
2015 Spring

Graduate School of Water Resources Admissions Guide



2015 Spring Graduate School of Water Resources Admissions Guide



The Graduate School of Water Resources, Sungkyunkwan University was founded in 2013 for the purpose of cultivating talents in the field of water resources to cope with the rapid growth of world water industry. The Graduate School of Water Resources, being operated with the financial support of the Korean Government, aims to build a new model of education in the field of water resources and cultivate professionals with global competitiveness.

Applications for our graduate programs for **Spring 2015** are available. We welcome applications from all qualified candidates who hold a bachelor's degree in various fields, such as Civil Engineering, Environmental Engineering, Chemistry, Mechanical Engineering, Material Science, Agricultural Engineering, etc. The Graduate School of Water Resources offers Masters programs, Doctoral programs, and Master/Doctoral integrated programs. If your objective is to become a member of the professional water resources' community, the Graduate School of Water Resources program is designed to provide both intellectual breadth and specialized practical training needed to meet your goal. Detailed information on admission procedures for the **spring semester 2015** is shown below. All degree candidates should submit their applications online.

1. Admissions Requirements

A. Degree (Applicants must meet one of the conditions below)

- (1) Master / Combined Master & Doctorate course applicants
 - ① Those who have earned a Bachelor's degree.
 - ② Those who are expected to earn a Bachelor's degree until February 2015.
- (2) Doctoral course applicants
 - ① Those who have earned a Master's degree.
 - ② Those who are expected to earn a Master's degree until February 2015.

B. Academic Requirements

- (1) Applicants with high academic achievement from their previous universities.
- (2) Applicants who have earned TOPIK level 3 or above.
- (3) Applicants who have earned TOEFL 550, CBT 210, iBT 80, IELTS 5.5, TEPS 550 or above.
- (4) Applicants who meet one of the conditions below.
 - ① Applicants who are English native speakers.



- ② Applicants who have completed their secondary or higher education in English speaking countries(USA, Canada, UK, Australia, South Africa etc).
- ③ Applicants whose major is Korean Language in foreign universities.
- ④ Applicants who have obtained a degree in Korean education courses.
- (5) Applicants who are approved by the departments which they have applied for their language ability.

※ Applicants must meet one condition from above. Principle is to meet one condition from 1, 2, or 3, if not, students are also eligible if they meet conditions 4 or 5

2. Required Documents

[Common Required Documents]

- (1) **Application form** - **must be written in Korean or English only, please use your English name as written in your passport**
- (2) **Study plan** - **must be written in Korean or English only**
 - There is no designated form for the study plan.
 - Please write down the information of the professor who has recommended you(Name/University/Contact number/E-mail address).
- (3) **Self-Introduction** - **must be written in Korean or English only**
 - There is no designated form for the Self-Introduction.
- (4) **Letter of consent** for degree verification - **must be written in English only**
 - Please submit after filling and signing in all underlined blanks.
- (5) **Letter of request** for degree verification - **must be written in English only**
 - A. Please submit after filling and signing in all underlined blanks.
- (6) **Copy of passport**
- (7) **Copy of alien registration card**(In case for the applicants with the registration card)
- (8) **Official family relationship document** between the applicant and applicant's parents.
- (9) Official undergraduate school **transcript** / Graduate school **transcript**

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(10) Official undergraduate school **graduation certificate** / Graduate school **graduation certificate**

- Applicants for doctorate course need to submit both undergraduate and graduate school documents.
- If you are currently enrolled in an undergraduate or graduate course(have not graduated yet), you must submit an official document that indicates your expected date of graduation and must submit a required graduation certificate until **February 24, 2015(TUE)**.

(11) Only for those applicants who have graduated from universities in China

- **Verification Report of China Higher Education Qualification Certificate**
- **Credentials Report**

① Applicants have to select and submit one of the above two documents(A or B).

※ If not, applicants are regarded as being disqualified.

② Refer to the website below.

▶ 中國高等教育學歷查詢報告(<http://www.chsi.com.cn>) or 认证报告(<http://www.cdgedu.cn>)

※ In the case of the "中國高等教育學歷查詢報告", "報告編號" must be written below the certificate.

③ You can see the sample of the document on the website below.

▶ <http://admission.skku.edu/grad/> → [International Students](#) [File download] Example of verification report(Only for students who graduated university in china).

④ Transcripts and Certificates from Chinese universities MUST be accompanied by verification from the China Academic Degree & Graduate Education Development Center.

⑤ Refer to the webpage <http://www.chsi.com.cn> for the example of verification report.

(12) Certificate of Korean Government Scholarship Program (KGSP): In case an applicant is supported by NIIED (National Institute for International Education).

(13) Official language (English or Korean) test results (transcript)

※ **Transcripts must be within the valid period.**

[Address]

**Graduate School Office of Water Resources, Engineering Building2, Sungkyunkwan University,
2066, Seobu-ro, Jangan-gu, Suwon, South Korea (Postal code: 440-746)**

※ **All application documents must be original.**

※ **All documents in foreign language other than English or Korean must be accompanied by a notarized English or Korean translation.**

※ **None of the submitted records and documents are returnable.**



[How to submit the required documents ?]

(1) Visit acceptance: Submit required documents with the application fee to the office of Graduate School of Water Resources.

(2) Post acceptance: Send required documents with the application fee by mail.

[Address]

Graduate School of Water Resources, Engineering Building 2, Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon, South Korea (Postal code: 440-746)

[Instruction for document submission]

(1) All documents should be original.

- However, you may submit the copy only if it is the attested one or stamped by SKKU Admission office after compared with the original document.

(2) The documents written in foreign languages except Korean and English must be submitted with the public notary copies translated in Korean or English.

(3) All documents submitted to Admissions office are not returnable.

3. Application Procedure

Application submission

[Mon, November 10, 2014. 10:00 ~ Mon, December 1, 18:00]

- ◎ Application method -
Using the downloaded application form + Submit documents by post or in person
 - Application form download: http://admission.skku.edu/grad/students/app_form.htm
- ◎ Application fee : ₩80,000 or \$80
 - Payment method for those applicants who apply by post or in person: Please send a postal money order when sending the documents or make a payment when submitting documents in person
- ◎ Address : Graduate School of Water Resources, Engineering Building 2, Sungkyunkwan University, 2066, Seobu-ro, Jangan-gu, Suwon, South Korea (Postal code: 440-746)



Admissions Decision [Fri, December 19 , 2014] & Enrollment [Mon, February 9 ~ Fri, February 13, 2015]

- ◎ Announcement of Acceptance : <http://admission.skku.edu/grad/>
 - Name of candidate and application number are needed.
 - Detailed information (name of candidate, application number etc.) will be posted on the above web site (notice menu).
- ◎ Tuition bill : Print out from <http://admission.skku.edu/grad/>
- ◎ Enrollment : Wire tuition fee to each applicant's virtual bank account or pay the tuition fee at any Woori bank branch in person.
 - ※ The applicant can check for their own bank account number on tuition bill.
 - ※ Exact same amount of money on the tuition bill needs to be wired
 - ※ Successful applicants must pay a tuition fee during the period of enrollment.
 - ※ Successful applicants on a full scholarship also have to pay ₩0 at the bank during the period of enrollment even if the tuition bill shows ₩0



Issuance of Certificate of Admission

[Mon, January 19~Wed, January 28, 2015]

※ Certificate of Admission will only be issued after the registration process has been completed

- ◎ Required documents for all students (common requirement)
 - ① Receipt of tuition fee (issued from Finance Office of SKKU)
 - ② Request for 'Certificate of Admission' (refer to graduate school admission)



information homepage: <http://admission.skku.edu/grad/> → International Students)

- ③ 2 card-sized color photographs (4×5cm) taken within 3 months
- ④ Color copy of passport
- ⑤ Copy of medical insurance certificate
 - national health insurance or foreign student insurance
 - You can choose among insurance plans recommended by the Office of International Affairs (OIA) if you need the information of the insurance company.
- ⑥ Copy of alien registration card (in case applicant has a registration card)
- ⑦ Student profile form with photo attached (download the form from the website).
(<http://admission.skku.edu/grad/> → International Students)

◎ Additional required documents for Chinese students who need student visa(D-2)

- ① Original copy of certification of degree
 - For Chinese university graduates, English degree certification issued by China Academic Degree & Graduate Education Development Center
 - Other than Chinese university graduates, 'apostilled' degree certification or degree certification confirmed by Korean consul in the nation belong to your alma mater.
- ② Copy of certification of graduation
- ③ Copy of residential card for all family members
(English name should be mentioned above Chinese name)
- ④ Copy of family register in English or Korean
- ⑤ Notarized copy of family relation certificate
- ⑥ If you had more than 6 months' intermission period after graduation, you must submit documents that show your whereabouts like certificate from language institute, proof of employment, etc

<Where to submit the application form of a Certificate of Admission>

※ Certificate of Admission will only be issued after the registration process has been completed

- ① The applicant himself/herself or a representative of the applicant should visit the Office of International Affairs (OIA) with the required documents to get a Certificate of Admission.
(refer to above pages for required documents)

- Office of International Affairs in Suwon campus
: Engineering Building 2, 1F (27126)

- ② We do not accept the documents by post.
 - Please refer to below for more details.



※ Notes

- ① All successful applicants should get a 'Certificate of Admission', regardless of having visa. Certificate of Admission will only be issued after submitting all necessary documents.
- ② For applicants who don't have a foreign registration number (including Chinese students who need a D-2 student visa), the applicant himself/herself or a representative of the applicant should submit the application documents for the Certificate of Admission and additional documents to the Office of International Affairs.
 - ※ Sending documents by post is not allowed. If there is no other way, you should contact the Office of International Affairs before sending.
 - ※ For those who need to get a visa issuance number, please note that the number of applicants will be increased in January and February. If you submit the required documents after the deadline, you may have trouble entering to Korea before the semester begins (it takes at least 6 weeks from the date of application to the issuance of your visa).
 - ※ If you ever received a D-2/D-4 visa, the documents required for the Certificate of Admission should correspond to the ones you submitted to get the visa. If there's any difference, visa issuance could be rejected.
- ③ For students who are applying for a Korean visa at a Korean diplomatic office, make sure to check with the respective office for the schedule beforehand because the period of visa issuance varies according to country.
- ④ You must submit the original copies of documents when required (notarization or confirmation documents are not allowed).

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4. Application Periods

A. Timetable

CATEGORY	ITINERARY	REMARK
Application Submission	Mon, Nov 10, 2014. 10:00 ~ Mon, Dec 1, 2014. 18:00	Select one among 1), 2) 1) by Visit 2) by Post
Documents Submission		Submit documents to Graduate School Office of Water Resources
Admissions Decision	Fri, Dec 19, 2014	http://admission.skku.edu/grad/
Enrollment	Mon, Feb 9, 2015 ~ Fri, Feb 13, 2015	Account number for Paying tuition is stated on the bill. http://admission.skku.edu/grad/
Issuance of Certificate of Admission	Mon, Jan 19, 2015 ~ Wed, Jan 28, 2015	

5. Application fee

A. Application fee : ₩80,000 or \$80

B. Visit acceptance : Pay in cash at the Graduate School Office of Water Resources with required documents

C. Post acceptance :

1) Send cash with envelope

2) U.S. dollar money order with required documents.

(money order certificate must be original)

※ Money order recipient: Sungkyunkwan university

3) Western Union

- First, mail to hope01@skku.edu to get **recipient information**.

- Second, mail to hope01@skku.edu with sender name, Country, Amount, MTCN

- Applicants should pay the fee of Western Union.

※ After completing application and payment, no change, no cancellation, no refund is possible, except for the cases when the recruitment is canceled by the SKKU.



6. Financial Support

Graduate school of Water Resources offers a variety of benefits to students. Especially, scholarship is granted to 100% of enrolled students, and many ongoing research projects, which are funded by government, industry and research institutes, provide students with research assistantship for living expenses to encourage students to study hard, without any financial concerns to distract them.

7. Application Guidelines

1. Application period

- A. In case of inadequate documents, applicant will be excluded from final evaluation. And If the information mentioned in the documents and submitted documents are proved to be false, acceptance will automatically be canceled (during the period of attendance as well / no refund on tuition).
- B. In case of cancellation after registration, you need to visit Admissions office with your ID card to apply for the refund of tuition **by Friday, February 13, 2015. 16:00** (Full refund on tuition). If you withdraw your admission after the semester has started, tuition will be refunded according to the refund policy of our university. ※ Admission fee is non-refundable
- C. For students who have graduated from foreign universities: The university you've graduated from must be a officially approved higher education institute by national governments. In case of any problems or reasons for disqualification, admission will be cancelled.
- D. For students who have graduated from foreign universities, you need to check whether your university is listed on the "List of Universities of the World" provided by IAU(International Association of Universities) under UNESCO. If your attended university is not on the list or English name of the university is named differently, you need to submit certificate issued by the Embassy to prove that the university is accredited by the government.
※ <http://www.whed.net/home.php> for List of Universities of the World
- E. You need to submit the original copy of official language proficiency test score. Submitting the copy is possible after confirming to Admissions office.

2. After Admissions Decision

- A. For students who have graduated from foreign universities, you need to actively cooperate when asked to make inquiries for your graduate universities even after your entrance. In case of noncooperation, you will be regarded as disqualified and therefore your admittance will be canceled.
- B. If you are currently enrolled in an undergraduate or graduate course(have not graduated yet),

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you should submit an official document that indicates your expected date of graduation and must submit required graduation certificate until **Mon, Feb 23, 2015**. **If you do not submit the graduation certificate by deadline, your admittance will be canceled in some cases.**

※ Write down Name/Identification number/Program/Major on the top-right corner of the transcript.

C. **All successful applicants should get a 'Certificate of admission'**, regardless of having visa.
Certificate of admission will only be issued after submitting all necessary documents.

8. Contacts

- Graduate School of Water Resources (Tel: 82-31-299-4785)
- Prof K. S. Jun (Tel: 82-31-290-7515, E-mail: ksjun@skku.edu)
- Prof. Am Jang (Tel: 82-31-290-7526, E-mail: amjang@skku.edu)

Spring

2015



LETTER OF REQUEST(학력조회뢰서)

SUNGKYUNKWAN UNIVERSITY

Office of Admissions

25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

No.

Tel: +82-2-760-1354~7
Fax: +82-2-760-1350
admissions@skku.edu
<http://www.skku.edu>

Date : ____ . ____ . 2015(DD-MM-YYYY)

School Name : ♣(해외학교공식명칭)

Address : ♣(해외학교주소-담당부)

Zip code : ♣ Tel: ♣ Fax: ♣

E-mail : ♣(해외학교 학력조회담당자)

Student Name : ♣(해외학교에 등록된 이름)

Student Id Number: ♣(해외학교에 등록된 학번)

Subject : Requesting Student Information

Dear. Sir / Madam

The above applicant has submitted educational documents issued by your institution to our university. We ask you to verify the accuracy and authenticity of the copies of the enclosed documents. We need your confirmation about his/her graduation, major field, and the date of Graduation.

Kindly complete the below and return to our office. You can respond via fax or mail. Thank you for your cooperation. We looking forward to hearing from you soon.

Sincerely,

Vice President of Admissions

Questions to verify student information.(아래는 해외학교 회신란)

Student's name : _____

Degree : _____

Major : _____

Date conferred : _____

Name of institution : _____

Signature of University official : _____

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LETTER OF CONSENT(학력조회동의서)

No.



SUNGKYUNKWAN UNIVERSITY

Office of Admissions

25-2, Sungkyunkwan-ro, Jongno-gu, Seoul, Korea

Tel: +82-2-760-1354~7
Fax: +82-2-760-1350
admissions@skku.edu
<http://www.skku.edu>

To whom it may concern;

This letter is to confirm that I attended (♣ 예외학교공식명칭).

I have applied to Sungkyunkwan University in Seoul, Korea for the ♣2015 academic year and have agreed to allow Sungkyunkwan University to officially request my academic records from previously attended schools.

In this regard, I would like to request your full assistance when they contact you regarding verification of enrollment and transcripts.

Enrolled Name : ♣ _____

Student ID Number : ♣ _____

Date of birth : ♣ _____

Date of admission (transfer) : ♣ _____

Date of graduation (withdrawal) : ♣ _____

Sincerely yours,

♣ _____
Signature

♣(월) _____ (일) _____ (년) 2015
(월:MM) (일:DD) (년:YYYY)

※일자 표기(Example)

(월) 02 - (일) 16 - (년) 2015
(월:MM) (일:DD) (년:YYYY)

※Applicants should write on the lines marked by ♣ _____