

**The Catholic University of Korea**

**2024 Fall(1st) Semester**

**Master of Business Administration  
Guide for International Students**

**(Foreigner selection)**



**The Catholic University of Korea  
Graduate school of Business  
Administration**

## **【 Table of Contents 】**

|  |          |
|--|----------|
| <b>I . Departments .....</b>               | <b>1</b> |
| <b>II . Admission Quota .....</b>          | <b>1</b> |
| <b>III . Application Eligibility .....</b> | <b>1</b> |
| <b>IV . Evaluation Procedure .....</b>     | <b>2</b> |
| <b>V . Application Procedure .....</b>     | <b>2</b> |
| <b>VI . Submission of Documents .....</b>  | <b>3</b> |
| <b>VII . Scholarship .....</b>             | <b>8</b> |
| <b>VIII . Others .....</b>                 | <b>8</b> |

## I . Departments

| Department   | degree course   | recruiting language | Department contact   |
|--|-----------------|---------------------|----------------------|
| Department of<br>Global Business<br>Administration | master's degree | Korean              | 82 - 2 - 2164 - 4743 |

## II . Admission Quota : 00

※ The department may refuse to accept students, if none of the applicants fulfill the department's criteria.

## III . Application Eligibility

### 1. Eligibility for Applying as an International Student

(Applicant should meet at least one of the following eligibility conditions)

- A. Non-Korean applicants with Non-Korean parents
- B. Those who completed entire 16-years education from elementary school to university outside of Korea.

### 2. Eligibility by Master's Degree

- A. The applicant who is supposed to get a Bachelor's degree from a university located either in Korea or outside of Korea by August, 2024
- B. The applicant who is legally recognized as having obtained a degree equal to or higher than the degree stated **above**.

※ The admission will be canceled for those who are expected to obtain their degree but are unable to obtain it before admission.

### 3. Korean or English Languages Proficiency

- Meets the criteria for either A, B below

- A. Korean Language Ability: Acquisition of TOPIK(Test of Proficiency in Korean) score of level 3 or above
- B. Applicants who do not have TOPIK score of level 3 or above may apply with the academic recommendation from department head based on the applicant's interview in advance.

※ Other matters related to the TOPIK - [Related A. & B.]

- 1) Applicants who have acquired TOPIK score less than level 3: [Required to complete 300 hours of language course at CUK Korean Language Education Center](#)
- 2) All students should acquire a [TOPIK score of level 4 or above](#) before graduation

## IV. Evaluation Procedure

| Evaluation method   | Components and Percentage (%) |           | Total | Note |
|---------------------|-------------------------------|-----------|-------|------|
|                     | Document                      | Interview |       |      |
| Document /Interview | 50                            | 50        | 100   |      |

- ※ The evaluation process combines the document assessment, interviews determined by each department.
- ※ Interview: Some departments may conduct video interview.

## V. Application Procedure

| Procedure                              | Applicant who meets the language proficiency criteria  | Applicant who does not meet the language proficiency criteria and require an interview in advance  |
|--|--|--|
| ① Online application                   | <a href="#">April 15(Mon) ~ May 10(Fri), 2024</a>  | <p>Complete online application before <a href="#">May 7(Tue)</a> for an interview with the department head in advance</p> <ul style="list-style-type: none"> <li>▶ The interview will be noticed via e-mail written on the online application form.</li> <li>▶ Upload study plan (attachment No.1) for department head interview.</li> </ul> <p>▶ Online application <a href="https://uportal.catholic.ac.kr/stw/recu/gexa/42/gexaForeignerAply42.do">https://uportal.catholic.ac.kr/stw/recu/gexa/42/gexaForeignerAply42.do</a></p> |
| ② Department Head Interview in advance | None   | <p><b>Notice to the applicants individually</b></p> <ul style="list-style-type: none"> <li>▶ Interview notice only for students who have completed the online application</li> </ul>   |
| ③ Submission of Documents              | Documents submission and application fee payment are required within the deadline  | Submit documents and pay the application fee within the deadline <u>only for students academically recommended by the department head</u>  |
|  | <a href="#">April 15(Mon) ~ May 10(Fri), 2024</a>  |  |
|  | <ul style="list-style-type: none"> <li>▶ Check page 3 to 4 for the list of documents</li> <li>▶ Submit all the documents via mail</li> <li>▶ If the documents are impossible to be delivered before the deadline, submit PDF copies via e-mail before the deadline and then submit them via mail.</li> </ul> <p>※ Address : K356, Graduate school of Business Administration, 43 Jibong-ro, Bucheon-si, Gyeonggi-do, Republic of Korea (Zip code 14662)</p> <p>※ Mail address : <a href="mailto:cuk_gsba@catholic.ac.kr">cuk_gsba@catholic.ac.kr</a></p> |  |

| Procedure                  | Applicant who meets the language proficiency criteria   | Applicant who does not meet the language proficiency criteria and require an interview in advance |
|----------------------------|---|---|
| ④Interview                 | <u>May 27(Mon) ~ 28(Tue), 2024 (Expected date)</u><br>▶ Applicants will be contacted before the interview by mail or cell phone |   |
| ⑤Notification of Admission | <u>June 10(Mon), 2024 (Expected date)</u><br>▶ Result can be checked on the Business Graduate school website                    |   |
| ⑥Registration              | <u>July 8(Mon) ~ July 11(Thu), 2024 (Expected date)</u><br>▶ Tuition invoice and payment method will be informed individually   |   |

※ Method of application fee payment for overseas transactions [Payment in his/her English name is required]

- Bank : Woori Bank
- Account number : 1005901283897
- Account name : The Catholic University of Korea
- Swift Code : HVBKCRSEXXX
- Bank address : YEOKGOK BR. Gyeonggi Bucheon Wonmi-gu Yeokgok-dong 79-3

※ Application fee (Unit : KRW) : 100,000

## VI. Submission of Documents

- Documents specifying the issuance date(bank balance certificate, etc.) are valid only when issued within the designated deadline.
- If the documents to be submitted are not written in Korean or English, a notarized Korean or English translation is required.
- Translation notarized documents are valid only if they are issued within **6 months from the date of application.**
- Important notices are informed by e-mail, so please write the correct e-mail address and check from time to time
- Referring to the list of documents to be submitted below, arrange and submit all documents in the order
- Required Documents list and attached forms can be downloaded from the Business Graduate school website (<https://gba.catholic.ac.kr/gba/index.html>)

| No | Documents                  | Original | Certified | Copy | Notes   |
|----|----------------------------|----------|-----------|------|---|
| 1  | Admission Application Form | ○        |           |      | ▷Fill out the online application for admission, print, sign, and submit<br>▷The English name and date of birth written on the application form must be the same as the information on the passport. |
| 2  | Study Plan                 | ○        |           |      | ▷Refer to <a href="#">[attachment 1]</a>  |

| No | Documents  | Original | Certified | Copy | Notes  |
|----|--|----------|-----------|------|--|
| 3  | 1 copy of the Bachelor's Graduation (expected) certificate and its notarized one           |          |           |      | <p><b>A. Graduate from university in Korea</b></p> <p>① Original copy of the Bachelor's graduation certificate<br/>② Original copy of the Bachelor's official transcript</p> <p><b>B. Graduate from a university outside Korea / China</b></p> <p>① Certificate of graduation and apostille (or consular notarization)<br/>② Official transcript and apostille(or consular notarization)</p> <p><b>C. Graduate from a university in China</b></p> <p>① Certificate of graduation and its notarized one<br/>② Official transcript and its notarized one<br/>③ Original copy of online verification report of higher education degree certificate issued on <a href="https://www.chsi.com.cn">https://www.chsi.com.cn</a></p>  |
| 4  | 1 copy of the Bachelor's official transcript for the entire semester and its notarized one | ○        | ○         | ○    | <p>-----</p> <p>※ For prospective graduates, submit a certificate of bachelor's expected graduation, and submit a certificate of graduation before admission</p> <p>※ For prospective graduates, submit college transcripts up to the previous semester, and submit final college transcripts before admission</p> <p>※ Only those who are admitted finally submit the original graduation certificate and transcript</p>  |
| 5  | The original version Certificate of transcript for Language Proficiency Test (Korean)      | ○        |           |      | <p>▷ Transcripts past the expiration date cannot be submitted (only transcripts valid as of the examination date are accepted)</p> <p>1) Korean: TOPIK</p> <p>▷ Submission of original transcripts within the document submission period is required.</p>  |
| 6  | Bank Balance Certificate   | ○        |           |      | <p>※ <b>Guidelines for Submission of Bank Balance Certificate</b></p> <p>▷ Only required for accepted students when applying for the "Certificate of Admission"(표준입학허가서)</p> <p>* It should be applicant's or parents' bank balance certificate.</p> <p>▷ Issued by Korean/overseas bank showing balance of more than KRW 20,000,000</p> <p>* If bank balance certificate is not issued in KRW, it will be confirmed by calculating the exchange rate based on the quarterly base date(1.1/4.1/7.1/10.1)</p> <p>▷ Issued within 30 days at the time of Certificate of Admission application</p> <p>* Bank balance certificate with validity period will be available until the validity period(Only up to six months from the date of issuance)</p> <p>▷ Extension of stay and Visa type change in Korea: Only the certificate of the applicant's bank account issued by Korean bank is acceptable</p> <p>▷ <b>Submission deadline : July 12(Fri), 2024 (Certificate of Admission will not be issued without the submission of Bank balance Certificate, and admission will be canceled)</b></p> |
| 7  | Statement of Financial Support   | ○        |           |      | <p>▷ Refer to <a href="#">[attachment2]</a></p> <p>▷ Submit the form with the signature from a financial sponsor (Student, parents, professor, etc.)</p>   |
| 8  | A copy of the passport   |          |           | ○    | <p>▷ Submit a copy of the unexpired passport</p> <p>▷ Two copies of both sides of the ARC issued by the Ministry of Foreign Affairs and Trade of Korea (Applicants who currently live in Korea only)</p>   |

| No | Documents  | Original              | Certified             | Copy                  | Notes  |
|----|--|-----------------------|-----------------------|-----------------------|--|
| 9  | Certificate of family relations between the applicants and parents |                       | <input type="radio"/> | <input type="radio"/> | <ul style="list-style-type: none"> <li>▷Certificate of family relations between the applicants and parents</li> <li>▷Chinese nationality applicants: Refer to page 5 for specific documentation</li> <li>▷Submit related certificate in case of parents' death or divorce</li> </ul> |
| 10 | Certificate of nationality for both parents (Passport or ID Card)  |                       |                       | <input type="radio"/> | <ul style="list-style-type: none"> <li>▷Submit a copy of parents' passport or ID card</li> </ul>   |
| 11 | Agreement for Collecting and Using Personal Information            | <input type="radio"/> |                       |                       | <ul style="list-style-type: none"> <li>▷Refer to <a href="#">[attachment3]</a></li> </ul>  |
| 12 | Agreement for Checking School Register and Grade                   | <input type="radio"/> |                       |                       | <ul style="list-style-type: none"> <li>▷Refer to <a href="#">[attachment4]</a></li> <li>▷ Applicants only graduated from foreign universities</li> <li>▷Write the official English name of the college(or graduate school) and period of attendance.</li> </ul>                      |

<Additional documents for applicable applicants>

| No | Documents  | Original              | Certified             | Notes  |
|----|--|-----------------------|-----------------------|--|
| 1  | Graduation certificate of elementary, middle, high school and university | <input type="radio"/> | <input type="radio"/> | <ul style="list-style-type: none"> <li>▷Overseas Koreans who have completed the entire curriculum corresponding to Korea's elementary, middle, high school and university education in a foreign country</li> <li>▷Original certificate of graduation and official transcripts from elementary, middle, high school, university and each certificate's apostille.</li> </ul> |
|    | Transcripts of elementary, middle, high school and university            |                       |                       |  |

## [APPENDIX]

### 1. Birth certificate or Family relationship certificate

| Country   | Remarks   | Notes  |
|---|---|--|
| Vietnam   | So Ho Khau or Giay khai sinh  | ▷If document submission is difficult due to the divorce of applicant's parents or death, submit any documents issued by the government to verify the divorce or death. |
| China   | Register of the census, relative relation authentication [ <b>*Check the bottom for the details</b> ] |  |
| Indonesia   | KARTU KELUARGA  |  |
| Mongolia  | Proof of relative relation  |  |
| Sri Lanka   | Birth Certificate   |  |
| Nepal   | Birth Certificate   |  |
| Philippines   | Family Census   |  |
| Bangladesh  | Birth Certificate   |  |
| Pakistan  | Family Certificate  |  |
| Myanmar   | Proof of family relation  |  |
| Kyrgyzstan, Kazakhstan, Uzbekistan, Ukraine, Thailand | Birth certificate   |  |

### ※ Family relationship certificate of Chinese Applicants

| No. | Documents  | Original | notarized copy | Copy | Notes  |
|-----|--|----------|----------------|------|--|
| 1   | Identification of applicant and parent   |          |                | ○    |  |
| 2   | Household Register of applicant and parent   |          | ○              |      | ▷Submit notarized documents in Korean or English   |
| 3   | Family relations certificate that confirms the relationship between applicant and parent |          | ○              |      | ▷Submit notarized documents in Korean or English<br>▷Submit a family relationship certificate. If the applicant and parent are separated from each other |

### 2. National Health Insurance Service

From March 1, 2021 every international student with visa D-2 is automatically enrolled in the National Health Insurance of Korea.

| Visa type    | Enrollment time                           |
|--------------|---|
| Student(D-2) | First entry date ⇨ Foreign Residence card |
|              | Re-entry ⇨ Re-entry date                  |

- No action is required from students, as they are automatically enrolled to health insurance by NHIS, An NHIS card and enrollment guide will be sent to student's residential address in Korea



filled out when applying for an alien registration card

- If NHIS fee is not paid for a long time, it may be disadvantaged when extending period of stay in Korea
- Details related to the NHIS will be noticed individually only for successful applicants
- Private insurance is recommended to prepare for accidents before NHIS enrollment(before foreign registration) or to receive additional coverage outside the NHIS

### 3. Apostille Certificates

Governments that are designated by the country in which the concerned school is located in issuing the Apostille certificate to many certificates that foreign schools issued.

- ※ Institution that issues Apostille certificate is from an officially designated corresponding government.
- ※ If the country is not a party to agreement on Apostille certificate, get a “consul confirmation” from Korean consulate located in the corresponding country.
- ※ Applicants can also hand in **“Consul confirmation”** from Korean consulate located in corresponding countries instead of Apostille certificate even if their country is a party to agreement of Apostille certificate.

#### ※ Apostille Countries

| Regions        | Countries  |
|----------------|--|
| Asia & Oceania | Australia, Macao, Hong Kong, Japan, South Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan, Palau, Philippines  |
| Europe         | Albania, Austria, Belarus, Belgium, Bosnia - Herzekovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Portugal, Russia, Romania, Slovakia, Slovakia, Slovakia, Slovakia, Spain, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, Britain, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo |
| America        | United States, Argentina, Mexico, Panama, Suriname, Venezuela, Antigabuda, Bahamas, Barbados, Belize, Colombia, Dominican Federation, Dominican Republic, Ecuador, El Salvador, Granada, Honduras, Saint Vincent, Peru, Trinidad-Tobago, St. Lucia, St. Kittenevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia, Guyana  |
| Africa         | South Africa, Botswana, Brundi, Lesotho, Liberia, Namibia, Saint-Tume Principe, Swaziland, Malawi, Caboverde, Seychelles   |
| Middle East    | Oman, Israel, Bahrain, Morocco, Tunisia  |

## VI. Scholarship

Scholarship for freshmen and enrolled students is provided in accordance with the scholarship regulations of this school (Unit: KRW)

| Scholarship type  |                        | Payment   | Subject   |
|---|------------------------|---|---|
| 1 <sup>ST</sup><br>Semester<br>Scholarship<br>for Foreign<br>Students | ExcellenceA            | Full admission fee and 90% of tuition for the semester of admission | Those who have TOPIK Level 6                        |
|   | ExcellenceB            | Full admission fee and 70% of tuition for the semester of admission | Those who have TOPIK Level 4 or Level 5             |
|   | ExcellenceC            | Full admission fee and 50% of tuition for the semester of admission | Those who have TOPIK Level 3                        |
|   | Academic Encouragement | 30% of tuition for the semester of admission                        | Those who have TOPIK Level 2 or below or unacquired |

\* Freshman scholarship is paid in accordance with the scholarship regulations of this school, and the above scholarship system is subject to change.

## VII. Others

### 1. Tuition of new student (2024 school year standard)

(Unit: KRW)

| Field                         | Admission Fee (A) | Tuition (B) | Total (A+B) |
|-------------------------------|-------------------|-------------|-------------|
| Humanities and Social Science | 1,044,000         | 5,670,000   | 6,714,000   |

\* If registration is withdrawn due to unavoidable circumstances after the tuition payment, the admission registration waiver must be submitted.

- Before the semester start date: Full refund
- After the semester start date: It will be processed according to the tuition refund regulations and scholarship payment regulations.

<Note. the rules of leave, return, and expulsion>

#### Article 2 Paragraph 3 (General leave)

③ Freshmen, transfer students, and readmitted students cannot take a leave of absence during the first semester. However, this shall not apply in cases of illness, pregnancy, childbirth, childcare, or military service, If the reason for leave of absence is a disease, a medical certificate of the affiliated hospital or general hospital of this school for at least four weeks shall be attached to the leave of absence document.

### 2. Notes

- A. This admission is carried out at the Songsim Global Campus.
- B. Applicants who do not submit the required documents within the deadline are automatically

disqualified.

- C. Information contained in the applications shall not be changed, and the submitted documents and the application fees will not be returned.
- 1) Documents cannot be returned regardless of acceptance.
  - 2) When the applicant fails to apply because of a health emergency caused by a disaster, disease, or other accidents, or other problems beyond the control of the applicant, the application fees may be returned with the proof of emergency within 3 days after the admission examination day. The returned application fees may be given in partial or full, according to the proof documentary.
  - 3) The application fees are returned after deducting the bank transaction charge.
- D. Admission test results are not disclosed.
- E. If admission is confirmed by fraudulent methods such as false documents, admission will be canceled at any time.
- F. These application guidelines have been written in Korean, English, Chinese, Vietnamese. In case of disparity between interpretations, the Korean version should take precedence.

### 3. Campus Map : Please refer to the website

### 4. Transportation

| Using Subway   | Using Bus   |
|--|---|
| <p style="text-align: center;"><b>Subway 1 (Blue Line)</b><br/>: Get off at Yeokgok Station North Exit<br/>※10-minute walk to CUK</p>                          | <p style="text-align: center;"><b>No.83, No.,88</b><br/>(Yeongdeungpo ↔ Bucheon)</p>  |
| <p>Seoul Station ↔ Yeokgok Station : takes 30min<br/>Sindorim Station ↔ Yeokgok Station : takes 15min<br/>Bupyeong Station ↔ Yeokgok Station : takes 15min</p> | <p>Intercity bus for Bucheon :<br/><b>Yeongdeungpo Station (No.88),</b><br/>Sindorim Station ↔ Yeokgok Station<br/>Yeokgok Station(North Exit) shuttle bus(Regularly)</p> |



**The Catholic university of Korea**

**Graduate school of Business Administration**

K356, Business Graduate school, 43 Jibong-ro, Bucheon-si, Gyeonggi-do,  
Republic of Korea (Zip code 14662)

Tel. 82 - 2 - 2164 - 4743

Mail address : [cuk\\_gsba@catholic.ac.kr](mailto:cuk_gsba@catholic.ac.kr)

<https://gba.catholic.ac.kr/>