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Tongmyong University

2026 Winter Semester

Global Education Center Admission

[Korean Language Course]

동명대학교
TONGMYONG UNIVERSITY

한국어학당 [Korean Language Courses]

1. Eligibility Requirements

① Applicants and both parents must be foreign nationals, and the applicant must have graduated (or be expected to graduate) from an educational curriculum equivalent to or higher than a Korean high school education.

② Applicants must have no disqualifying grounds for the issuance of a D-4-1 visa, which is required for admission to the Korean Language Institute.

2. Admission Process

■ Application Submission – In-person / Postal Submission

- **Submission Address: Room 304, Building No. 17, Tongmyong University, 428 Sinseon-ro, Nam-gu, Busan, Republic of Korea**

■ Evaluation Criteria and Weight

Admissions Criteria	Weight	Content
Document Review	50% (50 Points)	Comprehensive evaluation of the applicant's language proficiency, academic performance, and other submitted documents.
Interview	50% (50 Points)	Conducted via remote video interview (Zoom) or video submission

■ Selection Criteria

1. **Applicants will be selected based on the total evaluation score. However, applicants may not be admitted if they are deemed academically unqualified for study.**
2. **In the case of tied scores, all tied applicants will be admitted.**
3. **Applicants will be disqualified if required documents are incomplete or if any submitted information is found to be false.**

■ Admission Procedure

① Application Submission and Document Submission ▶ ② Document Screening and Interview (via Zoom or Video submission) ▶ ③ Announcement of Successful Applicants ④ Tuition Payment ⑤ Issuance of Certificate of Admission (COA) ▶ ⑥ Visa Application ⑦ Enrollment (Student ID Confirmation and Class Placement)

3. Application Schedule

Category	2026 Winter Semester
Application & Document Submission	September 15 (Tue) – September 30 (Wed), 2026 ※ Submission method: In-person or postal submission
Document Screening	October 1 (Thu) – October 2 (Fri), 2026
Interview	October 6 (Tue) – October 8 (Thu), 2026
Announcement of Successful Applicants	October 12 (Mon), 2026
Tuition Payment	October 14 (Wed) – October 16 (Fri), 2026
Program Period	December 1 (Tue) – February 9 (Tue), 2027

※ The schedule may be subject to change depending on university circumstances and the progress of admissions. Any changes will be announced on the university website.

4. Required documents

Category	Required Documents
1. Personal Identification	[1-1] Application Form (Including Personal Information Consent Form) [1-2] Self-Introduction & Study Plan (Written in Korean) [1-3] Copy of Passport (Personal Information Page) [1-4] 3 Color Photos (3.5 x 4.5cm / Taken within the last 6 months / White background) *Additional Documents for Applicants Staying Overseas:* [1-5] Original Tuberculosis (TB) Test Results (Including Chest X-ray), issued by a hospital designated by the Korean Embassy/Consulate
2. Proof of Nationality	[2-1] Copy of Parents' National ID Card (or Passport) (If not in English, a notarized English translation is required) [2-2] Original Family Relationship Certificate (For China: Household Register 'Hukoubu') (If not in English, a notarized English translation is required)
3. Proof of Academic Background	[3-1] Original High School Graduation Certificate (Must be officially authenticated/notarized) [3-2] Original High School Transcripts (If not in English, a notarized English translation is required) ** Academic Authentication / Notarization Guidelines : Select one of the options (①, ②, or ③) below. (Note: For schools located in China, only Option ③ is acceptable). ① Apostille: Educational documents (degree/academic background) verified with an Apostille. ② Consular Authentication: Educational documents verified by the Korean Consul stationed in the school's country OR by the relevant foreign embassy/consulate in Korea. ③ For Degrees obtained in China: Credentials verification report issued by the China Higher Education Student Information and Career Center (CHSI) under the Ministry of Education of China. ** For Chinese vocational high school graduates where a credentials report cannot be issued: - Graduation Certificate issued by the Provincial Department of Education (or Municipal Bureau of Education) [Must be verified by the Korean Embassy/Consulate in China]. - Graduation Certificate issued by the school [Must be verified by both the Provincial Department of Education (or Municipal Bureau of Education) and the Korean Embassy/Consulate in China]. ※ For vocational high schools under the Ministry of Human Resources and Social Security of China, authentication from the Ministry and verification from the Korean Embassy/Consulate in China are mandatory.
4. Proof of Financial Capability	[4-1] Original Bank Balance Certificate of the applicant or the financial guarantor (If not in English, a notarized English translation is required) - Minimum Balance: USD 10,000 or more ※ Must be issued within 30 days prior to the visa application date (However, if the certificate has an explicit validity period, it is accepted up to 6 months). *Additional Documents for Applicants Staying Overseas:* [4-2] Original Certificate of Employment or Certificate of Career of the applicant or the financial guarantor (Must state the company name, period of employment, and job title/position) [4-3] Original Certificate of Income (stating monthly salary or pension) of the applicant or the financial guarantor (If not in English, a notarized English translation is required) ** Financial Guarantor Regulations - Only the parents of the applicant can serve as a financial guarantor. (Siblings, relatives, etc., cannot be recognized as financial guarantors). - Special Provision for Vietnamese Language Trainees Submission Method: Study Abroad Expenses Deposit System (If enrolled in a financial product with a deferred payment method, submit the 'Certificate of Deposit for Study Abroad Expenses').

■ Submission Method

- **How to Submit: In-person submission at the International Affairs Team office or via international courier.**

KOREAN: [48520] 부산광역시 남구 신선로 428 동명대학교 국제교류팀(17번 건물) 304호 한국어연수과정 유학생 모집 담당자

ENGLISH: Room 304, Building 17, Tongmyong University, 428, Sinseon-ro, Nam-gu, Busan, [Zip code: 48520]
Republic of Korea to the Global Education Center Admissions Officer

※ For in-person submissions, documents cannot be accepted outside of office hours, including weekends and public holidays.

※ Mail, FedEx, Parcel, DHL are only accepted if they arrive by the submission deadline.

※ If the required documents are not submitted within the deadline, the applicants are not eligible for the screening.

■ **Contact us** Tel. +82-51-629-3018 Fax. +82-51-629-3019 E-mail: **chaepari@tu.ac.kr**

6. Application fee / Tuition

※ The following detail is subject to change at the university's discretion.

■ **Application Fee** **KRW 50,000원** **(included in the tuition invoice, and application fee is non-refundable.)**

■ **Tuition** **KRW 1,200,000**

7. Korean Language Program Information

Semester Duration	10 weeks	**Total Class Hours**	200 hours (Monday to Friday, 4 hours per day)
Tuition Fee	1,200,000 KRW per semester (Textbooks not included)	**Class Size**	Maximum of 19 students per class
Class Hours	Morning Class: 09:00 - 12:00 / Afternoon Class: 13:00 - 17:00		
Available Levels	Level 1 to Level 6 • Placement test required for level assignment. • Applicants with no prior knowledge of Korean will be assigned to Level 1.		
Completion Criteria	Requirements: Grade of 70% or higher AND Attendance of 80% or higher. • Failure to meet these requirements will result in retention (repeating the level). • The maximum period of study is 2 years.		
Other Activities	Cultural experiences, special lectures, student counseling, etc.		

8. Additional fees and application notes

■ Additional fees

Insurance Fee: KRW 100,000 (Included in the tuition bill)

– Covers international students' safety for the first 6 months after arrival.

Dormitory Fee (for 6 months): Approx. 1,900,000 KRW (Optional; included in the tuition if selected)

※ Please refer to "11. Dormitory Information" for details.

Other Expenses (Paid after arrival): Alien Registration (KRW 35,000), Bank Account Issuance (KRW 1,000), Official Certificates (KRW 1,000/each), etc.

■ Application notes

1. Submitted original documents will not be returned.

1-1. Visa Application: Admitted students must apply for their visa in person at a Korean embassy or consulate in their home country.

※ Not via Certificate for Confirmation of Visa Issuance

1-2. Please prepare multiple copies of the required visa documents beforehand and apply immediately after you are admitted.

1-3. Applicants must check in advance whether their country is subject to the financial deposit requirement.

※ For applicable countries, visa issuance may take more than one month.

2. Remittance fees for refunds of tuition or other expenses must be covered by the applicant.
3. Evaluation results (including admission scores and assessment details) will not be disclosed under any circumstances.
4. If it is discovered that an applicant has falsified application documents or gained admission through any other fraudulent means, their acceptance or admission will be canceled immediately, regardless of whether it is discovered before or after entry into the university.

5. Applicants must frequently check the Office of International Affairs website and their email during the evaluation period. Any disadvantages (including cancellation of admission) resulting from a failure to check updates are the sole responsibility of the applicant.
6. Admission may be canceled even after acceptance if the applicant is found to be disqualified, if any fraudulent acts (such as document forgery or proxy interviews) are detected, or if entry to the country is denied due to visa refusal.
7. The Office of International Affairs may request additional documents to verify qualifications and reserves the right to add or waive required documents at its discretion.
8. The Office of International Affairs may request additional documents to verify qualifications and reserves the right to add or waive required documents at its discretion.
9. COA will be issued only to students who have fully completed their tuition payment.
10. Successful applicants who are prospective graduates must submit their final graduation certificate by October 16, 2026, or their admission will be canceled.

■ Instructions for Application Form and Document Submission

1. Original documents can only be submitted by airmail or in person, and submission via email or any other electronic method is absolutely not allowed.
2. All documents and translations must be in Korean or English, and any documents issued overseas must be submitted with both the notarized original and its notarized Korean or English translation.

   ※ All documents (including the application, whether originals or notarized translations) must be submitted with Consular Authentication or an Apostille.
3. As a rule, all documents must be submitted as originals. If a document cannot be reissued, you must submit a certified true copy along with a notarized translation.
4. All submitted documents and records will not be returned.

   ※ **Please ensure you prepare additional copies of your academic and financial documents in advance for your visa application.**
5. **All documents must be submitted in the order of the provided checklist.**

   Any disadvantages, including cancellation of admission, resulting from incomplete documents, clerical errors, translation errors, forgery, falsification, or other fraudulent methods, are entirely the applicant's responsibility.

■ Interpretation of the Guidelines

- **The Korean version of these application guidelines is the official document. In the event of any discrepancies or differences in interpretation across other languages, the Korean version shall prevail.**
- Any matters not explicitly stated in these guidelines shall be determined by the University's Admission Committee.

9. Mandatory National Health Insurance Guide

1. Students are required to enroll in a 6-month group insurance plan through the university, and the insurance fee must be paid at the time of tuition payment.
2. Students will be automatically enrolled in the National Health Insurance six months after their entry into Korea, and the premium for the following month must be paid by the 25th of each month.

- In accordance with 「National Health Insurance Act」 and 「its Enforcement Rules」, starting March 2021, international students are automatically enrolled as local subscribers to the National Health Insurance. (Immediate enrollment upon completing 6 months of stay after entry)

10. Guide to Academic Credentials

◉ Countries other than China

▶ For students who studied in an Apostille Member Country (128 countries) [As of 2024]
Various certificates issued by foreign schools (enrollment, transcripts, graduation (expected) certificates, etc.) must be submitted after obtaining an Apostille certificate from an authority designated by the country where the school is located (e.g., the Ministry of Foreign Affairs of the respective country).

▶ **For students who studied in a Non-Apostille Member Country**
Various certificates issued by foreign schools (enrollment, transcripts, graduation (expected) certificates, etc.) must be submitted after obtaining a "Verification of Overseas Educational Institutions" or "Consular Authentication" from the Korean Embassy or Consulate in the respective country.
※ Click here to check Apostille Member Countries: https://consul.mofa.go.kr/cipe/0110/CIPE0110ApIntrcn.do

◉ China

▶ If it is impossible to issue a verification report from the Credentials and Degrees Evaluation Center operated by the Ministry of Education of China
(Limited to graduates of accredited educational institutions, such as secondary vocational schools)

School Type		Evaluation Criteria	Remarks
secondary vocational School	보통중등전문학교(普通中专) Regular Specialized Secondary Schools	① **Online Issuance** **i) Graduation Certificate issued by local educational authorities* : Apostille required** * Accepted only if the authenticity can be verified online ② **Offline Issuance (Submission of 'School Information Verification Form (Attachment 7)' is required)** **i) Graduation Certificate issued by local educational authorities : Apostille required** **ii) Graduation Certificate issued by the school Verification by the Provincial Department of Education (Municipal Bureau of Education)* + Apostille required** * For municipalities directly under the central government (Beijing, Shanghai, Chongqing, Tianjin), the official name of the department of education is 'Education Commission'	Choose 1
	직업고등학교(职业高中) Vocational High Schools		
	성인중등전문학교(成人中专) Adult Specialized Secondary Schools		
	기술공업학교(技工学校) Skilled Workers Schools	**Official website of the Ministry of Human Resources and Social Security (www.mohrss.gov.cn) Online printed copy* + Apostille** * Accepted only if the authenticity can be verified online	
Other Schools with Equivalent High School Credentials		**Graduation Certificate issued by the school+ Apostille** ※ Submission of a photocopy of the School Establishment License (Certificate of Institutional Legal Person (事业单位法人证书) or License for Private School Operation (民办学校办学许可证)) is required (However, only academic education curriculum is accepted, notarization is not required)	

11. Dormitory Information

■ Dormitory Fees

Dormitory	Room Type	Maintenance Fee (Accommodation / Per Semester)	Meal Plan (2 Meals a Day)	Total
Dorm 1	3-Person Room	1,200,000	700,000	**1,900,000**

■ Applying for the dormitory is optional.

※ If you wish to apply, please contact the coordinator after acceptance but before paying the tuition fee.
※ The final dormitory fee may vary depending on the circumstances.

12. Contact

■ Tongmyong University Office of International Affairs Website : https://www.tu.ac.kr/global

■ Address:

KOREAN: [48520] 부산광역시 남구 신선로 428 동명대학교 국제교류팀(17번 건물) 304호 한국어연수과정 유학생 모집 담당자

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Republic of Korea to the Global Education Center Admissions Officer

■ Tel: +82-51-629-3018

■ E-mail: chaepari@tu.ac.kr ■ Fax: +82-51-629-3019

13. Campus Map



14. Apostille Convention Member Countries

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