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Application Form for Graduate Course, Songwon University

**This application must be typed in Korean or English. Not handwritten only except for the signature.**

 (Size: 3.5cm\*4.5)

(Background: White)

■ **개인정보 (Personal Information)**

성 명: (한글) 국 적:

(성) (이름) (Nationality)

Name: (영문)

(Last name) (First name)

외국인등록번호: - 성 별(Gender) : □남(M) □여(F)

Alien card Number

언어능력(Language score Level): □한국어: TOPIK ( ) 신청학위: 🞏 Master’s 전공:

국 적: 여권번호:

Nationality Passport Number

**연락처(Contact Information)**

주소(Address): 우편번호(Postal Code):

휴대전화(Cell): E-mail : @

※ Please, fill in your Address, Postal Code Number, E-mail, and Phone(mobile preferred) information accurately

as we send Admission Letter to the above address in case you are accepted.

**■ Educational Background (from University)**

| 교육과정Level of Education | 학교명Name of University  | 소재국가/도시Location (City, Country) | 총점GPA / Total GPA | 전공 Major |
| --- | --- | --- | --- | --- |
| 재학기간Attendance Period | 전화번호Phone Number | 평점Percentage / 100 |  |
| 대학 혹은 대학원(Bachelor’s degree or Master’s degree) |  |  |  |  |
|  |   |  |  |

**■ 보증인 Sponsor**

 Fill in a person who will be responsible for your tuition fee and living expenses.

|  |  |  |  |
| --- | --- | --- | --- |
| 성 명: Name |  |  |  |
| 관 계: Relationship |  | 연락번호: Contact No. |  |
| 직 업: Occupation |  |  |  |

**■ 기숙사 Housing**

Type: 🞏 University Dormitory 🞏 Live outside

※ Suggest applicants have to living in outside according to the our ground rules, because of master course have not dormitory support fund.

**■ 지도교수 Prospective Advisor’s Information**

|  |  |
| --- | --- |
| Prospective Advisor’s Name |  |

년(yyyy) 월(mm) 일(dd)

Applicant's Name : (signature)

#

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**자기소개서 및 학업계획서**

|  |
| --- |
| Self-Introduction and Study Plan*The self-introduction should be based on the following:*1. *Life and educational background*
2. *School and work*
3. *Reason for studying in Korea*
4. *Other*

Date: \_\_\_\_\_\_\_ /\_\_\_\_\_\_ /\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Month Date Year |

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지도교수 추천서
 **Letter of Recommendation**

This form should be given to a professor under whom you have studied and who is able to com-ment on your qualifications for study at Songwon University.

Applicant’s name:

To the academic advisor:

This form is submitted to you for your opinion on the applicant's qualifications for study at Songwon University. Your information will be treated as confidential.

성 명: Name:

직 위: Position:

학 과: Department:

Date: / / Signature:

Month Date Year

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **C:\Users\user\AppData\Roaming\Tencent\Users\314676346\QQ\WinTemp\RichOle\[(KU`2RP@(L]30I1}GHCHOX.jpg개인정보 제공·수집·동의서(Personal Information Agreement)**I agree to allow Songwon University to officially request the verification of my academic records. Also, I hereby officially agree that my private information, protected by Privacy Agreement Laws of Korea, will be used by Songwon University for my successful study and academic affairs |
| **<Select the checkbox of your choice>**  |
| Purpose of collecting personal information | Academic affairs | Admission, Grade, Scholarship, Graduation, Dormitory, Event, Alumni, Career etc |
| Immigration | Alien registration, Visa extension, Change of visa status, Activities not permitted on a visa status, Issue of admission letter, etc. |
| Dormitory | Entrance, boarding, leaving, etc. |
| Embassy | Academic verification, Issuance of Education authentication, etc. |
| Insurance | International student insurances (foreign student insurance, Group insurance) |
| International student Event | Cultural experience, sports festival, mentoring, etc. |
| Collected personal Information | General Information | Name, student record, grade, date of birth, contact No., address(Korean, home country), Family particulars, academic background, language ability, etc.  | □ I agree □ I disagree |
| personally identifiable information | Foreign registration No., Passport No., Domestic residence card No. | □ I agree □ I disagree |
| Sensitive information | Student health information (Records of medical check-up) | □ I agree □ I disagree |
| Release of information to a third party | Immigration office under Ministry of justice, insurance company, dormitory, Consulate under the Foreign Office, companies or enterprises for international student festivals. | □ I agree □ I disagree |
| Period of retention | Songwon University (International Education Center and relation academic affairs )/ permanent | □ I agree □ I disagree |
| **<Disadvantage in case of refusal>****If you refuse agreement to collect and use private information, we may not be able to accept your application for entrance** |
| **< Reasons for not submitting agreement >****□ In case of applicants’ refusal of submitting agreement.****□ In case of applicants’ disability to express consent resulting from a decline in cognitive functions or other reasons.** |
|  |
| **개인정보 동의자 서명(Signature)**  |

상기 본인은 제출한 서류의 기재된 모든 내용이 사실임을 확인하며, 송원대학교에서의 학사업무 처리 및 원활한 유학 생활을 위하여 「개인정보보호법」제 15조 및 「교육기본법」 제 23조의 3에 의해 보호되고 있는 본인에 관한 개인정보를 제공하는 것에 대하여 동의합니다.  |
| **<해당 ’□’ 에 v 표시>** |
| 개인정보의 수집·이용 목적 | 학사업무  | 입학, 성적, 장학, 졸업, 기숙사, 행사, 동문관리, 취업, 사후관리, 각종 보고 |
| 출입국 업무 | 외국인 등록, 체류 연장 및 자격변경, 체류자격외 활동, 입학허가서 발급, 기타업무 |
| 기숙사 업무 | 입소, 생활, 퇴소, 기타업무 |
| 대사관 업무 | 학력 조회, 학력인증보고서 발급, 기타업무 |
| 보험 업무 | 유학생 각종 보험(유학생 보험, 행사 별 단체보험 등) |
| 유학생 행사 | 유학생 문화탐방, 체육대회, 멘토링, 기타행사 |
| 수집하려는 개인정보 항목 | 일반정보 | 성명, 학적, 성적, 생년월일, 연락처, 주소(한국 내, 본국), 가족사항, 학력사항, 어학능력 등 지원서 내용 | □ 동의 □ 동의하지 않음 |
| 고유식별정보 | 외국인등록번호, 여권번호, 국내 신분증 번호 | □ 동의 □ 동의하지 않음 |
| 민감정보 | 건강에 관한 정보(건강검진 결과) | □ 동의 □ 동의하지 않음 |
| 제 3자 정보제공 | 법무부 관할 출입국 관리 사무소, 외교부 관할 대사관(영사관), 보험회사, 본교 기숙사, 유학생 행사진행을 위한 각종 기관 및 업체 | □ 동의 □ 동의하지 않음 |
| 개인정보 보유 및 이용기간 | 송원대학교(국제교육원 및 관련부서)/ 영구 | □ 동의 □ 동의하지 않음 |
| **<동의를 거부할 권리 및 동의를 거부할 경우의 불이익>****위 개인 정보의 수집·이용, 제공, 조회하는 것에 동의하지 않을 경우 입학지원이 불가능함** |
| **< 동의서를 제출하지 못하는 사유 >****□ 신청인 또는 보호자가 동의서 제출을 거부한 경우****□ 신청인이 인지기능저하 등으로 개인정보제공에 대하여 의사표시를 할 수 없는 경우** |
|  |
| **개인정보 동의자 서명(Signature)**  |