

**Guidelines  
for Undergraduate and Graduate  
International Admission  
2021 Spring semester  
(Freshmen and Transfer)**



**Dongseo University**

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# 1. College & Departments

## 1 Undergraduate program

There is no set quota per department

Campus	Field	College	Division & Departments	Notes
Busan (Jurye)	Humanities · Social Science	Global Business College	Division of Global Business Administration – Business Administration (※) – Global Finance	※ English Track available
			Department of International Trade	
			Department of International Logistics	
			Department of English	
			Department of Japanese	
			Department of Chinese	
		International College	Department of East Asian Studies	※ Korean-business interdepartmental major
			Department of International Studies (※)	※ English Track available
	Engineering	Software Convergence College	Department of Software	
			Department of Information Security	
			Department of Information and communication Engineering	
			Department of Computer Engineering (※)	※ English Track available
			Department of Game Technology (※)	※ English Track available(Junior Transfer)
	Arts & Sports		Department of Visual Animation (※)	※ English Track available(Junior Transfer)
	Engineering	Science and Engineering College	Department of Applied Electronics Engineering	
			Department of Mechatronics Engineering	
			Department of Architecture Engineering	
			Department of Civil and Environmental Engineering	
			Department of Architecture	5 year accredited curriculum
			Department of Advanced Materials and Chemical Engineering	
			Department of Bio-Chemical Engineering	
	Natural Science		Department of Food and Nutrition	
	Arts & Sports	Design College	Division of Design – Graphic Design Route / Advertising Design Route / Digital Media Design Route /Art and Design Route / Product Design Route / Environmental Design Route	
			Department of Fashion Design	
Busan (Centum)		Im Kwon Taek College of Film & Arts	Department of Film & Video (※)	※ English Track available(Junior Transfer)
			Department of Musical Productions	
			Department of Theatre and Film Acting	

Campus	Field	College	Departments&Major	Notes
Busan (Jurye)	Humanities · Social Science	Media Communication Division	Department of Broadcasting and Media	
			Department of Advertising and Public Relations	
		Social Welfare Division	- Major of Social Welfare - Major of Adolescents Counseling Psychology	
Busan (Centum)		Tourism Division	- Major of Hotel Management - Major of Tourism Management - Major of Event and Convention	
Busan (Jurye)	Arts & Sports	Sports Science Division	Department of Exercise Prescription	
			Department of Physical Education	

## 2 Graduate program

There is no set quota per department

Campus	Field	College	Departments	Master's	Doctoral	English Track
Busan (Jurye)	Humanities · Social Science	Graduate school, General	Japanese Studies	○	○	
			Business Administration	○	○	○
Busan (Centum)			Global Tourism	○	○	
Busan (Jurye)	Engineering		Bio-Chemical Engineering	○	○	
			Civil Engineering	○	○	
			Visual Contents	○	○	○
			Computer Engineering	○	○	○
			Architecture Engineering	○		
			Health & Biomedical Sciences	○		
	Natural Science		Multidisciplinary Radiological Science	○	○	
			Design	○	○	
Busan (Centum)	Arts		Cultural & Performing Arts		○	
			Film & Video	○	○	○

## 2. Application Timeline

Classification	2021 Spring (March)	Place	Remarks
Application Period	2020. 11. 1.(Sun) – 2020. 11. 30.(Mon)	DSU website(Eng) ( <a href="http://uni.dongseo.ac.kr/eng/">http://uni.dongseo.ac.kr/eng/</a> ) JINHAK APPLY website ( <a href="http://www.jinhakapply.com">http://www.jinhakapply.com</a> )	– Online application only – Print out and keep the test identification slip
Submission of required documents	2020. 11. 1.(Sun) – 2020. 12. 11.(Fri)	DSU International Exchange Center (4th Floor, New Millennium Bldg.)	Documents should be submitted via registered mail, courier or in person – <b>Only documents arrived by mail within the deadline will be accepted</b> – Mailing address: International Exchange Center, Dongseo University, 47 Jurye-ro, Sasang-gu, Busan 47011, Korea
Document Evaluation	2020. 12. 14.(Mon) – 2020. 12. 18.(Fri)		
Interview	2020. 12. 21.(Mon) – 2020. 12. 24.(Thu)		An additional interview can be scheduled in the request of the department. – Telephone or Online interview / Exam
Announcement of Admission results	The beginning of January, 2021	DSU website(Eng)	Waiting applicants will be notified individually.
Payment of Tuition fee (Enrollment)	The mid of January, 2021	Bank(s) designated by the university	Information will be notified individually.
Distribution of Certificate of Admission (VISA document)	The end of January or The beginning of February, 2021		The certificate will be posted to the mailing address written on the application form after full tuition is paid.
Freshmen orientation	The end of Feb. 2021		
Classes begin	2021. 3. 1.		

※ Dates are subject to change and admission information is notified on DSU Website(Eng).

※ All admission procedure information will not be disclosed.

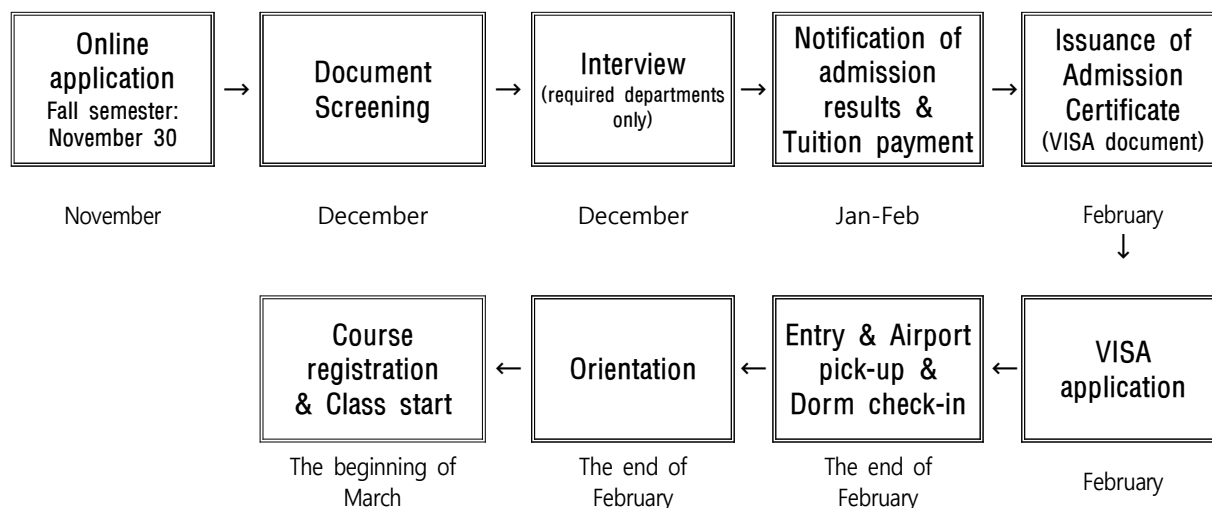
※ University is not responsible for delivery error of documents. Only documents which get post office stamp by deadline can be acceptable. However, only if there is prior consultation, documents can be submitted after the deadline.

## 3. Eligibility & Requirements

Classification		Eligibility and requirements	
Nationality		• Applicant and both of his/her parents must be citizen of a country other than Korea	
Language requirements	Korean Track	• TOPIK level 3 or above	
	English Track	• TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600(NEW TEPS 327) or above	
Academic requirements	Freshmen		• Completed secondary schools(or will completed before admission) either in or outside Korea
	Under-graduate	Transfer	• A Sophomore transfer applicant must also have either – completed (or be expected to complete) at least 1 year (2 regular semesters) and earned at least 25% of the credits required to complete a bachelor degree at a university inside or outside Korea; or, – graduated (or be expected to graduate) from a 2-year or 3-year college inside or outside Korea.
			• A Junior transfer applicant must also have either – completed (or be expected to complete) at least 2 years (4 regular semesters) and earned (or be expected to earn) at least 50% of the credits required to complete a bachelor degree at a university inside or outside Korea; or, – graduated (or be expected to graduate) from a 2-year or 3-year college inside or outside Korea.
	Graduate	Master's	• Completed(or is expected to complete) a bachelor's degree at a university inside or outside Korea
		Doctoral	• Completed(or is expected to complete) a master's degree at a university inside or outside Korea

- ※ Note 1) A Korean applicant with dual nationality cannot apply as an international student.  
 2) Language requirement documents must be valid at the date of application.  
 3) Applicants whose native or official language is English can replace English proficiency score to documents(certificate of graduation etc.) that prove they completed secondary or higher education.  
 4) Matters that are not stipulated in the guidelines shall comply with the Regulations for international student admission and enrollment of Dongseo university.

## 4. Admission process



## 5. Selection Method

Selection method	Specific information
Document evaluation	• Documents will be examined based on the applicant's suitability of entire documents, academic achievement, language proficiency, personal statement, and study plan
Interview or test	• Upon request from our faculty, an on-line personal interview or test may additionally be required of those who already meet the document requirements.
Selection of successful applicants	• Successful applicants who pass paper evaluation and interview / examination varied from departments. • Acceptance or Admission of Applicant may be cancelled if admission committee verifies in the means of unlawful such as counterfeit, falsification, disqualification or proxy examination Students regardless of the date of ascertainment.

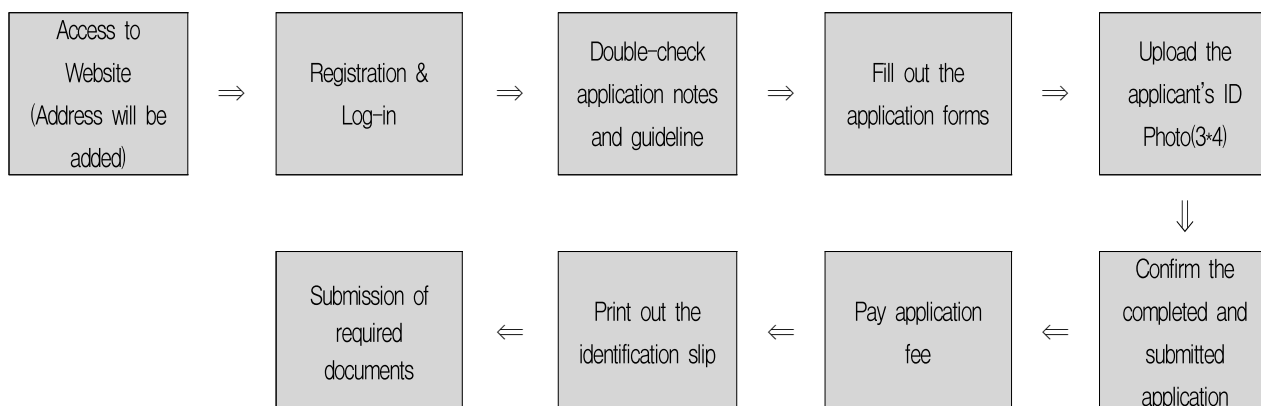
## 6. Required documents & Important Notes

	Required documents	Undergraduate		Graduate	Notes
		Freshmen	Transfer		
1	Application Form (Form 1 - Form 6)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Print out the completed online application form
2	Original Certificate of Highest Level of Education - Freshmen, Transfer: Certificate of (expected) graduation from high school - Graduate: Certificate of (expected) Bachelor's degree or certificate of (expected) Master's degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Transcripts and diplomas issued by non-Korean academic institutions must be verified and certified by the Korean embassy where the institution is located. If the institution is located in a member state of Apostille, the Apostille verification must be attached.</li> <li>- Applicants who received the degree from Chinese institutions must submit a academic history verification issued by the Ministry of Education in China.</li> <li>- Transferred students must submit the transcript that shows grades and GPA of all academic years.</li> <li>- Applicants who are expected to graduate at the time of applying must first submit the certificate of expected graduation at the time of applying. The official degree certificate(or diploma) and final academic transcript must be submitted before new semester starts.</li> </ul>
3	Original Transcript of Highest Level of Education - Freshmen: High school transcript - Transfer: Certificate of Enrollment in a current college/university or (expected) Diploma, and Transcript of academic records in a current college/university - Graduate : Certificate of Bachelor's degree or Certificate of Master's degree	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
4	Passport Copy of Applicant and Applicant's parent	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
5	Government-issued certificate of family registry to verify the applicant's relationship between the applicant and parents Ex. Birth certificate, Family registration certificate, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Document must be translated and notarized if the original is not in Korean or English.</li> <li>- Document should show both parent's nationality</li> </ul>
6	Bank Balance Certificate (of applicant or parents) - Applicant or parents'/sponsor's bank balance certificate must show that he or she has more than \$18,000 USD in the bank account. - This certificate must be issued within 30 days of its submission	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- If the bank balance certificate lists a period of validity, it must be valid until the date of admission (March 1st for the spring semester and September 1st for the fall semester)</li> </ul>
7	Certificate of employment and Certificate of income (of applicant or parents)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- A self-sponsoring student must submit his/her own certificate of employment and certificate of income</li> <li>- Applicants who cannot submit an official certificate of employment and income must submit a financial support plan for studying DSU</li> </ul>
8	Proof of Language proficiency test results - Korean programs: TOPIK Level 3 or above - English programs: TOEFL 530(CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600(NEW TEPS 327) or above	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Must be valid until the final date of the application period</li> </ul>
9	Front and back copy of Alien registration card	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- Mandatory for all applicants who have Alien registration card in Korea</li> </ul>
10	Application fee - Bachelor, Master's : 60,000KRW (\$60) - Doctoral : 90,000KRW (\$90) ※ If the application fee is not paid, its documents will not be recognized	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<ul style="list-style-type: none"> <li>- The application fee of the applicants listed below can be waived</li> <li>1) Applicants who apply by an agreements between DSU and the universities or institutions abroad</li> <li>2) Applicants who apply after completing Korean language program in DSU</li> </ul>

### Important Notes

1. Documents which are not written in Korean or English must be translated and notarized.
2. If an applicant who was expected to graduate at the time of application is admitted, the applicant must submit the final diploma(or certificate of graduation) to International Exchange Center before entering Dongseo university.
3. All notarized and verified documents must be issued within 1 year from the start date of application date
4. All documents must be original and will not be returned to the applicant.
5. For VISA process, we recommend to prepare spare Diploma and Bank balance certificate.
6. Among applicants who are residing in Korea without a language score, only applicants who can submit language proficiency score before enrolment period in February can apply with all documents but the certificate of language proficiency score. The result of language score should be submitted before the enrolment period in February.
7. The admission committee may request additional documents when needed.
8. Acceptance or Admission of Applicant may be cancelled if admission committee verifies in the means of unlawful such as counterfeit, falsification, translation error and disqualification.

## 7. Online application procedure



### Important Notes

1. Applicants are advised to read the 'Guidelines for International Admission 2021 spring semester' thoroughly before submitting an online application, and after applying online, should submit required documents via registered mail, courier or in person
2. Online application deadline is until 2020. 11. 30.(Mon) 6pm.
3. Printing is available after completing the application online and paying application fee. After the payment of application fee, application form cannot be revised.
4. Once the application is completed and the application fee payment is processed, there will be no cancel and no refund policy of the application fee.
5. The phone number (landline or mobile phone) of applicants should be filled precisely. If it is not possible to contact an applicant with the contact information written, that may result in cancellation of application. The applicants are responsible for the results and they cannot raise objections.
6. If you see an error regarding online application system, please contact JINHAK APPLY SUPPORT via Phone, FAX or email.  
(☎ +82-1544-7715 / FAX +82-2-735-8432 / E-mail : help@jinhakapply.com)



## 8. Information related to consular verification and Apostille

Nationality	Certificate of graduation and transcript
Applicant (Non-Chinese)	<p>You should submit one of the following documents</p> <p>① Apostilled documents are needed if the institution is located in a member state that recognizes Apostille Verification.</p> <p>② If the institution is not located in a Apostille Verification member state, diploma and transcript must be verified by the Korean Embassy in the applicant's country or the applicant's Embassy in Korea.</p>
Chinese Applicant	Applicants who received the degree from Chinese institutions must submit an academic history verification issued by the Ministry of Education in China.

### 1 Apostille

- Apostille convention : An International treaty by the Hague conference abolishes the requirement of legalization for foreign public documents
  - Apostille is a certification specifying the modalities through which a document issued in one of the signatory countries can be certified for legal purposes in all the other signatory states.
  - Apostille convention countries abolish the complex consular procedures to ensure the mutual authentication of public and official documents (Apostilled documents have the same effect as documents verified by diplomatic offices)
- Apostille Convention countries (Based on 2019.5.14. 116 countries)

Country	Members
Asia, Oceania	Australia, china(Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall, Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Philippines
Middle East	Oman, Israel, Bahrain, Morocco, Tunisie
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherland, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, England, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
America	United States, Mexico, Panama, Suriname, Venezuela, Antigua Bar byuda, Bahamas, Barbados, Belize, Colombia, Dominica, Dominican Republic, Ecuador, El Salvador, Grenada, Honduras, St.Vincent, Peru, Trinidad and Tobago, Saint Lucia, St.kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana
Africa	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles

### 3. The procedure of issuing Apostille



## 9. Tuition

### 1 Tuition by program

Program	Field	Admission fee (only for first semester)	Tuition (per semester)
Undergraduate	Humanities · Social Science	113,000 KRW	2,774,000 KRW
	Engineering, Natural Science, Arts	113,000 KRW	3,792,000 KRW
	Sports	113,000 KRW	3,327,000 KRW
Master's (Graduate school of General)	Humanities · Social Science	600,000 KRW	3,735,000 KRW
	Engineering · Natural Science	600,000 KRW	4,997,000 KRW
	Arts	600,000 KRW	5,068,000 KRW
Doctoral (Graduate school of General)	Humanities · Social Science	600,000 KRW	3,941,000 KRW
	Engineering · Natural Science	600,000 KRW	5,157,000 KRW
	Arts	600,000 KRW	5,446,000 KRW

※ Fees are based on the 2020 academic year and can be subject to change.

## 10. Graduation Requirements

- (Undergraduate Program) TOPIK level 4 is required to graduate Korean track program
  - TOPIK level 3 is required to graduate the field of Arts&Sports
  - English track is excluded
- (Undergraduate Program) No matter when students get the admission, 8 semesters are required for freshmen and 4 semesters are required for transferred students to graduate.
- Each graduate school and department has different graduation requirements. Be sure to check with the department office.

# 11. Additional Information(Residence Halls, Health insurance)

## 1 Residence Halls

	Global Village	Student Apartment	International House 1	International House 2
Room type	Double room only	Apartment type (Single-double-triple room)	Double room only	Double room only
Room rates	650,000KRW / semester(16 week) 400,000KRW / break	460,000KRW / semester(16 week) 320,000KRW / break	530,000KRW / semester(16 week) 400,000KRW / break	530,000KRW / semester(16 week) 400,000KRW / break
Furnishing	Single size bed(bedding not included), book case, desk, chair, closet, shoe cabinet, air conditioner and heating system, bath room(except International House 1), Internet etc			
Facilities(shared by the residents)	Laundry room, Lounge, Swimming pool, Fitness center	Cooking facilities, Laundry room	Cooking facilities, Laundry room, Lounge, common bathroom (International House 1 only)	

※ Room rates may change depending on circumstances.

※ For a freshmen, the room and roommates will be randomly assigned and the application for residence hall and roommates will be accepted from the second semester.




### 1. Dormitory room

			
Global Village	International House 1	International House 2	Student Apartment

### 2. Cooking facilities

		
International House 1	International House 2	Student Apartment

### 3. Dormitory lounge

		
Global Village	International House 1	International House 2

## 2 Health insurance

1. After admission to DSU, every students is REQUIRED to have personal health insurance.
  2. Insurance fee for Undergraduate & Graduate program students : approximately 120,000KRW / year
    - ※ If a student has NHIS(National Health Insurance Service, Korea) or an insurance that guarantees medical benefits in case of illness or injury in Korea, please submit the copy of insurance certificate to International Exchange Center.
    - ※ Insurance fee can be changeable by Korean government's policy.
- (By the new Korean government policy, all the foreign students will be madatorily subscribed to Korean National Health Insurance from March 1<sup>st</sup> of 2021 and the detailed information will be notified as the government policy is confirmed.)

## 12. Contacts

	English	Chinese
Department	국제교류센터 / International Exchange Center / 国际交流中心	
Website	<a href="http://uni.dongseo.ac.kr/eng/">http://uni.dongseo.ac.kr/eng/</a>	<a href="http://uni.dongseo.ac.kr/chi/">http://uni.dongseo.ac.kr/chi/</a>
Phone	82-51-320-2746	82-51-320-2092
Email	ysleee@dongseo.ac.kr	2jini79@dongseo.ac.kr
Mailing address (Document submission)	(47011) 부산광역시 사상구 주례로 47, 동서대학교 국제교류센터 International Exchange Center, Dongseo University, 47 Jurye-ro, Sasang-gu, Busan 47011, Korea (47011) 韩国 釜山广域市 沙上区 周礼路 47 东西大学校	
SNS	<a href="https://www.facebook.com/intlds/">https://www.facebook.com/intlds/</a>	<a href="https://www.weibo.com/DSUKorea/home">https://www.weibo.com/DSUKorea/home</a>