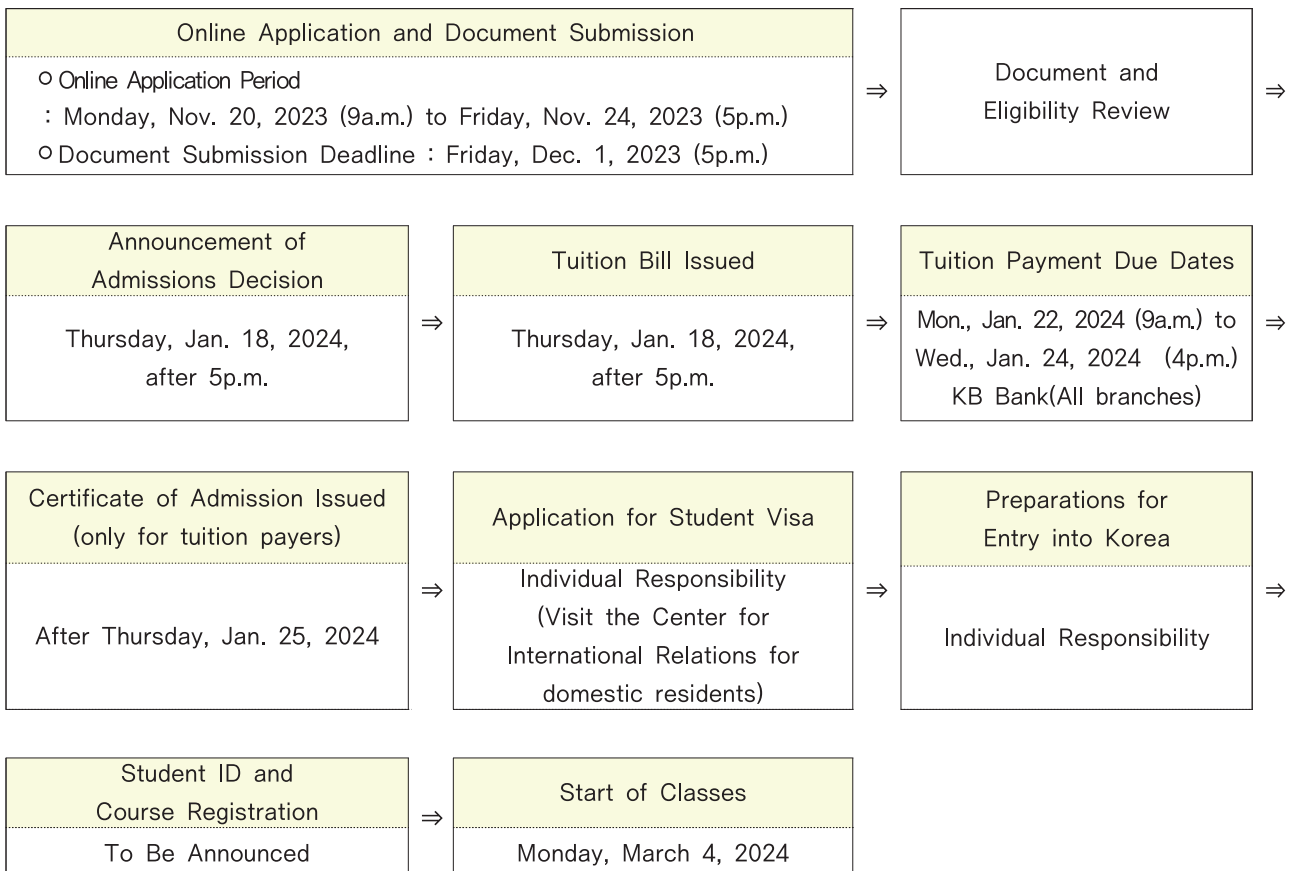


Guidelines for International Applicants for Spring 2024 (Transfer Admission)

[For applicants whose parents are both non-Koreans]

The guide for international applicants is prepared in Korean, English, Chinese, and Vietnamese, Japanese version. When interpretational differences arise, the Korean version will have priority over the other versions.



※ Schedules are subject to change without notice.

I. Recruitment Units and Number of Student

Transfer Admission to third year

College	Major/Department	Quota	Maximum No. Selected	
College of Liberal Arts	Department of Korean Language & Literature/Literary Creative Writing	69	34	
	Department of English Language & Literature	105	52	
	Division of Foreign Language & Literature	Japanese Language & Literature	35	17
		French Language & Literature	32	16
	Department of Library & Information Science	36	18	
	Department of History	33	16	
	Department of Christian Studies	20	10	
College of Engineering	Department of Information and Communication Engineering	60	30	
	Department of Electrical and Electronic Engineering	55	27	
	Department of Multimedia Engineering	43	21	
	Department of Architecture(5-year course)	33	16	
	Division of Civil & Architectural Engineering	Architectural Engineering	33	16
		Civil & Environmental Engineering	52	26
	Department of Mechanical Engineering	70	35	
	Department of Chemical Engineering	45	22	
Department of Advanced Materials	45	22		
College of Smart Interdisciplinary Engineering	Department of Computer Engineering	60	30	
	Department of Industrial and Management Engineering	49	24	
	Department of Artificial Intelligence	60	30	
	Department of Mathematics	55	27	
	Department of Big Data Application	40	20	
College of Economics and Business Administration	Department of Business Administration	126	63	
	Department of Accounting	89	44	
	Department of Global Trade	60	30	
	Division of Economics	Economics	60	30
		Chinese Studies and Economics	47	23
	Department of Hotel, Airline Service and Management	50	25	
Department of Management Information Systems	55	27		
College of Social Science and Law	Division of Law	Law	54	27
		Judicial Service Law	35	17
	Department of Public Administration	67	33	
	Department of Police Science	40	20	
	Department of Politics, Communication Studies	38	19	
	Department of Social Welfare	37	18	
	Department of Child Development and Guidance	38	19	
	Department of Counseling Psychology	35	17	
Department of Social Economy Business	35	17		
College of Life Science and Nano Technology	Department of Biological Sciences and Biotechnology	77	38	
	Department of Food and Nutrition	46	23	
	Department of Chemistry	57	28	
	Department of Sport Sciences	50	25	
	Department of Biopharmaceutical Engineering	40	20	
Linton Global School	Major of Global Business (Taught entirely in English)	42	21	
	Major of Global Media & Culture	28	14	
College of Art and Design Technology	Department of Convergence Design and Art	91	45	
	Department of Fine Art	35	17	
	Department of Clothing and Textiles	34	17	
	Department of Media and Visual Communications	43	21	
합 계		2,439	1,207	

- Applications not accepted for College of Education (six departments), Department of Nursing and Open Major Division.
- In the case that the number of foreign applicants exceeds the maximum number of applicants for each recruitment unit, the maximum number above is subject to change according to the opinions of the relevant division (or department), etc(based on Article 61 (1) of the school regulations).

II . Application Criteria

Eligibility 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.

Eligibility / Academic Standards

- Study periods resulting from overlapping programs during the same academic year (semester) will not be recognized. ("However, duplication due to differences in educational systems is only acknowledged when enrollment is continuous.")
- Academic background obtained by qualification examinations, home schooling, and cyber-study during primary and secondary education is 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(based on [Article 98 of the Enforcement Decree of the Elementary and Secondary Education Act (Acknowledgement of Academic Background Equivalent to High School Graduates) (1) 9]). (However, kindergartens, educational institutions and courses for the purpose of language training are not included in the regular curriculum).
 - If a Student has completed the entire elementary, middle, and high school curriculum in a foreign country with the same grade system, they are recognized as having completed a 12-year education program abroad, even if the duration of their studies does not add up to 12 years.
 - Those who have completed all elementary, middle, and high school at two or more schools with different grade systems, must complete at least 12 years equivalent to the Korean grade system. (However, for the period of school curriculum that is insufficient due to the academic year system difference, the period completed at the relevant country's university is recognized as high school course completed).
 - If a student had completed the entire elementary, middle, and high school curriculum overseas, they are recognized as having completed the entire education program even if they temporarily stayed in their home country during the vacation or holidays designated by that country.
- 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 an applicant's eligibility will take into consideration academic year and semester systems in the country in question.
- 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.
- In other cases, the committee will judge the foreign school in comparison with the Korean school system according to the above criteria.

III. Screening Methods

Screening Elements & Evaluation of Applicant's Eligibility

Category	Screening Elements Applied	비고
An applicant whose parents are both non-Koreans	Document screening (100%)	Applicants (Global Business major only) who do not meet the official language score criteria may have their English ability assessed via face-to-face or Internet screening interview.

- 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	<ul style="list-style-type: none"> ■ Online Application Period : Monday, Nov. 20, 2023 (9a.m.) to Friday, Nov. 24, 2023 (5p.m.) ■ Document Submission Deadline : Friday, Dec. 1, 2023 (5p.m.) 	<ul style="list-style-type: none"> · Applications only accepted online (in-person submission not accepted) - HNU admission homepage (http://ibsi.hnu.kr) · Documents can be submitted either in person (the Admission Management Team) or by post
Announcement of admission	Thursday, Jan. 18, 2024, after 5p.m.	Announced on admission homepage(http://ibsi.hnu.kr)
Tuition bill print date	Thursday, Jan. 18, 2024, after 5p.m.	Inquire the Admission Management team or the Center for International Relations
Tuition payment	Monday, Jan. 22, 2024 (9a.m.) to Wednesday, Jan. 24, 2024 (4p.m.)	Any Kookmin Bank (KB) Branch (wire transfer)
Certificate of Admission issued	After Thursday, Jan. 25, 2024	For international students requiring a study-abroad visa (To be issued after verification of tuition payment)

※ Schedules are subject to change without notice.

V. Documents to be Submitted

No.	Document(s)															
1	Application (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 (China : a certificate of anticipated graduation or original certificate of education) * 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 applicants who have not previously traveled to South Korea)															
7	Copy of passport															
8	Alien Registration Card (for international applicants residing in Korea)															
Proof of language proficiency (original; see department [major] classifications below)																
9	<table border="1"> <thead> <tr> <th>Recruitment Unit Category</th> <th colspan="2">Proof of Language Proficiency (Required)</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Global Business applicants from non-English-speaking countries</td> <td> <ul style="list-style-type: none"> TOEIC 850 TOEFL IBT 80 IELTS 5.5 NEW TEPS 385 </td> <td>(Submit one of the listed test scores)</td> <td rowspan="2">If no official English test score is available, the applicants may have their English ability assessed via face-to-face or Internet screening interview.</td> </tr> <tr> <td colspan="2">An interview (Pass/Fail) may be conducted for the assessment of the scholastic abilities of applicants to Global Business.</td> </tr> <tr> <td rowspan="2">Departments (majors) other than Global Business</td> <td> <ul style="list-style-type: none"> Certification for Level 3 or higher on TOPIK (Test of Proficiency in Korean) administered by National Institute for International Education Certificate of successful completion of Korean proficiency test administered by HNU Center for Korean Language (equivalent to TOPIK Level 3) Certificate of completion of Level 3 program or higher at HNU Center for Korean Language </td> <td>(Submit one of the listed certificates)</td> <td rowspan="2">(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.)</td> </tr> <tr> <td colspan="2"></td> </tr> </tbody> </table>	Recruitment Unit Category	Proof of Language Proficiency (Required)		Global Business applicants from non-English-speaking countries	<ul style="list-style-type: none"> TOEIC 850 TOEFL IBT 80 IELTS 5.5 NEW TEPS 385 	(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.	An interview (Pass/Fail) may be conducted for the assessment of the scholastic abilities of applicants to Global Business.		Departments (majors) other than Global Business	<ul style="list-style-type: none"> Certification for Level 3 or higher on TOPIK (Test of Proficiency in Korean) administered by National Institute for International Education Certificate of successful completion of Korean proficiency test administered by HNU Center for Korean Language (equivalent to TOPIK Level 3) Certificate of completion of Level 3 program or higher at HNU Center for Korean Language 	(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.)		
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	Global Business applicants from non-English-speaking countries	<ul style="list-style-type: none"> TOEIC 850 TOEFL IBT 80 IELTS 5.5 NEW TEPS 385 	(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.												
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* Only valid grades are accepted based on the document submission deadline.																
10	Original foreign government-issued certification equivalent to Korean family registration (Nationality and relationship between the applicant and the parent must be stated) - Birth certificate (or copy of family register) and a copy of resident registration (or ID card) (including parents) (Chinese nationals have to submit a copy of family registration (all family members listed) and resident registration (including parents). Applicants living apart from their parents have to submit a list on register, a certificate of family relationship). ※ If parents are divorced or deceased, relevant supporting document must be submitted. ※ If the certificate is not printed in English or Korean, a notarized translation in English or Korean must be submitted. However, it can be recognized only if he/she who has completed a regular course at the Center for Korean Language of Hannam University(HNU) submits a translator's confirmation (see p.13 of this recruitment guideline) issued by the Center for International Relations of HNU or the Center for Korean Language of HNU.															
<input type="checkbox"/> 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 January 1, 2024.																

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.cdgd.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 February 2024(until March for students graduating in March). 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://ibsi.hnu.kr>).

·Parties to Apostille Convention as of March 23, 2023 (Source: Ministry of Foreign Affairs and Trade, <http://www.0404.go.kr>)

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, Singapore, Indonesia
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, Jamaica
Middle East, Africa	Namibia, South Africa, Liberia, Lesotho, Malawi, Morocco, Bahrain, Botswana, Burundi, Saudi Arabia, São Tome & Principe, Senegal, Seychelles, Swaziland, Oman, Israel, Cape Verde, Tunisia, Pakistan

· Overseas Korean schools as of April 1, 2022 (Ministry of Education Officer for Overseas Korean Education Announcement <http://www.moe.go.kr>)

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 International School, Tianjin Korean International School, Wuxi Korean School, Hong Kong Korean International School, Dalian Korean International School, Shenyang Korean International School, Qingdao Chungwoon Korean School, Suzhou Korean School, Guangzhou Korean School, Weihai Korean School, Yantai Korean International 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
Thailand	Bangkok Korean International School
Indonesia	Jakarta 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
Malaysia	Malaysian International Korea School
Russia	Moscow Korean School
Cambodia	Korean International School of Phnompenh

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 February, 2024. (Those who graduate in March can submit their certificate by March). Failure to submit within the deadline will result in admission being revoked, and tuition 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 even after successful pass if the relevant institution refuses to issue a visa or a visa cannot otherwise be issued for entry into Korea within the designated period. After the start date of the semester, it will be handled in accordance with the relevant regulations of HNU.
- 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 :

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

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 Thursday, January 18, 2024, 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	Note
Humanities/ Social Sciences	3,217,300	Differential tuition reduction applied depending on the language proficiency -For detailed information, please refer to the "Scholarships" table.
Department of Mathematics	3,217,300	
Sciences/Athletics	3,774,350	
Engineering/Art	4,150,550	
Global	3,689,950	

※ The tuition fees and scholarship benefits mentioned above are subject to change in the future.

Scholarship

No.	Details			
1	Transfer	Standard		Scholarship
		Departments other than Linton Global School, depending on TOPIK level	TOPIK level 3 or Certificate of completion of Level 3 program at HNU Center for Korean Language or TOPIK Level 3 administered by HNU.	40% reduction in Tuition Fee
			TOPIK level 4	50% reduction in Tuition Fee
			Higher than TOPIK level 5	100% reduction in Tuition Fee
		Linton Global School	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	Standard		Scholarship
		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 ~ 4.29	80% reduction in Tuition Fee
			Higher than GPA 4.30	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 ~ 4.29	40% reduction in Tuition Fee
			Higher than GPA 4.30	50% reduction in Tuition Fee

※ The above benefits are subject to change.

Enrollment Application Restrictions & Graduation Requirements

- 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).
- Official Language Score needed for graduation can be designated by each department.

2024학년도 전기 한남대학교 외국인 편입학 지원서

(Application Form for International Students)

수험번호	
지원유형	

학과(부) (Dept. to Apply)	대학 (College)	학과(학부)(Dept.)	코드 (Code)		
---------------------------	--------------	---------------	--------------	--	--

성명 (Name)	KOREAN(국문)	ENGLISH(영문)		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.)				
RRN / Alien Registration ID NO. (주민/외국인등록번호)				

지원자 주소 (Home Address)	□□□□□ (우편번호/Postal Code)	TELEPHONE (전화번호)	
		MOBILE (휴대폰)	
		E-mail (이메일)	
비상연락처 (Emergency Contact)		TELEPHONE (전화번호)	
		MOBILE (휴대폰)	

EDUCATIONAL BACKGROUND(교육 경력)

학교 이름 (Name of School)	재학기간 (Dates Attended)		학위 (Degree)
	~부터(From~) (년/월/일)(Y/M/D)	~까지(To~) (년/월/일)(Y/M/D)	
중 학교 (Middle School)			X
고등학교 (High School)			X
대 학교 (College)	□□□□□ (우편번호/Postal Code)		
	TELEPHONE (전화번호)	FAX (팩스)	HOME PAGE OR EMAIL (홈페이지 또는 이메일)

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) : _____

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

※ it can be recognized only if he/she who has completed a regular course at the Center for Korean Language of Hannam University(HNU) or is a graduate of Partner Universities submits a translator's confirmation issued by the Center for International Relations of HNU or the Center for Korean Language of HNU.

번역자 확인서(Translator Confirmation)

**확 인 서 (번역자)
Confirmation (Translator)**

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

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

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한남대학교 총장 귀하

수학기록표 (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	

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- ◇ 유치원과정 수학기간은 제외함(Do not include the periods of the kindergarten.).
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 <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
1.00 lower	1.02 lower	1.04 lower	2.99 lower	60