
Spring 2022

Admission Application Handbook for International Students



Inha Technical College



인하공업전문대학
INHA TECHNICAL COLLEGE

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1. Application Form
2. Letter of Agreement for Academic Background Check
3. Translator Confirmation Letter
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I .Majors

Division	Major	Number of recruits
Engineering	Mechanical Engineering*	appropriate numbers
	Mechanical Design Engineering*	
	Mechatronics Engineering (3-year Course)*	
	Naval Architecture & Marine Engineering*	
	Aeronautical & Mechanical Engineering (3-year Course)	
	Automotive Engineering*	
	Electrical Engineering	
	Electronic Engineering *	
	Information & Communication Engineering	
	Computer Science (3-year Course)*	
	Computer Systems & Engineering (3-year Course)	
	Civil & Environmental Engineering	
	Geospatial Big Data*	
	Architecture (3-year Course)*	
	Interior Architecture (3-year Course)	
	Chemical and Biological Engineering	
Materials Science & Engineering*		
Service Management	Aircraft Cabin Service Management*	
	Airline Service Management*	
	Tourism Management*	
	Secretary Service	
	Hotel Management*	
Design	Industrial Design	
	Fashion Design*	

* **Mark** : Majors recommended for international students

II . Admission Schedule

1. Admission Schedule

Process	General Applicants	Applicants from partner schools
Documents Submission	November 8(Mon) ~ November 22(Mon), 2021	
Interview	November 30(Tue), 2021	Will be conducted separately
Announcement of Result	December 16(Thu), 2021 Will be announced individually	
Period of Registration (Tuition Payment)	December 17(Fri) ~ 20(Mon), 2021 Payment Account : Deposit to an individually assigned account	

- * Document submission address : Office of International Affairs, Room 412, Main building, Inha Technical College 100, Inha-ro, Michuhol-gu, Incheon, 22212, the Republic of Korea
- * Document submission in person (Weekdays 10:00 ~ 17:00)
- ※ Excluding weekend and Korean Holidays

2. Admission Fee

Admission Fee	Payment
100,000 KRW (Only once for admission)	Payment on submission of documents Woori Bank 1005-703-959935 (Inha Technical College)

- * Except for Applicants from Partner Schools

III. Application Process

1. Application Process

Admission	Document Review	Interview	Notes
Freshman and Transfer	Qualification Screening	100%	-

2. Selection Criteria

Inha Technical College makes a comprehensive evaluation of each applicant's academic achievements, activities and potentiality based on his or her submitted documents and a performance test, taking into consideration the number of foreign students allocated for each department.

IV. Eligibility for Application

1. Basic Qualifications

Classification		Qualification
Type 1	Foreign student with parents who are both non-Korean	The applicant and both his/her parents should have non-Korean nationality and (Provisional) Graduates of high school in Korea or abroad
Type 2	Non-Korean who has completed 12 years of primary and secondary education abroad	The applicant should be a person who has completed 12 years of primary and secondary education abroad, which is equivalent to primary and secondary education in Korea

Common qualifications

- : According to Article 11-2 of the Nationality Act (regarding the legal status of those with dual nationality), starting on January 1, 2011, those with dual citizenship are treated only as citizens of the Republic of Korea and therefore they are not eligible for this track.
- : For those students whose country's formal education from elementary to high school lasts less than twelve years, those who have completed the full school years are also eligible.

Non-Korean who has completed 12 years of primary and secondary education abroad

- : For non-Koreans who have completed 12 years of primary and secondary education abroad, those who enrolled in foreigners' schools abroad and in Korea alternately for 12 years of education are not eligible because those 12 years are not considered overseas school attendance.

2. Eligibility for Application

Admission	Qualification
Freshman	(1) Students who meet one or more of the basic qualifications mentioned above (2) Korean Proficiency(Students who meet one or one more of the basic qualifications mentioned below) ① Certificate of TOPIK Score (Level 3 or higher) <u>Or</u> ② Pass of the Korean language test operated by ITC
Transfer	(1) Students who meet one or more of the basic qualifications mentioned above (2) Students who have finished one or one more year of the curriculum from Partner schools ※Credit recognition requires permission of the department to which a student is transferred. Between 32 and 40 credits can be recognized (3) Korean Proficiency(Students who meet one or one more of the basic qualifications mentioned below) ① Certificate of TOPIK Score (Level 3 or higher) <u>Or</u> ② Pass of the Korean language test operated by ITC

3. Graduation Criteria

Classification	Graduation Criteria	
	Freshman	Transfer
Credits	(1) 2yrs : 80 credits (2) 3yrs : 120 credits	(1) 2yrs : 80 credits (2) 3yrs : 120 credits *including recognized credits
Korean Language	Must be met TOPIK level 3	-

V. Required Documents

1. Required documents for Freshman

Classification	Q'ty	Submission	
		Type 1	Type 2
① Application Form (official form)	1	●	●
② Transcript of TOPIK	1	●	●
③ Letter of Recommendation (president or teacher) ※ Including recommender's name, position, institution, address, phone number and stamp on the letter (free form)	1	◎	◎
④ Certificate of Immigration (only applicable for applicants residing in Korea)	1	◎	◎
⑤ Agreement for Academic Background Check of school (official form)	1	●	●
⑥ Certificate of Elementary & Middle school Attendance and Academic Transcript of Elementary & Middle school ※ Must be submitted respectively ※ Apostille party to an agreement : Original Apostille Certificate issued by the designated organization ※ Countries not signing the Apostille agreement : Original Certificate issued and notarized by the Consulate	1	-	●
⑦ (Provisional) Graduation Certificate and Academic Transcript of High school ※ Apostille party to an agreement : Original Apostille Certificate issued by the designated organization ※ Countries not signing the Apostille agreement : Original Certificate issued and notarized by the Consulate	1	●	●

Classification	Q'ty	Submission	
		Type 1	Type 2
⑧ Legal documents that verifies applicants and their family members' nationality and relationship ※ Applicants with Chinese nationality : Copy of 户口簿 (all family members are stated) and Original notarized Certificate of family relationship(亲属关系证明书) ※ Other Applicants : Certificate of family registration or Certificate of family relationship ※ (if applicable) Certificate of Divorce or Certificate of Death of parents ※ Documents in languages other than Korean or English must attach Korean or English translation	1	●	●
⑨ Copy of passport and Identification card ※ Applicants with Chinese nationality : Copy of passport and Certificate of residence ※ Other Applicants : Copy of passport	1	●	●
⑩ Original certificate of Bank Account Balance ※ Residing in abroad : Original Certificate of deposit worth \$20,000 in the applicant's or his/her parents' name ※ Residing in Korea : Original Certificate of deposit worth ₩23,000,000 in the applicant's or his/her parents' name ※ Issued up to 30 days before the last date of application ※ If there is term of validity, balance must be deposited for more than 6 months	1	●	●
⑪ ID Photos (White background and passport size 3.5cm × 4.5cm)	3	●	●
⑫ Privacy Agreement (official form)	1	●	●
⑬ Graduation Certificate and Academic Transcript for Korean Language Center ※ ONLY for D-4 VISA holder	1	○	○

2. Required documents for Transfer

Classification	Q'ty	Submission	
		Type 1	Type 2
① Application Form (official form)	1	●	●
② Transcript of TOPIK	1	◎	◎
③ Letter of recommendation (president or dean) ※ Including recommender's name, position, institution, address, phone number and stamp on the letter (free form)	1	●	●
④ Agreement for Academic Background Check of school (official form)	1	-	●
⑤ Certificate of Elementary & Middle school Attendance and Academic Transcript of Elementary & Middle school ※ Must be submitted respectively	1	-	●
⑥ Graduation Certificate and Academic Transcript of High school ※ Must be submitted respectively	1	-	●
⑦ Certificate of Attendance and Academic Transcript of College ※ Must be submitted respectively ※ Apostille party to an agreement : Original Apostille Certificate issued by the designated organization ※ Countries not signing the Apostille agreement : Original Certificate issued and notarized by the Consulate	1	●	●
⑧ Legal documents that verifies applicants and their family members' nationality and relationship ※ Applicants with Chinese nationality : Copy of 戶口簿(all family members are stated) and Original notarized Certificate of family relationship(親屬關係證明書) ※ Other Applicants : Certificate of family registration or Certificate of family relationship ※ (if applicable) Certificate of Divorce or Certificate of Death of parents	1	●	●
⑨ Copy of passport and Identification card ※ Applicants with Chinese nationality : Copy of passport and Certificate of residence ※ Other Applicants : Copy of passport	1	●	●

Classification	Q'ty	Submission	
		Type 1	Type 2
⑩ Original certificate of Bank Account Balance ※ Residing in abroad : Original Certificate of deposit worth \$20,000 in the applicant's or his/her parents' name ※ Residing in Korea : Original Certificate of deposit worth ₩23,000,000 in the applicant's or his/her parents' name ※ Issued up to 30 days before the last date of application ※ If there is term of validity, balance must be deposited for more than 6 months	1	●	●
⑪ ID Photos (White background and passport size 3.5cm × 4.5cm)	3	●	●
⑫ Privacy Agreement (official form)	1	●	●

Common Requirements

- : 『●』 refers to a document required of all applicants, and 『○』 refers to a document required of only a relevant person
- : Documents in languages other than Korean or English must attach Korean or English translation, besides translator confirmation letter (official notarization is unnecessary)
- : If a student needs to have a visa issued, student will be required to submit documents relating to visa issue
- : Among successful applicants who resides in Korea should submit documents for VISA extension and change

Certificate of Family Relationship

- : Certificate of family relationship should indicates relationship between applicant and his/her parents
- : Students from 21 countries notified by Ministry of Justice should attach documents identifying parents' name in English letter
 - ※ 21 Countries : China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru

A Certificate of School Attendance

: A Certificate of each Elementary & Middle school Attendance must bear a period of attendance.

Graduation Certificate and Academic Transcript of High school

: Submit Certificate as mentioned below (only applicable to freshman admission applicants)

: In case of submitting Graduation Certificate and Academic Transcript issued by school in abroad, applicant should prepare them referring to the table below

Classification	Required Documents
Apostille party to an agreement	'Apostille certificate' issued by the designated organization (designated by the country where school is located)
Countries not signing the Apostille agreement	Certificate issued by the Korean Consulate in the country where school is located

VI. Tuition Refund

Tuition Refund

If a successful applicant registers and then wants to cancel the registration, he or she should submit an [Admission Renunciation Form] without delay and confirm the documents written below at the office of international affairs. After that, he or she can receive a tuition refund according to ITC's [Regulations on Refunding Tuition and Admission Fees].

- ① Admission Renunciation Form (official form of Inha Technical College) 1
- ② Copy of the applicant's bank account 1
- ③ Copy of the applicant's identification card 1

※ If the successful applicant have a reason for refund before the starting date of semester, tuition fee will be fully refunded according to the [Article 6-2 of Regulations on College Tuition].

VII. Important Notes for Applicants

1. Applicants must follow the school's guidelines regarding whole admission process.
 2. The applicants are liable for any disadvantage caused by documents containing false information, failure to submit required documents, errors or omission in documents, or unreadable documents.
 3. If a student is found to have submitted incomplete or untruthful documents, forged or unlawfully changed documents, or committed other illegal actions, he or she will be disqualified regardless of scores, and his or her admission will be revoked even after the admission has been granted.
 4. Once the application is completed, no change can be made to the documents nor can application be cancelled.
 5. In addition to the submission documents specified in this application guide, additional documents may be requested for fact-checking in relation to the qualification of applicants.
 6. Since this application guide will not be explained to applicants individually, each applicant must be fully aware of the contents, and the responsibility lies entirely on the applicants for any disadvantage resulting from negligence.
 7. If applicants is out of contact during the admission period, all disadvantages will be entirely applicant's own responsibility.
 8. Evaluation scores and evaluation results of admission will not be disclosed.
 9. Education management of newly enrolled students is in accordance with the school rules and regulations of Inha Technical College.
 10. Other documents besides those mentioned above can be requested by Inha Technical College to review the eligibility of application.
- ※ In case of semantic collision happens, Korean application guide takes presence

VIII. Tuition and Scholarships(Based on 2021 year)

1. Tuition

Classification	Admission fee	Tuition	비고
Amount	KRW 378,000	KRW 3,270,000	※ same in all dept's

2. Scholarships

ODA Scholarship

Eligibility	International students from ODA recipients		
Department	2-Year Program		3-Year Program
	[Engineering] Department of Mechanical Engineering Department of Mechanical Design Engineering Department of Naval Architecture & Marine Engineering Department of Automotive Engineering Department of Electronic Engineering Department of Geospatial Big Data [Design] Department of Fashion Design		[Engineering] Department of Mechatronics Engineering Department of Computer Science Department of Architecture Department of Materials Science & Engineering
Discounted Tuition	2,287,000 KRW (~ 1,990 USD) per semester		
Scholarship	30% Reduction of tuition at each semester (Applicants have to satisfy GPA 2.0 or higher and to register 15 credits or higher at previous semester.)		

※ ODA recipients : NIIED designated standard(from OECD latest updated DAC list)
(Unit. 1 USD = 1,150 KRW)

Partner School Scholarship

Eligibility	International students from partner schools
Scholarship	Admission fee

Academic Excellence Scholarship

Eligibility	Enrolled student (There are exceptions for GKS or ODA scholarship recipients.)				
Scholarship	The four groups are divided by the grades in the previous semester.				
	Group	A	B	C	D
	Grade	Top 25%	25-50%	50-75%	Lower 25%
	Amount (KRW)	1,000,000	700,000	300,000	0
(Applicants have to register 15 credits or higher at previous semester.)					

IX. Contact us

Homepage	Address	Phone No.	Email
oia.inhatc.ac.kr	Main Blg #412, INHA Technical College, 100, Inha-ro, Michuhol-gu, Incheon, Republic of Korea	(ENGLISH) +82 32-870-2086	leeth@inhatc.ac.kr
		(CHINESE) +82 32-870-2087	jsh@inhatc.ac.kr
		(JAPANESE) +82 32-870-2088	zrnz@inhatc.ac.k



[Form1]

입 학 지 원 서 (Application)

인적사항(Personal Information)

※ Please write in English only

영문 성명 (Name in English) *Excatly as it appers on passport or other official document					여권사진 (Passport Photo) 3.5cm×4.5cm
	성(Last/Family)	이름(Given)	이름 (Middle)		
성별 (Gender)	<input type="checkbox"/> 남성(Male) <input type="checkbox"/> 여성(Female)	생년월일 (Date of Birth: mm/dd/yyyy)			
출생지 (Place of Birth)	_____		여권번호 (Passport Number)		
	City/Province and Country				
국적 (Nationality)			여권 유효기간 (Passport Expiration date)		
주소 (Address)					
휴대전화 (Cell Phone)	_____				
	Country Code/ Cell Phone Number				
자택전화 (Home Phone)	_____				
	Country Code/ Home Phone Number				
이메일 (E-mail)					

지원사항 (Application Information)

자격구분 (Qualification Classification)	<input type="checkbox"/> 부모 모두 외국인인 외국인 (Foreign student with parents who are both non-Korean) <input type="checkbox"/> 해외 전 교육과정 이수 외국인 (Non-Korean who has completed 12years of primary and secondary education abroad)
지원구분 (Application Classification)	<input type="checkbox"/> 신입학 (Freshman) <input type="checkbox"/> 편입학 (Transfer)
지원학과 (Applying Major)	



학력 (Education Information)

입학일 (Date of Entry) (mm/dd/yyyy)	졸업일 (Date of Graduation) (mm/dd/yyyy)	기관명 (Institution)	소재지 (Location: city/country)

가족사항 (Family Information)

관계 (Relationship)	성명 (Name in English)	국적 (Nationality)	거주지 (City/Country)

어학자격 (Language Information)

한국어능력시험 (TOPIK)	등급 (Level)	점수 (Score)	시험일 (Test Date)

기숙사 신청 (Dormitory in your 1st semester)

기숙사 신청 여부 (Dormitory Application)	<input type="checkbox"/> Yes <input type="checkbox"/> No
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지원자 서명 (Applicant Signature / Certification of Accuracy)

위의 모든 기재사항이 사실임을 확인합니다.

I certify that all information in my application is my own work, factually true and honestly presented.

_____ Date (mm/dd/yyyy)

_____ 서명 (Signature)

[Form2]

학력 조회 동의서 (LETTER OF CONSENT)

Inha Technical College, office of international affairs
100, Inha-Ro, Michuhol-Gu, Incheon 22212, KOREA
TEL : 82-32-870-2086~2088 FAX : 82-32-872-5849

- School Name :
- Address :
- Office Number :
- Homepage :

I have applied to Inha Technical College in Incheon, Korea for the 2021 academic year and agreed that this college could officially request my academic record from previously attended schools.

- Student Name :
- Date of Birth (yyyy/mm/dd) :
- Signature :
- Date (yyyy/mm/dd) :

※ Please fill in these forms separately for the number of foreign schools you have attended.

- Foreigners whose parents are both foreigners : Upper Secondary School
- Foreigners who has completed all the education curriculums in overseas : Primary School, Lower Secondary School, Upper Secondary School



[Form3]

확 인 서 (번역자) (Translator Confirmation Letter)

번역자 인적사항 Translator Personal Info			
국 적 Nationality	성 명 Name	생년월일 Birth Date	성 별 Sex
주 소 Address	연 락 처(☎) Contact Number		

※ 미등록 단기체류외국인, 불법체류외국인은 번역자 자격이 없습니다.
Non-registered short-term foreigners or illegal aliens are not eligible to be translators.

번역물 원본의 명의인 인적사항 Personal Info in the Original Copies			
국 적 Nationality	성 명 Name	생년월일 Birth Date	성 별 Sex

번역 대상물 Name of translated documents

첨부한 번역 내용은 원본의 문구에 맞게 사실대로 번역하였음을 확인합니다.

The attached translation is verified as being true according to the Original Text.

20 . . .

번역자(Translator Signature) :

법무부장관 귀하

Letter to Minister of Justice

외국어의 번역문은 본인이 아닌 다른 사람이 작성하는 것이나, 행정사법 제2조, 행정사법 시행령 제3조 등에 따라 수수료를 받고 있는 “행정기관의 업무에 관련된 서류의 번역”은 외국어 번역 행정사만 할 수 있음을 주의하여 주시기 바랍니다.

Please note that the translation of a foreign language should be done by someone other than yourself, also "the translation of documents related to the administrative organs" should be done by authorized translator according to Article 2 of the Administrative Law and Article 3 of Enforcement Decree of the Administrative Law in Korea.

입 학 포 기 신 청 서

<input type="checkbox"/> 성 명 :	<input type="checkbox"/> 지원학과 :
<input type="checkbox"/> 계좌번호 : _____ 은행, _____	
<input type="checkbox"/> 입학포기 사유 :	
<input type="checkbox"/> 첨부 · 입학포기원[양식4] 1부 · 통장 사본 1부 · 여권, 외국인등록증 등 사진이 부착된 신분증 1부	

본인은 위와 같이 귀 대학의 입학을 포기하며,
재입학 불가를 인정하고 추후 이에 대한 일체의 이의를 제기하지 않을 것을 서약합니다.

20 년 월 일

본 인 : _____ (서명)

인하공업전문대학총장 귀하

개인정보 수집 및 이용 동의서

■ 외국인등록번호 수집·이용 사항 고지

개인정보보호법 제24조의2 제1항제1호에 따라 정보주체의 동의 없이 개인정보를 수집·이용합니다.

개인정보 처리목적	개인정보 항목	수집 근거
입학업무처리, 학적부 작성·관리 등 교육의 과정 기록, 외국인유학생관련 신고	외국인등록번호	「고등교육법시행령」제73조 제1항2호 「교육기본법」제16조제2항 「고등교육법시행령」제73조 제2항 「출입국관리법」제19조의 4 「출입국관리법시행령」제101조

□ 개인정보 수집·이용 동의

구분	항 목	수집목적	보유기간
필수	지원사항(전형구분, 모집단위/지원학과), 지원자 정보(성명, 사진, 주소, 전화번호, 휴대전화번호, 이메일, 계좌정보, TOPIK 성적), 학교 정보(최종학력, 재학/출신 고교명, 졸업(예정)연도, 한국어연수기관 정보), 재직회사명	입학업무처리	10년
선택	본국 거주지, 본국 연락처	입학업무처리	10년

※ 개인정보 수집·이용에 대한 동의를 거부할 권리가 있습니다. 그러나 동의를 거부할 경우 입학원서 제출에 제한을 받을 수 있습니다.

(필수) 개인정보 수집·이용 동의	<input type="checkbox"/> 예	<input type="checkbox"/> 아니요
(선택) 개인정보 수집·이용 동의	<input type="checkbox"/> 예	<input type="checkbox"/> 아니요

본인은 귀 대학에 입학하고자 소정의 서류를 갖추어 지원합니다.

20 년 월 일

지원자

서명 또는 인

인하공업전문대학 총장 귀하