

# Admissions Guide for International Students

## - 2017 Spring Semester -



 한국학중앙연구원 한국학대학원  
The Graduate School of Korean Studies, The Academy of Korean Studies

## 1. About the Graduate School of Korean Studies

The Graduate School of Korean Studies ("GSKS") is the affiliated institution of the Academy of Korean Studies, which operated under the Ministry of Education. It is research-oriented graduate school in the fields of humanities and social sciences pertinent to Korea, which aims at nurturing scholars who will contribute to the development and globalization of Korean studies. Since its establishment in 1980 GSKS has provided intensive research-oriented education through eminent professors' close mentoring of students. In addition it has gained a worldwide reputation for its high standard and quality education, but also its graduates are playing pivotal role in widening and deepening Korean studies all over the world with their academic excellence. Currently, approximately 290 students, including about 150 international students from 35 different countries, are enrolled in the master's and doctoral degree programs at the GSKS.

## 2. Key Attributes

- **Tuition fees are fully waived** for international students.
- **The Government Grant of KRW750,000 per month** is provided to all of the students of Division of Global Korean Studies as well as comparably competent students of other majors.
- Free Korean language courses are provided to assist international students with academic writing, presentations and discussions as well as communication skills.
- On-campus dormitory accommodations are available at the rate of KRW477,400 per semester, double occupancy.
- A 4:1 student-faculty ratio enables close one-to-one guidance of students by professors.
- Various kinds of courses are available including major-specific courses, interdisciplinary courses, independent study with student's own topic and research plans, and fieldwork. Students can also earn credits by publishing articles in accredited academic journals.

### 3. Programs Offered and Volumes of Recruitment

Programs	Divisions	Majors	Volume of Recruitment
Master's or Doctoral Degree Program	Humanities	Korean History, Paleography, Philosophy, Korean Linguistics·Korean Literature	00
	Culture and Arts	Anthropology·Folklore, Religious Studies, Musicology, Art History, Cultural Informatics	
	Social Sciences	Political Science, Economics, Sociology, Ethics, Education	
	Global Korean Studies	Korean Culture and Society, Korean Classics and Global Communication	
Total	4 Divisions	16 Majors	
Research (Non-degree) Program	4 Divisions	16 Majors (Same as those provided for degree programs)	0

※ For Curriculum Comparison, refer to GSKS homepage([www.aks.ac.kr/univ](http://www.aks.ac.kr/univ)) - Introduction of GSKS(대학원 소개) - Curriculum Comparison(전공 및 교육과정) - Course for Each Major (per Division, per Major Tap)(전공과목 (학부별, 전공별 탭))

### 4. Eligibility

Classifications	Qualifications
Nationality	Applicants must meet one of the following conditions: ① Both the applicant and his/her parents are foreign nationals. ② The applicant, either a foreign national or a Korean national who obtained permanent residency in a foreign country or who resides overseas, has completed education outside of Korea which is compatible with Korea's elementary, middle, high school and college education.

Classifications		Qualifications
Educational Background		<ul style="list-style-type: none"> <li>○ In order to be qualified for <b>master's degree programs</b>:               <ul style="list-style-type: none"> <li>- Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by a Korean or overseas university at the start of the desired semester.</li> <li>- Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by an overseas university at the start of the desired semester.</li> </ul> </li> <li>○ It is acceptable that applicants apply for a major which is not directly related to his/her undergraduate major.</li> </ul>
		<ul style="list-style-type: none"> <li>○ In order to be qualified for <b>doctoral degree programs</b>, applicants must hold a master's degree (or equivalent) at the start of the desired semester.</li> <li>○ Applicants are requested to apply for a major which is the same as or closely related to their graduate (master's degree) major (For more details, please see the Attachment 2).</li> <li>○ Applicants who already have a doctoral degree are not allowed to apply for a doctoral degree program in the same or a similar field.</li> </ul>
		<ul style="list-style-type: none"> <li>○ In order to be qualified for a <b>research(non-degree) program</b>:               <ul style="list-style-type: none"> <li>- Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by Korean or overseas universities at the start of the desired semester.</li> <li>- Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by overseas universities at the start of the desired semester.</li> </ul> </li> </ul>
Language Proficiency	Division of Global Korean	<p>1. With respect to Korean language proficiency requirement, applicants must meet one of the three following conditions:</p> <ul style="list-style-type: none"> <li>○ Applicants must provide a TOPIK score certificate of <b>level 5 or above; or</b></li> </ul>

Classifications		Qualifications
Studies		<ul style="list-style-type: none"> <li>○ If they do not have a valid TOPIK score certificate, applicants must take a phone interview held by the GSKS to evaluate their Korean language proficiency*; or</li> <li>○ Applicants must have obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean more than 50%.</li> </ul> <p>* Depending on the interview result, only those whose estimated TOPIK level is 5 or above will be considered to be qualified for a document screening.</p> <p><b>2. With respect to the English language proficiency requirement,</b> applicants must provide an IELTS, TOEFL or TEPS score certificate.</p> <ul style="list-style-type: none"> <li>○ However, applicants are exempt from the above requirement relating to the English language proficiency:           <ul style="list-style-type: none"> <li>① if they are from the country where English is its official language; or</li> <li>② if more than 50% of the courses of an undergraduate or a graduate degree program taken were taught in English</li> </ul> </li> </ul> <p><b>※ For the applicants of Korean Classics and Global Communication major who took the Chinese Character or Chinese Literature classes in the Bachelor or Master degree programs, will be given preference</b></p>
Other Divisions		<p>Applicants must meet one of the following conditions in relation to the Korean language proficiency:</p> <ul style="list-style-type: none"> <li>○ Applicants must provide a <b>TOPIK score certificate of level 4; or</b></li> <li>○ If they do not have a valid TOPIK score certificate, applicants must take a phone interview held by the GSKS to evaluate their Korean language proficiency*; or</li> <li>○ Applicants must have obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean more than 50%.</li> </ul> <p>* Depending on the interview result, only those whose estimated TOPIK level is 4 or above will be considered to be qualified for a document screening.</p>

## 5. Selection Process

### A. 1<sup>st</sup> Process : Language Proficiency Screening

#### 1) Korean Language Proficiency Test (if applicable)

- If applicants do not submit a valid TOPIK score certificate, the GSKS' Korean language teachers interview them on the phone to test their Korean language proficiency.

#### 2) Screening English Language Skill(Certificate of official English language test)

- **Applicants for the Division of Global Korean Studies** have to submit the certificate of official English language test; one of TEPS, TOEFL IBT, IELTS), and if applicants do not submit, they will not be passed.

### B. 2<sup>nd</sup> Process : Document Screening

- Overall evaluation of applicants' study plan, grades, language proficiency, academic background (for example, those shown in personal statement and recommendation letters) take place.

### C. 3<sup>rd</sup> Process : Face-to-Face or Skype Interview

- A face-to-face interview or a Skype interview is held to take a closer look at applicant's reason for application, attitude, language proficiency, information utilization skills, international mindset, perception of reality, basic knowledge of the fields of humanities and social sciences, major-specific knowledge and the originality of the desired research area.
- Interview schedule will be informed individually, and if applicants do not participate in the interview, they will not be passed.

## 6. Admission Schedule

Steps	Schedule
Entrance period	<b>March 2017</b>
Deadline for Online application & documents submission, payment of application fee	<b>~ 11 November 2016 18:00</b>
	※After the deadline, online application and documents cannot be accepted

Phone interview to test Korean language proficiency (if applicable)	<b>21 ~ 23 November 2016</b>
Document Screening	<b>28 ~ 30 November 2016</b>
Announcement of the interviewees list for a face-to-face or Skype interview	<b>1 December 2016 18:00</b>
A face-to-face or a Skype interview	<b>7 ~ 9 December 2016</b>
Announcement of the final selection result	<b>26 December 2016 18:00</b>
Deadline of the enrollment	<b>28 February 2017 18:00</b>
	※ If successful applicants do not submit all the documents for the enrollment, the selection will be cancelled.

- ※ The above schedule may change under the unforeseen circumstances.
- ※ The list of interviewees and the final selection result will be announced on the AKS website([www.aks.ac.kr](http://www.aks.ac.kr) : 한국학중앙연구원 > 한국학대학원 > 입학안내 > 입학 관련 공지)

## 7. Application Details

- A. Application Deadline : **11 November 2016**, 6:00pm (Korean Time)
- B. Application Method : Complete the online application (<http://www.aks.ac.kr/admission>), save the data, print and submit it with other required documents by postal mail or in person.
  - ※ In the online application form, ID photo should be uploaded and saved.
- C. Addressee : The Graduate School of Korean Studies  
 The Academy of Korean Studies  
 323 Haogaero Bundang-gu Seongnam-si Gyeonggi-do  
 Republic of Korea (Postcode: 13455)
- D. Call us for online application problems:
  - +82-31-709-8111 (ext 527) for inquiries made in Korean
  - +82-31-709-8111 (ext 214) for inquiries made in English

## 8. Application Fee

A. Amount\*: USD50 or KRW50,000

\* The amount received by the GSKS after the deduction of remittance charges incurred

B. Addressee

	When paid with Korean Won	When paid with US Dollar
Account No.	270901-04-168472	270968-08-100314 (Bank Swift Code: CZNBKRSEXXX)
Account Holder	The Academy of Korean Studies	
Bank Name	Kookmin Bank	

C. Application fee must be paid before the application deadline.

D. The name of depositor has to be same with the name of applicant.

E. Application can't be cancelled after the online application is completed and the application fee paid. Application fee will not be returned in principle, but in the circumstances where applicants inevitably had to withdraw from the application due to natural disaster, negligence of the university or a fault which is not attributed to the applicant, some or all of it can be returned.

※ Online application form has to be saved, and all the submission documents and application fee have to be submitted by the application deadline(11 November 2016, 6:00pm (Korean Time)).

※ The test identification ticket can be printed after the application fee has paid.

## 9. Required Documents

Sub- mission	Master's degree programs	Doctoral degree programs
online	<b>1. Online Application Form</b> <ul style="list-style-type: none"> <li>◦ Applicants must save their information and upload their ID photo at <a href="http://www.aks.ac.kr/admission">www.aks.ac.kr/admission</a> and print it.</li> <li>◦ Personal information(contact number, address, etc) has to be correct.</li> <li>◦ English name has to be same as the name written in the passport.</li> </ul>	



post	<p><b>2. Personal Statement</b></p> <ul style="list-style-type: none"> <li>◦ No more than 2-pages A4 document in which applicants present their backgrounds, academic life, social activities, view of life, strengths and weaknesses, etc. in a free format.</li> <li>◦ It must be written in Korean.</li> </ul> <p><b>3. Study Plan</b></p> <ul style="list-style-type: none"> <li>◦ No more than 3-pages A4 document in which applicants describe their specific area of interest, reasons of its choice, future research plan, etc. in a free format.</li> <li>◦ It must be written in Korean.</li> </ul> <p><b>4. A graduation (or an expected graduation) certificate(s) for all the previous degree(s)</b></p> <ul style="list-style-type: none"> <li>◦ Documents must be original copies written in Korean or in English.</li> <li>◦ If documents are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.</li> <li>◦ Applicants who graduated from <b>Chinese universities</b> must additionally submit Credentials Report in English issued by China Academic Degrees &amp; Graduate Education Development Center (<a href="http://www.cdgd.edu.cn">www.cdgd.edu.cn</a>).</li> <li>※ If applicants cannot submit the expected graduation certificate, certificate of enrollment and transcript have to be submitted. The graduation certificate and final transcript have to be submitted at the orientation day.</li> <li>※ If graduation certificate or apostille cannot be submitted, the notarized document by the Embassy has to be submitted.</li> </ul> <p><b>5. Official transcripts for all the previous degree(s)</b></p> <ul style="list-style-type: none"> <li>※ For the applicants who will graduate in February 2017 should submit the transcript including the score until the 1st semester of the last grade</li> <li>◦ Documents must be original copies written in Korean or in English.</li> <li>◦ If documents are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.</li> </ul>
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**6. Score certificate of TOPIK (If applicable)**

- Applicants for the division of Global Korean Studies should provide a score certificate of TOPIK level 5 or above, while applicants for the other divisions TOPIK level 4 or above.
- A TOPIK score certificate should be either an original copy issued by the holding institution or a copy printed at TOPIK website(<http://www.topik.go.kr/> - Issuance of Score Report - Issuing Score Certificates).
- Only a valid score certificates as of the application deadline is acceptable.
- Applicants who obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean more than 50% are exempt from the above requirement of submission of a TOPIK score certificate. In this case, a letter/certificate to prove the courses are taught in Korean should be provided.
- If applicants do not submit a valid TOPIK score certificate, they should attend a phone interview held by the GSKS to test their Korean language proficiency.

**7. Score certificate of an English language proficiency test (If applicable)**

- Applicants for the division of Global Korean Studies must submit an original copy of score certificate of IELTS, TOEFL or TEPS.
- A score certificate must be issued within 2 years prior to the application deadline.
- Exemption is applied
  - ① if an applicant is from the country where English is its official language; or
  - ② if more than 50% of the courses of an undergraduate or a graduate degree program taken were taught in English (in this case, a letter/certificate to prove the courses are taught in English should be provided.)

**8. Two letters of recommendation (Prescribed form, refer to page 18 (Attachment 3-1))**

- Applicants must submit letters of recommendation written by two recommenders, one of whom must be the applicant's academic advisor or the dean of the department in his/her undergraduate/graduate school.
- Letters of recommendation must be written in Korean or in English.
- Recommenders must fill in the prescribed form downloadable at the GSKS website, seal the envelope and sign across the envelope seal.
- Letters of recommendation can be sent directly from recommenders to the Director of Academic and Student Affairs at the GSKS or included in the

	application package.	
	<b>9. A copy of the first two pages of the applicant's passport</b>	
	<b>10. Payment receipt for the application fee</b>	
	-	<b>11. An abstract of master's degree thesis written in Korean</b> (only applicable to applicants for a doctoral degree program which requires students to write a thesis in order for graduation)
preparation for the interview	-	<b>12. A master's degree thesis</b>

※ The additional documents might be requested, if it is needed for the admission process for each major.

## 10. Announcement of the final selection result

A. Date & Time : 28 February 2017 18:00

B. Place : AKS homepage([www.aks.ac.kr](http://www.aks.ac.kr) - 한국학중앙연구원 > 한국학대학원 > 입학안내 > 입학 관련 공지)

## 11. Important Notes for Applicants

A. All documents must be original copies.

B. All documents must be written in Korean or in English. If certificates are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.

C. Late applications after the submission deadline and incomplete applications with missing documents are not accepted, and submitted documents as well as paid application fee (including the amount paid exceeding the one required) are not returned.

- D. Applicant's information stated in the application form must be authentic and truthful. If provided information turns out to be false or untruthful, the applicant's admission can be revoked.
- E. Online application form can be accessed and modified only during the application period.
- F. All the information in the application form has to be correct, and if there is any incorrect information, the responsibility will be on the applicants.
  - ※ For the urgent contact during the admission process, the contact number and the email address, etc has to be inserted correctly.
  - ※ English name will be used for the degree and the certification, it should be same as the name written in the passport.
- G. The scores/grades of the admission will not be shared.
- H. If successful applicants do not submit all the documents for the enrollment before the start of the semester(by 28 February 2017), the selection will be cancelled.
  - ※ The list of document for the enrollment will be informed in the 'written notice for successful applicants'.
  - ※ If the applicant submitted the expected graduation certificate, he/she has to submit the graduation certificate and final transcript by 10 March 2017 to the Office of Academic & Student Affairs.
- I. After entrance, in the first semester, students cannot apply for the leave of absence. (but, when students submit the official documents proving the entrance of military service, the certain diseases, pregnancy, it will be accepted.)

## **12. Research (Non-Degree) Program**

The Research (Non-degree) Program is designed for those with a bachelor's degree who wish to complement their studies by attending the GSKS for maximum one year. Admission procedure and required documents for application are same as those for degree programs. Those admitted to the program must pay tuition fees and enroll in at least one course per semester, to which no

credit is given. An academic advisor can be assigned to a student, and the Certificate of Enrollment/Completion can be issued. Students are given access to the same facilities as degree students, but ineligible for financial aid and scholarships.

### **13. Students' Responsibilities to Develop Korean Language Skills**

- A. Once admitted, international students must take a Korean language proficiency test held by GSKS. Based on the test result, each international student will be assigned to specific level of Korean language courses which they must attend in order to complete their coursework. Korean language courses are noncredit and graded pass/fail.
- B. In order to be qualified for submission of dissertation, international students must receive over 70 out of 100 in the Korean language proficiency test hosted by the GSKS. Those who obtain TOPIK level 6 are exempt from the test.
- ※ Most courses are taught in Korean and some of the Division of Global Korean Studies major's in English.

### **14. Others**

- A. Tuition-exemption scholarship is offered to all international students during their coursework period unless they are placed under academic probation or disciplinary actions are taken against them.
- B. All the new international students of the Division of Global Korean Studies as well as comparably competent students of other majors are provided with the Government Grant, which is extended by semester during their coursework period unless they breach the relevant regulations or the Government's provision of the scholarship is discontinued for the unforeseen reasons.
- C. Students should pay their boarding fees and other living expenses at their own expense.
- D. The curriculum designed for international students is applied to Korean nationals who are admitted.

- E. The list of major-specific courses can be found at the GSKS' website ([www.aks.ac.kr/univ](http://www.aks.ac.kr/univ)) - GSKS Introduction(대학원 소개) - Majors and Curriculum (전공 및 교육과정) - Major-specific Courses(전공과목), under the tab of each Division and of each major.

## **15. Contact Information & Transportation**

### A. Inquiries for admissions

- Tel: +82-31-709-8111(ext 214), +82-31-708-5310
- E-mail: [mirang@aks.ac.kr](mailto:mirang@aks.ac.kr)

### B. Call us for online application problems

- +82-31-709-8111 (ext 527) for inquiries made in Korean
- +82-31-709-8111 (ext 214) for inquiries made in English

### C. Transportation : Please refer to <http://intl.aks.ac.kr/english/viewforum.php?f=5>

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323 Haogaero Bundang-gu Seongnam-si Gyeonggi-do

Republic of Korea (Postcode: 13455)

- Tel: +82-31-709-8111(ext 214), +82-31-708-5310
- Fax: +82-31-709-9946
- Homepage: [www.aks.ac.kr](http://www.aks.ac.kr) (AKS), <http://intl.aks.ac.kr/english> (GSKS)

### [Attachment 1] Curriculum Comparison

Classification	Other Majors		<i>Korean Culture and Society, or Korean Classics and Global Communication major</i>		
	Master's Degree	Doctoral Degree	Master's Degree	Doctoral Degree	
Basic Courses	<ul style="list-style-type: none"> <li>◦ Minimum 2 Chinese or Korean courses; and</li> <li>◦ Korean History and Culture</li> </ul>		<ul style="list-style-type: none"> <li>◦ Minimum 1 Chinese or Korean courses</li> </ul>		
Core Major-specific Courses	Two courses specifically designed for international students should be taken within the first two semesters.	None	Four core courses offered by each major should be taken within the first two semesters.		
Minimum Credits Required for Coursework Completion	24	36	27	39	
Qualification Tests to Submit a Thesis	Eligibility	Students should complete minimum 18 credits with GPA2.7 or above.	Students should complete minimum 27 credits with GPA2.7 or above.	<ul style="list-style-type: none"> <li>◦ Students should complete minimum 18 credits including core major-specific courses with GPA3.7 or above within their first two semesters.</li> <li>※ If students are unable to complete 18 credits within the given time frame due to unavoidable circumstances, the Dean of the Graduate School can allow them to have one more semester to complete the required number of credits.</li> </ul>	
	Time	No limitations		3 <sup>rd</sup> semester	4 <sup>th</sup> semester
	Retake	Allowed		Allowed only once. ※ But, if the students completed their minimum credits with one semester extended, they cannot take it again.	
	Comprehensive Exams	<ul style="list-style-type: none"> <li>◦ 3 subjects decided by each major</li> <li>◦ Pass criterion : 70 out of 100 points for each subject</li> </ul>	<ul style="list-style-type: none"> <li>◦ 4 subjects decided by each major</li> <li>◦ Pass criterion : 70 out of 100 points for each subject</li> </ul>	<ul style="list-style-type: none"> <li>◦ 4 core courses decided by each major</li> <li>◦ Pass criterion : 90 out of 100 points for each course</li> </ul>	

Classification		Other Majors		<i>Korean Culture and Society, or Korean Classics and Global Communication major</i>	
		Master's Degree	Doctoral Degree	Master's Degree	Doctoral Degree
	Foreign Language Test	◦ 1 subject: Korean Language  ※But, those who obtain TOPIK level 6 or receive over 70 out of 100 in the Korean language proficiency test hosted by the GSKS are exempt from the test.			
	Publication of Research Paper in Acknowledged Academic Journals	-	-	-	Students should publish one research paper in an internationally acknowledged academic journal (such as one of those registered in SCI, SSCI, or A&HCI); or in an academic journal registered in Korea Research Foundation
Research Credit		Acknowledged	Acknowledged	Not acknowledged	



[Attachment 2]

**Recognized Similar Fields of Study  
for the Applicants of Doctoral Degree Programs**

Division	Major	Recognized Master's Degree Majors Which Each Major Accepts for its Doctoral Degree Programs Applicants
Humanities	Korean History	History, Korean History, History Education, Korean History Education, Archaeology, Archaeological Anthropology, Archaeology and Art History, Oriental History, Western History, Korean Studies(History, North Korean Studies)
	Paleography	Paleography, Library Science, Bibliography, Library and Information Science, Records Management, Korean History
	Philosophy	Any majors are acceptable.
	Korean Linguistics·Korean Literature	Korean Language and Literature, Korean Language Education, Linguistics, Chinese Literature, Chinese Classics Education, Creative Writing, Korean Studies(Korean Linguistics and Korean Literature), Korean Language Education (as a Foreign Language)
Culture and Arts	Anthropology ·Folklore	Any majors are acceptable.
	Religious Studies	Any majors are acceptable.
	Musicology	Musicology, Korean Classical Music, Music Education, Korean Studies(Musicology), Korean Music
	Art History	Archaeology and Art History, Korean Art History, Oriental Art History, Science of Arts, Arts Education
	Cultural Informatics	Any majors are acceptable.
Social Sciences	Political Science	Any majors are acceptable.
	Economics	Any majors are acceptable.
	Sociology	Any majors are acceptable.
	Ethics	Ethics, National Ethics, Social Ethics, National Ethics Education, Ethics Education, Moral Education, Ethical Culture, Korean Studies(Ethics), Korean Philosophy(Korean Ethics), Oriental Philosophy(Ethics), Religious Studies(Religious Ethics), Political Science(Korean Political Ethics, Korean Administrative Ethics), Economics(Korean Economic Ethics)

Division	Major	Recognized Master's Degree Majors Which Each Major Accepts for its Doctoral Degree Programs Applicants
	Education	Any majors are acceptable.
Global Korean Studies	Korean Culture and Society	Any majors are acceptable.
	Korean Classics and Global Communication	Any majors are acceptable.

※ Depending on the field of study in which a doctoral degree program applicant majored for his/her master's degree, admissions can be restricted. The final decision whether a doctoral degree program applicant's major for his/her master's degree is acceptable for his/her desired major at the Graduate School of Korean Studies in the Academy of Korean Studies will be made on the basis of the courses taken for the master's degree program as well as the master's degree thesis topic.

**[Attachment 3-1]**

**Letter of Recommendation**

**To the Applicant:** Please fill in the following section and deliver this form to two people who can relate specific and relevant details about your performance in administrative and academic settings. At least one recommendation should be written by your academic advisor or Dean of the department in your undergraduate/graduate school.

Name of Applicant		(Given Name)	
		(Family Name)	
Date of Birth		(Date/Month/Year)	Nationality
Desired Program	Program	<input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Research (Non-degree)	
	Major		

**To the Recommender:** The person named above has applied for the graduate program of the Graduate School of Korean Studies in the Academy of Korean Studies. It would be greatly appreciated if you provide a candid appraisal of the applicant's achievement by answering the following questions.

1. How long have you known the applicant and in what relationship?
2. What do you consider to be the applicant's strengths?
3. What do you consider to be the applicant's weaknesses?
4. How well do you think the applicant has thought out plans for his/her graduate study?

5. 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.

6. Please assess the applicant's qualities in the evaluation table given below. Rate the applicant compared to other classmates who are/were in the same school year with him/her.

Classification	Truly Exceptional	Excellent	Very Good	Good	Below Average	N/A
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Academic Achievement						
Future Academic Potential						
Integrity						
Responsibility/Independence						
Creativity/Originality						
Communication Skills						
Interpersonal Skills						
Leadership						

Please provide your personal and institutional information below.

Name		Position	
Department			
Institution	Name		
	Address		
	Postal Code		
Telephone		Fax	
Email		Signature	

Once completed, please enclose the form in an envelope, seal it, **SIGN ACROSS THE ENVELOPE SEAL** and return it to the following address:

Director of Academic and Student Affairs  
The Graduate School of Korean Studies  
The Academy of Korean Studies  
323 Haogae-ro, Bundang-gu, Seongnam-si, Gyeonggi-do 13455, Republic of Korea  
Tel: +82-31-708-5310 | Fax: +82-31-709-9946 | Email: mirang@aks.ac.kr

Please note that letters which are not sealed and signed will not be accepted. Thank you for your cooperation.

**[Attachment 3-2]**

## 추천서

**[지원자 작성]** 지원자 여러분께서는 다음 표를 작성하시어 학문적/행정적인 면에서 구체적으로 평가해 줄 수 있는 두 분의 추천인에게 본 추천서 양식을 전달해주시기 바랍니다. 추천인 중 적어도 한 분은 지원자의 출신 학교의 지도교수 또는 학과장이어야 합니다.

지원자 성명		(성)	
		(명)	
생년월일(년도/월/일)			국적
지원	과정	<input type="checkbox"/> 석사 학위 과정 <input type="checkbox"/> 박사 학위 과정 <input type="checkbox"/> 연구(비학위) 과정	
내용	전공		

**[추천인 작성]** 한국학중앙연구원 한국학대학원에 지원한 위 지원자의 업적과 관련하여 다음 질문에 솔직하게 답하여 주시면 감사하겠습니다.

1. 지원자와 어떤 관계이며 얼마나 오랫동안 알고 지내셨습니까?
  
  
  
2. 지원자의 장점은 무엇이라고 생각하십니까?
  
  
  
3. 지원자의 단점은 무엇이라고 생각하십니까?
  
  
  
4. 지원자가 본 대학원에서의 수학에 대하여 얼마나 숙고 · 계획하였다고 생각하십니까?

5. 지원자의 학업성취도, 발전가능성 및 자질과 관련하여 본 대학원 입학 전형에 도움이 될만한 사항을 기재해주시기 바랍니다.

6. 지원자의 자질을 동급생과 비교·평가하여 다음 표에 항목별로 체크(√)하여 주시기 바랍니다.

구분	매우 우수	우수	양호	보통	평균 이하	해당사항 없음
	상위 2%	상위 10%	상위 25%	상위 50%	하위 25%	
학업성취도						
발전가능성						
성실성						
책임감/독립심						
창의성						
의사소통능력						
대인관계						
리더쉽						

귀하의 인적사항, 소속 및 연락처를 기재하신 후 서명하여 주십시오.

성명		직위	
부서			
소속기관	이름		
	주소		
	우편번호		
전화번호		팩스번호	
이메일		서명	

본 추천서를 작성하신 후 봉인하여 봉투 입구에 서명 또는 날인하시어 아래 주소로 발송하거나 지원자에게 전해주시기 바랍니다:

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봉투 입구에 서명 또는 날인되지 않은 추천서는 유효하지 않음을 참고하시기 바랍니다. 협조에 감사드립니다.