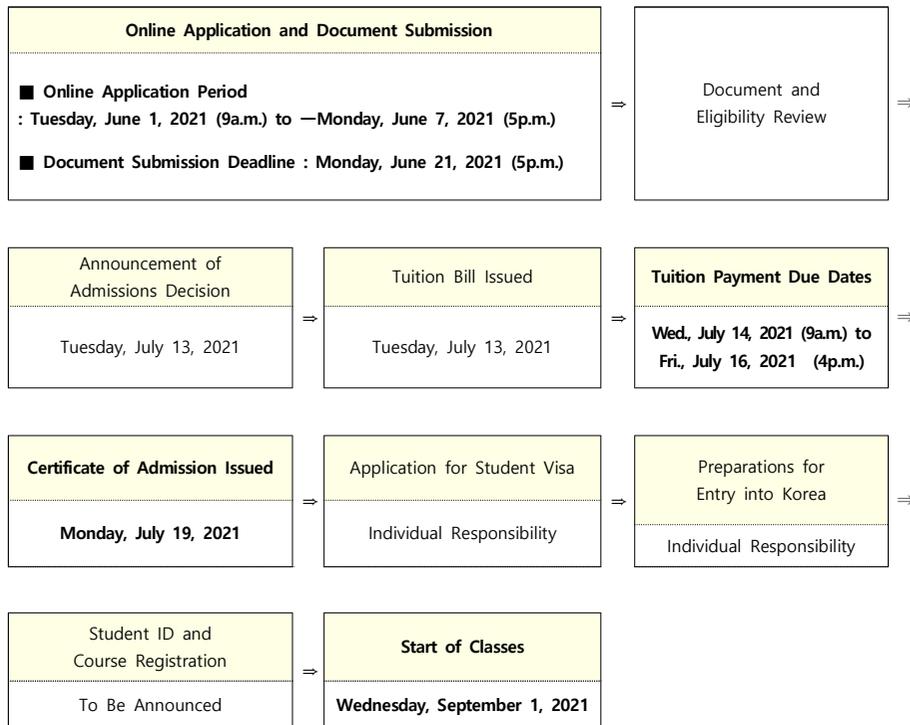




## Guidelines for International Applicants for Fall 2021 (Transfer Admission)

[For applicants whose parents are both non-Koreans and those who have completed a 12-year academic curriculum overseas]



※ Schedules are subject to change without notice.

## I. Recruitment Units and Number of Students

### Transfer Admission for the Third Year

College	Affiliation	Major/Department	Quota	Maximum No. Selected	
College of Liberal Arts	Humanities	Department of Korean Language & Literature/Literary Creative Writing	72	28	
		Department of English Language & Literature	110	55	
		Division of Foreign Language & Literature	Japanese Language & Literature	36	17
			French Language & Literature	35	17
		Department of Library & Information Science	36	18	
		Division of Humanities	History	36	18
			Philosophical Counseling	30	-
Department of Christian Studies	30	15			
College of Engineering	Sciences	Department of Computer Engineering	60	30	
		Department of Information and Communication Engineering	60	30	
		Department of Electrical and Electronic Engineering	55	27	
		Division of Multimedia	Multimedia Engineering	43	21
			Media and Visual Communications	43	21
		Department of Architecture(5-year course)	33	16	
		Division of Civil & Architectural Engineering	Architectural Engineering	34	17
			Civil & Environmental Engineering	54	27
		Department of Industrial and Management Engineering	49	24	
Department of Mechanical Engineering	60	30			
College of Economics and Business Administration	Humanities	Department of Business Administration	126	55	
		Department of Accounting	89	44	
		Department of Global Trade	60	29	
		Division of Economics	Economics	70	35
			Economics with Chinese Studies and International Trade	52	26
		Department of Business Statistics	31	-	
		Department of Convention & Hotel Management	50	21	
College of Law	Humanities	Division of Law	Law	60	30
			Judicial Service Law	38	19
		Division of Public & Police Administration	Public Administration	74	37
			Police Administration	34	17
		Department of Politics & Communication	38	19	
		Department of Social Welfare	37	18	
Department of Child Development and Guidance	38	19			
College of Life Science and Nano-technology	Sciences	Department of Biological Sciences & Biotechnology	77	38	
		Department of Food and Nutrition	46	23	
		Department of Chemistry	57	28	
		Department of Mathematics	57	28	
		Department of Advanced Materials & Chemical Engineering	100	50	
	Athletics	Department of Sports Science	50	25	
Linton School of Global Business	Humanities	Department of Global Business (Taught entirely in English)	73	73	
		Department of Global IT Management	55	55	
College of Art and Design	Art	Department of Convergence Design and Art	95	47	
		Department of Fine Art	35	17	
		Department of Clothing & Textiles	34	17	
<b>Total</b>			<b>2,352</b>	<b>1,181</b>	

■ Applications not accepted for College of Education (six departments), Department of Nursing or Open Major Division.

## II. Application Criteria

### Criteria by Admission Type

- An international applicant whose parents are both non-Korean citizens
  - Applicants who have completed the courses more than two years from regular university and have earned prescribed credits or graduated (or will soon graduate) from 2-year colleges.
- An international applicant who has completed 12 years of overseas education
  - An applicant who has completed overseas education corresponding to South Korea primary and secondary education and who has completed the courses more than two years from regular university and has earned prescribed credits, or graduated (or will soon graduate) from 2-year colleges.

### Eligibility / Academic Standards

- Study periods resulting from overlapping programs during the same academic year (semester) will not be recognized.
- Academic background obtained by qualification examinations, home schooling, and cyber-study are NOT recognized.
- The 12-year educational curriculum (elementary, middle, and high school study) follows the standard of the Korean school system.
  - The first through sixth years of an overseas curriculum are recognized as elementary school, the seventh through ninth as middle school, and tenth through twelfth (thirteenth) as high school.
- For those who have completed all elementary and (higher) secondary schooling in one country
  - The last three years are recognized as high school regardless of school system.
- For those who have completed their elementary and (higher) secondary school in two or more countries:

System	Recognition and Conditions	Note(s)
10 or fewer years	Not recognized	High school completion will be recognized if the applicant has completed a period of study at a university in the country in question corresponding to the deficit in curriculum years owing to the school system.
11 years	If the final three years of (higher) secondary school are completed in the country in question, it will be recognized as high school. (Applicants must have completed 11 or more years of elementary and (higher) secondary school in two or more countries.)	
12 years		
13+ years	Tenth through twelfth or eleventh through thirteenth years will be recognized as high school if completed in the country in question.	

- The following cases are recognized as exceptions for admission eligibility:
  - When an applicant who has completed 12 years or more of elementary, middle, and high school education in two or more countries unavoidably experiences a deficit of one semester (six months) or less in his or her total enrollment period during the transfer process due to the differences between the countries' school systems.
  - When an applicant experiences a deficit because he or she has skipped a grade academically due to laws regarding educational relationships in the country in question (skipping of grades is not recognized for transfers) or skipped a grade or graduated early from a 12-year elementary, middle, and high school curriculum as permitted by an early graduation system.
- Decisions regarding applicant's eligibility will take into consideration academic year and semester systems in the country in question.
- In other cases, the school will judge the foreign school in comparison with Korean school system according to the above criteria.
- Applicants with multiple citizenship according to Article 11-2 of the Nationality Act (legal status of multiple citizenship holders, etc.) will be treated as citizens of the Republic of Korea and will not be recognized as international applicants (Admission Type 1).

## III. Screening Methods

### Screening Elements & Evaluation of Applicant's Eligibility

Category	Screening Elements Applied	Note(s)
An international applicant whose parents are both non-Koreans	Document screening (100%)	Applicants (Global Business major only) who do not meet the official language score criteria determined by HNU may have their English ability assessed via face-to-face or Internet screening interview.
An international applicant who has completed 12 years of overseas education		

- Tie Points Processing Standard
  - First priority: All grades at school where final academic attainment was reached
  - Second priority: Final semester grades at school where final academic attainment was reached
- All applicants must submit all documents specified in the recruitment guidelines and are responsible for confirming the arrival of said documents.
- In the event that screening is not possible due to missing documents or failure to comply with the designated procedures and screening, the application will be disqualified.
- Assessment of the applicant's academic learning proficiency may be carried out if needed by the HNU admission review committee for international students.

## IV. Schedule

Category	Date(s)	Note(s)
Internet application and document submission	<b>[Application]</b> Tuesday, June 1, 2021, 9a.m. to Monday, June 7, 2021, 5p.m.  <b>[Document Submission]</b> by Monday, June 21, 2021, 5p.m.	<ul style="list-style-type: none"> <li>· Applications only accepted online (in-person submission not accepted)</li> <li>- HNU admission homepage (<a href="http://ibsi.hnu.kr">http://ibsi.hnu.kr</a>)</li> <li>· Documents can be submitted either in person (the Admission Management Team) or by post</li> </ul>
Announcement of admission	Tuesday, July 13, 2021, 5p.m.	Announced on admission homepage ( <a href="http://ibsi.hnu.kr">http://ibsi.hnu.kr</a> )
Tuition bill print date	Tuesday, July 13, 2021, 5p.m.	Tuition bill printout service made simultaneously with announcement of admitted students ( <a href="http://ibsi.hnu.kr">http://ibsi.hnu.kr</a> )
Tuition payment	Wednesday, July 14, 2021, 9a.m. to Friday, July 16, 2021, 4p.m.	Any Kookmin Bank (KB) Branch (wire transfer)
Certificate of Admission issued	After Monday, July 19, 2021	For international students requiring a study-abroad visa (Visa to be issued after verification of tuition submission)

※ Schedules are subject to change without notice.

## V-1. Documents to be Submitted (For Applicants Whose Highest Level of Education is in China)

No.	Document(s)
1	Application and self-introduction (Input directly on admission web page)
2	Academic record request consent form (See 'Letter of Consent' Form)
3	Academic record (See 'Educational History' Form)
4-1	Original high school diploma
4-2	Original transcripts for high school
5-1	* An applicant who graduated (or will soon graduate) from a college - Original diploma or Original copy of Academic Credentials * An applicant who has completed the courses more than two years from regular university - Original certificate of completion
5-2	Original transcripts for university(college) - Credits for all courses must be marked in the transcript
6	Original 'Certificate of Entry & Exit' (Not required for applications who have not previously traveled to South Korea)
7	Copy of passport
8	Copy of Residence Card or Alien Registration Card (for international applicants residing in Korea) Proof of language proficiency (original; see department [major] classifications below)

Recruitment Unit Category	Proof of Language Proficiency (Required)		
Global Business applicants from non-English-speaking countries	<ul style="list-style-type: none"> <li>TOEIC 850</li> <li>TOEFL CBT 213</li> <li>TOEFL iBT 80</li> <li>IELTS 6.0</li> <li>TEPS 700</li> </ul>	(Submit one of the listed test scores)	If no official English test score is available, the applicants may have their English ability assessed via face-to-face or Internet screening interview.
Departments (majors) other than Global Business	<ul style="list-style-type: none"> <li>Certification for Level 3 or higher on TOPIK (Test of Proficiency in Korean) administered by National Institute for International Education</li> <li>Certificate of successful completion of Korean proficiency test administered by HNU Center for Korean Language (equivalent to TOPIK Level 3)</li> <li>Certificate of completion of Level 3 program or higher at HNU Center for Korean Language</li> </ul>	(Submit one of the listed certificates)	
(Applicants who have been enrolled for three or more years in a Korean middle or high school curriculum [not including international or foreign language schools] should submit a school activity record for the middle or high school rather than a TOPIK certificate.)			

- 9 Certificate equivalent to South Korean family register issued by Chinese government organization  
10 - Copies of family registration certificate (all family members listed) and resident registration (including parents)  
※ If the applicant is separated from parents listed on register, a certificate of family relationship must be submitted.

■ As part of the visa issuance process after final tuition payment, successful candidates will need the certification of a bank balance of USD 18,000 or more in the applicant's or a family member's name issued after August 1, 2021.

## V-2. Documents to be Submitted (All Other Applicants)

No.	Document(s)
1	Application and self-introduction (Input directly on admission web page)
2	Academic record request consent form (See 'Letter of Consent' Form)
3	Academic record (See 'Educational History' Form)
4-1	Original high school diploma (or certificates of anticipated graduation)
4-2	Original transcripts for high school
5-1	* An applicant who graduated (or will soon graduate) from a college - Original diploma or Original copy of Academic Credentials * An applicant who have completed the courses more than two years from regular university - Original certificate of completion
5-2	Original transcripts for university(college) - Credits for all courses must be marked in the transcript
6	Original 'Certificate of Entry & Exit' (Not required for applications who have not previously traveled to South Korea)
7	Copy of passport
8	Copy of Residence Card or Alien Registration Card (for international applicants residing in Korea) Proof of language proficiency (original; see department [major] classifications below)

Recruitment Unit Category	Proof of Language Proficiency (Required)		
Global Business applicants from non-English-speaking countries	<ul style="list-style-type: none"> <li>TOEIC 850</li> <li>TOEFL CBT 213</li> <li>TOEFL iBT 80</li> <li>IELTS 6.0</li> <li>TEPS 700</li> </ul>	(Submit one of the listed test scores)	If no official English test score is available, the applicants may have their English ability assessed via face-to-face or Internet screening interview.
Departments (majors) other than Global Business	<ul style="list-style-type: none"> <li>Certification for Level 3 or higher on TOPIK (Test of Proficiency in Korean) administered by National Institute for International Education</li> <li>Certificate of successful completion of Korean proficiency test administered by HNU Center for Korean Language (equivalent to TOPIK Level 3)</li> <li>Certificate of completion of Level 3 program or higher at HNU Center for Korean Language</li> </ul>	(Submit one of the listed certificates)	
(Applicants who have been enrolled for three or more years in a Korean middle or high school curriculum [not including international or foreign language schools] should submit a school activity record for the middle or high school rather than a TOPIK certificate.)			

- 9 If the certificate is not printed in English or Korean, a notarized translation in English or Korean must be submitted. Notarization is not required when translation is submitted with the translator confirmation (see p. 14 of this guideline) attached.  
10 Original foreign government-issued certification equivalent to Korean family register  
- Birth certificate (or copy of family register)

■ As part of the visa issuance process after final tuition payment, successful candidates will need the certification of a bank balance of USD 18,000 or more in the applicant's or a family member's name issued after August 1, 2021.

## VI. Others

- Applicants may be asked to supply additional documentation to verify eligibility. Failure to submit the additional documents within the designated period results in application being disqualified and admission fees will not be returned.
- If the institution where the applicant's highest degree was achieved is in China, a Certificate of Academic History (学历证书) can be verified at <http://www.cdqdc.edu.cn>. / You can apply/submit your degree at <https://www.chsi.com.cn/>.
- Credits for every course should be included in the transcript and in the notarized documents.
- Copies(including scanned copies) are acceptable to applicants from sister schools with Hannam University only, on condition below.
  - Every certificate must be stamped as "compared with original" by the person in charge from the sister school. (The department, name, and the signature of the person in charge should be in the stamped certificate and if the submitted documents turn out to be false, the admission will be revoked.)
- For transcripts and diplomas (certificates of anticipated graduation) from overseas schools, the English-language address of the issuing department must be listed, along with contact information such as telephone or fax number.
- Applicants who submit a certificate of anticipated graduation issued by an overseas college or submit a certificate of anticipated 2-year completion from 4-year university must provide the Certification of Graduation (including consular confirmation or apostille confirmation) or the Certificate of 2-year Completion to the HNU Admissions Management Team by September 2021. Failure to submit before the deadline will result in admission being revoked, and tuition (including the admission fee) will not be returned.
- Document Mailing Address: Admissions Management Team, Hannam University, 70 Hannam-ro, Daedeok-gu, Daejeon 34430
- For more details, contact the HNU Admissions Management Team (☎ 042/629-8282, Fax 042/629-7838, <http://bsi.hnu.kr>).

· Parties to Apostille Convention as of June 23, 2020 (Source: Ministry of Foreign Affairs and Trade)

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

· Overseas Korean schools as of April 1, 2020 (Ministry of Education Officer for Overseas Korean Education Announcement)

Country	School(s)
Japan	Tokyo Korean School, Kyoto International School, Osaka Kongo Gakuen, Keonguk Korean School
China	Beijing Korean International School, Shanghai Korean School, Yanbian Korean School, Tianjin Korean International School, Wuxi Korean International School, Hong Kong Korean International School, Korean School in Yantai, Dalian Korean International School, Shenyang Korean International School, Qingdao Chungwoon Korean School, Suzhou Korean School, Guangzhou Korean School, Weihai Korean School
Taiwan	Taipei Korean School, Kaohsiung Korean International School
Vietnam	Ho Chi Minh City Korean International School, Hanoi Korean International School
Philippines	Korean International School Philippines
Indonesia	Jakarta Korean International School
Thailand	Bangkok Korean International School
Singapore	Singapore Korean International School
Saudi Arabia	Jeddah Korean School, Riyadh Korean School
Iran	Teheran Korean School
Egypt	Cairo Korean School
Paraguay	Korean School of Paraguay
Argentina	Korean School of Argentina
Russia	Moscow Korean School
Cambodia	Korean International School of Phnompenh
Malaysia	Malaysian International Korea School

## VII. Additional Notes for Applicants

### Applications and Registration

- Students admitted to multiple universities may only register at one university. Any student found registered at multiple universities simultaneously will have admission to all universities revoked.
- Students admitted to HNU must pay tuition to the designated bank within the designated registration period. Those who fail to pay within the deadline will be regarded as having forfeited registration.

### Document Submission

- As a rule, the applicant him- or herself must submit documents in person during the submission period. In the event that another party (parent, relative, or acquaintance) must submit on his or her behalf, that individual must be sufficiently acquainted with the applicant's academic history and overseas residence, sojourn, and enrollment situation to answer the receiving officer's questions.
- In the event that different names are given for the same applicant on documents submitted, additional certification by a court in the country in question must be provided to affirm that it is the same individual.
- For documents written in languages other than Korean or English, an original copy must be submitted along with a notarized translation into Korean or English.
- Applicants may be asked to provide additional documents as needed to verify eligibility.
- All documents submitted at the time of application must be originals. In the event that a copy must be submitted, it must be stamped as "compared with original" by the issuing institution or the HNU admission application reception office.
- Applicant approval and admission may be revoked if any information on the documents is judged to be false.
- An accurate telephone number and address must be provided on the application form to enable contact with the application during the screening period. The HNU Admissions Management Team must be notified promptly of any changes to that contact information. The applicant bears full responsibility for any difficulties that arise due to lack of clarity in his or her contact information.
- Those submitting a certificate of anticipated graduation or a certificate of anticipated completion must provide an original diploma(including consular confirmation or apostille confirmation) or a certificate of completion to the HNU Admissions Management Team by September, 2021. Failure to submit within the deadline will result in admission being revoked, and tuition (including the admission fee) will not be returned.
- Once submitted, an admission application cannot be withdrawn or changed.

### Screening

Applicants will not be notified separately of their application's approval. Applicants must verify their own acceptance status by visiting the HNU admission home page at <http://ibsi.hnu.kr>.

- In the event that screening is not possible due to missing documents or failure to comply with the designated procedures and screening, the application will be disqualified.
- Failure to cooperate with academy history requests will be regarded as indicative of a problem with said history, and acceptance and admission may be revoked even after the fact.
- Scores and assessment details from the admissions screening will not be made public.
- The student's admission permit will be revoked after successfully passing the screening if the relevant institution refuses to issue a visa or a visa cannot otherwise be issued for entry into Korea within the designated period.
- All matters related to screening conform to HNU's guidelines for handling of affairs related to university admission screening procedures and special screening for international students.
- Screening fees are as follows:

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**Document Review and Screening Fee: 85,000 KRW (processing fee of 5,000 KRW included)**

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### Registration

Once announced, admitted students must print out an acceptance certificate and tuition bill to register within the designated period. For more details, please refer to the "[Information for Admitted Student](#)" provided online after Tuesday, July 13, 2021, 5 p.m.

### Additional Requirements

- In accordance with the enforcement regulations of NATIONAL HEALTH INSURANCE ACT, foreign students residing in Korea become subject to the mandatory subscription to the National Health Insurance for granted of which insurance premiums must be paid by individuals. For more information, please contact National Health Insurance Service(1577-1000) or the Center for International Relations(CIR), Hannam University.

### Tuition & Fees

(All values in Korean won)

Affiliation	Course Fees	First Semester Tuition Fee (*Foreign student scholarship applied)
Humanities/Social Sciences	3,217,300	<ul style="list-style-type: none"> <li>▪ 100% reduction in Admission Fee</li> <li>▪ Differential tuition reduction applied depending on the language proficiency</li> </ul>
Science/Athletics	3,774,350	
Engineering/Art	4,150,550	
Global	3,689,950	

※ The above course fees(excluding admission fee) and scholarship system are subject to change in accordance with the HNU tuition review committee.

**Scholarship**

No.	Details			
		Standard	Scholarship	
1	Freshman	Departments other than Global Business, depending on TOPIK level	TOPIK level 3	40% reduction in Tuition Fee
			TOPIK level 4	50% reduction in Tuition Fee
			TOPIK level 5	60% reduction in Tuition Fee
			TOPIK level 6	70% reduction in Tuition Fee
		Global Business	Lower than TOEFL IBT 71 or IELTS 5.5	40% reduction in Tuition Fee
			Higher than TOEFL IBT 71 or IELTS 5.5	50% reduction in Tuition Fee
2	Enrolled Student	Higher than TOPIK level 4 (higher than TOEFL IBT 71 or IELTS 5.5 for Global Business)	GPA 2.50 ~ 3.49	30% reduction in Tuition Fee
			GPA 3.50 ~ 3.99	50% reduction in Tuition Fee
			GPA 4.00 ~ 4.49	80% reduction in Tuition Fee
			GPA 4.50	100% reduction in Tuition Fee
		Students who do not meet the language proficiency	GPA 2.50 ~ 3.49	15% reduction in Tuition Fee
			GPA 3.50 ~ 3.99	25% reduction in Tuition Fee
			GPA 4.00 ~ 4.49	40% reduction in Tuition Fee
			GPA 4.50	50% reduction in Tuition Fee

※ The above benefits are subject to change.

**Enrollment Application Restrictions**

During their first year of admission, newly admitted and transferring international students with a score below Level 3 on the Test of Proficiency in Korean (TOPIK) may be restricted to applying for a maximum of 17 credits per semester in the humanities and 18 credits per semester in engineering, sciences, art, and athletics (as per Article 53-3 of the implementation bylaws of the HNU school rules).

**Application Form for Fall 2021 (Transfer)**

학과(부) (Dept. to Apply)	대학 (College)		학과(학부)(Dept.)	코드 (Code)		
성명 (Name)	(영문/English) Given Name, Family Name		(한자/Chinese Characters, if any)		사진 (Photo) (3cm×4cm)	
국적 (Nationality)	성별 (Gender)	<input type="checkbox"/> 남(M)	<input type="checkbox"/> 여(F)			
출생국 (Country of Birth)	생년월일 (Date of Birth)	년/월/일 (Y/M/D)				
여권번호(Passport No.)						
외국인등록번호(Alien Registration ID)						
지원자 주소 (Home Address)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (우편번호/Postal Code)		TELEPHONE (전화번호)			
			MOBILE (휴대폰)			
			E-mail (이메일)			
비상연락처 (Emergency Contact)			TELEPHONE (전화번호)			
			MOBILE (휴대폰)			
EDUCATIONAL BACKGROUND(교육 경력)						
중학교 (Middle School)		대학교 이름 (Name of School)		재학기간 (Dates Attended)		학위 (Degree)
				~부터(From~) ~까지(To~) (년/월/일)(Y/M/D)		
고등학교 (High School)				~부터(From~) ~까지(To~) (년/월/일)(Y/M/D)		
대학교 (College)		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (우편번호/Postal Code)				
		TELEPHONE (전화번호)		FAX (팩스)		E-MAIL
위 기재내용은 틀림이 없으며 만약 허위, 누락 또는 잘못 기재된 사항이 발견될 경우, 본인은 그에 근거한 입학 또는 학위취득이 취소될 수 있음을 숙지하고 이에 동의합니다. (I certify that the information I have provided on this form is true and correct, and I fully understand that any falsifying or concealing material facts or false documents in the submission of this form may result in the cancellation of my admission or degree by Hannam University.)						
제출일(Date): _____						
성명(Name in Full): _____						
서명(Signature) : _____						

### Personal Statement

Please write a response of 100 to 200 words to each question listed below. If necessary, you may use the back of this form or attach an additional page.

1. What are your study plans?

2. State your personal philosophy and life goals.

No.

### LETTER OF CONSENT

To whom it may concern:

This letter is to confirm that I attended (  ①).

I have applied to Hannam University in Daejeon, Korea and agree to permit the release of my academic records to this university when officially requested.

In connection with this, I would like to request your full cooperation with Hannam University in giving information when they contact you regarding verification of enrollment and transcripts.

▪ Name Enrolled at the School:  ②

▪ Date of Birth: (YY/MM/DD)

▪ Date of Admission(Transfer):(YY/MM/DD)  ③

▪ Date of Graduation(Withdrawal): (YY/MM/DD)  ④

Sincerely Yours,

Date:

Name:

Signature:

① Write down the school name of your highest level of certificate.

② Write down your full name in English that you used at ①

③ Write down the exact date of admission(transfer) of ①

④ Write down the exact date of your graduation(withdrawal) of ①

**Translator Confirmation (optional)**

## Confirmation (Translator)

번역자 인적사항 (Translator Information)			
국적(Nationality)	성명(Name)	생년월일 (Date of Birth. YY/MM/DD)	성별 (Sex)
주소(Address)	연락처(Contact)		

번역물 원본의 명의인 인적사항 (Original Document Author Information)			
국적 (Nationality)	성명 (Name)	생년월일 (Date of Birth. YY/MM/DD)	성별 (Sex)

번역 대상물 (Document Translated)
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첨부한 번역 내용은 원본의 문구에 맞게 사실대로 번역하였으며, 번역 내용이 사실과 다른 경우에는 이에 따른 모든 법적책임을 감수하겠습니다.  
(The attached document has been translated accurately and reflects the phrasing of the original.  
I accept full legal responsibility for any discrepancies between this translation and the actual content.)

20 . . . .  
번역자(Translator) :

**법무부장관 귀하**

<GPA Conversion Table>

4.0 scale	4.3 scale	4.5 scale	7.0 scale	100 points scale
3.93~4.00	4.23~4.30	4.42~4.50	6.91~7.00	100
3.86~3.92	4.15~4.22	4.34~4.41	6.81~6.90	99
3.78~3.85	4.06~4.14	4.25~4.33	6.71~6.80	98
3.71~3.77	3.98~4.05	4.16~4.24	6.61~6.70	97
3.63~3.70	3.90~3.97	4.08~4.15	6.51~6.60	96
3.56~3.62	3.82~3.89	3.99~4.07	6.41~6.50	95
3.48~3.55	3.74~3.81	3.90~3.98	6.31~6.40	94
3.41~3.47	3.65~3.73	3.82~3.89	6.21~6.30	93
3.33~3.40	3.57~3.64	3.73~3.81	6.11~6.20	92
3.26~3.32	3.49~3.56	3.64~3.72	6.01~6.10	91
3.18~3.25	3.41~3.48	3.56~3.63	5.91~6.00	90
3.11~3.17	3.33~3.40	3.47~3.55	5.81~5.90	89
3.03~3.10	3.25~3.32	3.39~3.46	5.71~5.80	88
2.96~3.02	3.16~3.24	3.30~3.38	5.61~5.70	87
2.88~2.95	3.08~3.15	3.21~3.29	5.51~5.60	86
2.81~2.87	3.00~3.07	3.13~3.20	5.41~5.50	85
2.73~2.80	2.92~2.99	3.04~3.12	5.31~5.40	84
2.66~2.72	2.84~2.91	2.95~3.03	5.20~5.30	83
2.58~2.65	2.75~2.83	2.87~2.94	5.10~5.19	82
2.51~2.57	2.67~2.74	2.78~2.86	5.00~5.09	81
2.43~2.50	2.59~2.66	2.69~2.77	4.90~4.99	80
2.36~2.42	2.51~2.58	2.61~2.68	4.80~4.89	79
2.28~2.35	2.43~2.50	2.52~2.60	4.70~4.79	78
2.21~2.27	2.34~2.42	2.43~2.51	4.60~4.69	77
2.13~2.20	2.26~2.33	2.35~2.42	4.50~4.59	76
2.06~2.12	2.18~2.25	2.26~2.34	4.40~4.49	75
1.98~2.05	2.10~2.17	2.17~2.25	4.30~4.39	74
1.91~1.97	2.02~2.09	2.09~2.16	4.20~4.29	73
1.83~1.90	1.93~2.01	2.00~2.08	4.10~4.19	72
1.76~1.82	1.85~1.92	1.91~1.99	4.00~4.09	71
1.68~1.75	1.77~1.84	1.83~1.90	3.90~3.99	70
1.61~1.67	1.69~1.76	1.74~1.82	3.80~3.89	69
1.53~1.60	1.61~1.68	1.65~1.73	3.70~3.79	68
1.46~1.52	1.53~1.60	1.57~1.64	3.60~3.69	67
1.38~1.45	1.44~1.52	1.48~1.56	3.50~3.59	66
1.31~1.37	1.36~1.43	1.39~1.47	3.40~3.49	65
1.23~1.30	1.28~1.35	1.31~1.38	3.30~3.39	64
1.16~1.22	1.20~1.27	1.22~1.30	3.20~3.29	63
1.08~1.15	1.12~1.19	1.14~1.21	3.10~3.19	62
1.01~1.07	1.03~1.11	1.05~1.13	3.00~3.09	61
1.00이하	1.02이하	1.04이하	2.99이하	60

# Educational History

지원자격 구분 (Type of Application)		수험번호 (Application No.)		성명 (Name)	한글(Korean)	영문(English)	국적 (Nationality)	
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■ 출신학교별 대학·고·중·초 수학 정보 기록 (College, High School, Middle School, and Elementary School) **\*Please write in English**

학교 명칭 (School Name)	소재국가 (Country)	주소 (School address)	전화 (School Phone number)	홈페이지 (School web-site)	수학기간 (Dates Attended*)		증명서 발급부서명 (Name of department issuing certificate)
					~부터 (From~) YY/MM	~까지 (To) YY/MM	

- ◇ 수학기간은 재학증명서 상의 기간을 기재함(Dates attended should coincide with dates on proof of enrollment.)
- ◇ 유치원과정 수학기간은 제외함(Do not include the periods of the kindergarten.)
- ◇ 15일 이상은 1개월로 간주하고 15일 미만은 버림(You can round up the dates of attendance if they exceed 15 days. If less, round down.)

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