

Spring Semester 2024  
Transfer Admissions Guide for  
International Students



Cheju Halla University

## I Admission Procedure

Period	Application and materials Submission	Admission Notification and Acceptance Letter	Registration	Remarks
1	2023.10. 2.(Mon) ~ 2023.10.20.(Fri)	2023.11. 1.(Wed)	2023.11. 1.(Wed) ~ 2023.11.28.(Tue)	<ul style="list-style-type: none"> <li>▸ Admission Guide and Application Form</li> <li>- CHU Office of International Affairs Page (www.chu.ac.kr ☞ Office of International Affairs)</li> <li>▸ Submission via mail to: Office of International Affairs, 38 Halladaehak-ro, Nohyeong-dong, Jeju-si, Jeju-do, South Korea, 63092</li> </ul>
2	2023.10.30.(Mon) ~ 2023.11.17.(Fri)	2023.11.29.(Wed)	2023.11.29.(Wed) ~ 2023.12.26.(Tue)	<ul style="list-style-type: none"> <li>▸ Submission in person</li> <li>- CHU Office of International Affairs (from 9:00 to 17:00, except for Saturdays, Sundays, and holidays)</li> <li>▸ An acceptance letter (official admission notification) will be issued along with admission result announcement.</li> </ul>
3	2023.11.27.(Mon) ~ 2023.12.15.(Fri)	2023.12.27.(Wed)	2023.12.27.(Wed) ~ 2024.01.23.(Tue)	<ul style="list-style-type: none"> <li>▸ <b>The certificate of admission will be issued after the tuition payment.</b></li> <li>▸ Registration in person from 9:00 to 16:00</li> <li>▸ Direct payment to the school's registration office or deposit to a designated school account (Except for Saturdays, Sundays, and holidays)</li> <li>※ Students recommended by our partner universities and institutes are granted rolling admissions.</li> </ul>

### [ Additional Admission ]

Additional admission after regular admission period will be open until February 9th, 2024 (Fri.) 5 PM

※ Admission schedule, department, number of students, and screening process will be announced at a later date through Office of International Affairs Homepage.

## II Eligibility and Requirements

Criteria	Qualification Requirements & Academic Requirements
Transfer	<ul style="list-style-type: none"> <li>- Both the applicant and applicant's parents must be of non-Korean nationality (with foreign nationality) and the applicant should have a high school diploma (or a pending diploma) from a highschool in Korea or from a foreign country.</li> <li>- Applicant who finished at least 1 year or 2 semesters (2 semesters in one year, excluding seasonal semesters) in domestic or international university and maintained good grades.</li> <li>- Applicant who graduated from 2 or 3 year diploma program or finished 2 years of 4-year bachelor program (2 semesters in one yare, excluding seasonal semesters) and maintained good grades.</li> </ul>

### [ Common Requirements ]

- ※ Foreign students must satisfy at least one of the criteria regarding Korean language proficiency.
- ※ Those who are scheduled to graduate from a former university must qualify for graduation by the end of August 2023.
- ※ Those who have been expelled for disciplinary action by the school regulations of a former university are restricted from eligibility for application.

## ※ Foreign Language Proficiency Criteria

1. (Associate degree) ① Level 3 in the Test of Proficiency in Korean (TOPIK), ② Completion of Level 3 or higher in the Social Integration Program or acquisition of 61 points or higher in the pre-assessment, ③ Successful completion of the King Sejong Institute Korean Intermediate Level 1 course or higher  
(Bachelor's degree) ① Level 4 in the Test of Proficiency in Korean (TOPIK), ② Completion of Level 4 or higher in the Social Integration Program or obtaining a score of 81 or higher in the pre-assessment, ③ Completion of the King Sejong Institute Korean Intermediate Level 2 course or higher  
(Exchange students) ① Level 2 in the Test of Proficiency in Korean (TOPIK), ② Level 2 or higher in the Social Integration Program or 41 points or higher in the pre-assessment, ③ Level 2 or higher in the King Sejong Institute Korean Language Course
2. Minimum scores for English language proficiency tests minimum TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 601 points (NEW TEPS 327 points) or other test scores of officially authorized private English language tests.  
\* If an applicant's first or official language is English, CHU waives the English proficiency test score requirement upon submission of proof (i.e. graduation certificate from an English-speaking country)
3. The language proficiency standard is in accordance with the foreign student visa issuance and stay guidelines.
4. Government scholarship or foreign government scholarship recipients should meet the selection criteria of the given year.
5. Applicants that majored in Korean language for 2 years or attended class conducted in Korean language in overseas schools needs to submit proof(i.e. transcript, proof of enrollment, certificate of graduation) to be exempt from meeting language requirement.

※ Official test scores issued within the last 2 years of the application deadline will be considered valid for the purpose of the transfer application.

### III Fields of Study and Admission Quota

Schools	Majors	Years of Completion	Degree	Admission Quota
School of Nursing	Dept. of Nursing ★	4 years	4 year Bachelor's	As many as xx
School of Health Sciences	Dept. of Clinical Laboratory Science	3 years	3 year Associate	As many as xx
	Dept. of Radiologic Technology			
	Dept. of Physical Therapy			
	Dept. of Occupational Therapy			
	Dept. of Emergency Medical Technology			
	Dept. of Health Administration			
School of Biotechnology & Resources	Dept. of Equine Resources and Management	4 years	4 year Bachelor's	As many as xx
	Dept. of Equine Science	2 years	2 year Associate	As many as xx
	Dept. of Environmental Horticulture			
International School of Tourism and Hospitality	Dept. of Hotel Management ★	4 years	4 year Bachelor's	As many as xx
	Dept. of Hotel & Restaurant Management ★			
	Dept. International Business & Accountancy ★			
	Dept. of Tourism Management	2 years	2 year Associate	As many as xx
	Dept. of Tourism and English			
	Dept. of Tourism and Japanese			
	Dept. of Tourism and Chinese			
	Dept. of Hotel Culinary Arts ★			
Dept. of Leisure Sports				
School of Social Welfare	Dept. of Social Welfare	4 years	4 year Bachelor's	As many as xx
	Dept. of Social Welfare	2 years	2 year Associate	As many as xx
	Dept. of Social Welfare Administration			
	Dept. of Early Childhood Education	3 years	3 year Associate	
School of Information Technology and Architecture	Dept. of Broadcasting, Film, and Information Technology	4 years	4 year Bachelor's	As many as xx
	Dept. of Artificial Intelligence Engineering ★			
	Dept. of Architectural Design	3 years	3 year Associate	As many as xx
	Dept. of Computer Information	2 years	2 year Associate	As many as xx
	Dept. of Computer Multimedia			
School of Arts	Dept. of Industrial Design ★	4 years	4 year Bachelor's	As many as xx
	Dept. of Music	2 years	2 year Associate	As many as xx
	Dept. of Beauty Art			

★ Indicates the departments that operate two tracks (Korean, English).

※ Each department will offer admissions according to its capacity within the quota.

※ Admission to Nursing major is only available for the spring semester.

## IV Application Materials

	No	Division	Note
Common Submission Documents (Domestic & Overseas)	1	Official application form	Download the form from the CHU homepage, Office of International Affairs
	2	Personal statement and records of school attendance	Download the form from the CHU homepage, Office of International Affairs
	3	Documents verifying foreign nationality	Copy of citizen cards or passports
	4	2 Copies of Certificate of (prospective) high school graduation, and transcript(s) [Validity period of 6 months from the date of issuance]	Submit as notified
	5	2 Copies of Transcript(s) of previous college or university and certificate of (prospective) completion	Applicants who have submitted certificate of expectant graduation should submit graduation certificate <b>before admission</b> . (*Refer to the information below on issuance and submission of documents)
	6	Certificated or documents about Korean/English proficiency	Submit as notified
	7	2 Copies of Family relationship certificate (applicant oriented)	Any official certificate that proves family relationship (between the applicant and parents) issued by government authorities.
	8	5 Photos in color (3.5x5 cm)	Taken within the last 6 months (In front of a plain white background)
	9	Health examination result certificate of tuberculosis, and hepatitis B	Only certificates issued by hospitals recognized by the Korean Consulate General or the consular in the area of origin (*For international students only)
	10	Financial affidavit	A designated form in the appendix
	11	Financial evidence Applicant's or the parents' Bank Statement with outstanding balance of KRW ₩ 16,000,000 won	*Issued within the last 1 months before the application deadline. *If documentation can be provided, balance should have be maintained more than 6 months period.
	12	Certificate of translation	If applicable
Domestic	13	National Health Insurance Subscription Certificate	Mandatory entry for international students If not submitted, sign up and submit within one month of admission
	14	Certificate of entry and exit records	If applicable
	15	Alien Registration Card (issued in Korea)	If applicable

※ Materials should be filed in the numerical order above.

[ Important notes for issuance and submission of documents ]

1. Any document in other languages than Korean must be translated in Korean and certified by the translator (no need for notarization).

2. In principle, documents shall be submitted in the original form, but copies may be submitted in unavoidable circumstances. However, in that case, the original reference shall be verified by the receptionist of the office of international affairs of this school.
3. If the applicant's name does not match on all documents, he or she must submit official certification to prove that those names are used for the identical person.
4. The university may request additional documents, if necessary.
5. Applicants should submit transcripts and (pending) diploma to Office of International Affairs at CHU before the entrance date and failure to do this without any valid reason can cause admission cancellation.
6. Applicants can submit their previous university graduation (prospective) certificate or transcripts by following options  
(However, documents cannot be issued by following options due to domestic circumstances of the country concerned, please contact Office of International Affairs)
  - 1) documents legalized with apostille stamps
  - 2) documents certified by or consular office in the country where their school is located or authenticated by the Korean embassy.
  - 3) certificates issued by Center of School Record operated by Chinese Ministry of Education (only for applicants who acquired their degrees in China)
7. If a person who falsified submission documents, a person whose entry was found to be false, a person who is not eligible for application, or admitted by other improper means, his or her admission shall be canceled even after admission is approved.
8. The entry cannot be changed or canceled when the application is completed.

### 1) Apostille



### 2) Consular authentication



### 3) Chinese degree legalization



9. Method to legalize Chinese school records

- 1) Issuance of Chinese Education Certification Center (CHSI): Apply to the Chinese Ministry of Education Education Certification Center (<http://www.chsi.com.cn>)
- 2) Graduates of secondary vocational schools, etc. that are not issued by the China Education Certification Center (CHSI):

Division		Judging Criteria	Note
<b>middle school job school</b>	Regular Specialized Secondary Schools	① Online publication i) Graduation certificate issued by local education authorities*: Confirmation required by the Korean consulate in China * Recognized only when authenticity can be confirmed online	Choose 1
	Vocational High Schools		
	Adult Specialized Secondary Schools	② Offline issuance ('School Information Confirmation Form (Attachment 7)' must be submitted) i) Graduation certificate issued by local education authorities: Confirmation required by the Korean consulate in China ii) Graduation certificate issued by the school itself: Confirmation from the Office of Sexual Education (City Office of Education)* + Confirmation of the Korean consulate in China is required * In the case of directly-controlled cities (Beijing, Shanghai, Chongqing, Tianjin), the official name of the Office of Education is 'Education Commission'	
	Skilled Workers Schools	▶ Official website of the Ministry of Human Resources and Social Security ( <a href="http://www.mohrss.gov.cn">www.mohrss.gov.cn</a> ) Online copy* + Confirmation by Korean consulate in China * Recognized only when authenticity can be confirmed online	
<b>Other High School Recognized Schools</b>		▶ Graduation certificate issued by the school + Confirmation by Korean consulate in China ※ A copy of the establishment permit (business unit law certificate (事業單位法人證書) or private school license (民辦學校辦學許可證)) must be submitted (only academic education courses are recognized, notarization is not required)	

※ School Records from other countries beside China needs to get Apostilled and/or legalized by respective country's Korean Consulate.

※ Apostille application, Consulate Legalization, Certificate of Graduation might take up to 30 days, so please prepare in advance.

## V Admission Process

1. Application will be reviewed and determined by the International Admissions Assessment Committee of CHU.
2. An evaluation for admission will take place based on the submitted documents of the applicant's qualification, personal statement, Korean language proficiency, etc.
3. Applicants who do not meet the qualification will not be admitted.

**1. Submission of application materials**

- A. Applicants must complete the application correctly, and they are fully responsible for any disadvantages they may incur due to errors and omissions (type in all the information).
  - \* It is not possible to modify or cancel the category of the application form after the application is completed, so you must fill it out carefully.
- B. Applicants cannot make multiple applications to CHU.
- C. Dual citizenship or stateless individuals are not considered as international students.
- D. All documents should be submitted together at the time of application submission and the documents cannot be returned after application.
- E. Applicants must submit originals of all supporting documents. If originals cannot be submitted, copies must be checked against the originals by the issuing authorities. Any documents written in foreign languages other than Korean should be translated into Korean and be certified by the translator (no need for notarization).
- F. Admission may be rescinded if an applicant submits inaccurate, falsified, forged or falsely translated materials, even if it is discovered after admission is granted or he or she registered
- G. Contact information on the application form must be valid and available at any time. Cheju Halla University is not responsible for any circumstances that result from errors or changes of telephone numbers or addresses.
  - \* Note: Applicants must report any changes of telephone numbers and address to Office of International Affairs, Cheju Halla University.
- H. Applicants can find all the information in the admissions guide on Cheju Halla University's homepage (<http://www.chu.ac.kr>), and CHU does not offer any personal notification.
- I. By submitting an application, applicants are assumed to consent to release of their records or qualifications to university authorities.
- J. Other details than those discussed in this guide can be reviewed and determined by the International Admissions Assessment Committee.

**2. Restrictions and prohibition regarding multiple application**

- A. Students accepted to other colleges (includes industrial colleges, educational colleges, community colleges) through early admissions cannot apply (irrespective of their registration to the accepted school) for regular admissions or additional admission. If students were accepted to Cheju Halla University, their admissions will be terminated due to multiple application.

**3. Policies on admission failure and cancellation.**

**Applicants may be rejected or admission may be cancelled when a student:**

- A. Does not meet required qualifications, or fail to submit application materials by deadline.
- B. Admitted based on illegal means, such as inaccurate statement, or false or forged documents.
- C. Does not register within the designated registration period.
- D. Violates restrictions on multiple application and dual registration.

**4. Privacy Policy**

- A. Cheju Halla University collects and uses applicants' personal information in reviewing the application.
  - Information on applicants' resident registration number, address, telephone numbers, mobile phone numbers, email addresses, etc
  - Academic records: high schools graduated, year expected to graduate or have graduated.
- B. Collected information will be used only for the purpose of admission assessment, administration, scholarship, or statistics, and will be destroyed immediately when the duration of personal information retainment is expired or after the purpose of retainment is achieved.
- C. Application can be processed only when applicants consent to the collection and use of their personal information by CHU.



## VII Tuition and Fee

Nationality	Category		Remarks
	Tuition	Application Fee	
People's Republic of China	RMB 15,000/semester	RMB 150	All the departments' tuition is the same.
Others	\$ 2,500/semester	\$ 20	

1. Registration Period: See the application deadlines
  2. How to pay the tuition: Registration office on campus or wire transfer to the designated account.
  3. Notes:
    - Accepted students will be issued tuition invoices, and they must pay the tuition on campus or transfer by the due date provided on the invoices. Applicants take all responsibilities regarding failure of payment.
    - If the tuition (deposit) is not paid within the registration period, the applicant is considered to have no intention to enroll to CHU and the admission will be rescinded.
    - Students with recommendation from affiliated universities as well as institutions might be exempted from application fees according to decision of admission committee.
    - There might be difference on invoice amount between different department.
- ※ Application fee is not returnable after submission.

## VIII Student Housing


1. All units within campus housing facilities are for 4 people. All international students must reside on campus and are given priority to reserve housing.
  2. Dormitory Fee: \$550 / Semester (Excluding meals, Deposit \$50 must be paid)
- ※ School break period: \$5/day (First summer or winter break is \$400./Advance payment of dormitory fee is mandatory)
- ※ International students need to pay for 1 year's dormitory fee up front.
- ※ Contact the Office of International Affairs regarding identity guarantee or exceptional circumstances.

## IX Insurance

1. In accordance with the revision of the Enforcement Rules of the National Health Insurance Act and the Ministry of Education's policy, international students will be registered as local subscribers of the National Health Insurance from March 2021.
2. Foreigners with health insurance(region) are required to pay their insurance premiums in advance by the 25th of the previous month, and if they fail to pay, their permission to stay, including visa extension, is restricted.
3. International students must maintain the health insurance during their school years.
4. In case of non-subscription, there may be disadvantages in participating in school events, changing and extending visas.
5. Further details will be directed to the future insurance subscribers.

# Cheju Halla University Transfer Application Form

\* Please type

Classifica- -tion	<b>International Transfer Students</b>	<b>Academic Year 2024</b>				* Application Number:	
Name (*As written in Passport)						Photo	
Intended Major							
ARC Number / Passport		Gender		<input type="checkbox"/> Male <input type="checkbox"/> Female			
Country of Birth		Nationality					
High School		Year	Month	Date	Graduation Year		
Address		(Zip code) (Address)					
Contact Info.	Applicant	Name		Relationship to the applicant	Applicant	☎	
	Legal guardian	Name		Relationship to the applicant		☎	
	Additional Contact Information	Name		Relationship to the applicant		☎	
	Home	☎					
	E-mail Address	@					
<p>I hereby apply for admissions to Cheju Halla University with designated documents and I consent to collection and use of my personal information (personal data, school records, contact information).</p> <p style="text-align: center;">20 . . . . .</p> <p style="text-align: center;">Name _____ (Signature)</p>							
<p>Documents to submit: One for each required document according to applicant's eligibility classification. (page 3 within this booklet)</p> <p style="text-align: center;"><b>To President of Cheju Halla University</b></p>							<p style="color: magenta;">*Stamp</p> <div style="border: 1px solid black; width: 100px; height: 100px; margin: 0 auto; text-align: center; color: red;">  </div>

# Academic Record

※ The form must be filled completely and accurately. Please Type.

Name <small>(※As written in Passport)</small>		Date of Birth	YYYY/MM/DD	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Intended Major	Cheju Halla University School/ Academic Major					
Foreigner	Objects	Classification	Nationality	Identification Number	Date of Acquisition	
	Applicant	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
	Father	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
	Mother	<input type="checkbox"/> Foreign Citizenship <input type="checkbox"/> Foreign permanent residents			. . .	
(Schools attended) Dates written below must match dates in your official documents (such as certificate of graduation) to verify completion of more than 12 year primary and secondary education						
Period of Attendance	Name of School	Grades	<small>Schools equivalent to Korean education system</small>	Location		Accredited/ Non-accredited
				Country	City	
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
. . . ~ . . .						<input type="checkbox"/> Accredited <input type="checkbox"/> Non-accredited
Total Attendance Period		( ) years ( ) months				
Record of the last high school attended	Name of School		Address of School			Telephone (Fax) numbe
	English		English			(Tel.)
	Original language		Original language			(Fax.)
Special Circumstances	State any special circumstances that may raise questions in evaluating documents, for example skipped grades, early graduation, attendance in the third country, parents' eligibility, etc					
Language Proficiency	Korean		<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication	<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable		
	Attach certificates in Korean proficiency tests or Korean language program to verify Korean language proficiency					
	English		<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication	<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable		
	Attach TOEFL, IELTS, CEFR, TEPS, etc to verify English language proficiency					
Others (Language: )		<input type="checkbox"/> Advanced <input type="checkbox"/> Capable of simple communication	<input type="checkbox"/> Intermediate <input type="checkbox"/> Incapable			

# Personal Statement

※ The form must be filled completely and accurately. Please Type.

Name (*As written in passport)		Intended Major	
<p>1. This Personal Statement is written by me and is based on truth, my own thoughts and goals.</p> <p>2. If this personal statement is either written by someone else, based on false information, or written with a shady intention, Cheju Halla University can reject the applicant, deny the application, withdraw application, and/or limit future application to Cheju Halla University.</p> <p>3. I will cooperate when Cheju Halla University requests for any fact-check.</p> <p>4. Regarding the personal statement, I give up my rights to ask for information disclosure or public access and will not pursue those rights in the future.</p> <p>I certify that I agree upon above statements.</p> <p style="text-align: center;">20 . . . . .</p> <p style="text-align: center;">Applicant's Name _____(Signature)</p> <p><b>To: President of Cheju Halla University</b></p>			
1. Academic Intention			
2. Academic Goals			
3. Career Goals after Graduation			

\* Please type

## Financial Affidavit

Applicant	Name (*As written in Passport)					
	Date of Birth	. . . . .	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female	Nationality	
Financial Guarantor	Name (*As written in Passport)					
	Date of Birth	. . . . .	Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female		
	Nationality			Occupation		
	Address					
	Contact Number					
	Relationship to the applicant					

**I hereby certify that I agree to provide all funds to the above-named applicant for study at Cheju Halla University.**

**【Required Documents】**

1. Evidence of Financial Ability: one of the following  
     Bank Statement (issued within the last 1 months with more than KRW ₩ 16,000,000 won)
2. Certificate of employment or business registration
3. Certificate showing legal payment of property tax

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Name of Financial Guarantor : \_\_\_\_\_ (Signature)

**To President of Cheju Halla University**

Details on financial evidence

- When applicant sponsors him/herself: Attach only a bank statement with deposit balance.
- When applicant's family guarantees him/her: Attach a bank statement with deposit balance and a document to prove family relationship.
- Otherwise, when a financial guarantor who resides in Korea sponsors: Attach all the documents above.

# Certificate of Translation (by Translator)

Translator's Personal Information			
Nationality	Name	Date of Birth	Gender
Address	Contact (☎)		

※ Short-term visitors not registered in Korea or illegal aliens in Korea are not qualified to translate.

Personal Information of the Applicant			
Nationality	Name	Date of Birth	Gender

Translated Documents	
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I hereby certify that the attached translation is true to the original.
20 . . . . Translator : <b>To Minister of Justice</b>

# Agreement on the Collection and Use of Personal Information

《In order to support and manage international students, personal information is collected and used and never used for any other purpose.》

1. **Information Recipient:** Cheju Halla University Office of International Affairs

2. **Purpose of use by recipient:**

- Recruitment of international students
- Management of international students: issuance of student ID cards, application for alien registration cards, application for part-time employment, health insurance
- Documents required to maintain international students: insurance, scholarship, dormitory, language ability score, academic background check

3. **What you provide**

- Regarding recruitment of international students: Passport information, language ability score (English/Korean), bank balance certificate of applicant/guarantor, family relation certificate, academic background, telephone number, address, e-mail address
- Regarding management of international students: passport information, eligibility for stay, telephone number, address, e-mail address, work information, medical records, school information (college, department, grade, grade), insurance information

4. **Period of Retention and use by recipient:** During the school year

5. **Disadvantages in case of non-agreement (limited to the relevant person)**

- Restriction of immigration issues, application and permits of part-time employment, insurance coverage

I agree to provide personal information to third parties.  I agree  I disagree

(Applied) Department:

Name:

(signature)

20 . . .

To Vice President of International Affairs

Cheju Halla University