

**Admission for the Class of 2018  
Application Manual for Admission of  
New Foreign Student**

**Korea Golf University  
[www.kg.ac.kr](http://www.kg.ac.kr)**



## I. Foreign Student Qualification

1. A foreign citizenship holder whose parents are also foreign nationality, and graduated (expected) from a high school after completing all of the regular education courses in foreign country that equivalent to primary and secondary education in Korea
2. Foreign language proficiency can only be provided if there is a Korean language course certificate, a TOPIK score report, or a KLPT score report. However, those who are proficient in Korean may be an exception.
3. Other
  - 1) Only authorized regular school courses prescribed by the education related laws of the country concerned are recognized. A student who has completed the course from language school, University preparatory course, free education course, adult university course, communication education course, internet education course and CRE is not permitted to apply.
  - 2) Among the multiple nationalities, those who have Korean nationality cannot apply. If the applicant or his / her parents lose their Korean nationality, a proof of official document (such as a duplicate copy of resident registration, a certified copy of registration) must be submitted.

## II. Admission Process

### 1. Schedule

classify	Scheduled	Note
Application Period	2017. 09. 11~2017. 09. 29	Submission by mail or in person to reception desk (Admission Office, 2nd floor, Main Building)
Document submission period	2017. 09. 11~2017. 09. 29	Registered (international) mail or visit in person (only applicant)
Acceptance Announcement	2017. 10. 17	Check the Acceptance from University homepage
Acceptance Registration	2017. 12. 18~2017. 12. 21	Online registration (transfer to University account)

※The above schedule can be changed according to the circumstances of the University, and the notification of changes will be announced.

※The applicants are recommended to submit an application one week before the deadline to check for any errors or missing document

※Please make sure to check the e-mail of the applicant and the bulletin board of the university website

for any additional information issued during the application period.

### III. Admission Quota

#### 1. Recruiting Departments and Total Enrollment

Division	Major	Admission Quota(person)	Remarks
Art & Sport university	Golf Competition & Teaching	20	
	Golf Business Management	20	
	Golf Course Landscape	20	

### IV. Apply for Admission

#### 1. Online Application

- 1) Application period: 2017.09.11. (Mon) ~ 2017.09.29 (Fri)
- 2) Application: Application via post mail, apply in person (Admission Office, 2nd floor, Main Building)
- 3) Applying division: New student
- 4) Submit photo in same size as a passport picture (size 3.5cm \* 4.5cm)
- 5) All items on the application screen must be filled out without omission.
- 6) Accurate e-mail address must be stated in the application form. (Notifications may be sent during the admission period)
- 7) It is not possible to cancel the application or change the major after the application deadline is passed.
- 8) Please note that if the application fee is not paid or the required documents are submitted after completing the application form, it is deemed that the applicant does not wish to apply and the application will be rejected.
- 9) Application Fee: KRW 10,000 (exemption for foreign applicants for the year 2018)

#### 2. Submission of documents

- 1) Submission period: 2017.09.11. (Mon) ~ 2017.09.29 (Fri)
- 2) Documents to be submitted: Applicants must read the following list of documents and information in detail, and organize the documents in order and submit them within the deadline

□ Documents required for Chinese students

Division	Number	List of submitted documents	Original	copy	Notarized	Certification
KGU Form	1	Application form (print homepage)	1			
	2	Self-introduction (print homepage)	1			
	3	Financial guarantee (print homepage)	1			
	4	Financial sponsor identification(ID) ※If the sponsor is parent, then it is not necessary.		1		
	5	Consent for inquiry of academic records (homepage output)	1			
	6	Passport photo (size 3.5cm * 4.5cm)	3			
Proof of nationality and family relationship	7	Household certification(all pages with content)		1		
	8	Certificate of family relationship ※However, if the parents are household, Household is not Separated Do not have to submit			1	
	9	A government issued certificate in case parents are divorced or deceased			1	
	10	Applicant and parent Chinese identification		1		
	11	Applicant passport (copy of your nationality and photograph section)		1		
	12	Alien registration card (only for holders)		1		
	13	Proof of immigration (except overseas residents)	1			
Financial documents	14	Bank account under the applicant's name or parents showing balance of USD 13,000 or more ※Only account balance certificate frozen for over 6 months is recognized	1			

□ Proof of degree document for Chinese students

Classify	List of submitted documents	note
Chinese high school graduate	High school graduation certificate (diploma), high school transcript	Translation notarized / consular certification
Expect to be CHS graduate	Certificate of high school graduation expectation, high school transcript	Translation notarized / consular certification

□ Documents to be submitted by non-Chinese students

Catagory	Number	List of Required documents	Original	Copy	Notarized
KGU Form	1	Application form (print homepage)	1		
	2	Self-introduction (print homepage)	1		
	3	Financial guarantee (print homepage)	1		
	4	Financial sponsor identification ※If a sponsor is parent, it is not necessary to submit it.		1	
	5	Consent for inquiry of academic records (homepage output)	1		
	6	Passport photo (size 3.5cm * 4.5cm)	3		
Proof of nationality and family relationship	7	Certificate of government issued family relationship document ※Japan, Vietnam etc.			1
	8	A government issued certificate in case parents are divorced or deceased			1
	9	Applicant and parent homeland identification		1	
	10	Applicant passport (copy of your nationality and photograph part)		1	
	11	Alien registration card (only for holders)		1	
Financial documents	12	Proof of immigration (except overseas residents)	1		
	13	Bank account under the applicant's name or parents showing balance of USD 13,000 or more ※Only account balance certificate frozen for over 6 months is recognized	1		

□ Proof of academic Achievement

Classify	List of submitted documents	Original	Copy	Notarized	Consular certification or APOSTILLE
A high school graduate	High school graduation certificate (diploma)		1		1
	High school transcript	1			

※Only academic achievements attached with consular certification or documents issued through Apostille are accepted. If the applicant does not submit, then the standard admission letter for the visa application will not be issued. If the applicant fails to submit the required documents, the admission will be automatically canceled.

※ Documents issued in English should be verified with the original documents at the consulate of the Republic of Korea without translation. If the documents are not in English, they should be translated and notarized in Korean or English prior to being verified with the original documents at the consulate of the Republic of Korea.

※Apostille issuance will be issued by the Apostille applicant of the Ministry of Foreign Affairs after the original documents are translated (in Korean or English) Since China is not a member country for apostille issuance, it is not applicable

3. Instructions for submission documents

- ①The applicant is responsible for the failure to properly fill out the application form, omissions in the application form, failure to submit the documents requested by the University, inadequacy of the submitted documents and other misconducts of the applicant, and the applicant shall not be able to object to any actions taken by the University in disposition of the applicant. .
- ②All submitted documents will not be returned.
- ③Please write the name of applicant at the bottom of the submitted documents to prevent loss.
- ④Notary public must be certified by the relevant government.
- ⑤The validity periods for notarized documents are as follows.

Category	Validity Term
A high school graduate	Within 24 months of receipt start date
Documents related to nationality and family relations	Within 12 months from the start date of acceptance

- ⑥If documents are issued by Apostille agreement countries, the consular certification may be replaced with the "Apostille Certificate"
- ⑦The University may request additional documents other than documents mentioned above if necessary.
- ⑧All documents must be arrived at the following place between Monday, September 11, 2017 to 18:00 on Friday and September 18, 2017 (Friday).

Submission place	Submission method
Admission Office Korea Golf University 2F Hoengseong-gun, Woncheon-myeon hadea 5 Gil 109, Gangwando, Republic of Korea	In person or Air mail

## V. Selection of successful applicants

### 1. Selection Process

Assessment Step	Document Review	remarks
Deliberation of the Admissions Management Committee	P/F	

※You must submit your TOPIK score (above Grade 2).

※If the applicant does not have TOPIK grading certificate, the prescribed examination documents of the University must be submitted. The Admissions Management Committee will decide whether the applicant has been accepted or not after evaluation.

Examples:①Reading ability: Korean books (University) ≫ translation (student) ≫ submission

②Vocabulary Ability: Submit a self-introduction film in Korean

### 2. Announcement of successful applicants

1)Announcement of successful applicants will be made through University website (www.kg.ac.kr) and will not be notified individually.

2) Successful applicants must be aware of the 'Notice of successful applicant', which is announced with the successful applicant.

3) All announcements will be made through 'Announcements' on the website.

### 3. Registration

1) If the applicant does not register during Registration period (2017.12.18(Monday) ~ 2017.12.21(Thursday), then admission will automatically be canceled.

2)Tuition fee is accepted only in Korean Won(KRW).

3) The 'Notice of Admission' and the 'Notice of Payment of the Registration Fee' will be sent to the registered e-mail address (if necessary, air mail is available).

4)Students who want (to) registration abandonment after registering must visit the university in person and submit a waiver application.

### 4. Others

1) The following applicants are excluded from the assessment.

①When there are missing documents

②If the application form and supporting documents are found to be false

③If an applicant or his/her parents are illegally staying in Korea

④Not meeting the University standards on academic ability or financial ability

⑤Other matters not mentioned in this application guideline are subject to the relevant laws and regulations, the principle of the new entrance examination system of the University and the decision of the University Entrance Examination Committee.

## VI. Korean lesson

In addition to regular classes, the university offers free Korean language courses for all foreign students enrolled. However, a person who has submitted a transcript of TOPIK level 3 or higher may be excluded

## VII. Tuition and expenses

### 1. Tuition fee for each department

Department	Admission fee	Tuition	note
Golf Competition & Teaching	500,000won	4,150,000won	For foreign students in 2018, admission fee will be granted as scholarship
Golf Business Management	500,000won	3,850,000won	
Golf Course Landscape	500,000won	3,850,000won	

※Admission fee will be paid only once at the time of initial enrollment.

### 2. Scholarships

Scholarships	Amount	note
Scholarship for foreign students entrance fee	500,000won	
TOPIK 3rd grade achievement scholarship	2,000,000won	
Good grades	1,000,000won	Obtain at least 90 percentile during prior semester

### 3. Various expenses

#### 1)Dormitory fee

Foreign students may move in, and new students must move into the dormitory in the first semester.

Term	Dormitory fee	note
1 semester(about 4 months)	550,000won	

#### 2) Food expenses (1 person)

- Foreign students are required to pay the full food expenses including the meals on weekends

Term	Food fee	note
1 semester(about 4 months)	900,000won	

#### 3) Other expenses

Green fee, transportation fee, teaching materials fee and personal expenses in Dept. of Golf Competition & Teaching

Admission Office Korea Golf University 2F  
 101, Hadae 5-gil, Ucheon-myeon, Hoengseong-gun, Gangwon-do, Republic of Korea  
 mail : [lsu@kg.ac.kr](mailto:lsu@kg.ac.kr) / [hkw@kg.ac.kr](mailto:hkw@kg.ac.kr)  
 homepage : [www.kg.ac.kr](http://www.kg.ac.kr)