

Guideline for the application for Spring semester, 2016

Graduate school in Ajou University

1. Period of Application

Classification	Second Session
Reception of Application	Nov. 30 th (Mon), 2015 ~ Dec.21 st (Mon), 2015
Interview	Dec. 24 th (Thu), 2015 ~ Jan. 8 th (Fri), 2016
Announcement of Successful applicants	Jan. 25 th (Mon), 2016
Registration period (Payment for tuition fees)	Feb. 2 nd (Tue), 2016 ~ Feb. 4 th (Thu), 2016

2. Application Procedure

1. Check the Degree program and Recruiting Department

- Check the information about the degree program, recruiting department and whether English classes can be offered or not from the graduate school website.
- Pre-contact with a professor at Ajou University is recommended, not mandatory, except for the applicants for Department of Pharmacy, Medical Sciences, Biomedical Sciences, Digital Media and Life Media.
- Inquiries into educational programs of recruiting departments and majors : e-mail to the Chief of Department or Head professor. (refer to the email address stated in graduate school website)

2. Online Application and Submission of Required Documents

- You can download the Application form for admission through Graduate School Website (<http://grad-e.ajou.ac.kr>)
- After completing the application form, you can print it out. The signature of a financial supporter is necessary on the application form.
- Submit the required documents to the Graduate School office(Yulgok Hall #305) in person or by post before the deadline for submission.

3. Screening, Interview and Evaluation by the Department

- Students are selected by the evaluation of their documents and interview
- After examination of documents, each department will decide on the type of interview (telephone, e-mail or in person) and contact the applicants individually
- Each department will conduct interviews. For inquiries about interviews, contact each department office directly.
- The evaluation is conducted by the screening committee of each department and the Board of the Graduate School.

4. Announcement of Successful Applicants

- The list of successful candidates and notification of admitted students will be posted on the graduate school website on the date of announcement. Check the admission notice menu on that day.

5. Submission of Health Checkup and Issuance of Certificate of Admission

- The Graduate school will send an e-mail to successful applicants to check their address and notify them to submit their medical examination results including TB(tuberculosis) test.
- Successful candidates are required to submit the health checkup results (especially including TB test) that were issued from the hospital in their country to the Graduate School office by e-mail.
- Non-submission of health checkup results or a serious problem on the medical examination can be a reason for rejecting entrance to graduate school.
- The Graduate school will send the admission package including certificate of admission and notice for successful candidates through e-mail to the admitted students, individually.

6. Registration

- Pay tuition fees and insurance fees within the registration period (only available during banking hours within the designated period [Standard Chartered Bank, 09:30 ~ 16:30]).
- If the admitted students does not pay the tuition fee during the designated period, the admission will be cancelled.
- Only admitted students who live in foreign countries can postpone the payment of tuition fess because we don't accept remittance from other countries. In that case, students must submit the application form for postponing payment to the Graduate School office by email. If they do not submit the form, the admission will be cancelled.

7. Application for D2 Visa issuance

- Applicants who are in Korea and required to extend or change the visa type to D2 : get the original admission documents from the Graduate School office(Yulgok Hall #305). Apply for extension or change of visa by visiting the immigration office in a residential district. For more detailed information about visas, refer to the e-government homepage for Foreigners(www.hikorea.go.kr) or call the immigration office call center (Tel : 1345).
- Applicants who are abroad and required to get a new visa for studying in Korea : submit the application form for postponing payment. The Graduate School will send the original admission package to their countries by post. Applicants can apply for issuance of a D2 student visa at the Korean Embassy in their countries. To get the information on issuance of visa, contact and get confirmation from the Korean Embassy in your country.
- After getting the students visa, enter Korea on the schedule of dormitory opening.

8. Course registration and Preparation for Semester

- Dormitory Application is through the dormitory website (<http://edorm.ajou.ac.kr>) during the designated period.
- Student ID numbers will be posted on the graduate school website at the beginning of February.
- Make a web ID at the AIMS portal website(<http://portal.ajou.ac.kr>) and apply for student ID card with the consent to the use of personal information.
- Course Registration is through the AIMS portal website.
- After entering Korea, applicants for postponing payment should pay tuition fees within the designated period at Standard Chartered Bank.
- Get your student ID card from the department office at the end of the February, 2016.
- Attend the orientation for new-coming foreign students
- Alien Registration : after another health check-up at Suwon Yeongtong Health center, apply for alien registration by visiting Suwon Immigration Center in person or participating in the on-campus immigration service. Admitted students from one of the 16 designated countries below should get a health checkup once again at Suwon Yeongtong Health Center even though they already submitted the health checkup results before entering Korea. A health checkup result from Suwon Yeongtong Health Center is a required document for Alien Registration.

Designated 16 Countries

- China, Sri Lanka, Russia, Uzbekistan, Thailand, Vietnam, India, Nepal, Indonesia, Pakistan, Mongolia, Bangladesh, the Philippines, Myanmar, Cambodia, and Malaysia

Direction to Yeongtong Public Health Center

- Yeongtong Public Health Center : 961-18 Yeongtong-Dong, Yeongtong-Gu, Suwon (Tel : 031-228-8715 / Service hours : 09:00 ~ 18:00)
- Transportation : ① Take a bus in front of Ajou University main gate(Bus No.: 720-1) and get off at the Beop Won Ga Sa Gwa(법원가사과) / Dong Su Won Deung Gi So(동수원등기소) ② If you take a taxi, it takes about 20 minutes and fare will be around 9,000 KRW.
- Things to bring : Certificate of Admission, Passport, 1 photo(3*4)
- Fee : 2,000 KRW
- Notes : Service is provided only for the below 16 countries nationals for alien registration purpose.

- Direction to Yeongtong Public Health Center →



3. Recruiting Department

School	Department	Field of Study	Master	Ph.D	Integrated Course	English Classes	Availability of telephone and email interview	Obligation of Previous Counselling
Engineering	Mechanical Engineering	Mechanical Engineering	0	0	0	0	0	X
	Chemical Engineering	Chemical Engineering	0	0	0	X	0	X
	Environmental Engineering	Environmental Engineering	0	0	0	X	0	X
	Industrial Engineering	Industrial Engineering	0	0	0	0	0	X
	Architecture	Architecture	0	0	0	X	0	X
	Architecture Engineering	Architecture Engineering	0	0	0	X	0	X
	System Engineering	System Engineering	0	0	0	X	0	X
	Civil&Transportation Engineering	Civil Engineering	0	0	0	0	0	X
	Urban Development	Urban Development	0	0	0	X	0	X
	Applied Bio Technology	Cosmetic Science	0	0	0	0	0	X
	Biomedical Engineering	Biomedical Engineering	0	0	0	X	0	X
	Systems Biomedical Informatics	Biomedical Informatics	0	0	0	0	0	X
		Medical and Healthcare Informatics	0	0	0	0	0	X
	Molecular Science and Technology	Applied Chemistry	0	0	0	0	0	X
		Biological Engineering	0	0	0	0	0	X
		Medical Science	0	0	0	0	0	X
		Pharmaceutical Science	0	0	0	0	0	X
Information Technology	Electrical and Computer Engineering	Electrical and Computer Engineering	0	0	0	0	0	X
	Computer Engineering	Computer Engineering	0	0	0	0	0	X
	Digital Media	Digital Media	0	0	0	0	0	0
	Space Electronics and Information Engineering	Space Electronics and Information Engineering	0	0	0	0	0	X
	Life Media	Media Contents	0	0	0	0	0	0
		IT Psychology	0	0	0	0	0	0
Natural Sciences	Mathematics	Mathematics	0	0	0	0	0	X
	Physics	Physics	0	0	0	0	0	X
	Chemistry	Chemistry	0	0	0	0	0	X
	Biological Science	Biological Science	0	0	0	0	0	X

School	Department	Field of Study	Master	Ph.D	Integrated Course	English Classes	Availability of telephone and email Interview	Obligation of Previous Counselling
Business	Business Administration	Strategy Innovation	0	0	0	0	0	X
		Marketing	0	0	0	0	0	X
		MS/OM	0	0	0	0	0	X
		OB-HRM	0	0	0	0	0	X
		Accounting	0	0	0	0	0	X
		Global Business	0	0	0	0	0	X
	Management Information System	Management Information System	0	0	0	0	0	X
	Financial Engineering	Financial Engineering	0	0	0	0	0	X
Humanities	Korean Language and Literature	Korean Language and Literature	0	0	0	X	0	X
	English Language and Literature	Interpretation and Translation	0	0	0	0	0	X
	Culture and Contents	Region Contents	0	X	X	X	0	X
		Contents Industry	0	X	X	X	0	X
Social Sciences	Economics	Economics	0	X	X	X	0	X
	Applied Sociology	Applied Sociology	0	0	0	X	0	X
	Political Science and Diplomacy	Political Science and Diplomacy	0	0	0	X	0	X
Law	Law	Law	X	X	X	X	0	X
Medicine	Medical Sciences	Clinical Medicine	0	0	0	0	0	0
		Public Health and Social Medicine	0	0	0	0	0	0
		Medical Sciences of Healthy Aging	0	0	0	0	0	0
	Biomedical Sciences	Molecular Medicine	0	0	0	0	0	0
		Neuroscience	0	0	0	0	0	0
		Cancer Biology	0	0	0	0	0	0
		Biomedical Informatics	0	0	0	0	0	0
		Convergence Medicine	0	0	0	0	0	0
Nursing	Nursing Science	Science of Nursing	X	X	X	X	X	X
Pharmacy	Pharmacy	Pharmacy	0	0	0	0	0	0
-	Energy System Research	Applied Physics	0	0	0	0	0	X
		Applied Chemistry	0	0	0	0	0	X
		Energy Chemical Engineering	0	0	0	0	0	X
		Energy Material Science Engineering	0	0	0	0	0	X
		Energy	0	0	0	0	0	X
	Education	Lifelong education and HRD program	X	0	X	X	X	X
		Curriculum and Education program	X	0	X	X	X	X

4. Application procedure

① <http://grad-e.ajou.ac.kr>

Forms for Graduate School

Application for Admission

1. Application form for Admission	2. Study Plan
3. Confirmation of Translation	4. Letter of recommendation from research advisor
5. Verification Letter	6. Checklist for application
7. Guideline for Application, Spring 2016	8. Waiver of Entrance into a school

Academic Affairs

1. Application for change of the degree process to Integrated course	2. Renunciation of Credits earned
3. Renunciation of Classes	4. Application for dropping a class
5. Application for Exemption from Foreign Language test	6. Application for cancellation of foreign language test
7. Application for the change of department	8. Application for credit recognition from the

Quick

- Undergraduate
- Graduate Admission
- GSIS Admission Guide
- Korean Language
- Global IT
- Immigration Info
- Forms

입 학 지 원 서 (Application for Admission)		사 진 (photo)
◎ 한국어나 영어로 타자를 치거나 깨끗이 쓸 것 (Please TYPE or PRINT clearly in Korean or English)		
I. 인적사항(Personal Information)		7. 여권번호(Passport No.): _____ 8. 비상연락처(Guardians) 국내(In Korea) 이름(Name): _____ 전화번호(Tel.): _____ 관계(Relationship): _____ 본국(home Country) 이름(Name): _____ 전화번호(Tel.): _____ 관계(Relationship): _____
1. 이름(Name): 성(Last name) _____ 이름(First name) _____ 2. 출생국(Country of birth) _____ 3. 국적(Citizenship) _____ 4. 성별(Sex): () 남(Male) () 여(Female) 5. 생년월일(Date of Birth) _____ / _____ / _____ 월(Month) 일(Day) 년(Year) 6. 주소(Mailing Address) _____ 전화(Tel.) _____ Mobile: _____ 한국 E-m _____		
II. 학력 기간(Date) _____		
III. 수석계획 (Study Plan)		IV. 귀하의 유학경비를 부담할 개인이나 기관명을 쓰시오. (Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses) 개인 또는 기관명(Name): _____ 관계(Relationship): _____ 직업/개인인 경우(Occupation): _____ 주소(Address): _____ 전화번호(Phone No.): _____ * 본인은 상기 지원자의 유학기간 중 일체의 경비부담을 보증합니다. (I guarantee that I will be responsible for the above-named applicant's tuition fee and living expenses for the duration of the whole program.)
1. 입학할 희망하는 연도를 쓰고 해당 학기에 V표 할 것 (Indicate the year and semester you wish to enter) 연도(Year) _____ () 1학기(Spring) () 2학기(Fall) 2. 학위과정 () 석사 (MA) () 박사(Doctorate) () 석.박사통합과정(Master&Ph.D. Integrated) 3. 전공(Major Sought) 4. 지도예정교수(Advisory Professor in Ajou) : Prof. _____ - 사전에 상담한 지도예정교수가 있을 경우만 기재함 (Write the name of advisory professor in Ajou, only if you have consulted before applying)		IV. 외국인 등록여부 확인 (Confirmation of Alien Registration) 1. () 국내거주(In Korea) / () 해외거주(In abroad) 2. 외국인등록번호(Alien Registration no.) _____ 3. 비자종류(Visa type) _____ 4. 비자만료일(Expiration date of Visa) _____
* 제출서류(Required documents for application) 1.지원서(Application form) 2.성적증명서(Official transcripts/sealed) 3.졸업증명서 또는 학위증서본(Original Diploma or Notarized Photocopy of diploma) 4.자기소개서(Self-Introduction) 5.연구(학업)계획서(Study Plan) 6.추천서(Letter of recommendation) 7.은행 통 금용기관의 인고증명서 등 재정능력확인서(Financial Certification) 8. 여권사본(Photocopy of Applicant's Passport) 9.외국인등록증사본(Photocopy of certificate of alien registration) 10.공인어학능력검정서(Linguistic Proficiency rating report card-TOPIK, TOEFL, IELTS or TEPS) 10.부모님외국국적증명서(Certificate for foreign nationality of Parents) 11.Color Photo(3cm * 4cm) ※ Additional documents will be listed on the Guideline at http://grad-e.ajou.ac.kr		

④ After Completing this application form, Please submit it to us with other required documents before the deadline.

5. Required Documents

1. Application form for Admission

- After completing the application form, Print it out.
- An application form should be signed and sealed by the Financial guarantor. (Bottom Right side on the application form)

2. Color Photo

- Color photo (3.5cm*4.5cm) with white background

3. Official Transcript

- Master's : Undergraduate transcript that approved from University
- Doctorate : Undergraduate and Graduate Transcripts that approved from the previous school

4. Original Diploma

- Master's : Undergraduate Diploma that approved from University
- Doctorate : Undergraduate and Graduate Diplomas that approved from the previous school

5. Self-Introduction

- Self-introduction(Free style)

6. Study Plan

- Study plan(designated form) : Download the form from “Forms” menu of the Graduate school website

7. Letter of Recommendation

- Letter of Recommendation from the academic advisor(or Chief of department or Dean of college) of the previous University graduated. (All applicants, Mandatory)
- Letter of Recommendation from the research advisor of Ajou University to be attended : Only for applicants for Dept. of Medical Sciences and Biomedical Sciences.

8. Financial Certifications

- Financial guarantor's Bank statement worth US\$ 15,000 or more, or a certificate of remittance or Foreign exchange worth US\$15,000 or more.
- Financial supporter's certificate of employment or business registration certificate, or certificate of property tax payment.

9. Photocopy of passport

- Photocopy of applicant's passport
- Photocopies of Parents' passport

10. Photocopy of Alien Registration card

- Photocopy of Alien Registration card (Front and Back side) : Confined to Foreign residents in Korea

11. Linguistic Proficiency Rating report card

- Linguistic(English or Korean) Proficiency rating report card – TOEFL, IELTS, TEPS or TOPIK

12. Certificate for Foreign nationality

- Each parents' certificate of Foreign nationality (Certificate of naturalization)
- Photocopy of Certificate of Family registration or Birth Certificate of applicant

13. Certificate of completion of Korean Language study

- Certificate of completion of 4 semester's Korean Language study : Only for the applicants who completed 4 semesters in Language Institute of Ajou University.

14. Additional Documents for applicants graduated from overseas

- Additional Documents for applicants graduated from overseas University
- Chinese Students : ① English degree certification issued by China Academic Degree & Graduate Education Development Center (www.cdgdc.edu.cn) or ② Diploma approved by the Korean Embassy in China/Chinese Embassy in Korea
- International students, except for Chinese : ① Diploma accredited by Apostille or ② Diploma approved by the Korean Embassy in applicant's country or ③ Diploma approved by the Embassy of Applicant's country in Korea

Address of Ajou Graduate school (Place for Submission)

- Required documents must be received before the deadline. (In person or By post)
- Address : 16499 Ajou Graduate school, No.305, Yulgok Hall 3rd floor, 206, World cup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, South Korea
- E-mail : grad@ajou.ac.kr / klove@ajou.ac.kr / krsim@ajou.ac.kr

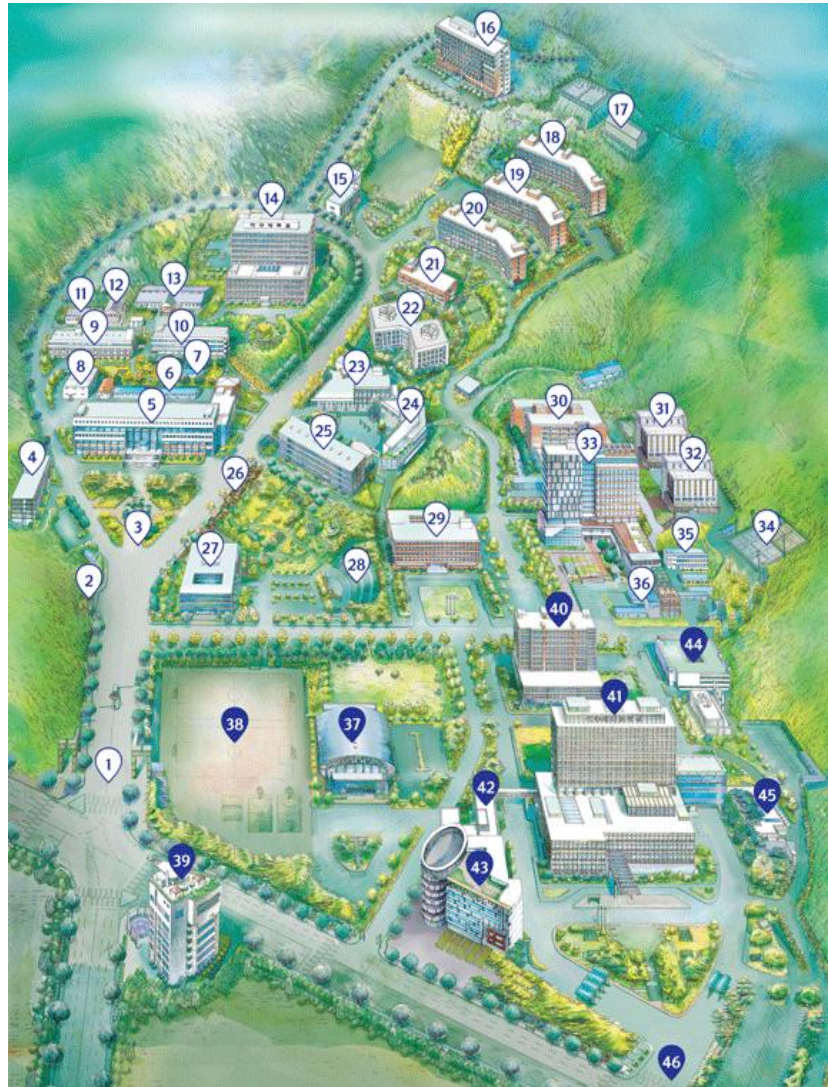
6. Contacts

※ Each department will decide on the type of interview (telephone, e-mail or in person) and contact the applicants individually. For inquiries about interviews, contact each department office directly.

Department	E-mail of Chief of department	Phone of Department office
Mechanical Engineering	hyunkim@ajou.ac.kr	031-219-2336
Environmental Engineering	msh@ajou.ac.kr	031-219-2329
Industrial Engineering	kiejin@ajou.ac.kr	031-219-2416
Chemical Engineering	edpark@ajou.ac.kr	031-219-2381
Architecture	dshin@ajou.ac.kr	031-219-2400
Architecture Engineering	dshin@ajou.ac.kr	031-219-2400
System Engineering	gnwang@ajou.ac.kr	031-219-3579
Civil Engineering	myhan@ajou.ac.kr	031-219-1534
Urban Development	dshin@ajou.ac.kr	031-219-2400
Applied Bio Technology	sybyun@ajou.ac.kr	031-219-3579
Molecular Science and Technology	bunyeoul@ajou.ac.kr	031-219-1593
Systems Biomedical Informatics	ppark@ajou.ac.kr	031-219-3579
Biomedical Engineering	ykkim@ajou.ac.kr	031-219-3579
Electrical and Computer Engineering	cwlee@ajou.ac.kr	031-219-1877
Computer Engineering	tschung@ajou.ac.kr	031-219-2645
Digital Media	joony@ajou.ac.kr	031-219-3646

Department	E-mail of Chief of department	Phone of Department office
Space Electronics and Information Engineering	jkim@ajou.ac.kr	031-219-3577
Life Media	drghoh@ajou.ac.kr	031-219-3646
Mathematics	youngwoo@ajou.ac.kr	031-219-2553
Physics	ahny@ajou.ac.kr	031-219-2553
Chemistry	hyjang2@ajou.ac.kr	031-219-2553
Biological Science	sido@ajou.ac.kr	031-219-2553
Business Administration	sungmj@ajou.ac.kr	031-219-2705
Management Information System	mckang@ajou.ac.kr	031-219-2705
Financial Engineering	gshim@ajou.ac.kr	031-219-3661
Korean Language and Literature	cho2002@ajou.ac.kr	031-219-2802
English Language and Literature	jihaekang@ajou.ac.kr	031-219-2802
Culture and Contents	min2kimp@ajou.ac.kr	031-219-2802
Economics	kimdongg@ajou.ac.kr	031-219-2732
Applied Sociology	mwnho@ajou.ac.kr	031-219-2736
Political Science and Diplomacy	wjmoon@ajou.ac.kr	031-219-2792
Law	pinepath@ajou.ac.kr	031-219-3779
Medical Sciences	kimbg@ajou.ac.kr	031-219-5014
Biomedical Sciences	kimbg@ajou.ac.kr	031-219-4527
Nursing Science	mhyun@ajou.ac.kr	031-219-7009
Pharmacy	ghim@ajou.ac.kr	031-219-3432
Energy System Research	khkim@ajou.ac.kr	031-219-2207

7. Campus Map



아주대학교 AJOU UNIVERSITY

- | | |
|---|---|
| 1 정문 Main Gate | 25 성호관 Seongho Hall |
| 2 버스정류장 School Bus Stop | 26 더테라스 The Terrace |
| 3 선구자상 The Pioneer Statue | 27 중앙도서관 Central Library |
| 4 에너지센터 Energy Center | 28 노천극장 Amphitheater |
| 5 원천관 Woncheon Hall | 29 율곡관 Yulgok Hall |
| 6 환경개선 중 Under Construction | 30 다산관 Dasan Hall |
| 7 동아리실 Student Club Rooms | 31 약학관 College of Pharmacy |
| 8 화공실험동 Chemical Engineering Laboratory | 32 임상수기센터 및 실험동물센터
Clinical Skills Laboratory and Animal Research Center |
| 9 서관 West Hall | 33 종합관 Jonghap Hall |
| 10 동관 East Hall | 34 테니스장 Tennis Courts |
| 11 종합설계동 Capstone Design Laboratory | 35 의과대학연구관 School of Medicine - Research Building |
| 12 대형지반연구실험동 Geotechnical Engineering Laboratory | 36 가스화실험동 (IGCC) IGCC Laboratory |
| 13 토목실험동 Civil Engineering Laboratory | 37 체육관 Gymnasium |
| 14 팔달관 Paaldal Hall | 38 운동장 Athletic Field |
| 15 학군단 R.O.T.C Headquarters | 39 캠퍼스플라자 Campus Plaza |
| 16 산학협력원 Industry-University Cooperation Building | 40 송재관 Songjae Hall |
| 17 조립식교량실험동 Precast Bridge Research Laboratory | 41 아주대학교병원 Ajou University Hospital |
| 18 광고관(기숙사) Gwanggyo Hall(Dormitory 4) | 42 병원별관 University Hospital Annex |
| 19 화흥관(기숙사) Hwahong Hall(Dormitory 3) | 43 웰빙센터 Well-Being Health Center |
| 20 용지관(기숙사) Yongji Hall(Dormitory 2) | 44 병원주차빌딩 University Hospital Parking Garage |
| 21 기숙사 식당 Dormitory Dining Hall | 45 병원장례식장 Funeral Hall |
| 22 남제관(기숙사) Namje Hall(Dormitory 1) | 46 병원정문 University Hospital Main Gate |
| 23 학생회관1 Student Union 1 | |
| 24 학생회관2 Student Union 2 | |

The background features abstract, overlapping geometric shapes in various shades of blue, ranging from light sky blue to deep navy blue. These shapes are primarily located on the left and right sides of the frame, creating a modern, dynamic feel. The central area is a plain, light grayish-white.

Thank you :)

Graduate school in Ajou University