ▷ There is no refund once the application is made.

- Applicants must enter their personal and academic information in the website, and then pay for the application fee online (If applicants do not pay for it, your admission process cannot be completed).
- After paying application fee, you can print out your application form and check out your application number.
- 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
2018.11.07.(WED) ~2018.11.20.(TUE) * Except 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; 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 【Print out from JINHAK APPLY WEBSITE】	○	○	See [Note (1)]
Bachelor's Degree Certificate	○	○	See [Note (2)]
Undergraduate Transcripts INDICATED Cumulative GPA	○	○	See [Note (2)]
State of Purpose (SOP) and Personal Statement 【Form 1】	○	○	
Master's Degree Certificate	×	○	See [Note (2)]
Master's Transcripts INDICATED Cumulative GPA	×	○	See [Note (2)]
Summary of Master's Degree Thesis	×	○	Only for applicants with their thesis
Letter of Recommendation 【Form 2】	×	○	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	○	○	See [Note (6)]

2. IMPORTANT NOTE

(1) Application Form

- After paying the application fee and completing online application through Jinhak apply website, you can print out the application form including your personal and academic information.

(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 February 27th, 2019 (WED) 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 by November 20th, 2018 (WED) at 5:00 p.m.
- (IMPORTANT)** 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 Cumulative GPA is not indicated in your transcript, we may calculate your cumulative GPA following PNU internal 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.cdgd.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 from your master's degree, you have to obtain a recommendation letter **【Form 2】** 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 3】** .
- **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: November 7th, 2018).**

③ When you submit Scholarship Certification:

- Certificate to grant scholarships that shows the amount of grant is USD 18,000 or more **【Form 4】** .
- 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 TUITION FEES

COLLEGE	TUITION FEE			TOTAL
	ADMISSION FEE	TUITION I	TUITION II	
GSIS	181,000	401,000	2,159,000	2,741,000

※ Fees are for spring semester 2019 academic year, and it can be subject to change without prior notice.

10 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

11 ANNOUNCEMENT OF ADMITTED APPLICANT

- Date: 2018.12.13.(THU) 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 admission confirmation document.

12 TUITION PAYMENT

CONTENTS	DATE AND TIME	REMARKS
Print Out Tuition Bill	2019.01.01.(TUE) 10:00~	Student Support System (http://e-onestop.pusan.ac.kr)
Payment of Tuition Fee	[Payment in Korea or Overseas Remittance] 2019.01.02.(WED)~2019.01.04.(FRI)	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.

- (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.

13 ISSUANCE OF ADMISSION CERTIFICATE

Date: 2019.01.17.(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 oversea address accurately.

14 SUBMISSION OF DEGREE AUTHENTICATION DOCUMENT

Date: ~ 2019.02.27.(WED) 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	