2024 Fall Undergraduate(Freshmen · Transfer) Application

Period: 9AM May 13 ~ 6PM May 24, 2024

Location: Office of International Affairs(#153, N10), Chungbuk National University
1 Chungdae-ro, Seowon-gu, Cheongju, Chungbuk 28644, Republic of Korea

- **Domestic: Online(www.jinhakapply.com) + Original Docs by post/visit**
- **Overseas: Online(www.jinhakapply.com) + Original Docs by post**

* All original documents of all applicants must be submitted by visit or post until the deadline

* If you can not access the onlince application website above, please call us.

접수가이드
APPLICATION GUIDE

Fall Semester 2024
Admission Guide to Undergraduate Program for Int'l Students

더 나은 미래가 시작되는 충북대학교

'24. 4.

국제교류본부
CHUNGBUK NATIONAL UNIVERSITY

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[Application Forms] Download here https://cia.chungbuk.ac.kr/

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▣ NOTICE

If you are non-Korean speakers, please go check out the below websites for Int' l admission information in English or other languages.

충북대학교 Chungbuk National University (CBNU)	국제교류본부 Office of International Affairs (OIA)	유학생지원센터 International Student Support Center(ISSC)
https://www.chungbuk.ac.kr/	https://cia.chungbuk.ac.kr/	iss.chungbuk.ac.kr

▣ Schedule

Classification		Date and Time	Location	Notes
Online Application		May 13(Mon.) ~ 24(Fri.), 2024 6PM	Online Application http://www.jinhakapply.com	▪ Application Fee: KRW 72,000won
Submit your documents			Post / Visit CBNU OIA(N10) #153	▪ Download the forms https://cia.chungbuk.ac.kr/
Submit TOPIK Certificate		(94th Exam) ~1PM June 28, 2024	CBNU OIA(N10) #153 Email: minhakim@cbnu.ac.kr	▪ Only for the applicants who sibmitted TOPIK Exam slip www.topik.go.kr
Submit Financial Proof		Refer to page 11	Submit original hard copy by Post/Visit CBNU OIA(N10) #153	▪ Soft copy by email NOT accepted
Interview	Prep.	June 5(Wed.), 2024 8:30AM(KST)	Institute of International Language Education(IILE)(Bldg N5), 3rd floor ※ Overseas applicants can apply for Video call Interview	▪ Apply Video call interview by minhakim@cbnu.ac.kr
	Actual	June 5(Wed.), 2024 9AM(KST)		
Announcement		July 5(Fri.), 2024	http://www.cbnu.ac.kr	▪ Please check out bulletin board ▪ No individual announcement
Tuition Bill		July 10(Wed.)~16(Tue.), 2024		
Tuition payment / Confirmation		July 10(Wed.)~16(Tue.), 2024 4PM	Gaesinuri(개신누리)system https://eis.cbnu.ac.kr/cbnuLogin	
Certificate of Admission & VISA Process		·Domestic applicant: Aug. 2.~ ·Overseas applicant: July 17.~	CBNU Office of International Affairs(N10) #156	▪ Tel : +82-43-261-3841 ▪ Email: minhakim@cbnu.ac.kr
Course Registration		Official: Aug. 1~Aug. 7, 2024 1st Rd: Aug. 13~Aug. 14, 2024 2nd Rd: Sep. 2~Sep. 6, 2024	▪ Notice: http://www.cbnu.ac.kr ▪ Gaesinuri(개신누리)system: https://eis.cbnu.ac.kr/cbnuLogin	▪ Consult with the each dept. you belong to.(Page 21)
1st day of semester		Sep. 2(Mon.), 2024	※ Notes: Your delayed entrance without any notice will affect your grade according to「CBNU Regulation Chapter 3 Academics, paragraph 3, Curriculum and completion Clause 69(Grade), Article 5」 ▶ In terms of Undergrad. school, if you do NOT arrive before Oct. 1, your GPA will be recorded as 'F'	

★ Applicants must check carefully our bulletin board/Notice for updates.(If not, penalty on applicants)
★ All docs must be submiited in original forms(No Email, Copy, Fax). Once submitted, it can NOT be returned(Including unsuccessful applicants)
(If the docs can NOT be reissued in your country, do NOT submit them.)
★ Differences in English-Chinese-Korean content translation are determined by the Korean version.

▣ Program & Admissions Quota(Freshmen)

College	Field	Department	Quota
Humanities	Humanities and Social Sciences	Korean Language and Literature	Several
		Chinese Language & Literature	
		English Language & Literature	
		German Language and Culture	
		French Language and Culture	
		Russian Language and Culture	
		Philosophy	
		History	
		Archaeology & Art History	
Social Sciences	Humanities and Social Sciences	Sociology	Several
		Psychology	
		Public Administration	
		Political Science & International Relations	
		Economics	
Natural Sciences	Natural Sciences	Mathematics	Several
		Information Statistics	
		Physics	
		Chemistry	
		Biology	
		Microbiology	
		Biochemistry	
		Astronomy & Space Science	
		Earth and Environmental Science	
Business Administration	Humanities and Social Sciences	School of Business	3
		International Business	Several
		Management Information Systems	
Engineering	Natural Sciences	School of Civil Engineering	Several
		School of Mechanical Engineering	
		Chemical Engineering	
		Advanced Materials Engineering	
		Architectural Engineering	
		Safety Engineering	
		Environmental Engineering	
		Engineering Chemistry	
		Urban Engineering	
		Architecture[1] Available only in Spring	
Electrical & Computer Engineering	Natural Sciences	School of Electrical Engineering	Several
		Electronics Engineering	
		School of Semiconductor Engineering	
		School of Information and Communications Engineering	
		Computer Engineering	
		School of Computer Science	
		Intelligent Systems and Robotics	

College	Field	Department		Quota
Agriculture, Life & Environment Sciences	Natural Sciences	Crop Science		Several
		Environmental & Biological Chemistry		
		Food Science and Biotechnology		
		Animal Science		
		Plant Medicine		
		Industrial Plant Science & Technology		
		Horticultural Science		
		Forest Science		
		Agricultural & Rural Engineering		
		Biosystems Engineering		
		Wood & Paper Science		
	Humanities and Social Sciences	Agricultural Economics		
Human Ecology	Natural Sciences	Food & Nutrition		Several
	Humanities and Social Sciences	Child Welfare		
	Natural Sciences	Clothing & Textiles		
		Housing & Interior Design		
	Humanities and Social Sciences	Consumer Science		
University Headquarter	The common subjects	Liberal Studies[2]		Several
	Natural Sciences	School of BioHealth		
Convergence	Art and physical	Oriental Painting		Several
		Western Painting		
		Sculture		
		Design[3]	Available only in Spring	1

※ School of Business' admission quota: Freshmen(3), Transfer(1)

※ The following departments do not accept applicants of foreign nationalities: College of Education, College of Veterinary Medicine, College of Pharmacy, College of Medicine (include nursing science).

※ Dept. of Architecture[1] is a five year-program(spring semester only) and runs KAAB(Korea Architectural Accrediting Board) program. All student will join it automatically.

※ The Liberal studies[2]: Students will choose their major on the sophomore session.(The choices are NOT guaranteed)

- Students MUST complete more than 2semesters(33credits) in order to choose sophomore majors
- Students can choose majors that already have freshmen, except these below colleges.
  <College of education, college of pharmacy, college of veterinary medicine, college of medicine including nursing, Art and physical>
- You can NOT move up to sophomore if you flunk even though you meet the requirements.
- If the number of applicants exceeds the number of quota, the screening will be done based on your GPA.

※ Dept. of Design[3] admission quota is "1"(Spring semester only)

※ In terms of school of Business, all students will join KABEA(Korean Association of Business Education Accreditation) automatically.

※ Students in School of Computer Science will be arranged specific majors when moving up to Junior(3rd).

- Major in Artificial Intelligence, Major in Software Engineering

▣ Program & Admissions Quota(Transfer)

College	Field	Department	Quota
Humanities	Humanities and Social Sciences	Korean Language and Literature	Several
		Chinese Language & Literature	
		English Language & Literature	
		German Language and Culture	
		French Language and Culture	
		Russian Language and Culture	
		Philosophy	
		History	
		Archaeology & Art History	
Social Sciences	Humanities and Social Sciences	Sociology	Several
		Psychology	
		Public Administration	
		Political Science & International Relations	
		Economics	
Natural Sciences	Natural Sciences	Mathematics	Several
		Information Statistics	
		Physics	
		Chemistry	
		Biology	
		Microbiology	
		Biochemistry	
		Astronomy & Space Science	
		Earth and Environmental Science	
Business Administration	Humanities and Social Sciences	School of Business	1
		International Business	Several
		Management Information Systems	
Engineering	Natural Sciences	School of Civil Engineering	Several
		School of Mechanical Engineering	
		Chemical Engineering	
		Advanced Materials Engineering	
		Architectural Engineering	
		Safety Engineering	
		Environmental Engineering	
		Engineering Chemistry	
		Urban Engineering	
		Architecture[1] Available only in Spring	
Electrical & Computer Engineering	Natural Sciences	School of Electrical Engineering	Several
		Electronics Engineering	
		Semiconductor Engineering	
		School of Information and Communications Engineering	
		Computer Engineering	
		School of Computer Science(Artificial Intelligence)	
		School of Computer Science(Software Engineering)	
		Intelligent Systems and Robotics	

College	Field	Department	Quota
Agriculture, Life & Environment Sciences	Natural Sciences	Crop Science	Several
		Environmental & Biological Chemistry	
		Food Science and Biotechnology	
		Animal Science	
		Plant Medicine	
		Industrial Plant Science & Technology	
		Horticultural Science	
		Forest Science	
		Agricultural & Rural Engineering	
		Biosystems Engineering	
		Wood & Paper Science	
	Humanities and Social Sciences	Agricultural Economics	
Human Ecology	Natural Sciences	Food & Nutrition	Several
	Humanities and Social Sciences	Child Welfare	
	Natural Sciences	Clothing & Textiles	
		Housing & Interior Design	
	Humanities and Social Sciences	Consumer Science	
Convergence	Art and physical	Oriental Painting	Several
		Western Painting	
		Sculture	

※ School of Business' admission quota: Freshmen(3), Transfer(1)

※ The following departments do not accept applicants of foreign nationalities: College of Education, College of Veterinary Medicine, College of Pharmacy, College of Medicine (include nursing science), Dept. of Design, and Liberal Studies.

※ Dept. of Architecture[1)] is a five year-program(Spring semester Only).

▣ Eligibility

1. **Freshmen Admissions:** Applicants must meet either A or B below

A. Foreigners whose parents are both non-Korean

1) They must have completed their entire elementary and junior high school education and;
2) They must have completed (or are expected to complete before the 1st semester begins) high school education at a comparable and equivalent level to that which is provided in Korea.

B. Foreigners who have completed their entire education equivalent to South Korea's elementary and secondary education abroad.(Parents' nationalities do not count.)

2. **Transfer Admissions:** Applicants must meet either A or B below regardless of the previous major

A. Foreigners whose parents are both non-Korean

1) **Bachelor's Transfer**: They must have graduated 4 year university and achieved(expect to achieve) Bachelor's degree before the 1st semster begins.
2) **Regular Transfer**: They must have graduated(expect to graduate) 2 or 3year college or completed 2years(4semesters) of 4 year university before the 1st semester begins.

B. Foreigners who have completed their entire education aborad

1) **Bachelor's Transfer**: They must have graduated 4 year university and achieved(expect to achieve) Bachelor's degree before the 1st semster begins.
2) **Regular Transfer**: They must have graduated(expect to graduate) 2 or 3year college or completed 2years(4semesters) of 4 year university before the 1st semester begins.

※ Study Year: Applicants begin as junior(3rd grade)
※ Applicants who have completed 2 yesrs of 3 year college, are NOT eligible.
※ Applicants who graduated universities that do NOT have a credit system, are NOT eligible.
※ Applicants who are registered at our university are NOT eligible.

<Important Facts for Freshmen&Transfer Admissions>

- Cyber learning, Home schooling, Qualification Exam in Korea or abroad during the high school education are NOT eligible
- Non-Korean are NOT eligible
- Dual citizenship including Korean nationality and non citizenship holders are NOT eligible
- If parents are divorced or died, the natioinality of the person who applies to this case are NOT considered
- In terms of application 「Foreigners who have completed their entire education abroad」, the nationalities of the parents are NOT considered
- Eligible Nationality status must be established before the due date of application
- [Foreigners whose parents are both non-Korean] The applicants including their parents must have achieved their nationalities before starting high school education.

3. Eligibility for Linguistic Proficiency

A. TOPIK-MUST departments

College	Department	TOPIK Lv.	Notes
Humanities	Korean Language and Literature	4	-
Social Sciences	Sociology		
	Public Administration		
	Political Science & International Relations	4	By 2025
Business Administration	School of Business	4	
	Management Information Systems		
Agriculture, Life & Environment Sciences	Agricultural Economics		
Human Ecology	Child Welfare		Since 2025

※ These above depts. do NOT accept CBNU Korean Language Program level 4 completion

B. The other departments require one of the below 1) ~ 2)

1) **TOPIK Level 3 or higher**

: **Applicants without TOPIK certificates can still apply with 94th TOPIK Exam slip**

But, they must submit TOPIK level 3 or higher until 1PM June 28, 2024

2) **CBNU Korean Language Program(KLP) level 4 completion**

: e.g. If you apply for Fall admission, you must be enrolled in CBNU OIA KLP's 'Summer semester' even though you already completed level 4.

☞ If you fail to complete CBNU KLP Level 4, please follow these below steps

① Please visit CBNU OIA office(#156) to submit your Withdrawl of Registration form with your bankbook(copy) and receipt of tuition payment

② In order to cancel dormitory, please visit CBNU dormitory office to fill out the cancellation form

③ Please reach out to CBNU KLP(☎ 043-261-3782 / 043-249-1880) for further VISA change or extension

C. Important Notes

- If you do NOT submit one of the above linguistic certificates before 1st semester begins, your admission will be invalidated

<On Admission>

- All language proficiency certificates MUST be valid untill the 1st semester begins
- The requirements of CBNU KLP level 4 completion is accordance with to 「CBNU OIA Regulation enforcement of guidelines」
- The CBNU KLP completion standard date to be eligible for admission is until the 1st semester begins

<On Graduation>

- The language certificates submitted during admission process have nothing to do with the language requirements for your Graduation(Achievement of degree)
- So to say, you will be required to submit one of the vaild following certificates to fulfil your graduation requirements.
  - Based on; 국제교류원-2205(2014. 5. 9.)「외국인유학생 입학자격 요건 중 졸업시 어학능력 자격에 대한 적용 관련」, 외국인유학생 및 어학연수생 표준업무처리요령

Test / Whom	TOEFL (PBT)	TOEFL (CBT)	TOEFL (iBT)	IELTS	TEPS	New TEPS	TOEIC	TOPIK
Under grad.	Over 550	Over 210	Over 80	Over 5.5	Over 550		Over 675	Over Lv.4

※ But, self test such as TOEFL at Home, IELTS Home Test and etc. might NOT be officially considered by CBNU.

▣ How to choose your deparments

: Choose three preferred depts(1st, 2nd and 3rd preferred dept.) in the same field

※ e.g. If you choose the dept. of Korean Language and Literature as 1st in the Humanities field, you can choose 2nd and 3rd only in the same Humanities field, NOT in other fields such as Natural Sciences

☞ You can NOT choose these below depts as 2nd and 3rd dept.

① Social Sciences : Sociology / Psychology / Public Administration

② Business Administration: School of Business / International Business / Management Information Systems

③ Human Ecology: Food & Nutrition / Child Welfare / Clothing & Textiles / Housing & Interior Design / Consumer Science

e.g. 1st Psychology, *2nd* School of Business, *3rd* Consumer Science → NO!

▣ Application and Documents by Post

1. Application

A. Period: **May 13(Mon.) ~ 24(Fri.), 2024, 6PM**

B. Location: Online only via **【http://www.jinhakapply.com】**

C. Application Number: Your own application number(7digits) will be created once you finish your application online

※ Your application can NOT be modified or canceled after application fee payment

2. Documents by Post

A. Period: **May 13(Mon.) ~ 24(Fri.), 2024, 6PM(The original docs MUST arrive)**

B. Location: Office of International Affairs(N10) Admission Welcome center(#153), Chungbuk National University

C. How: Bring or send original documents by post with your application form printed via Online website above

3. Application Fee

A. Fee: **KRW 72,000won / USD $72.00**

B. Payment: Pay via this online website **【http://www.jinhakapply.com】**

※ If you can NOT make a payment via the above website, please call +82-43-261-3841, so that you can wire application fee into your application account number

4. Required documents

★ 모든 서류는 접수기간 내 원본 제출(All original documents must be submitted by May 24, 2024)

★ 입학 전까지 최종서류 원본 미제출 시, 합격·등록 취소(Admission revoked without submission of original documents)

Required documents 제출서류	신입 New	편입 Transf	Notes 참고사항	Check 제출
① [Online] Application Form [온라인] 입학신청서	○	○	Apply online here at www.jinhakapply.com Check the attached **【Application Guide】** **온라인 접수** www.jinhakapply.com 첨부파일 참고 **【Application Guide】**	
② [Form 1] UNDERGRAD. Application Checklist [서식 1] 학부 제출서류 체크리스트	○	○		✓
③ [Form 2] Letter of Consent [서식 2] 학력조회 동의서	○	○		
④ [Form 3] Affidavit of Financial Support (By the Applicant or Parents) & Financial Proof(Cert. of Bank Deposit balance) [서식 3] 유학경비 부담 서약서(부모 혹은 본인) & 재정능력 입증서류(은행 잔고증명서)	○	○	Check #7 **【Financial Proof】** at page 11 ★ Deadline for submission: Refer to page 11 11쪽 7번 **【7. 재정입증서류】** 참고 ★ **제출기한: 11쪽 참조**	
⑤ Cert. of (Expected) Graduation of Highschool 고등학교 졸업(예정)증명서	○	○	Check #5 **【Academic Verification】** at page 10 But, If you've already achieved Associate degree, Certificate of Graduation and Transcript from highshool are waived. ★ For VISA issuance/change, you must prepare 2 pieces of original document(One for submission to school, the other for VISA at Embassy) 10쪽 5번 참조 **【학력입증서류】** 단, 전문학사 이상 학위 취득자는 고등학교 졸업증명서/성적표 제출 면제 ★ VISA 발급/변경대상자는 학력서류 원본 2부 준비(대학 제출용, VISA용)	
⑥ Transcript of Highschool 고등학교 전 학년 성적증명서	○	○		
⑦ Cert. of Enrollment/Graduation of College/Univ. (Expected) Completion, (Expected) Graduation 대학(교) 재학/졸업증명서(수료(예정), 졸업(예정))	–	○		
⑧ Transcript of College/univ. 대학(교) 전 과정 성적증명서	–	○	Specify either 'Major' or 'Liberal arts' 학점인정을 위한 전공, 교양 기재 필수	
⑨ Proof of Familiar Relationship 부모국적 및 가족관계 입증 서류	○	○	Check #6 **【Proof of Familiar Relationship】** at page 9 10쪽 6번 **【국적입증서류】** 참고	
⑩ Copy of Residence Card(Front · Back sides) 외국인등록증 사본(앞·뒷면)	▲	▲	Only domestic applicants in Korea 국내 체류 지원자만 제출	
⑪ Copy of Passport 여권 사본	○	○	[Uzbek] Only Int'l passport allowed 우즈베키스탄 지원자는 국제여권 제출	
⑫ TOPIK Lv. 3 or CBNU KLP Lv. 4 completion 한국어능력시험(TOPIK) 3급 성적표 또는 충북대 국제언어교육원 한국어연수 4단계 수료증명서	○	○	The certificates will be issued by CBNU Korean Language program officer 한국어연수부 담당자를 통한 일괄발급	

※ 그 외 국제교류본부에서 추가검증을 위하여 요구하는 서류 일체 제출해야함
(You must submit the additional documents required by Office of International Affairs for further screening.

※ '○'는 '필수'제출, '▲'는 '선택'제출('○': Necessarily required, '▲': Optionally required)

- (Dept. of Fine arts and Design) Applicants MUST submit their own portfolio and [Form 4]
  - ※ Size of Portfolio binder: A4, any type of work can be placed within 10pieces
  - ※ Portfolio can NOT be returned
- (Original Doc.) Original documents that are already submitted will NOT be returned to applicants regardless of application result
- If you expect to graduate, you MUST submit the final certificate of graduation and transcript before the 1st semester begins(**If not, your admission will be cancelled**)

5. Academic Verification

IMPORTANT

A. For whom: All applicants

B. Deadline

1) For whom graduated: ~**May 24(Fri.), 2024**(Until application deadline)

2) For whom expect to graduate: **Before the 1st semester begins(No later than late Aug.)**

※ If not, your admission will be cancelled

C. Required documents

1) **School in China**: Submit the required **Verification Report** below issued at CHSI(www.chsi.com.cn) depending on the type of your school

CHSI

- **(Regular highshool)** 中國中等教育學歷認証報告 or 中國高等教育學歷認証報告
- **(Vocational Schools)** Submit either ① or ②
  - **① The certificate of Graduation by schools(Provincial office of education + Confirmation by Korean Embassy/Consulate in China)**
  - **② The certificate of Graduation by Provincial office of education(Confirmation by Korean Embassy/Consulate in China)**

2) **School out of China**: Submit one of the following documents below

Apostille

- **Apostille*** verification documents
- Verifications(stamp) by Korean Embassy/Consulate in other countries or Embassy/Consulate in Korea

※ Domestic schools do NOT need to be verified with the above verifications

★ Instructions for submitting Educational background (high school) certificates in countries other than China

In countries where passing a national exam is required for university admission, the exam pass certificate is recognized as a document proving academic qualifications.

※ However, the document must receive Apostille from the issuing country or consular confirmation from the Korean embassy in the country where the document is issued.

【 * Type of Documents recognized equivalent to High school graduation 】

- (India) Migration Certificate (issued by central and local educational evaluation agencies such as CBSE, ICSE, IB, etc.)
- (Nepal) Academic Transcript
  ※ (Issuing Agency) ① Before 2016 (Nepal Calendar 2073): HSEB (Higher Secondary Education Board)
  ② After 2016 (Nepal Calendar 2073): NEB (National Examination Board)
- (Myanmar) Matriculation Examination Pass Certifacate
  ※ All 6 subjects must score 40 points or higher.
- (Malaysia) Academic performance evaluation transcript (SPM: Sijil Pelajaran Malaysia or STPM: Sijil Tinggi Persekolahan Malaysia)
  ※ In case of SPM certificate, submit it together with the School Leaving Certificate.
- (Other countries) If tests or qualifications equivalent to the qualifications for university admission are stipulated by national law or official document, it can be recognized as a document proving the academic qualifications.
  ※ However, the applicant must explain the qualification criteria according to the laws or official documents of the relevant country.

6. Proof of Familiar Relationship

A. For whom: All applicants

B. How: Any kind of documents that proove the nationality and the familiar relationship of the applicant and the parents

C. Please refer to the below examples

[China] The attested family book that contains the applicant and the parents together

※ If not, the additional document(親屬關系证明書) is required
Ex) In terms of death, 'Certificate of death', Divorce 'Certificate of divorce' etc.

※ Proof of Familiar Relationship should be issued in your country within 3months in terms of the application deadline

[Other countries] The Philippines: Family Census, Indonesia: KARTU KELUARGA, Bangladesh: 점머 까꺼즈 또는 점마 싸이드티켓, Vietnam: So Ho Khau or Giay khai sinh, Mongolia: 친족관계증명서, Pakistan: Family Certificate, Sri Lanka: 빠울러 서티피케이트, Myanmar: 가족관계증명서(잉타웅수사옌), Nepal: 전마달다, Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand: Birth Certificate

7. UNDERGRAD. Financial Proof

IMPORTANT

A. When you or your parents prove

1) Domestic Applicant

- Amount: KRW 16,000,000won

  ※ However, the amount diminishes by half for Enrolled students at CBNU entering higher degree courses; Language course→Undergrad., Undergrad.→Grad., Ms→Combined, Ph.D at CBNU. → KRW 8,000,000won

- Deadline For Submission: After Tuition payment, Aug. 1 ~ 23, 2024

  (Bank Balance certificate must be issued after Aug. 1)

  ※ But, the date above can be flexible for the applicants' VISA conditions(VISA expiration etc.)

- Bank Account: Korean bank account under the applicant's name
- Required Document: ① Affidavit of Financial Support**[Form3]** ② Bank Balance certificate

2) Overseas Applicant

- Amount: KRW 16,000,000won
- Deadline For Submission: May 13 ~ July 16, 2024(Application start date ~ Tuition deadline)
- Bank Account: Korean/Foreign bank account under the applicant's or parents' name
- Required Document: ① Affidavit of Financial Support**[Form3]** ② Bank Balance certificate

B. If you receive a scholarship(tuition and living expenses) from an institution·organization (university headquarters, embassy of your country, religious organization, etc.)

1) For Both Domestic and Overseas Applicant

- Amount: KRW 16,000,000won

  ※ However, the amount diminishes by half for Enrolled students at CBNU entering higher degree courses; Language course→Undergrad., Undergrad.→Grad., Ms→Combined, Ph.D at CBNU. → KRW 8,000,000won

- Deadline For Submission: May 13 ~ July 16, 2024(Application start date ~ Tuition deadline)
- Required Document: Confirmation of Financial support issued by the relevant institution or organization

C. Notes

■ How to Submit: Original Required (those residing domestically must submit two copies, those residing abroad must submit one copy)

- Validity period: Issuance within 30 days from the date of submission. However, if there is an expiration date on the balance certificate, the expiration date is recognized (but only up to 6 months from the date of issuance).
- Exchange rate calculation: When submitting a balance certificate in dollars, etc. rather than Korean won, the exchange rate is calculated at the quarterly base date immediately before issuance of the certificate (Jan.1. /April1. /July1. /Oct.1.)
- 제출장소: 28644 충북 청주시 서원구 충대로 1, 국제교류본부(N10) 153호 입학웰컴센터
  Location: Office of International Affairs(#153, N10), Chungbuk National University
  1 Chungdae-ro, Seowon-gu, Cheongju, Chungbuk 28644, Republic of Korea

▣ Screening

1. How to Screen

A. Freshmen & Transfer

Dept.	Procedure	Ratio	Linguistic	Major Aptitude
All Dept.	Inteview	100%	60(60%)	40(40%)

2. Screening Factors

A. Interview

1) Schedule

When(KST)	Procedures	Location	Requried docs	For whom
9AM Wed. June 5, 2024	· Domestic: In person	CBNU Institute of International Language Education(N5) 3rd floor	· Application receipt · ID card	Will be announced
	· Overseas: By Zoom	Online(Each time slot will be notified)		

※ The above schedule can vary depending on the admission process

2) Screening Factors: Academic ability; linguistic and major-related will be screened

3) How to screen

- Interview Screening will be In person. But overseas applicants can apply for Video call interview by email

※ Not answering or being away from the interview call will be regarded as interview failure.

4) Important Facts

- Please bring your ID(Passport, Alien Card or Driver's license) and application receipt

※ [Overseas applicants] How to apply for Video call Interview

- Applicants who needs **Video call interview** MUST request for it like below.
- How to apply: **Tel: +82-43-261-3841 / Email:** minhakim@cbnu.ac.kr
  - Application Number: _____
  - Full Name: _____
  - e.g. I would like to apply for **Video call interview** for the below reasons.

▣ Selection

1. **Designation of applicants' department will be based on the first preferable department with consideration of higher scorer of each department, which means some of applicants may be designated to the second or third preferable departments.**
2. **Linguistic Ability scores will be counted orderly for those with same total score.**
3. Applicants who applies to these below foctors will fail.
   ① Unqualified applicants ② Insufficient Documents ③ Manipulated Documents
   ④ Absent to the interview
4. Other details will be decided by the Committee of International Students Admission.

▣ Announcement

1. **Dates:** July 5(Fri.), 2024
2. **How:** CBNU OIA website(http://www.cbnu.ac.kr, http://cia.chungbuk.ac.kr)

▣ Tuition Payment & Withdrawal from Registration

1. Tuition Payment

Tuition Payment

A. Period: 4PM July 10(Wed.) ~ 16(Tue.), 2024

B. Location: Designated bank(Refer to the tuition bill) or Moneywiring

C. How: Print the tuition bill out via CBNU webiste

※ Even students getting scholarship which covers all tuition fees should get receipt with a stamp to prove payment in NH bank.

※ If payment is not made by the due date(relevant), applications will be cancelled.

※ If a successful applicant register for more than two universities that have same admission semester, admission will be cancelled.

※ Tuition might change up to school's policy(Bursar: http://www.chungbuk.ac.kr/site/f07/sub.do?key=1581)

※ Tuition Installment is NOT available for 1st semester.

D. Information for Overseas Transaction

※ Overseas transaction will cause you to pay extra **$50** for commission. Please add it up to your tuition, so that your payment goes through properly. The rest will be reimbursed on arrival.

[Overseas Remittance]
- Name of Account: CHUNGBUK NATIONAL UNIVERSITY
- Name of Bank: Nong Hyup Bank
- Address of Bank
  : 1, Chungdae-ro, Seowon-gu, Cheongju-si, Chungcheongbuk-do, Republic of Korea
- Swift code: NACFKRSEXXX
- Approval code: 304050

[Domestic NongHyup ATM Users Only]
- NongHyup Branch Number: 304 / Approval code: 304050

E. Tuition

※ The tuition below is subject to increase according to CBNU's policy.

Tuition Fee

[Monetary Unit: Korean Won(₩), per semester]

College	Department	Tuition
Liberal Arts	Korean Language and Literature, Chinese Language & Literature, English Language & Literature, German Language and Culture, French Language and Culture, Russian Language and Culture, Philosophy, History, Archaeology & Art History	1,906,000
Social Sciences	Sociology, Psychology, Public Administration, Political Science & International Relations, Economics	1,906,000
Natural Sciences	Mathematics, Information Statistics, Physics, Chemistry, Biology, Microbiology, Biochemistry Astronomy & Space Science, Earth and Environmental Science	2,341,000
Business Administration	School of Business , International Business, Management Information Systems	1,906,000
Engineering	School of Civil Engineering, School of Mechanical Engineering, Chemical Engineering, Advanced Materials Engineering, Architectural Engineering, Safety Engineering, Environmental Engineering Engineering Chemistry, Urban Engineering, Architecture	2,533,000
Electrical & Computer Engineering	School of Electrical Engineering, Electronics Engineering, School of Semiconductor Engineering, School of Information and Communications Engineering, Computer Engineering, Computer Science, Intelligent Systems and Robotics	2,533,000
Agriculture, Life & Environment Sciences	Forest Science, Agricultural & Rural Engineering, Biosystems Engineering, Wood & Paper Science Crop Science, Environmental & Biological Chemistry, Food Science and Biotechnology Animal Science, Plant Medicine, Industrial Plant Science & Technology, Horticultural Science	2,291,000
	Agricultural Economics	1,934,000
Human Ecology	Consumer Science, Child Welfare	1,906,000
	Clothing & Textiles, Housing & Interior Design	2,338,000
	Food & Nutrition	2,291,000
Liberal Studies	Liberal Studies	2,093,000
Convergence	Oriental Painting, Western Painting, Sculture	2,514,000
	Design	2,438,000

2. Withdrawal from Registration

Withdrawal Form

A. Period: **Before 1st semester begins**(Except weekends and holidays)

B. For whom

- Applicants who were expecting to graduate, but **can NOT graduate until the 1st semester begins**
- Overseas applicants who can NOT get VISA issued until the 1st semester begins
- Applicants who can NOT submit **one of the reqruied certificates of linguistic proficiency**(Page 7) before admission even though they passed screening process
- Applicants who want to cancel the admission due to personal reasons

C. Required Documents(If your proxy paid your tuition)

- [Form 6] Withdrawal from Registration
- Payment receipt
- Copy of the applicant's ID card(Copy of the proxy's ID card)
- Copy of the applicant's bankbook(Copy of the proxy's bankbook)

D. Notes

- The full refund is possible as long as the applicant submits the [Form 6] Withdrawal from Registration with other required documents before the 1st semester begins
- If applicants submit the [Form 6] Withdrawal from Registration after the 1st semester begins, it will be regarded not as 'Withdrawal from Registration' but 'Withdrawing from university', which means the refund will be done excluding the admission fee and some amount based on 「CBNU Regulations」
- [Form 6] Withdrawal from Registration can NOT be taken back
- If you do NOT submit [Form 6] Withdrawal from Registration before the 1st semester begins even though your application applies to Section B above, your admission will be automatically cancelled

▣ Scholarship_Undergraduate

Factors	For whom		TOPIK and GPA	Benefits
TOPIK & GPA	Int'l students	1st semester	Lv. B1: TOPIK Level 5 Lv. B2: TOPIK Level 4 Lv. C: TOPIK Level 3	Lv. B1: 80% off of tuition Lv. B2: 40% off of tuition Lv. C: 20% off of tuition
		From 2nd semester	Lv. B1: TOPIK Level 5 + Grade A+ Lv. B2: TOPIK Level 5 + Grade A0 Lv. C: TOPIK Level 4 + Grade B+	Lv. B1: 80% off of tuition Lv. B2: 40% off of tuition Lv. C: 20% off of tuition

※ The certificate of TOPIK must be valid until the 1st semester begins. If not, that will NOT be considered

※ From 2nd semester, you may not receive scholarship if you do NOT submit the certificate of TOPIK to the dept. of Student Affairs every semester

※ This is based on 「CBNU Tuition based scholarship guidelines」

※ You will NOT be considered as a scholar **without submission of TOPIK Lv.3** <u>until 1PM June 28, 2024</u>

Office of student affairs

2. CBNU Bridge Scholarship

Type	For whom	Coverage	When
CBNU Bridge Scholarship	New Applicants who keep status as 'Enrolled' after admission as well as completing the just previous semester of Korean Language Program at Institute of International Language Education(IILE) of CBNU	Amount: 1,000,000won Once for the 1st semester	In Oct. by each applicant's bank account

※ But, this scholarship is NOT available for GKS students at CBNU Institute of International Language Education(IILE)

3. Other Scholarships

- Please check the details on the website of Office of Student Affairs below
  → [Click here] https://www.chungbuk.ac.kr/site/f03/sub.do?key=252

Undergrad. Scholarship

▣ CBNU Dormitory(Room & Board)

Dormitory

1. Application

A. How to Apply

- Period: **May 13(Mon) ~ 24(Fri.), 2024, 6PM**(During Application period)
- How: Apply via the website(http://www.jinhakapply.com), Fill in the check box(☑) and choose the meal plan(None/5days/7days) → **'Completed'**

B. Payment

- Period: **In July ~ Aug.**→Check on the CBNU Dormitory website(https://dorm.chungbuk.ac.kr/)
- Meal type and fees

[Monetary Unit: Korean Won(₩), per semester]

Dorm-itory	Shower	Kitchenette	Room Type	Meal plan	2024 Spring		Notes
					7 days-meal per week (Including weekends)	5 days-meal per week (Excluding weekends)	
BTL	Furnished	X	2 in 1room	O	₩1,600,500	₩1,419,000	3meals a day
~~YHJ (Int'l Only)~~	~~Public~~	~~O~~	~~2 in 1room~~	~~O~~ / ~~X~~	Not available due to construction until 2024 (Will tentatively reopen in 2025)		

※ All applicants must check out the CBNU dormitory website for payment schedule. **If the payment is NOT completed within the deadline, the application will be canceled automatically**

※ Fee may change accordingly and assignment of dorm type is NOT guaranteed.

※ Overseas transaction will cause you to pay extra **$50 for commission**. Please add it up to your fee, so that your payment goes through properly.(The rest will be reimbursed on arrival.)

[Overseas Remittance]
- Name of Account: CHUNGBUK NATIONAL UNIVERSITY
- Name of Bank: Nong Hyup Bank
- Address of Bank
  : 1, Chungdae-ro, Seowon-gu, Cheongju-si, Chungcheongbuk-do, Republic of Korea
- Swift code: NACFKRSEXXX
- Approval code: 304050

[Domestic NongHyup ATM Users Only]
- NongHyup Branch Number: 304 / Approval code: 304050

C. Inquiry

구분	양성재(Yangsungjae, BTL)	양현재(Yanghyunjae, YHJ) *외국인유학생 전용(Int'l Only)
전화(☎)	+82-43-261-3675, 3674	+82-43-261-2932
팩스	+82-43-266-3679	+82-43-266-2932
주소	28644 충북 청주시 서원구 충대로 1 충북대학교 학생생활관 양성재(BTL) 행정실 Location	Not available due to construction until 2024 (Will tentatively reopen in 2025)
이메일	dorm2926@cbnu.ac.kr	
홈페이지	http://dorm.chungbuk.ac.kr	

▣ Important Facts

1. Alteration or cancellation of application material is not possible and paid application fee will not be returned.

Exception) Application fee refund will be executed based on the below cases. A. If the applicant could not be present on the interview due to natural disaster, the whole application fee will be refunded. B. If the applicant could not be present on the interview due to being hospitalized or death, the whole application fee will be refunded once the relevant documents are submitted and acknowledged. C. If the applicant could not be present on the interview due to our university's fault, the whole application fee will be refunded. D. If the applicant paid more than the amount of original fee, the difference only will be refunded.

2. If an applicant hands in an application that has misleading or different information, or has other than the applicant's stamp or signature, the university will not be responsible for the arising disadvantage.
3. CBNU will decide if the applicant is qualified in any ways
4. All applicants must check out and observe the Notice of CBNU website (http://www.cbnu.ac.kr). If not, the applicant will be responsible for the following consequences.
5. All applicants must bring their ID. The overseas applicant will fail if they are NOT present at the Online interview
6. All applicants must put the available contact information on Online application. Not being able to communicate with the applicant will cause consequances.
7. The admission score will NOT be revealed.(The submitted documents can usually NOT be returned except it is considered not to be issued again.)
8. (Undergraduate) You can NOT take a semester off on your 1st semester.

The students must receive consent from the president by submitting the form(휴학원) within 1/3 of the semester in order to take a semester off due to inevitable reasons. In case or only serious disease or military service, the freshmen can take a off. <Updated 2011. 11. 30.>

9. The admission can be canceled if the qualifications turn out faulty later or VISA is NOT given.
10. In terms of Int'l only admission, you can apply multiple schools.
11. False or forged documents, misrepresenting applications, or any other illegality will cause applications to be cancelled.
12. Details that are not clarified here will be determined by CBNU policies and decision by the committee of Int'l admission.
13. Notes for 'Foreigners who have completed their entire education **abroad**'

Foreigners who have completed their entire education abroad can NOT apply more than 6 universities(admissions) throughout the all admissions. If so, the later admissions will be invalid and canceled.

14. This guideline is written in Korean, English and Chinese. If there is any issue with interpretation, the Korean will be prioritized.

▣ How to obtain Apostille

Apostille

1. **Apostille**: Since July 14, 2007, the Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the use of simplified certification or public documents (including notarized documents) among countries that have joined the convention.
2. Which docs?: Documents issued by Foreign govermental institutes and attested documents
   A. Documents issued by Foreign govermental institutes: certificate of Familiar relationship, trascripts of National · public schools
   B. Attested documents: Certificate of private schools, banks, corporations and medical certificates
   ※ Only applies to Signatory Countries. If not, the docs must be verified at Korean Embassy.
3. How to Obtain
   A. Public documents(National · Public schools)

   Get the docs issued → Visit Apostille → Apply Apostille → Screen Apostille → Issue Apostille

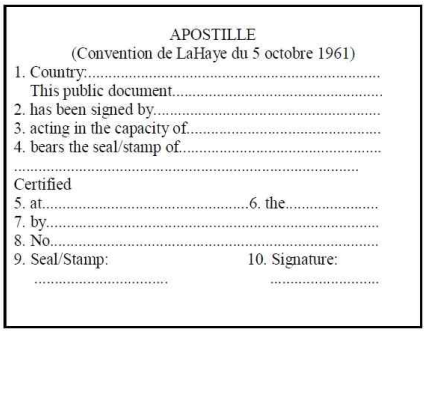
   B. Priviate documents(Private schools)

   Get the docs issued → Attest the documents → Visit Apostille → Apply Apostille → Screen Apostille → Issue Apostille

4. Inquiry: The Ministry of Foreign Affairs(www.0404.go.kr),
   ☎ Tel: 02-2100-7500, ☎ Call center: 02-3210-0404
5. Institution: The designated institutions(※ Korea → 'The Ministry of Foreign Affairs')
   ※ Specific information about Apostille institutions → www.hcch.net - Apostille Section
6. Signatory Countries: 117countries(www.hcch.net)

Region	Signatory Countries
Asia, Oceania (24)	New Zealand, Niue, Marshall Is., Mongolia, Vanuatu, Bahrain, Brunei Darussalam, Samoa, Armenia, Oman, Uzbekistan, Israel, India, Japan, China, Kazakhstan, Cook Islands, Kyrgyzstan, Tajikistan, Tonga, Fiji, Republic of Korea, Australia, Philippines
Europe (48)	Greece, Netherlands, Norway, Denmark, Germany, Latvia, Russia, Romania, Luxembourg, Lithuania, Liechtenstein, Macedonia, Monaco, Montenegro, Moldova, Malta, Belgium, Belarus, Bosnia and Herzegovina, Bulgaria, San Marino, Serbia, Sweden, Switzerland, Spain, Slovakia, Slovenia, Iceland, Ireland, Azerbaijan, Andorra, Albania, Estonia, United Kingdom, Austria, Ukraine, Italy, Georgia, Czech Republic, Kosovo, Croatia, Cyprus, Turkey, Portugal, Poland, France, Finland, Hungary
North America (1) Latin America (30)	United States of America, Grenada, Nicaragua, Dominican Republic, Dominican Republic, Mexico, Barbados, Bahamas, Bolivarian Republic of Venezuela, Belize, Brazil, Saint Lucia, Saint Vincent and the Grenadines, Saint Kitts and Nevis, Republic of Suriname, Argentina, Antigua and Barbuda, Ecuador, El Salvador, Honduras, Uruguay, Costa Rica, Colombia, Trinidad and Tobago, Panama, Paraguay, Peru, Bolivia, Chile, Guatemala, Guyana
Africa (14)	Namibia, Republic of South Africa, Liberia, Lesotho, Malawi, Morocco, Mauritius, Botswana, Burundi, Sao Tome and Principe, Seychelles, Swaziland, Cape Verde, Tunisia

7. Examples of verifications



APOSTILLE
(Convention de LaHaye du 5 octobre 1961)
1. Country:.....
This public document.....
2. has been signed by.....
3. acting in the capacity of.....
4. bears the seal/stamp of.....
.....
Certified
5. at.....6. the.....
7. by.....
8. No.....
9. Seal/Stamp: 10. Signature:
....

Apostille Form

भारत सरकार GOVERNMENT OF INDIA
अपोस्टिल / APOSTILLE
(Convention de La Haye du 5 octobre 1961)
Country INDIA
This Public document of the type
BACHELOR OF SCIENCE
is issued to [redacted]
has been signed by VICE CHANCELLOR ALIGARH MUSLIM UNIVERSITY [redacted]
with the seal / stamp of UNDER SECRETARY DEPTT. OF HIGHER EDUCATION GOVT. OF UTTAR PRADESH
Certified by
Section Officer(OI) MINISTRY OF EXTERNAL AFFAIRS
Date 26-May-2010 at NEW DELHI, INDIA
with reference no. [redacted]
Seal / Stamps
(प्रभास कुमार दास)
(PRABHAS KUMAR DAS)

Apostille Form in India

Verification Report
of
China Higher Education Qualification Certificate
SAMPLE

Name:	Yang Li	Report No.:	5[redacted]3
Sex:	Male	Date of Report:	May. 16, 2022
Date of Birth:	October 01, 1979		
Type of Education:	Regular Higher Education		
Education Level:	Undergraduate		
Institution:	China University of Political Science and Law		
Major:	Computer science and technology		
Form of Learning:	Full Time		
Type of Program:	4-year		
Graduation Date:	July 2001		
Status of Student Record:	Graduated		
Diploma No.:	200100001234		

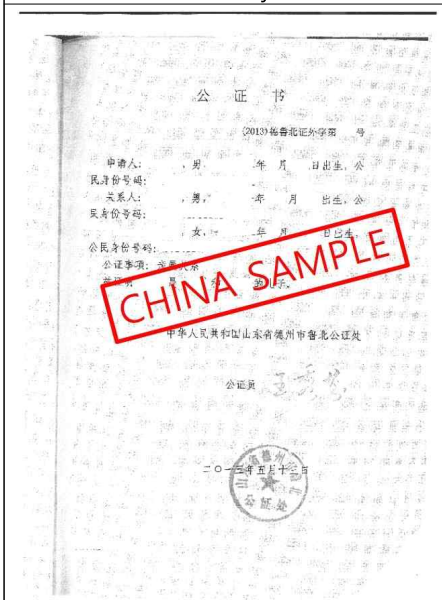
The above mentioned information is verified authentic.
(The following empty)
Center for Student Services and Development
Ministry of Education, P.R. China
Verification Report can be verified online at
http://www.chsi.com.cn/en/pvr/

확신망(CHSI), Diploma Verification Report in China

Verification of diploma From the Korean Embassy in China

BẢN SAO
SOCIALIST REPUBLIC OF VIETNAM
RECTOR
HUNG YEN UNIVERSITY OF TECHNOLOGY AND EDUCATION
has conferred
THE DEGREE OF BACHELOR
BUSINESS ADMINISTRATION
CỘNG HÒA XÃ HỘI CHỦ NGHĨA VIỆT NAM
HIỆU TRƯỞNG
TRƯỜNG ĐẠI HỌC SƯ PHẠM KỸ THUẬT HƯNG YÊN
cấp
BẰNG CỬ NHÂN
QUẢN TRỊ KINH DOANH
Confirmation
PARK SEUNG WOO
Consul
Embassy of the Republic of Korea
Hanoi, Vietnam
CHỨNG THỰC BẢN SAO ĐÚNG VỚI BẢN CHÍNH
Hung Yen, ngày 12 tháng 8 năm 2014
HIỆU TRƯỞNG
CÔNG CHỨNG VIÊN
Nguyễn Văn Thu

Verification of diploma From the Korean Embassy in Vietnam



公 证 书
(2013)杨鲁北证外字第 号
申请人: ,男 年 月 日出生,公
民身份号码:
关系人: ,男, 年 月 出生,公
民身份号码:
, 女, 年 月 日出生,
公民身份号码:
公证事项:
CHINA SAMPLE
中华人民共和国山东省德州市鲁北公证处
公证员
二〇一三年五月十三日

Family relationship issued by Notary public

(PSRSR Form 3A)
People's Republic of Bangladesh
Office of the Registrar of Birth and Death
Trishal Pourasava
Trishal, Mymensingh
Birth Certificate
[rule-9, of Birth and Death Registration (Municipal) Rules, 2006]
(Extract from Birth Register)
Register No: 6
Date of Registration:
Date of Issue: 06-12-2015
Birth Registration No:*
Name:
Date of Birth:
Sex:
Place of Birth:
Father's Name:
Father's Nationality: Bangladeshi
Mother's Name:
Mother's Nationality: Bangladeshi
Permanent Address:
Present Address:
(Authorised Person - Seal and Signature)
Md. Nurul Islam
Vice Chairman
Trishal Pourashava
Trishal, Mymensingh.
(Signature and Name of Registrar with Seal)
(Seal of the Registrar's Office)
BANGLADESH SAMPLE
*First four digits represent year of birth, next seven digits are code and last six digits are serial number

Birth certificate in Bangladesh

Coat of Arms of Nepal
Government of Nepal
Ministry of Home Affairs
District Administration Office, Kavrepalanchok
NEPALI CITIZENSHIP CERTIFICATE
Citizenship Certificate No.:
Photograph
Name, Surname: - Sex: Male
Place of Birth:
V.D.C./Sub-Metropolitan City: Ward No.:
Permanent Address: -
V.D.C./Sub-Metropolitan City: Ward No.:
Date of Birth: -
Father's Name, Surname: -
Address: -
Mother's name and Surname: -
Address: -
Name and Surnamne of Husband/Wife: -
Address: - Citizenship: -
This Certificate of Citizenship is hereby issued pursuant to Nepal Citizenship Act, 2063.
Name of certificate holder:
Type of Citizenship: Descent
Signature of the person obtaining the Certificate: -Sd.
Thumb Impression
Right Left
Certificate Issuing Authority's: -
Signature: - Sd.
Name, Surname: Ramesh Man Shrestha
Designation: - Asst. Chief District Officer
Date: - July 29, 2009 AD
NEPAL SAMPLE
NOTARY PUBLIC

Citizenship certificate in Nepal

▣ VISA Application

ISS Notice

Overseas Applicants without VISA

Tuition Payment → Send the Certificate of Admission → Receive the Certificate of Admission → Apply VISA at Korean Embassy in your country → Receive VISA → Arrival in Korea

1. Application Procedure

- Application status Announcement [No later than July 5(Fri.), 2024]
→ Tuition Payment [July 10(Wed.) ~ 16(Tue.), 2024]
→ CBNU OIS will send the certificate of Admission to the applicants
→ Applicants apply for VISA with the required documents to the the Korean embassy or Korean Consulate in your country after receiving the certificate of Admission
→ Get your VISA issued at the Korean embassy or Korean Consulate in your country
→ Arrival in Korea

2. Required Documents

※ These required documents can vary depending on the regulations' modification or the request of the institutions.

1. VISA APPLICATION FORM
2. A passport photo (35㎜×45㎜ size)
3. Passport and A copy of passport
4. Certificate of Graduation/Degree(translated into English or Korean and attested by Korean Embassy in your country or with the Apostille document.
5. Certificate of Admission(CBNU will send it to you by email)
6. Certificate of Business registration(CBNU will send it to you by email)
7. TB(Tuberculosis) Test result(Only for applicants from The 35 TB HBCs* below, the list of desiganted hospitals can be checked on the embassy's website.)

* The 35 TB HBCs (those in all 3 lists in bold) are:
Nepal, East Timor, Russia, Malaysia, Mongolia, Myanmar, Bangladesh, Vietnam, Sri Lanka, Uzbekistan, India, Indonesia, China, Cambodia, Kyrgyzstan, Thailand, Pakistan, Philippines, Laos, Kazakhstan, Tajikistan, Ukraine, Azerbaijan, Belarus, Moldova Republic of Korea, Nigeria, South Africa, Ethiopia, Democratic Republic of Congo, Kenya, Mozambique, Zimbabwe, Angola, Peru, Papua New Guinea

8. Proof of financial status★★★
   - Please refer to the guide below
9. Please find the required documents on the website of the Korean Embassy in your country

3. Where to submit: Korean Embassy or Korean Consulate in your country

4. Procedures on Arrival in Korea

VISA Result & Arrival Report	Apply For Alien Registration(☎ + 82-43-261-3890 / iss.chungbuk.ac.kr)
- Reply to our email(Google Forms) with your VISA application result and Flight itinerary in mid-Aug.	- Deadline: Must apply within 90 days of entering Korea - Submitted to: Office of International Affairs(N10 #156) - Required docs: Application form, Passport photo, Copy of passport, Copy of VISA, Proof of Residence, Fee(30,000won) ※ Please find the details here International Student Support Website

Domestic Applicants with VISA

ISS Notice

1. Application Procedure

※ These required documents can vary depending on the regulations' modification or the request of the institutions.

- Application status Announcement **[No later than July 5(Fri.), 2024]**
→ Tuition Payment **[July 10(Wed.) ~ 16(Tue.), 2024]**
→ The applicants should submit all required documents to the CBNU Office of International Affairs 2weeks before visa expired
→ CBNU Office of International Affairs will apply for the applicants' visa change.
→ The applicants should receive altered visa and alien registration card in person from the CBNU Office of International Affairs
※ In the case of a change of university or residence (address), **you must register the change within 14 days.**

2. Required documents

Visa Change (D-4, D-10 → D-2) Korean Language Program → Undergraduate(Bs), Graduate(Ms, Ph.D)	Visa Extension (D-2 → D-2) Undergraduate(Bs) → Graduate(Ms), Graduate(Ms) → Graduate Ph.D)
1. APPLICATION FORM (REPORT FORM) ※ The form at the CBNU Office of International Affairs 2. Certificate of Admission 3. A passport photo(30mm×40mm size) 4. Receipt of tuition fee payment 5. Alien Registration Card 6. Passport 7. Korean Language Course, Certificate of completion 8. Korean Language Course, Transcripts including attendance 9. Proof of Residence(Choose one of the following docs) - Proof of Residence by CBNU Dormiory - Property contract(Room contract) - Confirmation of Residence/Accommodation, Copy of Landlord's ID and property contract 10. The Final Academic certificates(Cert. of graduation/degree) with these attestation documents below. - Chinese: The verification certificate issued by the Chinese ministry of Education * For Secondary Education: http://www.chsi.com.cn * For Higher Education: www.cdgdc.edu.cn - Non Chinese: Apostille or attestation from the Korean Embassy in your country 11. Proof of Financial status★★★ - Please refer to the guide below 12. Fee KRW 130,000 ※ All applicants must complete VISA change application before the 1st semester begins.(Aug. 30, 2024)(If not, the fine will be charged)	1. APPLICATION FORM (REPORT FORM) ※ The form at the CBNU Office of International Affairs 2. Certificate of Admission 3. Receipt of tuition fee payment 4. Alien Registration Card 5. Passport 6. The original cert. of graduation/degree(from another univ.) 7. The original Transcript(from another univ.) 8. Proof of Residence(Choose one of the following docs) - Proof of Residence by CBNU Dormiory - Property contract(Room contract) - Confirmation of Residence/Accommodation, Copy of Landlord's ID and property contract 9. The Final Academic certificates(Cert. of graduation/degree) with these attestation documents below. - Chinese: The verification certificate issued by the Chinese ministry of Education * For Secondary Education: http://www.chsi.com.cn * For Higher Education: www.cdgdc.edu.cn - Non Chinese: Apostille or attestation from the Korean Embassy in your country ※ But, the attestation is not required for graduation from universities in Korea 10. Proof of Financial status★★★ - Please refer to the guide below 11. Fee: KRW 60,000 ※ All applicants must complete VISA change application before the 1st semester begins.(Aug. 30, 2024)(If not, the fine will be charged)

3. Submitted to: Office of International Affairs(#156, N10)

4. Deadline: Find here at International Student Support Center(ISSC) website (iss.chungbuk.ac.kr)

▣ Directory of CBNU Offices

1. Academics

※ National Code(+82) / Local area code(043)

What we do	Offices	Tel.	Notes
▸ Int'l Admission for Graduate&Law school ▸ (New Applicant Only) VISA process and Issuance of Certificate of Admission(COA)	CBNU Office of International Affairs(OIA)	+82-43-261-3841	
▸ (Currently Enrolled Student) VISA process and Student Management		+82-43-261-3890	
▸ Korean Language Program(KLP) at Institute of International Language Education(IILE)		+82-43-261-3782 +82-43-249-1880	
GPA, courses	Department of Registrar	261-2013~4	
Tuition	Department of Accounting	261-2047, 3854	
C.A., Student Council	Department of Student Affairs	261-2019~22	
Scholarships	Department of Student Affairs	261-2027, 3826	
National level Scholarships	Department of Student Affairs	261-2028, 3826	
Student Loan	Department of Student Affairs	261-3888	
Support students with disability	Disability Support Center	261-3565~6	
Military Related Service	First Reserve Regiment	261-2956~7	
Student card, certificates	Total Service Center	261-3305~8	
Customized curriculum(Liberal arts)	The Office of Creative and Convergent Education	261-3915, 3932	
Employment	Headquarters of Employment Strategy & Support	261-3554, 3556	
Medical Health checkup	Health Care Center	261-2922~4	
Sexual Harassment	Gender Equality Counseling Center	261-3425	
CBNU Dormitory (Residence Hall)	Main Building	261-2926, 3193, 3710	FAX: 261-2948
	BTL	261-3675, 3674	FAX: 266-3679
	YHJ(Int'l Dormitory)	261-2932	FAX: 266-2932
	BTL(Only for Korean)	249-1870	FAX: 715-1870
Colleges	Humanities, Convergence	261-2084~6	Administrative Office 1
	Social Sciences	261-2174~6	Administrative Office 2
	Natural Sciences	261-2234~6	Administrative Office 3
	Business Administration	261-2324~6	Administrative Office 4
	Engineering	261-2364~7	Administrative Office 5
	Electrical & Computer Engineering	261-2386, 3203	Administrative Office 5
	Agriculture, Life & Environment Sciences	261-2504~7	Administrative Office 6
	Education	261-2644, 2646	Administrative Office 7
	Human Ecology	261-2698, 2759	Administrative Office 7
	Veterinary Medicine	261-2393, 2394	Administrative Office 8
	Medicine	261-2834, 2836	Administrative Office 8
	Liberal Studies	261-3932	Administrative Office
Chungbuk National University(CBNU)	https://www.chungbuk.ac.kr		
Office of International Affairs(OIA)	https://cia.chungbuk.ac.kr/		
Int'l Student Support Center(ISSC)	https://iss.chungbuk.ac.kr		

2. Colleges & Departments

※ National Code(+82) / Local area code(043)

Colleges (Tel.)	Administrative office		
	Dept.	Office	Tel.
Humanities (261-2084) N16-1	Korean Language and Literature	#119	261-2090
	Chinese Language & Literature	#115	261-2102
	English Language & Literature	#318	261-2120
	German Language and Culture	#314	261-2131
	French Language and Culture	#420	261-2139
	Russian Language and Culture	#455	261-2383
	Philosophy	#419	261-2147
	History	#315-1	261-2156
	Archaeology & Art History	#256	261-2163
Social Sciences (261-2174) N15	Sociology	#122	261-2180
	Psychology	#158	261-2188
	Public Administration	#117	261-2196
	Political Science & Int'l Relations	#163	261-2204
	Economics	#116	261-2213
Natural Sciences (261-3512) S1-1	Mathematics	S1-1 #414	261-2240
	Information Statistics	S1-5 #113-1	261-2255
	Physics	S1-1 #309	261-2265
	Chemistry	S1-6 #402	261-2279
	Biology	S1-6 #104	261-2291
	Microbiology	S1-5 #313	261-2299
	Biochemistry	S1-5 #413	261-2306
	Astronomy & Space Science	S1-4 #407	261-2312
	Earth and Environmental Science	S1-6 #614	261-3136
Business Administration (261-2327) N13	School of Business	#116	261-2330
	International Business	#117	261-2339
	Management Information Systems	#217	261-2355
Engineering (261-2364) E8-1	School of Civil Engineering	E8-6 #105	261-2377 261-2380
	School of Mechanical Engineering	E8-7 #124/201	261-2441 261-2448
	Chemical Engineering	E8-10 #713	261-2370
	Advanced Materials Engineering	E8-1 #102	261-2411
	Architectural Engineering	E8-3 #420	261-2427
	Safety Engineering	E8-3 #155	261-2457
	Environmental Engineering	E8-10 #914	261-2465
	Engineering Chemistry	E8-10 #512	261-2487
	Urban Engineering	E8-3 #255	261-2493
	Architecture	E8-3 #320	261-3247

Colleges (Tel.)	Administrative office		
	Dept.	Office	Tel.
Electrical & Computer Engineering (261-3210) E8-7	School of Electrical Engineering	E8-3 #354	261-2419
	School of Electronics Engineering	E10 #107	261-2473 261-3221
	School of Information and Communications Engineering	E8-7 #301	261-2480 261-3143
	Computer Engineering	E8-7 #401	261-2449
	Computer Science	E8-1 #402	261-2260 261-2785
	Intelligent Systems and Robotics	S4-1 #217	261-3225
Agriculture, Life & Environment Sciences (261-2505) S-20	Crop Science	E8-7 #303	261-2510
	Animal Science	S21-5 #181	261-2544
	Forest Science	S21-5 #377	261-2532
	Agricultural & Rural Engineering	S21-5 #272	261-2572
	Environmental & Biological Chemistry	S21-5 #209	261-2559
	Industrial Plant Science & Technology	S20 #313	261-2518
	Horticultural Science	S21-3 #312	261-2525
	Biosystems Engineering	S20 #517	261-2579
	Plant Medicine	S21-24 #107	261-2552
	Food Science and Biotechnology	S20 #418	261-2565
	Wood & Paper Science	S20 #624	261-2540
	Agricultural Economics	S21-3 #218	261-2587
Human Ecology (261-2698) N20-1	Food & Nutrition	S21-5 #469	261-2742
	Child Welfare	#309	261-2793
	Clothing & Textiles	#106	261-2792
	Housing & Interior Design	#408	261-2749
	Consumer Science	#206	261-2744
Convergence (261-2084) N16-2	Fine Arts	#210	261-2750
	Design	#201	261-1733
Liberal Studies (261-3932) N2	Liberal Studies	#501	261-3932

▣ Directions

- Individual pick-up services is NOT provided
- All students MUST arrive in Korea and be present before the semester begins. If not, your late arrival will affect your acdemic status and grade.

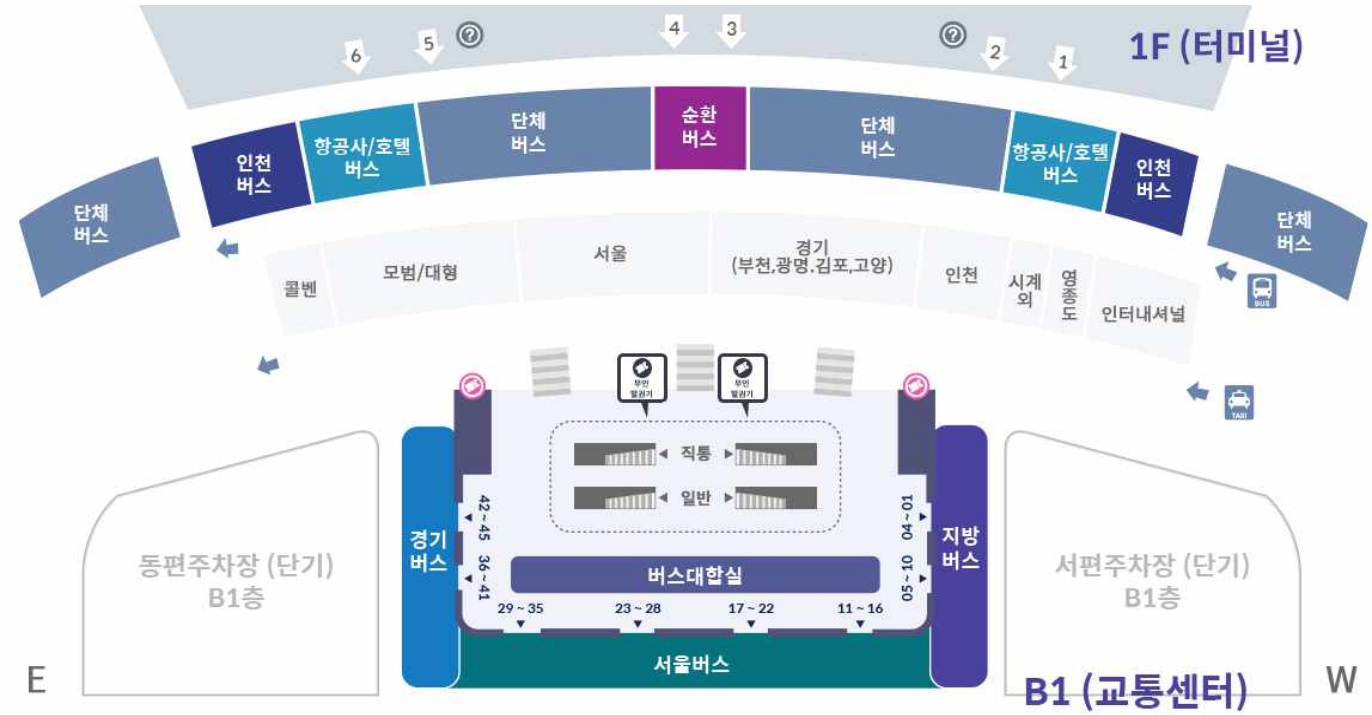
1. How to come to CBNU

Transportation	Departure		Arrival	Notes
Flight	▸ Incheon Int'l Airport	Airport express subway+KTX	• Osong station	• Airport espress subway at Seoul Station → Transfer to KTX • Distance: About 14.3km • Local bus runs 50times a day in front of the station
		Limousine bus	• Cheongju Terminal	• Distance: About 4km • Taxi fare: About 4,000~5,000won • Local bus: minimum fare
	▸ Cheongju Airport	Local Bus	• Bust stop at Sachang junction	• Leaves every 90mins at 'Stop 747' in front of the airport
		Taxi	• CBNU	• Distance: About 13.1km • Taxi fare: About 15,000~18,000won
Express Bus	Seoul, Eastseoul, Sangbong, Daegu, Busan, Gwangju Express Bus Station		Cheongju Express Bus Station	• Distance : About 4㎞ • Taxi Fare : About 4,000~5,000 KRW • Bus Fare : Basic Bus Fare (Take a bus to the Province Hall, City Hall, Sangdang Park or Meepyung)
Local Bus	Buses depart from every city		Cheongju Local Service Bus Station	
Train	KTX	Gyeongbu Line, Honam Line	Osong Station	• Distance : About 14.3㎞ • Coaches leave 50times from the front of each station everyday
	Basic	Gyeongbu Line, Honam Line	Jochiwon Station	• Distance : About 16㎞ • Coaches leave from the front of each station every 10 minutes
		Chungbuk Line	Cheongju Station (Jeongbong-Dong)	• Distance : About 6.8㎞ • Coaches leave from the front of each station

2. (Incheon Int'l Airport → Cheongju) Bus schedule and Bus stop

Incheon Int'l Airport Terminal 1	07:00	07:50	08:40	09:00	10:00	12:00
	13:00	14:00	15:00	16:00	17:00	18:00
	19:30	20:00	21:00	21:30	22:00	23:25
	23:55					
	■ Bus stop at Terminal 1: #11 1st floor					
Incheon Int'l Airport Terminal 2	06:35	07:25	08:15	08:35	09:35	11:35
	12:35	13:35	14:35	15:35	16:35	17:35
	19:05	19:35	20:45	21:05	21:35	23:00
	23:30					
	■ Bus stop at Terminal 2: #7 B1st floor(Traffic Center)					

※ The above schedule can vary depending on the terminal's situations



3. Campus Map

Campus View

Campus Guide

How to get here

국제교류본부(#156, N10)
Office of International Affairs

충북대학교
CHUNGBUK NATIONAL UNIVERSITY

[서식 1] 학부 제출서류 체크리스트
[Form 1] Undergrad. Application Checklist

■ 수험번호(Application No.): _____

학부 제출서류 체크리스트
UNDERGRAD. Application Checklist

U

- 지원과정(Program): □신입학(New) □편입학(Transfer)
- 지원학기(Semester): □전기(Spring) □후기(Fall)
- 학년도(Academic Year): _____
- 영문성명(Full Name In ENG): _____ ※ 여권상 성명 대문자 기재/In capitals on your passport
- 생년월일(Date of Birth): _____(YYYY)/ _____(MM)/ _____(DD)
- 성 별(Sex): □남(Male) □여(Female)
- 국 적(Nationality): _____

★ 모든 서류는 접수기간 내 원본 제출(All original documents must be submitted by May 24, 2024)

★ 입학 전까지 최종서류 원본 미제출 시, 합격·등록 취소(Admission revoked without submission of original documents)

Required documents 제출서류	신입 New	편입 Transf	Notes 참고사항	Check 제출
① [Online] Application Form [온라인] 입학신청서	○	○	Apply online here at www.jinhakapply.com Check the attached **【Application Guide】** **온라인 접수** www.jinhakapply.com 첨부파일 참고 **【Application Guide】**	
② [Form 1] UNDERGRAD. Application Checklist [서식 1] 학부 제출서류 체크리스트	○	○		✓
③ [Form 2] Letter of Consent [서식 2] 학력조회 동의서	○	○		
④ [Form 3] Affidavit of Financial Support (By the Applicant or Parents) & Financial Proof(Cert. of Bank Deposit balance) [서식 3] 유학경비 부담 서약서(부모 혹은 본인) & 재정능력 입증서류(은행 잔고증명서)	○	○	Check #7 **【Financial Proof】** at page 11 ★ Deadline for submission: Refer to page 11 11쪽 7번 **【7. 재정입증서류】** 참고 ★ **제출기한: 11쪽 참조**	
⑤ Cert. of (Expected) Graduation of Highschool 고등학교 졸업(예정)증명서	○	○	Check #5 **【Academic Verification】** at page 10 But, If you've already achieved Associate degree, Certificate of Graduation and Transcript from highshool are waived. ★ For VISA issuance/change, you must prepare 2 pieces of original document(One for submission to school, the other for VISA at Embassy) 10쪽 5번 참조 **【학력입증서류】** 단, 전문학사 이상 학위 취득자는 고등학교 졸업증명서/성적표 제출 면제 ★ VISA 발급/변경대상자는 학력서류 원본 2부 준비(대학제출용, VISA용)	
⑥ Transcript of Highschool 고등학교 전 학년 성적증명서	○	○		
⑦ Cert. of Enrollment/Graduation of College/Univ. (Expected) Completion, (Expected) Graduation 대학(교) 재학/졸업증명서(수료(예정), 졸업(예정))	-	○		
⑧ Transcript of College/univ. 대학(교) 전 과정 성적증명서	-	○	Specify either 'Major' or 'Liberal arts' 학점인정을 위한 전공, 교양 기재 필수	
⑨ Proof of Familiar Relationship 부모국적 및 가족관계 입증 서류	○	○	Check #6 **【Proof of Familiar Relationship】** at page 9 10쪽 6번 **【국적입증서류】** 참고	
⑩ Copy of Residence Card(Front · Back sides) 외국인등록증 사본(앞·뒷면)	▲	▲	Only domestic applicants in Korea 국내 체류 지원자만 제출	
⑪ Copy of Passport 여권 사본	○	○	[Uzbek] Only Int'l passport allowed 우즈베키스탄 지원자는 국제여권 제출	
⑫ TOPIK Lv. 3 or CBNU KLP Lv. 4 completion 한국어능력시험(TOPIK) 3급 성적표 또는 충북대 국제언어교육원 한국어연수 4단계 수료증명서	○	○	The certificates will be issued by CBNU Korean Language program officer 한국어연수부 담당자를 통한 일괄발급	

※ 그 외 국제교류본부에서 추가검증을 위하여 요구하는 서류 일체 제출해야함
(You must submit the additional documents required by Office of International Affairs for further screening.

※ '○'는 '필수'제출, '▲'는 '선택'제출('○': Necessarily required, '▲': Optionally required)

충북대학교
CHUNGBUK NATIONAL UNIVERSITY

학력 조회 동의서
(Consent to Access Academic Records)

교육과정 Level of Education	학교명 Name of School	학교주소 School Address	전화번호/Phone 팩스번호/Fax	학위번호 Degree Number
고등학교 (High School)	(English)			
	(First Language)			
대학 (College or University)	(English)			
	(First Language)			
대학 (College or University)	(English)			
	(First Language)			

※ College information is only for transfer applicants.
※ Phone and fax number must include country and regional calling codes.
※ Applicants must correctly fill out the above information in order for the university to access their educational records.

상기의 자료는 귀교에서 공식적으로 본인의 학력 자료를 조회하는데 이의가 없음에 동의합니다.
I hereby authorize Chungbuk National University to officially request academic and personal information from each academic institution I have attended.

20 년(YYYY) 월(MM) 일(DD)

지원자 성명(Applicant's Name): _____

지원자 서명(Applicant's Signature): _____

충북대학교
CHUNGBUK NATIONAL UNIVERSITY

[서식 3] 유학경비 부담 서약서(부모 혹은 본인)
[Form 3] Affidavit of Financial Support
(By the Applicant or Parents)

유학경비 부담 서약서
(Affidavit of Financial Support)

※ 지원자 인적사항 (Applicant's Personal Particulars)

성명 (Name)			
학위과정 (Degree Program)		생년월일 (Date of Birth)	
지원학과 (Desired Department)		성별 (Gender)	
지원전공 (Desired Major)		국적 (Nationality)	

※ 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오.
(Please provide the name of the sponsor who will provide all funds for the applicant's studies.)

재정보증인 성명(Name of Sponsor)	
관계 (Relationship with the Applicant)	□본인 □부모
직업 (Occupation)	
주소 (Address)	
전화번호 (Phone Number)	

본인은 상기 지원자의 유학기간 중 일체의 경비 부담을 입증합니다.
(I agree to bear all costs for the applicant's studies at Chungbuk National University.)

20 년(YYYY) 월(MM) 일(DD)

재정보증인 성명(Financial Guarantor's Name): _____

재정보증인 서명((Financial Guarantor's Signature): _____

충북대학교
CHUNGBUK NATIONAL UNIVERSITY

포트폴리오 서약서
(Statement of Authenticity)

▶ **디자인학과 및 조형예술학과 지원자만 작성(Only for applicants of the Department of Design and Fineart)**

포트폴리오 작품을 나열하고, 각 작품에 대한 제목, 제작연도, 종류(예: 유화), 기법(예: 캔버스에 유채) 등에 대하여 서술하시오.
List all the work in your portfolio with a brief description of its title, year of creation, medium (i.e. artist quality oil paint), and technique (i.e. oil on canvas). State whether it is an original or reproduction.

충북대학교 외국인 특별전형에 입학 지원을 위하여 평가 요소로 제출한 포트폴리오는 본인의 작품을 사용하였으며, 타인의 작품을 인용하여 부정행위를 하였을 경우 모든 책임을 감수할 것임을 서약합니다.
I verify that all of the work in my portfolio submitted to the department for the purpose of admission is my own. I understand agree to bear all responsibilities that may arise from unauthorized copying of work belonging to others.

20 년(YYYY) 월(MM) 일(DD)

지원자 성명(Applicant's Name): _____

지원자 서명(Applicant's Signature): _____