

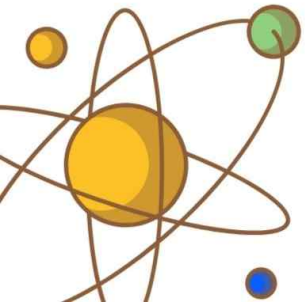


KOICA - CHOSUN

Admission Guidelines for International Graduate Student Special Admissions

[Department of Mechanical Engineering – Master's Program]

<3rd Round>



조선대학교
CHOSUN UNIVERSITY



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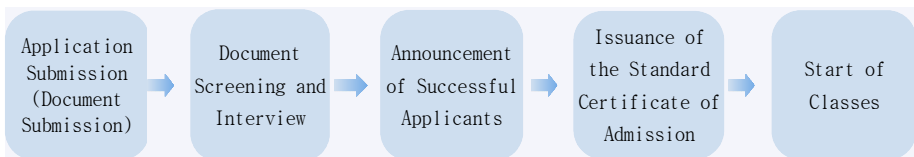
01 Overview

KOICA Capacity Building Program for Professional Human Resources

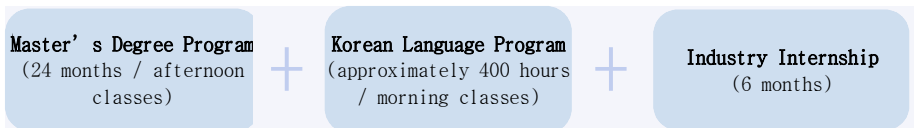
- The *KOICA Capacity Building Program for Professional Human Resources*, organized by the Korea International Cooperation Agency (KOICA), is designed to foster R&D professionals who meet the industrial needs of developing countries, targeting partner countries designated by the OECD Development Assistance Committee (DAC).
- In the case of Chosun University, a Master's degree program in Mechanical Engineering within the manufacturing industry is offered. The program provides an integrated curriculum including graduate-level education, field training, and Korean language instruction, while also covering essential expenses such as tuition, dormitory fees, airfare, and living expenses throughout the training period.

- 1. Eligible Nationalities:** Applicants must hold one of the following nationalities (priority will be given to Vietnam, Uzbekistan, Egypt, and Cambodia)
- Nepal, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, Egypt, India, Indonesia, Cambodia, Pakistan, Philippines

2. Admission Process



3. Degree Completion Guidelines



- During the 30-month training period, Korean language courses and an internship program will be provided, and all participants are required to complete these programs within the designated period
- The detailed schedule may be subject to change depending on the student's academic performance as well as the circumstances of the university and KOICA
- Failure to meet academic standards, violation of regulations, or non-completion of the above guidelines may result in suspension of support or disqualification from the program

- ※ Applicants who hold TOPIK (Test of Proficiency in Korean) Level 4 or higher are exempt from the Korean language program
- ※ For the non-thesis track, students must complete the regular 4 semesters (24 credits) and an additional semester (9 credits) within the maximum period of study [A total of at least 33 credits is required]

4. Scholarship Benefits

- : The scholarship covers round-trip airfare for entry and departure, tuition for the Master's degree program, Korean language training fees, dormitory fees (including during the internship period), field study expenses, monthly living expenses (including during the internship period), settlement and return support grants, and National Health Insurance premiums for international students, all within the scope of support provided by KOICA

02 Admission Schedule

Admission Schedule	Remarks
Online Application and Printing	2026. 7. 22.(Wed) 10:00 ~ 2026. 7. 31.(Fri) 16:00
	- The application form must be completed online [Application Link] https://gn.chosun.ac.kr/gfr/app ※ Please enter your passport name [Login to Edit & Print] https://gn.chosun.ac.kr/gfr Application Track: Selection of "KOICA" is mandatory
Submission of Physical Documents	2026. 7. 22.(Wed) 10:00 ~ 2026. 8. 3.(Mon) 16:00 - After online application, submit the application documents by mail/visit the following address Mr. Park, International Office, 9 Chosundae 5gil, Dong-gu, Gwangju 61452, South Korea * The application process is only considered complete once both online application submission and document submission are finished. (Deadlines must be strictly observed)
Announcement of Successful Applicants	2026. 8. 14.(Fri) 17:00 (Expected) It will be announced on the university's Office of International Affairs website under [Admission] - [Admission Result]
Registration for Successful Applicants	2026. 8. 14.(Mon) 10:00 ~ 2026. 7. 10.(Fri) 16:00 Tuition fees are fully waived for finally selected applicants. The International Affairs Team will automatically process your enrollment.
Issuance of Standard Admission Permit	2026. 8. 20.(Thu)~ - After the issuance of the Standard Admission Letter, proceed with visa application and entry preparation - You must apply for a Student Visa (D-2) through the Embassy of the Republic of Korea or the competent authority in your home country.

- ※ The details and admission schedule stated in this application guideline are subject to change depending on the circumstances of the university and KOICA
- ※ The above schedule is based on Korean Standard Time (KST)

03 Eligibility Requirements

Applicants are eligible to apply only if they meet all of the following requirements (nationality, language proficiency, academic degree, and other criteria)

1. Nationality: Applicants must be nationals of the following partner countries (priority will be given to Vietnam, Uzbekistan, Egypt, and Cambodia)

- Nepal, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, Egypt, India, Indonesia, Cambodia, Pakistan, Philippines

Nationality	• Applicants are not eligible if either they or their parents hold dual nationality that includes Korean citizenship • Applicants are not eligible if they have acquired Korean citizenship as of the application date due to their parents' naturalization • In unavoidable cases where it is difficult to submit both parents documents due to divorce, remarriage, separation, or death, the applicant must submit official supporting documents issued by a government or public institution (e.g., divorce certificate – divorce agreement in the case of Chinese nationals, single-parent certificate, death certificate, etc.). ※ If there are any special circumstances related to family relations or nationality (e.g., divorce, remarriage, unmarried status, death, disappearance, acquisition of Korean nationality), the applicant is required to submit official documents as proof
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2. Language Proficiency

- Basic Requirement: Applicants must be able to pursue their studies in either Korean or English
(sufficient proficiency to attend graduate-level courses and write a thesis)

Choose One	1. TOPIK level 3 above or King Se-jong institute Intermediate 2 above
	2. TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600(NEW TEPS 326) or higher Applicants who hold nationality from a country where English is the native or official language may substitute proof of higher education completion (e.g., graduation certificate) instead ※ (e.g., the United States, United Kingdom, Canada, Australia, New Zealand, South Africa, Ireland)
	3. Completion of the university's intermediate-level Korean language course (Intermediate 2) or higher
	4. Achievement of TOPIK Level 3 or higher in the CSU Korean Language Proficiency Test (TOPIK)
	5. Submission of a "Confirmation of Academic Capability" written by the Academic advisor (※ Attachment #5)

- ※ Official language test scores are valid for two years from the test date, and only scores within the validity period as of the document submission deadline will be accepted

3. Degree

Degree	❶ Those who have obtained a bachelor's degree from a domestic or overseas accredited university, or are expected to obtain one by August 2026 ❷ Those recognized by relevant laws as having academic qualifications equivalent to a bachelor's degree
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- ※ Final successful applicants must submit the original translated and notarized copy of their final diploma, verified by a consulate or with an Apostille, by the registration period. Failure to do so will result in the inability to issue the standard admission letter and may lead to cancellation of admission
- ※ Any matters not specified above will be subject to the interpretation of the Office of International Affairs, Chosun University

4. Other Requirements

- 1) Applicants must have no criminal record as verified by an official criminal background check issued by the government of their home country
- 2) Applicants must not have previously received support from the Korean government for a Master's degree program
- 3) Applicants must not have previously been repatriated during participation in a KOICA degree program due to submission of false documents, insufficient academic performance, or violation of academic regulations.
- 4) (Preferred) Applicants under the age of 40 and those who hold TOPIK Level 4 or higher

04 Application Procedure

Procedure	Date						
Application submission	2026. 7. 22.(Wed) 10:00 ~ 2026. 7. 31.(Fri) 16:00 (Korean Standard Time)						
	“2026-Fall Graduate School Admission (2026 후기 대학원 외국인 모집)” [Application Link] https://gn.chosun.ac.kr/gfr/app ※ Please enter your passport name [[Login to Edit & Print] https://gn.chosun.ac.kr/gfr • Application Track: Selection of “KOICA” is mandatory • Online application is possible by uploading English documents before notarization, but the original documents verified by Apostille or consulate must be submitted by mail or in person within the designated period • Submitted application files can be edited and re-uploaded until the application deadline • Please ensure that the address, contact number, and email provided in the application are accurate, as they will be used throughout the admission process ➤ Applicants who have confirmed their academic advisor should submit a Advisor’s Written Opinion(※ Attachment #2)						
Submission of Physical Documents	• After completing the online application, submit the required documents by mail or in person to the address below <table border="1"> <thead> <tr> <th>주소</th><th>연락처</th></tr> </thead> <tbody> <tr> <td>(61452) 광주광역시 동구 조선대5길 9 국제관 1층 국제협력팀 대학원 담당자</td><td>062-230-6961</td></tr> <tr> <td>(61452) Mr.Park, International Office, 9, Chosundae 5gil 9, Dong-gu, Gwangju, Republic of Korea</td><td>+82-62-230-6961</td></tr> </tbody> </table> ※ The application will be considered valid only after all required documents have been submitted	주소	연락처	(61452) 광주광역시 동구 조선대5길 9 국제관 1층 국제협력팀 대학원 담당자	062-230-6961	(61452) Mr.Park, International Office, 9, Chosundae 5gil 9, Dong-gu, Gwangju, Republic of Korea	+82-62-230-6961
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(61452) Mr.Park, International Office, 9, Chosundae 5gil 9, Dong-gu, Gwangju, Republic of Korea	+82-62-230-6961						
Document Screening and Interview Evaluation (if necessary)	• Document screening will be conducted based on the submitted materials (including the personal statement and study plan) • If necessary, an interview may be conducted, during which the applicant’s academic knowledge, study capability, communication skills, and overall suitability for the program will be comprehensively evaluated						
Announcement of Successful Candidates	(Planned) 2026. 8. 14.(Fri) 17:00 (Korean Standard Time) • Successful applicants will be announced on the university’s official website [https://www3.chosun.ac.kr/global]→ [Admission]→ [Admission Result] ※ Even if an applicant is selected as a provisional successful candidate based on the university’s evaluation, final admission may be denied following KOICA’s review						
Registration of Successful Candidates	(Planned) 2026. 8. 19.(Wed) 10:00 ~ • Final successful applicants are exempt from tuition fees, and registration will be processed automatically by the International Cooperation Team • Applicants who wish to withdraw must submit a registration withdrawal form by August 21, 2026 (Fri) • Only those who have completed registration will be issued documents related to visa application. Afterward, they must apply for a student visa (D-2) through the Korean embassy or the relevant authority in their home country and enter Korea						

05 Required Documents

No.	Document	Remarks
1	Admission Application (Self-Introduction Essay, Study Plan)	Submit documents after applying online (* For foreign university graduates: Must include the official English name of the university)
2	Letter(s) of Recommendation	# Attachment 1 A letter of recommendation from the applicant’s most recent academic institution (e.g., academic advisor) is required
3	Advisor’s Written Opinion	# Attachment 2
4	Request for Academic Records (For International Applicants)	# Attachment 3
5	※ University/Graduate School (Expected) Graduation Certificates	[Applicants from Korean Universities] Original Bachelor's Graduation Certificate(Korean)
		[Applicants from Universities Located Other than Korea or China] (An Apostille or consular authentication is required) Original notarized translation of the Bachelor’s degree certificate
6	Academic Transcript (Apostille or consular authentication is required)	[Applicants from Chinese Universities] (An Apostille or consular authentication is required) ① CHSI-issued Degree and Education Verification Report *China Ministry of Education Higher Education Student Information Center (www.chsi.com.cn) - Online Verification Report of Higher Education Degree Certificate (Degree Certificate) ② Official Graduation Certificate of Final Education ※ Although China is not included among KOICA partner countries, this requirement applies if the applicant’s final academic degree was obtained from a university located in China
		Original notarized translation of the Bachelor’s degree academic transcript
7	Language Proficiency	Please refer to [2-2. Language Proficiency] ※ Expired language proficiency test scores are not accepted
8	Criminal Record Certificate (Apostille or consular authentication is required)	• An official criminal record certificate issued by the government of the applicant’s home country ※ The certificate must follow the official format of the relevant court or competent authority and must be verified by the Korean Embassy. If the applicant is residing in Korea at the time of application submission, a “Criminal Record Check Reply” issued by the Korean National Police Agency must be submitted
9	Tuberculosis (TB) Medical Certificate (Apostille or consular authentication is required)	• A tuberculosis (TB) medical certificate issued by the government of the applicant’s home country or country of residence
10	Personal and	Submit Both ①+②

Parents' Nationality Documents (Apostille or consular authentication is required)	❶ Copy of self and parents' passport or national ID – Color copy ❷ Proof of Family Relationship for Applicant and Parents – Original family relationship certificate or birth certificate (if not in English, a notarized translation in Korean or English is required) ※If it is impossible to submit documents due to circumstances such as parental divorce or death, official documents issued by a government authority proving the fact must be submitted ※ Only documents issued and notarized within 3 months of the submission deadline will be accepted
Applicants residing in Korea must additionally submit the following documents	
1	Copy of Alien Registration Card (front & back) ※ The visa on the Alien Registration Card must have at least 3 months remaining ※ Applicants who have applied for a visa extension must submit proof of visa extension from the immigration office.
2	Housing Contract (applicable only to external residents) ※For applicants residing in Korea, the address on the alien registration card and the address on the lease agreement must be the same

※ The submitted documents shall follow the standards of Chosun University's Special Admission for Foreigners and the KOICA Professional Talent Development Program and additional documents may be requested if necessary

06 Notes on Required Documents Submission

1. Nationality (Eligibility): As of the application date, both the applicant and their parents must hold foreign nationality

- Applicants must hold one of the following nationalities (priority given to Vietnam, Uzbekistan, Egypt, and Cambodia)
- Nepal, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, Egypt, India, Indonesia, Cambodia, Pakistan, Philippines
- Applicants are not eligible if either they or their parents hold dual nationality including Korean citizenship
- Applicants are not eligible if they have acquired Korean citizenship as of the application date due to their parents' naturalization
- Applicants are not eligible if they currently hold or have previously held Korean nationality
- In cases where it is unavoidably difficult to submit documents for both parents due to divorce, remarriage, death, etc., official documents issued by a government authority verifying the circumstance must be submitted.
(e.g., certificate of divorce, single-parent certificate, death certificate, etc.)
- Any special circumstances related to family relations or nationality (e.g., divorce, remarriage, unmarried status, death, disappearance, acquisition of Korean nationality) must be supported with official documentation
- Proof of Nationality for Self and Parents [Submit both ❶+❷]
- ❶ Copy of self and parents passport or national ID – Color copy
- ❷ Family relationship verification documents for self and parents (Original or

notarized copy)

: Original family relationship certificate or birth certificate (if not in English, a notarized translation in Korean or English is required)

2. Language Proficiency (Eligibility): Applicants may submit other official documents in addition to recognized language test scores

3. Guidelines for Submitting Final Academic Graduation Certificates

- Graduation (or expected graduation) date information (year and month) must be included on the certificate of graduation (or expected graduation)
- Applicants who have not yet received their final graduation certificate are not eligible to apply (provisional certificates are not accepted)
- Only documents issued and notarized within 3 months of the submission deadline will be accepted
- Universities in Korea: Certificate of Graduation (or Expected Graduation) in Korean
- Universities in China: CHSI Academic Credential Verification Report (in English)
- Universities outside Korea/China: Certificate of Graduation (or Expected Graduation) in English with Apostille or consular authentication

4. Guidelines for Submitting Academic Transcripts

- Submission of the academic transcript including the final semester grades is mandatory
 - For transfer students: One transcript from each university (before and after transfer) must be submitted
 - For students who transferred after graduating from a junior college: One transcript from the junior college and one from the transfer university must be submitted
- The transcript must include credits and grades for each course, or the cumulative GPA

5. Documents in Languages Other Than Korean or English : Original notarized translation in Korean or English must be submitted

6. Only documents issued and notarized within 3 months of the submission deadline will be accepted

07 Registration for Successful Candidates and Visa Information

Only applicants whose final admission has been confirmed through KOICA review, and who have completed both tuition payment and submission of all required documents, will be issued the Standard Admission Letter and other documents necessary for visa application

Category	Details
Domestic Residents	- Prior to the expiration of applicants stay period (before the start of semester) - Domestic residents should apply for a change or extension of their visa status through the International Affairs Office after completing tuition payment
Residing Abroad	- Apply for a student visa (D-2) at the Korean Embassy in your home country - Check that your passport is valid for at least 2 years - Required documents for a student visa vary by country, so successful applicants should confirm the necessary documents in advance with the Korean Embassy and apply for the visa (advance appointment recommended) - After completing registration and receiving the Standard Admission Letter and other documents required for visa issuance, proceed with preparations to enter Korea - Alien Registration Required After Entering Korea

※ Applicants are responsible for any delays or denial of visa issuance. If enrollment is not possible after tuition payment, a Withdrawal Form must be submitted by Friday, August 21, 2026 to receive a full tuition refund

08 Tuition Fees

※ Trainees in the KOICA Capacity Building Program for Professional Human Resources are provided with program expenses, including tuition and living costs

Category	Admission Fee	Tuition Fees
		Engineering/Pharmacy/Fine Arts
Master	727,000	5,532,000

※ The above tuition fees are based on the 2026 Spring semester tuition rates

09 Scholarship Payment and Guidelines

This program is operated under the KOICA Capacity Building Program for Professional Human Resources, and selected trainees will receive the following support

1. Support Details

- 1) Academic Support: Tuition for the Master's degree program, Korean language course fees
- 2) Living Support: Living expenses, dormitory fees, health insurance
- 3) Settlement and Return Support: Round-trip airfare, settlement allowance upon arrival, return allowance

2. Program Requirements

- Trainees must comply with all academic and residential regulations set by KOICA and the university
- Trainees must faithfully participate in the program (Korean language education, master's degree program, internship, etc)

3. Reasons for Suspension of Participation

- Academic underperformance, such as failing grades or academic probation, making it difficult to continue studies
- Violation of university regulations or program operational rules
- Any other circumstances deemed by KOICA to make continuation of the program unfeasible

10 Other Important Information

1. Semester Start Date : September 1st, 2026 (Tue)

※ New students must arrive in Korea before the semester begins

2. Orientation:

(1st session): August 19, 2026 (Wed)

(2nd session): September 2nd, 2026 (Wed)

※ Final successful applicants are required to participate in the orientation, Korean language courses, degree program, and internship according to the scheduled program after entering Korea

3. Course Registration

- 1) Period: Two weeks before the start of each semester; exact dates will be announced each semester
- 2) Register via the Chosun University course registration system, after consulting with your department or academic advisor in advance
- 3) Maximum credits per semester: 9 credits

4. Required Credits and Courses

Category	Master
Total Credit	24
Supplementary Courses (if applicable)	6
Korean Language Education	400 hours or more (Operated separately according to KOICA program standards)
Completion Requirements	① Completion of 24 credits ② Supplementary Credits (if applicable) ③ Research Ethics and Thesis Writing Thesis Supervision (1 semester) ④ Minimum GPA 3.0 or higher ⑤ Foreign Language Test *Applicants who hold TOPIK Level 4 or higher, or who have completed Korean language courses at the graduate level, may be exempted from the foreign language exam. TOPIK holders must submit a Foreign Language Exam Exemption Request Form along with their TOPIK Level 4 or higher score report to the Graduate School Academic Affairs Office after admission
Comprehensive Exam (More than 70 out of 100)	① Completion of 24 Credits (or expected) ② Minimum GPA 3.0 or higher ③ Foreign Language Exam Passed ④ Exam Subjects: 3 subjects

- ※ This program may be operated as either a thesis track or a non-thesis (coursework) track. The thesis track generally requires completion of 4 semesters, while the non-thesis track requires enrollment for 5 semesters and completion of an additional 9 credits. Graduation requirements and semester load may vary depending on the chosen track.
- ※ Candidates required to take supplementary courses will be notified at the time of the final successful applicant announcement
- ※ Korean language education and industry internships are conducted separately according to the KOICA program schedule. Applicants who hold TOPIK Level 4 or higher may be exempted from the Korean language courses
- ※ For internships under the KOICA Capacity Building Program, part-time work permits may be required, and acquiring TOPIK Level 4 may be necessary
- ※ Detailed graduation requirements are subject to the academic regulations of the Department of Mechanical Engineering and the Graduate School

5. Graduation Requirements

- Applicants who have fulfilled the above completion requirements
- Applicants who have met the graduation requirements set by the Department of Mechanical Engineering and the Graduate School

- Applicants who have passed the comprehensive examination

- ※ After admission, students must verify completion and graduation requirements with the Mechanical Engineering Department Office and the Graduate School Academic Affairs Office
- ※ KOICA trainees are required to diligently complete all components of the program, including Korean language courses and the industry internship

6. Eligibility for Master's Thesis Exemption

※ The recognition of a non-thesis master's degree may differ depending on the country

Applicants choosing the non-thesis track must meet the following requirements in order to be awarded the degree

- 1) Applicants who have met the program completion requirements and submitted the Master's Degree Non-Thesis Track Application
 - ※ The application period and procedures must be confirmed through the Graduate School announcements after admission
- 2) Applicants who have completed 4 regular semesters and earned additional credits in major courses (9 credits)
 - ※ A total of 33 credits (24 credits from the 4 regular semesters and 9 additional credits) must be completed within the maximum period of study
- 3) Completion of "Thesis Supervision" and "Research Ethics and Thesis Writing" courses, as well as common compulsory courses
- 4) Passing the foreign language exam and comprehensive exam
- 5) Cumulative GPA of 3.0 or higher

7. National Health Insurance ※ All international students are required to meet the mandatory obligation of enrolling in the national health insurance program

- 1) Enrollment Date: Automatically enrolled upon completion of foreigner registration
 - Enrollment is not possible until foreigner registration is completed. Therefore, it is recommended to consider separate insurance coverage if you plan to use medical services or for safety reasons before registration is completed
 - 2) Monthly Payment Amount: Approximately 88,000 KRW
 - The above amount is based on the 2025 rate and may be subject to future adjustments
 - Foreign students studying abroad are eligible for a reduction in national health insurance benefits
 - 3) Payment Method: Invoice issued to your place of residence. Confirm the amount and account number on the invoice before making the payment
- ※ Foreign residents in Korea are required to enroll in the National Health Insurance in accordance with relevant laws, and health insurance premiums may be covered under the KOICA program's support provisions



- B. Personal Items to Prepare: ★Bedding, pillow, bed cover, hangers, toiletries, slippers, etc
- C. Important Notes:
- 1) The dormitory fees mentioned above are based on the 1st semester of the 2026 academic year and are subject to change based on school circumstances
 - 2) For further inquiries, please visit the dormitory website or contact the administration office

Website	🏠 https://dorm.chosun.ac.kr/dorm/index.do
Contact	☎ 062) 608-5963 (Glocal Baekhak-haksa) ☎ 062) 608-5001(Green Village)

11 Dormitory

※ Trainees in the KOICA Capacity Building Program for Professional Human Resources receive support for dormitory fees and living expenses, but off-campus housing is not supported

1. New students have the option to either reside in the dormitory or outside, (choice made during application and cannot be changed later)
2. Dormitory residents are required to undergo a mandatory health examination, and individuals with infectious diseases or mental health conditions may face eviction
3. Submission of a Tuberculosis Diagnosis Certificate before admission
4. Dormitory Information

Category	Dormitory Fee		Remarks
	Management Fee (1st Semester)	Room Type	
Glocal Baekhak-haksa	1,127,000 won	2-person room	Public restroom and shower room Dedicated dining hall (Breakfast provided)
Green Village (Male)	812,000 won	2-person room	In-room restroom and shower room
Green Village (Female)	812,000 won	2-person room	In-room restroom and shower room

* Dormitory applications must be submitted when applying online. Admission to the dormitory may be denied if the capacity is exceeded

A. Basic Facilities: Bed, desk, chair, wardrobe, LAN cable, bed mattress cover, curtains

* It is the individual's responsibility to bring their own bedding and pillow. Prohibited items are listed on the dormitory website

* [Green Village allows individual cooking](#)

12 Proof of Final Education★★★★

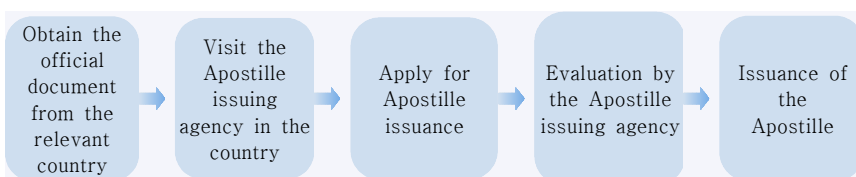
Applicants must submit proof of their highest academic degree only if they hold a Bachelor's degree or are expected to obtain one by August 2026 (The verification of the highest academic degree is based on the country where the degree was obtained, not the applicant's nationality)

1) If the country of your final university is a member of the Apostille Convention

- A. Countries under the Apostille Convention : Submit educational verification documents with an Apostille confirmation
- Apostille Convention: An international treaty that abolishes the requirement for legalization of foreign public documents among member countries (Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents)
- ✓ Apostille is processed locally in the document-issuing country
- Member countries of the Apostille Convention include

Area	Country/Region
Asia, Oceania	Australia, China (including Macau and Hong Kong), Korea, Japan, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines, Singapore, Indonesia, Pakistan
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, North Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America	The United States
Central and South America	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Federated States of the Dominican Republic, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, Saint Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana, Jamaica
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, São Tomé and Príncipe, Eswatini, Malawi, Cape Verde, Seychelles
Middle East	Oman, Israel, Bahrain, Morocco, Tunisia

• Apostille Issuance Process

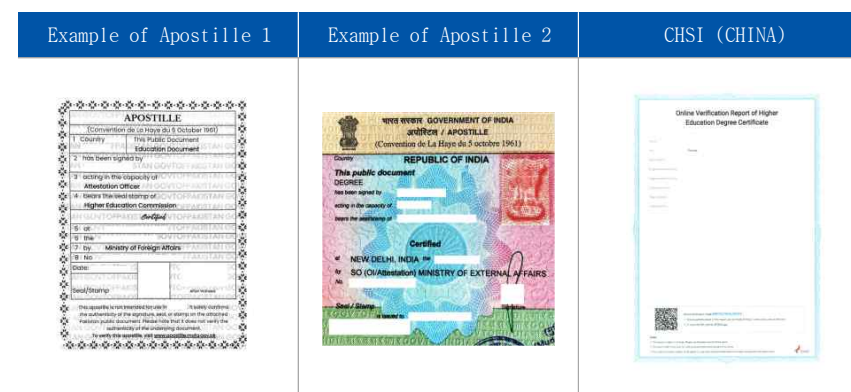


B. Non-Apostille Convention Countries : Academic credential documents must be verified either by the Korean consulate in the country where the applicant's school is located or by the consulate of that country in Korea

2) If the final university is located in China (Applies to graduates from universities in China)

- Submit the degree certificate (in English) issued through the CHSI Academic Credential Verification
- Issuing Authority: Academic Degree Verification Center, Ministry of Education, China (<http://www.chsi.com.cn>) *Consular authentication is not required

※ Please note that only documents issued and notarized within three months from the submission deadline will be accepted.



13 Important Notes ★★★★★

! Application Guidelines

- 01 Complete all required information online and submit physical documents by mail or in person before the application deadline
- 02 Verify eligibility, chosen department(Master' s) and dormitory preference accurately; changes are not allowed after the deadline (changes in the applied department are allowed during the application period)
- 03 Consult with the advisor to accurately fill in the department name and course (master's)
- 04 If applying for multiple programs within the same application period, only the last application will be considered; all others will be canceled
- 05 Provide personal email and phone number; any misinformation or using others' information will be the applicant's responsibility
- 06 Scan and upload the original Korean/English document (other languages must be translated and notarized in Korean) when submitting online. Mail or visit to submit physical documents, including the online application
- 07 Failure to submit required documents within the specified period after completing online application results in disqualification
- 08 If submitting a copy, the original document must be submitted within the deadline; any discrepancies may lead to disadvantages
- 09 Inquiries about confirmation of mailed documents arrival are not accepted
- 10 Language scores are valid only until the application period (tests without a specified validity period are considered valid for 2 years from the test date)
- 11 Applicants who submitted a graduation certificate at the time of application (graduates of domestic universities) must submit the original degree or graduation certificate to the Office of International Cooperation by August 21, 2026; failure to do so will result in admission cancellation

! Notes for Applicants

- 01 If an expected graduate fails to obtain the specified degree before the admission date, admission will be denied
- 02 If an expected graduate is accepted, the original final graduation certificate (apostille/consular confirmation required) must be submitted; failure to submit will result in admission cancellation
- 03 Failure to submit all required application documents (including language proficiency scores) within the deadline results in disqualification
- 04 Submission of false documents, false information, or confirmation of insufficient academic qualifications (unauthorized universities in the respective country) leads to disqualification and admission cancellation
- 05 Additional documents may be requested during the evaluation process; failure to submit mandatory documents leads to disqualification
- 06 If there is a discrepancy between the documents and the information obtained through academic verification, admission cancellation may occur, and no final document supplementation is allowed
- 07 Documents written in languages other than Korean or English must be accompanied by a notarized translation(original)
- 08 Information related to apostille/consular confirmation/academic network certification, etc., must be verified with the relevant institution before preparing application documents
- 09 All submitted documents will not be returned, so applicants should prepare additional documents for future visa application
- 10 For graduates of Overseas universities, the "Academic Verification Inquiry Form (Attachment#3)" should be verified by the responsible person at the university (or graduate school); not required for graduates of Korean universities
- 11 Submit documents after obtaining approval from the advisor and include the advisor's opinion. If no advisor is selected, the advisor's opinion is not required. However, admission is canceled if no advisor is ultimately selected
- 12 The 'Standard Admission Letter' will be sent by email to the final KOICA-selected candidates
- 13 Even if a standard admission permit is issued by the university, if the applicant does not obtain a student visa or does not extend/change the visa for the relevant country at the Korean embassy (consulate) or domestic immigration office within the specified period, admission will be canceled
- 14 Matters not specified in the recruitment guidelines will apply the university's academic regulations; other matters will be determined by the university's graduate committee and the International affairs team
- 15 These recruitment guidelines are written in Korean and English; in case of interpretation differences, the content written in Korean will be the standard

14 Forms

Attachment #1 Letter of Recommendation

Letter of Recommendation

This form should be given to a professor under whom you have studied and who is able to comment on your qualifications for study at Chosun University. If you are a graduate of Chosun University, you do not need to submit this.

Applicant's name: _____

To the academic advisor:

This form is submitted to you for your opinion on the applicant's qualifications for study at Chosun University. Your Information will be treated as confidential.

Name: _____
 Position: _____
 Department: _____
 University: _____
 Date: _____ / _____ / _____ Signature: _____
 Month Date Year

Attachment #2 지도교수(또는 주임교수) 의견서 Advisor's Written Opinion

※ 지도교수님은 학생의 컨택과정에서 학업 레코드 및 포트폴리오를 면밀히 검토하여 작성해주시기 바랍니다.

학위 (Degree)	지원연도 (Year)	학기 (Semester)	학과 (Department)	전공 (Major)	성명 (Name)
☐ 석사(Master's) ☐ 박사(Ph.D.) ☐ 석·박사통합 (Master's/Doctorate Integrated)		☐ 전기(Spring) ☐ 후기(Fall)			

- 학업 및 연구계획서 검토의견(The Applicant's Statement of Purpose)
- 수학적능력 의견(The Applicant's Academic Ability)
- 한국어/영어능력의견(The applicant's language proficiency in Korean and/or English)
- 종합의견(General Evaluation)

- 지도예정교수/주임교수 성명(Academic Advisor or Director's Name):
- 서명(Signature): _____ • 일자(Date):
- 소속학과(Department):

Attachment #3 학력인증조치요구서(Request for Academic Credentials Verification)

Recent University Only

Applicant's Information(Written by applicant)

Name	
Date of Birth (yyyy/mm/dd)	
Name of School	
Information on Records & Transcripts Office	CU will check the applicant's educational background by below the e-mail address during the screening period. So, please fill in the exact e-mail address. E-mail : Office Number : ()
Dates of Attendance	From YYYY/MM/DD To YYYY/MM/DD
Date of Graduation	

The following section is for the staff of Records & Transcripts Office(The Registrar) at the university where the applicant most recently has earned or is to earn the diploma.

VERIFICATION REPORT(Written by the Registrar)

Applicant's Degree	Field of Study	Date of Graduation

I hereby verified and confirm that the above Information (Verification Report) is true and correct.

Name of person completing this report : _____

Title : _____ Signature : _____

Contact Number : () _____

E-mail address : _____@_____

Date : _____

※ Applicants who earned a degree(Bachelor's degree or Master's degree) in Korea don't have to fill out this form. Applicants Only who got a degree abroad should fill in above form.

※1 제출서류중 영어나 한국어가 아닌 서류는 공증된 번역본을 위 확인서와 같이 제출하십시오.

※2 Documents in non-Korean or non-English languages must be accompanied by certified English or Korean translations with the above confirmation.

Attachment #4 번역자 확인서 Translator Confirmation

확 인 서 (번역자)

■ 번역자 인적사항

국 적	성 명	생년월일	성별
주 소		연 락 처 (☎)	

■ 번역물 원본의 명의인 인적사항

국 적	성 명	생년월일	성별

번역 대상물

첨부한 번역 내용은 원본의 문구에 맞게 사실대로 번역하였으며, 번역 내용이 사실과 다른 경우에는 이에 따른 모든 법적책임을 감수하겠습니다.

20 . . .

번역자 :

법무부장관 귀하

※1 제출서류중 영어나 한국어가 아닌 서류는 공증된 번역본을 위 확인서와 같이 제출하십시오.

※ Documents in non-Korean or non-English languages must be accompanied by certified English or Korean translations with the above confirmation.

수학능력 확인서 Confirmation of Academic Capability

■ 지원자 인적사항 Applicant's Information

성명		여권번호	
과정 (*석사/박사/석박사통합)		지원학과	

■ 수학능력 검토 의견 Opinion on Applicant's Academic Capability by advisor

학업 및 연구수행 능력 (언어능력 포함) Academic and research skill including language proficiency	
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상기 일반대학원 외국인 특별전형 지원자는 공인 어학성적을 보유하지 않았으나, 위와 같은 사유로 본교에서 학업 및 연구를 수행할 수 있는 능력을 갖추고 있다고 판단되어 수학능력을 확인하는 바입니다.

After careful consideration, I hereby certify that the applicant mentioned above has adequate capacity to study and conduct research although he/she does not have an official language test score.

202 년 월 일

대학 학과

지도교수명

서명_____