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– Fall 2022 –

**Korea National University of Cultural Heritage**  
**Application Guideline for Prospective Students**  
**International Cultural Heritage Studies**  
**(Master's Program)**

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**2022. 4.**

## 1 Majors and the Number of Students to be Accepted

Graduate School	Department / Major	No. of Students		Detailed Area of Study
		Master's	Doctoral	
Graduate School	International Cultural Heritage Studies	○	–	Cultural Heritage Studies
Graduate School of Cultural Heritage	International Cultural Heritage Studies	○	–	Cultural Heritage Studies
Total		○○	–	

- ※ International Cultural Heritage Studies is an interdisciplinary program, jointly operated by KNUCH Graduate School and Graduate School of Cultural Heritage.
- ※ International Cultural Heritage Studies will take place at the KNUCH Seoul Education Center (Seoul Myeongdong UNESCO House).

## 2 Application Procedures

### A. General Admission Track

Graduate School	Department / Major	Total Score	Major Area Examination	Interview/ Oral Exam	Document Screening	Remarks
Graduate School	International Cultural Heritage Studies	200	–	200	Refer to submitted documents	
Graduate School of Cultural Heritage	International Cultural Heritage Studies	200	–	200	“	

- ※ International Cultural Heritage Studies course applicants are selected through document screening and a final interview. For international applicants, English interviews will be conducted. (For overseas residing applicants, online interviews will be arranged.)
- ※ Applicants for the interview and oral exam will be evaluated in knowledge, expertise, application and academic research capabilities and logical reasoning in their major area of study.

## B. Special Admission Track (International or Korean National Abroad Applicants)

Graduate School	Department / Major	Total Score	Major Area Examination	Interview/ Oral Exam	Document Screening	Remarks
Graduate School	International Cultural Heritage Studies	200	–	200	Refer to submitted documents	
Graduate School of Cultural Heritage	International Cultural Heritage Studies	200	–	200	“	

- ※ International Cultural Heritage Studies course applicants are selected through document screening and a final interview. For international applicants, English interviews will be conducted. (For overseas residing applicants, online interviews will be arranged.)
- ※ Applicants for the interview and oral exam will be evaluated in knowledge, expertise, application and academic research capabilities and logical reasoning in their major area of study.

## 3 Eligibility for Application

### A. General Admission Track

- Those who have acquired (or are expected to acquire by August 2022) a bachelor's degree in Korea or abroad, or is recognized to have an educational background of an equivalent level according to laws

### B. Special Admission Track (International or Korean National Abroad Applicants)

#### 1) Eligibility (Those who fall under one of the following)

- Both the applicant and their parents are not citizens of Korea.
- International and Korean National Abroad applicants who have completed all their education outside of Korea, from elementary to university undergraduate degree
  - ※ Korean national with dual citizenship are not eligible for applying for special admission track.

#### 2) Qualifications on Academic Background

- Applicants who qualify any of the following criteria, among those who have acquired or are expected to acquire a bachelor's degree, or is recognized to have an educational background of an equivalent level according to laws

#### 3) Language Proficiency Requirement

- International Cultural Heritage Studies(Graduate School, Graduate School of Cultural Heritage) are exempted from the language proficiency requirements

## 4

## Admissions Timeline

Step	Timeline		Remarks
Online Registration	2022. 5. 2. (Mon) ~ 5. 10. (Tue)		
Document Submission (Online)	General Admission Track	2022. 5. 2. (Mon) ~ 5. 11. (Wed)	<ul style="list-style-type: none"> <li>○ Results of document screening will be posted on the KNUCH website.</li> <li>-Expected date: 2022. 5. 13. (Fri)</li> <li>* Expected date for the post of results may change depending on the document screening process</li> </ul>
	Special Admission Track	2022. 5. 2. (Mon) ~ 5. 11. (Wed)	
Interviews and Oral Exams	2022. 5. 19. (Thur) ~ 6. 8. (Wed)		<ul style="list-style-type: none"> <li>○ Interview schedules will be notified to applicants by each department/major</li> </ul>
Announcement of Admission Decision	2022. 6. 17. (Fri)		
Registration	2022. 7. 18. (Mon) ~ 7. 20 (Wed)		

## 5

## Online Application

### ○ Application Document Registration

- Application Period : 2022. 5. 2. (Mon) 09:00 ~ 5. 10. (Tue) 18:00 / (KST)
- Application Site : [www.uwayapply.com](http://www.uwayapply.com) (Uwayapply)

### ○ Application Fee

- 55,000 Won [Application Fee(50,000 Won) + 10% of Additional Fee(5,000 Won)]

### A. General Admission Track

- Self-introduction and Study Plan
  - \* Applicants of International Cultural Heritage Studies are required to submit a copy of Statement of Purpose and Study Plan in English(Form1-2)
- Academic transcripts (Master's Program applicants are required to submit their undergraduate academic transcript)
  - Transcripts must include overall grade point average(GPA, converted in 100 points)
- Official undergraduate/graduate degree certificate
  - Applicants expected to graduate are required to submit a Certificate of Expected Graduation
  - If you have transferred university, you need to submit transcripts of both universities/colleges
  - ※ Additional documents may be required if necessary
  - \* Those who graduated(or expected to graduate) university/college outside of Korea, documents related to graduation and grades are to be submitted in accordance with the Special Admission Track

### B. Special Admission Track (International or Korean National Abroad Applicants)

Documents	Required Documents
Required Documents (Online Submission)	<ol style="list-style-type: none"> <li>1. Personal Information &amp; Study Plan *Form 1-2</li> <li>2. Official Undergraduate Degree Certificate(A certificate of Expected Graduation)               <ul style="list-style-type: none"> <li>* Applicants who graduated from China must verify their degree and academic certificates issued by the China Academic Degrees &amp; Graduate Education Development Center or China Higher Education Student Information and Career Center. These should be issued in English or must submit a notarized translation into English.(Refer to <a href="http://www.cdgd.edu.cn">http://www.cdgd.edu.cn</a> )</li> </ul> </li> <li>3. Official academic transcripts</li> <li>4. Recommendation For Admission by a professor of your affiliated university *Form 2</li> <li>5. Verification of Academic Record and Letter of Consent *Form 3</li> <li>6. Certificate of bank balance deposit or of your financial sponsor(Minimum bank balance: USD \$5,000)               <ul style="list-style-type: none"> <li>* Period of freezing of funds: by 2022. 8. 31.</li> <li>Financial sponsor: Applicant or Parents, Supporting Agency</li> </ul> </li> <li>7. Other documents and references to be submitted to prove your excellence</li> </ol>

Documents to Confirm Eligibility	1) Both applicant and their parents being non-citizens of Korea	1. Official transcripts and graduation certificates from elementary, middle, and high school 2. Official Nationality Certificate of applicant and their parents 3. Copies of applicants' and parent's passports 4. Birth Certificate or other legal documents indicating the relationship between applicants and parents.(If the applicant's parents passed away or divorced, please submit an official document that proves their legal status)
	2) Applicant who has completed their education outside of Korea from elementary to university degree	1. Official transcripts and graduation certificates from elementary, middle, and high school 2. Copies of applicant's passport and Certificate of Entry & Exit(covering the entire period)

### C. Submission of Documents

- Online Submission: 2022. 5. 2. (Mon) 09:00 ~ 5. 10. (Wed) 18:00

## 7

## Announcement of Admission Decision and Registration

### A. Announcement of Admission Decision

- Date : 2022. 6. 17. (Fri)
- Results will be posted on the KNUCH website

### B. Registration and Tuition Payment

- Date : 2022. 7. 18. (Mon) ~ 7. 20. (Wed)
- You can print the tuition bill from the KNUCH website. You will be able to transfer the tuition fee to NH Bank(NongHyup), Post-office Account, or a Virtual Account.

## 8 Privilege for Admitted Students

	Content	Remarks
Scholarship	○ Scholarship for international students will be granted in accordance with the university scholarship policy	○ Admitted international students will be evaluated for scholarship
Dormitory		○ International Cultural Heritage Studies (Master's Program) will be held in Seoul Education Center(UNESCO House, Myeongdong, Seoul) ○ We will be able to recommend students to an affiliated share-house with KNUCH.

## 9 Course Information and Contacts

### A. Degree Requirement

- Graduate School
  - Master's Degree : International Cultural Heritage Studies 30 Credits
- Graduate School of Cultural Heritage
  - Master's Degree : International Cultural Heritage Studies 30 credits

### B. Contact of each Department / Major

Graduate School	Department / Major	Contact Number / email	Remarks
Graduate School	International Cultural Heritage Studies	International Heritage Education Center 02-779-7871 / ihec@nuch.ac.kr	Seoul Education Center (UNESCO House, Myeong-Dong, Seoul)
Graduate School of Cultural Heritage	International Cultural Heritage Studies		

※ This document is a summary of the International Cultural Heritage Studies(Master's Program) Application Guideline for Prospective Students. For more information, please refer to the University Admission Guideline for applicants or contact the International Heritage Education Center (ihec@nuch.ac.kr).

## 자기소개서 및 연구계획서 (Personal Information & Study Plan)

지원학과(전공) Department(major)		수험번호 Applicant No.	
성명 Name		외국인등록번호 Alien Registration No	
생년월일 Date of Birth		국적 Nationality	
학력 Academic Background	학사 Bachelor		
	석사 Master		
경력 Work Experience	기간 Period	. . . ~ . . .	직장명 Name of Office
		. . . ~ . . .	
			직무 Position
연락처 Contact Information	이메일 e-mail		<div> <div> <div>자택 Home Phone</div> <div></div> </div> <div> <div>휴대전화 Mobile Phone</div> <div></div> </div> </div>

### □ 자기소개서 (Personal Statement)

#### 1. 경력(대학생활 또는 직장활동 상황) ( Personal Record )

Please tell us about yourself. Elaborate on your experiences in university or work place which influenced you to pursue a graduate education. Give a brief account of the curriculum and mention specific courses which were pedagogically significant in shaping your current academic interests. You may also elaborate on any of your extracurricular activities or work experiences as well.

**2. 지원동기 및 장래계획 ( Motivation and Future Plans)**

Please describe your aptitude and motivation for the department of your choice. You may elaborate on your academic interests and personal perspectives that include your preparation for this field of study, achievements, and commitment. Also, briefly state your future plans in relation to your study.

**3. 성격의 장단점 및 특기 (Personality and Talent)**

What are your strengths and weaknesses? Please share your personality and talent to help us understand you and your potentiality better.

**4. 상별사항 ( Achievement )**

Please describe any rewards or achievements that you received.(optional)

**5. 기타 ( More Details )**

Please write more about yourself.(optional)

## □연구계획서 (Study Plan)

### 1. 연구계획 및 졸업이후 계획 ( Study Plan )

Please describe your purpose and plan of study at Korea National University of Cultural Heritage(KNUCH). Be as specific as possible regarding your academic interests and the curriculum you expect to follow in achieving your goals. Moreover, elaborate on what you want to pursue a career in after your study.

<p><b>2. 그 밖에 자신이 알리고 싶은 사항 ( More Details )</b></p> <p>Please write additional details of your study and research plan apart from mentioned above.</p>

※ 작성자가 필요한 경우 양식의 표 크기는 임의로 조정할 수 있습니다.  
 ( You may change the size of the form for your convenience. )

[Form 2]



## Korea National University of Cultural Heritage Recommendation For Admission

\* Please type or print clearly in Korean or English

TO BE COMPLETED BY THE APPLICANT

Applicant's Name: \_\_\_\_\_  
Last(family) First(given)

Nationality: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Program of study

(1) Department: \_\_\_\_\_

(2) Major Field: \_\_\_\_\_

(3) Degree: ☐ Master's degree ☐ Doctoral degree

\_\_\_\_\_  
Applicant's Signature Date(yyyy/mm/dd)

TO BE COMPLETED BY THE RECOMMENDER

Recommender Name: \_\_\_\_\_

Title / Position: \_\_\_\_\_ Organization / Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

\* Please rate the applicant by checking the appropriate box.

	Excellent	Good	Fair	Poor
Academic Achievement				
Analytical Ability				
Academic Motivation				
Research Aptitude				
Intellectual Ability				
Leadership Potential				

1. What do you consider the applicant's most outstanding talents or characteristics?

2. What are the applicant's chief liabilities or weaknesses?

3. Please comment on the nature and quality of the applicant's academic performance and potential?

4. What are your impressions of the applicant as a person? How is he or she viewed by professors? How does the applicant interact with others?

5. Is there anything else we should know about this applicant? Please feel free to attach additional sheets if necessary.

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Recommender's Signature

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Date(mm/dd/yyyy)

※ Letter of recommendation must be sealed with recommender's signature on envelope.



## Korea National University of Cultural Heritage

367, Baekjemun-ro, Gyuan-myeon, Buyeo-gun, Chungcheongnam-do, 33115, Korea  
☎ +82-41-830-7124, Fax +82-42-830-7040 <http://www.nuch.ac.kr>

Date: . . 2□□□.

University Name: \*

University Address: \*

\*(Zip code: \_\_\_\_\_ Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ )

Student Name: \* Student ID Number: \*

### Subject: Verification of Academic Record

Dear Sir/Madam

The above applicant has submitted educational documents issued by your university to our university. We ask you to verify the accuracy and authenticity of contents of 'Letter of Consent' of enclosed documents. We need your confirmation about his/her degree, major field, and the date of degree awarded.

It would be appreciated if you kindly verify the items, completely fill out the form and forward it to the above administrative address by \_\_\_\_\_, 2□□□

Thank you for your cooperation. We look forward to hearing from you soon.

Sincerely,

\_\_\_\_\_  
Office of Record and Registration  
Korea National University of Cultural Heritage

※ You must fill in this \* marks only.

Student name: \_\_\_\_\_

Name of Degree(Diploma) Awarded: \_\_\_\_\_

Major: \_\_\_\_\_

Date of Degree Awarded: \_\_\_\_\_

I certify that the above information is true, complete and correct to the records of this institution and that the contents of 'letter of consent' is an accurate record of the above student' academic work.

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone#: \_\_\_\_\_ FAX#: \_\_\_\_\_

(Official Seal or Stamp)

# LETTER OF CONSENT

To whom it may concern;

\*University Name

This letter is to confirm that I graduated (\_\_\_\_\_).

I hereby authorize that Korea National University of Cultural Heritage may officially request my academic and personal information from each institution I have attended, in connection with the admission process.

Name: \* \_\_\_\_\_

Date of birth: \*(*mm*) \_\_\_\_\_ (*dd*) \_\_\_\_\_ (*yy*) \_\_\_\_\_

Date of Degree awarded: \*(*mm*) \_\_\_\_\_ (*yy*) \_\_\_\_\_

Dates of attendance: \*From (*mm*) \_\_\_\_\_ (*yy*) \_\_\_\_\_ To (*mm*) \_\_\_\_\_ (*yy*) \_\_\_\_\_

Type of Program: \* bachelor's / master's (\*choose one)

Name of Degree / Major: \* \_\_\_\_\_

Degree Registration No.: \* \_\_\_\_\_

Sincerely yours,

\* \_\_\_\_\_  
*Signature*

\*(*mm*) \_\_\_\_\_ (*dd*) \_\_\_\_\_ (*yy*) \_\_\_\_\_  
*Date*

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※ You have to fill this \* marks out only.