

International Students' Admission Guidelines

for Graduate School

(The 1st Half Semester of the 2021 Academic Year)



대구대학교 대학원
DAEGU UNIVERSITY GRADUATE SCHOOL

- Web-site: <https://grad.daegu.ac.kr>
- Address: Jillyang Gyeongsan Gyeongbuk 38453 South Korea

- **Graduate School Office: ☎ 053-850-5037, 5038**
- **International Affairs Team: ☎ 053-850-5686**

1. Admissions schedule

Contents	Period	Remarks
Application Period	October 26(Mon) - November 4(Wed) 2020 (Not later than 17:00)	* Submission only by registered post or in person. * Submission inquiry: +82-53-850-5037/5038
DU TOPIK Examination	November 10(Tue) 15:00, 2020	Those without official TOPIK certification (above level 3) must take the examination. (Examination venues will be announced individually in due time).
Document Screening	November 24(Tue) - November 27(Fri), 2020	The admissions committee in each department will review the submitted application documents.
Result Announcement	December 11(Fri), 2020	The results will be notified individually.
Tuition Payment	January 4(Mon) - January 7(Thurs), 2021	Designated bank on the tuition payment bill

* Mailing address for applications: General Administration Office, Graduate School, 11th Fl., Main Building (Seongsan Hall), 201, Daegudae-ro, Jillyang, Gyeongsan, Gyeongbuk, 38453 South Korea

* For domestic mail, applications mailed before the deadline (stamped before 17:00 by registered post) will be accepted.

* For international mail, applications that arrive before the deadline will be accepted.

2. Application Qualification

A. Applicants who have earned (or are to earn) a Bachelor's degree (for Master's programs) or a Master's degree (for Doctoral programs) and meet one of the following requirements.

- Both applicant and his/her parents must be citizens of countries other than Korea.
- Applicants must have completed all their primary, secondary, and higher education outside of Korea.

* Applicants from different fields of study can also apply and must complete certain supplementary units.

B. Language Proficiency Requirement (* need to satisfy one of the following standards)

Section		Supervision	Eligibility Standard
Applicants who have the result of	Test of Proficiency in Korean (TOPIK, 한국어능력시험)	National Institute of International Education (국립국제교육원)	Level 3 or above
	DU TOPIK	Korean Language Education Center at Daegu University	50 out of 100 or above

Students who have been recommended by the Head of the Department	Each Department	Applicants need to submit their recommendation letter to the Head of each department and include reviews on their scholastic ability and language proficiency documents to be approved by the Dean of Graduate School.
--	-----------------	--

* Applicants who reside in Korea and wish to take courses in Korean must submit their official TOPIK certification or take the DU TOPIK test.

※ Graduation qualification related to Language Proficiency

1. Level 4 or above in the Test of Proficiency in Korean (TOPIK, 한국어능력시험) (Those students from the Art and Physical Education (예·체능계열) Division, TOPIK Level 3 or above)
2. To take a designated period of Korean language program provided by the Korean Language Center of the international affairs office of Daegu University.

3. Number of Students to be admitted

The final number of students to be admitted will be decided by the admissions committee of the Graduate School.

*If there are fewer than three applicants for each department, the admission process can be cancelled.

4. Degrees, Majors, and Departments

Divisions	Departments		Majors/Concentrations
	Master's course	Doctoral course	
umanities and Social Sciences	Korean Language and Literature	Korean Language and Literature	Master: Korean Language & Literature, International Korean Language Education
			Doctor: Korean Language & Literature
	English Language and Literature	English Language and Literature	English Language & Literature
	Law	Law	Public Law, Private Law
	Public Administration	Public Administration	Public Administration
	Urban Studies	Urban Studies	Urban & Information Administration, Community Development & Welfare, Urban & Regional Planning
	Real Estate & Consulting	Real Estate & Consulting	Real Estate
	International Trade	International Trade	International Trade Practices
	Accounting	Accounting	Accounting
	Business Administration	Business Administration	Master: Business Administration
			Doctor: Business Administration, Insurance & Finance

	Tourism Management	Tourism Management	Tourism Management
	Social Welfare	Social Welfare	Master: Social Work Method, Social Welfare Policy
			Doctor: Social Work Method, Social Welfare Policy
	Industrial Welfare	–	Industrial Welfare
	Family Life Welfare	Family Life Welfare	Family Life Welfare
	Media Communication	–	Media Communication
	Library and Information Science	Library and Information Science	Library and Information Science
	Psychology	Psychology	Psychology
	–	Counseling	Counseling
	Geography	–	Geography
	–	Social Studies Education	Geography Education, History Education, Social Studies Education, Geography Education
	Early Childhood Education	Early Childhood Education	Early Childhood Education
	Special Education	Special Education	Master: Special Education
			Doctor: Education of the Visually Impaired, Education of the Speaking-Hearing Impaired, Education for Children with Intellectual Disabilities, Education of the Multiple & Physical Disabilities, Education of the Children with Emotional & Behavior Disabilities, Education for Children with Learning Disabilities, Leadership in Special Education
	Disability Studies	Disability Studies	Disability Studies
Natural Sciences	Mathematics	Mathematics	Mathematics
	Statistics	Statistics	Applied Statistics
	Physics	Physics	Applied Physics
	Chemistry	Chemistry	Chemistry
	Biology	Biology	Ecology-Systematics, Molecular Cell Biology
	Science Education	Science Education	Science Education, Environmental Science Education
	Horticulture and Landscape Architecture	Horticulture and Landscape Architecture	Horticulture, Landscape Architecture

	Natural Resources	Natural Resources	Food and Environmental Safety Science, Biotechnology Industry, Forest Resources, Animal Husbandry
	Rehabilitation Science	Rehabilitation Science	Vocational Rehabilitation, Speech Pathology, Physical Therapy, Rehabilitation Psychology, Rehabilitation Technology, Occupational Therapy
	Food and Nutrition	Food and Nutrition	Food and Nutrition
Engineering	Architectural Engineering	Architectural Engineering	Architectural Engineering
	Civil Engineering	Civil Engineering	Civil Engineering
	Environmental Engineering	–	Environmental Engineering
	Food Engineering	Food Engineering	Food Engineering
	Industrial Engineering	Industrial Engineering	Industrial System Engineering
	Biotechnology	Biotechnology	Biotechnology
	Mechanical Engineering	Mechanical Engineering	Mechanical & Automotive Engineering
	Information and Communication Engineering	Information and Communication Engineering	Information and Communication Engineering
	Electronic Engineering	Electronic Engineering	Electronic Engineering, Control & Instrumentation
	Computer and Information Engineering	Computer and Information Engineering	Master: Computer & Information
			Doctor: Computer Engineering, Information Engineering
	Chemical Engineering	–	Chemical Engineering
Art and Physical Education	–	Environmental and Chemical Convergence Engineering	Environmental and Chemical Convergence Engineering
	IT Convergence Engineering	-	IT Convergence Engineering
	Physical Education	Physical Education	Physical Education
Art and Physical Education	Housing and Interior Design	–	Housing & Interior Design

	Fashion Design	Fashion Design	Fashion Design
	Art and Design	Art and Design	Fine Art, Visual Design, Image-Animation Design, Industrial Design, Living Art and Design

5. Admissions Review Procedure

*** International students will be selected through document screening.**

A. The admissions committee of each academic department, which consists of more than three faculty members who are in charge of the graduate school lectures and related to the major of the applicant, reviews applications and recommends candidates to the Graduate School Office. However, in order to verify the applicant's academic and language skills, the admissions Committee may interview the applicant.

B. On the basis of the department's recommendation, the admissions committee of the Graduate School makes the final decision on admission.

6. Application Materials

#	Required documents	Notes
1	Completed application form	Designated Forms enclosed in this file.
2	Study Plan	
3	Biography	
4	Financial Plan	
5	One recommendation Letter * This letter should be issued by the applicant's academic advisors from the university he/she graduated or is to graduate.	
6	Education Record Request * Not applicable to the applicants whose highest degree is from universities in Korea.	
7	One photograph (3.5cm×4.5cm) * Attached to the application form.	
8	An original copy of the highest diploma that the applicant has earned or is to earn.	*One of the following documents must be enclosed: a. Apostille confirmation letter b. Consul authentication letter c. Ministry of Education accreditation letter - Korean or English translation need to be enclosed.

9	An original copy of the applicant's transcripts	<p>*One of the following documents must be enclosed:</p> <p>a. Apostille confirmation letter</p> <p>b. Consul authentication letter</p> <p>c. Ministry of Education accreditation letter</p> <p>- Korean or English translation need to be enclosed.</p>
10	<p>An original copy of the applicant's government-approved family register</p> <p>* This document must show the names, the nationality, and the relationship of the applicant and his/her parent.</p>	<p>- Names of applicants and parents as well as their nationality must be clearly stated.</p> <p>- Korean or English translation need to be enclosed.</p>
11	A photocopy of the applicant's passport and alien registration card	A copy of both sides of the applicant's Alien Registration Card (applicable only to applicants residing in Korea)
12	<p>Supporting document for Financial Plan I</p> <p>A. Financial sponsor's Bank Balance Statement which shows a balance of at least \$18,000 USD (for a period of at least three consecutive months)</p> <p>B. Financial sponsor's proof of transfer to the Korean bank or currency exchange of at least \$18,000 USD</p> <p>C. Statement from a supporting organization that provides a guarantee for the payment of study abroad expenses</p>	<p>-Submit one of the document</p> <p>-Documents issued within the last 30 days will be accepted.</p> <p>- Korean or English translation need to be enclosed.</p> <p>- Balance amount can be adjusted according to the amount of scholarship.</p>
13	<p>Supporting document for Financial Plan II</p> <p>A. Proof of Employment and Certificate of Income</p> <p>B. Business Registration Certificate and Certificate of Income</p> <p>C. Certificates related to Property Tax</p> <p>D. Proof of Property Tax Payment</p>	<p>-Submit one of the document</p> <p>-Documents issued within the last 30 days will be accepted.</p> <p>- Korean or English translation need to be enclosed.</p>
14	<p>Supporting Documents for Language Proficiency</p> <p>A. TOPIK Test Result Certificate (Level 3 or above)</p> <p>B. Recommendation Letter given by the Head of each department including the reviews on applicants' scholastic ability and language proficiency</p>	<p>- Applicable only to those who are eligible for each item.</p> <p>- If applicable, English proficiency certification can be submitted along with TOPIK certification.</p>
15	A sample of work or portfolio	Only applicable for the Art and Physical Education

◆ The application documents(including notarized document) listed above must be submitted during the application period. However, the Apostille Confirmation Document (or consul authentication letter or ministry of education accreditation letter) can be submitted before admission after they are issued by the relevant

governmental institutions.

◆ Graduates, and expected graduates must submit their original diploma(s) and transcript(s). However, if the original diploma(s) and transcript(s) are required for an Apostille Confirmation, then they can be submitted at a later time together with the Apostille Confirmation Document.

◆ Additional explanation on the submission of 'highest diploma,' 'highest transcript,' and 'Apostille Confirmation Document'

- Graduates who obtained their degree/diploma from China: one of the following should be submitted: (1) official documents that confirm the authenticity of their degree and academic transcript issued by the China Academic Degrees & Graduate Education Development Center (<http://www.cdgdc.edu.cn>) or (2) original certificates issued by Korean Consulate(s) in China and/or Chinese Consulate(s) in Korea.
- Graduates who obtained their degree/diploma in a country other than China: An Apostille Confirmation Document or Consul Authentication Letter can be submitted.

※ What is an Apostille Confirmation Document?

1. The Apostille Treaty is a multilateral agreement among certain member countries which makes it easier to mutually exchange and certify official documents. The Treaty facilitates the process of confirming official documents by the issuing government and guarantees their authenticity without complex processes including consulate verification in overseas countries.

- Official name: Convention Abolishing the Requirement of Legalization for Foreign Public Documents

- Apostille member countries (see below)

Area	total	Apostille member countries
Asia	7	Korea, *Mongolia, Brunei, Hong Kong, Macao, Japan, India, Tajikistan
Middle East	4	Oman, Israel, Bahrain, Morocco
Europe	46	England, France, Germany, Netherlands, Norway, Italy, Albania, Austria, Belarus, Belgium, Bulgaria, Denmark, Bosnia Herzegovina, Croatia, Cyprus, Czech Republic, Finland, Estonia, Georgia, Greece, Hungary, Ireland, Iceland, Latvia, Lithuania, Luxembourg, Malta, Monaco, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Macedonia, Ukraine, Andorra, Moldova, Armenia, Azerbaijan, Lichtenstein, San Marino, Montenegro, Turkey, *Kyrgyzstan, Kazakhstan, *Uzbekistan, Kosovo
America	31	U.S.A., *Peru, Dominican Republic, Argentina, Mexico, Panama, Surinam, Venezuela, Antigua and Barbuda, the Bahamas, Barbados, Belize, Dominica, Ecuador, El Salvador, Grenada, Saint Vincent, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Colombia, Honduras, Paraguay, Brazil, Chile, Guatemala, Nicaragua
Africa	11	Cape Verde, Sao Tome and Principe, Republic of South Africa, Botswana, Lesotho, Liberia, Namibia, Swaziland, Malawi, Burundi, Seychelles
Oceania	11	New Zealand, Australia, Fiji, Vanuatu, the Marshall Islands, Samoa, Cook Islands, Tonga, Niue, Mauritius, Seychelles

2. Applicable Documents for Apostille:

A. Applicable Documents: Academic transcript(s) and degree(s)/diploma(s) submitted as part of admission applications

- For those who graduated from private institutes, transcript(s) and degree(s)/diploma(s) must be notarized by the accredited notary institute of a member country and then an application for Apostille Confirmation can be lodged.

- Refer to www.hcch.net (Apostille Section) for further information related to Apostille Confirmation in each country

B. Documents issued by non-member countries must be verified by Korean Consuls in relevant countries or Consuls of each country in Korea.

7. Application Fee:

A. General Departments: 60,000 KRW(Master), 80,000 KRW(Doctorate)

Department of Art and Design: 80,000 KRW(Master), 100,000 KRW(Doctorate)

B. Application Fee Deposit Account: Daegu Bank 207-04-000373-8 (Account Holder: Daegu University)

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

D. Information about Application Fee refunds

1) Refund Conditions

- A full amount of the application fee can be refunded only if an "Application Cancellation and Application Fee Refund Request Form" is submitted within the application period.
- When admission process is impossible after the application period due to natural disasters or other accidents, a refund of the application fee may be possible after screening and review by the University. In these cases, students must submit an "Application Cancellation and Application Fee Refund Request Form" as well as related evidential documents.
- When the University cannot proceed with admission process due to its own responsibility, the application fee will be fully refunded.

2) Refund Method: The application fee can be transferred to the applicant's bank account, or applicants can receive a refund by visiting the university directly.

3) Other

- Upon encountering reasons for a refund of the application fee, applicants shall expedite the procedure of refund request and provide their bank account information for the refund.
- When the application fee is refunded, any bank transfer fees shall be borne by the applicant.
- Other application fee refund matters that are not specified in the guideline shall follow the "Higher Education Act" and be left to the discretion of the Graduate School.

8. Admissions Procedure

Submission of application materials ⇒ Review by the department admissions committee ⇒ Review by the Graduate School admissions committee ⇒ Admissions Announcement ⇒ Applicant's Payment of tuition and fees ⇒ Issuance of Certificate of Admission ⇒ Application for Visa Issuance (Korean Embassy or Consulate of the applicant's country) ⇒ Receipt of Visa ⇒ Entrance into Korea ⇒ Report to the Office of Graduate School ⇒ Foreigner Registration (Daegu Immigration Office)

9. Tuition & On-Campus Housing Fees (Currency: Korean Won)

Classification		Master's course	Doctor's course	Note
Tuition	Humanities and Social Sciences	3,521,000	3,873,000	
	Natural Sciences and Physical Education	4,489,000	4,938,000	
	Engineering	4,974,000	5,471,000	
	Art	5,135,000	5,649,000	
Admission Fee		750,000	750,000	
Dormitory fee	1,350,000 won (One bed, 6 months standard)			-Meals are not included

* One academic year consists of two semesters; the above tuitions are for one semester.

* The admission fee is paid only once upon admission.

► Exclusive Dormitory Accommodations for Graduate School Students

- Facility: Please visit the dormitory homepage at <http://dorm.daegu.ac.kr>
- Dormitory application: the application period will be announced later (tentatively in January 2021)
- Contact: +82-53-850-5036 / 5069

10. Scholarships

A. Scholarship on tuition

1) At the First Semester

- Students who meet one of the following requirements will receive tuition scholarship accordingly.
- For those students whose mother language is English, TOPIK or DU TOPIK scores are applicable.
- The Global Korea Scholarship Students who receive tuition waiver are not applicable for the below scholarship.

2) From the Second Semester to the Fourth semester

- The below tuition scholarships will be endowed to international students when their GPA of the previous semester is at least 70 % or above.

[2020 Scholarship Plan] * It can be changed according to the result of the university budget approval.

Classification	DU TOPIK	TOPIK	Recommendation by the head of each department	TOEIC	TOEFL IBT	TEPS	IELTS	Amount of Tuition Reduction
A	-	Level 5		800 and above	91 and above	637 and above	6.5 and above	60% of tuition
B	-	Level 4		700 and above	79 and above	555 and above	5.5 and above	50% of tuition
C	Students who pass the DU TOPIK.	Level 3	Recommender	650 and above	74 and above	520 and above	5.0 and above	40% of tuition

* If students are eligible for more than two classifications of tuition reduction, must choose only one.

11. Important Reminders

- A. If any information on the submitted documents turn out to be false, or academic qualifications do not meet the admissions requirement, admission will be automatically revoked.
- B. For master's programs, admission can be cancelled when the total number of applicants and current students in the department is fewer than a pre-designated number.
- C. It is the applicant's responsibility to provide a reliable means of contact (eg. correct address, telephone number, and E-mail). If the letter of acceptance cannot be delivered to the applicant due to incorrect/insufficient contact information provided by the applicant and, as a result, the applicant fails to

register, the applicant's admission will be revoked, and the applicant is solely responsible for the revocation.

D. Those applicants who submitted a certificate of expected graduation need to submit their degree and graduation certificate before entering University.

E. For more information please inquire to the Graduate School Office (☎+82-53-850-5037, 5038) or refer to the website (<http://grad.daegu.ac.kr>) of the Graduate School.

F. International Students is required to purchase the insurance plan designated by Daegu University.

G. Matters not specified in the guidelines shall be governed by the Graduate School and the Ministry of Education (Act on Higher Education) and the Ministry of Justice (Act on Immigration and Immigration).

※ □ □ □ □ □ □ □ □ □ □ (Please TYPE or PRINT in Korean or English.)

I. 지원과정 및 학과/전공(Degree program and department you apply for)

- 지원과정(Degree Program): ()석사(Master) ()박사(Doctorate)
- 학과 및 전공(Department / Major): _____ / _____

II. 인적사항(Personal Information)

- 이름(Full Name): _____
성(Family Name): _____ / 이름(Given Name): _____
- 출생국가(Country of Birth): _____
- 국적(Citizenship): _____
- 성별(Gender): () 남성(Male) () 여성(Female)
- 생년월일(Date of Birth): _____년(Year). _____월(Month). _____일(Day)
- 주소(Mailing Address): _____

전화(Phone): _____ 휴대폰(Cell Phone): _____

E-mail 주소(E-mail Address): _____

7. 여권번호(Passport No): _____

8. 비상연락처(Emergency contact number):

한국내(있을 경우만 기재) (In Korea, if any)

이름(Full Name) : _____ 전화(Phone) : _____ 관계(Relationship): _____

본국(Home Country)

이름(Full Name): _____ 전화(Phone): _____ 관계(Relationship): _____

III. 기숙사 신청(Accommodation) please tick(v) one of the options below

기숙사 신청 여부(On campus accommodation required): 예 Yes () 아니오 No ()

※ 기숙사는 매학기 단위로 신청 (Accommodation application is for one semester (6months))

IV. 학력: 고등학교부터 기록(Educational Background: From High School)

기간(Period) (from~to~)	학교명(Name of Institution)	학과/전공 (Department/Major)	학위 (Degree or Diploma)	졸업/재학 등 (graduated/currently enrolled, etc)

본인은 대구대학교 대학원에 입학하고자 소정의 서류를 갖추어 지원합니다.

I apply for the graduate school of Daegu university with all the required documents.

년(year) 월(month) 일(day)

지원자(Applicant): 인(Signature)

학업계획서

(Study Plan)

※ □□□ □□ □□□□ □□□□□ (Please TYPE or PRINT clearly in Korean or English).

이름(姓名) Full Name	
아래 내용을 포함해서 작성하세요(Please include the following contents in your study plan). -지원동기(Application motivation) -수학목적 및 진학 후 학업계획(Please describe the purpose of your academic study or research and study plan) -졸업 후 계획(The plan upon graduation)	

자기소개서

(Biography)

※ □ □ □ □ □ □ □ □ □ □ (Please TYPE or PRINT clearly in Korean or English).

이름(姓名) Full Name	
아래 내용을 참고하여 작성하세요(Please refer to the following items when filling out your biography). * 출신배경(Family background), 경력(Job experience), 수상내역(Awards), 논문실적(Thesis publications), 교내외활동(Extra activities), 사회봉사활동(Community services), 어학/컴퓨터 능력(Languages or computer skills, indicate the level), 기타(Others)	

(Financial Plan)

※ □ □ □ □ □ □ □ □ □ □ (Please TYPE or PRINT clearly in Korean or English).

■ 지원자 이름(Applicant's Name):

■ 귀하의 유학경비를 부담할 개인이나 기관명을 쓰세요(Please indicate the person or organization that will be responsible for your tuition fee and living expenses).

- 개인 또는 기관명(Full name of person or organization): _____
- 관계(Relationship with the applicant): _____
- 주소(Mailing Address): _____
- 전화번호(Phone): _____

■ 학비 조달 계획(Financial Plan)

소요경비 조달방법(Please describe your financial plan to pay the below expenses during the study period)

- a. 본인부담(Applicant's personal funds) US\$ _____
- b. 보증인부담(Sponsor's support) US\$ _____
- c. 장학금(Scholarships; sponsored by)
 - c-1. 한국정부초청(Korean Government) US\$ _____
 - c-2. 대학초청(Daegu University) US\$ _____
 - c-3. 자국정부파견(Government of home country) US\$ _____
 - c-4. 기타(Others) US\$ _____
- d. 기타(Fund from other source) US\$ _____

합계(total) US\$ _____

※ 참고 : 대구대학교 1 년(2 학기) 평균 소요경비(Average cost for an academic year of 2 semesters of Daegu university to be)

- a. 등록금(Tuition and Fees) US\$ 7,800~11,000
- b. 생활비(Living expense) US\$ 6,000
- c. 기타(Other) US\$ 4,200
- 합계 (Total) US\$ 18,000 ~ 21,200

본인은 지원자의 유학기간 중 일체의 경비부담을 보증합니다.

I hereby certify that I will be responsible for finances during applicant's study period.

보증인 서명

(Signature of Sponsor)

일자(Date)

입 학 주 천 서 (Recommendation Letter)

- 2021 학년도 전기 (1st Half Semester, 2021) -

◆ 지원자 인적 사항(Personal information of the applicant)

지원학과/전공명(Department / major) : /

과정(Degree program) : □ 석사(Master) / □ 박사(Doctorate)

성명(Full name) :

생년월일(Date of birth) :

◆ 추천인 기입란(Reference)

1. 지원자와는 얼마 동안 아는 사이입니까?

(How long have you been related with the applicant?)

년(year) 개월(month)

2. 지원자와는 어떠한 관계입니까?

(Please describe the status of relationship with the applicant.)

3. 지원자의 학업능력에 대한 진솔한 의견을 기술하여 주십시오.

(Please describe your personal evaluation on the academic competency of the applicant.)

2020 년 월 일

2020. .
Year / Month / Day

_____대학교/_____학과 / 학과장(지도교수) _____ (인)
University/ Department / Dept. Head(professor) (Signature)

대구대학교 대학원장 귀하

Dean of Graduate School, Daegu University

수학 기능 확인서

1. 지원자 □ □ □ □

지원과정	대학원	학과	전공	(석사/박사)과정
성명	한글(漢字) : ()		생년월일	
	영문 : _____			

2. □ □ □ □

본 학과에서는 위 지원자가 2021 학년도 전기 외국인특별전형에 합격하여 향후 학업 수행을 할 경우, 한국어 또는 영어로 충분히 수학할 능력이 있다고 판단하며 필요 시 영어 전용 강의 개설, 개인별 개별논문지도 등을 통해 원활한 학업 수행을 지원할 것임을 확인합니다.

2020 년 월 일

학 과 명 : _____

학 과 장 : _____(인)

대구대학교 대학원장 귀하

학력조회 인콰서

(Request for Academic Credentials Verification)

LETTER OF AGREEMENT

Applicant's Information

Full name		
Date of Birth (yyyy/mm/dd)		
Name of university		* the university you most recently graduated from or expect to graduate
Administrative office contact information for receiving your academic records & transcripts	Website	
	Email	
	Fax	
	Phone	
	Address	
Period of Attendance		From to
Year of Graduation		

I allow Daegu University to officially request the verification of my academic records. I would like to ask for your full cooperation when Daegu University contacts you regarding the verification of my transcripts.

Signature

.....

The following section is for the staff of records & transcripts office of the university where the applicant most recently graduated or expected to graduate.

VERIFICATION REPORT

Degree or Certificate Earned	Field of Study (Faculty)	Date of Graduation	Remarks

I confirm that the information in the attached document is;

(Please tick) correct () / incorrect ()

Y Name of person completing this report:

Y Title: / Signature:

개인정보 수집 · 이용 및 제3자 제공 동의서

Agreement to collect and use personal information and to provide third parties

개인정보 수집 및 이용에 대한 동의 Agree on the Collection and Use of Personal Information

대입 원서접수 및 대입 전형과정에서 수집된 지원자의 개인정보는 아래와 같은 범위 내에서 처리되며 그 과정에서 대학은 「개인정보 보호법」 등 관련 법령에 따라 아래 기재된 수집 항목, 목적, 보유 및 이용기간 범위 내에서 처리됩니다.

The personal information of the applicants collected during the application process for college entrance and the screening process is processed in the following categories. Daegu University sets the items, purpose, retention, and period of use for personal information collection in accordance with the Act on the Protection of Personal Information.

■ 개인정보 수집항목 Personal information collection items

- 원서 신청자의 이름, 주민등록번호(외국인등록번호 또는 여권번호), 사진, 주소, 전화번호, 휴대전화번호, 추가전화번호(부재중 연락 전화번호 친인척 등), 이메일, 학력정보[졸업/졸업예정 학교명, 입학 년월일, 졸업(예정) 년월일, 수업연한, 최종 학력구분(졸업/졸업예정 등), 졸업/졸업예정 학교 연락처], 보호자 연락처(주소, 성명, 전화번호, 휴대전화번호, 지원자와의 관계), 가족관계(지원자와의 관계, 생년월일, 나이, 직업), 어학능력(한국어 및 영어), 환불계좌 정보[(은행명, 계좌번호, 예금주 이름)], 모집단위(지원 학부/학과), 자기소개서(기록 정보), 학업계획서(기록 정보), 지원자거주기록표[지원자, 부모 공통: 거주(체류) 기간]

- Name, resident registration number(foreign registration number or passport number), photo, address, phone number, mobile phone number, additional phone number, e-mail, academic background information, guardian information, family relationship certificate, language ability, bank account information, department, self-introduction, academic plan, and residence certificate.

■ 개인정보의 수집 및 이용 목적 Purpose of collecting and using personal information

- 원서 접수, 대입 전형, 선발 결과 통보 및 학사업무를 위해 개인정보가 사용됨.

- Personal information is used for application for admission, admission process, notification of admission results and academic administration.

■ 개인정보의 보유 및 이용 기간 : 처리목적 달성 시까지

The period of possession and use of personal information: Until the purpose of processing is achieved.

- 개인정보는 정보제공자가 개인정보 수집 · 이용에 대해 동의한 날로부터 10년간 보유하며 개인정보 보유기간의 경과, 처리목적 달성 등 개인정보가 불필요하게 되었을 때에는 지체 없이 해당 개인정보를 파기합니다.(단, 타 법령상 의무이행, 민원처리 등에 필요한 경우에는 보존기간을 초과하여 보유 · 이용될 수 있습니다.)

- Personal information will be kept for 10 years from the date the information provider agrees to collect and use personal information. If personal information becomes unnecessary, such as the expiration of the personal information retention period and the achievement of the purpose of processing, the personal information shall be destroyed without delay (However, if necessary for the performance of obligations under other statutes, civil petitions, etc., it may be held and used beyond the retention period)

지원자는 개인정보의 수집 및 이용에 동의하십니까?

Do you(applicant) agree to collect and use your personal information?

☐ 동의함 Agree ☐ 동의하지 않음 Disagree

※ 개인정보의 수집 및 이용에 대해 거부할 수 있으며 동의 거부 시 대입 원서 접수의 제한이 있을 수 있습니다.

※ You can reject the collection and use of personal information. However, if you don't agree, the application may be restricted.

보호자(부, 모)는 개인정보의 수집 및 이용에 동의하십니까?
Do you(applicant's parents) agree to collect and use your personal information?

☐ 동의함 Agree ☐ 동의하지 않음 Disagree

※ 개인정보의 수집 및 이용에 대해 거부할 수 있으며 동의 거부 시 대입 원서 접수의 제한이 있을 수 있습니다.

※ You can reject the collection and use of personal information. However, if you don't agree, the application may be restricted.

고유식별정보 수집 및 이용에 대한 안내

Guidelines for Collection and Use of Unique Identification Information

고유식별번호(주민등록번호, 여권번호 등)는 고등교육법 시행령 제73조(고유식별정보의 처리)에 따라 대입 원서 접수, 대입 전형, 학사업무를 위한 범위 내에서 처리됩니다.

The unique identification number (resident registration number, passport number, etc.) should be processed in accordance with Article 73 of the Enforcement Decree of the Higher Education Act (handling of unique identification information).

지원자는 고유식별정보 수집 및 이용에 동의하십니까?
Do you(applicant) agree to collect and use your identification information?

☐ 동의함 Agree ☐ 동의하지 않음 Disagree

보호자(부, 모)는 고유식별정보 수집 및 이용에 동의하십니까?
Do you(applicant's parents) agree to collect and use your identification information?

☐ 동의함 Agree ☐ 동의하지 않음 Disagree

개인정보 제3자 제공에 대한 동의 Consent for third-party provision of personal information

다음과 같이 개인정보를 제3자에게 제공하고 있습니다.

We provide personal information to third parties as follows.

개인정보를 제공받는 자 Receptor	제공받는 자의 개인정보 이용목적 Purpose	제공하는 개인정보 항목 Provided Items	제공받는 자 의 보유.이용 기간 period
-----------------------------	---------------------------------	-----------------------------------	-----------------------------------

<p>한국대학교육협의회/ 법무부 대구출입국외국인사무소/ 대한민국 재외공관 Korean Council for University Education/ Department of Justice Daegu Immigration Office/ Embassy of the Republic of Korea Overseas</p>	<p>대학통계, 외국인학생 체류관리 University Statistics, Management of International Students' Stay</p>	<p>성명, 성별, 외국인등록번호, 국적, 여권번호, 체류자격, 이메일, 자택주소, 본인 휴대전화번호, 학력사항, 가족사항, 등록대학, 모집단위명, 보호자의 성명, 국적, 생년월일, 직업 및 근무처, 자택, 전화번호, 및 휴대번호, 기타 관령법령에 의거 필요한 정보 Name, gender, alien registration number, nationality, passport number, eligibility to stay, e-mail, home address, mobile phone number, educational background, family details, registration university, recruiting unit name, Name, nationality, date of birth, occupation and place of work, home, telephone number, mobile number, and other information required under the jurisdiction of the guardian</p>	<p>처리목적 달성시까지 Until the end of the process is achieved</p>
---	---	---	--

■ 개인정보 보유 및 이용기간 **Personal information retention and use period**

1) 개인정보는 정보제공자가 개인정보 수집·이용에 대해 동의한 날로부터 10년간 보유하며, 동의를 철회 하는 경우 해당 개인정보는 관련 법규에 의거하여 지체 없이 안전하게 파기됩니다.(개인정보보호법시행령 제16조)

Personal information will be kept for 10 years from the date on which the information provider agrees to collect and use personal information, and if the consent is withdrawn, the personal information will be safely destroyed without delay in accordance with the relevant laws and regulations. (Article 16 of the Enforcement Decree of the Personal Information Protection Act)

2) 타 법령상 의무이행, 민원처리 등에 필요한 경우에는 보존기간을 초과하여 보유·이용될 수 있습니다.

If it is necessary to handle obligations and civil petitions under other statutes, it may be held and used beyond the preservation period.

■ 동의 거부 권리 및 거부할 경우의 불이익 **Right to refuse consent and disadvantages of rejection**

1) 귀하는 개인정보 수집·이용을 거부할 권리가 있습니다.

You have the right to refuse to collect and use personal information.

2) 동의 거부에 따른 불이익: 제3자 제공에 동의하지 않을 경우 사증발급, 체류자격변경 또는 연장이 불가하여 본교에 입학할 수 없습니다.

If you do not agree to provide information to a third party, you may be unable to enter the university due to a problem with visa issuance.

지원자는 개인정보의 제3자 제공에 동의하십니까?

Do you agree to provide personal information to a third party?

☐ 동의함 Agree ☐ 동의하지 않음 Disagree

2020 년(year)

월(month)

일(day)

지원자 성명(Applicant name)

서명(Signature)

대구대학교 총장 귀하

President of Daegu University