

III. APPLICATION AND IMPORTANT MATTERS

※ **Modification and Cancellation after submitting application**

<All of stated matter in application: applying major/chosen repertoire for test etc.>

- Modification or Cancelling application is possible during relevant submission period.
- Please Note: Once relevant submission period ended, any modification(including switch of applying major and dept., chosen repertoire) or cancellation will not be accepted at all. Also any application fee will not be refunded.

* However, if a certain picture of an applicant is considered to cause confusion for admission process, request of modifying picture will be held by the Admission Division.

1. Application Process and Application Fee

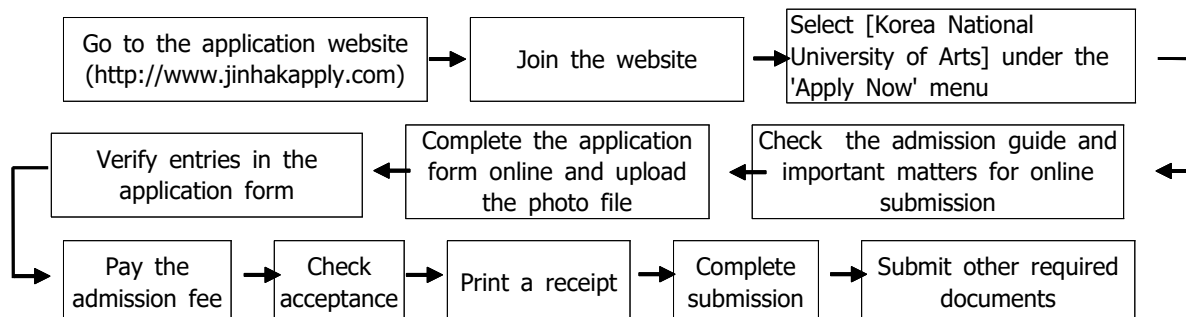
Applicants are advised to read this Guide carefully before submitting applications online to understand the following and apply in accordance with the predetermined process:

A. Where to Submit the Application Form: Jinhak Apply (<http://www.jinhakapply.com>)

B. Application Schedule

School (Department)	Application Deadlines	Remarks
School of Drama (Dept. of Acting) School of Dance (Dept. of Dance Theory (Art Management))	June 10, 2019 (Mon) - June 12, 2019 (Wed) 18:00	<ul style="list-style-type: none"> • All applications are to be submitted online only. Applicants can submit the application form for 24 hours during the application period. (From 9:00 on the submission commencement date to 18:00 on the closing date)
School of Music, School of Drama (Dept. of Stage Design) School of Dance (except for Dept. of Dance Theory (Art Management)) School of Korean Traditional Arts	July 29, 2019 (Mon) - July 31, 2019 (Wed) 18:00	
School of Drama (Dept. of Directing / Playwriting / Theatre Studies) School of Film, TV & Multimedia School of Visual Arts	September 2, 2019 (Mon) - September 4, 2019 (Wed) 18:00	

C. How to Submit the Application Form



※ If problems occur during online application, please contact Jinhak Apply.
(Telephone: 1544-7715 / Fax: 02-735-8432)

D. How to Complete the Application Form

1) How to Complete the Application Form

Category		How to Complete (Enter)
Common Matters	① Fields of application	<ul style="list-style-type: none"> Select the admission type: Ethnic Koreans living abroad/Korean expatriates working abroad/Non-Koreans Select the school to apply to (School of Music/School of Drama/School of Film, TV & Multimedia/School of Dance/School of Visual Arts/School of Korean Traditional Arts) Select the admission unit (department and major) <ul style="list-style-type: none"> Select the major, if available.
	② Application information	<ul style="list-style-type: none"> Applicant name and resident registration number should be indicated exactly as shown on resident registration card.
	③ Educational attainment	<ul style="list-style-type: none"> Precisely indicate the most recent educational attainment. High school graduates should accurately indicate the date of graduation and the name of the high school. Select the applicant type
	④ Applicant contact information	<ul style="list-style-type: none"> Address, telephone number (home and cell phone), and e-mail <ul style="list-style-type: none"> Applicants should provide a contact number at which the applicant can be reached during the application period.
	⑤ Additional contact information	<ul style="list-style-type: none"> Applicants may sustain disadvantages if cannot be reached. Therefore, the home telephone number, cell phone number, and e-mail of the legal guardians of the applicants should also be entered.
	⑥ Other information	<ul style="list-style-type: none"> Applicants with physical disabilities must contact the University for assistance and special arrangements.
	⑦ Photo	<ul style="list-style-type: none"> Upload portrait photo (3cm X 4cm) taken within the last six months in JPG, BMP, or GIF format.
	⑧ Verify entries in the application form	<ul style="list-style-type: none"> Double-check the entries in the application form after finishing its submission
	⑨ Pay application fee	<ul style="list-style-type: none"> Pay the application fee as required after double-checking the entries in the application form
	⑩ Print other required document forms and mailing label	<ul style="list-style-type: none"> The mailing label is to be attached to the envelope when required documents are sent.
School-specific Matters	School of Music	<ul style="list-style-type: none"> For a major that needs to indicate musical pieces, applications should accurately enter the title and composer of the pieces. (Modification is NOT possible after submission period)
	School of Korean Traditional Arts	<ul style="list-style-type: none"> For the departments of Traditional Music (Vocal Music and Instrumental Music Majors), Traditional Dance, and Traditional Folk Theatrics, applicants are urged to exercise special care to accurately fill in the "Audition Details for Your Major" column. (Modification is NOT possible after submission period)
Other	<ul style="list-style-type: none"> Upon completion of submission of the application form, a provisional receipt number is provided. The application number is assigned only to those who passed the application qualification screening. After the application number is assigned, an applicant should print the admission ticket from the 'Jinhak Apply' website and carry it along with their identification card during the exam day. 	

2) Important Matters for Application Form Submission

- 1) Indicate the proper admission type, and the school, department, and major to apply.
 - ※ Any applicants who intend to change their department or major to apply to during the application period should call the Admissions Division (02-746-9046) to make a new application and cancel the old application.
 - ※ Once the application period expires, the application cannot be modified or canceled, and the application fee is not refundable.
- 2) Applicants are responsible for any disadvantage that may arise from their failure to understand the important matters specified in this Guide thoroughly.
- 3) The home address, telephone numbers (home and cell phone), and e-mail address of applicants should be accurately indicated to ensure prompt contact during the application period. Applicants are responsible for any disadvantage that may arise from their failure to indicate the contact information or misentries.
 - ※ When the address and contact information are changed after the submission of the application form, the applicant must notify the Admissions Division (02-746-9045) of such change.
- 4) Where the admission verification slip is lost, the applicant may re-print it from the application website (Jinhak Apply).
- 5) Applicants are responsible for any omission or misentry in the application form. If an applicant is found to have made any misrepresentation in the application form, the University may revoke the applicant's admission as appropriate.
- 6) Where the application fee is not paid, the submission of the application form is not completed.
- 7) Granting a receipt number upon payment of the application fee is deemed to confirm the submission of the application form.

E. Application Fee

- 1) Application Fee: KRW 80,000

※ For online applications, the submission fee of KRW 6,000 is charged separately .

- 2) Application Fee Refund

<Automatic Eligibility>

Those eligible person, application fee will be returned after admission period.

- How to Request : Request for application fee exemption should be submitted by registered mail or in person during submission period of required documents.

※ Submission paper for application fee exemption is effective till postmark of last date of submission period of required documents.

Category	Eligible Person	Required Documents	Remarks
Persons of distinguished services to the State	The person himself or his children	Certificate verifying the status or Certificate of special entrance qualification for university (one copy)	-Certificated by Ministry of Patriots and Veterans Affairs -Showing the family relation between the person of distinguished services of the State and the applicant
		The passbook for returning the application fee (one copy)	-If the passbook is not the applicant's, extra submission to show the relation the owner of the passbook and the applicant is required (e.g. certificate of family relation)

Persons of distinguished services to the Gwangju (May 18) democratization movement	The person himself or his children	Certificate verifying the status or Certificate of special entrance qualification for university (one copy)	-Certificated by Ministry of Patriots and Veterans Affairs -Showing the family relation between the person of distinguished services of the State and the applicant
		The passbook for returning the application fee (one copy)	-If the passbook is not the applicant's, extra submission to show the relation the owner of the passbook and the applicant is required (e.g. certificate of family relation)
Persons of distinguished services for independence	The person himself or his (grand) children	Certificate verifying the status or Certificate of special entrance qualification for university (one copy)	-Certificated by Ministry of Patriots and Veterans Affairs -Showing the family relation between the person of distinguished services of the State and the applicant
		The passbook for returning the application fee (one copy)	-If the passbook is not the applicant's, extra submission to show the relation the owner of the passbook and the applicant is required (e.g. certificate of family relation)
Beneficiaries of national basic livelihood security program	The person himself or his children	Certificate verifying the status (one copy)	-The certificate must be issued within 30 days -The certificate should be issued by the applicant reference -The certificate must be issued by community service center
		The passbook for returning the application fee (one copy)	-If the passbook is not the applicant's, extra submission to show the relation the owner of the passbook and the applicant is required (e.g. certificate of family relation)
Potential Welfare Recipients	The person himself or his children	one copy of "Certificate of Eligibility for Payment of Deductible or Reduction of Standard Copayment for the Potential Welfare Recipients " issued by National Health Insurance Service, "Identification with Persons Rehabilitation Workers", "Identification for Disability Support Pension", "Identification for Sickness Benefit", "Identification for Children with Disabilities Benefit", "Identification for Single Parent Family", or "Identification for Urgent Care Needed Potential Welfare Recipients" issued by a community center	-The certificate must be issued within 30 days -The certificate should be issued by the applicant reference
		The passbook for returning the application fee (one copy)	-If the passbook is not the applicant's, extra submission to show the relation the owner of the passbook and the applicant is required (e.g. certificate of family relation)

- Schedule for Refund Documentation Submission and Refund of Application Fee

Category	August Entrance Examination		October Entrance Examination	November Entrance Examination
	School of Dance <Dept. of Dance Theory (Art Management)>	School of Drama <Dept. of Acting>	School of Music <All departments> School of Drama <Dept. of Stage Design> School of Dance <Dept. of Dance Performance, Dept. of Choreography, Dept. of Dance Theory (Dance Theory)> School of Korean Traditional Arts <All departments>	School of Drama <Dept. of Directing, Dept. of Playwriting, Dept. of Theatre Studies> School of Film, TV & Multimedia <All departments> School of Visual Arts <All departments>
Submission of Refund Request Documents	July 1, 2019 (Mon) - July 5, 2019 (Fri) 10:00~18:00 Daily	July 1, 2019 (Mon) - July 5, 2019 (Fri) 10:00~18:00 Daily	August 26, 2019 (Mon) - August 30, 2019 (Fri) 10:00-18:00 Daily	October 14, 2019 (Mon) - October 18, 2019 (Fri) 10:00-18:00 Daily
Notification of Result of Refund Eligibility (the Admissions website of the University)	September 16, 2019 (Mon)	November 15, 2019 (Fri)	November 15, 2019 (Fri)	January 10, 2020 (Fri)
Refund of Application Fee	September 20, 2019 (Fri)	November 21, 2019 (Thu)	November 21, 2019 (Thu)	January 16, 2020 (Thu)

<Eligibility for Refunds After Acceptance>

- Once the application form has been submitted (The application fee is paid), the application cannot be modified or cancelled, and the application fee is not refundable. Except for the submission fee, the application fee may be refundable in whole or in part in the following cases:
 - ① Applicants who fail the eligibility assessment
(The application fee cannot be refunded for applicants who pass the eligibility assessment since they undergo the document screening.)
 - ② Applicants cannot apply for the examination due to any change in or cancellation of examination schedules due to a natural disaster.
(If applicants can apply for the examination despite the change in the examination schedule, the application fee cannot be refunded.)
 - ③ Applicants cannot apply for the examination due to their surgery or other emergency on the examination day. In this case, a medical certificate must be submitted.
 - ④ Applicants cannot apply for the examination due to the University's change in the examination schedule after it was publicly announced.
 - ⑤ Applicants cannot apply for the examination due to any act of God that is not their responsibility.
(e.g An applicant who is active duty soldier fails to enter the exam due to unchangeable military training date)
 - ⑥ Applicants cannot apply for the examination since they were already finally accepted by a preceding examination (e.g. An applicant who simultaneously applies for exams scheduled for October and November, respectively, and passes the October exam cannot apply for the November exam.)
- Refunds are granted after the University evaluates the application fee refund request form (on the university admissions web site, requiring documents page), copy of passbook, and required verifying documents submitted by applicants.

- Schedule for Refund Documentation Submission and Refund of Application Fee

<Full or partial refund>

Category	August Entrance Examination		October Entrance Examination	November Entrance Examination
	School of Dance <Dept. of Dance Theory (Art Management)>	School of Drama <Dept. of Acting>	School of Music <All departments> School of Drama <Dept. of Stage Design> School of Dance <Dept. of Dance Performance, Dept. of Choreography, Dept. of Dance Theory (Dance Theory)> School of Korean Traditional Arts <All departments>	School of Drama <Dept. of Directing, Dept. of Playwriting, Dept. of Theatre Studies> School of Film, TV & Multimedia <All departments> School of Visual Arts <All departments>
Submission of Refund Request Documents	September 2, 2019 (Mon) - September 6, 2019 (Fri) 10:00~18:00 Daily	November 5, 2019 (Tue) - November 11, 2019 (Tue) 10:00~18:00 Daily	November 5, 2019 (Tue) - November 11, 2019 (Tue) 10:00~18:00 Daily	December 23, 2019 (Mon) - December 30, 2019 (Mon) 10:00~18:00 Daily
Notification of Result of Refund Eligibility (the Admissions website of the University)	September 16, 2019 (Mon)	November 15, 2019 (Fri)	November 15, 2019 (Fri)	January 10, 2020 (Fri)
Refund of Application Fee	September 20, 2019 (Fri)	November 21, 2019 (Thu)	November 21, 2019 (Thu)	January 16, 2020 (Thu)

※ ·Submit refund documentation to the following e-mail address. (apply@karts.ac.kr)

·Copy of passbook and required verifying documents should be submitted by post(registered mail).

2. Documents Required of All Applicants and Submission Process

A. Required Documents

1) Documents Required of All Applicants

① A copy of the Required Document List (University format)

※ University formats can be printed from the Admissions website of the University (Non-Quota Special Admissions - Required Forms)

② A copy of the additional information including educational background and language proficiency (University format)
- All periods and semesters (years) of elementary, middle, and high school should be specified (including any period and details of leave of absence from school)

③ A copy of the signed Consent to Academic Background Check (University format)

④ A copy of Transcripts (or School Life Records for a domestic school) and Certificates of [Expected] Graduation from the elementary, middle, and high schools, respectively

- **Any transcripts and certificates of (expected) graduation and their translations must be notarized, and have the Apostille certificate attached or undergo the consular legalization process.** (See "Apostille Certificate Submission Guide" below) ※ Exception: the overseas elementary, middle and high schools accredited by the Ministry of Education of Korea (please check the website of the Ministry of Education of Korea), the overseas Korean schools accredited by the Ministry of Education of Korea

- The transcript should indicate the enrollment years and semesters for each school.

⑤ A copy of the passbook for application fee (Application fee will be returned for those applicants who fail the eligibility assessment process.)

2) Additional Documents for Departments (Majors): see **IV. Examination Details and Documents for Schools (Departments)**.

※ Applicants are responsible for any disadvantage that may arise from their failure to submit any required documents by the deadline as a result of their not confirming additional documents to submit for specific departments (majors).

3) Documents for Verification of Qualifications

Eligible Persons	Required Documents
Applicants who completed all years of schooling abroad	<ul style="list-style-type: none"> • A certificate of entry/departure record for Korea of the applicant • A duplicate copy of passport of the applicant
Applicants and their parents are all foreign nationals	<ul style="list-style-type: none"> • A certificate of nationality of the applicant and his/her parents, respectively <ul style="list-style-type: none"> ※ A household register for applicants of Chinese nationality • A document verifying family relation <ul style="list-style-type: none"> ※ Verifying paternity and parents' marriage status • A duplicate copy of passport of the applicant and his/her parents, respectively
North Korean defectors	<ul style="list-style-type: none"> • A certificate of North Korean defector registration or certificate of educational benefit program recipient (Issued by an officer responsible for protecting the residential district of North Korean defectors in <i>si/gun/gu</i>) • A certificate of diploma accreditation (Issued by metropolitan or provincial offices of education)

※ Important Matters for the Submission of Documents

- All documents which are not written in Korean or English should have notarized with Korean (or English) translations attached.
- The documents required of all applicants and documents for verification of qualifications should be no more than six months old from the issuance date: provided, that the transcript, certificate of (expected) graduation, certificate of acceptance, certificate of nationality, and copy of passport can be submitted irrespective of their issuance date.
- If there are exceptional incidences in foreign schools, including early graduation, skipping a grade, abolishment of transcripts or graduation records, and refusal of issuance of the certificate of graduation, an explanatory statement (confirmation letter) issued by the school should be submitted.
- A certificate of entry/departure records should contain all lifetime entry/departure records. If such records cannot be verified due to false entries or dual passports, applicants concerned may be disadvantaged or their admission or enrollment may be revoked.
- Applicants should submit original copies of all documents (excluding passport). If an applicant can only submit a duplicate copy for unavoidable reasons, the copy should be authorized by the originating institution.
- If documents indicate different names of the applicant for specific reasons including change of names, a certificate verifying that the applicant is the same person (e.g., an abridged transcript of resident registration) should also be submitted.
- If required documents do not arrive by the deadline after the application form has been submitted, the applicant shall be disqualified.
- Once finally admitted, any individual expected to graduate from a high school should submit the certificate of graduation to the Admissions Division by February 20, 2020 (Thursday).
- If necessary, additional documents may be requested.

< Apostille Certificate Submission Guide >

* What is an **Apostille certificate** ?

- In order for a document to be recognized by a foreign country, it should undergo **legalization for foreign public documents to be used in the foreign country**. In general, such a document is authenticated by means of 'consular legalization' at diplomatic missions in the foreign country where the document is to be used.
- The Apostille certificate is issued by **an authority of the country concerned after validating the authenticity of the document by comparing the official seals or signatures of the document**. A document bearing the Apostille certificate is deemed effective as an official document in any signatory country without the consular legalization.

A. Documents subject to the Apostille certificate requirement

- 1) Documents issued by government agencies (including local governments, national and public educational institutions): **e.g. transcripts and certificates of graduation issued by a national/public school**
- 2) Notarized documents prepared by a person in the capacity of a notary public in accordance with the Notary Public Act or the Attorney-at-Law Act: **e.g. transcripts and certificates of graduation issued by a private school**

※ For a document not written in Korean or English, the original and its translation should be attached with the Apostille certificate or legalized by a consular officer responsible for notarization.

B. Applicants from a signatory country

- Apostille certificates are issued by an institution designated as an authority by the government of the country concerned (e.g. the Ministry of Foreign Affairs and Trade for Korea)
- Apostille certificates for the required documents above need to be issued and submitted when submitting the application form and documents. (Applicants are advised to verify the lead time for the issuance of the Apostille certificate.)
- Important Matters
 - Applicants from a private school need to have their documents notarized first and then have the Apostille certificates issued.
 - If the Apostille certificate cannot be issued, either a confirmation for a foreign educational institute or a certificate of the consular legalization process issued by the Korean consulate of the country concerned may be submitted in lieu thereof.

C. Applicants from a non-signatory country

- Apostille certificates are issued by the Korean consulate of the country concerned.
- A confirmation for a foreign educational institute or a certificate of the consular legalization process issued by the Korean consulate of the country concerned should be submitted.

D. Signatories to the Apostille Convention: Visit the Ministry of Foreign Affairs and Trade webpage (Call the Consulate Services Section)

B. Submission Process and Deadline

1) Submission Process

- Submit documents by the deadline of the submission period for required documents for each department (major) by (registered) mail or in-person
- Documents submitted by (registered) mail must be postmarked no later than the deadline. Any submission by other delivery means such as courier service is not accepted.
 - ※ The envelope should indicate "additional documents for application for admission" on its cover, and it should be mailed with a return receipt requested.

2) Submission Deadline: See the application timeline for each school (department)

3) Please note that no submitted documents including portfolios will be returned to the applicant.

Documents should be addressed to:
<02789>, Hwarangno 32-gil, 146-37 Seongbuk-gu, Seoul
Admissions Division, Korea National University of Arts
Special Admissions for Ethnic Koreans abroad and Foreigners
(Telephone: 02-746-9045 or 9047/ FAX: 02-746-9049)

3. Eligibility Assessment

- A. Determine eligibility of applicants by assessing their qualification for application
 - ※ This process is not the document screening but only assesses whether the applicant is eligible to apply for the special admissions for ethnic Koreans abroad and foreigners.
- B. Only those who pass the eligibility assessment process will be provided with an application number for subsequent admission stages.
- C. Date of the notification of eligibility assessment result: See the admissions timeline for each school (department)
- D. Those who fail the eligibility assessment process may get full refund(excluding submission fee) of application fee and can apply for the subsequent admission cycle of the University.

4. Notification of Final Acceptance

- A. Date of Notification: See the admissions timeline for each school (department)
- B. How to Receive Notification
 - 1) Visit the University website (<http://www.karts.ac.kr>) ⇨ [Admission Information] ⇨ Individually check at [Applicant Service]
 - 2) ARS for final acceptance: 060-700-1911
- C. The accepted students can print the notification of acceptance and the guidelines for the accepted students from webpage of admission.
 - ※ Applicants are responsible for verifying acceptance to the University as accepted students are not publicly listed or individually notified.

5. Important Matters for Applicants

A. Duplicate Application

- 1) **Those who passed the eligibility assessment for the non-quota special admissions must not concurrently apply for the regular admissions for the same admission unit.**
- 2) Students who have been registered in (including students on leave of absence), applied for early or regular admissions to, or finally accepted to other universities (graduate schools) may apply to the University.
- 3) Those who have been finally admitted to the University under its special or regular admission program cannot apply for other examinations administered subsequently by the University.

B. Prohibition of Dual Enrollment

- 1) Once registered with the University, students are not allowed to enroll at another school according to Article 65 of the School Regulations of the University.
- 2) If a student fails to revoke any outstanding enrollment at another university (graduate school), the student will be expelled even if already enrolled at the University.

C. General Matters

- 1) **Individuals may apply for the University irrespective of whether they have applied for the College Scholastic Ability Test (aka Suneung).**
- 2) Individuals will be immediately disqualified if they are found ineligible for application for the admission type of their choice after submitting the application form. (If ineligibility for application is discovered later, the individual's enrollment or admission will be immediately revoked.)
- 3) Where an applicant is found to have made any misrepresentation, alteration to the submitted documents, or has perpetrated any other kind of fraud, the University will reject or revoke the applicant's admission or enrollment. (If such fraudulence is discovered while in school, the individual in question will be expelled. Those who have committed such fraud are not allowed to reapply for admission to the University for the current academic year when the test is administered and for the following 2 academic years.)
- 4) As no preliminary meetings for examinees are conducted, examinees are required to visit the University website from time to time to verify important matters for examinees, examination schedules, and other information.
- 5) Applicants who fail to take any examination subjects will fail regardless of their test scores in other subjects. Exclusion from the document screening due to failure to submit the required additional documents by the deadline is also deemed to constitute the applicant's missing a test.)

D. Others

- 1) **No submitted documents including transcripts, certificates of graduation, and portfolios are returned to examinees**
<When applicant submit his or her art works such as portfolio, submit copies of them, except for the case with an extra request>
- 2) Test results are not disclosed.
- 3) If the finally admitted individuals fail to meet the enrollment requirements by the end of February, 2020 (e.g. failure to graduate from high school or dropout) or to register during the freshman enrollment period, their admission will be revoked (If such fact is uncovered later, the enrollment is revoked).
※ In the case of a country (e.g. Japan) where the academic year and semester commence one month later than in Korea, the applicant's actual enrollment period at a foreign school is recognized within the scope of the remaining expected enrollment period.
- 4) **There is no transfer program.**
- 5) There is no deposit-refund system.
- 6) Any other matters not set forth in this Guide are subject to the rules of admissions provided separately by the University.

※ **Selection Process**

- 1) Select applicants in descending rank order on the basis of their aggregate scores at each stage for each admission unit.
- 2) There is no set limit on the admissions quota who may be accepted. However, applicants whose grades indicate that they are unlikely to achieve adequate performance at the University may not be selected.
- 3) For each subject, test scores will be rounded off to the second decimal place.
- 4) Only the applicants who pass the first screening can apply for the second screening <No extra submission for the second screening>.