

2025 TONGMYONG

APPLICATION GUIDELINE FOR INTERNATIONAL STUDENTS

UNDERGRADUATE



Undergraduate Program

1-1. Qualification for application

Section	Qualification Standard	
Freshman	Both Parents are recognized as foreigners	Both parents and applicant are recognized as foreigners and applicant acquire foreign nationality before the applicant begins the curriculum corresponding to Korean High school curriculum.
Transfer	Transfer to 2nd year	Those who meet the above requirements, Completed more than 1year(2semesters) of 4years University and recognized as having equivalent or higher level of education
	Transfer to 3rd year	Those who meet the above requirements, Completed more than 2years(4semesters) of 4years University and recognized as having equivalent or higher level of education
	Transfer to 4th year	Those who meet the above admission eligibility requirements and have graduated from 3-years college or associate degree program abroad in the same or a similar department (major) as the department they are applying for transfer

※ Applicants are not eligible if they or their parents are of South Korean nationality, possess multiple citizenship including Korean

※ Those expected to graduate can apply (those who can graduate before admission)

1-2. Language requirement

Section	Qualification Standard	
Language ability	Korean Tracks	① TOPIK (Test of Proficiency in Korean) Level 3 or over [affiliation [art] TOPIK Level 2 or over] ② Passed TU Global Education Center course Level 3 or over ③ Who have passed Level 4 or higher from a Korean language Institute at 4-year university at Korea
	English Tracks	TOEFL 530, CBT 197, IBT 71, IELTS 5.5, TEPS 60 or over (Must be valid until after the semester opening date)

※ (Korean Track) Failure to meet the above criteria, applicants must take the Korean Language Course ※ At the time of application, a prospective applicant shall submit language proficiency test certification within its validity date (validity date should be after semester opening date)

2. Screening Process

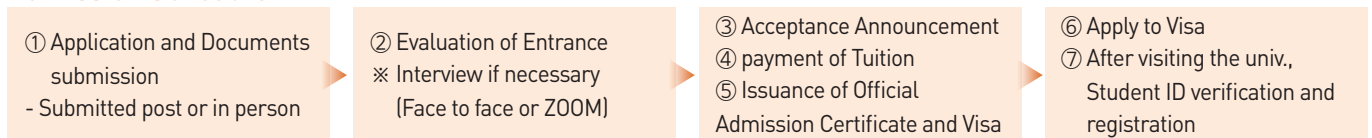
Admission criteria and reflection rate

Criteria	Rate	내용
Document screening	100%	The basis of the evaluation is the documents submitted by the applicant. ※ If necessary, the Interview will be proceed on-line or off-line

Selection Standard

- Selection is based on the total score of evaluations. (It will not made the selection if it does not required level of academic ability.)
- Tied administration standard : Select all tied applicants
- Applicants in any of the following cases will be deleted from the subject of examination:
 - Lack of required documents
 - Any incorrect and/or falsified information on any document submitted

Admission Schedule



3. Application schedule

progress	Spring Semester (March Intake)		
	1st	2nd	3rd
Application submission	2024. 10. 1.(Tue) 10:00 - 10. 25.(Fri) 16:00	2024. 11. 20.(Wed) - 12. 10.(Tue)	2025. 1. 2.(Thu) - 1. 9.(Thu)
Screening	11. 4.(Mon) - 11. 7.(Thu)	12. 16.(Mon) - 12. 19.(Thu)	1. 13.(Mon) - 1. 16.(Tue)
Admission result notification	11. 19.(Tue)	12. 26.(Thu)	1. 21.(Tue)
Registration for admitted students	11. 20.(Wed) - 11. 28.(Thu)	12. 26.(Thu) - 12. 31.(Tue)	1. 22.(Wed) - 1. 28.(Tue)
Semester start	2025. 3. 3.(Mon)		

※ The above schedule may change depending on the situation of our university.

4. Documents required

Section	Documents	
1. Essential	[1-1] Application form (including personal statement)	
	[1-2] Passport copy	
	[1-3] Color photograph 3 copies (passport photo: 3.5cm×4.5cm/white background)	
	[1-4] ROK Alien Registration Card copy (in case of registered domestic resident)	
	[1-5] Certification of attendance and transcript at Korean Language institute (if applicable)	
2. Nationality	[2-1] Parents' ID card (or passport) copy (notarized in English if it is not in English)	
	[2-2] Family Relations Certificate with parents (notarized in English if it is not in English)	
3. Language	[3-1] Language test result (TOPIK, IELTS, TOEFL, TEPS) ※Must be valid until after the semester opening date	
4. Educational Background	[4-1] Certificate of High school Graduation (notarized for Academic Certification*)	
	[4-2] Transcript of High school (notarized in English if it is not in English)	
	Additional for Transfer Applicant	[4-3] Certificate of Graduation from College or Completion from University (notarized for Academic Certification*)
		[4-4] Transcript of College or University(notarized in English if it is not in English)
	* Academic Certification documents must be notarized as one of the following ①~③(For the school in China only ③ is acceptable) ① Documents with Apostille notarization ② Documents must be - confirmed by Korean Consul in the country where the school is located or - notarized by Consul in Korea from the country where the school is located in ③ For the schools in China, Verification Report of Education Qualification Certificate issued by China Higher Education Student Information and Career Center of the Ministry of Education of China is acceptable. In case of vocational high schools which are not available to issue the Verification Report above, document must be notarized as one of the following. A. Certificate of Graduation issued by the Department of Education of Province must be confirmed by the Korean Consul in China. B. Certificate of Graduation issued by the vocational school must be notarized by the Department of Education of province(city) and confirmed by the Korean Consul in China. C. If the vocational school is affiliated with the Ministry of Human Resource and Social Security(MOHRSS) of China, the Certificate of Graduation issued by the school must be notarized by the MOHRSS and be confirmed by the Korean Consul in China.	
5. Financial Capacity	[5-1] Certificate of bank balance copy(submitted separately: submission schedule will be notified individually) ① Overseas residents - Certificate copy of applicant or financial guarantor** - Balance amount at least 16,000,000KRW/ maintain the balance until the semester opening date - Issued within 30 days of visa application date (If there's an expiration date, it is recognized up to 6 months) ② Domestic residents - Original certificate in applicant's name at the bank in Korea - Balance amount KRW 16,000,000 or more	
	Additional documents for overseas residents [5-2] Proof of employment or Certificate of career of applicant or financial guarantor** (company name, tenure and position must be included) [5-3] Proof of income of career of applicant or financial guarantor* (annual or monthly salary must be included) ※ Notarized in English if it is not in English	
	**Financial guarantor: Only parents of applicants are acceptable	

Visit or E-mail

- Address Room 101, Building 21, Tongmyong University, 428, Sinseon-ro, Nam-gu, Busan, 48520, Republic of Korea
- E-mail tu2024@tu.ac.kr •Tel. +82-51-629-3011/3016 •Fax. +82-51-629-3029

* Only documents that arrive within the deadline will be accepted

* Excluding weekends and national holidays.

* If the required documents or supplementary documents are not submitted within the specified deadline, the applicants are not eligible for the interview.

5-1. Admission unit (English Track)

College	Admission Unit	Affiliation	Freshman	Transfe	
Busan International College	Dept. of Global Business	[HS]	●		
	Dept. of Tech Management & Innovation	[HS]	●		(New in 2025)
	Dept. of Culture and Design Management	[HS]	●		(New in 2025)
	Dept. of AI & Computer Engineering	[EG]	●		
	Dept. of Mechanical and Automotive Engineering	[EG]	●		
	Dept. of Information System and Security	[EG]	●		

5-2. Admission unit (Korean Track)

College	Admission Unit	Affiliation	Freshman	Transfe	
Busan International College	Dept. of Global Korean Studies	[HS]	●	●	
College of Health, Welfare and Education	Department of Speech Language Pathology and Aural Rehabilitation	[NS]	●	●	
	Department of Sports Rehabilitation	[AR]	●	●	
	Department of Counselling•Clinical Psychology	[HS]	●	●	
	Department of Social Welfare	[HS]	●	●	
	Department of Early Childhood Education	[HS]	●	●	
	Department of Paramedicine	[NS]	●		
	※ Department of Food Science & Nutrition	[NS]		●	
College of Beauty Art	Department of Beauty Care	[AR]	●	●	
	Department of Hair Design	[AR]	●		
	Department of Make-up Design	[AR]	●		
	Department of Fashion Design	[AR]	●	●	
College of ICT Convergence	Department of Game Engineering	[EG]	●	●	(School of Game)
	Department of Game Graphic Design	[AR]	●		(School of Game)
	Department of Computer Engineering	[EG]	●	●	
	Department of Software Engineering	[EG]	●		
	Department of Refrigeration and Air-Conditioning Engineering	[EG]	●	●	
	Department of Automotive Engineering	[EG]	●	●	
	School of Electrical and Control Engineering	[EG]	●		(Electrical and Energy Engineering Major) (Autonomous Vehicle System Engineering Major)
	Department of Port Logistics System	[EG]	●	●	
	※ Communications & Software Major	[EG]		●	
	※ Information Security	[EG]		●	
	※ Department of Marine Mobility	[EG]		●	
	※ Department of Digital Contents	[EG]		●	
College of Architecture and Design	Department of Architecture	[EG]	●	●	
	Department of Architectural Engineering	[EG]	●	●	
	Department of Interior Architectur	[EG]	●	●	
	Department of Visual Design	[AR]	●	●	
	※ Department of Industrial Design	[AR]	●	●	
College of Business Administration	Department of Business Administration	[HS]	●	●	
	Department of Hotel Culinary & Bakery	[HS]	●		
	Department of Hotel Culinary & Bakery	[NS]	●		
	Department of Global Tourism	[HS]	●		
	※ Department of Global Business	[HS]		●	
	※ Department of Distribution and Logistics	[HS]		●	
	※ Department of Hotel and Tourism	[HS]		●	
College of Media	Department of Media and Communication	[HS]	●	●	
	Department of Advertising and Public Relations	[HS]	●	●	
	Department of Global Cultural Contents	[HS]	●	●	
	Department of Webtoon and Animatio	[AR]	●	●	
College of Do-ing	Department of K-sports Taekwondo	[AR]	●		

※ Departments available for transfer in the 2nd and 4th years and transfer-related consultations can be inquired at the Office of International Affairs.

6. Tuition and Scholarship

※ The following details are subject to change depending on the circumstances of the university.

Application Fee 50,000won (will be included in the tuition Invoice)

Tuition

Affiliation	Amount(KRW)	
	Freshman	Transfer
Humanities and Social Science [HS]	2,927,600 WON	2,817,600 WON
Engineering [EG] / Arts [AR]	3,979,000 WON	3,869,000 WON
Natural Science [NS] (including Dept. of Beauty Care, Hair Design, Make-up Design)	3,778,200 WON	3,668,200 WON

※ Fees are subject to change. The above fees are based on the data from 2024.

Scholarship

Scholarship	Selection criteria	Scholarship rate (tuition reduction)
International Students Scholarship A	• TOPIK Level 6 • TOEFL 620, iBT 105, IELTS 8.0, TEPS 800 or above	50% reduction
International Students Scholarship B	• TOPIK Level 5 • TOEFL 580, iBT 90, IELTS 7.0, TEPS 700 or above	40% reduction
International Students Scholarship C	• TOPIK Level 4 • TOEFL 560, iBT 85, IELTS 6.0, TEPS 650 or above	30% reduction
International Students Scholarship D	• TOPIK Level 3 • TOEFL 550, iBT 80, IELTS 5.5, TEPS 600 or above	20% reduction

※ The scholarship for international students awarded at the time of admission will be maintained at the same rate until graduation.

In addition, the validity of the TOPIK level must be maintained after the start date of each semester.

※ Students who receive a TOPIK Level 3 scholarship at the time of admission will be awarded the International Student Scholarship C if they obtain TOPIK Level 4 during their studies. (Scholarship for obtaining higher TOPIK levels during enrollment is granted up to TOPIK Level 4).

7. Additional fees and Application Notes

Additional Fees

- ① Indemnity Insurance 150,000won(Included in tuition invoice) - Insurance for Student's safety after entry
- ② Dormitory Fee(for 6 months, Including meals) : KRW 1,900,000 (If you choose, could be included in tuition invoice)
- ③ Among the successful applicants for the Korean Track, those who do not submit TOPIK are required to complete at Korean Language course.
Korean Language Course(2 semesters) tuition fee: KRW 1,200,000 won (Included in tuition invoice)
- ④ KRW 30,000 of immigration registering fee and etc.

About Document Submission

- All application documents / forms / translation copies must be in Korean or English
- All documents submitted in Korean or English. Documents in other languages must be translated and notarized before submission.
- Original documents must be submitted not specified as copies. If it is impossible to obtain the original documents or if only a copy can be submitted, a notarized copy stating that it is identical to the original must be submitted.
- All documents and records submitted during the application process will not be returned to the applicant.(Additional documents necessary for visa application, if any must be prepared separately)
- Every documents should be in A4 format and submitted in order, as shown in the list below.
- Personal / parental information includes name (spelling), date of birth, nationality, and ID or passport number

About Application

- A prospective applicant shall be held responsible and for any consequences caused by entry errors omitted entries, and writings with inability to read
- Application is strictly completed via online and it is not hand-written, except for applicant's signature(s)
- After completing apply all information (including admission type, department, campus etc.) cannot be modified or canceled.
- Contact information such as emergency number and e-mail address shall be entered accurately in order to reach the applicant's guardian in case of an emergency, Tongmyong University not be held responsible for any incorrect information

Application Notes:

- To receive a refund for tuition and other fees, you must pay a remittance fee.
- TU does not disclose the result of evaluation scores of each process under any circumstances
- If any omitted information, forgery of documents, false information, or other dishonest means is identified during the application process, there is a disqualification/cancellation regardless of the status or admission.
- Applicants should check the notice on the TU Admissions website and e-mail for admission procedures. The applicants will take full responsibility for any disadvantages arising from non-checking.
- If the applicant gained admission illegally (such as by forgery or alteration of documents or translation errors of documents) or if the applicant's visa is not issued or is rejected, the admission will be canceled.
- Additional documents for visa may be requested even after the admission process is completed.
- The official Certificate of Admission is issued to the students who have successfully paid his/her tuition fees.

Interpretation of Admission Guidelines

- Further details, if not stated in this guideline, will be in accordance with the Office of International Affairs and Admission Committee at TU

8. Notice for National Health Insurance for International Students [Mandatory Subscription]

According to the 「National Health Insurance Act」 and its 「Enforcement Rules」, as of March 2021, international students are also required to enroll as regional members of the National Health Insurance. (Enrollment is immediate upon completing foreigner registration after entry.)

※ Detailed information shall be informed to admitted students.

9. Information to Academic Certificate

Countries except China

- ▶ Apostille Convention Countries (124 countries)
Academic certificate WITH Apostille
- ▶ Non-Apostille Convention Countries
Degree confirmed by the Korean embassy in applicant's country or applicant's country's embassy in Korea
※ For information regarding Apostille, please refer to the website below: <https://consul.mofa.go.kr/cipe/0110/CIPE0110ApIntrcn.do>

China

- ▶ Certification printed out from the website below (www.chsi.com.cn)

- ▶ In case of a general high school that cannot issue an academic certificate from CHSI,
(Secondary Specialized / Vocational / Technical High School etc)

Classification		Evaluation Criteria	
Second-ary Special-ized	Regular Specialized Secondary Schools	① Print out the website i) Certificate of High School Graduation issued by local education authorities(consul certificate) + school information confirmation : need it Apostille * Only accepted if authenticity can be verified online	Select1
	Vocational High Schools	② Certificate from High School(Not print out the website) [school information confirmation need it] i) Certificate of High School Graduation issued by local education authorities(consul certificate) + school information confirmation : need it Apostille ii) School's self-issued Certificate of High School Graduation [Confirmation of province or city Office of Education + Consular Certification] + 'School Information Confirmation' : need it Apostille	
	Skilled Workers Schools	Certification printed out from the website below(http://www.mohrss.gov.cn/) + Apostille * Only accepted if authenticity can be verified online	
Other schools recognized as having high school equivalency		School's self-issued Certificate of High School Graduation + Apostille ※ Certificate of Establishment(Corporate Unit Business Certificate(事業單位法人證書) or Private School Establishment License(民辦學校辦學許可証)) - Submission of a copy is required (only academic education programs are recognized, and notarization is not required)	

10. Information to Dormitory

Dormitory Fee 6 Months / Two meals per day(except weekend) Approx. 1,900,000 KRW

※ Applying for the dormitory is optional ※ If you wish to apply, please contact to coordinator before making the tuition payment

11. Inquiries : Contact us

Homepage of the office of International Affairs(OIA) <https://www.tu.ac.kr/global>

Address Postcode 48520, Room no. 101, Building no. 21, Tongmyong University, 428 Sinseon-ro, Nam-gu, Busan, Republic of Korea

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12. Campus Map

