

Admissions Guide for International Students

- 2018 Fall Semester -



1. About the Graduate School of Korean Studies

The Graduate School of Korean Studies ("GSKS") is an affiliated institution of the Academy of Korean Studies, which operates under the Ministry of Education. It is a research-oriented graduate school in the fields of humanities and social sciences pertinent to Korea, which aims at nurturing scholars who will contribute to the development and globalization of Korean Studies.

Since its establishment in 1980, GSKS has been providing intensive research-oriented education through eminent professors' close mentoring of students. In addition, it gained a worldwide reputation for its high standard and quality education. Also its graduates are playing pivotal role in widening and deepening Korean Studies all over the world with their academic excellence.

Currently, approximately 300 students, including about 150 international students from 40 different countries, are enrolled in the master's and doctoral degree programs at the GSKS.

- **Tuition fees are fully waived** for international students.
- **The Government Grant of KRW750,000 per month** is provided to comparably competent students of all majors.
- Free Korean language courses are provided to assist international students with academic writing, presentations, and discussions as well as communication skills.
- On-campus dormitory accommodations are available at the rate of KRW543,000 per semester, double occupancy.
- A 4:1 student-faculty ratio enables close one-on-one guidance of students by professors.
- Various kinds of major-specific courses are available including interdisciplinary courses, independent study with student's own topic and research plans, and fieldwork. Students can also earn credits by publishing articles in accredited academic journals.

2. Programs Offered and Volumes of Recruitment

Programs	Divisions	Majors	Volume of Recruitment
Master's or Doctoral Degree Program	Humanities	Korean History, Diplomatics and Bibliography, Philosophy, Korean Linguistics·Korean Literature	OO
	Culture and Arts	Anthropology·Folklore, Religious Studies, Musicology, Art History, Cultural Informatics·Human Geography	
	Social Sciences	Political Science, Economics, Sociology, Education	
	Global Korean Studies	Korean Culture and Society, Korean Classics and Global Communication ※ 'Korean Culture and Society' is only available for MA's degree program	
Total	4 Divisions	MA : 15 Majors / PHD : 14 Majors	
Research (Non-degree) Program	4 Divisions	15 Majors (Same as those provided for Degree Programs)	O

※ For curriculum comparison, please refer to GSKS homepage(www.aks.ac.kr/univ) - Introduction of GSKS(대학원 소개) - Curriculum Comparison(전공 및 교육과정) - Course for Each Major (per Division, per Major Tap)(전공과목 (학부별, 전공별 탭))

3. Eligibility

Classifications	Qualifications
Nationality	<p>Applicants must meet one of the following conditions:</p> <p>① Both the applicant and his/her parents are foreign nationals.</p> <p>② The applicant, either a foreign national or a Korean national who obtained permanent residency in a foreign country or who resides overseas, has completed education outside of Korea which is compatible with Korea's elementary, middle, high school and college education.</p>

Classifications	Qualifications
Educational Background	<ul style="list-style-type: none"> ○ In order to be qualified for master's degree programs: <ul style="list-style-type: none"> - Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by a Korean or an overseas university at the start of the desired semester. - Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by an overseas university at the start of the desired semester. ○ It is acceptable that applicants apply for a major which is not directly related to his/her undergraduate major.
	<ul style="list-style-type: none"> ○ In order to be qualified for doctoral degree programs, applicants must hold a master's degree (or equivalent) at the start of the desired semester. ○ Applicants are requested to apply for a major which is the same as or closely related to their master's degree major (For more details, please see the Attachment 1.) ○ Applicants who already have a doctoral degree are not allowed to apply for a doctoral degree program in the same or a similar field.
Language Proficiency	<p>Applicants must meet one of the following conditions in relation to the Korean language proficiency:</p> <ul style="list-style-type: none"> ○ Applicants must provide a TOPIK score certificate of level 4 or higher; or ○ If they do not have a valid TOPIK score certificate, applicants must take a phone interview held by the GSKS to evaluate their Korean language proficiency* <p>* Depending on the interview result, only those whose estimated TOPIK level is 4 or above will be considered to be qualified for a document screening.</p>

4. Selection Process

- A. 1st Process : Korean Language Proficiency Screening
- If applicants do not submit a valid* TOPIK score certificate of level 4 or higher, the GSKS Korean language teachers will conduct a phone interview to test their Korean language proficiency. (*The TOPIK certificate should be valid on the date of application deadline)
- B. 2nd Process : Document Screening
- Only for those who passed the 1st process or have submitted a valid TOPIK score
 - Overall evaluation of applicants' study plan, grades, language proficiency, and academic background (those shown in personal statement and recommendation letters) take place.
- C. 3rd Process : Face-to-Face or Skype Interview
- A face-to-face interview or a Skype interview will be held to those who have passed the 2nd Process.
 - Interview schedule will be informed individually. Applicants who do not participate in the interview will be automatically disqualified.

5. Admission Schedule

Steps	Schedule
Entrance period	September 2018
Deadline for Documents Submission and Payment of Application Fee	12pm on Monday, April 9th ~ 5pm on Thursday, May 3rd, 2018 ※ After saving the completed online application form, print it out and submit it with the rest of your documents. ※ After deadline, online application system will not be accessible.
Phone interview to test Korean Language Proficiency (if applicable)	Thursday, May 10th ~ Monday, May 14th, 2018 (*Weekend excluded) ※ Only for those who do not submit a valid TOPIK certificate of level 4 or higher by deadline
Document Screening	Wednesday, May 23rd ~ Friday, May 25th, 2018
Announcement of the Interviewees List (face-to-face/Skype interview)	6pm on Wednesday, May 30th, 2018
A Face-to-face or a Skype Interview	Tuesday, June 5th ~ Friday, June 8th, 2018 ※ Applicants who are not able to participate face-to-face interview due to overseas residence are to take Skype interview
Announcement of the Final Selection Result	6pm on Wednesday, June 27th, 2018
Deadline of the Enrollment	6pm on Friday, August 31st, 2018 ※ The selection is going to be cancelled for those who do not submit all the documents for the enrollment.

- ※ The above schedule may change under the unforeseen circumstances.
- ※ The list of interviewees and the final selection result will be announced on the AKS website(www.aks.ac.kr : 한국학중앙연구원 > 한국학대학원 > 입학안내 > 입학 관련 공지)

6. Application Details

- A. Application Period : 12pm on Monday, April 9th
~ 5pm on Thursday, May 3rd, 2018(Korea Time)
- B. Application Method : Complete the online application (<http://www.aks.ac.kr/admission>), save data, print it out, and submit it with your signature below along with the rest of the required documents by postal service or in person.
※ ID photo must be uploaded and saved on the online application form.
- C. Call us for online application problems:
+82-31-779-2796 for inquiries made in Korean
+82-31-730-8183 for inquiries made in English
- D. Addressee : The Graduate School of Korean Studies, Office of Academic & Student Affairs
The Academy of Korean Studies
Haogae-ro 323, Bundang-gu, Seongnam-si, Gyeonggi-do
Republic of Korea (zipcode: 13455)
- E. AKS GSKS only accepts documents that arrive by the deadline, 5pm on Thursday, May 3rd, 2018(Korea Time), and they all should be the originals.

7. Application Fee

- A. Amount*: KRW50,000 or USD50
* the amount received by the GSKS after the deduction of remittance charges incurred
- B. Addressee

	When paid with Korean Won	When paid with US Dollar
Account No.	270901-04-168472	270968-08-100314 (Bank Swift Code: CZNBKRSEXXX)
Account Holder	The Academy of Korean Studies	
Bank Name	KB Kookmin Bank	

- C. Application fee must be paid before the application deadline.
- D. Name of depositor must be same with the applicant's.
- E. Application can't be cancelled once the online application is completed and the application fee being paid. Application fee can not be returned in principle, but under the circumstances where applicants inevitably had to withdraw the application due to natural disaster, negligence of the university or a fault which is not attributed to the applicant, some or all of it can be returned.
- ※ **All postal (or in person) document submission, including filling out the online application, and paying for application must be done by the deadline(5pm on Thursday, May 3rd, 2018, Korea Time.)**

8. Required Documents

Sub-mission	Master's degree programs	Doctoral degree programs
online	<p>1. Online Application Form</p> <ul style="list-style-type: none"> Applicants must save their information and upload their ID photo at www.aks.ac.kr/admission. Print it out, put their signature below and submit it with the rest of the following documents via postal service or in person. Personal information(contact number, address, etc) has to be correct. English name has to be same as the name written in the passport. If your passport is about to be expired, please extend or reissue your passport so that you do not have to face any difficulties when coming Korea. 	
post	<p>2. A graduation (or an expected graduation) certificate(s) for all previous degree(s)</p> <ul style="list-style-type: none"> Documents must be original copies written in Korean or in English. If documents are written in a language other than Korean or English, they must be translated into and notarized either in Korean or in English. Alternatively, instead of notarization or Apostille, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct. Applicants who graduated from Chinese universities must additionally submit Credentials Report in English issued by China Academic Degrees & Graduate Education Development Center (www.cdqdc.edu.cn) ※ If applicants cannot submit the "expected graduation certificate" due to the schools' timeline, certificate of enrollment and transcript, which shows your grade until the latest semester, have to be submitted. The graduation certificate and final transcript have to be submitted at the freshman orientation. If the applicant is applying for the Doctoral degree, he/she must submit additional proof of passing thesis and graduation exam. ※ If graduation certificate or Apostille cannot be submitted, the notarized document by the local Embassy has to be submitted. <p>3. Official transcripts for all the previous degree(s)</p> <ul style="list-style-type: none"> ※ For the applicants who will graduate in February 2018 should submit the transcript of grades they've got until the latest semester Documents must be original copies written in Korean or in English. If documents are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct. 	

	<p>4. Personal Statement (No more than 2-pages, A4 size, must be written in Korean)</p> <ul style="list-style-type: none"> Applicants may present their backgrounds, academic life, social activities, view of life, strengths and weaknesses, etc in a free format.
	<p>5. Study Plan (No more than 3-pages, A4 size, must be written in Korean)</p> <ul style="list-style-type: none"> Applicants may describe their specific area of interest, reasons of its choice, future research plan, etc in a free format.
	<p>6. A Letter of recommendation (Prescribed form)</p> <ul style="list-style-type: none"> Applicants must submit a letter of recommendation written by either the applicant's academic advisor or the dean of the department in his/her undergraduate/graduate school. <ul style="list-style-type: none"> ※ Letter written by a Korean teacher from a language school does not count. Must be written in Korean or in English. Recommenders must fill in the prescribed form which is downloadable at the GSKS website. Seal the envelope and sign across the envelope seal. Letters of recommendation can be sent directly from recommenders to the Director of Academic and Student Affairs at the GSKS. It can also be included in the application package sent by the applicants.
	<p>7. Score certificate of TOPIK (If applicable)</p> <ul style="list-style-type: none"> Applicants should provide a score certificate of TOPIK level 4 or above. A TOPIK score certificate should be either an original copy issued by the holding institution or a copy printed at TOPIK website(http://www.topik.go.kr/ - Issuance of Score Report - Issuing Score Certificates). Only a valid score certificate at the application deadline will be accepted. If applicants do not submit a valid TOPIK score certificate, they should take a phone interview held by GSKS to test their Korean language proficiency.
	<p>8. A copy of the first two pages of the applicant's passport</p>
	<p>9. Payment receipt for the application fee</p>
	<p>10. An abstract of master's degree thesis written in Korean (only applicable to applicants for a doctoral degree program, which requires students to write a thesis for graduation)</p>
For the interview	<p>11. A master's degree thesis</p>

※ Additional documents might be requested, if it is needed for the admission process for each major.

9. Announcement of the final selection result

- A. Time & Date : 6pm on Wednesday, June 27th, 2018
 B. Where : AKS homepage (www.aks.ac.kr - 한국학중앙연구원 > 한국학대학원 > 입학안내 > 입학 관련 공지)

10. Important Notes for Applicants

- A. All documents must be original copies written in Korean or in English.
- ※ If certificates are written in a language other than Korean or English, they must be translated into and notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.
 - ※ If certain original certificate cannot be submitted due to the lack of re-issuance, applicants may submit a scanned copy of the certificate after it is notarized or confirmed by the issuing institute.
- B. Applicants' information stated in the application form must be authentic and truthful. If provided information turns out to be false or untruthful, the applicant's admission can be revoked.
- C. The additional documents might be requested, if it is needed for the admission process for each major.
- D. Online application form can be accessed and modified only during the application period.
- E. All documents must be submitted by postal service or in person. AKS GSKS will only accept documents that arrive before the deadline ends.
- F. All the information in the application form has to be correct. If there are any incorrect information, the responsibility will be on the applicants.
- ※ For urgent contacts during the admission process, the contact number, email address, and etc have to be correct.
 - ※ English name will be used for the degree and other certification. It must be same as the name written on your passport.
- G. The scores/grades of the admission will not be shared.
- H. Once the documents and data's been submitted, they won't be returned to the applicants.
- I. If successful applicants do not submit all the documents for enrollment before the start of the semester(by August 31st, 2018), the selection will be cancelled.
- ※ The list of document for the enrollment will be informed in the 'written notice for successful applicants'.

※ If the applicant submitted the "expected" graduation certificate, he/she has to submit the "graduation certificate" and "final transcript" by Friday, August 31st, 2018.

J. After entrance, students cannot apply for the leave of absence in the first semester. (However, when students submit official documents related to joining the military service, certain diseases or pregnancy, it will be accepted.)

11. Research (Non-Degree) Program

The Research (Non-degree) Program is designed for those with a bachelor's degree who wish to complement their studies by attending GSKS for one year maximum. Admission procedure and required documents for application are same as those for degree programs. Those admitted to the program **must pay tuition fees and get enrolled at least one course per semester**, to which no credit is given. An academic advisor can be assigned to a student, and the Certificate of Enrollment/Completion can be issued. Students are accessible to the same facilities as degree students, but ineligible for financial aid and scholarships.

12. Students' Responsibilities to Develop Korean Language Skills

- A. Once admitted, international students must take Korean language proficiency test held by GSKS on orientation week, regardless of their TOPIK score. Based on their test result, each international student will be assigned to specific level of Korean language courses where they must attend in order to complete their coursework. Korean language courses are noncredit and graded pass/fail.
- B. In order to be qualified for submission of dissertation, international students must receive over 70 score out of 100 on Korean language proficiency test held by GSKS. Those who obtain TOPIK level 6 are exempt from this exam.

13. Others

- A. Tuition-Exemption Scholarship is offered to all international students during their coursework period unless they are placed under academic probation or disciplinary actions taken against them.
- B. Comparably competent international students who showed excellence in admission scores are provided with the Government Grant, which is extended by semester during their coursework period unless they breach the relevant regulations or the Government's provision is discontinued for the unforeseen reasons.
- C. Students should pay their boarding fees and other living expenses at their own expense.
- D. The curriculum designed for international students is applied to Korean nationals who resides overseas(재외국민) as well.

14. Contact Information & Transportation

- A. Inquiries for admissions
- Tel: (+82) 31 730 8183
 - E-mail: sujinyeo@aks.ac.kr
- B. Call us for online application problems
- +82-31-779-2796 for inquiries made in Korean
 - +82-31-730-8183 for inquiries made in English
- C. Transportation : Please refer to <http://intl.aks.ac.kr/english/viewforum.php?f=5>

The Graduate School of Korean Studies, Office of Academic & Student Affairs
The Academy of Korean Studies
Haogae-ro 323, Bundang-gu, Seongnam-si, Gyeonggi-do
Republic of Korea (Zipcode: 13455)

- Tel: +82-31-730-8183
- Fax: +82-31-730-8189
- Homepage: www.aks.ac.kr (AKS), <http://intl.aks.ac.kr/english> (GSKS)

[Attachment 1]

**Recognized Similar Fields of Study
for the Applicants of Doctoral Degree Programs**

Division	Major	Recognized Master's Degree Majors Which Each Major Accepts for its Doctoral Degree Programs Applicants
Humanities	Korean History	History, Korean History, History Education, Korean History Education, Archaeology, Archaeological Anthropology, Archaeology and Art History, Oriental History, Western History, Korean Studies(History, North Korean Studies)
	Diplomatics and Bibliography	Paleography, Library Science, Bibliography, Library and Information Science, Records Management, Korean History
	Philosophy	Any majors acceptable
	Korean Linguistics·Korean Literature	Korean Language and Literature, Korean Language Education, Linguistics, Chinese Literature, Chinese Classics Education, Creative Writing, Korean Studies(Korean Linguistics and Korean Literature), Korean Language Education (as a Foreign Language)
Culture and Arts	Anthropology ·Folklore	Any majors acceptable
	Religious Studies	Any majors acceptable
	Musicology	Musicology, Korean Classical Music, Music Education, Korean Studies(Musicology), Korean Music
	Art History	Archaeology and Art History, Korean Art History, Oriental Art History, Science of Arts, Arts Education
	Cultural Informatics·Human Geography	Any majors acceptable
Social Sciences	Political Science	Any majors acceptable
	Economics	Any majors acceptable
	Sociology	Any majors acceptable
	Education	Any majors acceptable
Global Korean Studies	Korean Classics and Global Communication	Any majors acceptable

※ Depending on the field of study in which a doctoral degree program applicant majored for his/her master's degree, admissions can be restricted. The final decision whether a doctoral degree program applicant's major for his/her master's degree is acceptable for his/her desired major at the Graduate School of Korean Studies in the Academy of Korean Studies will be made on the basis of the courses taken for the master's degree program as well as the master's degree thesis topic.

[Attachment 2-1]

Letter of Recommendation

To the Applicant: Please fill in the following section and deliver this form to the one who can relate specific and relevant details about your performance in administrative and academic settings. This recommendation should be written either by a) your academic advisor or b) dean of the department in your undergraduate/graduate school.

Name of Applicant	(Family Name)		
	(Given Name)		
Date of Birth	(Year/Month/Date)	Nationality	
Desired Program	Program	<input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Research (Non-degree)	
Program	Major		

To the Recommender: The person named above has applied for the graduate program of the Graduate School of Korean Studies in the Academy of Korean Studies. It would be greatly appreciated if you could provide a candid appraisal of the applicant's achievement by answering the following questions.

- How long have you been known the applicant? In what relation?
- What do you consider to be the applicant's strengths?
- What do you consider to be the applicant's weaknesses?
- How well do you think the applicant has thought out plans for his/her graduate study?

5. Please comment on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

6. Please assess the applicant's qualities in the evaluation table given below. Rate the applicant compared to other classmates who are/were in the same school year with him/her.

Classification	Truly Exceptional	Excellent	Very Good	Good	Below Average	N/A
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Academic Achievement						
Future Academic Potential						
Integrity						
Responsibility/Independence						
Creativity/Originality						
Communication Skills						
Interpersonal Skills						
Leadership						

Please provide your personal and institutional information below.

Name		Position	
Department			
Institution	Name		
	Address		
	Postal Code		
Telephone		Fax	
Email		Signature	

Date(YYYY/MM/DD) : ____ / ____ / ____

Once completed, please enclose the form in an envelope, seal it and **SIGN ACROSS THE ENVELOPE SEAL**. You can either send it to the applicant or to the following address:

Director of Academic and Student Affairs
 The Graduate School of Korean Studies
 The Academy of Korean Studies
 Haogae-ro 323, Bundang-gu, Seongnam-si, Gyeonggi-do, Republic of Korea (Zip code: 13455)
 Tel: +82-31-730-8183 | Fax: +82-31-730-8189 | Email: gradaks@aks.ac.kr

Please note that letters which are not sealed and signed will not be accepted. Thank you for your cooperation.

[Attachment 2-2]

추천서

[지원자 작성] 지원자 여러분께서는 다음 표를 작성하시어 학문적/행정적인 면에서 구체적으로 평가해 줄 수 있는 한 분의 추천인에게 본 추천서 양식을 전달해주시기 바랍니다. **추천인은 지원자 출신 학교의 지도교수 또는 학과장이어야 합니다.**

지원자 성명	(성)			
	(명)			
생년월일(년/월/일)		국적		
지원 내용	과정	<input type="checkbox"/> 석사 학위 과정 <input type="checkbox"/> 박사 학위 과정 <input type="checkbox"/> 연구(비학위) 과정		
	전공			

[추천인 작성] 한국학중앙연구원 한국학대학원에 지원한 위 지원자의 업적과 관련하여 다음 질문에 솔직하게 답하여 주시면 감사하겠습니다.

1. 지원자와 어떤 관계이며 얼마나 오랫동안 알고 지내셨습니까?
2. 지원자의 장점은 무엇이라고 생각하십니까?
3. 지원자의 단점은 무엇이라고 생각하십니까?
4. 지원자가 본 대학원에서의 수학에 대해 얼마나 숙고·계획하였다고 생각하십니까?

5. 지원자의 학업성취도, 발전가능성 및 자질과 관련하여 본 대학원 입학 전형에 도움이 될만한 사항을 기재해주시기 바랍니다.

6. 지원자의 자질을 동급생과 비교·평가하여 다음 표에 항목별로 체크(√)하여 주시기 바랍니다.

구분	매우 우수	우수	양호	보통	평균 이하	해당사항 없음
	상위 2%	상위 10%	상위 25%	상위 50%	하위 25%	
학업성취도						
발전가능성						
성실성						
책임감/독립심						
창의성						
의사소통능력						
대인관계						
리더십						

귀하의 인적사항, 소속 및 연락처를 기재하신 후 서명하여 주십시오.

성명			직위	
부서				
소속기관	이름			
	주소			
	우편번호			
전화번호			팩스번호	
이메일			서명	

2018년 월 일

본 추천서를 작성하신 후 봉인하여 봉투 입구에 서명 또는 날인하시어 아래 주소로 발송하거나 지원자에게 전해주시기 바랍니다.

(우편번호 13455) 경기도 성남시 분당구 하오개로 323
 한국학중앙연구원 한국학대학원 교학처장
 전화: (+82)031-730-8183 | 팩스: (+82)031-730-8189 | 이메일: gradaks@aks.ac.kr

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