

2023 Fall Semester

Admission guide for Undergraduate School

(Additional application)



1. Myongji University



Since its foundation in 1948, more than 130,000 graduates have left Myongji with confidence that their knowledge and genuine consideration for others will make the world a better place. As a private university founded upon Christian faith and values, we are proud to have been a home to our graduates who are now playing significant roles inside and outside Korea in their professional fields.

■ [Seoul Campus](#)

The Social Science Campus is located in Seodaemun district in the center of Seoul. Its proximity to the area of Shinchon, known as a university town rich in youth culture, allows students to share their energy, passion, and creative ideas in their personal growth. Students may deepen and enrich their academic and social experiences by collaborative activities with other students from nearby universities.

■ [Yongin Campus](#)

The City of Yongin, where the Natural Science Campus is located, is known as the biggest of the educational cities in the metropolitan area. Known as the center for Korea's high-tech industry, Yongin has been a popular destination for the semiconductor industry, and many other high tech-related facilities, including the control center for the Mugunghwa communications satellites. It is also endowed with rich elements of cultural heritage, attracting many foreigners to experience Korean culture and traditions. Myongji University's Natural Science Campus is also easily accessible from Seoul, less than one hour by public transportation or by car.

2. International Students Support Services

■ [Office of International Affairs\(OIA\) in Seoul & Yongin Campus](#)

Office of International Affairs in Seoul and Yongin campus are in charge of supporting international students with their visa process, course registration and other issues. Our staffs in the Office of International Affairs are fluent in English, Chinese, and Vietnamese languages. International students in need of any support are welcome to visit our office anytime.

■ [「어우라미\(OULAMI\)」 \(International Outreach Student Club\) : Peer Support](#)

OULAMI students are selected elite students who represent Myongji University. Their main role is to help international students adapt to their new life in Korea. They also organize weekly cultural activities for international students, such as Korean food tasting tour, visits to cultural sites, introduction of traditional Korean board games, and many more.

■ [「Global BUDDY」 : Academic Support](#)

Global BUDDY students are talented students with excellent academic competence who provide academic support to undergraduate international students. One Global BUDDY is matched with 3-4 international students, and each international student meets with his/her Global BUDDY every week, providing support with academic assignments and Korean language education.

■ [International Student Council](#)

Myongji University supports activities of different international student councils, including the Chinese Student Council and Vietnamese Student Council.

■ [「Hello! MYONGJI」 : Newsletter for International Students](#)

Hello! MYONGJI is a newsletter issued by the international students to share their experiences or news related to their life in Myongji. Hello! MYONGJI is available in four different languages: Korean, English, Chinese and Vietnamese. The newsletter is issued every two months, and the work is done by international student journalists.

■ [Academic Counseling and Guidance Service for International Students](#)

International students experiencing academic difficulties can meet with their academic advisors to receive support they need. Counseling can be provided in foreign languages upon request (Chinese, Vietnamese).



3. Major

Major for the 1st year students (Freshmen) & Transfer students

Campus	College	Major	1 st Year Student	Transfer Student	
Seoul	College of Humanities	Korean Language & Literature	0	0	
		Chinese Language & Literature	0	0	
		Japanese Language & Literature	0	0	
		English Language & Literature	0	0	
		Arabic Studies	0	0	
		Global Korean Language	0	X *Transfer is only possible to the 2nd year.	International Students only
		History	0	0	
		Library & Information Science	0	0	
		Art History	0	0	
		Philosophy	0	0	
		Global Asian Culture	0	X	International Students only
	Creative Writing	0	0		
	College of Social Science	Public Administration	0	0	
		Economics	0	0	
		Political Science & Diplomacy	0	0	
		Digital Media *	0	0	
		Child Development & Education	0	0	
		Youth Education & Leadership	0	0	
	College of Business Administration	Business Administration *	0	0	
		International Business and Trade *	0	0	
		Management Information System *	0	0	
	College of Law	Law	0	0	
	College of ICT Convergence	Division of Software Convergence (Applied Software, Data Technology)	0	0	

* Majors marked with an asterisk * have limited admission quota.

(Admission quota: 12 for Digital Media, 38 for Business Administration, 21 for International Business and Trade, 11 for Management Information System, 26 for Electronics Engineering, 26 for Computer Engineering)

[Majors marked with an asterisk * can only be chosen as the 1st choice, and students who are applying for these majors should select other majors without an asterisk * as their 2nd choice. Those who have passed the interview will be assigned to either 1st or 2nd choice of majors depending on their interview scores.]

* The language of instruction for core courses taught in Global Business major is Chinese. (only few in Korean language)

* The Department of Global Korean Language and the Department of Global Asian Culture are for international students only.

Campus	College	Major	1 st Year Student	Transfer Student	
Yongin	College of Natural Science	Mathematics	0	0	
		Physics	0	0	
		Chemistry	0	0	
		Food & Nutrition	0	0	
		Division of Biological science & Biological Information	0	0	
	College of Engineering	Electrical Engineering	0	0	
		Electronics Engineering *	0	0	
		Industrial and Management Engineering	0	0	
		Chemical Engineering	0	0	
		Advanced Materials Engineering	0	0	
		Environment & Energy Engineering	0	0	
		Computer Engineering *	0	0	
		Civil & Environmental Engineering	0	0	
		Transportation Engineering	0	0	
		Mechanical Engineering	0	0	
		Department of Materials Science and Engineering	0	X	
	College of ICT Convergence	Information & Communications Engineering	0	0	
	College of Arts & Physical Education	Visual Communication Design	0	0	
		Industrial Design	0	0	
		Media Communication Design,	0	0	
		Fashion Design	0	0	
		Physical Education, Sports industry	0	0	
		Baduk Studies	0	0	
		Piano	0	0	
		Voice	0	0	
		Arts and Multimedia Composition	0	0	
		Film	0	0	
		Musical	0	0	
	College of Architecture (for 5 years)	Architecture	0	0	
		Korean Traditional Architecture	0	0	
Space Design		0	0		
Division of International Studies	Global Business	0	0		

4. Admission Requirements

Nationality

Eligibility	
Nationality	Applicant and both parents must be non-Korean (If an applicant and his/her parent(s) have obtained a foreign citizenship before an applicant starts a level of education equivalent to high school in Korea, he/she is considered as an international applicant.)

Language Proficiency

Eligibility	
Language Proficiency	Applicants must meet one of the following conditions: a. Obtained at least TOPIK level 3 b. Completed(Passed) at least level 3 Korean language course from a university (or college) in Korea c. Passed Korean Language Test administered by Myongji University ※ Students who have been recommended by a faculty member(s) in the College of Physical Education may be exempted. ※ Not applicable for applicants for the Division of International Studies (Global Business major)

Academics

Eligibility	
1 st Year Students (Freshmen)	Either graduated or expected to graduate from high school
Transfer Students (2nd Year Transfer)	Applicants must meet one of the following conditions: a. Students who have completed one academic year and earned corresponding academic credits at another 4-year university ※ Completion : Applicant is required to prove that he/she was officially registered and recognized for the credits taken during the student's enrolled period in his/her home institution before the transfer to Myongji University. b. Students who have graduated or who are expected to graduate from 2~3 year college
Transfer Students (3rd year transfer)	Applicants must meet one of the following conditions: a. Students who have completed two academic years and earned corresponding academic credits at another 4-year university ※ Completion : Applicant is required to prove that he/she was officially registered and recognized for the credits taken during the student's enrolled period in his/her home institution before the transfer to Myongji University. b. Students who have graduated or who are expected to graduate from 2~3 year college
Transfer Students (4th year transfer)	Students coming from universities with which Myongji University has official academic agreements are able to apply as 4 th year transfer students.

5. Admission Process

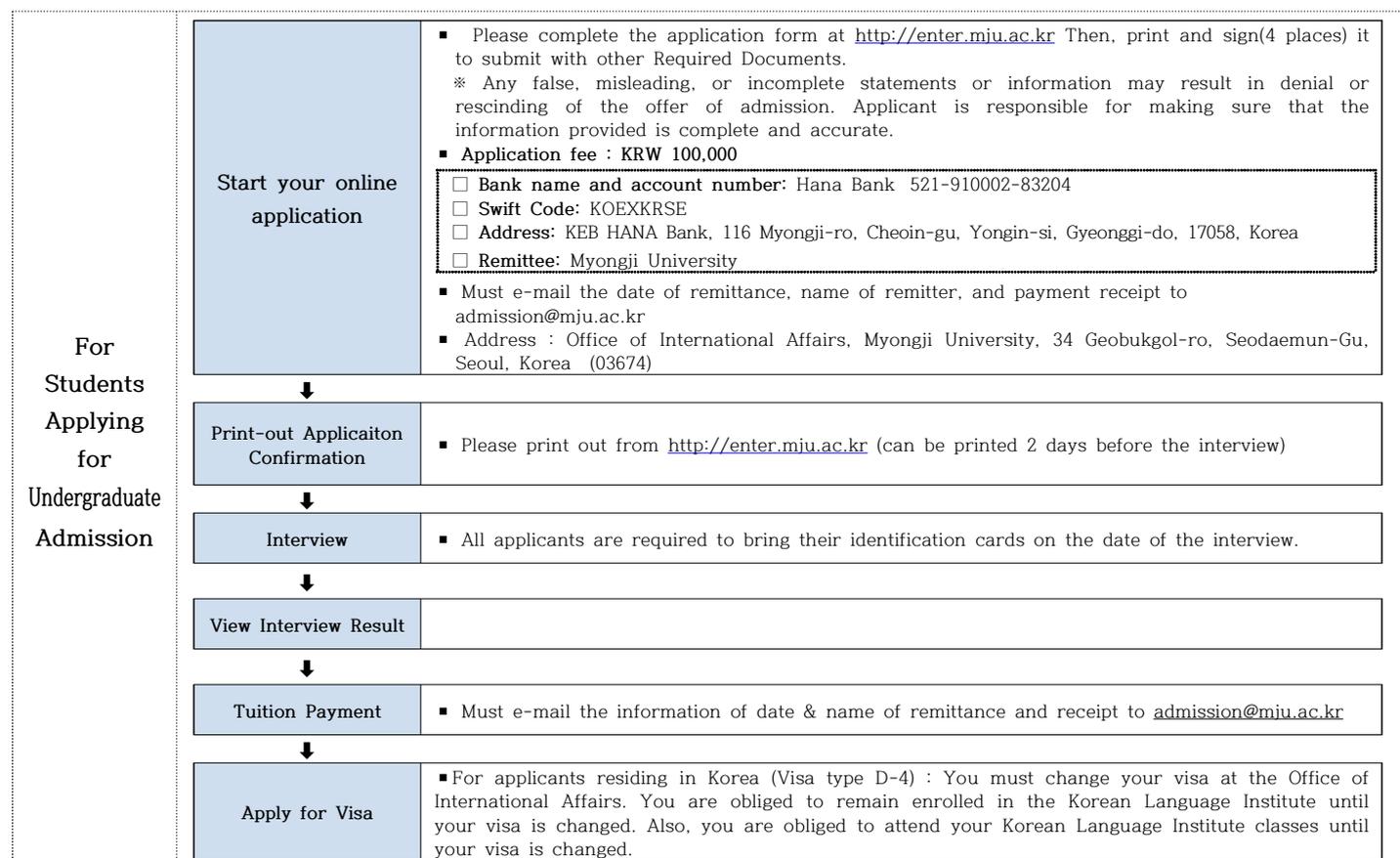
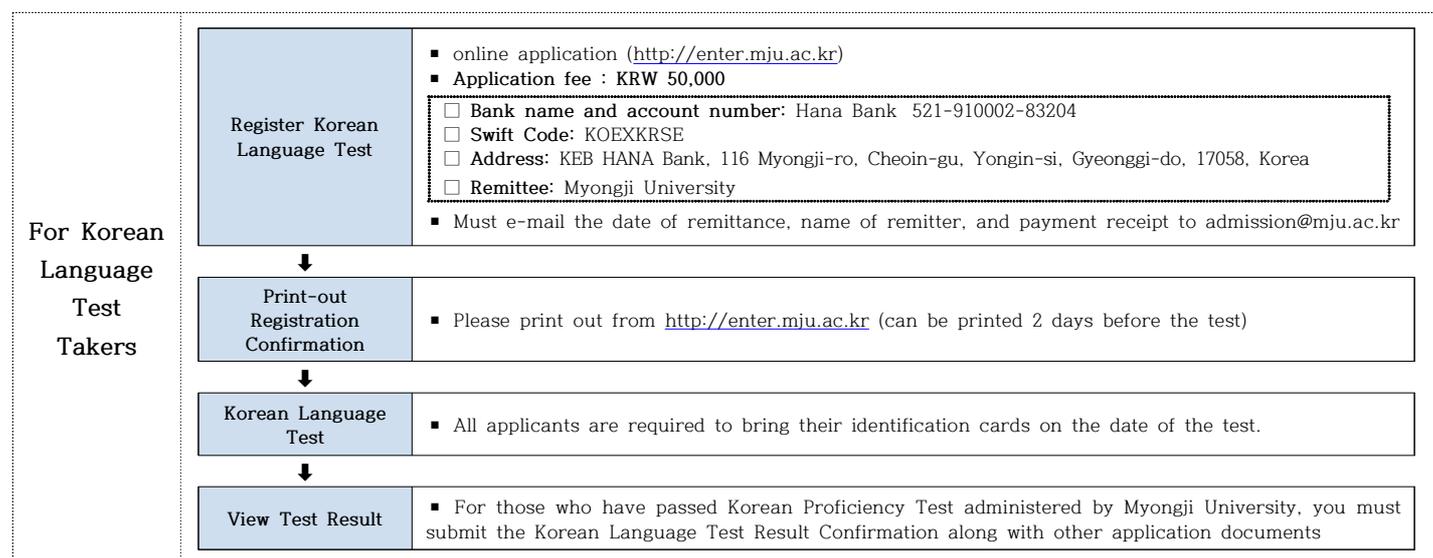
If the applicant has obtained TOPIK Level 3 or above or completed Level 3 Korean Language Course from the Korean Language Institute in any other Korean University

Apply(submission of required application documents) → Interview → Application Result to be posted on the Website → Tuition Payment → Apply for Visa → Enrollment

If the applicant has not satisfied the Korean Language Requirement

Step 1 : Apply for Korean Language Test → Korean Language Test administered by Myongji University → View Test Result (Korean Language Certificate will be issued to those who have passed)

Step 2 : Apply(submission of required application documents) → Interview → Application Result to be posted on the Website → Tuition Payment → Apply for Visa → Enrollment



6. Required Documents

Required Documents for 1st Year Students and Transfer Students : To be submitted during application period

- Applicants in Korea : Students who still have remaining period on their Residence Card and are planning to change their VISA status in Korea

- Applicants from abroad : ① Students who are applying from their home country, ② Students who are currently residing in Korea but are planning to return to their home country due to VISA expiration or personal reasons and get their VISA reissued in their home country

◆ All documents need to in Korean or English (Notarial certificate for translation required) ◆

No.	Type of Documents	1 st Year Student	Transfer Student
0	Payment Receipt of Application Fee [KRW 100,000] <input type="checkbox"/> Bank name and account number: Hana Bank 521-910002-83204 <input type="checkbox"/> Swift Code: KOEXKRSE <input type="checkbox"/> Address: KEB HANA Bank, 116 Myongji-ro, Cheoin-gu, Yongin-si, Gyeonggi-do, 17058, Korea <input type="checkbox"/> Remittee: Myongji University	0	0
1	Myongji University Application Form Please complete the application form at http://enter.mju.ac.kr . Then, print and sign(4 places) it to submit with other Required Documents.	0	0
2	Copy of Passport (Applicant) <u>COPY</u>	0	0
3	Front and back copy of Residence Card (Copy of your own RC) <u>COPY</u>	0	0
		*Applicants residing in Korea only	
4	Copy of Identification (Applicant, Both Parents) <u>COPY</u>	0	0
		*Documents in Chinese are acceptable	
5	Official document indicating parent-child relationship between the applicant and his/her parents <u>ORIGINAL</u>	0	0
		* Documents in Chinese are acceptable	
6	Certificate of attendance from Korean language institute -Students with lower than 80% attendance rate cannot apply. -Must include the entire period of enrollment in the Korean language institute	0	0
		*Applicants residing in Korea only	
7	ONE of the following documents for proof of Korean language proficiency <u>ORIGINAL</u> ① TOPIK (at least level 3) / or ② Certificate for Korean language courses completed from a 4-year university or college in Korea (at least Level 3) / or ③ Korean Language Certificate will be issued to those who have passed the Korean Language Test administered by Myongji University	0	0
	(High School) Certificate of Graduation <u>COPY</u>	0	0
8	(High School) Certificate of Academic Verification * 1st year students : Must submit the original copy (For overseas high school graduates only) * Transfer students : ① Students who have taken courses in their home institutions but are not qualified to receive a diploma or ② Korean university graduates (Overseas college or university graduates are not required to submit a certificate of academic verification)	0	△
9	High school Official Transcripts <u>COPY</u>	0	X
		* Documents in Chinese are acceptable	
10	(College/University) Certificate of Graduation <u>ORIGINAL</u> * If you are not able to obtain an original Certificate of Graduation, a photocopy can be submitted. (The photocopy will not be returned to the applicant once submitted) (College/University) Certificate of Academic Verification * Transfer students who must submit academic verification for high school AND college/university: ① Students who have taken courses in their home institutions but are not qualified to receive a diploma ② Korean university graduates	X	0
		X	0
11	Official Academic Transcripts of College or University <u>ORIGINAL</u>	X	0
12	Applicants for the Department of Creative Writing or College of Arts & Physical Education (except Film major) are required to submit portfolio, personal art work, or any awards received. -Application without such submission will not be considered.	0	0

Financial Documentation : Must be submitted after the payment of tuition and before VISA application/change of status

Type of Documents

Applicants residing in Korea	Certificate of applicant's bank balance in Korea - Balance must be at least \$10,000 (Required minimum balance may change to \$20,000 depending on Myongji University's accreditation status in line with the International Education Quality Assurance System (IEQAS)) - ORIGINAL issued within 30 days ※ The bank balance must be maintained until the change of visa status is completed.
Applicants from abroad	Certificate of applicant's or applicant's parents' bank balance of at least \$20,000 - ORIGINAL issued within 30 days - [CHINA] Account must remain frozen for at least 3 months from the date of VISA application - [Vietnam] Account must remain frozen for at least 6 months from the date of VISA application - [Uzbekistan] Certificate of bank balance must be of a Korean bank, and the account must remain frozen for at least 6 months from the date of VISA application ※ Required financial documentation may change depending on Myongji University's accreditation status in line with the International Education Quality Assurance System (IEQAS)

Academic Verification

1. Students applying from a country which is a party to the Apostille Convention: Must request the competent authority to issue the Apostille, which is then to be attached to your document.

※Please contact the Ministry of Foreign Affairs and Trade for related inquiries: 02)2100-7600 or 02)3210-0404

2. Students applying from a country which is not a party to the Apostille Convention: Those who have graduated or obtained a diploma from a university/college in Korea must have their high school (in countries other than Korea) diploma certified by the Korean embassy in your city/country of residence or the respective embassy/consular in Korea for Consular confirmation.

3. Chinese students

A. High School Verification

- 1) Regular high school: Verification report issued by the academic qualification inquiry center run by the Chinese MOE (<http://www.chsi.com.cn>)
- 2) Vocational Secondary Schools

Types	Required documents	
Regular Specialized Secondary Schools (普通中专)	① Online Issuance i) Regional education authority issued certificate of graduation: confirmation by Korean consulate in China required * Academic verification of which its authenticity can be verified online is valid	Please choose one and submit
Vocational High Schools (职业高中)	② Offline Issuance (School information verification required) i) Certificate of graduation issued by regional education authority: Confirmation by Korean consulate in China required ii) Certificate of graduation issued by the school : Confirmation by the provincial education office + confirmation by Korean consulate in China required	
Technology/Engineering Schools (技工学校)	Online verification from the Ministry of Human Resources and Social Security official website (http://www.mohrss.gov.cn/) + confirmation by Korean consulate in China required * Only academic verification of which its authenticity can be verified online is valid	

B. Higher education institution academic verification : Verification report issued by academic qualification inquiry center run by the Chinese MOE (<http://www.chsi.com.cn>)

7. Application schedule

Application schedule

		3 rd Period	Important Information
Application		2023.07.10.(Mon)~ 2023.07.14.(Fri) (Weekdays only) Time : 09:00~12:00/ 13:00~17:00	※Submission via post or in-person <In-person Submission> Office of International Affairs, Seoul campus <Submission by Post> 서울 서대문구 거북골로 34 명지대학교 국제교류지원팀 Office of International Affairs Myongji University, 34 Geobukgol-ro, Seodaemun-Gu, Seoul, Korea (03674)
Interview (via video-chat only for applicants residing outside of Korea)		2023.07.24.(Mon)	<ul style="list-style-type: none"> ■ Registration Confirmation : Can be printed from 2 days before the Test (at enter.mju.ac.kr) ■ You must bring your ID on the Test date
Application Result		2023.07.31.(Mon)	<ul style="list-style-type: none"> ■ After log-in on the website (enter.mju.ac.kr), you will be able to check application result. Then, please print out the tuition invoice.
Tuition Payment		2023.07.31.(Mon)~ 2023.08.03.(Thu)	
Visa	Applicants in Korea	2023.08.14.(Mon) *subject to change	<ul style="list-style-type: none"> ■ Applicants residing in Korea with D-4 visa need to change their visa by visiting our office. Students must remain enrolled in KLEC until their visa is changed.
	Applicants outside of Korea	From 2023.08.11.(Fri) *subject to change	<ul style="list-style-type: none"> ■ Visa documents will be sent via post (EMS/DHL) or email (varies by countries)
Semester starts		2023.09.01.(Fri)	

※ Applicants residing in Korea : In-person interview

※ Applicants residing outside of Korea : Online interview

※ Applicants residing outside of Korea can apply for 3rd period only if they are able to obtain a visa within 2 weeks.

8. Tuition and Cost *As of 2023 academic year

Tuition

[Currency : /Korean Won]

College (Undergraduate)	Tuition (1st semester)	Tuition (from 2nd semester)	Major
Humanities	3,898,000	3,722,000	Korean Language & Literature, Chinese Language & Literature, English Language & Literature, Japanese Language & Literature, Arabic Studies, Global Korean Language, History, Library & Information Science, Art History, Philosophy, Global Asian Culture, Creative Writing
Social Science			Public Administration, Economics, Political Science & Diplomacy, Digital Media, Child Development & Education, Youth Education & Leadership
Law			Law
Business Administration	3,929,000	3,753,000	Business Administration, International Business and Trade, Management Information System
ICT Convergence	5,188,000	5,012,000	Digital Contents Design, Division of Software Convergence, Information & Communications Engineering
Natural Science	4,718,000	4,542,000	Mathematics, Physics, Chemistry, Food & Nutrition, Division of Biological science & Biological Information
Engineering	5,188,000	5,012,000	Electrical Engineering, Electronics Engineering, Chemical Engineering, Materials Science & Engineering, Environment Engineering & Energy, Computer Engineering, Civil & Environmental Engineering Transportation Engineering, Mechanical Engineering, Industrial and Management Engineering Department of Materials Science and Engineering
Division of International Studies	3,929,000	3,753,000	Global Business
Arts and Physical Education	5,384,000	5,208,000	Division of Design (Visual Design, Industrial Design, Media Communication Design, Fashion Design)
	5,160,000	4,984,000	Division of Sports (Physical Education, Sports industry), Baduk Studies
	5,463,000	5,287,000	Division of Art (Piano, Voice, Composition)
	5,616,000	5,440,000	Division of Art (Film, Musical)
Architecture	5,616,000	5,440,000	Architecture, Korean Traditional Architecture, Space Design

Dormitory

[Currency : /Korean Won]

Campus	Location	Occupancy	Period	Dormitory fee
Seoul	On-Campus	4	1 Semester (16 weeks)	1,038,000 ※ Meals not included
Yongin	On-Campus	4 (Male)	1 Semester (16 weeks)	962,200 ※ 50 meal cards included
		4 (Female)		1,085,400 ※ 50 meal cards included

- ※ Depending on the dormitory situation, there may be changes in the number of people that can be accommodated
- ※ Third screening applicants cannot apply for the dormitory

9. Scholarship and supplementary living allowance

■ First semester for 1ST year students and transfer students

TOPIK Level	Detail
Students with below TOPIK level 3	Provides 20% of the tuition (as supplementary living allowance)
Students with TOPIK level 3	Provides 40% of the tuition (as scholarship)
Students with TOPIK level 4	Provides 60% of the tuition (40% as scholarship, 20% as supplementary living allowance)
Students with TOPIK level 5	Provides 70% of the tuition (40% as scholarship, 30% as supplementary living allowance)
Students with TOPIK level 6	Provides 80% of the tuition (40% as scholarship, 40% as supplementary living allowance)

* Supplementary living allowance will be deposited to student's personal bank account after the semester starts.

* Granted scholarship is automatically deducted from the student's tuition expenses for the given semester.

* 4th year transfer students, who have been admitted based on official academic agreements between Myongji University and partner institutions of higher education, are eligible to receive scholarships and supplementary living allowance based on their grade from the previous semester as stipulated in Myongji University's Financial Aid Regulations for current students.

(For a visiting student who transfers as a 4th year student, his/her grade from the last semester completed in Myongji University as a visiting student will determine his/her scholarship and supplementary living allowance.)

■ Current(Enrolled) students

From the second semester, scholarship and supplementary living allowance will be determined based on the student's GPA from a previous semester.

GPA	Detail
Students with GPA of 2.5[C+] or above	Provides 20% of the tuition (as supplementary living allowance)
Students with GPA of 3.0[B] or above	Provides 40% of the tuition (as scholarship)
Students with GPA of 3.5[B+] or above AND TOPIK level 4 (Department of Arts and Physical Education: Minimum TOPIK Level 3)	Provides 50% of the tuition (as scholarship)
Students with GPA of 4.0[A] or above AND TOPIK level 4 (Department of Arts and Physical Education: Minimum TOPIK Level 3)	100% waiver of tuition fees

* Student must obtain more than 12 credit each semester

* Students are NOT eligible to apply for any scholarship and/or supplementary living allowance after the 8th semester.
(College of Architecture: up to the 10th semester).

* Students whose GPA from the previous semester is higher than or equal to 3.5 but who have not yet obtained required TOPIK Level are granted the scholarship reserved for those whose GPA from the previous semester is higher than or equal to 3.0.

■ TOPIK Scholarship for Current(Enrolled) students

[Currency : /Korean Won]

Subject	Detail	Amount
TOPIK Scholarship	<input type="checkbox"/> KRW 300,000 Supplementary living allowance will be granted to students who obtain TOPIK Level 4 or higher *Students in their 8 th semester (10th semester for College of Architecture students) are NOT eligible *Only applicable if the student obtains a higher level of TOPIK than the one he/she obtained prior to admission	300,000

■ Special Scholarship granted to students in their 1st semester

Granted only once in the 1st semester (4th Year Transfer Students not eligible)

[Currency : /Korean Won]

Subject	Detail	Amount
Special Scholarship granted to students in their 1 st semester	<input type="checkbox"/> Student who was enrolled in Myongji University Korean Language Education Center(KLEC) or/and studied as a exchange/visiting student for at least 1 semester	800,000

10. Notice to Applicants

■ Notification

1. All applicants are required to bring their identification cards, of equivalent, on the date of the Korean test examination or interview.
2. Applicants who have been admitted will be denied admission if they fail to make the payment for tuition and fees by the deadline.
3. Evaluation records and scores will NOT be disclosed regardless of admission results. Documents submitted and application fee will NOT be returned to the applicants regardless of admission results.
4. As there will be no additional announcements to individual applicants regarding this admission guideline, applicants should be well-informed of this guideline. The university is not responsible for any disadvantages incurred by applicants' failure to fully comprehend the admission guideline.
5. The university will NOT inform the applicant of the admission result individually. Applicants are entirely responsible for the disadvantages incurred by failure to check the announcement.
6. This admission guideline is written in Korean language and then translated into English, Chinese, and Vietnamese. The Korean version of this guideline will prevail over any translation thereof.

■ Academic Requirements

1. 1st year students are required to take Introduction to Bible (2 Credits) and Chapel (total 4 semesters), and transfer students are required to take Introduction to Bible (2 Credits) and Chapel (only 1 semester).
2. 1st year students must take all required elective courses. Students in the College of Engineering (applicable to all majors in the College of Engineering) are required to complete all courses as required by the Engineering Accreditation program (excluding Department of Materials Sciences and Engineering). Students in the College of Business Administration (applicable to all majors in the Business Administration) are required to complete all courses as required by the Business Accreditation program.
3. International students are required to both fulfill general requirements for graduation and obtain TOPIK level 4 before the graduation (*Students majoring in the College of Arts & Physical Education are allowed to graduate with TOPIK level 3.)

■ REVOCAION OF ADMISSION

1. If an applicant is found to have submitted falsified or forged documents or hires a substitute test taker, the application will be disqualified and the admission and enrollment will be revoked even after admission registration process is completed. In this case, the tuition and entrance fee will not be refunded.
2. If an applicant receives admission from more than one university in a given semester, he/she can only confirm his/her registration in one university only. You are responsible to decline your admission or submit the official withdrawal to those which you do not wish to attend.
3. If a graduate-to-be applicant fails to graduate by the due date, the admission and enrollment will be revoked.
4. If the Ministry of Justice refuses to issue a student visa (D-2) for the applicant, the admission will be revoked. The applicant may be regarded as voluntarily withdrawing from Myongji University if his/her visa is rejected after the semester starts.



명지대학교
MYONGJI UNIVERSITY

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