

2016 **Fall** Semester (**April 25** Deadline)

Admission Guide for Prospective International Students (UNDERGRADUATE STUDIES)

[Transfer]

- General Admissions
- Handong Cornerstone Scholarship Admissions

(Application Form, Personal Essay and Statement of Purpose, the Honor Pledge, and various related documents and forms can be downloaded from the school's website during the application period.)

※ Some details of the information contained herein are subject to change, please check the final version of the admission guide on the website during the application period.



Table of Contents

(UNDERGRADUATE STUDIES: TRANSFER)

I .General Information	<ol style="list-style-type: none"> 1. Application Schedule 2 2. Undergraduate Programs and Admission Quota 3 3. Selection of School(Department) and Majors 4 4. Transferring Credits 5 5. Application Submission 5 6. Application fee 6
II . Eligibility and Required Documents	<ol style="list-style-type: none"> 1. Eligibility 7 2. Required Documents 8 3. Proportion for Admission & Selection Method 10
III.Other Guidelines	<ol style="list-style-type: none"> 1. Reminder to All Applicants 11 2. Tuition and Residence Fee 12 3. Scholarship 13 4. Handong Cornerstone Scholarship 14 5. Studying Abroad Visa (D-2) and Certificate of Admission 15 6. Alien Registration Card and Physical Examination Results 17 7. Consulate Verification/Apostille Authentication 17 8. Contacts for More Information 18
IV. Others	<ol style="list-style-type: none"> 1. Handong Standard 19
V. Forms (Can be downloaded from the website)	<ol style="list-style-type: none"> 1. Application Form (Form 1) 2. The Letter of Self-introduction (Form 2) 3. The Honor Pledge (Form 3) 4. Letter of Consent (Form 4) 5. Financial Statement (Form 5) 6. Handong Cornerstone Scholarship Application Form (Form 6) 7. Recommendation Form (Form 7) 8. List of Required Documents (Cover) (Form 8)

I .General Information

1. Application Schedule

Process	Dates and Deadlines	Venue	Remarks
Application Submission	April 4 ~ 25, 2016 5pm	NIIED homepage (studyinkorea.go.kr)	<ul style="list-style-type: none"> • all applicants must use NIIED website to apply
Required Documents Submission	April 4 ~ 25, 2016 5pm	HGU Admission Team	<ul style="list-style-type: none"> • All the required documents need to be submitted by postal mail or in person. On legal holidays including Sat. and Sun., the documents cannot be accepted in person.
Notification of Step 1 Result	May 17, 2016 2pm	Homepage (admissions.handong.edu)	<ul style="list-style-type: none"> • Please be sure to type in the accurate e-mail address (The applicants are responsible for problems caused by omitting or submitting the wrong e-mail address.)
Interview	May 24, 2016	HGU	<ul style="list-style-type: none"> • Residents in Korea : in person • Overseas residents : video interview (using Skype)
Notification of Final Decision	June 10, 2016 2pm	Homepage (admissions.handong.edu)	<ul style="list-style-type: none"> • Please be sure to type in the accurate e-mail address (The applicants are responsible for problems caused by omitting or submitting the wrong e-mail address.)
Registration (Tuition Payment)	(Enrollment) July 4 ~ 8, 2016	Designated bank (can be found on the acceptance letter)	<ul style="list-style-type: none"> • If the tuition payment is not received during this period, the applicant will be considered unregistered and the admission will be cancelled.

Important Notes

- Applicants who do not abide by the admission guidelines or fail to submit all required documents will not be considered for admission.
- The interview is only given to the applicants who pass Step1.

2. Undergraduate Programs and Admission Quota

Undergraduate Programs	General	Handong Cornerstone Scholarship
<p>Humanities and Social Sciences</p> <p>School of International Studies, Languages and Literature International Area Studies English</p> <p>School of Management and Economics Management Economics *Global Management</p> <p>School of Law Korean Law *US & International Law</p> <p>School of Communication Arts & Science Mass Communication Visual and Performing Arts</p> <p>School of Counseling Psychology and Social Welfare Counseling Psychology Social Welfare</p>		
<p>Engineering and Arts</p> <p>School of Life Sciences Life Science</p> <p>School of Computer Science and Electronic Engineering Computer Science and Engineering Advanced Computer Science and Engineering Electronic Engineering Advanced Electronic Engineering *Information Technology</p> <p>School of Mechanical and Control Engineering Mechanical Engineering Electronic Control Engineering</p> <p>School of Spatial Environment System Engineering Construction Engineering Urban and Environmental Engineering</p> <p>School of Contents Convergence Design Visual Communication Design Product Design</p> <p>Global Edison Academy Global Entrepreneurship</p> <p>School of Creative Convergence Education ICT Convergence Studies *Global Convergence Studies Student Design Convergence Studies Global Innovation</p>	Unlimited	Up to 15 (includes freshmen and transferring students)

US & International Law, Global Management, Information Technology, and Global Convergence Studies are taught in English 100%.

* Any changes in the name of schools and majors will be notified on HGU's website.

3. Selection of School (Department) & Majors

- A. Transfer students are free to select any division/major. Although students are prohibited from changing one's division/major during the 1st entering semester, they may request a change of major only once by the end of the 1st semester of their junior year. Students may request a change of one's second major up until the start of the 8th semester. The tuition for admitted students will be based on the major the student selected in his/her application.
- B. Students who wish to choose the School of Computer Science and Electronic Engineering are required to join the ABEEK (Accreditation Board for Engineering Education in Korea) program. Students who are in the ABEEK program should select their majors starting from their first year. (Students may switch to another major up until the beginning of their third year.)

* The majors marked with * in "2. Undergraduate Programs and the Admission Quota" above refer to the majors required to join the ABEEK program.

- C. All students are required to pursue a double major. Students in the ABEEK program may pursue a single major.

School	Selecting a major in the ABEEK program	Selecting a major in a regular program
School of Computer Science and Electronic Engineering	60 credits in Advanced Computer Science and Engineering OR 60 credits in Advanced Electronic Engineering	33 credits in Computer Science and Engineering AND 33 credits in Electronic Engineering

- D. Students who select Information Technology(IT), Global Management(GM), or US & International Law(UIL), or Global Convergence Studies as their primary major may select any secondary major regardless of the School they are affiliated with(excludes same major, students majoring in GM may not minor in Management and students majoring in IT may not minor in Computer Engineering.)
- E. Students who select the Division of Humanities and Social Sciences may minor in any field.
- F. Global Entrepreneurship major, ICT Convergence Studies, Global Convergence Studies, Student Design Convergence Studies, and Global Innovation can only be selected as a minor. However, International students (foreign citizenship holders) can choose Global Convergence Studies as a major.
- G. Students who choose the School of Industrial and Media Design or the School of Spatial Environment System Engineering may select their minor in any field.
- H. Students who select Life Science(33 credits) under the School of Life Sciences, Humanities and Social Sciences as their primary major may choose their minor in any field in the Humanities and Social Sciences or Engineering and Arts.
- I. Students who select Mechanical Engineering or Electronic Control Engineering as their primary major may minor in any field in the Humanities and Social Sciences or Engineering and Arts. (In case the student wishes to choose Mechanical Engineering as a primary major and Electronic Control Engineering as a minor, he/she needs to receive an approval from the Dean of the School)
- J. Students who select Computer Engineering, School of Mechanical and Control Engineering, as their primary major will only be able to choose their minor in Management. (Majors in other Schools cannot be interdisciplinary)
- K. Students who select Electronic Control Engineering or School of Mechanical and Control Engineering as their primary major cannot pursue a minor or connect with other Schools' majors.

4. Transferring Credits

A maximum of 70 credits which the applicant received at another school may be transferred to HGU. Credit transfers are limited to one's coursework (must include course title and letter grade) on the transcript submitted to HGU at the time of application. The limits are shown in the following.

Track (Required Credits at HGU)	Credit Limits
Double Major (33 credits + 33 credits)	Within 18 credits per each major
Single Major (66 credits) (60 credits)	Within 33 credits Within 30 credits
Minor	Within 12 credits per course of study

- ✓ Applicants who wish to change majors and transfer to junior class may find it difficult to graduate in two years.

5. Application Submission

Visit NIIED homepage (studyinkorea.go.kr) and apply, then Send all required and related documents to HGU (be sure to use a postal service with tracking system).

Please remember that sender has responsibility until all documents arrive to HGU.

(suggested carriers : outside Korea - DHL/EMS, within Korea - Korean Postal Service Takbae)

6. Application Fee

A. Application Fee

General Applicants	Handong Cornerstone Scholarship Applicants
100,000KRW*	50,000KRW*

* General Applicant's fee is 120,000KRW (step 1: 100,000KRW/step 2: 20,000KRW), and HCS Applicant's fee is 60,000KRW (step 1:50,000KRW/step 2:10,000KRW), but the fees for step 2 have been waived for international students.

B. Method of Payment

- **Pay by Wire Transfer** : Applicants should pay by wire transfer using the information below (Payment Bank Information/electronic transfer of funds). After sending the fee, please email iAdmissions@handong.edu to confirm your payment. (Be sure to put in the following information in the email: name of applicant, nationality, date of wire transfer, amount of payment, and the name of the bank.)

* Please pay all financial transaction fees so that the full application fee is received by HGU, otherwise your application will be automatically removed from the admission process.

Payment Bank Information	
From abroad	<ul style="list-style-type: none"> - Swift Code: IBKOKRSEDAE - Bank Name: INDUSTRIAL BANK OF KOREA, POHANG BRANCH - Bank Address: 417-18, NAMBIN-DONG, BUK-GU, POHANG-CITY, KYUNGBUK, KOREA - Account Holder's Name: Handong Global University - Account Number: <u>950-000157-04-486</u>
In Korea	<ul style="list-style-type: none"> - 입금은행: 기업은행 - 예금주: 한동대학교 - 계좌번호: <u>950-000157-04-486</u>

C. Note

- (1) When the application fee has not been paid by the deadline, the application will have no registration number and will not be processed.
- (2) If the student applies for both General and Handong Cornerstone Scholarship Admission, he or she only needs to pay the application fee for the General Admission.
- (3) Once the application process is completed, the submitted documents will not be returned, and the application fee will not be able to be reimbursed.
- (4) Under the Higher Education Act enforcement, for those who overpay, the University will need to reimburse the exceeded amount of the application fee (except the transaction fee).
- (5) For those who are not able to participate in the admission process due to a fault caused by the school or natural disaster, the University will reimburse the amount of the fee for the admission process (except the transaction fee).
- (6) After the admission process is finished and the admission fee is balanced, detailed information regarding the payment method and the amount of reimbursement from the admission fee will be informed on HGU's official website.
- (7) The reimbursement of admission fee can be received through financial institutions (using the applicant's registered bank account). When the applicant wishes to receive the reimbursement through a financial institution, the transaction fee will be deducted. If the transaction fee is the same or exceeds the reimbursement amount, the amount will not be transferred.

II. Eligibility and Required Documents

1. Eligibility

A. General Applicants

Both the applicant and his/her parents must be native citizens of a foreign country (non-Korean citizens) or at least hold foreign nationality after birth (such as acquiring citizenship) and the applicant must have graduated or be going to graduate from an accredited institution with a high school diploma or of equivalent certificate. Korean citizens who hold dual citizenship are not considered foreigners (applicants who hold dual citizenship must give up Korean citizenship).

B. Handong Cornerstone Scholarship Applicants

Both the applicant and his/her parents must be native citizens of a designated developing country and hold nationalities of developing countries (compiled by KOICA). The applicant must have graduated or be going to graduate from an accredited institution with a high school diploma or of equivalent certificate.

※ Detailed Information for Application Criteria

A. Criteria for General Applicants Recognized Nationality: "Foreigners" refer to those who hold foreign nationality.

① If both an applicant and his/her parents change their nationality from Korean to a foreign country, the applicant can apply only if the applicant and his/her parents both gained foreign nationality before the applicant's entrance to high school.

② If an applicant is adopted by a foreigner and holds foreign nationality, the applicant can only apply if the applicant held foreign nationality before his/her entrance to primary school (G1).

B. Korean citizens who hold dual citizenship are not considered foreigners.

(If applicable, applicants who hold dual citizenship must give up Korean citizenship.)

C. If an applicant has a single parent (parents are divorced or a parent is deceased), the nationality of the applicant's parent who has custody will be considered. The applicant needs to submit related certificates.

D. Criteria for Foreign Curriculum Recognition

Only a regular school's curriculum that is accredited by the country (in which the applicant achieved his/her secondary diploma) will be acknowledged. Language school, prerequisite courses for university, life-long education courses, specialized secondary schools, long-distance learning programs and online education courses will NOT be acknowledged as a certified secondary degree or diploma.

E. If there is a dispute regarding the interpretation of application entitlement, the Admission Process Management Council of HGU will make the final judgement.

- Handong Cornerstone Admissions applies higher and more strict criteria compared to the General Admissions.
- If an applicant applies for both the General Admissions and the Handong Cornerstone Admissions, and then achieves the Handong Cornerstone Scholarship, he/she will be eliminated from the General admissions. If the applicant is NOT granted the Handong Cornerstone admission, acceptance for General admissions will be determined based on the result of Step 2.

2. Required Documents

- Please submit the documents below in the following order and use Form 8 as the cover page.

Documents to be submitted (Submit documents that are applicable.)		Official Form of HGU	Form No.	Type	
				General	Handong Cornerstone
1	Application Form	<input type="radio"/>	Form 1	<input type="radio"/>	<input type="radio"/>
2	The Letter of Self-introduction	<input type="radio"/>	Form 2	<input type="radio"/>	<input type="radio"/>
3	The Honor Pledge	<input type="radio"/>	Form 3	<input type="radio"/>	<input type="radio"/>
4	Official Transcript from Undergraduate Institution ※ Full marks/GPA must be written on transcripts. ※ ADMITTED STUDENTS who completed education abroad are required to submit both graduation certificate and transcript that are notarized either by Apostille standards or the Korean embassy/consulate.			<input type="radio"/>	<input type="radio"/>
5	Applicants from foreign universities/colleges should submit documents that verify the following: -Number of semesters required for graduation -Minimum number of credits required for graduation -Grading scale used for academic records			<input type="radio"/>	<input type="radio"/>
6	Official High School Transcript and Graduation Certificate ※ Full marks/GPA must be written on transcripts. ※ ADMITTED STUDENTS who completed education abroad are required to submit both graduation certificate and transcript that are notarized either by Apostille standards or the Korean embassy/consulate.			<input type="radio"/>	<input type="radio"/>
7	Applicant's passport copy and official document(s) indicating the applicant's nationality (e.g. Birth certificate)			<input type="radio"/>	<input type="radio"/>
8	Official document(s) indicating the parents' nationality (e.g. Passport, copy of ID card, etc.)			<input type="radio"/>	<input type="radio"/>
9	Official document(s) indicating parent-child relationship between applicant and his/her parents such as parent-child and husband-wife relationship			<input type="radio"/>	<input type="radio"/>
10	Letter of Consent	<input type="radio"/>	Form 4	<input type="radio"/>	<input type="radio"/>
11	Financial Statement	<input type="radio"/>	Form 5	<input type="radio"/>	<input checked="" type="checkbox"/>
12	A bank statement with a minimum balance of \$10,000 in the applicant's/guardian's name (deposited for more than one month)			<input type="radio"/>	<input checked="" type="checkbox"/>
13	Handong Cornerstone Scholarship Application Form	<input type="radio"/>	Form 6	<input checked="" type="checkbox"/>	<input type="radio"/>
14	Recommendation Letter - Recommender: missionary, pastor from attending church, President/Dean/Professor from graduating(attending) university(college)	<input type="radio"/>	Form 7	<input type="radio"/>	<input type="radio"/>
15	Proof of Korean or English Language Proficiency -Korean proficiency: TOPIK level 3 or higher -English proficiency: TOEFL - PBT 550, CBT 210, IBT 80; IELTS 5.5; TEPS 550; TOEIC 700 or higher			Optional	Optional
16	Reports of standardized test scores (SAT/IB/AP/GCE A-Level or equivalent) certificates (awards, volunteer work, extra-curricular activities, etc.) School Profile			Optional	Optional

※ Important Note for Submitting Documents

- A. Applicants who apply for both the General Admissions and Handong Cornerstone Scholarship need to submit the set of required documents for each scholarship separately.
- B. Applicants who studied abroad are required to submit graduation certificate and transcript that are notarized either by Apostille standards or the Korean embassy/consulate. Expected graduates need to submit graduation certificate and transcript that describes the last semester's GPA that is notarized either by Apostille or the Korean embassy/consulate. (If you submitted the graduation certificate and transcript that are notarized either by Apostille or the Korean embassy/consulate, during the submitting period for required documents, you do not need to submit them again.)
- C. For more details regarding admitted student's submission of graduation certificate and transcript that is notarized either by Apostille standards or the Korean embassy/consulate, refer to page 17.
- D. Notarization by the Korean embassy/consulate, Apostille, duplicate notarization, and notarization for translation consists of many pages. Please be sure that all of the pages from the notarized documents are submitted, if the documents are unbound, they will not be accepted.
- E. All the documents must be the original copy. If you have to submit duplicated documents, you need to bring the original copy and have the duplicated documents confirmed at HGU. After comparing the duplicated copy with the original, the confirmed duplicated documents may be submitted. (If a duplicated document was notarized, it is considered as an original copy. However, a copy of notarization will not be considered as an original copy.)
- F. (Expected) Graduation certificate, transcript, and certificate that confirms enrolled student must contain the issuing department's address in English, international call number, and the fax number.
- G. Nonnotarized duplicate documents (e.g. copying, scanning, color copying, faxing or emailing) submitted instead of original copies that should be submitted will not be considered. Please be sure to submit original documents or notarized duplicates.
- H. If the document is not written in Korean or English, it needs to be translated into Korean or English and notarized by the Korean embassy/consulate. Then, both the original document and the notarized Korean or English translation must be submitted.
- I. All of the documents including the letter of self-introduction must be written in Korean or in English.
- J. If the names on the submitted documents are different, the applicant will need to submit a document issued by the country's court or the head of the diplomatic office verifying the change.
- K. After the document evaluation process or admission, if the school still requires additional documents such as the high school diploma or the same documents but based on the Korean school system(Elementary& Middle, Education Law Article No.98), the admitted students need to submit the required documents to confirm the completion of his or her academic career.

3. Proportion for Admission & Selection Method

A. Proportion for Admission

Admission Step	Proportion (%)		Total
	Document Evaluation	Interview	
Step 1	100%	-	100%
Step 2	70%	30%	100%

B. Document evaluation is reviewed comprehensively based on the submitted documents. The overall evaluation is reviewed by HGU's criteria.

C. Selection Method

(1) Step 1-Document Evaluation

- Select the qualified students for the interview based on the submitted documents.

(2) Step 2- Interview

- Only those who pass the preliminary document evaluation (Step 1) will be eligible for an interview.

- For interviews, applicants residing in Korea must take the interview at the HGU campus. For those living abroad, a video interview via Skype will take place.

- Language (Korean/English), academic skills, purpose of application, academic plan & vision and the characteristics sought by the university will be evaluated during the interview.

- If the applicant applies for both Admissions and passes Step 1 in both, only one interview will be necessary.

- If an applicant does not arrive on time for the interview, the applicant will be eliminated regardless of the Step 1 result.

III. Other Guidelines

1. Reminder to All Applicants

- (1) Applicants will automatically be eliminated from Step 1 if any of the followings occur:
 - Missing original document(s)
 - False information in the application form or any other submitted documents
 - Disqualified to meet any of the HGU standard for admission
 - Failure to meet any HGU expectation of academic competency or financial competency
- (2) Essay plagiarism is taken seriously. If the applicant is found to have plagiarized in the letter of self-introduction, there will be disadvantages based on the Admission Process Management Council's evaluation process.
- (3) Applicants for Step 2 must be sure to do the following:
 - Please be sure to check the interview time.
 - If an applicant fails to appear for an interview or to meet certain criteria for an interview, the applicant will be eliminated regardless of the result from Step 1.
 - Please be sure to bring your I.D. card (or passport) for the interview. During the interview, using electronic devices such as mobile phones, any electronic dictionary, a tablet PC, etc. are not allowed.
 - If cheating (e.g. receive support by others during the video call interview) is caught during the interview, the applicant will be automatically eliminated.
- (4) Unregistered admitted applicants will be considered as giving up the admission. Applicants who pass the final step must register during the registration period (enrollment period/deposit period), otherwise, the given admission will be cancelled.
- (5) If an expected high school graduate could not graduate before the matriculation date, the admission will be cancelled.
- (6) Any false or misleading information found in the application or supporting documents will result in cancellation of admission without warning.
- (7) If the applicant's academic references do not arrive from his/her high school within 6 months after the admission, the applicant must take action to contact his/her high school to receive the academic references. If all of the necessary academic references are not received, admission will be revoked.
- (8) Applicants will take all the responsibility caused by recording mistake, recording omission, wrong contact number, etc. Any false or misleading information found in the application or supporting documents will result in cancellation of admission.
- (9) If the applicant fails to receive permission for entry to Korea before the beginning of the semester, admission may be revoked.
- (10) Even after the applicant is admitted, any omissions of major information, forged documents or any false information found in the application or supporting documents will result in cancellation of admission at any time based on the related law, school regulations, and admission guide. In this case, the tuition fee that the applicant paid will not be reimbursed. If the semester that the applicant paid for, has not yet ended, the reimbursement amount will be determined under the standard of 'A Regulation for University Tuition'.
- (11) The reimbursement amount regarding those who give up enrollment will be determined under the standard of 'A Regulation for University Tuition'.
- (12) If a false application or assistance in a false application is found, the student's application will be cancelled, and the student may only apply to HGU three years after the

cancellation.

(13) A freshman is not allowed to take a leave of absence during the first semester of the admission except in a case described in the school regulation.

(14) The score for the admission process will not be publicized, and the submitted documents or records will not be copied or returned.

(15) The admitted international applicants are not allowed to apply to any other type of admission of HGU and other universities based on the regulations. The students who are admitted by more than one university must register at only one university. If double registration is found, all the admission will be cancelled.

(16) Please be sure to read and follow this guideline. (The applicant will need to take full responsibility for any complications caused by his or her lack of effort in going over the guideline thoroughly.)

(17) If there is a dispute regarding the interpretation of any of the details or the admission process which are not described in this guideline, the Admission Process Management Council of HGU will be the judge.

2. Tuition and Residence Fee (currency in KRW)

* The fees are based on the Fall semester of 2015 and are subject to change.

A. Tuition and Residence Fee (per semester)

School	Admission Fee (one time only)	Tuition Fee	Total
Humanities & Social Sciences	900,000	3,019,000	3,919,000
Science & Engineering	900,000	3,874,000	4,774,000
Humanities + Science Engineering	900,000	3,446,000	4,346,000

* Admission fee needs to be paid at the time of entrance.

B. Residence Fee & Other Expenses

Classification	Amount	Remarks
Dormitory fee	689,000	• The amount is for one semester
Deposit for dormitory	700,000	• When you enter the dormitory, the deposit for dormitory must already be paid. When you leave the dormitory due to graduation or leave of absence, the money will be refunded upon a request.
Meals	Approx 2,800~5,500	• The amount is for one meal

3. Scholarship

Classification	Eligibility	Coverage	Remarks
Handong Cornerstone Scholarship	<p>Both the applicant and his/her parents must be foreigners (non-Korean citizens), he/she must demonstrate outstanding academic achievement and must match the characteristics sought by HGU.</p> <p>* Select up to 15 including freshmen and transferring students</p>	<p>- During semesters: Admission fee, tuition fee, dormitory fee, meals, and daily expenses (about 200,000 won per month)</p> <p>- During vacations: Dormitory fee, and meals (two meals a day) (except for seasonal semester's tuition fee)</p> <p>- covers: Freshman: 8 semesters Sophomore: 6 semesters Junior: 4 semesters (Select up to 15 including freshmen and transferring students)</p>	<p>- Recipients must maintain the GPA of at least 3.0 each semester to remain eligible for the scholarship. (only applicable starting the third semester)</p> <p>- If the recipient's GPA from the previous semester is lower than 3.0, or receives penalty from penalty committee he/she will be disqualified for the scholarship.</p>
Outstanding International Students	<p>Select international students from both developing and non-developing countries who demonstrate outstanding academic achievement and have characteristics sought by the university.</p> <p>* The percentage will be according to the total score of Step 1 (document screening) & Step 2 (interview) combined</p>	<p>- Top 10% students: Admission fee exemption and 50% deduction on tuition fee</p> <p>- Top 30% students: Admission fee exemption and 30% deduction on tuition fee</p> <p>- covers: Freshman: 8 semesters Sophomore: 6 semesters Junior: 4 semesters</p>	<p>- If the recipient attends more than the designated semesters, he/she has the responsibility to pay for the extra semesters.</p>

※ Scholarship can be changed when Scholarship Committee approves changes in the scholarship scheme. In that case, notice will be posted on HGU's website.

4. Handong Cornerstone Scholarship

Handong Cornerstone Scholarship is granted to highly-qualified international students from designated developing countries based on document evaluation and interviews.

A. Purpose

- to provide an educational chance to the foreign native & highly-qualified students from developing countries without facing any financial difficulties

- to nurture Christian leaders who could change his/her country after finishing academics and training at HGU

* Coverage of the Developing Countries: Applicants from developing countries that are recognized either by KOICA (Korea International Cooperation Agency) or Korean descendants (ethnic Koreans living in China, Central Asia, Mexico, etc). For applicants from countries that are not recognized by KOICA, the Admissions Committee will decide after the evaluation process.

B. Coverage

- During semesters: Entrance fee, tuition fee, dormitory fee, meals, and daily expenses (about 200,000KRW per month)

[Sophomore-year Transfer: 6 semesters / Junior-year Transfer: 4 semesters]

- During vacations: Dormitory fee and meals (two meals a day)
(tuition fee for summer & winter sessions are excluded)

C. Requirements for Maintaining the Status of Scholarship Recipients

- Recipients must maintain a GPA of at least 3.0 for each semester from the 3rd to 6th regular semesters (for Sophomore) or the 3rd to 4th regular semesters (for Junior) to remain eligible for the scholarship. If the recipient's GPA from the previous semester is lower than 3.0, he/she will be disqualified for the scholarship.

- If the recipient attends more than the designated semesters, he/she has the responsibility to pay for the extra tuition and other costs.

D. Number of Recipients: Each year, up to 15 students (freshmen and transferring students)

- After selecting freshmen and transferring students for the Spring Semester, the remaining will be selected from the applicants for the Fall Semester.

E. Selection Criteria

- Final scholarship recipients will be selected based on document evaluation and interview result.

① Demonstrates outstanding academic achievement

② Has a Christian faith and personal qualities that match the characteristics sought by the university (Reference: letter of self-introduction and letter of recommendation)

③ Has leadership potential/skills to transform the world and people (Reference: document evaluation and interview)

④ Has a clear vision for mission and outreach (Reference: letter of recommendation by missionaries or Mission Organizations)

⑤ In need of financial aid

- Only students who hold foreign nationality from developing countries are applicable.
- Handong Cornerstone Admissions applies higher and more strict criteria compared to the General Admissions.
- The scholarship recipients will be limited to 15 among freshmen and transferring students, and will be selected from as many different countries as possible.
- Even if you are from a developing country, if you are able to manage financially or supported by another scholarship, please apply for General Admissions, as the selection for the Cornerstone Scholarship is more competitive.

5. Studying Abroad Visa (D-2) and Certificate of Admission

A. Certificate of Admission

- Certificate of Admission will be issued to the students who have been admitted to HGU and have paid the full tuition fee (excludes full scholarship students).

Required documents for issuing Certificate of Admission

- ① Certificate of Bank Deposit (A bank statement with a minimum balance of \$10,000 which has been deposited at least a month's time prior to the application period)
- ② Copy of passport
- ③ Official document indicating parent-child relationship (of entire family-only applies to Chinese students) (No need to submit while HGU is recognized by the International Education Quality Assurance System by the Ministry of Education of Republic of Korea))
- ④ Copy of Identification Card (both applicant's and parents')(only applies to Chinese students) (No need to submit while HGU is recognized by the International Education Quality Assurance System by the Ministry of Education of Republic of Korea))
- ⑤ Portrait Picture 3.5cm x 4.5cm, white background, no accessories, taken by a professional photographer (*only applies to Chinese students)

B. Applying for D-2 Visa

(Residents in Korea - Immigration Office / Outside of Korea - Embassy of ROK)

- To obtain a student visa (D-2), the applicant must go to the embassy of Republic of Korea/Immigration Office.(The university does not handle the issuing of visas)

Required Documents	Residents in Korea	Residents outside of Korea	Remarks
Certificate of Admission	○	○	Issued by HGU
Tuition Receipt/Certificate of Scholarship* (* only applies to students who have received a scholarship)	○	○	Issued by HGU
Letter of Acceptance	○	○	Issued by HGU
Visa Application	○	×	Issued by Immigration Office
Certificate of Alien Registration (Alien Certificate)	○	×	Issued by Immigration Office
Certificate of Final Educational Background	○	○	
Bank Statement (or certificate that shows domestic remittance, currency exchange)	○	○	<ul style="list-style-type: none"> • A bank statement with a minimum balance of \$10,000 and a deposit period of more than one month until the applying time. • If the document is not in the applicant's name, the sponsor (or a family member) should provide a written statement that verifies financial support.
Passport	○	○	
Official document indicating parent-child relationship (of the entire family)	×	○	Applies to Chinese students only
A copy of identification card (Both of applicant and parents')	×	○	Applies to Chinese students only
Portrait Picture (3.5cm x 4.5cm)	×	○	Applies to Chinese students only

• How can I find the Embassy of the Republic of Korea in my country?

On the website of The Ministry of Foreign Affairs and Trade(mofat.go.kr), you can see the quick service icon on your right side. Click the information on the embassy of the Republic of Korea, and the homepage of the Korean embassy will be available in each country.

※ D-2 Visa Application Process for Chinese Students

Chinese students should submit the above mentioned documents to HGU. HGU will then send the submitted documents to the immigration office. After checking all of the submitted documents, the immigration office will issue a visa number and notify back to HGU. After receiving the number from HGU, students should visit the closest Korean embassy/consulate to apply for a D-2 visa.

6. Alien Registration Card and Physical Examination Results

A. Alien Registration Card

- 1) Applicants who are granted admission should visit the Pohang Immigration Office to apply for an Alien Registration Card within 90 days from the date of entry to Korea. (In case of a change in the status of the visa, you need to visit the Pohang Immigration Office immediately.)
- 2) Required Documents and Registration Office
 - ① Required Documents: Passport(original copy), two copies of portrait pictures(3cm*4cm), application form for alien registration card, and certificate of enrollment
 - ② Registration Office: Pohang Immigration Office
(Address : #130 Woochangdong-ro, Buk-gu, Pohang-si, Gyung-sangbuk-do / Tel. : +82-54-247-2971)

B. Physical Examination Results

- 1) Submission Deadline: During orientation week at HGU
- 2) Examination Checklist: Blood Test, Urine Test, Chest X-Ray
- 3) Non-submission of physical examination results may cause a smaller chance of entering the dormitory and negative physical findings may result in limitations of campus life.

7. Consulate Verification / Apostille Authentication

A. Overview

Admitted students who completed primary and secondary school education abroad are required to verify that all of the submitted documents (e.g. certificate of enrollment, transcript, and certificate of graduation) are notarized, either by Apostille standards or the Korean Consulate.

B. Subject

All admitted students who completed primary and secondary school education abroad

※ For Korean Schools abroad which are established and operated by the approval of the Korean Minister of Education, Consulate Verification or Apostille Authentication is not required.

C. Documents that require Consulate Verification or Apostille Authentication: submitted documents for admission (i.e. certificate of enrollment, transcript, and certificate of graduation) that are issued by schools abroad

D. Methods

- 1) Admitted students from the countries which are signatories to the Convention
 - ① Documents issued by: designated agencies from each government
 - ② Submission method: Apostille Authentication for the documents above needs to be issued by the designated agencies and must be registered and submitted to HGU.
- 2) Admitted students from countries that are not signatories to the Convention
 - ① Documents issued by: embassy or consulate office of Korea in the country
 - ② Submission method: Consulate Verification for the above documents needs to be issued by the Korean embassy or consulate abroad and must be registered and submitted to HGU.

E. Deadline : August 31 for Fall admission OR February 28 for Spring admission

F. Document Submission : Handong Global University, Office of Admissions and HRD
[(zip code 791-708)
558 Handong-ro, Heunghae-eup, Buk-gu, Pohang, Kyungbuk, Republic of Korea]

G. Remarks

1) All documents should be in Korean or English. Documents in other languages should be accompanied by a notarized Korean or English translation.

2) If you submitted a graduation certificate and transcript that are notarized either by Apostille or the Korean embassy/consulate during the application period for required documents, you do not need to submit them again. **However, expected graduates need to submit a graduation certificate and transcript that contains the last semester's GPA which have been notarized either by Apostille or the Korean embassy/consulate.**

<Hague Convention >

Since July 14, 2007, the Republic of Korea has been part of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention. Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

- Title : Convention Abolishing the Requirement of Legalization for Foreign Public Document

Region	Signatories to the Convention
Asia Oceania (21 countries)	Mongolia, Kirgizstan, Australia, Israel, Japan, Republic of Korea , New Zealand, Brunei, Cook Islands, Fiji, India, Kazakhstan, Marshall Islands, Samoa, Seychelles, Tonga, Niue, Georgia, Oman, Uzbekistan, Vanuatu
Europe (47countries)	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Monaco, Kingdom of the Netherlands, Norway, Poland, Portugal, Romania, Russia, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Macedonia, Turkey, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Liechtenstein, Moldova, San Marino, Montenegro
North America (1country) Latin America (22 countries)	United States, Peru, Dominican Republic, Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Dominica, Ecuador, ㄱ Salvador, Grenada, Honduras, Saint Vincent, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica
Africa (10 countries)	Cape Verde, Sao Tome and Principe, South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland, Malawi, Mauritius

※ For more information regarding how to get Apostille, please refer to the website for current updated info hcch.net.

H. Others

1) Contacts

- ① Ministry of Foreign Affairs and Trade: +82-2-2100-7500, +82-2-3210-0404
- ② Ministry of Education : +82-2-6222-6060
- ③ Office of Admissions and HRD of HGU : +82-54-260-1806

2) In the United States, official documents of the federal government are issued by the State Department. However the official documents of state or official notarized documents are issued by the Secretary of State of each state.

3) The details of the location and contact information about Apostille issuance offices are available at the Korean embassy or consulate in every country.

8. Contacts for More Information

A. Admission Inquiries : Office of Admissions

Phone (054) 260-1806 / +82-54-260-1806
Fax (054) 260-1809 / +82-54-260-1809
E-mail iAdmissions@handong.edu
Homepage <http://handong.edu/eng/admission/undergraduate/>

B. Visa Issuance Inquiries : Office of International Affairs

Phone (054) 260-1768 / +82-54-260-1768
E-mail oica@handong.edu

IV. Others

Handong Standard

As a Christian academic institution, Handong Global University (HGU) seeks to be a place where Christ-centered and biblically-based community life is shared together among students, faculty and staff.. This goal is in keeping with Handong's unique history and distinctive mission which continue to unfold through divine providence.

HGU began in 1995 with a vision to establish a university with a strong emphasis on character development as well as academic excellence. In a global society dominated by secular values and an increasing lack of moral imperatives, Handong purposes to educate and equip students to become exemplary leaders who will serve in their respective professions with integrity, wisdom, and moral courage.

This vision comes with great challenge, calling us at Handong to live by a value system that is often at odds with that of the common culture. It calls us to follow the eternal value system of the Kingdom of God as expounded in the Bible, the Word of God, and demonstrated in the life of Jesus Christ, the Living Word. The various programs and communities within Handong are designed to nurture these "Kingdom values" in the lives of Handong students.

Following are some important descriptors of basic biblical virtues that we believe should characterize, in growing measure, the lives of all members of the Handong community :

Love ... expressed in the ways that we welcome, cherish, honor, forgive, and humbly serve others -sometimes at considerable cost to ourselves. Called forth and energized by God's own holy love shed abroad in our hearts, this has tremendous power to heal and transform the lives of both the recipient and the one who bestows it.

Wisdom ... demonstrated in an ability to discern what is good, right, and true. An appropriate fear and knowledge of God, grounded in His word (Proverbs 2), gives us insight into the true nature of things. Out of this, we exercise proper discretion in our day-to-day choices and in our dealings with the world around us. True wisdom produces good fruit and guards against a path of futility and meaninglessness in life.

Integrity ... the mark of a person whose thoughts, speech and actions are consistently aligned with truth and moral uprightness. To have integrity is to be "pure in heart", to have "truth in the inner parts" (Matthew 5:8, Psalm 51:6, 10). Uncompromising honesty with self, God, and others frees the man/woman of integrity to stand firm with transparency and courage against injustice and ungodliness wherever they are found.

Purity ... can be seen as an extension of integrity. Purity of heart inclines naturally toward sexual purity, which honors God, self, and others, and which preserves the safe boundaries of the mystical union of two covenant partners in marriage. Failure in this area, which has

become the norm in modern society, undermines solid character and commonly leaves deep scars on the souls and lives of those who treat as profane the gift of human sexuality.

Self-Control ... a close companion of wisdom, is seen in the way that we, empowered by the Holy Spirit, rule over our own desires, emotions, thoughts, and actions. Without self-discipline, there is no growth to maturity. Love, wisdom, integrity, and purity will falter, and our best gifts wither in futility without intentional training and progressive mastery of our self-indulgent tendencies.

Virtues such as the above cannot be merely legislated. These are the substance of godly character. While all people as divine image-bearers have some natural capacity to develop these qualities, it is our conviction that significant growth in virtue is possible ultimately only through the power of the risen Lord Jesus Christ at work in us by His in-dwelling Spirit. Accordingly, Handong endeavors to provide many opportunities for students to encounter Jesus Christ and to grow as His disciples while preparing themselves for future professions in which they may act as change agents in this world.

It is understood that not all Handong students subscribe to the Christian worldview and faith. Handong is open to students of other faiths, or no faith, provided they can commit to respecting the standards promoted here, and to willing participation in the required programs and activities in which Christian virtues are cultivated. We believe that these standards will benefit not only those of Christian faith, but all in the Handong community.

As part of fostering a strong Christian ethos, the leadership of HGU is committed to providing a safe and wholesome community environment for students that is conducive to their personal, intellectual, moral, social, and spiritual growth. In keeping with this commitment, Handong stands firmly against behaviors and practices, such as those listed below, which are damaging to the lives of individual persons and to the community at large.

1. Alcohol use: possessing, consuming or being under the influence of alcohol.
2. Sexual immorality: premarital sex, cohabitation, obscenity, pornography, homosexual conduct.
3. Sexually suggestive expressions in speech, manner of dress, public performances & displays, etc.
4. Abortion
5. Cheating / Plagiarism, and other forms of academic dishonesty.
6. Illegal activities: use of drugs, theft, violence, gambling, etc.

“Why not change the world?” is Handong’s motto. An inspiring proposition, but this is first of all a call to change ourselves - to submit to the rule of Jesus Christ in our lives; to grow in grace and wisdom and knowledge, and to embrace an eternal value system that brings transformation through the liberating power of truth and moral beauty.