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Fall 2023

# Graduate School Admission Guide



**한국외국어대학교 대학원**

THE GRADUATE SCHOOL OF HANKUK UNIVERSITY OF FOREIGN STUDIES

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# 1. Admission Schedule and Process

## [Special Admission]

Process	Date	Notes
①Online Application	2023.3.22(Wed) 09:00 ~ 3.30(Thu) 16:00	<ul style="list-style-type: none"> <li>◇ Check our Homepage(gra.hufs.ac.kr) → Click Banner on right side(UWAYAPPLY Application ☎1588-8988)</li> <li>◇ Application available for 24hrs (BUT! closed at 16:00 on FINAL day)</li> <li>◇ Fill out Personal info., Dept.&amp;Major correctly</li> <li>◇ Submit every required document to HUFS Graduate School after online application</li> </ul>
②Document Submission	※ Application and Document submission should be done by FINAL application day	<ul style="list-style-type: none"> <li>◇ Please refer to page 10~11 for required documents</li> <li>◇ How to submit : Visiting office or Post-mail                             <ul style="list-style-type: none"> <li>※ Where to submit (Seoul Campus) Graduate School Administrative Office</li> <li>Weekday 9:00~17:00(lunch hour 12:00~13:00)</li> </ul> </li> </ul>
③Applicants Notice	2023.4.27(Thu)14:00	◇ Check our Homepage(gra.hufs.ac.kr) → Admission Notice
④ Interview	2023.4.29(Sat) 10:00	<ul style="list-style-type: none"> <li>◇ Visit to designated interview location(Seoul Campus) by 9:50</li> <li>◇ Bring Test identification slip(download on UWAYAPPLY)&amp; Identification card</li> </ul>
⑤Announcement	2023.5.11(Thu) 14:00	◇ Check our Homepage(gra.hufs.ac.kr) → Admission Notice ( No personal notice )
⑥Registration	2023.5.15(Mon) ~ 5.19(Fri)	<ul style="list-style-type: none"> <li>◇ Check tuition deposit bill(Pay by online or visiting nearby bank)</li> <li>◇ Please check Successful Candidate Notice for admission</li> </ul>

※ Schedule may change depending on COVID19 circumstances

[General Admission]

Process	Date	Notes
①Online Application	2023.5.10(Wed) 09:00 ~ 5.18(Thu) 16:00  ※ Application and Document submission should be done by FINAL application day	<ul style="list-style-type: none"> <li>◇ Check our Homepage(gra.hufs.ac.kr) → Click Banner on right side(UWAYAPPLY Application ☎1588-8988)</li> <li>◇ Application available for 24hrs (BUT! closed at 16:00 on FINAL day)</li> <li>◇ Fill out Personal info., Dept.&amp;Major correctly</li> <li>◇ Submit every required document to HUFS Graduate School after online application</li> </ul>
②Document Submission		<ul style="list-style-type: none"> <li>◇ Please refer to page 10~11 for required documents</li> <li>◇ How to submit : Visiting office or Post-mail                             <ul style="list-style-type: none"> <li>※ Where to submit (Seoul Campus) Graduate School Administrative Office Weekday 9:00~17:00(lunch hour 12:00~13:00)</li> </ul> </li> </ul>
③Applicants Notice	2023.6.15(Thu) 14:00	<ul style="list-style-type: none"> <li>◇ Check our Homepage(gra.hufs.ac.kr) → Admission Notice</li> </ul>
④ Interview	2023.6.17(Sat) 10:00	<ul style="list-style-type: none"> <li>◇ Visit to designated interview location(Seoul Campus) by 9:50</li> <li>◇ Bring Test identification slip(download on UWAYAPPLY)&amp; Identification card</li> </ul>
⑤Announcement	2023.6.29(Thu) 14:00	<ul style="list-style-type: none"> <li>◇ Check our Homepage(gra.hufs.ac.kr) → Admission Notice ( No personal notice )</li> </ul>
⑥Registration	2023.7.3(Mon) ~ 7.7(Fri)	<ul style="list-style-type: none"> <li>◇ Check tuition deposit bill(Pay by online or visiting nearby bank)</li> <li>◇ Please check Successful Candidate Notice for admission</li> </ul>

※ Schedule may change depending on COVID19 circumstances

- ▶ International applicants can apply for Online Interview(WebEx), if one cannot visit Korea on the interview day.
  - ▬ How to apply: Apply for online interview(WebEx) via uwayapply.com

## 2. Eligibility

- Applicants are permitted respectively for Master's, Doctoral and Integrated MA/PhD programs by the prescribed documents and oral interview

### 1. Master's Program or Integrated MA/PhD Program

#### [Special Admission]

- 1) For those having successfully completed a Bachelor's degree or expected to earn one in Aug. 2023\* with GPA\*\* over 3.0/4.5
  - \*Sep. 2023 for those who will graduate from a Japanese university
  - \*\*Equivalent to 3.5/5.0, 2.8/4.3, 2.5/4.0, or 85/100
- 2) For those equivalent to the above approved by the related academic policy

#### [General Admission]

- 1) For those having successfully completed a Bachelor's degree or expected to earn one in Aug. 2023\*.
  - \* Sep. 2023 for those who will graduate from a Japanese university
- 2) For those equivalent to the above approved by the related academic policy

### 2. Doctoral Program

#### [Special Admission]

- 1) For those having successfully completed a Master's degree or expected to earn one in Aug. 2023\* with GPA\*\* over 3.5/4.5
  - \* Sep. 2023 for those who will graduate from a Japanese university
  - \*\*Equivalent to 4.0/5.0, 3.3/4.3, 3.0/4.0, or 90/100
- 2) For those equivalent to the above under permission of the dean of graduate school

#### [General Admission]

- 1) For those having successfully completed a Master's degree or expected to earn one in Aug. 2023\*.
  - \* Sep. 2023 for those who will graduate from a Japanese university
- 2) For those equivalent to the above under permission of the dean of graduate school

### 3. Departments and Programs

Division	Department	Program			Major
		Master's	Ph.D	Integrated MA/PhD	
Humanities/ Social Science	English Linguistics	○	○	○	English Linguistics
	English Literature	○	○	○	English Literature
	English Translation	○	○	○	English Translation Studies
	French Language and Literature	○	○	○	French Linguistics
					French Literature
	German Language and Literature	○	○	○	German Linguistics
					German Literature
	Russian Language and Literature	○	○	○	Russian Linguistics
					Russian Literature
	Spanish Language and Literature	○	○	○	Spanish Linguistics
					Spanish Literature
	Italian Language and Literature	○			Italian Linguistics
					Italian Literature
	Portuguese Language and Literature	○			Portuguese Linguistics
					Portuguese Literature
	Scandinavian Language and Literature	○			Swedish Linguistics
					Swedish Literature
	Teaching English to Speakers of	○	○	○	TESOL

	Other Languages				
	Japanese Language and Literature	○	○	○	Japanese Linguistics
					Japanese Literature
	Chinese Language and Literature	○	○	○	Chinese Linguistics
					Chinese Literature
	India-ASEAN Languages, Literature and Translation	○	○	○	Hindi Linguistics
					Hindi Literature
					Hindi Translation
					Malay-Indonesian Linguistics
					Malay-Indonesian Literature
					Malay-Indonesian Translation
					Vietnamese Linguistics
					Vietnamese Literature
					Vietnamese Translation
					Thai Linguistics
					Thai Literature
					Thai Translation
	Middle Eastern Language and Literature and Culture	○	○	○	Arabic Linguistics
					Arabic Literature
					Turkish Linguistics
					Turkish Literature
					Persian Linguistics
	African Language and Literature	○			Persian Literature
					African Linguistics
					African Literature

	Central and East European Language and Literature	○	○	○	Polish Linguistics
					Polish Literature
					Rumanian Linguistics
					Rumanian Literature
					Hungarian Linguistics
					Hungarian Literature
					Yugoslav Linguistics
					Yugoslav Literature
					Czech Linguistics
					Czech Literature
	Comparative Literature	/	○	/	Bulgarian Linguistics
					Bulgarian Literature
	Linguistics and Cognitive Science	○	○	○	Linguistics
	Philosophy	○	○	○	Western Philosophy
		○	○	○	Oriental Philosophy (Asian Studies)
	History	○	○	○	Korean History
		○	○	○	Asian History
		○	○	○	Western History
	Information and Archival Science	○	○	○	Archives
	Global Culture & Contents	○	○	○	Cultural Contents
	Turkic, Central Asian and Mongolian studies	○	○	○	Politics·Economics
					Humanity·Sociology



		○			Linguistics-Translation
	Korean and Chinese Cultures	○	○	○	Korean and Chinese Cultural Studies
	Classical Language, Literature and Culture	○	○	○	Greek, Latin and Hebrew Language, Literature and Culture
					Sanskrit Language, Literature and Culture
	International Relations	○	○	○	International Relations
	Political Science and International Relations	○	○	○	Political Science and International Relations
	Public Administration	○	○	○	Public Administration
	Law	○	○	○	Public Law
					Private Law
	Media and Communication	○	○	○	Media and Communication
	International Economics and Law	○	○	○	International Trade
	Economics	○	○	○	Economics
					Financial Economics
	Management	○	○	○	Business Administration
	International Business	○	○	○	International Business
		○	○	○	Finance & Business
		○	○	○	Management Information Systems

	Global Sports	○			Global Sports Management
		○			Global Sports Science
	Korean Language and Literature	○	○	○	Korean Linguistics
				○	Korean Literature
					Teaching Korean as a Foreign Language
	Education	○	○	○	Educational Policy
					Counseling Psychology
Natural Science	Mathematics	○	○	○	Mathematics
					Mathematical Finance
	Physics	○	○	○	Physics
	Chemistry	○	○	○	Chemistry
					Biochemistry
	Statistics	○	○	○	Statistics
	Environmental Engineering	○	○	○	Environmental Engineering
					Atmospheric and Environmental Science
	Bioscience and Biotechnology	○	○	○	Biotechnology
Engineering	Information Communications Engineering	○	○	○	Information Communications Engineering
	Electronics Engineering	○	○	○	Electronics Engineering
	Computer Engineering	○	○	○	Computer Engineering
	Industrial and Management Engineering	○	○	○	Data Analytics
					Industrial Management

					Engineering
	Biomedical Engineering	○	○	○	Biomedical Engineering
	AI Convergence	○	○	○	AI Convergence
Interdisciplinary program	KFLT (Korean as a Foreign Language & Translation)	○	○		Korean as a Foreign Language & Translation
	Global Multi-modal Convergence Major	○	○		Global Multi-modal Convergence Major

## 4. Required Documents

### General Notice

- ▶ Every document should be the original one
- ▶ Every document should be issued within 3 months from the application date
- ▶ Returning document is unavailable(except Master's thesis or any works of research performance)
- ▶ If a document is not written in English or Korean, it should be submitted along with notarized copies translated in English or Korean.

### Mandatory Documents for all

Name	Notes
1. Online Application form	<ul style="list-style-type: none"> <li>◇ Print on UWAY-APPLY after application</li> <li>◇ Your picture is required to proceed online application</li> </ul>
2. Research Plan	<ul style="list-style-type: none"> <li>◇ Download the form on HUFS GRA, Homepage or on UWAY-APPLY</li> </ul>
3. Official Diploma or Certificate of Graduation	<ul style="list-style-type: none"> <li>◇ If you have not graduated yet, please submit <b><u>Certificate of Expected Graduation</u></b></li> <li>◇ Applicants who graduated(are expected to graduate) from universities outside of Korea, please refer page10 for detailed requirements</li> </ul>
4. Official Transcript	<ul style="list-style-type: none"> <li>◇ If you have not graduated yet, please submit <b><u>your final transcript at application time</u></b></li> </ul>

	<ul style="list-style-type: none"> <li>◇ If you've transferred university, please <u>submit transcripts of both universities or colleges</u></li> <li>◇ If overall GPA is not stated on transcript, please receive confirmation of overall GPA from the university</li> </ul>
5. Consent of Academic Record Verification	<ul style="list-style-type: none"> <li>◇ Download the form on HUFS GRA. Homepage or on UWAY-APPLY</li> </ul>

### Applicants who graduated(are expected to graduate) from universities outside of Korea

- ▶ Applicants who have graduated from foreign countries except China should submit "Certificate of Graduation(or diploma)", "transcript" with the verification of Apostille or confirmation from Korean embassy in foreign countries.

※ If you visit HUFS Graduate School office, we can check the copy against the original, and return the original Apostilled(or Embassy notarized) Diploma and transcript

#### ▶ Applicants from Chinese universities

- 1) 1 copy of Online Verification Report of Higher Education Qualification Certificate (English version) (<http://www.chsi.com.cn>)
- 2) 1 copy of Credentials Report(English version) (<http://www.cdgd.edu.cn>)
- 3) 1 copy of Graduation Certificate
- 4) 1 copy of Diploma Certificate
- 5) 1 copy of Transcript

※ Documents issued in China should be notarized by the Public Notary Office(公证)

\*It will take long time to get Apostille, confirmation from Korean embassy or credentials report, so we recommend that applicants apply for the issue of those documents much earlier than the application period to HUFS Graduate School.

### International Applicants should submit...

1. 1 copy of passport(1 copy of alien registration card if you have one)
2. 1 copy of A Financial Certification (Download on our homepage or UWAY APPLY)
3. 1 copy of original certificate of Language Proficiency Test (Korean or English)
  - Korean Proficiency Test (TOPIK) of level above 3(must submit above 4 before graduation) or English Proficiency Test (TOEFL CBT 197, iBT 71, IELTS 5.5, FLEX 550, TEPS 600(NEW TEPS 326) or above)
    - ※ If you submit TOPIK Level 3, you must submit TOPIK Level above 4 before graduation
  - Score should be valid by the last day of application
- Submission of Language Proficiency Test score is exempted if :
  - (1) an applicant is from the country of which the official native language is English
  - (2) an applicant has achieved Bachelor's, Master's or Doctoral degree from one of the

English-speaking countries

- (3) an applicant has achieved Bachelor's, Master's or Doctoral degree from one of the Korean universities
- (4) an applicant has achieved Bachelor's, Master's or Doctoral degree of Korean language department(major) from universities outside of Korea
- (5) an applicant has been selected as a scholarship grantee from Korean government or its affiliated organization(the official certificate of getting scholarship is needed.)
- (6) an applicant is applying for Natural Science or Engineering division

**<After getting admitted>** An applicant's, parents' or financial guarantor's bank certificate of deposit balance(Minimum bank balance: USD 20,000 , Deposit must be 3 month or over, expiration date must be after 2023-Sep-30(Sat).

### Other documents (If relevant)

- ▶ An original copy of English Proficiency Test score(FLEX, TOEFL, TOEIC) for some extra points among applicants of a master's or Integrated MA/PhD program
- ▶ A certificate of completion of HUFS TESOL Professional Education Center for some extra points among the applicants of a master in TESOL department.
- ▶ A copy of a graduate thesis or any works of research performance for a doctoral program applicant
- ▶ A copy of verifying lecturing career for some extra points among doctoral program applicants
- ▶ A copy of any certificate directly relevant to the applying major

### ▶ Those who are accepted as an expected graduate students must submit...

- 1) 1 copy of Official Diploma or Certificate of Graduation
- 2) 1 copy of Official Transcript (issued after the graduation date)
  - \* Submission Deadline : 2023-Aug.-31(Thu.), If the documents are not arrived by the deadline, the entrance qualification can be nullified.
  - \* If you do not graduate, the qualification will be nullified. In this case, you can get refund for tuition fee by submitting relevant documents.

## 5. Admission Evaluation Process

### 1. Evaluation Process : Examination of Documents and Oral Interview

#### 1) Document Examination

- Applicants of Master's and Integrated MA/PhD program: grade of undergraduate program
- Applicants of Doctoral program: grade of graduate school

#### 2) Oral Interview : Please refer to Evaluation Factors indicated below

### 2. The Distribution Chart of Evaluation Factors

Master's program or Integrated MA/PhD program			Doctoral program		
Evaluation Segment	Evaluation Standards	pts	Evaluation Segment	Evaluation Standards	pts
Document	The grade of undergraduate school	50	Document	The grade of graduate school	40
Interview	1. Research proposal of major 2. Academic knowledge for major 3. Academic aptitude & sincerity	50	Interview	1. Research career (a master's thesis, work or translated one) 2. Work experience 3. Research proposal of major 4. Academic knowledge for major 5. Academic aptitude & sincerity	60
Total		100	Total		100

### 3. Additional Advantage

- 1) The additional 5% advantage within the total score is authorized for Master's or Integrated MA/PhD applicants having completed a Bachelor's degree which is completely identified or corresponds to the prospective major of graduate school.
- 2) The additional 5% advantage within total score for the indicated below
  - a) Master's or Integrated MA/PhD applicants with the designated scores of English Proficiency Test of a 750 in FLEX, 600 in TOEFL, 100 in TOEFL iBT or 850 in TOEIC (or better scores than

stated above).

(Please be sure that the certificate is still valid as of the date of application.)

- b) Doctor's applicants with more than 5-year experience as a lecturer at any university (community college) in Korea or an overseas country.

- \* There is no notification about the result of the document review, which means all of the applicants should take oral interview.
- \* Non-attendance for oral interview will disqualify you with any reason.
- \* Applicants will take oral interview with 2 professors in their applying department, and the interview would take about 5 - 10 minutes.

## 6. Application Fee

- A master's program : 90,000won(KRW)
  - An Integrated MA/PhD or doctorate program : 95,000won(KRW)
  - ※ Additional Internet Application Charge(5,000won)
- Application fee is not refundable after the interview.

## 7. Important Notes

### ☞ Reference to Application and Admission Process

- ▶ You can apply for one department.
- ▶ Your English name and Birth date should be the same as your passport.
- ▶ Submitted documents and application fee will not be returned.
- ▶ You can modify information on UWAY-APPLY before you pay the application fee.
- ▶ All your information will be connected to student information once you are successfully enrolled.  
Therefore, please make sure to examine if there is any false entry from your information. We are not responsible for any type of **disadvantages derived from your mistakes**.
- ▶ **Application will be successfully done after you pay the application fee.**
- ▶ Transfer students should mark as the following.
  - Entrance date of university : your transfer date
  - Name of university : your final university's name
  - GPA : GPA from your final university
- ▶ The name of overseas university must be presented in full English name only.  
Ex) ·델라웨어대학교(x) -> University of Delaware(○)  
·와세다(早稻田)대학교(x) -> Waseda University(○)
- ▶ Detailed research proposal is welcomed since it is considered to be reference of evaluation for oral interview.
- ▶ Application materials should be the original, and the mail-in applications will **only** be accepted if received until the **due date**. (any duplicate must be approved by enclosing the original in the case that you are not able to issue another original document and to submit it.)
- ▶ You will never be permitted to enroll school in case of illicit admission such as a false entry, falsification, and etc.
- ▶ Important notice for Successful candidates will be posted on website and sent by e-mail, so be sure to enter correct E-mail address while applying.



## 8. Tuition Fee

※

Division	Humanities & Social Sciences	Natural Sciences	Engineering
Admission Fee	KRW 1,070,000	KRW 1,070,000	KRW 1,070,000
Tuition Fee	KRW 4,613,000	KRW 5,284,000	KRW 6,157,500
Total	KRW 5,683,000	KRW 6,354,000	KRW 7,227,500

Successful candidates should pay tuition deposit of 530,000won during the pre-registration period. The rest of the tuition fee should be paid during the freshmen enrollment period.

※ The amount of the above can be changed by the regulation of HUFS Graduate School.

- ▶ We do not inform you the announcement for the successful applicants in person, so please visit our homepage for you to make sure if you are qualified, and print out the tuition bill

## 9. Scholarships

### ▶ Scholarships Offered by HUFS Graduate School

#### A. HUFSan Scholarship

- a. Eligibility: Graduates of a HUFS undergraduate program with a GPA higher than 3.5/4.5  
(Undergraduate of Natural Science & Engineering division: higher than 3.2/4.5)

- b. Amount: 100% tuition waiver for 2 semesters

- c. Disqualification: Failure to maintain the GPA over 4.0/4.5 for each semester

\* After selected as a HUFSan Scholar, working as a T/A in your department for 2 semesters is mandatory.

#### B. Entrance Exam Excellence Scholarship

- a. Eligibility: In-coming graduate students

- b. Amount: 50% tuition waiver at your first semester

C. Academic Excellence Scholarship

- a. Eligibility: Registered students
- b. Amount: KRW 1,400,000 for one semester

D. Departmental Assistant Scholarship

- a. Eligibility: Registered students in departments where there's no HUFSan Scholarship recipients
- b. Amount: KRW 1,600,000 each semester

E. International Student Scholarship

- a. Eligibility: Students with a foreign citizenship
- b. Amount:
  - (i) Master's program
    - Humanities and Social Science divisions: 50% tuition waiver for 4 semesters
    - Natural Science and Engineering Divisions: 100% tuition waiver for 4 semesters
  - (ii) Ph.D. program: 100% tuition waiver for 4 semesters
- ※ If the average GPA for each semester is less than 3.5, the payment will be stopped.

F. Overseas Koreans Foundation Scholarship

- a. Eligibility: Students admitted through recommendation by the Overseas Koreans Foundation
- b. Amount: 100% tuition waiver for 4 semesters
- c. Disqualification: Failure to maintain the GPA over 3.0/4.5 for each semester

G. Other Scholarships

Other scholarship opportunities include Student Leader Scholarships and HUFS-GS Administrative Assistant Scholarships.

► Scholarships Offered by External Organizations

A. Global Korea Scholarship(GKS)

- a. Eligibility: Students admitted through a governmental recruit program
- b. Amount: 100% tuition waiver for 4 semesters and first-semester entrance fees
- c. Disqualification: If a recipient's GPA goes below 80 percent at any semester, the host agency may issue a warning.

B. Other Scholarships

Please check our homepage frequently for the newly updated scholarship notice

## 10. Dormitory

### Seoul campus

1. Homepage : [hufsglobalhall.com](http://hufsglobalhall.com)
2. Contact Information : (E-mail) [edu@hufs.ac.kr](mailto:edu@hufs.ac.kr) / (☎) 02-6235-2862
3. Online Application : Please check our website for online application

### Global campus

1. Homepage : [mhdorm.hufs.ac.kr](http://mhdorm.hufs.ac.kr)
2. Contact Information : (E-mail) [mhdorm@hufs.ac.kr](mailto:mhdorm@hufs.ac.kr) / (☎) 031-330-4102~4103
3. Online Application : Please check our website for online application

Address	#102, Graduate School Administration Team 1, Imun-ro 107, Dongdaemun-gu, Seoul, Republic of Korea 02450
TEL	02) 2173-2386 ~ 2387, 2397
Website	<a href="http://gra.hufs.ac.kr">gra.hufs.ac.kr</a>
E-mail	<a href="mailto:gsadmin@hufs.ac.kr">gsadmin@hufs.ac.kr</a>

## <Maps>

### Seoul Campus

