Graduate School

Of Wonkwang University

Online Application Manual for

International Applicants

[Admission Application Procedure]

1. Online Application

- 1.1. Go to online application website: wgs.wku.ac.kr
- 1.2. Click the "Apply Now" banner button after accessing the university website.
- 1.3. Register with the 'Uwayapply' system And verification

2. Enter the information

- 2.1. Agreement to the collection of personal information
- 2.2. Input your application information
- 2.3. Upload each PDF file by compressing it into a ZIP file
- ① 성적증명서(Certificate of transcript for all grades of college (graduate))
- ② 졸업(예정)증명서(Graduate(Scheduled) certificate and degree certificate)
- ③ 학업계획서 (An academic plan)
- ④ 자기소개서(A letter of self-introduction)

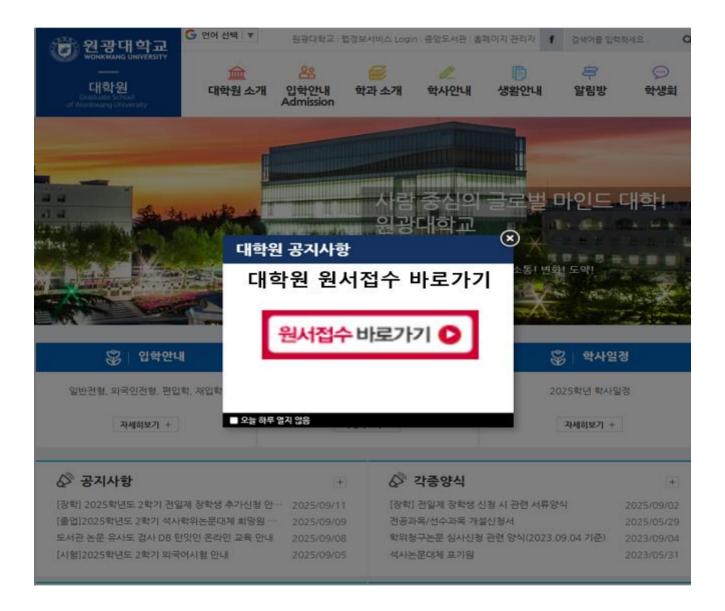
3. Pay the application fee

- 4. Printouts Documents and Submit application documents
- 5. Contact Information

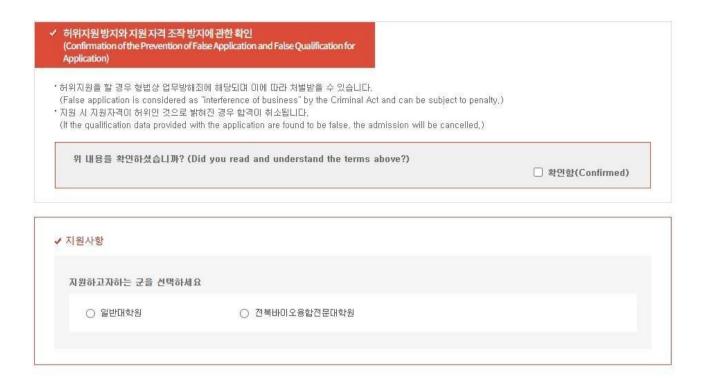
1. Online Application

- 1.1. Go to online application website: wgs.wku.ac.kr
- 1.2. Click the "Apply Now" banner button after accessing the university website.





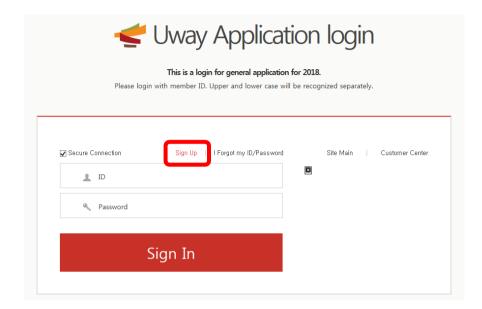
- Click on "Online Application" and go to the online application website.



접수 완료(결제완료)된 후에는 접수 취소 및 변경에 불가능합니다. 원서작성하기 APPLICATION

1) Click on "Proceed to the application" after checking the guidelines, applicationfee payment methods, and instructions.

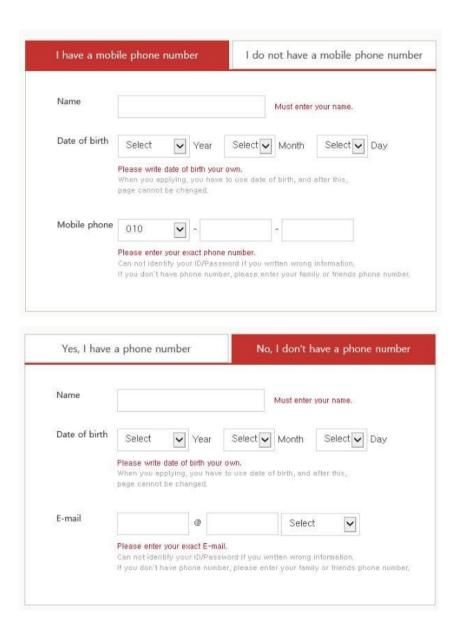
1.3. Register with the 'Uwayapply' system



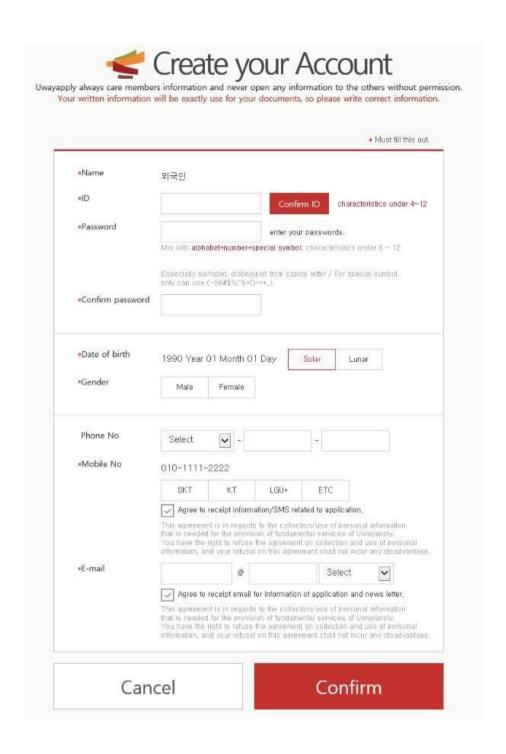
1) Click on "Sign Up" and create an account for your online application.



2) Agree to the collection of personal information.



- 3) Choose <u>"Yes, I have a phone number in Korea" or "No, I don't have a phone number</u>," and then input your name, date of birth, phone number or e-mailaddress.
- 4) Write your name in Korean or English without any spaces (e.g., JohnSmith).



5) Complete your account application out and click on "Confirm."

유웨이어플라이 <mark>휴대폰번호 인증</mark>

- 회원가입 시 입력하신 <mark>휴대폰번호로 인</mark>증번호가 발송되었습니다. 인증번호를 받지 못하신 경우 재발송하여 인증하여 주시기 바랍니다.
- 테스트아이디의 경우 아무 숫자(6자리) 입력 후 인증하기를 진행해 주시기 바랍니다.

인증번호 이1:28 재발송 인증하기 이메일 인증으로 전환하기

6) A 6-digit verification code will be sent to your registered email address or mobile phone number.

Please enter the code within 3 minutes to complete the verification process.

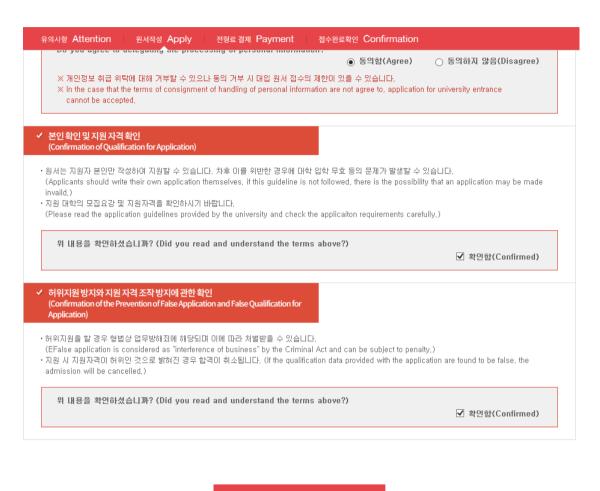
7) Example:

Verification code: 483729

Please enter this code on the verification page within 3 minutes.

2. Enter the information

2.1. Agreement to the collection of personal information



원서작성하기 Proceed to the application

1) After clicking on "Agree" or "Confirmed" for the following five agreements, proceed to the application.

- (1) Collection and Usage of Personal Information Agreement
- 2) Personally Identifiable Information Collection and Usage Agreement
- (3) Agreement on the Delegation of the Processing of Personal Information
- 4 Confirmation of Qualifications for Application
- ⑤ Confirmation of the Prevention of False Applications and False Qualifications for Applications

- 2.2. Input your application information
- 1) Please select the graduate school you wish to apply for. Choose either the General Graduate School or the JABA Graduate School..



접수 완료(결제완료)된 후에는 접수 취소 및 변경이 불가능합니다! 원서작성하기 APPLICATION

2)Input basic application information

1) Please enter the admission type, program, and department.



- 전형구분(Course Type) : Select the program you wish to apply for.
 - Choose whether it is a Master's, Doctoral, or Integrated Master's & Doctoralprogram.
- 지원구분 (Application Type) : Select the international applicant track.
- 지원학과(Department) : Select the department you wish to apply to.

2) Enter the information for Country, Overseas Korean status, Visa status, Passport, and Name.

Personal	Info	
reisona		Hauon

출신 국가 *Country of Origin	SEARCH DELETE	
재외동포 여부 * Overseas Koreans status	○예 ○마니오	
성명(한글) *Korean Name	남10089	
성명 (영어) *English Name	Family Name : Given Name : ※ 여권에 작성되어있는 이름과 동일하게 작성해 주세요. ※ Please write the same name as it appears on your passport,	
비자 유무 여부 * Visa status	○비자 있음 ○비자 없음	
여권번호 * Passport Number		
여권 만료 일자 ★Passport expiration date	년 월 일	

■ 출신 국가

◆ Country of Origin : Click the "Search" button and select your nationality.

■ 재외동포 여부

◆ Overseas Koreans status : Select whether you are an overseas Korean. Ifyou are, select '예'; if not, select '아니오'.

■ 비자 유무 여부

◆ Visa status : Select whether you have a visa. If you do, select '예'; if not,select '아니오'. If you select '예', you must choose your visa type.

■ 여권번호

♦ Passport Number : Enter your passport number.

■ 여권 만료 일자

◆ Passport expiration date : Enter your passport expiration date in the order of year, month, and day.

■ 성명(한글)

♦ Korean Name: Enter your Korean name if you have changed your name toKorean.

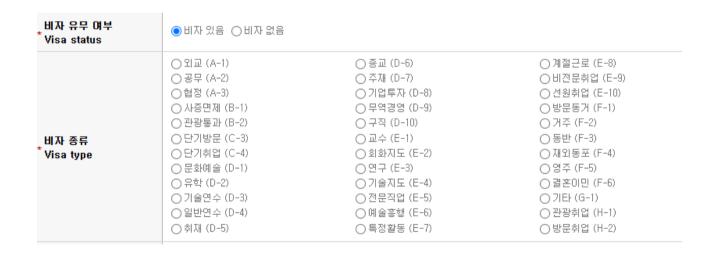
■ 성명 (영어)

♦ English Name : Enter your English name.



On this screen, please select your nationality.

This page allows you to choose your nationality from the list.



On this screen, please select your visa type.

This page allows you to choose the type of visa you hold.

The image below shows the nationality selection and visa type selection screen.

3) Please enter your Alien Registration Number.

외국인등록변호 * Foreigner Registration No.			
외국인등록번호 안내 Notice of Foreigner Registration No.	※ 외국인등록번호가 없는 경우, 앞자리에 생년월일 뒷자리는 출생년도에 따라 압력 ① 1999년 이전 출생자일 경우: 남자는 '5000000', 여자는 '6000000'을 압력 ② 2000년 이후 출생자일 경우: 남자는 '7000000', 여자는 '8000000'을 압력 예시: 본인의 생년월일이 1997년 10월 17일생일 경우 (남: 971017-5000000, 여: 971017-6000000) ※ If you do not have an alien registration number, enter the last digit of your date of birth according to your year of birth ① If you were born before 1999: Enter '5000000' for men and '6000000' for women ② If your date of birth is Oct 17th, 1997(For Male: 971017-5000000, For Female: 971017-6000000)		
한국 어 능력 시험 * TOPIK 성적 유무	○ Yes (있음) ○ No (없음)		
기숙사 신청 여부 *Campus dormitory	○신청 ○미신청		
현재 거주지 [*] Current Home Address	○한국 거주 (In Korea) ○외국 거주 (Out of Korea)		
*지원자 E-mail	test1 @ 직접입력 ✔ uway.com		

● 외국인등록번호

Foreigner Registration No.: If you have a foreigner registration number, enter the igits excluding your date of birth. If you do not have one, please follow the instructions provided below.

4) Please enter your TOPIK (Test of Proficiency in Korean) score. In addition, please complete the dormitory application.



● 한국어 능력 시험 TOPIK 성적 유무

'미신청(No)'.

TOPIK Score Availability: If you have a score, select 'Yes(있음)'; if not, select'No(없음)'. If you select 'Yes', please enter the test date and score level.

You can select a level from 1 to 6.

This is the screen for entering your TOPIK score and test date. Please enter the test date in the order of year, month, and day.



● 기숙사 신청 여부 Campus dormitory: Please indicate whether you wish to apply for campus housing.If you are applying, select '신청(Yes)'. If you are not applying, select

5) Please indicate whether you are currently residing in Korea, and enter your address and contact information

현재 거주지	● 한국 거주 (In Korea)
*Current Home Address	○ 외국 거주 (Out of Korea)
지원자 주소 * Home Address	(13453) Search Address 경기도 성남시 수정구 금토로80번길 22 (금토동) 트라이타워 10층
현재 거주지	○한국 거주 (In Korea)
* Current Home Address	● 외국 거주 (Out of Korea)
★지원자 정보	*지원자 우편번호(Home zip Code) : *지원자 주소(Home Address) : *지원자 자택 전화번호(Home Phone) : *지원자 휴대폰 전화번호(Celluar Phone) :

● 현재 거주지

Current Home Address:

Select whether you are currently residing in Korea or abroad.

After selecting your current location, please enter your full address.

If you are residing in Korea (In Korea), enter your Korean address.

If you are residing outside of Korea (Out of Korea), enter your foreign

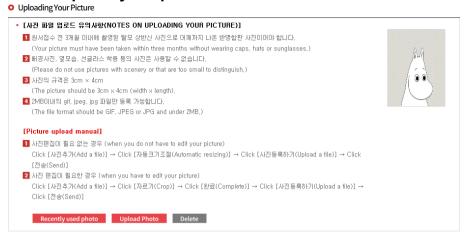
지원자 정보 : E-mail, address.

If you are residing in Korea, please search for your address and enter your address, postal code, and phone number.

If you do not have a home phone number, please enter only your mobile (cellular) phone number.

If you are residing overseas, please type in your address, postal code, and phone number manually.

6) Please upload your photo.



[저장하기]를 클릭하면 작성한 원서가 [내원서보관함]에 저장됩니다. 결제 전에는 원서 수정이 가능합니다. Click [Save] to save your application on [Manage My Application]. You may make unlimited changes until the application fee is paid.

저장하기 SAVE



- ① Please upload an appropriate picture by following the instructions.
- ② After uploading the picture, click the "SAVE" button to proceed.
- 3 If the required input is omitted, you will be guided by a pop-up window.

7) Input Academic Information : Recommender.

Recommender's contacts

추천자 정보 Recommender's Contacts	추천자 성명(Recommender's Full Name) :
	추천자 전화번호(Recommender's call) :

- Recommender's contacts(추천자 정보)
 When applying for admission to this graduate school, please provide the name and contact information of your recommender.
 - 8) Input Academic Information

Academic Records (Bachelor or higher)



 If your GPA scale is not based on 4.0, 4.3, or 4.5, please standardize your GPA on a 4.5 scale (e.g., record it as 4.5/4.5).
 If no percentile is indicated on your transcript, please enter 100 as the percentile.

- Academic Records
 - 1) 졸업일자

Graduation Date: Please enter your graduation date or expected graduation date.

2) 학교명

Name of School: Please enter the name of the school you attended.

3) 학과

Department: Please enter the name of your department.

4) 전공

Major: Please enter your major field of study.

5) **졸업구분**

Graduation Status (e.g., Graduated / Expected):
If you have already graduated, select '졸업(Graduated)'. If you are expected to graduate, select '졸업예정(Expected)'.

6) **평점**

Grade Point Average (GPA):

Please enter your GPA. If your GPA is not available, enter '4.5' as a placeholder.

7) 백분위

Percentage (%):

Please enter the percentage score as indicated on your transcript.

8) 만점구분

Grading Scale (or Maximum Score):

Enter the maximum GPA shown on your transcript. In Korea, common grading scales include 4.0, 4.3, and 4.5. If your university uses a different scale, please select 4.5 as the standard maximum.

2.3. Upload each PDF file by compressing it into a ZIP file

- ① 성적증명서(Certificate of transcript for all grades of college (graduate))
- ② 졸업(예정)증명서(Graduate(Scheduled) certificate and degree certificate)
- ③ 학업계획서 (An academic plan)
- ④ 자기소개서(A letter of self-introduction)

Storage Application Personal Information Collection and Use Agreement



9) Review the completed application form before final submission.

Final submission of your application will only be possible after you consent to the collection and use of your personal information.

Storage Application Personal Information Collection and Use Agreement

※ 전형료 결제 전 작성한 원서의 정보를 다음과 같이 해당 대학에 제공하고 있습니다. × Below information from the unpaid application are provided to the relevant University, 수집 · 이용하려는 개인정보의 수집 · 이용 목적 개인정보 이용기간 및 보유기간 Purpose of Collection and 개인정보의 항목 **Duration of Possession and Usage** List of Personal Information Use of Personal Information 원서접수 관련안내(마감일시, 휴대전화번호, 이메일, 성별 결제관련 통보 등), 민원처리 전형 종료일까지 저장원서 개인정보 Name, Date of Birth, Telephone, Relate to Online Application, Deadline, Until the deadline 수집 및 이용 동의 Mobile Phone, e-amil, Gender Payment notice, Civil Petition Storage Application Personal Information Collection and Use 지원자(만14세 미만의 경우, 법정대리인)는 개인정보 수집 및 이용에 동의하십니까? Agreement × Do you agree with the consent for the Collection and use of personal information? - In case of a child under the age of 14 years, he/she shall obtain the consent of his/her legal guardian, ※ 저장원서 개인정보 제공에 대해 거부할 수 있으며 거부 시에도 대입 원서를 접수할 수 있습니다. × You have the right to disagree to the collection and use of your personal information, Althought you disagree, your application can still be processed, ⊙ 동의함 ○ 동의안함

저장하기버튼을 누르시면 <mark>작성한 원서가 저장</mark>되며,결제전에는 <mark>원서수정이 가능</mark>합니다.

저장하기 SAVE

Save Application and Final Review, Payment

After clicking '저장하기(save)', please review the information you entered onceagain, then click '결제하기(Payment)'

Storage Application Personal Information Collection and Use Agreement



저장하기버튼을 누르시면 <mark>작성한 원서가 저장</mark>되며,결제전에는 <mark>원서수정이 가능</mark>합니다.

저장하기 SAVE



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수정하기 MODIFY

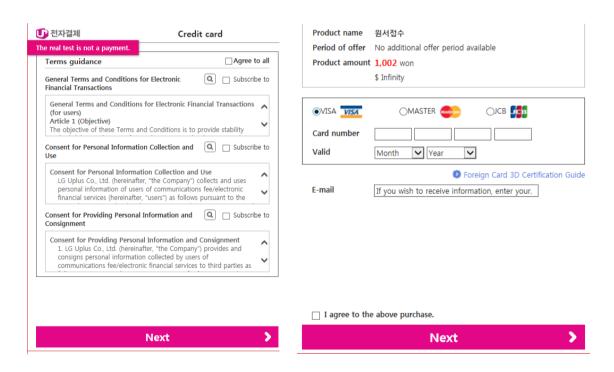
결제하기 PAYMENT

3. Pay the application fee

Click on "결제(Pay)" to proceed with the payment.



If you are paying from outside of Korea, you can pay with an international creditcard.



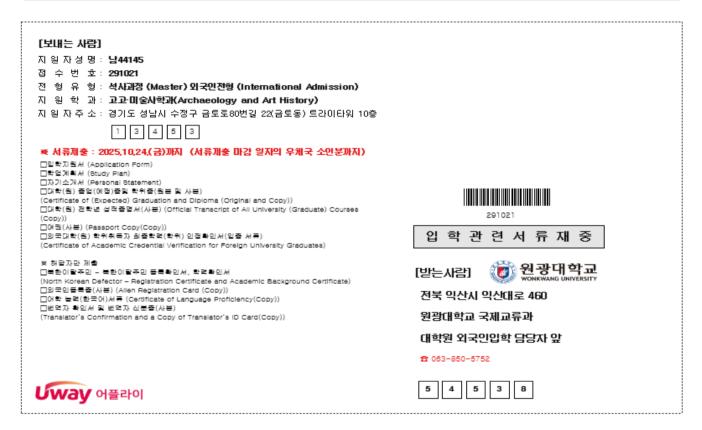
Choose the preferred credit card type and input the card number and expirationdate.

Acceptable credit cards: VISA, MASTER, JCB

4. Printouts Documents and Submit application documents

○ **접수완료** 수험(접수)번호 및 출력물을 확인하세요.

수험번호 Applicant No.	접수사항 Intended Program	결제정보 Payment Information	출력물 Printouts
291021	원광대학교 일반대학원 외국인전형(Graduate School of Wonkwang University) 일반대학원(Graduate School) 석사과정 (Master) 외국인전형 (International Admission) 고고·미술사학과(Archaeology and Art History)	2025,10,17 16:00:28 테스트결제 (테스트) 60,000원	[출 [확인] 입학원서 작성 내용 [출력] 입학원서 [출력] 발송용 봉투 표지 [출력] 추가제출서류양식 [출 [수정] 지원자 사진



- Confirm your Applicant Number and printouts after making the payment.

Submit application documents

- Method: by personal visit or post
- Method: by personal visit or post
- Address: (54538) Office of International Affairs, Wonkwang University, #460, Iksan-daero, Iksan-si, Jeonbuk, R.O.Korea

5. Contact Information

- TEL: +82-63-850-5118(Graduate School, Wonkwang University
- For any inquiries regarding visas, please contact the Office of International Affairs.
- TLE: +82-63-850-5752(Office of International Affairs, Wonkwang University)