



HUFS Undergraduate Admission Application Checklist

FOR OFFICE USE ONLY

Date : ____/____/____
Application No. : ____
Requirements: Yes () No ()
Manager : _____

※ Please do not write in the box above

* Registration will be fully completed when all relevant documents arrive before the deadline.

Personal Information

Name		Date of Birth		Gender	
Telephone		Nationality		Passport No.	

Application Information

Application Year		Admission Year	Freshman () Transfer Sophomore () Transfer Junior ()
Application Type	International students whose both parents are not citizens of Korea		Application No.
Campus	1 st Choice ☐ Seoul Campus ☐ Global Campus	2 nd Choice*	☐ Seoul Campus ☐ Global Campus
Major			

* 2nd Choice is not Mandatory

List of Required Documents

◎ Credential △ Supplemental

Documents	Required	Check	
		Yes	No
1. Application Form (Form 1)	◎		
2. Personal statement and study plan (1 st Choice major, Form 2) *	◎		
2-1. Personal statement and study plan (2 nd Choice major, Form 2)	△		
3. Letter of Recommendation from your teacher/professor (Form 3)	△		
4. Financial certification (Form 4)	◎		
5. Agreement for Verification of Academic Records (Form 5)	◎		
6. Official High School Transcript (Notarized either in Korean or English)	◎		
7. Official High School Graduation Certificate (Notarized either in Korean or English)	◎		
8. Official Transcript of academic records in a college / university (Transfer Applicants Only)	◎		
9. Transfer College Report (Form 6) (Transfer Applicants Only)	◎		
10. Certificate of Current Enrollment in a college/university or Diploma (Transfer Applicants Only)	◎		
11. Copy of the Applicant's Passport	◎		
12. Copies of Both Parents' Passports (or official documents indicating parents' nationality)	◎		
13. Official document indicating parent-child relationship between the applicant and his / her parents	◎		
14. Official Certificate of Proficiency in Korean (TOPIK or Certificate of Completion of Korean Language Program)	◎		
15. A copy of the applicant's Alien Registration Card (Current foreign residents in Korea only)	△		
16. Official Certificate of proficiency in English (TOEFL, IELTS)	△		
17. Proof of application fee payment deposit (Only for students applying offline)	△		
18. Others (record of awards, certificate of qualification, document relating academic proficiency etc)	△		

* Applicants who applied for 2nd Choice MUST submit 2 personal statement and study plan.

I, the undersigned, hereby apply for admission to Hankuk University of Foreign Studies and understand that failure to file the appropriate application may affect my admission status.

Date: ____/____/____
(Year) (Month) (Date)

Signature: _____



Hankuk University of Foreign Studies

Form1: International Undergraduate Admission Application(1/2)

*When filling in this form, please type or print in English or Korean

*Complete this form and submit it to:

Office of International Student Services, Hankuk University of Foreign Studies
107 Imun-ro, Dongdaemun-gu, Seoul, Korea 130-791

For Office Use Only

Date: _____

Application Fee Received

☐ Yes ☐ No

* Do not write in the box above

Admission Information

Admission Semester YEAR _____ ☐ Spring ☐ Fall

Application Number *

Admission Year ☐ Freshman ☐ Transfer - Sophomore ☐ Transfer - Junior

Campus 1st Choice ☐ Seoul Campus ☐ Global Campus 2nd Choice** ☐ Seoul Campus ☐ Global Campus

College 1st Choice 2nd Choice

Department 1st Choice 2nd Choice

* If you apply offline (paper application), please leave it blank

** If you apply for 2nd Choice (not mandatory), you need to submit 2 personal statement and study plan

Personal Information

Full Name in English: _____
Family / Last (姓) First (名) Middle

Date of Birth: _____ Gender: ☐ Male ☐ Female

Nationality: _____ Passport Number: _____

Mailing Address: _____
_____ Zip Code _____

Attach
Color Photo
(3 * 4 cm)

Telephone Number: _____ Email Address: _____ @ _____

* Please provide accurate mail and email addresses to receive notification of admission decision in a timely manner

Are you currently in Korea? ☐ Yes ☐ No

If Yes, provide your mobile phone number: _____

If Yes, Which type of visa you are carrying? ☐ D-4 ☐ D-2 ☐ F-4 ☐ F-5 ☐ Other (Please indicate: _____)

Family(Parents) Information

Father Name: _____ Nationality: _____ Date of Birth: ____/____/____ ☐ Deceased

Mother Name: _____ Nationality: _____ Date of Birth: ____/____/____ ☐ Deceased

Parents' Marital Status ☐ Married ☐ Divorced ☐ Widowed

Language Proficiency

Korean ☐ TOPIK (Level: _____)
☐ Certificate of Completion from a Korean Language program: (University: _____ Level: _____)

English TOEFL ☐ IBT (Score: _____) ☐ CBT (Score: _____) ☐ PBT (Score: _____) ☐ IELTS (Score: _____)

* Please select one from each category

* Applicants who do not submit any official certificate of their Korean/English proficiency or do not meet the minimum language requirements must take a Korean/English proficiency test conducted by Hankuk University of Foreign Studies.

Korean Language Program

Have you been enrolled in a Korean university's Korean language program within the last year? ☐ Yes ☐ No

If Yes, please provide the name of the university? ☐ HUFS ☐ Other (_____)

How long have you been enrolled in the language program? (_____) Year (_____) Month ~ (_____) Year (_____) Month



Hankuk University of Foreign Studies

Form1: International Undergraduate Admission Application(2/2)

*When filling in this form, please type or print in English or Korean

*Complete this form and submit it to:

Office of International Student Services, Hankuk University of Foreign Studies
107 Imun-ro, Dongdaemun-gu, Seoul, Korea 130-791

Academic / School Information

List all primary and middle schools you have attended in chronological order in English

Names of Schools attended (Primary – Secondary)	Dates Attended		Duration (Years)	Location (Country)
	(From – To. YYYY/MM/DD)			
1 _____	____/____/____	~ ____/____/____	() Years	
2 _____	____/____/____	~ ____/____/____	() Years	
3 _____	____/____/____	~ ____/____/____	() Years	
4 _____	____/____/____	~ ____/____/____	() Years	
5 _____	____/____/____	~ ____/____/____	() Years	
6 _____	____/____/____	~ ____/____/____	() Years	

List all high schools and colleges/universities you have attended in chronological order in English

Names of High Schools	Dates Attended		Duration (Years)	Location (Country)
	(From – To. YYYY/MM/DD)			
1 _____	____/____/____	~ ____/____/____	() Years	
2 _____	____/____/____	~ ____/____/____	() Years	
3 _____	____/____/____	~ ____/____/____	() Years	
Name of College / University (Transfer only)				
1 _____ Major	____/____/____	~ ____/____/____	() Years	
2 _____ Major	____/____/____	~ ____/____/____	() Years	

Sponsor Information

Personal Sponsor Name: _____ Relationship: _____ Occupation: _____
Organization Sponsor Name: _____ Office: _____ Tel: _____

Minimum amount of US\$10,000 should be available in the bank account of you and/or your parents at the time of D-2 visa application. If your sponsor is not your parent or spouse, additional documents may be required.

Dormitory Application

If I am admitted to Hankuk University of Foreign Studies, I want a room in our on-campus dormitory ☐ Yes ☐ No

I certify that all information I have provided in this application and any supporting documentation is on my own work, accurate and complete. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

By applying for admission to Hankuk University of Foreign Studies, I agree that my personal information is collected and retained by the university for educational and administrative purposes in accordance with relevant laws and regulation.

Date: _____ / _____ / _____
(Year) (Month) (Date)

Signature: _____



Form 2: Personal Statement & Study Plan (자기소개서 및 학업계획서)

* The personal statement and study plan are important parts of your application for admission. The information you provide in these statements will help us get to know who you are and what you hope to accomplish.

* Please Type in Korean or English

Admission / Personal Information

Full Name		Date of Birth		Gender	
Phone number		Nationality			

Admission Season			Admission Year	Freshman ☐ Transfer Sophomore ☐ Junior ☐	
Campus / Major	Campus	Seoul ☐ Global ☐	Major		

Personal Statement & Study Plan

[Q1] Describe a bit about your background — for example, your family, community or school — and tell us how your world has shaped your goals and aspirations.

[Q2] Tell us about a personal quality, talent, accomplishment, contribution or experience that is important to you. What about this quality or accomplishment makes you proud and how does it relate to the person you are?



[Q3] What is your intended major? Discuss how your interest in the subject developed and describe any experience you have had in the field—such as volunteer work, internships and employment, participation in student organizations and activities—and what you have gained from your involvement in them.

[Additional Comments] If necessary, you may use this space to tell us anything else you want us to know that you have not had the opportunity to describe elsewhere in the application.

I certify that all information I have provided in this application and any supporting documentation is my own work, accurate and complete.

Date: _____
(Year) (Month) (Date)

Signature: _____



Form 3: Letter of Recommendation (추천서)

To the applicant: Please fill in your name and the other required information below. In turn, deliver or email this form to the person who will write this letter.

NOTE: Request your recommender to seal his or her letter of recommendation in an official envelope and sign across the back flap upon completion. Recommendation letters that are not sealed and signed will **NOT** be accepted.

Confidential

Name of Applicant: (Family name) _____ (First name) _____

Nationality: _____ Date of birth (YYYY/MM/DD): _____

Desired Major 1st Choice : _____ 2nd Choice : _____

To the referee: The person named above has applied for international undergraduate admission to Hankuk University of Foreign Studies. We ask for your kind assistance, and would highly appreciate your sincere appraisal of the applicant.

** Please type or print clearly using black ink.*

Please assess the applicant's qualities in the evaluation table given below. Rate the applicant from 1 (lowest) to 10 (highest) compared to other students who are/were in the same school year with the applicant.										
Academic Achievement	1	2	3	4	5	6	7	8	9	10
Future Academic Potential	1	2	3	4	5	6	7	8	9	10
Responsibility	1	2	3	4	5	6	7	8	9	10
Independence	1	2	3	4	5	6	7	8	9	10
Creativity Thinking	1	2	3	4	5	6	7	8	9	10
Communication Skills	1	2	3	4	5	6	7	8	9	10
Interpersonal skills	1	2	3	4	5	6	7	8	9	10
Leadership	1	2	3	4	5	6	7	8	9	10



What do you consider to be the applicant's strengths?

How well do you think the applicant has prepared for undergraduate study?

Please comment on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

Recommender's Name : _____ Position or Title : _____

School (Institution) : _____

Address: _____

_____ (zip-code: -)

Tel: _____ Fax: _____

Signature : _____ Date : _____

Please return back to the applicant in a sealed official envelope and signed across the back.

We greatly appreciate your timeliness regarding this letter for your applicant.



Form 4: Financial Certification (재정보증확인서)

* Please type in Korean or English

● Applicant Information

Name : (Family Name / 姓) _____ (Given Name / 名) _____

Nationality: _____ Date of birth (YYYY/MM/DD): _____

● Sponsor Information

Personal Sponsor

Name: (Family Name / 姓) _____ (Given name / 名) _____

Relationship: _____ Occupation _____

Address: _____

Amount of Sponsorship for a YEAR (US\$): _____ Tel.: _____

Organization Sponsor (Government, Educational Institution or Official Agency)

Name of Organization: _____

Department (Division): _____

Address: _____

Amount of Sponsorship for a YEAR (US\$): _____ Tel.: _____

NOTICE

- You and/or your sponsor are responsible for all educational and living expenses for the entire duration of your study at Hankuk University of Foreign Studies (HUFS).
- If you have an organization sponsor during your study at HUFS, you may attach any evidence of the sponsorship details.
- Minimum amount of US\$20,000 should be available in the bank account of you and/or your sponsor at the time of D-2 visa application.

I certify that all information on this form is accurate and I and/or my sponsor will be responsible for the tuition fee and living expenses during the entire duration of my study at Hankuk University of Foreign Studies.

Date: _____ / _____ / _____
(Year) (Month) (Date)

Signature: _____



Form 5: Agreement for Verification of Academic Records (학력조회동의서)

* Type in English only

Personal Information

Name in English		Date of Birth (YYYY/MM/DD)		Gender	
Nationality		Email Address			

● List of the schools I have attended;

Please make sure that at least one direct contact information should be submitted

* This information will be used solely for the purpose of international admission.

	School information (Please include country info in address)	Telephone / Fax/ Email (incl. Country code)	Date of Attendance (YYYY/MM)
High School	Name of school: Address: I have graduated/ will graduate from this school. Yes ☐ No ☐	Tel. Fax. Email.	From: ____ / ____ To: ____ / ____
College University	Name of school: Address: I have graduated/ will graduate from this school. Yes ☐ No ☐	Tel. Fax. Email.	From: ____ / ____ To: ____ / ____

Letter of Agreement

Dear Sir or Madam,

I have applied to Hankuk University of Foreign Studies in Korea and I hereby authorize the release of my academic records to Hankuk University of Foreign Studies(HUFS) for verification purpose by submitting this form.

In this regards, I would like to request your full assistance to HUFS when they contact you regarding verification of enrollment and academic credits.

Name of Applicant: _____ Signature: _____ Date: ____ / ____ / ____
(Year) (Month) (Date)

Verified by the previously attended school

I confirm that the information above written by _____ is accurate and true.
(Applicant's name)

Name of Institution: _____

Name: _____ Signature: _____ Date: ____ / ____ / ____
(Year) (Month) (Date)

Please confirm the enrollment verification for the student who has applied for admission to our university.
We look forward to your response. Faxes or email attachments are also acceptable.

* Mailing Address: Office of International Student Services, Hankuk University of Foreign Studies
107 Imun-ro, Dongdaemun-gu, Seoul, Korea, 130-791

* Email: intluga@hufs.ac.kr / Fax: 82-2-2173-2877 Contact: 82-2-2173-2065~6

Form 6: Transfer College/University Report

(최종대학 수학보고서)

* Type in English only

Personal Information

Name in English		Date of Birth (YYYY/MM/DD)	
Nationality		Transfer Admission	Sophomore ☐ Junior ☐

College/University Information

Name of College or University			
Type of College Degrees	Associate's ☐ Bachelor's ☐	Duration of Education	2-Year ☐ 3-Year ☐ 4-Year ☐
Country of Institution		Official Website	http://
Address of Institution			
University Registrar's Office	Tel. () Country	Email:	@

● Academic Record

Please note that international transfer admission is very selective and applicants should read the transfer admission information provided very carefully prior to applying.

Date of Attendance	From / To / (Year) (Month) (Year) (Month)	Major for Degree	
Degree Status	Awarded ☐ Expected ☐ No planned ☐	Date of Degree Earned/Expected*	____ / ____ / ____ (Year) (Month) (Date)
Number of Semesters Completed		Total Number of Semesters for Degree	
Number of Credits Earned		Total Number of Credits for Degree	
CGPA / ECTS	() out of () / Not Available ☐		
Currently Enrolled in a University	Yes ☐ No ☐	Number of Credits to be earned throughout the semester	

* Please enter the date of degree expected if you are certain you will earn it prior to the enrollment date for the semester.

I certify that all information I have provided in this application and any supporting documentation is on my own work, accurate and complete. I understand that any untrue, misleading or omitted information may result in my disqualification from further consideration for admission and may cause for the rescinding of any offer of admission, or for discipline, dismissal, or revocation of degree if discovered at a later date.

Name: _____ Signature: _____ Date: ____ / ____ / ____
(Year) (Month) (Date)