

**Spring 2021 Dong-A University
Admission Guideline for
Integrated Business Management
(English Track for Undergraduate)**



DONG-A UNIVERSITY

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1. Admission Schedule(Spring 2021)

Procedure	Date	Note
Application Submission	December 1 st 2020 (Tue) 10:00 ~ December 17 th 2020 (Thu) 16:00	Step 1: Online Application at www.studyinkorea.go.kr Step 2: Submission in person or by post to the office of international affairs
	By December 30 th (Wed) 2020, 16:00	Certificate of graduation(verification) - Only for applicants who submit expected certificate of graduation
Documents Screening and Interview	December 23 th (Wed), 2020 (Scheduled)	Details for interview will be announced at http://global.donga.ac.kr
Notification of Admission	January 6 th (Wed) 14:00, 2021 (Scheduled)	Announcement will be made online (http://global.donga.ac.kr)
Tuition Payment	January 12 th (Tue) 10:00 ~ 13 th (Wed) 16:00, 2021 (Scheduled)	Separate notice will be published

※ The above schedule is subject to change and announcement will be made upon any modification made

2. Admission Units(Major) : Integrated Business Management(IBM)

3. Admission Quota

: A limited number of applicants under rolling admission

4. Eligibility

A. Nationality Standard

Category	Qualifications
Non-Korean Nationality	Applicant and both parents must be non-Korean citizens

B. Academic Standard : Must have graduated from high school

C. Language Requirements: Must meet one of the following conditions

Language Requirements			
IELTS 5.5	TOEFL IBT 71	TEPS 600	CEFR B2

※ Notes on Qualification

- Application is restricted to the students with dual nationality.
- The above standards only recognize regular educational courses accepted under the law of either Korea or the corresponding country

- The certificate of language proficiency test is only recognized for the test taken within 2 years from application date

5. Admission Criteria

- Admission is based on the application requirements submitted and interview after the comprehensive evaluation of various aspects of the applicants.

6. Required Documents

No.	Criteria	Note	Due Date
1	Application Form	Print out the completed application form at www.studyinkorea.go.kr	Before 2020.12.17.(Thu) 16:00
2	Personal Statement	* Form 1	
3	Letter of Consent	* Form 2	
4	A Copy of Photos (3cm× 4cm, white background)	Attach a photo on the application form	
5	Certificate of (Expected) High school graduation	Verification is needed	
6	High school official academic transcript	- all grade's transcripts - Notarization is needed	
7	Certificate of verification of the relationship between the parents and applicant		
8	Copy of identification card for both parents and applicant	Documents verifying foreign nationality of applicant and his/her parents	
9	A Copy passport and Alien Registration Card (Back & Front copy)	Holders only	
10	Evidential document for English proficiency	Within Expiration date	
11	Dong-A University Applicant Agreement	* Form 3	
12	Check List	* Form 5	
13	Bank Statement	USD 18,000 equivalent and above	
14	When the financial guarantor submits the bank Statement	Financial Certificate	* Form 4 (Written by a guarantor)
		guarantor's income and employment certificate	
5'	Certificate of High school graduation	Only applicants who submit expected certificate of high school graduation	Before 2020.12.30.(Wed) 16:00

※ Please check attachments for each forms

【Note on the required documents】

- A. All submitting documents must be original. However, photocopied documents with notarization or issuer's official stamp, or photocopied documents that are compared to the original and stamped at the Office of International affairs can also be accepted.
- B. A personal statement should be written by applicant's self in English. If it is found to be false or to be written by others, the application will be disqualified.
- C. All submitting documents to be submitted must be in Korean or English. Documents in any other languages must have a notarized translation attached. The confirmation by the translator must be attached

D. Regarding certificate of graduation, applicant should submit one of following documents.

- ① Members to the Apostille Convention : Submit Apostille Certification
- ② Non - Member to the Apostille Convention : Submit Verification by the Korean Consulate(in the country where corresponding schools are located)
- ③ Graduate of Chinese institution : submit Verification Report of Career Center or China Academic Degrees and Graduate Education Development Center
- ※ Non-Graduate of Chinese institution : Choose ① or ②
- ※ Graduate of Chinese institution : It is the principle to submit ②. However, if necessary, submit ③ and a copy of the degree certificate should be submitted together.
- ※ Graduates(or graduates-to-be) from secondary vocational schools in China must submit the diploma and translations authenticated by (1) or (2) : (1) the diploma and translations issued by a school, and authenticated by the province Education Department(省教育厅) and the Korean Embassy, or (2) the diploma and translations issued by the province Education Department(省教育厅) and authenticated by the Korean Embassy.
- ※ We require a consent letter allowing Dong-A University to conduct Education verifications of the applicant. If an applicant dose not cooperate with education verification or Dong-A University does not receive any verification, the admission can be cancelled even after a successful admission.

- E. Regarding certificate of family relationship, applicant should submit one of following documents. Issued by applicant's home country government(Original copy or Translated in Korean or English)
 - ※ In case that one or both parents are missing in the certificate, please submit related documents such as certificate of divorce or death
 - ※ For Chinese applicants ① or ②
 - ① Copy of Hokoubu with all family members listed notarized family relations certificate
 - ② Notarized family relations certificate

F. Financial Supporting Documents

- Applicant residing in Korea should submit a Korean bank statement
- When the financial sponsor submits the document, submit financial guarantor's income and employment certificate together. Applicant can be asked for additional documents depending on his/her nationality

- G. Additional documents may be requested as necessary. The document deemed necessary

for application procedure may increase or decrease according to the decision of office of international affairs

H. Place of submission : Office of International Affairs, Dong-A University (in-person or via registered-mail)

Korean	English
우) 602-760 부산광역시 서구 구덕로 225(부민동2가) 동아대학교 국제교류과	225, Gudeok-ro, Seo-gu, Busan, Rep. of Korea, Office of International Affairs, Donga University

I. Deadline: December 17th 2020 (Thu) 16:00

- Submitted application document will not be returned
- Only for certificate of graduation(verification) of candidates who are expected to graduate could be submitted by December 30th 2020 (Wed) 16:00

J. Documents for visa application apart from admission documents will be informed after final notification is announced

7. Application Process

A. Period of online application : December 1st 2020 (Tue) 10:00 ~ December 17th (Thu) 16:00

B. Application Process

1) The online application can be accepted only through the website

www.studyinkorea.go.kr

2) Procedure of application

Register Online Application at www.studyinkorea.go.kr (Click 'Dong-A University Online Application')



Log-in(If you are not a member, sign up first)



Choose your course 'undergraduate'



Fill out the online application form after you have read instructions carefully and print it out



Fill out other forms(Personal Statement, Letter of Consent and so on) and sign on it.
(Forms can be downloaded from the website of the Office of International Affairs at <http://global.donga.ac.kr>)



Collect all required documents and submit them to the office of International Affairs by post
(Refer to the attached "Checklist")



Application fee payment * **Application will be completed after the application fee payment**



Documents Screening and interview by the department

↓

Notification of Admission result

↓

Tuition fee payment

↓

Issuance of Certificate of Admission(University) and Visa Application(Applicants)

↓

Course Registration and Preparation for Entering Korea

- C. The applicant should check to the international office after completing application.
- D. The application can not be cancelled after application fee has paid and it is impossible to receive refund of application fee

8. Important Notes

- A. Students should read this guideline carefully and follow the procedure made by Dong-A University. When students do not comply with the university's prescribed process and rules, or required documents are not completely submitted, the students will be disqualified. The applicant is responsible for disadvantages (cancellation of application, revoke of admission, etc) as a result of missing document, error or omissions, or any uncompleted entry procedures. Details on the evaluation and admission decisions will not be released.
- B. Before, during and after admission, if there is a problem with the document authenticity, eligibility, exam cheating, etc, admission will be revoked and the paid tuition will not be refunded.
- C. Failure to submit all or part of required documents can result in the cancellation of admission without interview even though the applicant completes an online application and pays an application fee.
- D. If an admitted applicant fails to complete tuition payment during designated period, admission will be revoked.
- E. If a student is accepted to two or more universities, he or she must select one university for registration. Simultaneous registration at more than one university may result in revocation of admission to Dong-A University.
- F. Even if a student is eligible for application, there is a possibility for Dong-A university not to select him/her to be a successful candidate in case Dong-A University decides s/he is not enough to study in the university.
- G. Emergency contacts can be made mostly by Mobile and E-mail. Please write down your mobile phone number and E-mail address as well as phone number correctly so that the office of international affairs can contact the applicant during the admissions period. The applicant is responsible for disadvantages as a result of incorrect contacts or being out of contact.
- H. This guideline is written in Korean and translated in other languages. In case of any conflict over the meaning or application of this guideline, the Korean version of this

guideline shall prevail over any translation thereof.

- I. In the following cases, we will cancel your acceptance or admission even after enrollment. Your admission will be revoked, your academic records will be removed and the paid tuition will not be refunded. Also, if our university or another university cancels your admission or registration due to those reasons, you will not be able to apply to our university for three years from the date of cancellation. The applicant may have civil and criminal liability in those cases.
 - If you interrupted fair student selection by applying for the admission fraudulently such as a proxy interview or supporting others to do so
 - Before, during and after the admission procedures, if there is any problem with the documents' authenticity, eligibility, exam cheating, etc.
- J. Matters not specified here will be decided under the policy of Dong-A University
- K. If you cannot get a proper visa to study before the beginning of the semester, we may cancel your admission at our university.
- L. New students cannot file a leave of absence before or during their first semester
- M. Depending on COVID-19 outbreak status, the recruitment for 2021 Spring can be changed or canceled
- N. Some lectures may taken online depending on COVID-19 outbreak status

9. Notification of Admission and Registration

Announcement of successful applicants: January 6th (Wed) 14:00, 2021 (Scheduled) at the website of the Office of International Affairs(global.donga.ac.kr)

10. Application Fee and Tuition

A. Application fee

- Period of payment: December 1st 2020 (Tue) 10:00 ~ December 17th (Thu) 16:00
- 40,000 KRW (Payment has to be made under the applicant's name.)
- Payment method: Pay at the application site (VISA card, etc.)
- ※ Application can not be canceled after application document submission and application fee is not refundable. We do not refund the application fee paid excessively.

B. Registration(Tuition Payment)

- Period of payment: January 12th (Tue) 10:00 ~ January 13th (Wed) 2021 16:00 (Scheduled)
- Location of tuition payment : Further notice will be announced when notification of admission is released.
- Tuition: 3,857,000 KRW (Approx. 3,300 USD) per semester
- Admission fee(first semester) will be exempted for ALL IBM students(Approx. 500USD)

11. Scholarship

Type		Eligibility	Benefits
Freshman Scholarship	A	Applicants with IELTS 7.0 equivalent or above	Full Tuition
	B	Applicants with IELTS 6.5 equivalent or above	50% of Tuition
	C	Applicants with IELTS 6.0 equivalent or above	25% of Tuition
	D	Applicants with IELTS 5.5 equivalent or above	15% of Tuition
Enrolled student Scholarship (GPA Based)	A	Those ranked in the top 5% of overall applicants	80% of Tuition
	B	Those ranked in the top 10% of overall applicants	50% of Tuition
	C	Those ranked in the top 20% of overall applicants	30% of Tuition
	D	Those ranked in the top 40% of overall applicants	20% of Tuition

※ Terms of scholarship is subject to change according to the scholarship standard of Dong-A University

※ Enrolled student scholarship: If there is a tie, it will be decided by school policy.

12. Additional Information

A. Dormitory Fee

- Facility: Bed, Desk, Chair, Closet and so on(Meals are not included)
- Cost: Approx. 600 USD for 3 months
- It is compulsory to live in Dong-A university dormitory for the first 3 months.
Inquiries about dormitory assignments can be made after the notification of admission.

B. Insurance

- It is compulsory for all the international students to subscribe to insurance in preparation of unexpected diseases, injuries and death during staying in Korea.
- From 2021, all foreign residents(including degree students) who are staying six months or longer in Korea are required to enroll in National Health Insurance. (Average amount per month is around 60,000 KRW)

C. Information on Issuance of Certificate of Admission and Visa application

- Visa application details will be informed after final notification is announced.
- If you can not get a visa before the beginning of the semester, we may cancel your admission at our university.

D. Orientation(Mandatory)

- Orientation schedule will be announced individually
- Contents: Course Registration, Introduction of Academic affairs, Busan tour and so on
- All new students must participate in the orientation.

13. Contacts

- Address : 225, Gudeok-ro, Seo-gu, Busan, Rep. of Korea, Office of International Affairs
- Office hours: Monday ~ Friday, 09:00 ~ 17:00
- Tell : +82-51-200-6444
- E-Mail : studyindonga@donga.ac.kr
- Website : <http://global.donga.ac.kr> , <http://ibm.donga.ac.kr>

▣ Matters on Collection and Use of Personal Information ▣

- ※ We collect, use and handle personal information in order to more conveniently provide the services for works of applications
 - Name, Alien Registration No., E-mail Address, Address, Telephone Number, Academic Information, And so on.
- ※ Personal data of the students of the University will be used for all purposes relating to admission process, academic affairs, scholarship award, statics and important notices from the university. Once a record or data has reached its designated retention period date, all data or records are expected to be deleted upon expiration. However, sometimes it would be required to anonymise the data in accordance with the Dong-A University requirements or to archive records for a further period.

3. Study Plan

Name :

(signature)

Dong-A University
Office of International Affairs

*(49236) Office of International Affairs, Dong-A University, 225 Gudeok-ro seo-gu, Busan,
TEL : (82+51)200-6444 FAX : (82+51)200-6445
E-mail : studyindonga@donga.ac.kr*

Letter of Consent

To whom it may concern,

I hereby authorize my previously attended educational institutes to disclose information concerning my enrollment and academic records to Dong-A University

In this regard, I would like to request your full assistance when Dong-A contacts you regarding verification of enrollment and transcripts.

Name :

Date (yyyy/mm/dd)

Signature :

Student Information

*Name of university:

*Date of admission :

*Date of graduation:

*Name :

*Student ID Number :

*Date of Birth :

동아대학교 지원자 동의서

Dong-A University APPLICANT AGREEMENT

동아대학교의 지원자로서 아래의 사항을 준수하는 것에 동의합니다.

As an applicant for Dong-A University, I agree to abide by the following;

※ 각 조항을 읽고, 네모 박스에 체크하시고 서명하십시오.

※ Please read each article, check each box and sign below.

- (1) 지원서에 기재된 정보는 모두 사실이며 동아대학교에 제출한 모든 서류는 진짜입니다.
The information I have provided in this application forms are true and accurate and all documents I submitted to Dong-A University (hereafter DAU) are genuine.
- (2) 원본 지원 서류 일체(인증본, 아포스티유 및 공증본 포함)가 **12/17(목) 16:00까지** 국제교류과에 도착하지 않으면 지원이 취소됨을 확인합니다. I understand that if all the original documents (including verification, apostille and notarization) needed to submit don't arrive at the office of international affairs of DAU **until 17th December 16:00**, my application will be canceled.
- (3) 본인은 지원서 상에 잘못된 연락처를 기재했거나 혹은 동아대학교의 연락을 받지 않아 생기는 불이익에 대한 책임이 있습니다. I am responsible for the result that occurred by writing wrong contact on the application or ignoring contact from DAU under no condition.
- (4) 본인은 최종 결과 발표 이후에도 동아대학교에 제출한 모든 서류를 반환될 수 없음을 확인합니다.
I understand that all the documents submitted to DAU will not be returned regardless of the final outcome of the selection process.
- (5) 본인은 학생 선발에 대한 동아대학교의 결정을 받아들입니다.
I accept DAU's decision concerning selecting students.
- (6) 본인은 최종 합격 후 지원한 학과 및 전공을 바꿀 수 없음을 확인합니다. I understand that once I am selected as a student of department I apply for, I am not permitted to change my major and department.
- (7) 본인은 동아대학교가 필요시 비자 발급 및 정보 제공 등의 사유로 본인의 연락처를 사용하는 것을 허락합니다. 본인은 동아대학교가 오리엔테이션 및 각종 행사에서 찍힌 본인의 사진 및 비디오를 홍보 및 교육을 위해 사용하는 것을 허락합니다. I give permission to DAU to use the contact information provided in my application for the purpose of visa issuance and sharing information as needed. I give authorization for photos and video of me to be taken during DAU orientation and other events and used in any promotional or educational materials.
- (8) 본인은 상기 진술에 대한 거짓이 있을 경우 본인의 입학이 취소될 수 있다는 것을 확인합니다.
I understand that failure to uphold any of the above statements may be grounds for cancellation of my admission.

본인은 위 조항을 모두 읽고 확인하였습니다.
본인은 위 조항을 어길 시, 나의 입학이 취소될 수 있다는 것을 확인했습니다.
I confirm that I read all of the above conditions. I also understand that the violation of any one of the above might result in cancellation of the admission.

2020. .

이름 Name :

서명 Signature :



Dong-A University
Office of International Affairs

(49236) Office of International Affairs, Dong-A University, 225 Gudeok-ro seo-gu, Busan, Korea
 TEL : (82+51)200-6444 FAX : (82+51)200-6445
 E-mail : studyindonga@donga.ac.kr

Certificate of Financial Support

1. Applicant Information

Name		Department	IBM
Application Type	Freshman (English Track)	Passport no.	
Signature			

2. Guarantor Information

Name		Relationship with the applicant	
Occupation		Position	
Contact no.		E-mail	
Address			

On behalf of the above applicant to Dong-A University, I(Guarantor) will guarantee that I will support all expenses(tuition, living expenses, etc) during the entire study period

2020. . . .

Name(Guarantor) : (signature)

