

2022 Admission for foreigners
whose parents are both foreigners
**New Student Recruitment
Guide**



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I. Number of Recruitment by Recruitment Unit (Out of Capacity)

Admissions	Division	Out of Capacity	Note
		pure foreigner	
Freshman	Korean track (All units)	No limit on number of people	Departments not eligible for application : a. Early Childhood Special Education b. Elementary school special education c. Secondary special education department d. Department of Special Physical Education e. Department of nursing f. Department of Physical Therapy
	English track (International Trade & Business only)	No limit on number of people	Only International Trade & Business can apply (Applicants who are expected to apply for the International Trade & Business in English Track after entering the Department of Autonomous Major can also apply)
Transfer	Korean track (All units)	No limit on number of people	Departments not eligible for application : a. Early Childhood Education b. Early Childhood Special Education c. Elementary School Special Education Department d. Secondary School Special Education Department e. Department of Special Physical Education f. Department of Nursing g. Department of Physical Therapy

※ No limit on the number of recruits

(However, only 2 Freshman students in the Department of Early Childhood Education)

※ **English track : This is a selection process that verifies 'English proficiency' at the time of admission, more than 50% of the credits required for graduation are taught in English (Ministry of Education in Korea guidelines)**

II. Admission Schedule

Admission	Division	Date	location	Note
Freshman	Document reception	2022. 01. 24 ~ 2022. 01. 28	Chungcheong Campus International Affairs center	
	Application reception	2022. 01. 24 ~ 2022. 01. 28	Chungcheong Campus Admissions Office	
	Announcement of successful candidates	2022. 2. 8	Individual notice	
	Tuition payment	2022. 2. 14. ~ 2022. 2. 18	NH branches nationwide	
Transfer	Document reception	2022. 01. 24 ~ 2022. 01. 28	Chungcheong Campus International Affairs center	
	Application reception	2022. 01. 24 ~ 2022. 01. 28	Chungcheong Campus Admissions Office	
	Announcement of successful candidates	2022. 2. 8	Individual notice	
	Tuition payment	2022. 2. 14. ~ 2022. 2. 18	NH branches nationwide	

※ Foreigners residing abroad must deposit an amount equivalent to the tuition fee in USD (\$) into a foreign exchange account designated by Joongbu University

III. Screening method

Division	Screening method	Note
All recruitment units	Document screening (100%)	
Department of Early Childhood Education	Korean Language Proficiency Test (100%)	Freshman

IV. Eligibility(Qualification) and required documents

A. Eligibility(Qualification)

Division	Eligibility(Qualification)
Freshman	<p>1) Applicants whose parents(father, mother) and applicant are all foreigners and applicants must have graduated from high school(expected)</p> <p>2) Korean track</p> <p>① Korean Proficiency Test Transcript (TOPIK) level 3 or higher, JB-TOPIK that implemented by the International Affairs center in Joongbu University level 3 or higher (However, for Department of arts and physical education recognize as TOPIK level 2 or higher or JB-TOPIK level 2 or higher)</p> <p>② KLAT Intermediate-3 or higher can also apply. (However, for Department of arts and physical education recognize as KLAT beginner level-2 or higher)</p> <p>③ Except for Department of arts and physical education, in case of TOPIK level 2 or JB-TOPIK level 2 or KLAT beginner level 2, (Applicable if at least one of the below is met)</p> <ul style="list-style-type: none"> - Applicants must complete(expected) the education course of Korea Language Center in Joongbu University - Applicants must complete(expected) the education course of institutions affiliated with regular domestic and foreign universities - Applicants must complete(expected) the education course in Korean language institutions recognized by the Joongbu University <p>④ Apply available when complete(expected) the On-line JB-TOPIK level 2 or higher</p> <p>3) English track</p> <p>▶ TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600 (NEW TEPS 326) or higher</p> <p>※ Applicable if at least one of the above is met</p> <p>※ Applicants who have the nationality of a country where English is the mother tongue or official language can apply without applying the English proficiency test standards with documents that prove they have completed secondary or higher education (such as graduation certificates)</p> <p>ex) Ghana, India, Singapore, Philippines, etc.</p> <p>※ Applicants who are expected to apply for the International Trade & Business in English Track after entering the Department of Autonomous Major can also apply</p>
Transfer	<p>1) Applicants whose parents(father, mother) and applicant are all foreigners and applicants must have graduated from high school(expected)</p> <p>2) Korean track</p> <p>① Korean Proficiency Test Transcript (TOPIK) level 3 or higher, JB-TOPIK that implemented by the International Affairs center in Joongbu University level 3 or higher (However, for Department of arts and physical education recognize as TOPIK level 2 or higher or JB-TOPIK level 2 or higher)</p> <p>② KLAT Intermediate-3 or higher can also apply. (However, for Department of arts and physical education recognize as KLAT beginner level-2 or higher)</p> <p>③ Except for Department of arts and physical education, in case of TOPIK level 2 or JB-TOPIK level 2 or KLAT beginner level 2, (Applicable if at least one of the below is met)</p> <ul style="list-style-type: none"> - Applicants must complete(expected) the education course of Korea Language Center in Joongbu University - Applicants must complete(expected) the education course of institutions affiliated with regular domestic and foreign universities - Applicants must complete(expected) the education course in Korean language institutions recognized by the Joongbu University <p>④ Apply available when complete(expected) the On-line JB-TOPIK level 2 or higher</p> <p>3) You can apply regardless of the department from your previous university (however, you can apply only to the same department for transfer to the 4th year)</p> <p>4) Only graduates of the 3-year college (6 semesters) department are allowed to enter the 3rd or 4th year</p> <p>5) Students who have completed the 2nd year (4 semesters) or higher of a 4-year university and have completed the prescribed number of credits are admitted to the 3rd year</p> <p>6) Students who have completed the 3rd year (6 semesters) or more of a 4-year university and have completed the prescribed number of credits are allowed to enter the 4th year</p>

B. Documents to be submitted

Document name	circulation	Freshman	Transfer	Note
• Application for admission	1 page	●	●	
• Letter of admission recommendation	1 page	●	●	Joongbu University International Affairs Center
• Certificate of Family Relations (Notarized certificate of Proving the relationship between the student and parents– translation and notarized in Korean or English)	1 page	●	●	Certificate of qualification identical to Korean family register
• Certificate of foreign nationality	1 page	●	●	A copy of the parents & student's citizenship or passport
• Bank statement 1. Chungcheong Campus Department Applicants A. Certificate of bank deposit balance of US \$18,000 (or KRW 20 million) or more of you or your financial guarantor (consecutive deposit for more than 1 month) B. In the case of students entering as a new or transfer student after the completion of the Joongbu University Korean Language Institute's curriculum, a bank account balance of US\$9,000 (or KRW 10 million) or more of the applicant or his/her financial guarantor (consecutive deposit for 1 month or more) 2. Goyang Campus Department Applicants A. Certificate of bank deposit balance of US \$20,000 (or KRW 22 million) or more of you or your financial guarantor (consecutive deposit for more than 1 month) B. In the case of students entering as a new or transfer student after the completion of the Joongbu University Korean Language Institute's curriculum, the bank account balance certificate of at least US\$10,000 (or KRW 11 million) of the applicant or his/her financial guarantor (consecutive deposit for more than 1 month)	1 page	●	●	In accordance with the criteria for reviewing the cost of stay in the Immigration and Sojourn Management Guidelines
• Copy of student and parent's alien registration card	1 page	○	○	Domestic residence Foreigners only
• Applicants who has acquired language proficiency(Choose 1 of belows) 1. The Korean Proficiency Test (TOPIK) Level 3 or higher 2. The JB-TOPIK level 3 or higher, 3. KLAT Intermediate-3 level or higher (For arts and physical education, TOPIK level 2 or higher, JB-TOPIK level 2 or higher, or KLAT beginner level-2 or higher)	1 page	●	●	For Korean track only
• Choose 1 of belows 1. Certificate of completion(expected) the education course of Korea Language Center in Joongbu University 2. Certificate of completion(expected) the education course of Institutions affiliated with regular domestic and foreign universities 3. Certificate of completion(expected) the education course of Korean language institutions recognized by the Joongbu University • Certificate of completion(expected) the On-line JB-TOPIK level 2 or higher in Joongbu University	1 page	●	●	For Korean track only (Those who do not have a transcript of the Korean Proficiency Test)
• English Proficiency Test: Select one of TOEFL 530 (CBT 197, iBT 71), IELTS 5.5, CEFR B2, TEPS 600 (NEW TEPS 326) or higher transcript (Applicants who have the nationality of a country where English is the mother tongue or official language can apply without applying the English proficiency test standards with documents that prove they have completed secondary or higher education (such as graduation certificates))	1 page	●	●	Only English Track Applicants or those who are expected to apply for the International Trade & business in English Track after entering Department of Autonomous Major
• High school graduation (expected) certificate (Notarized in Korean or English)	1 page	●		
• High school transcript (Notarized in Korean or English)	1 page	●		
• Final school(university) completion and graduation(expected) certificate (Notarized in Korean or English)	1 page		●	
• Final school(university) transcript (Notarized in Korean or English)	1 page		●	

- ※ If the submitted documents are written in a language other than Korean or English, a notarized Korean (or English) translation must be attached
- ※ Documents issued by overseas educational institutions must indicate the issuing school, department name, address, and international phone number.
- ※ In principle, original documents must be submitted. In case of unavoidable submission of a copy, the original must be brought along and be verified by the person in charge of the admissions department at the university.
- ※ Additional documents may be requested to confirm eligibility, and submitted documents will not be returned.
- ※ Recognition of all previous university credits and completion of courses are subject to the school regulations and related regulations.
- ※ For transfer students, the period of enrollment **may be extended depending on the status of credit recognition** from previous universities.

V. Application fee: Free

VI. Successful candidates presentation

- A. Announcement of successful applicants for freshman will be notified individually, and the applicant or his/her representative must confirm it
- B. Announcement of successful applicants for transfer will be notified individually, and the applicant or his/her representative must confirm it
- C. Successful applicants must bring the certificate of examination in person or their representative, and receive a certificate of acceptance and a notice of tuition fees from the Admissions Office of the University.
- D. Successful applicants must complete registration within the specified period, and if they do not register within the specified period, they will be disqualified

VII. Tuition refund

A. Refund criteria

In case of giving up enrollment due to passing other universities or etc after passing or registration at the Joongbu University, if you wish to refund, the full tuition will be refunded.

But if the tuition refund period has elapsed, it will be refunded in accordance with the Ministry of Education Ordinance No. 1 「Rules on University Tuition」

- B. How to apply: Fill out the school website (www.joongbu.ac.kr) ⇨ Admission Information ⇨ Admissions Assistant ⇨ Application for Withdrawal of Registration and Submit

VIII. Note for students

A. Applicant caution

- 1) Multiple nationalities with Korean nationality and stateless persons are not recognized as foreigners
- 2) Only regular school education courses are recognized that are recognized as having a certain

academic background in accordance with the education-related laws and regulations of the relevant country

B. Documents submitted caution

- 1) Original documents must be submitted. In case of unavoidable submission of a copy, it is possible to submit it if issuing institution confirms that it is equivalent to original, but the original documents must be submitted after passing and registration. Submitted documents will not be returned.
- 2) If the submitted documents are written in a language other than Korean or English, a notarized Korean (or English) translation must be attached
- 3) The period of studying high school course in Korea is submitted a high school record life instead of a certificate of enrollment or transcript
- 4) If the names on the submitted documents are different, attach a certificate of the same person issued by the court or the head of a diplomatic mission in the relevant country to prove that they are the same person
- 5) In principle, the financial guarantor is the applicant or the applicant's parents. If the applicant's relative or a third party (relevant country or Korean only) becomes the financial guarantor, submit documents proving the relationship with the applicant (not for illegal residents of Korea)
- 6) The contact information you providing when filling out the application form must be a place where you can be reached during the application period.

If there is a change, you must immediately notify the Admissions Office of the Joongbu University.

Disadvantages due to loss of contact are on the person

- 7) Those who have submitted a certificate of expected graduation(completion) when submitting documents among those who have passed Joongbu University submit,(Choose 1 of the below)
 - 'Certificate of Apostille Confirmation'
 - 'Certificate of Confirmation of Educational Institutions' of the consulate or the embassy at relevant country
 - 'Consular confirmation (recognition of academic background)' of the consulate or the embassy at relevant country

(Chinese students receive and submit 'Academic background and degree certification report' issued by the Ministry of China Education' s Academic and Degree Certification Center)

C. Other Notice

- 1) Applicants who are recognized as lacking in scholastic ability at our school will not be admitted, and most classes will be conducted in Korean
- 2) If the documents are not submitted, the information in the submitted documents is false, or the parents/applicant is currently an illegal resident, the selection will be excluded
- 3) After admission, if the contents of the submitted documents are found to be false or if the applicant is not qualified, or if he/she has passed and entered the university through other illegal methods, the

admission will be revoked even while enrolled

4) Matters not specified in the application guides are as determined by the University Admissions Management Committee.

[Agreement to collect and use personal information]

Applicants' personal information collected during the application and admission process is processed within the following range, and in the process, the university is subject to the collection items, purpose, retention and use period described below in accordance with relevant laws such as the 「Personal Information Protection Act」.

<Consent to collection and use of personal information (required)> purpose item

purpose	item	Retention period
Admission application and college admissions	Name, unit of recruitment (department of choice), address, phone number, mobile phone number, additional phone number (one), email, school information (classification of last academic background, name of high school attended/originated, year of graduation (expected), high school phone number)	Until the purpose of processing is achieved

Do applicants (legal representatives under the age of 14) agree to the collection and use of personal information?
 Agree disagree

※ You may refuse to consent to the collection and use of personal information, but if you refuse to consent, there may be restrictions on the acceptance of college admissions applications.

<Notice on collection and use of unique identification information>

※ In accordance with Article 73 of the Enforcement Decree of the Higher Education Act, the following

Reasons for processing personal information	Personal information items	collection grounds
Admission application and admission screening	Resident registration number (for overseas nationals and foreign nationals, etc.: Alien registration number or passport number)	Higher Education Act Enforcement Decree Article 73 (Processing of Uniquely Identifiable Information)

<Consent and Guidance on Consignment of Personal Information Processing>

Personal information is entrusted in accordance with relevant laws and regulations when necessary for college application reception and admission screening, and necessary matters are stipulated for safe management of personal information in the consignment contract. Please refer to the website of the admissions office of each university to which you are applying for details on the entrustment of personal information during the application and admission process.

Consignee	Consignment work	Consignment processing Personal information items	Retention of personal information Period of use	etc
Korea Association for University Education/ Korea Council for Junior College Education	Prevention of violators of application method violations and double registration provisions, and notification of violators	Application period, name, resident registration number (for overseas Koreans and foreigners: alien registration number or passport number), application number, university code, pass/deposit classification, place of application, date of application, application result, type of application, name of unit , Affiliate Code, High School Code, High School Type Code, Graduation Year, Registration Date Classification, Consent to Provision of Information to Third Party	Until the processing purpose is achieved or the consignment contract is terminate	Article 42, Article 42-2 of the Enforcement Decree of the Higher Education Act

Do applicants (legal representatives under the age of 14) agree to be responsible for processing personal information?
 Agree disagree
 ※ You may refuse to consent to the collection and use of personal information, but if you refuse to consent, there may be restrictions on the acceptance of college admissions applications.

<Consent to provision of personal information to third parties (optional)>

We provide personal information to third parties as follows.

personal information recipient	of the recipient Purpose of personal information use	provided Personal information items	the recipient Retention and use period
High school from which the applicant came	School Reminder Reading materials for preparing school admission statistics	Name, Gender, University Classification, Enrolled University, Recruitment Unit Name	Until the purpose of processing is achieved

Do applicants (legal representatives under the age of 14) agree to the provision of personal information to a third party?
 Agree disagree
 ※ You can refuse to provide personal information to a third party, and you can still apply for college admissions in case of rejection.

<Confirmation of violations of college application>

- Those who have been admitted to two or more universities with the same academic year and semester. Ultimately, only one university must be enrolled, and if this is violated, admission to all universities will be canceled as a violation of double enrollment.
- After the final registration deadline, if the application/pass/registration data of all college applicants is searched and detected as "university application violators", college admission will be cancelled.

Have you checked the above? Confirmed

<Identification, application qualification, and application date confirmation>

- Only the applicant himself/herself can fill out this application and apply. If you violate this in the future, problems such as invalidation of university admission may occur.
- Please check the application guidelines of the universities you are applying to.
- Please check the application requirements and minimum academic standards in the application guide.

Have you checked the above? Confirmed

<Confirmation of prevention of false application for college admissions and prevention of application qualification falsification>

- False application for college admission is a crime of obstruction of business under the Criminal Act and may result in punishment.
- If it is found that the application qualifications are false when applying for the special screening, admission will be cancelled.

Have you checked the above? Confirmed

Applicant name

(signature)

Joongbu University Application Form(Korean)

Admission for foreigners whose parents are both foreigners in 2022
Freshman

Admission code	
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Recruitment unit (Department to apply)		Korean track	English track

Applicant	Name	Korean					Photo (3cm × 4cm)	
		Chinese		English				
	Nationality	Self		Father		Mother		
	Foreigner ID number				Gender	M() F()		
	Passport							
	Educational background	yyyy. mm.	High school (graduated, expectation)					

Period	Educational History	school year	Domestic school Applicable course	Foreign school location	Regular school
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~					
~					

Contact	Adress	Domestic :			
		Home country :			
	applicant phone				
	E-mail				
Emergency contact : Name() Contact() relationship() (In Korea)					

I apply for admission to your university with the required documents.

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Applicant name : (Signature)

President of Joongbu University

Joongbu University Application Form(Korean)

Admission for foreigners whose parents are both foreigners in 2022

Transfer

Admission code	
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Recruitment unit (Department to apply)		Korean track	English track

Applicant	Name	Korean					Photo (3cm × 4cm)	
		Chinese		English				
	Nationality	Self		Father		Mother		
	Foreigner ID number				Gender	M() F()		
	Passport							
	Educational background	yyyy. mm.	High school(graduated, expectation)					

Period	Educational History	school year	Domestic school Applicable course	Foreign school location	Regular school
~					
~					
~					

Contact	Adress	Domestic :
		Home country :
	applicant phone	
	E-mail	
Emergency contact : Name() Contact() relationship() (In Korea)		

I apply for admission to your university with the required documents.

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Applicant name : (Signature)

President of Joongbu University



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Chungcheongnam-do
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