

# Application Guidelines for International Students

## - 2023 Fall Semester -



한국학중앙연구원 한국학대학원  
THE GRADUATE SCHOOL OF KOREAN STUDIES, THE ACADEMY OF KOREAN STUDIES

## 1. About the Graduate School of Korean Studies

The Graduate School of Korean Studies is an affiliated institution of the Academy of Korean Studies("AKS"), which operates under the Ministry of Education. It was established in 1980 to nurture scholars contributing to the development and globalization of Korean studies, through a liaison between the AKS' research capacity and graduate education.

As a research-oriented institution in the fields of humanities and social sciences pertinent to Korea, the Graduate School of Korean Studies has maintained its commitment to the highest quality teaching and research through eminent professors' close mentoring of students for the past 40 years. Our graduates are playing pivotal role in the various educational and research organizations of Korean studies around the world with their academic excellence.

Currently, approximately 250 students, including about 120 international students from 30 different countries, are enrolled in Master's and doctoral degree programs at the Graduate School of Korean Studies, the Academy of Korean Studies.

|             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Scholarship | <ul style="list-style-type: none"><li>○ <b>Tuition fees are fully waived</b> for all international students.</li><li>○ 72.8% of international students benefit from the <b>Government Grant</b>, being provided with the <b>monthly stipend of 800,000KRW</b> for a year, renewable upon evaluation.</li><li>○ Part-time job opportunities as division assistants, dormitory assistants or research assistants on campus are available.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| Education   | <ul style="list-style-type: none"><li>○ Since March 2019 we have been a <b>certified institution by the IEQAS (International Education Quality Assurance System)</b> of the Ministry of Education for our international-student-friendly and supportive environments.</li><li>○ <b>A 5:1 student-faculty ratio</b> enables close one-on-one guidance of students by professors.</li><li>○ Students are encouraged to participate in the <b>AKS'research projects</b> because we, as an affiliate of a research institution, put a high value on links between research and education.</li><li>○ <b>Korean language courses</b> specifically designed for academic purposes are available <b>free of charge</b>.</li><li>○ Various programs such as tutoring, writing clinic, cultural activities, and airfare subsidy for presentation in overseas conferences support student's academic performance.</li></ul> |

- On-campus dormitory accommodations are available at the rate of **543,000KRW per semester**(six months), double occupancy.
- A gym and a table tennis room are available free of charge.

## 2. Programs and Majors Offered

| Programs                            | Divisions             | Majors                                                                                                  | Volume of Recruitment |
|-------------------------------------|-----------------------|---------------------------------------------------------------------------------------------------------|-----------------------|
| Master's or Doctoral Degree Program | Humanities            | Korean History, Diplomats and Bibliography, Philosophy, Korean Linguistics·Korean Literature            | About 30 students     |
|                                     | Culture and Arts      | Anthropology·Folklore, Religious Studies, Musicology, Art History, Cultural Informatics·Human Geography |                       |
|                                     | Social Sciences       | Political Science, Sociology, Education                                                                 |                       |
|                                     | Global Korean Studies | Korean Culture and Society<br>(Only available for a Master's degree program)                            |                       |
|                                     | 4 Divisions           | MA : 13 Majors / PhD : 12 Majors                                                                        |                       |
| Research (Non-degree) Program       | 4 Divisions           | MA : 13 Majors / PhD : 12 Majors<br>(Same as those provided for Degree Program)                         | A couple of students  |

- For information of each major, please visit [grad.aks.ac.kr](http://grad.aks.ac.kr), click *ENG* at the top and *Major Information*, and select a division and a major of interest.
- Courses
  - Coursework period is 2 years for a Master's degree program and 3 years for a doctoral degree program.
  - An academic year consists of two semesters and courses are provided for 15 weeks per semester. A spring semester begins in March, a fall semester in September.
  - Most courses are taught in Korean, while courses in Korean Culture and Society major are provided in English.

### 3. Admission Timeline

| Steps                                                 | Schedule (KST)                            | Remark                                                                                         |
|-------------------------------------------------------|-------------------------------------------|------------------------------------------------------------------------------------------------|
| <b>Online Application</b> and Application Fee Payment | 10:00 March 17<br>~ <b>17:00 March 31</b> | gradaks.recruiter.co.kr                                                                        |
| Announcement of the Interviewees List                 | 17:00 May 10                              | My page at gradaks.recruiter.co.kr                                                             |
| A Video Interview                                     | May 17                                    |                                                                                                |
| Announcement of the Final Selection Result            | 17:00 June 12                             | My page at gradaks.recruiter.co.kr                                                             |
| Submission Deadline for Original Documents            | 17:00 July 17                             | Successful candidates should submit original copies of some of the required documents by post. |
| Beginning of Spring Semester                          | September 1                               |                                                                                                |

※ The above schedule is subject to change under the unforeseen circumstances.

### 4. Eligibility

| Classifications        | Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Nationality            | <p>Applicants must meet one of the following conditions:</p> <ul style="list-style-type: none"> <li>① Both the applicant and his/her parents are foreign nationals.</li> <li>② The applicant, either a foreign national or a Korean national residing overseas, has completed education outside of Korea which is compatible with Korea's elementary, middle, high school and college education.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| Educational Background | <ul style="list-style-type: none"> <li>○ In order to be qualified for a <b>Master's degree program</b>: <ul style="list-style-type: none"> <li>- Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by a Korean or an overseas university at the start of the desired semester.</li> <li>- Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by an overseas university at the start of the desired semester.</li> </ul> </li> <li>○ It is acceptable that applicants apply for a major which is not directly related to their undergraduate major.</li> </ul> |

| Classifications      | Qualifications                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <ul style="list-style-type: none"> <li>○ In order to be qualified for a <b>doctoral degree program</b>, applicants must hold a Master's degree (or equivalent) at the start of the desired semester.</li> <li>○ In principle, applicants are requested to apply for a major which is the same as or closely related to their Master's degree major. However, any graduate majors are acceptable for some doctoral degree program majors. For more details, please see Attachment 1.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>○ In order to be qualified for a <b>research(non-degree) program</b>: <ul style="list-style-type: none"> <li>- Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by Korean or an overseas universities at the start of the desired semester.</li> <li>- Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by an overseas university at the start of the desired semester.</li> </ul> </li> </ul>                                                                                                                                                                                                   |
| Language Proficiency | <ol style="list-style-type: none"> <li>1. Applicants for <b>Korean Culture and Society</b> major must meet one of the following conditions: <ol style="list-style-type: none"> <li>A. Applicants have English language proficiency equivalent to or higher than <b>TOEFL iBT 80, IELTS Academic Module 6.5, or TEPS 301</b>. <ul style="list-style-type: none"> <li>- The score should be obtained within 2 years as of the end of application period.</li> <li>- MyBest Scores or TOEFL iBT Home Edition is acceptable, while TOEFL ITP(Institutional Testing Program) is not.</li> </ul> </li> <li>B. Applicants are from a country where English is an official language and prove such nationality.</li> <li>C. Applicants obtained a degree at a university or a graduate school whose medium of instruction was English.</li> </ol> <p>※ Applicants for Korean Culture and Society major do not need to submit a TOPIK certificate, but those with a TOPIK certificate can be given preference.</p> </li> <li>2. Applicants <b>except for Korean Culture and Society</b> major must provide a <b>TOPIK score certificate of level 4 or above</b>, which is valid as of the application deadline. <p>※ Applicants with a TOPIK certificate of level 5 or 6 are given preference in the selection process.</p> </li> </ol> |

## 5. Selection Process

### A. 1<sup>st</sup> Process : **Document Screening**

- Document screening is held for applicants who meet all the application requirements.
- Overall evaluation of applicants' research plan, academic ability, language proficiency, and academic background (shown in personal statement and a recommendation letter) takes place.

### B. 2<sup>nd</sup> Process : **A Video Interview**

- A video interview is held to those who passed the document screening.
- Interview schedule will be informed individually. Applicants who do not participate in the interview are automatically disqualified.

## 6. Application Details

### A. Online Application

- Application Period :  
**10:00 Friday 17 March ~ 17:00 Friday 31 March** (Korean Standard Time)
- Applicant's information should be saved and required files uploaded at **gradaks.recruiter.co.kr**.
- An applicant's English name provided in the online application should be the full name shown in the passport.

### B. Successful Applicants' Documents Submission

- Successful applicants should submit an original copy (as opposed to a xeroxed or a scanned copy) of some of the required documents including a certificate of graduation and official transcripts by post **after the selection result is announced, NOT at the time of application.**
- At the time of application, applicants are required to upload scanned copy of certificates instead of sending the original copy by post.

- Successful applicants must provide original copy of certificates by submission deadline. **Inadequate submission will lead to cancellation of admission.**
- It is highly recommended that **applicants begin to prepare for original copy of required documents early in advance** as it may take longer than expected to get some official documents.
- Submission Details for Selected Applicants
  - Submission Deadline : **17:00 Monday 17 July 2023** (Korean Standard Time)
    - ※ Documents should be received by the above deadline.
  - Documents should be sent by post to the following address:
 

(In English) International Student Advisor  
The Graduate School of Korean Studies  
The Academy of Korean Studies  
Haogae-ro 323, Bundang-gu, Seongnam-si, Gyeonggi-do  
Republic of Korea (Postcode: 13455)

(In Korean) 경기도 성남시 분당구 하오개로 323  
한국학중앙연구원 한국학대학원 교학실 (우편번호 : 13455)  
특별전형 담당자

## 7. Required Documents

### ○ Checklist

| No. | Required Documents | During Application Period                      |                  |                                          | Before Interview | After Announcement of Selection Result | Remarks                             |
|-----|--------------------|------------------------------------------------|------------------|------------------------------------------|------------------|----------------------------------------|-------------------------------------|
|     |                    | Online Submission<br>(gradaks.recruiter.co.kr) |                  |                                          | By email         | Submission of Original Copies by Post  |                                     |
|     |                    | Inputting Information                          | Upload-ing Files | Providing information on the Recommender |                  |                                        |                                     |
| 1   | Application Form   | ○                                              |                  |                                          |                  |                                        |                                     |
| 2   | Personal Statement |                                                | ○                |                                          |                  |                                        | In a prescribed form (Attachment 2) |

| No. | Required Documents                                                           | During Application Period                      |                  |                                          | Before Interview | After Announce-ment of Selection Result | Remarks                                                                                                     |
|-----|------------------------------------------------------------------------------|------------------------------------------------|------------------|------------------------------------------|------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------|
|     |                                                                              | Online Submission<br>(gradaks.recruiter.co.kr) |                  |                                          | By email         | Submission of Original Copies by Post   |                                                                                                             |
|     |                                                                              | Inputting Information                          | Upload-ing Files | Providing information on the Recommender |                  |                                         |                                                                                                             |
| 3   | Research Plan                                                                |                                                | ○                |                                          |                  |                                         | In a prescribed form (Attachment 3)                                                                         |
| 4   | Certificate(s) of Graduation                                                 |                                                | ○                |                                          |                  | ○                                       | Selected applicants should submit <b>original copies with apostille (or consular verification)</b> by post. |
| 5   | Official Transcripts                                                         |                                                | ○                |                                          |                  | ○                                       |                                                                                                             |
| 6   | An Abstract of a Master’s Degree Thesis                                      |                                                | ○                |                                          |                  |                                         | If applicable                                                                                               |
| 7   | A Letter of Recommendation                                                   |                                                |                  | ○                                        |                  |                                         | In a prescribed form (Attachment 4)                                                                         |
| 8   | An Official Score Report of Language Proficiency (TOPIK, TOEFL, IELTS, TEPS) |                                                | ○                |                                          |                  |                                         | If applicable                                                                                               |
| 9   | Payment Receipt for the Application Fee                                      |                                                | ○                |                                          |                  |                                         |                                                                                                             |
| 10  | Proof of Applicant’s Nationality                                             |                                                | ○                |                                          |                  |                                         |                                                                                                             |
| 11  | A Soft Copy of Master’s Degree Thesis                                        |                                                |                  |                                          | ○                |                                         | If applicable                                                                                               |
| 12  | Proof of Parents’ Nationality                                                |                                                |                  |                                          |                  | ○                                       |                                                                                                             |
| 13  | Certificate of Family Relations                                              |                                                |                  |                                          |                  | ○                                       |                                                                                                             |
| 14  | Verification of Deposit                                                      |                                                |                  |                                          |                  | ○                                       |                                                                                                             |
| 15  | Letter of Sponsorship                                                        |                                                |                  |                                          |                  | ○                                       | If applicable, in a prescribed form (Attachment 5)                                                          |
| 16  | Certificate Showing the Relationship between the Applicant and the Sponsor   |                                                |                  |                                          |                  | ○                                       | If applicable                                                                                               |



## ○ Guidelines for Submission

### **A. Online Application Form**

- Applicants are required to save information at **gradaks.recruiter.co.kr**.
- An ID photo should be uploaded.
- Accurate information (a full English name as shown in the passport, a contact number, an email address, etc.) should be provided.

### **B. Personal Statement**

- A prescribed form (Attachment 2) should be completed in Korean and the file should be uploaded on the application website.
  - Applicants for Korean Culture and Society major are allowed to write it in English.
- A personal statement should include self-introduction(applicants' backgrounds, academic life, social activities, view of life, strengths and weaknesses, etc.) and study plan(reasons of application, academic goals, areas of academic interest, future plan after obtaining a degree, etc.).

### **C. Research Plan**

- A prescribed form (Attachment 3) should be completed in Korean and the file should be uploaded on the application website.
  - Applicants for Korean Culture and Society major are allowed to write it in English.
- A research plan should include a research topic, reasons of choosing the topic, review of the previous research, research details (research method, distinct feature of the research, etc.) and bibliography.

### **D. A Graduation (or an Expected Graduation) Certificate(s) for All Previous Degree(s)**

- A scanned copy of the certificate(s) should be uploaded on the application website.
- Certificates must be written in Korean or in English. If not, they must be translated into either in Korean or in English and notarized.

- Applicants for a doctoral degree program should submit graduation certificates of both bachelor's degree and Master's degree.
- If applicants who expect graduation cannot submit such a certificate due to the schools' timeline, certificate of enrollment and official transcript which shows their latest grades should be submitted. The graduation certificate and final transcript should be submitted by the orientation session scheduled in mid-August in 2023.
- ※ However, applicants who have completed all of the graduation requirements at a Japanese university but whose graduation certificate is to be issued in September are allowed to submit an apostilled certificate of graduation within 8 weeks of the beginning of the semester.
- **Successful applicants who are finally selected** are required to submit an **original copy with an apostille** by post.

#### **E. Official Transcript(s) for All the Previous Degree(s)**

- A scanned copy of the official transcript(s) should be uploaded on the application website.
- Documents must be written in Korean or in English. If not, they must be translated into either in Korean or in English and notarized.
- Applicants for a doctoral degree program should submit official transcripts of both bachelor's degree and Master's degree.
- If an applicant has transferred from one university to another, official transcripts should be submitted from both universities.
- The official transcript must show one of the following information for the **whole period** of study:
  - ① CGPA(Cumulative Grade Point Average) and a scale (e.g. 3.7/4.0)
  - ② Score percentile (e.g. 83/100)
  - ③ A rank at the school (e.g. 5<sup>th</sup> among 50 students)
- If a transcript does not include the above information, applicants should submit an official document issued by the university describing the university's grading system.
- **Successful applicants who are finally selected** are required to submit an **original copy with an apostille** by post.

#### F. An Abstract of a Master's Degree Thesis Written in Korean

- Only applicable to a doctoral degree program applicants
- If applicants obtained a Master's degree without writing a thesis, a note explaining such should be uploaded instead of an abstract.

#### G. A Letter of Recommendation

- The recommender should be a professor who has taught the applicant during his/her undergraduate or graduate program or a faculty member of the university where the applicant studied who is in the position to evaluate the applicant's academic competence.
- ※ A recommendation letter written by an instructor from a language school or a supervisor at work is not acceptable.
- Once an applicant completes the online application including information about his/her recommender, the Graduate School of Korean Studies sends an email to the recommender to request a letter of recommendation.
- The recommender must fill in the prescribed form (Attachment 4) in Korean or in English and send it to the School by the deadline.

| Who        | Applicant                                                                                                                                          | The Graduate School of Korean Studies                                                                 | Recommender                                                                                                              |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| When (KST) | 10:00 March 17<br>~ <b>17:00 March 31</b><br>(During the online application period)                                                                | ~ 7 April                                                                                             | ~ <b>24:00 April 19</b>                                                                                                  |
| What to do | Provide information of the recommender such as his/her name, position, department, institution, and email address in the online application system | Request the recommender to complete the form of letter of recommendation and to send it back by email | Complete the recommendation letter and send it to <a href="mailto:admission_intl@aks.ac.kr">admission_intl@aks.ac.kr</a> |

- It is acceptable that a recommender submits a letter of recommendation before the School's request.

- Once a letter of recommendation is received, an acknowledgement is sent to the recommender.
- Letters of recommendation should be received by the above deadline. Late submission is not acceptable.

## H. An Official Score Report of a Language Proficiency Test

### 1) TOPIK

- **Applicants except for Korean Culture and Society** major should upload a scanned copy of a score certificate of TOPIK level 4 or above which is valid as of the application deadline.
- Applicants for Korean Culture and Society major do not need to submit a TOPIK certificate, but those with a TOPIK certificate can be given preference.

### 2) TOEFL, IELTS, or TEPS

- **Applicants for Korean Culture and Society** major should upload a scanned copy of one of the following score reports obtained within 2 years as of the application deadline.

| Type of Test                 | Minimum Score Required | Remarks                                                                                                                                                                                                                                                                                                                           |
|------------------------------|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>TOEFL iBT</b>             | <b>80</b>              | <ul style="list-style-type: none"> <li>- Both MyBest Scores<sup>1)</sup> and Test Date Scores are acceptable.</li> <li>- Home Edition<sup>2)</sup> is acceptable.</li> <li>- TOEFL ITP(Institutional Testing Program) is not acceptable.</li> <li>- The TOEFL Destination Code (Institution Code) for the AKS is 2067.</li> </ul> |
| <b>IELTS Academic Module</b> | <b>Band Score 6.5</b>  | <ul style="list-style-type: none"> <li>- The AKS accepts the electronic score report.</li> </ul>                                                                                                                                                                                                                                  |
| <b>TEPS</b>                  | <b>301</b>             |                                                                                                                                                                                                                                                                                                                                   |

- 1) MyBest Scores are the highest scores on each section (Reading, Listening, Speaking and Writing) from all of the test taker's valid TOEFL iBT test scores from tests taken in the last two years, and a total score that is the sum of the MyBest section scores.
- 2) The TOEFL iBT Home Edition is the same TOEFL iBT test an applicant would take at a test center, just taken from the privacy of his/her own home and monitored online by a human proctor.

- In the following cases, applicants are exempt from providing a score report.
  - Applicants are from a country where English is an official language.
  - Applicants obtained a degree at a university or a graduate school whose medium of instruction was English and submit an official letter from the school proving such.

## I. Payment Receipt for the Application Fee

- Amount\* : 50,000 KRW (or 50 USD)
  - \* The amount received by the Graduate School of Korean Studies after the deduction of remittance charges incurred

- Account Information

|                 | When paid with Korean Won                                                                 | When paid with US Dollar |
|-----------------|-------------------------------------------------------------------------------------------|--------------------------|
| Account No.     | 270901-04-168472                                                                          | 270968-08-100314         |
| Account Holder  | The Academy of Korean Studies (한국학중앙연구원)                                                  |                          |
| Bank Name       | KB Kookmin Bank, Sunaeyeok Branch                                                         |                          |
| Bank Swift Code | CZNBKRSEXXX                                                                               |                          |
| Bank Address    | 40 Hwansaeul-ro 200beon-gil Bundang-gu Seongnam-si<br>Gyeonggi-do 13595 Republic of Korea |                          |

- The application fee should be received before the application deadline.
- It is acceptable that a friend or a family member pay the application fee on behalf of an applicant. If the payment is made by someone in Korea, the name of the remitter should be changed into the name of the applicant so that the Graduate School of Korean Studies can verify from and for whom the fee was paid.
- Once the application fee is paid, the application can't be cancelled and the fee can't be returned. However, under the circumstances where applicants inevitably had to withdraw the application due to natural disaster, negligence of the university or a fault which is not attributed to the applicant, some or all of it can be returned.

#### **J. Proof of Applicant's and Parents' Nationality**

- One of the following documents should be submitted :
  - The first two pages of a valid passport
  - An original copy of the certificate of nationality
  - An original copy of the notarized certificate of nationality
- In case of divorce or death of parents, it is acceptable to submit a certificate of whoever has parental rights.

#### **K. Proof of Relations between an Applicant and Parents**

- An official document such as an applicant's birth certificate or a certificate of family relations which shows names of both the applicant and parents.
- In case of divorce or death of parents, an official document that proves such should be submitted.

#### **L. Verification of Deposit**

- A bank statement or a letter from a bank should indicate that **the final balance** of the account maintained by an applicant or his/her family member is **minimum 9,000USD or 10,800,000KRW**, an estimated amount of living expenses for a year.
- It should be current, i.e. produced within 30 days as of documents submission.
- In particular, if the fund is deposited in a Chinese bank, it should be frozen for minimum 30 days from the date of documents submission.
- If a bank statement is issued under the name of an applicant's family member, a letter of sponsorship [Attachment 5] and a certificate of family relations should be submitted.
- The above amount and criteria was set by the Graduate School of Korean Studies based on the Ministry of Law's guidelines.
- ※ **The financial requirements of each Korean embassy for student(D-2) visa issuance may differ, thus applicants MUST consult a Korean embassy in their country in advance concerning the exact amount of finance required.**

#### **M. A Master's Degree Thesis**

- Only applicable to interviewees for a doctoral degree program
- A soft copy of a Master's degree thesis should be sent by email ([admission\\_intl@aks.ac.kr](mailto:admission_intl@aks.ac.kr)) before the day of interview.

#### **N. Apostille**

- Apostille is a way of legalization of a document according to the Hague Convention Abolishing the Requirement of Legalization for Foreign Public Documents ("Apostille Convention"). It ensures that public documents issued in one signatory country will be considered as valid in another signatory country. For more information about apostille, please refer to <https://www.hcch.net> - Members & Parties – HCCH Members.
- Successful applicants are required to submit apostilles or verifying documents for their final degree and official transcript by post during the designated period.
- Apostilles or verifying documents must be written in English, otherwise a notarized translation should be submitted.

##### **1) Students who graduated from institutions in signatory countries of the Apostille Convention**

- Apostilles of the diploma and official transcript should be submitted.

##### **2) Students who graduated from institutions in China**

- Verification of degree\* and official transcripts available at [www.chsi.com.cn](http://www.chsi.com.cn) of China Higher Education Student Information (CHSI, 学信网) should be submitted.

\* Only verification of degree, NOT verification of graduation, is acceptable.

##### **3) Students who graduated from institutions in non-signatory countries of the Apostille Convention**

- Verification of the diploma and official transcript by a Korean consulate in a country where the university an applicant was graduated from is located or by a consulate of a country where the university an applicant was graduated from is located in Korea should be submitted.

##### **4) Students who graduated from institutions in Korea**

- Additional verification is not required. An original copy of the certificate of graduation and official transcript suffices.

## 8. Important Notes for Applicants

- A. Applicant's information provided in the application form must be authentic and truthful. If provided information turns out to be false or untruthful, the applicant's admission can be revoked.
- B. Additional documents might be requested, if they are considered necessary for the admission process.
- C. The scores/grades of the admission are not open to the public including applicants themselves.
- D. Documents submitted will not be returned.
- E. All of the certificates should be written in Korean or in English, otherwise they need to be translated and notarized.
- F. A certificate of admission which is required to apply for student(d-2) visa is offered to successful applicants only after an original copy of verified academic certificates and verification of deposit is received.

## 9. Other Information

- A. Tuition-Exemption Scholarship is offered to all international students during their coursework period unless they are placed under academic probation or disciplinary actions are taken against them.
- B. Selective international students who showed excellence in admission scores are provided with the Government Grant.
- C. Students should pay their boarding fees and other living expenses at their own expense.
- D. For admitted Korean nationals residing abroad, graduation requirement in terms of curriculum to follow is the same with the one for international students.
- E. **Obligation to Acquire TOPIK Level 6 (or TOPIK level 4) Before Graduation**
  - International students except in the Korean Culture and Society major must attain TOPIK level 6 in order to graduate.
  - International students in Korean Culture and Society major must attain TOPIK level 4 in order to graduate.



#### F. Health Insurance

- 1) Foreigners with student(D-2) visa are compulsorily subscribed to the local subscriber scheme of the National Health Insurance from the day of foreigner registration and should pay about 72,000KRW of monthly premium (50% of the average rate of all foreign subscribers). This allows international students to receive the same insurance benefits and health checkups as Korean citizens do. However, failure to pay the premium in time may lead to limited insurance benefits and unfavorable measures in relation to visa extension.
- 2) Students with overseas Korean(F-4) visa are also compulsorily subscribed to the local subscriber scheme of the National Health Insurance and should pay approximately 140,000KRW of monthly premium (the average rate of all foreign subscribers).
- 3) For more information, please visit the National Health Insurance Service at <https://www.nhis.or.kr>.

#### 10. Research (Non-Degree) Program

- A. The Research (Non-degree) Program is designed for those with a bachelor's degree who wish to complement their studies by attending GSKS for up to one year.
- B. Those admitted to the program **must pay tuition fees(1,280,000KRW per semester)** and **get enrolled at least one course per semester**, to which no credit is given.
- C. An academic advisor can be assigned to a student, and the Certificate of Enrollment/Completion can be issued.
- D. Students can use the same facilities as degree students do, including a library and dormitory accommodation, but are ineligible for financial aid and scholarships.
- E. Admission procedure and required documents for application are same with those for degree program.

## 11. Contact Information

- Email: admission\_intl@aks.ac.kr
- Tel: +82-31-730-8183
- Website
  - <http://grad.aks.ac.kr>
  - instagram.com/grad\_aks
- Mailing Address:
  - [In English] International Student Advisor  
The Graduate School of Korean Studies  
The Academy of Korean Studies  
Haogae-ro 323, Bundang-gu, Seongnam-si, Gyeonggi-do  
Republic of Korea (Postcode: 13455)
  - [In Korean] 경기도 성남시 분당구 하오개로 323  
한국학중앙연구원 한국학대학원 교학실  
특별전형 담당자  
(우편번호 13455)

### [Attachments]

1. Recognized Similar Fields of Study for the Applicants of Doctoral Degree Program
2. Personal Statement (Form)
3. Research Plan (Form)
4. Letter of Recommendation (Form)
5. Letter of Sponsorship (Form)

[Attachment 1]

Recognized Similar Fields of Study  
for the Applicants of Doctoral Degree Program

| Division         | Major                                | Recognized Master's Degree Majors<br>Which Each Major Accepts for its Doctoral Degree Program<br>Applicants                                                                                                                                           |
|------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Humanities       | Korean History                       | History, Korean History, History Education, Korean History Education, Archaeology, Archaeological Anthropology, Archaeology and Art History, Oriental History, Western History, Korean Studies(History, North Korean Studies)                         |
|                  | Diplomatics and Bibliography         | Paleography, Library Science, Bibliography, Library and Information Science, Records Management, Korean History                                                                                                                                       |
|                  | Philosophy                           | Any majors are acceptable.                                                                                                                                                                                                                            |
|                  | Korean Linguistics·Korean Literature | Korean Language and Literature, Korean Language Education, Linguistics, Chinese Literature, Chinese Classics Education, Creative Writing, Korean Studies(Korean Linguistics and Korean Literature), Korean Language Education (as a Foreign Language) |
| Culture and Arts | Anthropology ·Folklore               | Any majors are acceptable.                                                                                                                                                                                                                            |
|                  | Religious Studies                    | Any majors are acceptable.                                                                                                                                                                                                                            |
|                  | Musicology                           | Musicology, Korean Classical Music, Music Education, Korean Studies(Musicology), Korean Music                                                                                                                                                         |
|                  | Art History                          | Archaeology and Art History, Korean Art History, Oriental Art History, Science of Arts, Arts Education                                                                                                                                                |
|                  | Cultural Informatics·Human Geography | Any majors are acceptable.                                                                                                                                                                                                                            |
| Social Sciences  | Political Science                    | Any majors are acceptable.                                                                                                                                                                                                                            |
|                  | Sociology                            | Any majors are acceptable.                                                                                                                                                                                                                            |
|                  | Education                            | Any majors are acceptable.                                                                                                                                                                                                                            |

※ Depending on the field of study in which a doctoral degree program applicant majored for his/her Master's degree, admissions can be restricted. The final decision on the acceptability of the applicant's Master's degree major will be made on the basis of the courses taken for the Master's degree program as well as the Master's degree thesis topic. The acceptability of applicants who majored in Korean Culture and Society at the GSKS for their Master's degree will be also decided according to the topic of their Master's degree thesis.

[Attachment 2]

## Personal Statement

| Name |  | Desired Program                                | Desired Major |
|------|--|------------------------------------------------|---------------|
|      |  | <input type="checkbox"/> Master's Degree       |               |
|      |  | <input type="checkbox"/> Doctoral Degree       |               |
|      |  | <input type="checkbox"/> Research (Non-Degree) |               |

- ▶ Please complete the form below with a font sized 11 point and a length of about 2 pages including this page.

|                   |                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------|
| Self-introduction | <p>※ Write personal backgrounds, academic life, social activities, outlook on life, strengths and weaknesses, etc.</p>  |
| Study Plan        | <p>※ Write application motivation and goals, subjects you are interested in, future plans (post degree plans), etc.</p> |

[Attachment 3]

## Research Plan

| Name |  | Desired Program                                | Desired Major |
|------|--|------------------------------------------------|---------------|
|      |  | <input type="checkbox"/> Master's Degree       |               |
|      |  | <input type="checkbox"/> Doctoral Degree       |               |
|      |  | <input type="checkbox"/> Research (Non-Degree) |               |

- ▶ Please complete the form below with a font sized 11 point and a length of about 5 pages including this page.

|                                 |                                                         |
|---------------------------------|---------------------------------------------------------|
| Research Topic                  |                                                         |
| Reasons of Choosing the Topic   | ※ Write including the research background and purpose.  |
| Review of the Previous Research |                                                         |
| Research Details                | ※ Write including the research method and significance. |
| Bibliography                    |                                                         |

[Attachment 4-1]

### Letter of Recommendation

|                                                |                   |               |  |
|------------------------------------------------|-------------------|---------------|--|
| Name of Applicant                              |                   |               |  |
| Date of Birth                                  | (Year/Month/Date) | Nationality   |  |
| Desired Program                                |                   | Desired Major |  |
| <input type="checkbox"/> Master's Degree       |                   |               |  |
| <input type="checkbox"/> Doctoral Degree       |                   |               |  |
| <input type="checkbox"/> Research (Non-degree) |                   |               |  |

The person named above has applied for the graduate program of the Graduate School of Korean Studies, the Academy of Korean Studies. It would be greatly appreciated if you could provide a candid appraisal of the applicant's achievement by answering the following questions.

1. How long have you been known the applicant? In what relation?
2. What do you consider to be the applicant's strengths?
3. What do you consider to be the applicant's weaknesses?
4. How well do you think the applicant has thought out plans for his/her graduate study?

5. Please comment on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

6. Please assess the applicant's qualities in the evaluation table given below. Rate the applicant compared to other classmates who are/were in the same school year with him/her.

| Classification              | Truly<br>Exceptional | Excellent | Very Good | Good    | Below Average | N/A |
|-----------------------------|----------------------|-----------|-----------|---------|---------------|-----|
|                             | Top 2%               | Top 10%   | Top 25%   | Top 50% | Lower 25%     |     |
| Academic Achievement        |                      |           |           |         |               |     |
| Future Academic Potential   |                      |           |           |         |               |     |
| Integrity                   |                      |           |           |         |               |     |
| Responsibility/Independence |                      |           |           |         |               |     |
| Creativity/Originality      |                      |           |           |         |               |     |
| Communication Skills        |                      |           |           |         |               |     |
| Interpersonal Skills        |                      |           |           |         |               |     |
| Leadership                  |                      |           |           |         |               |     |

Please provide your personal and institutional information below.

|                     |             |           |  |
|---------------------|-------------|-----------|--|
| Name                |             | Position  |  |
| Department          |             |           |  |
| Inst<br>itut<br>ion | Name        |           |  |
|                     | Address     |           |  |
|                     | Postal Code |           |  |
| Telephone           |             | Fax       |  |
| Work Email          |             | Signature |  |

Date(YYYY/MM/DD) : \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Once completing the form, please send it to [admission\\_intl@aks.ac.kr](mailto:admission_intl@aks.ac.kr) by email. Thank you for your cooperation.





5. 지원자의 학업성취도, 발전가능성 및 자질과 관련하여 본 대학원 입학 전형에 도움이 될만한 사항을 기재해주시기 바랍니다.

6. 지원자의 자질을 동급생과 비교 · 평가하여 다음 표에 항목별로 체크(✓)하여 주시기 바랍니다.

| 구분      | 매우 우수 | 우수     | 양호     | 보통     | 평균 이하  | 해당사항<br>없음 |
|---------|-------|--------|--------|--------|--------|------------|
|         | 상위 2% | 상위 10% | 상위 25% | 상위 50% | 하위 25% |            |
| 학업성취도   |       |        |        |        |        |            |
| 발전가능성   |       |        |        |        |        |            |
| 성실성     |       |        |        |        |        |            |
| 책임감/독립심 |       |        |        |        |        |            |
| 창의성     |       |        |        |        |        |            |
| 의사소통능력  |       |        |        |        |        |            |
| 대인관계    |       |        |        |        |        |            |
| 리더쉽     |       |        |        |        |        |            |

귀하의 인적사항, 소속 및 연락처를 기재하신 후 서명하여 주십시오.

|      |      |  |      |  |
|------|------|--|------|--|
| 성명   |      |  | 직위   |  |
| 부서   |      |  |      |  |
| 소속기관 | 이름   |  |      |  |
|      | 주소   |  |      |  |
|      | 우편번호 |  |      |  |
| 전화번호 |      |  | 팩스번호 |  |
| 이메일  |      |  | 서명   |  |

202    년       월       일

본 추천서를 작성하신 후 [admission\\_intl@aks.ac.kr](mailto:admission_intl@aks.ac.kr)로 제출하여 주시기 바랍니다. 감사합니다.

[Attachment 5]

## Letter of Sponsorship

Office of Academic & Student Affairs  
 The Graduate School of Korean Studies  
 The Academy of Korean Studies  
 323 Haogae-ro Seongnam-si Bundang-gu  
 Gyeonggi-do 13455 Republic of Korea

To whom it may concern:

I, \_\_\_\_\_, agree to pay all expenses for \_\_\_\_\_ at the Graduate  
 (Sponsor's Name) (Applicant's Name)  
 School of Korean Studies in the Academy of Korean Studies. I am his/her  
 \_\_\_\_\_.  
 (Family Relation)

This sponsorship includes, but is not limited to, housing, food, health insurance, books, and other costs that may arise.

I have attached my bank statement or verification of deposit to demonstrate that I have sufficient financial resources to cover expenses for the duration of the program.

Should you have any inquiries or concerns, please do not hesitate to contact me at the contact information provided below.

Sincerely,

\_\_\_\_\_  
(Sponsor's Signature)

\_\_\_\_\_  
(Sponsor's Name)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Phone Number)

\_\_\_\_\_  
(Email Address)

\_\_\_\_\_  
(Mailing Address)