# 입 학 지 원 서(Application for Admissions)

**석사과정 Master's Program**

| | | | |
|---|---|---|---|
| 학년도 Year | 20 | 전기(Spring) ☐ / 후기(Fall) ☐ | |
| 차수 Round | | 수험번호 Application No *(for office use only)* | |

**지원사항 Application Information**

**지원학과 Applying Major**

☐ 국제경영학과(영어트랙) (M.I.B.) International Business **(English track)**
☐ 인터네셔널에듀케이션학과(영어트랙) (M.I.E.) International Education **(English track)**
☐ 글로벌중독재활상담학과(한영트랙) (M.G.A.R.C.) Global Addiction Rehabilitation Counseling (Kor/Eng track)
☐ 글로벌호텔경영학과(한영트랙) (M.G.H.M.) Global Hospitality Management **(English track)**
☐ 글로벌테크노엔터프리뉴어십학과(영어트랙) (M.G.T.E.) Global Techno-Entrepreneurship **(English track)**

**영어점수 ENGLISH PROFICIENCY** *영어트랙지원 시 작성

| TEST TYPE (check one): | | TEST SCORE: | TEST DATE (YYYY.MM.DD): |
|---|---|---|---|
| ☐ IELTS (overall band 5.5+) | ☐ TEPS (202+) | | |
| ☐ iBT TOEFL (59+) | ☐ CEFR (B2+) | | |

**인적사항 Personal Information**

| | | | | |
|---|---|---|---|---|
| **성 명 Name** | (한글/Korean) *foreign applicants, please use translator for Korean name and enter in the order of passport* | | | 여권사진규격 (Photo) (3.5cm×4.5cm) *Please attach your passport photo. |
| | (영문/English) *input exactly as shown in passport with surname first* | | | |
| 주민등록번호 RC No./D.O.B. (yy.mm.dd) | | **국 적 Nationality** | | |
| 여권번호 Passport No. | | | | |
| **현 주 소 Current Address** | (우편번호 Postal code: ) | | | |
| **자택전화 Phone** | | **휴대폰 Mobile** | | |
| **이메일 E-mail** | | **병역관계** (Korean applicants only) | (병역필/면제/미필) (군번) | |
| **보 증 인 Guardian** | **성 명 Name** | **관 계 Relationship** | **전화번호 Phone** | |
| | **주 소 Address** | (우편번호 postal code: ) | | |

**학력사항 Education Background**

| 학 위 Degree | 대학교(원) University Name | 학과 Major | 평균평점(GPA) / 백분율점수(%) | 학위명 Degree Name | 학위등록번호 Degree Serial No. | 졸업일자 Date of Graduation |
|---|---|---|---|---|---|---|
| 학 사 Undergraduate | | | /4.5 /100 | | | (yyyy/mm/dd) |
| 석 사 Graduate | | | /4.5 /100 | | | (yyyy/mm/dd) |

**경력사항 Work Experience**

| 기 간 Period | 직 장 명 Company and Referral Contact | 직 위 Position |
|---|---|---|
| . . ~ . . . | | |

**은행잔고증명서 정보 Bank Certificate Information**

☐ Self ☐ Father ☐ Mother

*Full name of person on bank certificate:*

위 기재 사항은 사실과 틀림없음을 증명함. (I hereby certify that the above information is true and correct.)

DATE (날짜): NAME (지원자 성함): SIGNATURE (인):

**Please print and sign your full name in pen, no electronic signatures**

남서울대학교 국제대학원장 귀하
**Dean of the International Graduate School, NAMSEOUL UNIVERSITY**

# 학 업 계 획 서(Study Plan)

| | | | | |
|---|---|---|---|---|
| 지원학기 Semester | 학년도 Year | 20 | 지원학과 Applying Major | ☐ M.I.B. ☐ M.G.H.M.<br>☐ M.I.E. ☐ M.G.T.E.<br>☐ M.G.A.R.C. |
| | 전기(Spring) ☐ / 후기(Fall) ☐ | | | |
| | 차수 Round | | | |
| 지원과정 Program | 석사과정 Master | | 지원자 성명 Name | Name:<br>(인/Signature):<br>*Please print and sign your full name* |

1. 자기소개 (Self-Introduction)

2. 지원동기 (Reason for application)

3. 학업계획 (Study Plan)

남서울대학교 국제대학원장 귀하
**Dean of the International Graduate School, NAMSEOUL UNIVERSITY**

<외국대학(원) 졸업자 해당> (**Applicable to graduates of foreign universities**)

# 학력조회 동의서(Signed Consent Form)

By signing this form, I voluntarily give my permission to the verification of my degree information/enrollment and hereby authorize the International Graduate School of NAMSEOUL UNIVERSITY to perform this service.

| 구 분 | 내용 (please type in English only) |
|---|---|
| 1. 성 (Family Name) | |
| 2. 이름 (Given Name) | |
| 3. 생년월일 (Date of Birth) | |
| 4. 입학일자 (Date of Admission) | |
| 5. 졸업일자 (Date of Graduation) | |
| 6. 전공 및 학위명 (Major and Degree) | |
| 7. 최종 졸업 대학명 (University Name) | |
| 8. 졸업대학 학적담당부서 주소<br>(Address of Academic Affairs Office) | |
| 9. 졸업대학 학적담당부서 e메일 주소<br>(E-mail of Academic Affairs Office) | |
| 10.졸업대학 학적담당부서 전화번호<br>(Telephone number of Academic Affairs Office) | |
| 11.졸업대학 학적담당부서 팩스번호<br>(Fax number of Academic Affairs Office) | |

년(YY) 월(MM) 일(DD)

지원자(Name) (인/Signature)

**Please print and sign your full name**

남서울대학교 국제대학원장 귀하

**Dean of the International Graduate School, NAMSEOUL UNIVERSITY**

<한국인지원자 해당> (please go to next page for English version)

# 개인정보 수집 및 이용에 대한 동의서

**항목별 동의 및 확인여부를 □에 v표시하고, 지원학과명, 서명 날인 필수**

<개인정보 수집 및 이용에 대한 동의>
수집된 개인정보는 입학 전형 대학원 입학 원서 접수 및 대학원 입학 전형을 위해 개인정보를 수집 및 이용하고 있고, 이외의 다른 목적에는 절대 사용되지 않습니다.

▪ 개인정보의 종류
- 이름, 주민등록번호(재외국민과 외국인 전형 등의 경우 : 외국인등록번호 또는 여권번호), 주소, 전화번호, 휴대전화번호, 이메일, 학교정보(최종학력구분, 재학/출신 대학(대학원), 졸업(예정)연도, 출신대학(대학원) 학위등록번호, 출신대학교(대학원) 성적, 직업(직장명,직위 및 직급), 학업계획서

▪ 개인정보의 수집 및 이용 목적
- 대학원 입학 원서 접수 및 대학원 입학 전형을 위해 개인정보가 사용됩니다.

▪ 개인정보의 보유 및 이용 기간
- 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다.

**개인정보의 수집 및 이용에 동의하십니까?** □ **동의함** □ **동의하지 않음**
*** 개인정보의 수집 및 이용에 대해 동의하지 않을 경우 대학원 원서를 접수할 수 없습니다.**

<고유식별정보 수집 및 이용에 대한 동의>
대학원 입학 원서 접수 및 대학원 입학 전형을 위해 고유식별정보(주민등록번호, 외국인등록번호, 여권번호)를 수집하고 있습니다(근거 법령 : 고등교육법 시행령 제73조(고유식별정보의 처리).

**고유식별정보 수집 및 이용에 동의하십니까?** □ **동의함** □ **동의하지 않음**
*** 고유식별정보 수집 및 이용에 대해 동의하지 않을 경우 대학원 원서를 접수할 수 없습니다.**

<개인정보 제3자 제공에 대한 동의>
다음과 같이 개인정보를 제3자에게 제공하고 있습니다.

| 개인정보를 제공받는 자 | 제공받는 자의 개인정보 이용목적 | 제공하는 개인정보 내용 | 제공받는 자의 보유·이용기간 | 기타 |
|---|---|---|---|---|
| 고등교육통계조사/ 대학알리미/ 한국장학재단/ | 대학의 등록금 및 학자금 지원 통계 현황 조사·분석/ 법령상 의무이행 등/ | 수집·이용에 동의한 정보 중 목적 달성을 위해 필요한 정보에 한함. | 처리목적 달성시까지 | |

**개인정보의 제3자 제공에 동의하십니까?** □ **동의함** □ **동의하지 않음**
*** 개인정보의 제3자 제공을 동의하지 않아도 대학원 원서를 접수할 수 있습니다.**

**위와 같이 개인정보가 남서울대학교 국제대학원에 수집 및 이용되는 것에 대해 동의합니다.**

**년 월 일**

**지원자: (서명)**

**< Applicable to Foreign Applicants Only>**

# Consent to Collect Personal Information for Graduate School Admission

## Consent for Collection and Use of Personal Information

We collect and use personal information for acceptance of graduate school, evaluate application for admission, and graduate school selection, and it is never used for other purposes.

- Types of personal information:

*Name, address, phone number, mobile phone number, e-mail, additional contact information, school information (final education division, graduation from college or graduate school, graduation from university, name of university in school, department information, grades, etc.), resident registration number (for foreign residents and foreigners in the case of foreign residents and applicants: alien registration number or passport number), letters (self-introduction,, professor recommendation letter, pastor recommendation letter).*

- Purpose of collection and use of personal information:

*Personal information (e.g. passport, name, photo, nationality, phone numbers, email, bank account information such as bank name and account number) is used to evaluate application for admission.*

- Retention and use period of collected personal information:

*After verification for application purposes and/or when the information becomes unnecessary, all personal will be destroyed immediately.*

**Do you agree to the collection and use of personal information? Agree □ Disagree □**

*** If you do not agree, your application cannot be processed and will therefore not be accepted**

## Consent to the Collection and Use of Identifying Information

We collect unique identification information (e.g. resident registration number, alien registration number, passport number) for the acceptance of the graduate school application, evaluation of application for admission to our graduate school. (Relevant law: Article 73 of the Enforcement Decree of the Higher Education Act).

**Do you agree to the collection and use of unique identifying information? Agree □ Disagree □**

*** If you do not agree, your application cannot be processed and will therefore not be accepted**

## Consent to the Collection and Use of Sensitive Information

We collect unique Sensitive information (e.g. health information) for the acceptance of the graduate school application (Relevant law: Article 23 of the Enforcement Decree of the Privacy Act).

**Do you agree to the collection and use of unique Sensitive information? Agree □ Disagree □**

*** If you do not agree, your application cannot be processed and will therefore not be accepted**

## Consent to Sharing of Personal Information with Third Party

We provide personal information to third parties as follows:

| **Recipients of the Applicant's Personal Information** |
|---|
| ▪ Public institution for fulfilling obligations under the law (Ministry of Justice, immigration office, health administrations)<br>▪ Institutions that handle personal information due to school assignments (private insurance companies)<br>▪ Namseoul University<br>▪ Housing officials (real estate agencies, landlords) |
| **Purpose of Collecting the Applicant's Personal Information** |
| ▪ Public institutions to perform jurisdiction and fulfill duties under the law<br>▪ Perform contracts or commissions to promote university studies<br>▪ Administrative matters for training in overseas universities |
| **Personal Information Provided by Applicant** |
| ▪ The information that is agreed upon for collection and use is provided with the minimum information necessary for the performance of the relevant agency, accomplishment of the purpose of consignment service, and performance of laws and regulations, and includes personal information collected before this consent. |
| **Period of Possession and Use of the Applicant's Personal Information** |
| ▪ Personal information will be retained and used from the date it is provided until the purpose provided. After achieving the purpose provided, it will be retained and used only to the extent necessary for follow-up management related to the purpose of use described above. |
| **Consent to Share Unique Identification Information** |
| ▪ The unique identification number, such as the alien registration number, is processed within the scope for the acceptance of the application and the application for admission in accordance with Article 73 of the Enforcement Decree of the Higher Education Act. |

**Do you agree to provide third parties with your personal information? Agree □ Disagree □**

*** If you do not agree, your application cannot be processed and will therefore not be accepted**

I have read and agree to the consent of sharing my personal information I have submitted for application to Namseoul University International Graduate School (any unchecked "agree" boxes will not allow for legal processing of this application, so please make sure all are properly checked).

년(YY) 월(MM) 일(DD)

지원자(Name) (인/Signature)

**Please print and sign your full name**

**<Applicable to Foreign Applicants Only>**

# Required Documents Self-Check List

**The following information must be typed and NOT handwritten to be submitted with your application.**

| | | | |
|---|---|---|---|
| **Full Name** (as name appears on passport): | | **WhatsApp Messenger Phone Number** (*Chinese applicants, please list WeChat ID*): | |
| **Date of Birth** (*yyyy/mm/dd*): | | **Nationality:** | **Passport No.:** |
| **Gender:** | **Phone Number** (*complete with country code*): | **E-mail** (*gmail please; for Chinese applicants, please provide yahoo email*): | |
| **Emergency contact if you are not reachable** (name, contact information, and relationship to applicant): | | **Contact information for referral of someone who lives *in Korea* or AGENCY** (please put name, phone number, and address. If there is no one, please write "N/A"): | |

**Applying Major** (select one):

□ International Business (English track)
□ International Education (English track)
□ Global Addiction Rehabilitation Counseling (Kor/Eng track)
□ Global Hospitality Management (English track)
□ Global Techno-Entrepreneurship (English track)

*~PLEASE SUBMIT APPLICATION DOCUMENTS IN THE ORDER LISTED BELOW~*

| | DOCUMENTS LIST | CHECK |
|---|---|---|
| 1. | **Application** (*all parts completed and signed; please include 3.5cm x 4.5cm photo*) | ☐ |
| 2. | **Study plan** | ☐ |
| 3. | Original apostilled **bachelor's diploma** from an accredited university *(or certified attestation from Korean Embassy; Chinese applicants need attestation from Ministry of Education)*<br>- **Diplomas issued only once:** if your diploma is issued only once, obtain a certified copy, have the original apostille/attestation placed on that certified copy, and submit it with your application package. All submissions are final and will not be returned. | ☐ |
| 4. | Original apostilled **official transcript** from an accredited university *(or certified attestation from Korean Embassy; Chinese applicants need attestation from Ministry of Education)* ***A signed letter from the undergraduate university showing the converted CGPA out of a 4.5 scale is required if the final grade is not already stated as so***<br>- **Transcripts issued only once:** if your transcript is issued only once, obtain a certified copy, have the original apostille/attestation placed on that certified copy, and submit it with your application package. All submissions are final and will not be returned. | ☐ |
| 5. | **Signed consent form** | ☐ |
| 6 | Proof of **English language proficiency** and exemptions<br>- iBT TOEFL 59, IELTS 5.5, CEFR B2, TEPS 202 or higher<br>- **Exemption:** Those who are national citizens of or have completed the equivalent of a bachelor's degree in a country where English is the official language (if you are exempt, you will need to provide a letter of English-medium instruction (LEMI) from undergraduate university). Although it is possible to apply to our programs with LEMI, it is strongly recommended to have an IELTS or TOEFL score to help with your visa application. | ☐ |
| 7 | **Consent to Collect Personal Information** *(One is for collection of personal information and the second is to share personal information with a 3rd party. If you need more details, please inquire with our office)* | ☐ |
| 8 | Copy of current and valid **passport** | ☐ |
| 9 | Copy of **parents' passport** or national identification *(must be translated to English and notarized; name spellings must match passport; in the case of a deceased or divorced parent, proper documentation must be submitted instead (e.g., notarized death or divorce certificate or notarized affidavit of death or divorce )* | ☐ |
| 10 | **Notarized family registration** *(also marriage certificate if applicable)* | ☐ |
| 11 | **Bank certificate** (16,000,000KRW) [Original bank certificate (not photocopy or scan) showing over 16,000,000 KRW. Bank certificate must have a stamped date of less than one month from the submission date and be from one account only. In the case the certificate is not in the applicant's name, proof of family relationship and a notarized financial asset documentation of the guarantor must be submitted together. In the case of a financial guarantor for international applicants, only father or mother can be the financial guarantor. In the case that both parents are deceased can a sibling be a financial guarantor. ] | ☐ |
| 12 | Photocopy of Korean Residence Card—front and back *(for applicants who are residing in Korea)* | ☐ |
| 13 | **Application fee**: 50,000KRW *(submit in cash with application package or have someone in Korea pay on your behalf)* | ☐ |

*Note: Documents in any foreign languages must be translated into English and notarized before submission for application*

***Applications with any item missing from the above list will be considered incomplete and will therefore not be eligible for submission.***

# CGPA Conversion Verification (성적산출확인서)

*[note: this document is not needed if applicant's CGPA is already on 4.5 GPA scale or if the undergraduate university provides their own letter of conversion]*

| | |
|---|---|
| University Name (대학교): | |
| Student Name (학생 성함): | |
| Date of Birth (생년월일) (YYYY.MM.DD): | |
| Degree (학위): | |
| Major/Department (전공/학과): | |
| Duration of Program (입학과 졸업 날짜): | |
| Years Attended (재학기간): | |
| Final Graduating Overall Percentage or Grade Reflected on Transcript (평균평점/백분율점수): | |
| Cumulative Grade Point Average Conversion (4.5만점 성적산출 점수): | out of maximum 4.5 |

**Date of issue (발급 날짜) (YYYY.MM.DD):**

**Name of person (담당자 성함):**

**Position of person (직급):**

**University contact information (대학교 부서 연락처) (phone or email):**

**Seal and signature of university:**