

Fall 2024 Graduate

Admissions Guide for International Students



Graduate School
Incheon National University

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01

Admission Schedule (All times and dates are based on Korea Standard Time)

Step	Admission
Online Application	April 22, 2024 09:00 ~ May 14, 2024 18:00
	<ul style="list-style-type: none"> Application website: https://www.jinhakapply.com After online application, you cannot modify or cancel it.
Document Submission	April 22, 2024 09:00 ~ May 14, 2024 18:00
	<ul style="list-style-type: none"> After online application, the printed application form and other required documents must be delivered to the Graduate School Office in person or by mail before the above deadline. May request improvements for documents submitted within the submission period Prospective graduating students who submit their certificate of expected graduation must submit the original copy of graduate certificate by August 23, 2024. (Failure to do so will cause your admission canceled.) Address for submission: Room 304 Building 15, Graduate School Office, 119 Academy-Ro, Yeonsu-Gu, Incheon, 22012, Republic of Korea
Interview	June 12, 2024
	<ul style="list-style-type: none"> Interview candidates will be notified individually via email or phone by each department. Applicants who fail to attend the interview will be disqualified. Interview type: face to face, telephone or e-mail, etc. (subject to change)
Admission Result Announcement	June 28, 2024
	<ul style="list-style-type: none"> Only successful applicants will be posted on the Graduate School Website without individual notice. (https://grad.inu.ac.kr / [Announcement of Admission Result])
Enrollment & Tuition Fee Payment	July 8, 2024. 10:00 ~ July 12, 2024. 16:00
	<ul style="list-style-type: none"> Visit the Graduate School Website → Announcement of Admission Result Check the details of tuition fee and pay to your virtual "Shinhan Bank Account". <ul style="list-style-type: none"> ※ Virtual account will be granted individually and the amount of deposit should match with the amount on the tuition bill. ※ It is acceptable to deposit from someone else's account.

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Eligibility for Application

- ◆ **Common Requirement:** Applicants should meet one of the following criteria;
 1. Applicants AND both of their parents should not hold Korean nationality.
 2. Korean national / resident abroad and Foreign applicants who have completed their entire education outside of Korea which is equivalent to primary, secondary, and university education in Korea.
- ◆ **Level of Education:** Applicants must hold the following academic degree or recognized equivalent from an accredited institution (the Korean Ministry of Education);
 1. Master's / Combined Master's & Doctoral Programs: a Bachelor's degree (4-year program)
 2. Doctoral Programs: a Master's degree or higher
- ◆ **Language Proficiency:** Applicants should meet one of the following minimum requirements;
 1. [Korean] TOPIK Level 3 / Completion of Level 4 before applying for Thesis defence
 2. [English] TOEFL [PBT(550), CBT(210), IBT(80), ITP(550), IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700)
 3. Applicants who are citizens of English speaking countries (U.S.A., Canada, U.K, Ireland, Australia, New Zealand) or who graduated (are expected to graduate) from the universities in the English speaking countries
 4. Applicants who have completed degree program (Bachelor or Master) in English

Degree Program	Master's	Doctoral	Combined Master's & Doctoral
Duration of Coursework	2 years	2 years	4 years

※ Only a Doctoral is awarded for the Combined Master's & Doctoral degree program.

Field	Department	Master's	Doctoral / Combined	Telephone +82-32-835-
Humanities and Social Sciences	Korean Language and Literature	○	○	8110
	Korean Language Education for Foreigners	○	○	8110
	English Language and Literature	○	○	8120
	German Language and Literature	○	-	8130
	French Language and Literature	○	-	8140
	Japanese Regional Culture	○	○	8150
	Chinese Cultural Studies	○	○	8790
	Education	○	○	8160
	Social Welfare	○	○	8311
	Ethics	○	-	8827
	Public Administration	○	○	8330
	Urban Policy and Administration	○	-	8740
	Politics and International Relations	○	○	8340
	Media Communication	○	○	8590
	Library and Information Science	○	-	8750
	Law	○	○	8320
	Business Administration	○	○	8932
	International Trade	○	○	8520
	Economics	○	○	8530
	Northeast Asian Studies	○	○	8710
	Consumer Science	○	-	8250
	Tourism, Convention, and Entertainment	○	○	8520
	Urban Planning and Policy	-	○	8740
Child, Forest and Nature Education	-	○	8660	
Natural Sciences	Mathematics	○	○	8210
	Physics	○	○	8910
	Chemistry	○	○	8230
	Life Science	○	○	8912
	Marine Science	○	○	8860
	Clothing & Textiles	○	○	8914
	Cosmetic Science and Management	○	○	8914
	Engineering	Mechanical Engineering	○	○
Biomedical & Robotics Engineering		○	○	8957
Electrical Engineering		○	○	8922
Electronics Engineering		○	○	8923
Industrial & Management Engineering		○	○	8480
Materials Science and Engineering		○	○	8270
Safety Engineering		○	○	8928
Energy and Chemical Engineering		○	○	8670
Computer Science and Engineering		○	○	8961
Information and Telecommunication Engineering		○	○	8930
Embedded Systems Engineering		○	○	8760
Civil and Environmental Engineering		○	○	8460
Environmental and Energy Engineering		○	○	8964
Urban Construction Engineering		○	-	8983
Architectural Design and Engineering		○	○	8470
Bioengineering and Nano-Bioengineering		○	○	8833
International Climate Cooperation		○	○	8964
Urban Convergence Engineering		-	○	8983
Intelligent Semiconductor Engineering*		○	○	8910
Artificial Intelligence*		-	○	8961
Future Mobility Major*	○	-	8922	
Arts and Physical Education	Human Movement Science	○	○	8580
	Arts	○	-	8936
	Design	○	○	8963
	Performing Arts	○	-	8620

*New high-tech departments were approved by the Ministry of Education **Only Programs marked with '○' can be applied.

- ◇ All documents must be issued within the last three months.
- ◇ Document 6, 7 and 18 must be submitted via the Department Office to which you are applying.
- ◇ Applicants for Combined Master's and Doctoral Program must submit documents for the doctoral program (excluding Graduation Certificate and Transcript of Master's Program)

No	Required documents	Mas-ter's	Doc-toral/Com-bined	Notes & Caveats
1	Application for Admission	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 01) Apply on "Jinhak apply" and print
2	Certificate of (expected) Graduation or Academic Degree (Bachelor's Program)	◎	◎	<ul style="list-style-type: none"> • It must be accompanied by the notarized Korean translation, but if it is issued in English by your university, a notarized Korean translation is NOT necessary. • For Applicants who earned a degree in other countries: Select one of the following Documents; <ol style="list-style-type: none"> ① Apostille Legalization by government agencies of your country ② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country ④ Verification Report of China Higher Education Qualification Certificate <p>[Issuing Authority: China Academic Degrees and Graduate Education Development Center]</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><Example></p> <ul style="list-style-type: none"> - A Chinese graduated from U.S universities: Submit one of the following documents; <ol style="list-style-type: none"> ① Apostille Legalization by government agencies of your country ② University accreditation document issued by the Korean Embassy ③ Overseas educational organization certificate by Korean Consulate in your country - An American graduated from Chinese Universities: Verification Report of China Higher Education Qualification Certificate </div>
3	Academic Transcript (Bachelor's Program)	◎	◎	
4	Certificate of (expected) Graduation or Academic Degree (Master's Program)	-	◎	
5	Academic Transcript (Master's Program)	-	◎	<ul style="list-style-type: none"> • Applicants who submitted a certificate of expected graduation at the time of submission to the Graduate School Office must submit their Graduation Certificate and Transcript by <u>August 23, 2024</u>, otherwise admission will be cancelled. • Applicants who have transferred from other universities must submit transcripts from the previous university. • Applicants for combined program do not have to submit certificates of master.
6	Letter of Recommendation	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 02) • Applicants should find a professor(expected academic advisor) of the Department to apply to on the INU website and ask him/her to write a recommendation letter and submit it to the Graduate School through the Department Office.
7	Certificate of Eligibility for the Field of Study (Certificate of Credit Recognition)	△	△	<ul style="list-style-type: none"> • (Appendix Form 03) from INU Department Chair • (Appendix Form 04) from INU Department Chair • Only for applicants whose previous majors are different from those of graduate school
8	Study Plan	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 05) Within three pages of A4 paper

No	Required documents	Mas-ter's	Doc-toral/Com-bined	Notes & Caveats
9	<p>Original Copy of Certified Language Test result (Within the validity period)</p> <p>(Choose one of the following two submissions)</p> <ul style="list-style-type: none"> - Application for the Submission of TOPIK Score - Certificate of English Proficiency 	◎	◎	<ul style="list-style-type: none"> • TOPIK level 3 or higher OR <ul style="list-style-type: none"> - English Test result: TOEFL 【PBT(550), CBT(210), IBT(80), ITP(550)】 , IELTS(5.5), TEPS(600), NEW TEPS(327), TOEIC(700) or higher • (Appendix Form 06) • Applicants submitting TOPIK level 3 must submit TOPIK level 4 or higher before applying for Thesis defence or dissertation graduation. • (Appendix Form 07) • Applicants who are citizens of English speaking countries(U.S.A., Canada, U.K, Ireland, Australia, New Zeland) or who graduated (are expected to graduate) from the universities in the English speaking countries • Applicants who have completed degree program (Bachelor or Master) in English
10	<p>Proof of Funds (Choose one of the following three submissions)</p> <ul style="list-style-type: none"> - Applicant's or parents' bank statement - Financial Sponsor - Student Participation in Research <p>※ Only one student is allowed for financial support(including student participation in research) per a professor(expected academic advisor)</p>	◎	◎	<ul style="list-style-type: none"> • Applicant's or parents' bank statement (Minimum bank balance: KRW 20 million) (Original copy, equivalent to KRW 20 million in USD or other foreign or domestic bank deposits based on the exchange rate as of the certificate issuance date) • Financial Sponsor(in case cannot provide a bank statement) <ol style="list-style-type: none"> ① (Appendix Form 10) A certificate of Responsibility for Tuition Fee and Living expenses ② The financial sponsor's bank balance certificate <ul style="list-style-type: none"> ※ Original copy, equivalent to KRW 20 million in USD or other foreign or domestic bank deposits based on the exchange rate as of the certificate issuance date <p>※ Only financial sponsor with a valid relationship for visa issuance is eligible</p> <p>※ Only one student is allowed per a professor(expected academic advisor)</p> • Student Participation in Research(in case cannot provide a bank statement) <ol style="list-style-type: none"> ① (Appendix Form 08) Payment Commitment for Living expenses ② Bank Statement of Research Fund <ul style="list-style-type: none"> ※ Original copy, equivalent to KRW 20 million in USD or other foreign or domestic bank deposits based on the exchange rate as of the certificate issuance date ③ (Appendix Form 09) Confirmation of Foreign Student Participation in Research <ul style="list-style-type: none"> ※ Official Stamp of Incheon National University Research and Business Foundation <p>※ Only one student is allowed per a professor(expected academic advisor)</p> <p>※ During the visa evaluation process, it is possible to receive a request for additional financial proof, such as a bank statement from the academic advisor(expected).</p>
11	Letter of Consent for Degree Verification	◎	◎	<ul style="list-style-type: none"> • (Appendix Form 09)

12	Copy of passport (Applicant and Parents)	◎	◎	<ul style="list-style-type: none"> • A Scanned copy of valid, unexpired passport ID pages of applicant and parents (If not available, the original or notarized original copy of the nationality certificate, or a notarized copy of an identification card with the nationality clearly indicated.)
13	Certificate of relationship between the applicant and parents	◎	◎	<ul style="list-style-type: none"> • Certificate that shows the relationship between the applicant and parents (ex. Family Relations Certificate, Birth Certificate, etc.) • Chinese: Family Relations Certificate(including parents) and original copy of Household Register including all family members (notarized translation in Korean) • In case of parents' divorce/ death, applicant must submit relevant documents.
14	Diploma and Transcript of Elementary, Middle, High School	△	△	<p>※ Submission unnecessary for the applicants who both the applicant and parents do not hold Korean nationality</p> <ul style="list-style-type: none"> • (Only) Korean national / resident abroad and Foreign applicants who have completed their entire education outside of Korea which is equivalent to primary, secondary, and university education in Korea. • All documents should be in Korean or English • Otherwise the documents should be notarized • All documents from China should be notarized in China
15	A copy of ID card (SHENFENZHENG)	△	△	<ul style="list-style-type: none"> • Chinese only
16	A copy of Alien Registration Card	△	△	<ul style="list-style-type: none"> • Foreigners living in Korea
17	Certificate of the Entry and Exit	△	△	<ul style="list-style-type: none"> • Overseas Koreans only (Issued by Korean Immigration Office) • Applicant may submit proof of enrollment / transcripts confirming entire education completed outside of Korea.
18	Recommendation for Full Scholarship for International Students	△	△	<ul style="list-style-type: none"> • (Appendix Form 12) • Applicants applying for full scholarships should ask their expected academic advisor to write recommendation and submit it to the Graduate School through the Department Office. (Refer to Scholarship Qualification)
19	<p>< Required only for applicants to the following departments(major) ></p> <ul style="list-style-type: none"> • Architecture Design Major(Master) in the Department of Architectural Design and Engineering <ul style="list-style-type: none"> - Certificate of Completed Courses (Appendix Form 13) • Department of Social Welfare <ul style="list-style-type: none"> - Research Proposal (Appendix Form 14) • Departments of Architectural Design and Engineering, Arts, and Design. <ul style="list-style-type: none"> - Portfolio (submission is not required, but must be brought to the interview) 			

※ '◎' : Compulsory, '△' : if applicable only

※ Any documents written in languages other than Korean or English must be accompanied by a Korean translation certified by a public notary.

※ The documents submitted must be originals unless otherwise specified.

※ The submitted documents will not be returned to applicants.

◆ Submission of Required Documents

1) How to Submit: in person or via registered mail

- ※ After submitting the application online, you must submit the required documents including a printed copy of the online application

2) Address

- **Korean:** (우)22012 인천광역시 연수구 아카데미로 119 인천대학교 대학원 입학담당자(15호관 304호)
- **English:** Graduate School Office(BLD. #15, Room 304), 119 Academy-Ro, Yeonsu-Gu, Incheon, 22012, Republic of Korea

3) Deadline: **Wednesday, 8 November 2023, 18:00(KST)**

◆ **Preparing the Documents(Academic Requirement)**

1) **Consulate Legalization**

- ① The original documents issued in English can be verified by the Korean Embassy or consulate without translation certification.
- ② The original documents other than Korean or English should be translated into Korean or English and notarized. After notarization, documents must be certified by the Korean Embassy or consulate.

2) **Apostille**

- ① After translation(Korean or English) and notarization of the original documents, you can apply for an apostille at the Ministry of Foreign Affairs office. (**Only for member nation of Apostille agreement**, if not, need consulate legalization)
- ② Chinese applicants are not a party of the apostille agreement. (See Credentials Report or Consulate Legalization)

3) **(A person who have academic credentials in China)Credentials Verification Report(issued by Center for Student Services and Development, Ministry of Education, China)**

- You can apply for the verification report in **English** at the China Higher Education Studnet Information (CHSI) website(全国高等学校学生信息咨询与就业指导中心 www.chsi.com.cn)
(It takes about 3~4 weeks to issue)

※ Notice for prospective graduates

1. China: Prospective graduates who have academic credentials in China must submit the credentials verification report issued by the Ministry of Education of China before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first. If not, the admission will be cancelled.
2. Country without China: Prospective graduates must submit the apostille or consulate legalized certificate of graduation and academic transcript before the day of admission after submitting translated and notarized academic transcript and certificate of graduation issued by the university first.

※ Deadline: Friday, 23 August 2024

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How to Apply

A. Online application procedure

- Online Application: <http://jinhakapply.com>
- Please check the notice board for guidelines on accessing "Online JINHAK".
 - http://www.inu.ac.kr/user/indexSub.do?codyMenuSeq=1543047&siteId=grad_eng
- Online application is completed when applicants have paid the application fee (65,000 KRW).

B. Guideline

- All data and information on online application should be entered correctly according to the instructions. The applicant shall be responsible for any disadvantages caused by the errors and missing entries.
- If false information is provided or forged documents are submitted, admission and enrollment will be canceled.
- If application is completed, application cannot be modified or withdrawn and the application fee and submissions will not be returned.
- International applicants will be informed of important notices by email if they do not have Korean contact number.
- ※ Please contact +82-1544-7715 or www.jinhakapply.com for technical difficulties.

06

General Notices

A. Admission Decision

- **Preliminary Evaluation:** Document Screening and Interview of the department
- **Final Decision:** by the Graduate School Committee (GSC)
 1. Evaluated in order of total scores of document Screening and interview
 2. The following candidates will be disqualified, and other matters will be decided by GSC.
 - Those who have not submitted required documents
 - Those who have not attended interview
 - Those whose document screening and interview scores are lower than passing score
 - Those whose information on application for admission are different from the fact

B. Decision Notification

- **Only successful applicants** will be posted on the **Graduate School website** without individual notice.

C. Disclaimers

- The admission shall be canceled, when the reasons for disqualification are found as follows; All payments including Tuition and Admission Fees will not be returned.
- ☞ **After checking the facts through academic inquiry from domestic and foreign universities, if the information in documents is found to be incorrect OR if the applicant is found to have been admitted to the University through other fraudulent means, the admission shall be canceled.**
- If **successful applicants have serious health problems or fail to get Korean visa(D-2) or miss the enrollment(tuition payment) during the designated period, admission can be canceled.**

D. Contact information: the Office of Graduate School for details

- Tel: +82-32-835-8012~4
- E-MAIL: gradinu@inu.ac.kr
- Website: <https://grad.inu.ac.kr>

1. Full Scholarship

Program	Qualification					
M.S.(M.A.) Combined M.S. & Ph.D Ph.D	<ul style="list-style-type: none"> Applicants who meet the following criteria and requirements can receive the Full Scholarship. Requirement at the point of admission <ul style="list-style-type: none"> M.S. Program : Undergraduate CGPA of 3.0 or higher out of 4.5 scale Ph.D Program : Master's degree CGPA of 3.0 or higher out of 4.5 scale Requirement during enrollment <ul style="list-style-type: none"> Full-time student with GPA 3.5 or higher for each semester Student must be full-time and must meet the GPA requirement continuously during the entire degree program. Full scholarship students can not change his/her academic advisor. <ul style="list-style-type: none"> ※ If changed, scholarship will be asked to return. 					
General requirement	<ul style="list-style-type: none"> Each academic advisor can recommend two students each year for this scholarship, regardless of their degree program. Each student must submit the research results where he/she is registered as the first author or corresponding author to Office of Graduate School. Those who do not submit will not be able to obtain a degree or graduate. The affiliation as Incheon National University must be specified. 					
	Course	RP		Required research works and Recognition Points (RP)		
		H, S, A, P	N, E			
	M.S. (M.A)	1	1	Types of research work • An article published in SCIE, SSCI, A&HCI • BK21+ outstanding presentation paper in computer science field (excluding poster and workshop paper)	Field All	RP 2
				• An article published in SCOPUS • An article published in foreign journals or KCI(Korean Citation Index) accredited/candidated academic journals • A registered patent included as an inventor (in case of patent application:0.5) • An article published in a solo exhibition • Participate in an international exhibition • Participation in performances and submission of Video works	H, S, A, P N, E	1
				• A paper presented at overseas conferences (including poster presentation)	H, S, A, P N, E	1 0.5
				• A paper presented at local conferences (excluding poster presentation)	H, S, A, P N, E	0.5 0.25
	Ph.D combined M.S.(M.A) & Ph.D	2	3	Types of research work • An article published in SCIE, SSCI, A&HCI • BK21+ outstanding presentation paper in computer science field (excluding poster and workshop paper)	Field H, S, A, P N, E	RP 2 1
				• An article published in SCOPUS • An article published in foreign journals or KCI accredited/Candidated academic journals • A registered patent included as an inventor (in case of patent application: 0.5) • An article published in a solo exhibition		
※ H: Humanities, S: Social Science, A: Arts, P: Physical Education, N: Natural Sciences, E: Engineering ※ Deadline for submission of required research work: By the application deadline for submission of thesis (If not submitted, can't graduate) ※ For the confirmed publication, submission of the publication certificate can be accepted. ※ 'Participation in performances and submission of Video works' is only recognized for items included in the standards(general in Korea or higher) described in the 'Incheon National University Regulations for Faculty Evaluation'						

※ Qualification of Full Scholarship* (Students should meet all the following conditions.)

- 1] Maintain the GPA qualification for the previous semester
- 2] Full-time student with D2 visa (Student with F2 must submit professor's confirmation for full-time)
- 3] Maintaining enrollment status
(No changes to academic status such as leave of absence or withdrawal are allowed, except for exceptions such as pregnancy, childbirth, visa denial and childcare leave)
- 4] In case of natural disaster or diseases requiring long-term hospitalization 3] is not applied.
- 5] Students receiving tuition waiver are expected to work within 20 hours as assigned by each Department.
- 6] Students should submit a research activity plan / report at the start / end of each semester.

※ Scholarship Return for Full Scholarship students[†]

- 1] Students who lost the Qualification of Full Scholarship* during their enrollment period will be asked to return the scholarship according to the Scholarship Return Policy.
- 2] Students who drop the course or withdraw from school by their own will or are expelled will be asked to return the scholarship according to the Scholarship Return Policy.
- 3] However, students who submitted scholarship activity reports for every semester will not be asked to return the scholarships for previous semesters.
(Scholarship return shall be applied in current semester)
- 4] If a scholarship recipient loses eligibility for the scholarship, they must submit research achievements proportional to the semester in which they received a full tuition scholarship during the mandatory registration period in order to be eligible to submit their master thesis or doctoral dissertation

2. Special Scholarship (Tuition Waiver)

Semester	Amount	Qualification
The first semester (Freshman)	85 %	<ul style="list-style-type: none"> • International students can receive Special Scholarship, if they meet the following criteria; <ul style="list-style-type: none"> - M.S. Program: Undergraduate CGPA of 3.0 or higher out of 4.5 scale - Ph.D Program: Master's program CGPA of 3.0 or higher out of 4.5 scale
	50 %	International students enrolled in M.S. or Ph.D program
Students admitted in 2018~2019	100 %	GPA of 3.75 or higher out of 4.5 scale
	80 %	GPA of 3.5 to less than 3.75 out of 4.5 scale
	50 %	GPA of 3.0 to less than 3.5 out of 4.5 scale
Students admitted after 2020~	85 %	GPA of 3.75 or higher out of 4.5 scale
	60 %	GPA of 3.5 to less than 3.75 out of 4.5 scale
	50 %	GPA of 3.0 to less than 3.5 out of 4.5 scale

※ Qualification of Special Scholarship and Scholarship Return for Special Scholarship students:

All the conditions of Qualification of Full Scholarship* (excluding 3]) and Scholarship Return for Full Scholarship students[†] apply equally to Special Scholarship students.

3. Scholarship for Professors of Foreign University and College

Qualification	Amount	Required Documents
<ul style="list-style-type: none"> Those who are currently employed or recently have been employed for more than two years as a professor in accredited university or college outside of Korea (recommended by the chair of the department for which the student is applying) No GPA qualification for the first semester For current students, GPA of 3.25 or higher in the previous semester 	60% Tuition Waiver	<ul style="list-style-type: none"> Document verifying that the university / college has been accredited by the government Document verifying that the university / college provides more than two years coursework Proof of employment (Both in Mother-language and English)

4. Ambassador Scholarship

Qualification	Amount	Partners
<ul style="list-style-type: none"> Those who are recommended by Each Nation's Ambassador to Korea ※ Each ambassador can recommend only one student each year regardless of the degree program. No GPA qualification for the first semester For current students, GPA of 3.5 or higher in the previous semester 	Full Tuition Waiver	Embassy in Korea; Latvia, Vietnam, France, Venezuela, Azerbaijan, Dominica

※ Partners can be subject to change depending on the agreement period

5. Global Korea Scholarship

Qualification	Amount
<ul style="list-style-type: none"> Those who are selected by Global Korea Scholarship (GKS) - Supported by GKS during the period of normal coursework (2 years for Master's or Doctoral, 4 years for Combined) - Supported by INU while they enroll after the coursework period. 	Actual cost (Same amount as GKS)

6. Korean Homeland Education Program Scholarship (NIIED)

Qualification	Amount
<ul style="list-style-type: none"> Those who are international students and have completed Korean Homeland Education Program (K-HED) from NIIED No GPA qualification for the first semester 	Same as the Special Scholarship for International Students

7. Research Scholarship

Criteria and Qualification	Research Scholarship※	
	N, E	H, S, A, P
1. Outstanding article in the top 5% journals by JCR	300,000 KRW	400,000 KRW
2. Outstanding article in the top 10% journals by JCR	200,000 KRW	300,000 KRW
3. Outstanding article in the top 25% journals by JCR	100,000 KRW	200,000 KRW

- Current student designated as the lead (first or corresponding) author in the article
- Must state affiliation as Incheon National University (current address is not accepted).
- If there are several fields to which the journal belongs, the highest percentage is applied.
- JCR criteria are calculated by JIF RANK based on the recent JCR YEAR's Journal Impact Factor.

※ H: Humanities, S: Social Science, A: Arts, P: Physical Education, N: Natural Sciences, E: Engineering

8. Scholarship General Notice

- ◆ All Scholarships can only be paid within the duration of coursework.
- ◆ All Scholarships do not include Admission Fee.
- ◆ The total amount of the scholarship shall not exceed the tuition in the semester.
- ◆ Duplicate scholarship recipients are prohibited according to the University's internal regulations. (Excluding Research Scholarship, GKS, and work/volunteer scholarship)

※ Scholarship Return Policy (disqualified during the semester)

The Date of Disqualification	The amount of money (Return)
Less than 90 days from the opening of semester	Scholarship in the semester × (1-working days/90)
After 90 days from the opening of semester	None

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Tuition Fee and Dormitory Information

- ◆ **Tuition:** ※ Below fees are based on academic year of 2024

(Currency: KRW)

Field	Master's		Doctoral	
	Admission Fee	Tuition Fee	Admission Fee	Tuition Fee
Humanities & Social Science	485,000	3,140,000	485,000	3,342,000
Natural Science & Arts and Physical Education	485,000	3,657,000	485,000	3,855,000
Engineering	485,000	4,149,000	485,000	4,203,000

※ Admission Fee: only for the first semester ※ Tuition fees are subject to change

※ For the Combined Master's & Doctoral Program, Tuition Fees for Doctoral Program are applied from the 4th semester.

◆ Dormitory Information

1. Application Period: January / July
2. Dormitory fee (subject to change)

Division	Period	Room type		Amount (KRW)	
Dormitory 1	One semester (16 weeks)	Room for 2 students		760,000	
		Room for 4 students		460,000	
Dormitory 2		Room for 2 students	Administrative expenses	640,000	860,000
			Utilities	160,000	
	Facility deposit		60,000		

※ Detailed information: http://www.inu.ac.kr/user/indexMain.do?siteId=dorm_eng / +82-32-835-9810

09

VISA and Insurance

※ For detailed information on visa and insurance, please contact the Immigration Office, Call Center 1345, or Incheon National University International Service Center(<http://isc.inu.ac.kr> / +82-32-835-9584).

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Campus Map



1	Main Building	17	Student Center
2	Faculty Office Building	18-1	Dormitory #1
3	PR Hall	18-2	Dormitory #2
4	Computer & Information center (BM contents)	18-3	Dormitory #3
5	College of Natural Sciences / College of Life Sciences and Bioengineering	19	Office Research and Industry Cooperation
6	Haksan Library	20	Sports Center & Golf Practice Center
7	College of Information Technology	21	Gymnasium
8	College of Engineering	22	Reserve Officer Training Center
9	Central Laboratory	23	Auditorium & Performance Hall
10	Guest House	24	Observatory
11	Welfare & Service Center (Cafeteria)	25	Children's Center
12	Convention Center	26	Greenhouse
13	College of Social Sciences / College of Global Politics and Economics / Dept. of Law	27	2 nd Joint Laboratory
14	College of Business / School of Northeast Asian Studies	28	College of Urban Sciences
15	College of Humanities / Graduate School	29	Dept. of Bioengineering
16	College of Arts and Physical Education		

[Appendix] Application Forms

- Form 01** Application for Admission
- Form 02** Letter of Recommendation
- Form 03** Certificate of Eligibility for the Field of Study
- Form 04** Certificate of Credit Recognition
- Form 05** Study Plan
- Form 06** Application for the Submission of TOPIK Score
- Form 07** Certificate of English Proficiency
- Form 08** Payment Commitment for Living Expenses
- Form 09** Confirmation of Research Participation
- Form 10** Certificate of Responsibility for Tuition Fee and Living Expenses
- Form 11** Letter of Consent for Degree Verification
- Form 12** Recommendation for Full Scholarship Student
- Form 13** Certificate of Completed Courses
- Form 14** Research Proposal

Application for Admission

2024 Fall Semester

Admission Period	<input type="checkbox"/> Foreigner		Degree program	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Combined Master's & Doctoral		Registration Number, For Office Use Only		
	Department							
Applicant	Full Name	(Korean)	※ Foreigner : Passport name		Chinese	Photo (4 X 5 cm)		
		(English)	※ Foreigner : Passport name		Nationality			
	Resident Registration Number	-			Gender			<input type="checkbox"/> M / <input type="checkbox"/> F
	Mailing Address							
	Contact Numbers	Home Phone	() -	Country Code	E-mail			
		Cell Phone	() -	Country Code				
	Foreigners only ※ Passport expiration date must be at least 6 months left	Passport Number				Official foreign language score	(Examination)	<input type="checkbox"/> TOEIC <input type="checkbox"/> TOEFL <input type="checkbox"/> IELTS <input type="checkbox"/> TEPS <input type="checkbox"/> NEW TEPS <input type="checkbox"/> TOPIK
							(Score)	
							(Test date)	
						Substitute for Official foreign language score	<input type="checkbox"/> Foreign university diploma <input type="checkbox"/> Certificate of English Proficiency	
Place of employment (if applicable)			Position		Work Phone	() -	Country Code	
Military service	<input type="checkbox"/> Unfinished <input type="checkbox"/> Exemption <input type="checkbox"/> Reserve <input type="checkbox"/> Active Duty							
Study history	yyyy mm ~ yyyy mm		University	College	Department			
	yyyy mm ~ yyyy mm		University	College	Department			
	yyyy mm ~ yyyy mm		University	College	Department			
Career history	yyyy mm ~ yyyy mm		Place of employment		Position			
	yyyy mm ~ yyyy mm		Place of employment		Position			
	yyyy mm ~ yyyy mm		Place of employment		Position			
I hereby declare that all the above information is true and correct. I will be fully responsible if any of the information is false.								
Office Use Only	20 (YYYY) (MM) (DD)							
	Applicant's full name(Print)				Signature			
To the Dean of Graduate School, Incheon National University								

Letter of Recommendation

○ Recommendation from an INU Professor of the Department to apply

Name of Applicant		Department	
Date of Birth		Degree Program	Master's () Doctoral () Combined Master's & Doctoral ()

☞ Details of your recommendation are crucial to the Applicant's admission and for selecting students for the Master's and Doctoral degree programs of the INU Graduate School.

Please evaluate with care and accuracy.

☞ Please tick (✓) as appropriate.

Evaluation Details	Excellent	Good	Fair	Remarks
<input type="radio"/> Character and personality				
<input type="radio"/> Potential to conduct research and advanced study				
<input type="radio"/> Creativity and originality				
<input type="radio"/> Extensive knowledge in major field				

This is to certify that the named Applicant is a graduated (prospective graduate) from _____ University _____ Department (Graduate School) and has academic talent sufficient for studying in the graduate school.

I hereby write a recommendation on behalf of the named Applicant and plan to be his/her thesis advisor.

20 (YYYY) (MM) (DD)

○ Recommender

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Name: _____ Signature _____

To the Dean of Graduate School, Incheon National University

※ Put this Letter in an envelope and sign your name across the seal, and submit it to the Department Office. Applicants should have this letter submitted to the Graduate School through the Department Office.

Certificate of Eligibility for the Field of Study

Only for Applicants whose previous majors are different from those of graduate school

Name of Applicant		Application Number	
Department		Program	Master's () Doctoral () Combined Master's & Doctoral ()

This is to certify that the named Applicant is a graduated (prospective graduate) from _____ University _____ Department (Graduate School) and is eligible for completing the curriculum for the field of study.

Attachment : Certificate of Credit Recognition (1 copy)

20 (YYYY) (MM) (DD)

Verifier (INU Professor)

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor :

Signature

Department Chair :

Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
 Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Certificate of Credit Recognition

Only for Applicants whose previous majors are different from those of graduate school

Year/Semester	20 Year	Semester	Application Number	
Name of Applicant			Department	
Date of Birth			Degree Program	Master's () Doctoral () Combined Master's & Doctoral ()

This is to certify that the named Applicant has () credits recognized as follows.

No.	Credit Earned			Credit Recognized			
	Course Title	Credit	Grade	Course Code	Course Title	Credit	Grade
1							
2							
3							
4							
5							
6							
7							

20 (YYYY) (MM) (DD)

Attachment : Official Transcript (1 copy)

Verifier

Graduate School, Incheon National University

Department : _____

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Study Plan

Program	Master's () Doctoral () Combined Master's & Doctoral ()			Department	
Name	(Korean)			(Applicant No.)	※ Do not write
	(English)			(Date of Birth)	
Education	College	Dept. Name of College		Graduated or will graduate on 20 (YYYY) (MM) (DD)	
	Graduate School	Dept. Name of College		Graduated or will graduate on 20 (YYYY) (MM) (DD)	
Contacts	(Home Phone)		(Cell phone)		E-MaiL
Autobiography					
Experiences & Publications (Including educations and employments)					
Reasons for applying and future plan					
Your strong and weak points and specialties					
Awards and criminal convictions					
Other remarks					

Application for the Submission of TOPIK Score

○ Only for Applicants who have TOPIK Level 3 Certificate

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()	
Department				Admission Type	Foreigner ()	
Registration Number						
Full Name	Korean			English		Chinese
Date of Birth				Gender		Nationality
Contact	Home Phone			Cell Phone		
E-mail						

Related Regulation : Ministry of Education-5492 (2010.9.17.)

○ I, when applying for the defense of Master's thesis or Doctoral Dissertation, hereby declare that I will submit my certificate for "Test of Proficiency in Korean, TOPIK Score Level 4 or higher" along with my application for the defense, and that if not, I will not be eligible to apply for the defense. By submitting this document, I confirm that I will not contest this matter under any circumstances.

20 (YYYY) (MM) (DD)

Applicant's full name :

Signature

To the Dean of Graduate School, Incheon National University

Certificate of English Proficiency

○ For Applicants who are citizens of English-speaking country (U.S.A., Canada, UK, Ireland, Australia, or New Zealand) or who graduated (are expected to graduate) from the accredited universities of English-speaking countries or who completed their undergraduate or graduate course work in English medium at accredited institutions in countries other than U.S.A., Canada, UK, Ireland, Australia, or New Zealand.

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()
Department				Admission Type	Foreigner ()
Graduated(ing) Institution	Name of Institution			Address of Institution	
Full Name	Korean			English	
Date of Birth	-			Gender	
Contact	Home Phone			Cell Phone	
E-mail					

I confirm that the named Applicant has sufficient English proficiency to pursue advanced study and write a dissertation in English at the Graduate School. I declare that I will take full responsibility for his or her ability to conduct graduate study.

20 (YYYY) (MM) (DD)

○ Verifier

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor : _____ Signature

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

체재비 지급확약서

Payment Commitment for Living Expenses

성명 Name		수험번호 Applicant No.	
지원과정 Degree Program		지원학과 Department	
국적 Nationality		생년월일 Birth Date	
체재비 관련 연구 활동 Research related to Fund	연구과제명 Research Project Title		
	연구책임자 Research Director		
지급기간 Duration of Payment	20 (YYYY).(MM). (DD). ~ 20 (YYYY).(MM). (DD).	금액 Amount	원/월 (₩/month)

* 법무부의 사증발급 및 체류관리 지침에 의거 지원자의 재정보증 대체 서류임

상기 학생에게 위 기간 동안 연구활동 재원으로
체재비(생활비)를 지급함을 확약합니다.

I hereby confirm the provision of living expenses as research funding
for the student named above during the specified period.

붙임(Attached) 1. 연구비 예금잔고증명서 1부. (Bank Statement of Research Fund)
2. 외국인 유학생 연구 참여 확인서 1부. (산학협력단 직인 날인 필수)
Confirmation of Foreign Student Participation in Rsearch
(Official stamp from Research&Business Foundation required)

지도(예정)교수: _____ (서명)
Academic Advisor(expected)

20 년(YYYY) 월(MM) 일(DD)

인천대학교 대학원장 귀하

To Dean of Graduate School of Incheon National University

- 주: 1) 이 지급확약서는 학생의 재정증명서 중 예금잔고증명서를 대체할 수 있음
2) 체재비 지급은 학생이 위 기간 중 본 대학원 해당학과에 등록을 유지하는 것을 전제로 함
3) 위 학생이 체재비 재원관련 연구 활동을 성실하게 수행하지 않을 경우 지도교수와 학교는 지급을 중단할 수 있음
4) 비자 심사 중 공관으로부터 재정보증인(지도교수)의 잔고증명서를 추가로 요청받을 수 있음

- Note: 1) This document may be used to replace the certificate of the deposit balance of the student listed above.
2) The commitment of payment requires the enrollment of the student at the department stated above.
3) If the student fails to diligently carry out research activities related to funding for living expenses, the academic advisor and the university may suspend payments.
4) During the visa evaluation process, it is possible to receive a request for additional financial proof in the form of a bank statement from the academic advisor(expected).

외국인 유학생 연구 참여 확인서

Confirmation of Research Participation

유학생 인적사항 Student's Personal Information	성 명 Full Name		생년월일 Date of Birth	
	국 적 Nationality		출신대학명 Undergraduate College/University	
	학 위 Degree		(지원)학과 Department/Major	
	전화번호 Phone		이 메 일 E-mail	
연구책임자 (지도교수) Research Director (Academic Advisor)	성 명 Full Name			
	소 속 Department/Major		직 위 Job Title	
	주 소 Address			
	전화번호 Phone			
연구과제 Research Project (지도교수 작성) (Academic Advisor's section)	연구과제명 Title of Research Project			
	연구책임자 Research Director			
	총연구기간 Research period			
	참여기간 Participation period of the student			
	담당업무 Research Role			
	인건비(예정) Monthly payment (expected)	월/Month ()원(₩)		
학생인건비 (책임자 계정) Stipend Account	계좌번호 Account No.	신한은행 100-034-847971		
	잔고금액 Outstanding Account Balance	금 0,000,000원(₩)		
	잔액기준일 As of	20 년 00월 00일		

위 학생은 상기와 같이 연구 예정이며,
참여기간동안 학생인건비 계좌에서 인건비가 지급예정임을 확인합니다.

I hereby confirm that student aforementioned will conduct the research as outlined above, and
the student will be paid from the student payroll account during the specified period.

20 . 00. 00.

인천대학교 산학협력단 (직인)

Incheon National University Research and Business Foundation

유학경비 부담 서약서

(A Certificate of Responsibility for Tuition Fee and Living Expenses)

I. 지원자 인적사항

1. 이름 (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. 지원학과(Department which you are applying) : _____
7. 주소(Mailing Address) : _____

- 전화(Tel) : _____
- E-Mail 주소(E-Mail Address) : _____
8. 여권번호(Passport No) : _____

II. 유학경비를 부담할 개인 또는 기관

(Indicate the person(including yourself) or organization that will be responsible for your tuition fee and living expenses)

- 개인 또는 기관명(Name) : _____
- 관계(Relationship) : _____
- 생년월일(Date of Birth) : _____
- 직업 : 개인일 경우(Occupation) : _____
- 주소(Address) : _____
- 전화번호(Tel) : _____ ○ Fax No. : _____
- 휴대폰번호(Cell) : _____

본인은 상기 지원자의 유학기간 중 일체의 경비부담을 보증합니다.

(I guarantee that I will be responsible for the tuition fee and living expenses of the applicant for the duration of the whole program)

- 연월일(Date) : _____/_____/_____

월(Month) 일(Day) 년(Year)
- 이름(Name) : _____
- 서명(Signature) : _____

Letter of Consent for Degree Verification

Notice
<ol style="list-style-type: none"> 1. This form is mandatory for Applicants who graduated from college or university in foreign countries. 2. Please make sure to fill out in <u>English or Korean</u>. 3. Please do not handwrite. Please type. 4. Students who graduated from a university in Korea do not have to submit this form. 5. Information should be true. If not, student should be responsible for disadvantages from providing false information.

Applicant Information	
Name of Applicant	(Korean/English)
Date of Birth	
Department	

Academic Information	
Name of Institution Graduated	
Degree no. or Student ID no.	
Address of Institution Graduated	
Name of Degree	<input type="checkbox"/> Bachelor's Degree <input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree
Major	
Date of (Expected) Graduation	
Period of Attendance	(Year/MM) ~ (Year/MM), Total () semesters completed
Website of Institution Graduated	
Office of Student Records	
Name of Staff in Charge	
Phone No. of Staff in Charge	
Fax No. of Staff in Charge	
E-mail of Staff in Charge	

20 (YYYY) (MM) (DD)

Applicant's full name : _____ Signature

Recommendation for Full Scholarship Student

Only for Applicants to apply for full scholarship

Year/Semester	20	Year	Semester	Program	Master's () Doctoral () Combined Master's & Doctoral ()
Department				Admission Type	Foreigner ()
Graduated(ing) Institution				Address of Institution	
Full Name				Gender	
GPA	_____ / 4.5 For Master's applicants, CGPA of undergraduate program, and For Doctoral applicants, CGPA of M.A. program is required				
Contact	Home Phone			Cell Phone	
E-mail					

I recommend the named Applicant as a full scholarship student and I confirm that if this Applicant is selected as the full scholarship student, I will advise the Applicant to meet the research requirements.

20 (YYYY) (MM) (DD)

Verifier

Graduate School, Incheon National University

Department : _____

(Expected academic advisor)

Professor : _____ Signature

Department Chair : _____ Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Certificate of Completed Courses

○ Only for Applicants to Architecture Design Major in the Dept. of Architecture Design and Engineering

Application Number		Department	Architecture Design and Engineering
Name		Program	Master's
Date of Birth			

The named Applicant has completed the following subjects in applying for this graduate school, so I submit a certificate of completion.

No.	The field of completion and the minimum number of credits to be completed.	Completed Subject				
		Subject code.	Subject name.	Credit	Time limit	Grades
1	Architectural Design Studio (24 credits (36 hours) or more including the basic studio)					
2	Architecture and Computer (CAD, Digital Architecture-related 3 or more credits (3 hours)					
3	Architectural planning (Space planning, facility planning, etc, 3 credits (3 hours) or more)					
4	Western architectural history, Modern and contemporary architecture (more than 3 credits)					
5	Korean architect history (3 credits or more)					
6	Building structure (6 credits (6 hours) or more, 2 subjects or more)					
7	Architectural environment (3 credits or more)					
8	Building facilities (3 credits or more)					
9	Building materials (3 credits or more)					
10	Construction and construction management (3 credits) or more.					
11	Building Law (3 credits or more)					

20 YYYY MM DD

Attachment : A copy of transcript

○ Checker affiliation : Graduation school of Incheon National University

Major manager of Architecture and Urban Design : Signature

To the Dean of Graduate School, Incheon National University

※ This Certificate should be submitted to the Department Office.
Applicants should have this Certificate submitted to the Graduate School through the Department Office.

Research Proposal

○ Only for Applicants to the department of social welfare

Applicant Number		Full Name	
1. Briefly describe your research topic including research questions, methods, and its relevance or importance.			

2. Briefly describe your future plan after completing the master's or phd program, focusing on how this program is related to your long-term academic and career goals.

Interview Card

2024 Year Fall Semester

Admission Period	<input type="checkbox"/> Foreinger
Degree program	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Combined Master's & Doctoral
Application Number (For Office Use Only)	
Department	
Full Name	
<div style="border: 1px solid black; width: 150px; height: 100px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"><p>Photo (4 X 5 cm)</p></div>	
<h3>Information for applicant</h3> <ol style="list-style-type: none">1. Interview date and location : Check the Graduate School Homepage<ol style="list-style-type: none">A. Interview candidates will be notified individually via email or phone by each department.B. Interview type: face to face, telephone or e-mail, etc. (subject to change)C. Interview location: subject to change Office of the department to which you are applying2. Things to bring with you to the interview : Interview card, your foreign registration card (ID Card), writing utensil3. Interview results will be posted on the Graduate School Website (http://grad.inu.ac.kr) <p style="text-align: center;">Graduate School, Incheon National University</p>	