**Application Checklist**

Please organize your documents in the following order and submit them on time.

Check each of the following boxes to make sure that you have enclosed the relevant documents.

All documents must be in Korean or English.

|  |  |  |  |
| --- | --- | --- | --- |
| **Required Documents in Common** | **Master’s** | **Doctoral** | **Integrated Master’s and Doctoral** |
| 01. Application with 1 color photo / 입학지원서 - 사진 1매 포함 | √ | √ | √ |
| 02. Certificate of (Expected) Graduation (Graduate) / 석사 졸업(예정)증명서 |  | √ | √ |
| 03. Official Transcript (Graduate) / 석사 성적증명서 |  | √ | √ |
| 04. Certificate of (Expected) Graduation (Undergraduate) / 학사 졸업(예정)증명서 | √ | √ | √ |
| 05. Official Transcript (Undergraduate) / 학사 성적증명서 | √ | √ | √ |
| 06. Study Plan / 학업계획서 | √ | √ | √ |
| 07. Recommendation Letter by professor or academic adviser / 출신대학 교수추천서 | √ | √ | √ |
| 08. The Official Transcript of Language Competence Tests(언어능력 공인시험 성적표)- Korean(한국어): TOPIK 3rd level / English(영어): TOEFL- iBT 80, IELTS 5.5 | √ | √ | √ |
| 09. A Photocopy of the Passport (personal information page) / 여권사본 | √ | √ | √ |
| 10. A photocopy of the Applicant’s alien registration card / 외국인등록증 사본(한국체류자)(only in case of foreign applicants who reside in Korea at the moment of application) |  |  |  |
| 11. Release of Information Authorization (Undergraduate) / 학사 학력조회 확인서 | √ | √ | √ |
| 12. Release of Information Authorization (Graduate) / 석사 학력조회 확인서 |  | √ | √ |
| 13. Application Fee (USD$70) / 전형료 7만원 | √ | √ | √ |
| **Additional Requested Documents for Chinese Students who stay in China** | **Master’s** | **Doctoral** | **Integrated Master’s and Doctoral** |
| 14. 大学本科毕业证、学位证复印件各 寫本 一份 / 학사 졸업, 학위증서 사본 | √ | √ | √ |
| 15. 大学院(硕士) 毕业证、学位证复印件各 寫本 一份 / 석사 졸업, 학위증서 사본 |  | √ | √ |
| 16. **中国** 中国高等教育学历认证报告(http://www.chsi.com.cn) / 학력인증 1부 또는认证报告(教育部学位与研究生教育发展中心) / 학위인증 1부 | √ | √ | √ |
| 17. 本人以及父母(经济担保人) 的在职证明、收入证明各原本一份 / 본인 및 부모의 재직, 수입증명서 원본 각 1부 | √ | √ | √ |
| 18. 本人以及父母(经济担保人) 的户口本复印件各 寫本 一份 / 본인 및 부모의 호구부 사본 각 1부 | √ | √ | √ |
| 19. Financial sponsor's Bank Deposit Certificate showing at least USD$10,000 deposit in the account for more than one month / 은행잔고증명서(USD$10,000) | √ | √ | √ |

**Application form**

Color photo

(3.5cm x 4.5cm)

Please type or print clearly, legibly in black ink

|  |
| --- |
| **1. Personal Information** |
| Family Name(성) in English | Given Name(이름) in English | 漢字姓名(Chinese & Japanese Only) | Date of Birth(생년월일) |
|  |  |  | Month | Day | Year |
| 월 | 일 | 년 |
| Mailing Address for Admission Documents(입학서류 수신가능 주소) | Sex(성별) |
| □ Male □ Female |
| Passport No.: | Your Visa Status if you are in Korea | Date of Visa Expiration(비자만료일) |
|  | 한국에 있다면 소지한 비자종류 | Month | Day | Year |
|  | 월 | 일 | 년 |
| Home Phone(자택 전화번호) | Cellular Phone(휴대폰 전화번호) | E-mail Address 1(이메일 주소 1) |
| Country of Birth(출생국) | Citizenship(국적) | E-mail Address 2(이메일 주소 2) |
| Name of Prospective Adviser in Myongji who can support you financially, if any(재정지원 지도교수 성명 – 해당자만 기재) | E-mail Address of Adviser, if any(지도교수 이메일 주소, 해당자만 기재) |
| **2. Degree and Program Selection** |
| Year and semester you plan to enter | Degree(지원과정) | Department / Specific Major(학과 / 세부전공) |
| 20\_\_\_ \_\_\_ □ Spring □ Fall | □ Master’s □ Doctoral □ Integrated Master’s and Doctoral |  |
| **3. Academic Information** |
| Name of School Graduated학교명 | Degree학위 | College/Department단과대학/학과 | Dates Attended(재학기간) | Date of Degree Conferred |
| From(MM/YY) | To(MM/YY) | MM | YY |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| **4. Language Proficiency Test Score** |
| **Have you ever taken the following test?** |
| □ TOPIK(한국어능력시험) | □ TOEFL | □ IELTS |
| Level(급) | Score(점수) | Score(점수) | Score(점수) |
|  |  |  |  |
| Registration #(수험번호) | Registration #(수험번호) | Registration #(수험번호) |
| Date of Test(MM/DD/Year) | Date of Test(MM/DD/Year) | Date of Test(MM/DD/Year) |
|  |  |  |  |  |  |  |  |  |
| **한국어구사능력(Korean Proficiency)** | □ Excellent □ Good □ Fair □ Poor |
| **영어구사능력(English Proficiency)** | □ Excellent □ Good □ Fair □ Poor |
| I certify that all the information contained in this application and in all supplemental materials that I shall submit is accurate and true. I understand that any false or misleading statement may disqualify my application or results in the terminations of my studies as a student at this university. I further understand that the application fee is non refundable, and any submitted records and documents are not returnable.본인은 지원서와 입학서류의 모든 정보가 정확하고 사실임을 증명합니다.부정확한 진술로 인해 입학지원이 취소될 수 있으며 제출하신 전형료, 성적표 및 입학서류는 일체 반환하지 않음을 확인하고 이에 동의합니다. |
| **Signature(서명)** | **Date(날짜)** |
| **For Office Use Only** |
| □ Fee Paid(Nonrefundable Application Fee USD $70.00) | Applicant Number |  |

**Study Plan**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Name(성)** | **Given Name(이름)** | **Degree(지원과정)** | **Department / Specific Major(학과 / 세부전공)** |
|  |  |  |  |
| **Study Plan(학업계획)** |
| Write in English or Korean about your study plans, including your academic or professional backgrounds in case they are relevant to your past academic interests as well as your future career after finishing the program you are applying for. You can attach additional pages in case you need more space.희망하는 전공과 관련된 경력세부사항을 포함하여 학업계획에 대해 기재하시고, 제시된 양식이 부족할 경우 뒤에 추가로 작성하여 제출할 수 있습니다. |
|  |

**Recommendation Form**

**Please type or print clearly, legibly in black ink.**

|  |
| --- |
| **1. Applicant Information** |
| Family Name(성) | Given Name(이름) | E-mail Address(이메일주소) |
|  |  |  |
| Applying for admission to Myongji University Graduate School for study toward the following degree:□ Master’s □ Doctoral □ Integrated Master’s and Doctoral |
| **2. To the person providing the recommendation** |
| This form should be returned in the envelope provided by the applicant; please seal it and sign across the seal. The applicant will forward the recommendation unopened to Myongji University with his/her other application documents. We are aware of the time and care necessary to prepare this evaluation and gratefully acknowledge your assistance.I have known the applicant for \_\_\_\_\_ years in my capacity as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.1. Please rate the applicant on each characteristic in comparison with other students at the same level by checking a box below: |
|  | **No Basis for****Judgment** | **Excellent** | **Above Average** | **Average** | **Below Average** |
| A. Motivation for graduate work | □ | □ | □ | □ | □ |
| B. Intellectual ability for graduate work | □ | □ | □ | □ | □ |
| C. Breadth of general knowledge | □ | □ | □ | □ | □ |
| D. Understanding of major field | □ | □ | □ | □ | □ |
| E. Ability to analyze ideas | □ | □ | □ | □ | □ |
| F. Ethical standard & integrity | □ | □ | □ | □ | □ |
| G. Oral English expression skills | □ | □ | □ | □ | □ |
| H. Written English expression skills | □ | □ | □ | □ | □ |
| I. Promise in research/scholarship/creativity | □ | □ | □ | □ | □ |
| J. Overall, I expect the applicant’s graduate work to be | □ | □ | □ | □ | □ |
| 2. On the back of this sheet or on a separate page that you attach to this form, please provide your candid assessment of the applicant’s strengths and weaknesses. In your opinion, does the applicant pose the intellectual and personal qualificationnecessary for success in graduate work? If the applicant were to apply to your department, would you support admission? |
| **3. Respondent Information** |
| Family Name | First Name | Middle Name | 漢字姓名(Chinese & Japanese Only) |
|  |  |  |  |
| Telephone Number | Email Address |
|  |  |
| Institution | Institution Address |
|  |  |
| Respondent Signature | Date |
|  | (MM/DD/YYYY) |

**Release of Information Authorization**

**Please fill out the form in English**

**1 for Master’s, 2 for Doctoral Degree Applicants**

|  |  |  |  |
| --- | --- | --- | --- |
| **Family Name(성)** | **Given Name(이름)** | **Degree(지원과정)** | **Department / Specific Major(학과 / 세부전공)** |
|  |  |  |  |
| **2. Academic Information** |
| Name of School Graduated(학교명) |
|  |
| Address of School(학교주소):  |
|  |
| Major/Department(전공/학과) | Degree(학위) |
|  | □ BA □ MA □ Other \_\_\_\_\_\_\_\_\_\_ |
| Website (URL) of School(홈페이지 주소) | Dates Attended(재학기간)  |
|  | From(MM/YY) | To(MM/YY) |
|  |  |  |  |
| **3. School Information to Request Release of Academic Information** |
| Name of Registrar’s Office학력조회 담당부서 |  |
| Name of Staff/Officer학력조회 담당자 성명 |  |
| Phone/Fax No. of Staff in Charge 담당자 연락처/팩스번호 |  |
| E-mail of Staff in Charge 담당자 E-mail |  |
| By sending this application for admission to Myongji University, I hereby authorize the Myongji officials to confer with others to obtain and verify my credentials and qualifications as a provider.I release from any and all liability all organizations or individuals who act in good faith and without malice to provide the above information.I consent to the release by any person to other institutions of all information that may be relevant to an evaluation of my credentials and qualifications and hereby release any such person providing such information of any and all liability.명지대학교에 본 입학원서를 제출함으로써 본인은 명지대학교 관계자가 저의 이력 및 자격관련 정보를 획득하기 위해 타인과 접촉하는 것을 허용합니다. 또한 모든 관계 기관과 개인이 위의 정보를 제공해 주실 것을 성실히 부탁드립니다. 또한 저의 이력 및 자격을 평가하는 데 필요한 모든 정보를 명지대학교에 제공해 주시는 것에 아무런 이의가 없습니다. |
| **Signature(서명)** | **Date(날짜)** |
|  |  |