

Spring 2023 Graduate

Admissions Guide for International Students



Graduate School
Incheon National University

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Step	Admission
Online Application	October 17, 2022 09:00 ~ November 18, 2022 18:00
	<ul style="list-style-type: none"> • Application website : https://www.uwayapply.com • After online application, you can not modify or cancel it.
Document Submission	October 17, 2022 09:00 ~ November 18, 2022 18:00
	<ul style="list-style-type: none"> • After online application, the printed application form and other required documents must be delivered to the Graduate School Office in person or by mail before the above deadline. • Prospective graduating students must submit their certificate of expected first, and submit an original copy of graduate certificate by February 24, 2023. (Failure to do so will cause your admission canceled.) • Address for submission; Room 304 Building 15, Graduate School Office, 119 Academy-Ro, Yeonsu-Gu, Incheon, 22012, Republic of Korea
Interview	December 07, 2022
	<ul style="list-style-type: none"> • Interview candidates will be notified individually via email or phone by each department. • Applicants who decline the interview will be rejected. • Interview type: face to face, telephone or e-mail, etc. (subject to change)
Admission Result Announcement	December 23, 2022
	<ul style="list-style-type: none"> • Only successful applicants will be posted on the Graduate School Website without individual notice. (https://grad.inu.ac.kr / [Announcement of Admission Result])
Enrollment & Tuition Fee Payment	January 02, 2023. 10:00 ~ January 06, 2023. 16:00
	<ul style="list-style-type: none"> • Visit Graduate School Website → Announcement of Admission Result • Check the details of tuition fee and pay to your virtual "Shinhan Bank Account". <ul style="list-style-type: none"> ※ Virtual account will be granted individually and the amount of deposit should match with the amount on the tuition bill. ※ It is acceptable to deposit from someone else's account.

- ◆ **Common Requirement:** Applicants should meet one of the following criteria;
 1. Applicants AND both of their parents should not hold Korean nationality.
 2. Korean national / resident abroad and Foreign applicants who have completed their entire education equivalent to primary, secondary, and university education in Korea outside of Korea.
- ◆ **Level of Education:** Applicants must hold the following academic degree or recognized equivalent from an accredited institution (the Korean Ministry of Education);
 1. Master's / Combined Master's & Doctoral Programs: a Bachelor's degree (4-year program)
 2. Doctoral Programs: a Master's degree or higher
- ◆ **Language Proficiency:** Applicants should meet one of the following minimum requirements;
 1. [Korean] TOPIK Level 3 / Completion of Level 4 before applying for Thesis defence
 2. [English] TOEFL [PBT(550), CBT(210), IBT(80), ITP(550)] , IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700)
 3. Applicants who graduated (are expected to graduate) from the universities in the English speaking countries (U.S.A., Canada, U.K, Ireland, Australia, New Zealand)
 4. Applicants who have completed degree program (Bachelor or Master) in English

Degree Program	Combined Bachelor & Master's	Master's	Doctoral	Combined Master's & Doctoral
Duration of Coursework	1.5 years	2 years	2 years	4 years

※ Only a Doctoral is awarded for the Combined Master's & Doctoral degree program.

Field	Department	Master's	Doctoral / Combined	Telephone +82-32-835-
Humanities and Social Sciences	Korean Language and Literature	○	○	8110
	Korean Language Education for Foreigners	○	○	8110
	English Language and Literature	○	○	8120
	German Language and Literature	○		8130
	French Language and Literature	○		8140
	Japanese Regional Culture	○	○	8150
	Chinese Cultural Studies	○	○	8790
	Education	○	○	8160
	Social Welfare	○	○	8311
	Ethics	○		8827
	Public Administration	○	○	8330
	Urban Policy and Administration	○		8740
	Politics and International Relations	○	○	8340
	Media Communication	○	○	8590
	Library and Information Science	○		8750
	Law	○	○	8320
	Business Administration	○	○	8932
	International Trade	○	○	8520
	Economics	○	○	8530
	Natural Sciences	Northeast Asian Studies	○	○
Consumer Science		○		8250
Urban Planning and Policy			○	8740
Child, Forest and Nature Education			○	8660
Mathematics		○	○	8210
Physics		○	○	8910
Chemistry		○	○	8230
Life Science		○	○	8912
Marine Science		○	○	8860
Clothing & Textiles		○	○	8914
Engineering	Cosmetic Science and Management	○	○	8914
	Mechanical Engineering	○	○	8939
	Mechatronics Engineering	○	○	8957
	Electrical Engineering	○	○	8922
	Electronics Engineering	○	○	8923
	Industrial & Management Engineering	○	○	8480
	Materials Science and Engineering	○	○	8270
	Safety Engineering	○	○	8928
	Energy and Chemical Engineering	○	○	8670
	Computer Science and Engineering	○	○	8961
	Information and Telecommunication Engineering	○	○	8930
	Embedded Systems Engineering	○	○	8760
	Civil and Environmental Engineering	○	○	8460
	Environmental and Energy Engineering	○	○	8964
	Urban Construction Engineering	○		8983
	Architectural Design and Engineering	○	○	8470
	Bioengineering and Nano-Bioengineering	○	○	8833
	International Climate Cooperation	○	○	8964
	Urban Convergence Engineering		○	8983
	Arts and Physical Education	Human Movement Science	○	○
Arts		○		8936
Design		○	○	8963
Performing Arts		○		8620

※ Only Programs marked with '○' can be applied.

- ◇ All documents must be issued within the last three months.
- ◇ Document 6, 7 and 16 must be submitted via the Department Office to which you are applying.
- ◇ Applicants for Combined Master's and Doctoral Program must submit documents for the doctoral program (excluding Graduation Certificate and Transcript of Master's Program)

No	Required documents	Mast er's	Doct oral	Notes & Caveats
1	Application for Admission	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 01) Apply on "Uway apply" and print
2	Certificate of (expected) Graduation or Academic Degree (Bachelor's Program)	◎	◎	<ul style="list-style-type: none"> • It must be accompanied by the notarized Korean translation, but if it is issued in English by your University, a notarized Korean translation is NOT necessary.
3	Academic Transcript (Bachelor's Program)	◎	◎	<ul style="list-style-type: none"> • For Applicants who earned a degree in other countries: Select one of the following Documents; <ol style="list-style-type: none"> ① Apostille Legalization by government agencies of your country ② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country ④ Verification Report of China Higher Education Qualification Certificate <p>[Issuing Authority: China Academic Degrees and Graduate Education Development Center]</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><Example></p> <ul style="list-style-type: none"> - A Chinese graduated from U.S universities: Submit one of the following documents; <ol style="list-style-type: none"> ① Apostille Legalization by government agencies of your country ② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country - An American graduated from Chinese Universities: Verification Report of China Higher Education Qualification Certificate </div> • Applicants who submitted a certificate of expected graduation at the time of submission to the Graduate School Office must submit their Graduation Certificate and Transcript by February 24, 2023, otherwise admission will be cancelled. • Applicants who have transferred from other universities must submit transcripts from the previous university.
4	Certificate of (expected) Graduation or Academic Degree (Master's Program)	-	◎	
5	Academic Transcript (Master's Program)	-	◎	
6	Letter of Recommendation	◎	◎	
7	Certificate of Eligibility for the Field of Study (Certificate of Credit Recognition)	△	△	
8	Study Plan	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 02) • Applicants should find a professor(expected academic advisor) of the Department to apply to on the INU website and ask him/her to write a recommendation letter and submit it to the Graduate School through the Department Office. • (Appendix Form 03) from INU Department Chair • (Appendix Form 04) from INU Department Chair • Only for applicants whose previous majors are different from those of graduate school • (Appendix Form 05) Within three pages of A4 paper

No	Required documents	Mast er's	Doct oral	Notes & Caveats
9	Original Copy of Certified Language Test result (Within the validity period)			<ul style="list-style-type: none"> TOPIK level 3 or higher OR - English Test result : TOEFL 【PBT(550), CBT(210), IBT(80), ITP(550)】 , IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700) or higher
	- Application for the Submission of TOPIK Score	◎	◎	<ul style="list-style-type: none"> (Appendix Form 06) Applicants submitting TOPIK level 3 must submit TOPIK level 4 or higher before applying for Thesis defence or dissertation graduation.
	- Certificate of English Proficiency			<ul style="list-style-type: none"> (Appendix Form 07) Applicants who graduated (are expected to graduate) from the universities in the English speaking countries (U.S.A., Canada, U.K, Ireland, Australia, New Zeland)
10	Proof of Funds	◎	◎	<ul style="list-style-type: none"> Applicant's or parents' bank statement (Minimum bank balance: US \$ 20,000), showing deposition of more than past six months - If not possible, Certificate of Scholarship(Expected) should be submitted with the consent of the expected academic advisor of INU. (Appendix Form 08)
11	Letter of Consent for Degree Verification	◎	◎	<ul style="list-style-type: none"> (Appendix Form 09)
12	Nationality Certificate of Applicants (Parents)	◎	◎	<ul style="list-style-type: none"> A Scanned copy of valid, unexpired passport ID pages. If not available, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated. Certificate that shows the relationship between the applicant and parents (Family Relations Certificate) Chinese: Family Relations Certificate(including parents) and original copy of Household Register including all family members (notarized translation in Korean) In case of parents' divorce/ death, applicant must submit relevant documents.
13	A photocopy of ID card (SHENFENZHENG)	△	△	<ul style="list-style-type: none"> Chinese only
14	A copy of Alien Registration Card	△	△	<ul style="list-style-type: none"> Foreigners living in Korea
15	Certificate of the Entry and Exit	△	△	<ul style="list-style-type: none"> Overseas Koreans only (Issued by Korean Immigration Office) Applicant may submit proof of enrollment / transcripts confirming entire education completed outside of Korea.
16	Recommendation for Full Scholarship for International Students	△	△	<ul style="list-style-type: none"> (Appendix Form 10) Applicants applying for full scholarships should ask their expected academic advisor to write recommendation and submit it to the Graduate School through the Department Office. (Refer to Scholarship Qualification)
17	<p>< Required only for applicants to the following departments(major) ></p> <ul style="list-style-type: none"> Architecture Design Major in the Department of Architecture Design and Engineering <ul style="list-style-type: none"> - Certificate of Completed Courses (Appendix Form 11) Department of Social Welfare <ul style="list-style-type: none"> - Research Proposal (Appendix Form 12) Departments of Architecture Design and Engineering, Arts, and Design. <ul style="list-style-type: none"> - Portfolio (submission is not required, but must be brought to the interview) 			

※ '◎' : Compulsory, '△' : if applicable only

※ Any documents written in languages other than Korean or English must be accompanied by a Korean translation certified by a public notary.

※ The documents submitted must be originals unless otherwise specified.

※ The submitted documents will not be returned to applicants.

◆ Submission of Required Documents

(1) How to Submit : **in person or via registered mail**

※ After submitting the application online, you must submit the required documents including a printed copy of the online application

(2) Address

- **Korean:** (우)22012 인천광역시 연수구 아카데미로 119 인천대학교 대학원 입학담당자
(15호관 304호)

- **English:** Graduate School Office(BLD. #15, Room 304), 119 Academy-Ro, Yeonsu-Gu, Incheon, 22012, Republic of Korea

(3) Deadline: **Friday, 18 November 2022, 18:00(KST)**

◆ Preparing the Documents(Academic Requirement)

(1) Consulate Legalization

- ① The original documents in English should be certified by Korean Embassy or consulate.(No translation needed)
- ② The original documents other than Korean or English should be translated into Korean or English and notarized. After notarization, documents must be certified by the Korean Embassy or consulate.

(2) Apostille

- ① After translation(Korean or English) and notarization of the original documents, you can apply for an apostille at the Ministry of Foreign Affairs office.(**Only for member nation of Apostille agreement**, if not, need consulate legalization)
- ② Chinese applicants are not a party of the apostille agreement.(See Credentials Report or Consulate Legalization)

(3) **(A person who have academic credentials in China)Credentials Verification Report(issued by Center for Student Services and Development, Ministry of Education, China)**

- You can apply for the verification report in **English** at the China Higher Education Studnet Information (CHSI) website(全国高等学校学生信息咨询与就业指导中心 www.chsi.com.cn)(It takes about 3~4 weeks to issue)

※ Notice for prospective graduates

1. China : Prospective graduates who have academic credentials in China must submit the credentials verification report issued by the Ministry of Education of China before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first. If not, the admission will be cancelled.
2. Country without China: Prospective graduates must submit the apostille or consulate legalized certificate of graduation and academic transcript before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first.

※ Deadline: Firday, 24 February 2023

A. Online application procedure

- Online Application : <http://uwayapply.com>
- Please check the notice board for guideline for accessing the “Online UWAY”
 - http://www.inu.ac.kr/user/indexSub.do?codyMenuSeq=1543047&siteId=grad_eng
- Online application is completed when applicants have paid the application fee (65,000 KRW).

B. Guideline

- All data and information on online application should be entered correctly according to the instructions. The applicant shall be responsible for any disadvantages caused by the errors and missing entries.
- If applicants submit information which is different from the fact, the admission will be canceled.
- If application is completed, then application can not be modified or withdrawn and the application fee and submissions will not be returned.
- International applicants will be informed of important notices by email if they do not have Korean contact number.
 - ※ Please contact +82-1588-8988 or www.uwayapply.com for technical difficulties.

A. Admission Decision

- **Preliminary Evaluation:** Document Screening and Interview of the department
- **Final Decision:** by the Graduate School Committee (GSC)
 1. Evaluated in order of total scores of document Screening and interview
 2. The following candidates will be disqualified, and other matters will be decided by GSC.
 - Those who have not submitted required documents
 - Those who have not attended interview
 - Those whose document screening and interview scores are lower than passing score
 - Those whose information on application for admission are different from the fact

B. Decision Notification:

- **Only successful applicants** will be posted on the **Graduate School website** without individual notice.

C. Disclaimers:

- The admission shall be canceled, when the reasons for disqualification are found as follows; All payments including Tuition and Admission Fees will not be returned.
 - ☞ **After checking the facts through academic inquiry from domestic and foreign universities, if the information in documents is found to be incorrect OR if the applicant is found to have been admitted to the University in other unjust ways, the admission shall be canceled.**

D. Contact information: the Office of Graduate School for details

- Tel : +82-32-835-8012~4
- E-MAIL : gradinu@inu.ac.kr
- Website : <http://grad.inu.ac.kr>

1. Full Scholarship

Program	Qualification							
M.S. Combined M.S. & Ph.D Ph.D	<ul style="list-style-type: none"> Applicants who meet the following criteria and requirements can receive the Full Scholarship. Requirement at the point of admission <ul style="list-style-type: none"> M.S. Program : Undergraduate CGPA of 3.0 or higher out of 4.5 scale Ph.D Program : Master's degree CGPA of 3.0 or higher out of 4.5 scale Requirement during enrollment <ul style="list-style-type: none"> Full-time student with GPA 3.5 or higher for each semester Student must be full-time and must meet the GPA requirement continuously during the entire degree program. Full scholarship students can not change his / her academic advisor. <ul style="list-style-type: none"> ※ If changed, scholarship will be asked to return. 							
General requirement	<ul style="list-style-type: none"> Each academic advisor can recommend two students each year for this scholarship, regardless of their degree program. Each student must submit the research results where he/she is registered as the first author or corresponding author to Office of Graduate School. Those who do not submit will not be able to obtain a degree or graduate. The affiliation as Incheon National University must be specified. 							
	Course	Required Points		Required research works and Recognition Points (RP)				
		H, S, A, P	N, E					
	M.S.	1	1	Types of research work		Field	RP	
				<ul style="list-style-type: none"> An article published in SCIE, SSCI, A&HCI 		H, S, A, P N, E	2	
				<ul style="list-style-type: none"> An article published in SCOPUS An article published in foreign journals or KCI(Korean Citation Index) accredited/candidated academic journals A registered patent included as an inventor (in case of patent application: 0.5) An article published in a private exhibition Attend and exhibit on international fairs Participation in performances and submission of Video works 			1	
				<ul style="list-style-type: none"> A paper presented at overseas conferences (including poster presentation) 			H, S, A, P N, E	1 0.5
				<ul style="list-style-type: none"> A paper presented at local conferences (excluding poster presentation) 			H, S, A, P N, E	0.5 0
	Ph.D combined M.S. & Ph.D	2	3	Types of research work			Field	RP
<ul style="list-style-type: none"> An article published in SCIE, SSCI, A&HCI 				H, S, A, P N, E	2			
<ul style="list-style-type: none"> An article published in SCOPUS An article published in foreign journals or KCI accredited/Candidated academic journals A registered patent included as an inventor (in case of patent application: 0.5) An article published in a private exhibition 					1			
※ H: Humanities, S: Social Science, A: Arts, P: Physical Education, N: Natural Sciences, E: Engineering ※ Deadline for submission of required research work: By the application deadline for submission of thesis ※ For the confirmed publication, submission of the publication certificate can be accepted. ※ 'Participation in performances and submission of Video works' is only recognized for works of "general in Korea or higher" described in the 'Incheon National University Regulations for Faculty Evaluation'								

※ **Qualification of Full Scholarship*** (Students should meet all the following conditions.)

- 1] Maintain the GPA qualification for the previous semester
- 2] Full-time student with D2 visa
- 3] Keep University enrollment
(no withdrawal or leave of absence allowed except for pregnancy and birth leave)
- 4] In case of natural disaster or diseases requiring long-term hospitalization 3] is not applied.
- 5] Students receiving tuition waiver are expected to work within 20 hours as assigned by each Department.
- 6] Students should submit a research activity plan / report at the start / end of each semester.

※ **Scholarship Return for Full Scholarship students[†]**

- 1] Students who lost the Qualification of Full Scholarship* during their enrollment period will be asked to return the scholarship according to the Scholarship Return Policy.
- 2] Students who drop the course or withdraw from school by their own will or are expelled will be asked to return the scholarship according to the Scholarship Return Policy.
- 3] However, students who submitted scholarship activity reports for every semester will not be asked to return the scholarships for previous semesters.
(Scholarship return shall be applied in current semester)

2. Special Scholarship (Tuition Waiver)

Semester	Amount	Qualification
The first semester (Freshman)	85 %	<ul style="list-style-type: none"> • International students can receive Special Scholarship, if they meet the following criteria; <ul style="list-style-type: none"> - M.S. Program: Undergraduate CGPA of 3.0 or higher out of 4.5 scale - Ph.D Program: Master's program CGPA of 3.0 or higher out of 4.5 scale
	50 %	International students enrolled in M.S. or Ph.D program
Students admitted in 2018~2019	100 %	GPA of 3.75 or higher out of 4.5 scale
	80 %	GPA of 3.5 to less than 3.75 out of 4.5 scale
	50 %	GPA of 3.0 to less than 3.5 out of 4.5 scale
Students admitted after 2020~	85 %	GPA of 3.75 or higher out of 4.5 scale
	60 %	GPA of 3.5 to less than 3.75 out of 4.5 scale
	50 %	GPA of 3.0 to less than 3.5 out of 4.5 scale

※ **Qualification of Special Scholarship and Scholarship Return for Special Scholarship students:**

All the conditions of Qualification of Full Scholarship* (excluding 3]) and Scholarship Return for Full Scholarship students[†] apply equally to Special Scholarship students.

3. Research Scholarship

Criteria and Qualification	Research Scholarship※	
	N, E	H, S, A, P
1. Outstanding article in the top 5% journals by JCR	300,000 KRW	400,000 KRW
2. Outstanding article in the top 10% journals by JCR	200,000 KRW	300,000 KRW
3. Outstanding article in the top 25% journals by JCR	100,000 KRW	200,000 KRW
<ul style="list-style-type: none"> • Current student designated as the lead (first or corresponding) author in the article • Must state affiliation as Incheon National University (current address is not accepted). • In case of multiple lead authors, <u>the amount of scholarship is calculated as Research Scholarship/N</u> (N: total number of co-first authors and corresponding authors excluding the academic advisor) • If there are several fields to which the journal belongs, the highest percentage is applied. • JCR criteria are calculated by JIF RANK based on the recent JCR YEAR's Journal Impact Factor. 		

※ H: Humanities, S: Social Science, A: Arts, P: Physical Education, N: Natural Sciences, E: Engineering

4. Scholarship for Professors of Foreign University and College

Qualification	Amount	Required Documents
<ul style="list-style-type: none"> Those who are currently employed or recently have been employed for more than two years as a professor in accredited university or college outside of Korea (recommended by the chair of the department for which the student is applying) No GPA qualification for the first semester For current students, GPA of 3.25 or higher in the previous semester 	60% Tuition Waiver	<ul style="list-style-type: none"> Document verifying that the university / college has been accredited by the government Document verifying that the university / college provides more than two years coursework Proof of employment (Both in Mother-language and English)

5. Ambassador Scholarship

Qualification	Amount	Partners
<ul style="list-style-type: none"> Those who are recommended by Each Nation's Ambassador to Korea ※ Each ambassador can recommend only one student each year regardless of the degree program. No GPA qualification for the first semester For current students, GPA of 3.5 or higher in the previous semester 	Full Tuition Waiver	Embassy in Korea; Afghanistan, Bolivia, Ghana, South Africa, Guatemala, Uzbekistan, Paraguay, Angola, Gabon, Sri Lanka, Cambodia, Senegal, Honduras, Rwanda, Ethiopia, Tanzania, Sierra Leone

※ Partners can be subject to change.

6. Honorary Consulate Scholarship

Qualification	Amount
<ul style="list-style-type: none"> Those who are recommended by Honorary Consuls in Korea ※ Each Honorary Consul can recommend only one student each year regardless of the degree program. No GPA qualification for the first semester For current students, GPA of 3.5 or higher in the previous semester 	Full Tuition Waiver

7. International Military Sports Council Scholarship

Qualification	Amount
<ul style="list-style-type: none"> Those who are recommended by International Military Sports Council ※ Each Nation's council can recommend only one student each year regardless of the degree program. No GPA qualification for the first semester For current students, GPA of 3.5 or higher in the previous semester 	Full Tuition Waiver

8. Global Korea Scholarship

Qualification	Amount
<ul style="list-style-type: none"> Those who are selected by Global Korea Scholarship (GKS) - Supported by GKS during the period of normal coursework (2 years for Master's or Doctoral, 4 years for Combined) - Supported by INU while they enroll after the coursework period. 	Actual cost (Same amount as GKS)

9. Korean Homeland Education Program Scholarship (NIIED)

Qualification	Amount
<ul style="list-style-type: none"> Those who are international students and have completed Korean Homeland Education Program (K-HED) from NIIED No GPA qualification for the first semester 	Same as the Special Scholarship for International Students

10. Scholarship General Notice

- ◆ All Scholarships can only be paid within the duration of coursework.
- ◆ All Scholarships do not include Admission Fee.
- ◆ The total amount of the scholarship shall not exceed the tuition in the semester.
- ◆ Duplicate scholarship recipients are prohibited according to the University's internal regulations. (Excluding Research Scholarship, GKS, and work / volunteer scholarship)

※ Scholarship Return Policy (disqualified during the semester)

The Date of Disqualification	The amount of money (Return)
Less than 90 days from the opening of semester	Scholarship in the semester × (1-working days/90)
After 90 days from the opening of semester	None

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Tuition Fee and Dormitory Information

- ◆ **Tuition** : ※ Below fees are based on academic year of 2022 (subject to change)

(Currency: KRW)

Field	Master's		Doctoral	
	Admission Fee	Tuition Fee	Admission Fee	Tuition Fee
Humanities & Social Science	485,000	3,140,000	485,000	3,342,000
Natural Science	485,000	3,657,000	485,000	3,855,000
Engineering	485,000	4,149,000	485,000	4,203,000

※ Admission Fee : only for the first semester

※ For the Combined Master's & Doctoral Program, Tuition Fees for Doctoral Program are applied from the 4th semester.

◆ Dormitory Information

- Application Period : January / July
- Dormitory fee (subject to change)

Division	Period	Room type		Amount (KRW)	
Dormitory 1	One semester (16 weeks)	Room for 2 students		760,000	
		Room for 4 students		460,000	
Dormitory 2		Room for 2 students	Administrative expenses	640,000	850,000
			Utilities	160,000	
	Facility deposit		50,000		

※ Detailed information Website: http://www.inu.ac.kr/user/indexMain.do?siteId=dorm_eng

Phone: + 82-32-835-9810

[Appendix] Application Forms

- Form 01** Application for Admission
- Form 02** Letter of Recommendation
- Form 03** Certificate of Eligibility for the Field of Study
- Form 04** Certificate of Credit Recognition
- Form 05** Study Plan
- Form 06** Application for the Submission of TOPIK Score
- Form 07** Certificate of English Proficiency
- Form 08** Application for Certificate of Scholarship(Expected)
- Form 09** Letter of Consent for Degree Verification
- Form 10** Recommendation for Full Scholarship Student
- Form 11** Certificate of Completed Courses
- Form 12** Research Proposal

Application for Admission

2023 (Spring/Fall) Semester

Admission Period	<input type="checkbox"/> Early	Degree program	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Combined Master's & Doctoral			Registration Number, For Office Use Only		
Applicant	Department						Photo (4 X 5 cm)	
	Full Name	(Korean)	* Foreigner : Passport name		Chinese			
		(English)	* Foreigner : Passport name		Nationality			
	Resident Registration Number	-			Gender	<input type="checkbox"/> M / <input type="checkbox"/> F		
	Mailing Address							
	Contact Numbers	Home Phone	() -	Country Code		E-mail		
		Cell Phone	() -	Country Code				
	Foreigners only * Passport expiration date must be at least 6 months left	Passport Number				Official foreign language score	(Examination)	<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> TEPS <input type="checkbox"/> NEW TEPS <input type="checkbox"/> TOPIK
							(Score)	
							(Test date)	
Substitute for Official foreign language score						<input type="checkbox"/> Foreign university diploma <input type="checkbox"/> Certificate of English Proficiency		
Place of employment (if applicable)			Position			Work Phone	() - Country Code	
Military service	<input type="checkbox"/> Unfinished <input type="checkbox"/> Exemption <input type="checkbox"/> Reserve <input type="checkbox"/> Active Duty							
Study history	yyyy mm ~ yyyy mm		University		College	Department		
	yyyy mm ~ yyyy mm		University		College	Department		
	yyyy mm ~ yyyy mm		University		College	Department		
Career history	yyyy mm ~ yyyy mm		Place of employment		Position			
	yyyy mm ~ yyyy mm		Place of employment		Position			
	yyyy mm ~ yyyy mm		Place of employment		Position			
I hereby declare that all the above information is true and correct. I will be fully responsible if any of the information is false.								
Office Use Only	20 (yyyy) (mm) (dd)							
	Applicant's full name(Print)				Signature			
To the Dean of Graduate School, Incheon National University								

Letter of Recommendation

○ Recommendation from an INU Professor of the Department to apply to

Name of Applicant		Department				
Date of Birth		Degree program	Master's ()	Doctoral ()	Combined Master's & Doctoral ()	
<p>☞ Details of your recommendation are crucial to the Applicant's admission and for selecting students for the Master's and Doctoral degree programs of the INU Graduate School. Please evaluate with care and accuracy.</p> <p>☞ Please tick (✓) as appropriate.</p>						
Evaluation Details			Excellent	Good	Fair	Remarks
○ Character and personality						
○ Potential to conduct research and advanced study						
○ Creativity and originality						
○ Extensive knowledge in major field						
<p>This is to certify that the named Applicant is a graduated (prospective graduate) from _____ University _____ Department (Graduate School) and has academic talent sufficient for studying in the graduate school.</p> <p>I hereby write a recommendation on behalf of the named Applicant and plan to be his/her thesis advisor.</p> <p style="text-align: center;">20 (YYYY) (MM) (DD)</p> <p>○ Recommender</p> <p style="padding-left: 40px;">Graduate School, Incheon National University</p> <p style="padding-left: 40px;">Department : _____</p> <p style="padding-left: 40px;">(Expected academic advisor)</p> <p style="padding-left: 40px;">Name: _____ Signature _____</p>						
To the Dean of Graduate School, Incheon National University						
<p style="color: red; font-size: small;">※ Put this Letter in an envelope and sign your name across the seal, and submit it to the Department Office. Applicants should have this letter submitted to the Graduate School through the Department Office.</p>						

Certificate of Eligibility for the Field of Study

Only for Applicants whose previous majors are different from those of graduate school

Name of Applicant		Application Number	
Department		Program	Master's () Doctoral () Combined Master's & Doctoral ()

This is to certify that the named Applicant is a graduated (prospective graduate) from _____ University _____ Department (Graduate School) and is eligible for completing the curriculum for the field of study.

Attachment : Certificate of Credit Recognition (1 copy)

20 (YYYY) (MM) (DD)

Verifier (INU Professor)

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor :

Signature

Department Chair :

Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Certificate of Credit Recognition

Only for Applicants whose previous majors are different from those of graduate school

Year/Semester	20 Year	Semester	Application Number	
Name of Applicant			Department	
Date of Birth			Degree program	Master's () Doctoral () Combined Master's & Doctoral ()

This is to certify that the named Applicant has () credits recognized as follows.

No.	Credit Earned			Credit Recognized			
	Course Title	Credit	Grade	Course Code	Course Title	Credit	Grade
1							
2							
3							
4							
5							
6							
7							

20 (YYYY) (MM) (DD)

Attachment : Official Transcript (1 copy)

Verifier

Graduate School, Incheon National University

Department : _____

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Study Plan

Program	Master's () Doctoral () Combined Master's & Doctoral ()		Department	
Name	(Korean)		(Applicant No.)	※ Do not write
	(English)		(Date of Birth)	
Education	College	Dept. Name of College	Graduated or will graduate on 20 (YYYY) (MM) (DD)	
	Graduate School	Dept. Name of College	Graduated or will graduate on 20 (YYYY) (MM) (DD)	
Contacts	(Home Phone)		(Cell phone)	E-MaiL
Autobiography				
Experiences & Publications (Including educations and employments)				
Reasons for applying and future plan				
Your strong and weak points and specialties				
Awards and criminal convictions				
Other remarks				

Application for the Submission of TOPIK Score

○ Only for Applicants who have TOPIK Level 3 Certificate

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()	
Department				Admission Type	Early Admission ()	
Registration Number						
Full Name	Korean			English		Chinese
Date of Birth				Gender		Nationality
Contact	Home Phone			Cell Phone		
E-mail						

Related Regulation : Ministry of Education-5492 (2010.9.17.)

○ I, when applying for the defense of Master's thesis or Doctoral Dissertation, hereby declare that I will submit my certificate for "Test of Proficiency in Korean, TOPIK Score Level 4 or higher" along with my application for the defense, and that if not, I will not be eligible to apply for the defense. By submitting this document, I confirm that I will not contest this matter under any circumstances.

20 (YYYY) (MM) (DD)

Applicant's full name :

Signature

To the Dean of Graduate School, Incheon National University

Certificate of English Proficiency

○ For Applicants who are citizens of English-speaking country (U.S.A., Canada, UK, Ireland, Australia, or New Zealand) or who graduated from the accredited universities of English-speaking countries or who completed their undergraduate and/or graduate course work in English medium at accredited institutions in countries other than U.S.A., Canada, UK, Ireland, Australia, or New Zealand.

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()
Department				Admission Type	Early Admission ()
Graduated(ing) Institution	Name of Institution			Address of Institution	
Full Name	Korean			English	
Date of Birth	-			Gender	
Contact	Home Phone			Cell Phone	
E-mail					

I confirm that the named Applicant has sufficient English proficiency to pursue advanced study and write a dissertation in English at the Graduate School. I declare that I will take full responsibility for his or her ability to conduct graduate study.

20 (YYYY) (MM) (DD)

○ Verifier

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor : _____ Signature

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Application for Certificate of Scholarship(Expected)

Program	Master's ()	Doctoral ()	Combined Master's & Doctoral ()
Department			
Application no.			
Name			
Kind of Scholarship			
Contact no.			

The named applicant will receive scholarship during coursework. I confirmed the obligations for the Scholarship, and I will advise the applicant to refund the Scholarship according to the Scholarship Refund Policy in case the applicant loses the eligibility.

So, hereby I request the issuance of Certificate of Scholarship(Expected).

【Obligations】 (Refer to the guidance on scholarship program of admission guideline)

※ Qualification of Full Scholarship* (Students should meet all the following conditions.)

Full scholarship student must submit the research results where he/she is registered as the first author or corresponding author to Office of Graduate School.

- 1] Maintain the GPA qualification for the previous semester
- 2] Full-time student with D2 visa
- 3] Keep University enrollment (no withdrawal or leave of absence allowed except for pregnancy and birth leave)
- 4] In case of natural disaster or diseases requiring long-term hospitalization 3] is not applied.
- 5] Students receiving tuition waiver are expected to work within 20 hours as assigned by each Department.
- 6] Students should submit a research activity plan / report at the start / end of each semester.

※ Qualification of Special Scholarship

All the conditions of Qualification of Full Scholarship* excluding 3]

※ Scholarship Return Policy

- 1] Students who lost the Qualification of Scholarship during their enrollment period will be asked to return the scholarship
- 2] Students who drop the course or withdraw from school by their own will or are expelled will be asked to return the scholarship
- 3] However, students who submitted scholarship activity reports for every semester will not be asked to return the scholarships for previous semesters. (Scholarship return shall be applied in current semester)

The Date of Disqualification	The amount of money (Return)
Less than 90 days from the opening of semester	Scholarship in the semester × (1-working days/90)
After 90 days from the opening of semester	None

YYYY MM DD

- | | |
|---|-----------|
| <input type="radio"/> Applicant's full name : | Signature |
| <input type="radio"/> (Expected academic advisor) Professor : | Signature |
| <input type="radio"/> Department Chair : | Signature |

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Letter of Consent for Degree Verification

Notice
<ol style="list-style-type: none"> 1. This form is mandatory for Applicants who graduated from college or university in foreign countries. 2. Please make sure to fill out in <u>English or Korean</u>. 3. Please do not handwrite. Please type. 4. Students who graduated from a university in Korea do not have to submit this form. 5. Information should be true. If not, student should be responsible for disadvantages from providing false information.

Applicant Information	
Name of Applicant	(Korean/English)
Date of Birth	
Department	

Academic Information	
Name of Institution Graduated	
Degree no. or Student ID no.	
Address of Institution Graduated	
Name of Degree	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree
Major	
Date of (Expected) Graduation	
Period of Attendance	(Year/MM) ~ (Year/MM), Total () semesters completed
Website of Institution Graduated	
Office of Student Records	
Name of Staff in Charge	
Phone No. of Staff in Charge	
Fax No. of Staff in Charge	
E-mail of Staff in Charge	

20 (YYYY) (MM) (DD)

Applicant's full name : _____ Signature

Recommendation for Full Scholarship Student

Only for Applicants to apply for full scholarship

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()
Department				Admission Type	Early Admission ()
Graduated(ing) Institution				Address of Institution	
Full Name				Gender	
GPA	<p style="text-align: center;">_____ / 4.5</p> <p>For Master's applicants, CGPA of undergraduate program, and For Doctoral applicants, CGPA of M.A. program is required</p>				
Contact	Home Phone			Cell Phone	
E-mail					

I recommend the named Applicant as a full scholarship student and I confirm that if this Applicant is selected as the full scholarship student, I will advise the Applicant to meet the research requirements.

20 (YYYY) (MM) (DD)

Verifier

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor : _____ Signature

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Certificate of Completed Courses

Only for Applicants to Architecture Design Major in the Dept. of Architecture Design and Engineering

Application Number		Department	Architecture Design and Engineering
Name		Program	Master's
Date of Birth			

The named Applicant has completed the following subjects in applying for this graduate school, so I submit a certificate of completion.

No.	The field of completion and the minimum number of credits to be completed.	Completed Subject				
		Subject code.	Subject name.	Credit	Time limit	Grades
1	Architectural Design Studio (24 credits (44 hours) or more including the basic studio).					
2	Architecture and Computer (CAD, Digital Architecture-related 3 or more credits (3 hours)					
3	Architectural planning (Space planning, facility planning, etc. 3 credits (3 hours) or more)					
4	Western architectural history, Modern and contemporary architecture (more than 3 credits)					
5	Korean architect history (3 credits or more)					
6	Building structure (6 credits (6 hours) or more, 2 subjects or more)					
7	Architectural environment (3 credits or more)					
8	Building facilities (3 credits or more)					
9	Building materials (3 credits or more)					
10	Construction and construction management (3 credits) or more.					
11	Building Law (3 credits or more)					
12	Related to architecture, urban, urban planning, and urban design (3 credits)					

20 YYYY MM DD

Attachment : A copy of transcript

Checker affiliation : Graduation school of Incheon National University

Major manager of Architecture and Urban Design :

Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Research Proposal

○ only for Applicants to the department of social welfare

Applicant Number		Full Name	
1. Briefly describe your research topic including research questions, methods, and its relevance or importance			

2. Briefly describe your future plan after completing the master's or phd program, focusing on how this program is related to your long-term academic and career goals

Interview Card

2023 Year(Spring/Fall) Semester

Admission Period	<input type="checkbox"/> Early
Degree program	<input type="checkbox"/> Combined Bachelor & Master's <input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Combined Master's & Doctoral
Application Number (For Office Use Only)	
Department	
Full Name	
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">Photo (4 X 5 cm)</div>	
<h3>Information for applicant</h3> <ol style="list-style-type: none">1. Interview date and location : Check the Graduate School Homepage<ol style="list-style-type: none">A. Interview candidates will be notified individually via email or phone by each department.B. Interview type: face to face, telephone or e-mail, etc. (subject to change)C. Interview location: subject to change Office of the department to which you are applying2. Things to bring with you to the interview : Interview card, your foreign registration card (ID Card), writing utensil3. Interview results will be posted on the Graduate School Website (http://grad.inu.ac.kr) <p style="text-align: center;">Graduate School, Incheon National University</p>	