



Korean Language Education Center Operation

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Korean Language Institute(D-4-1) Education Operation

A. Korean Language Institute Annual Education Schedule (Spring, Summer, Fall, Winter Semester)

Category	Spring Semester	Summer Semester	Fall Semester	Winter Semester
Class Period	March ~ May	June ~ August	September ~ November	December ~ February of the following year
Short Break	2 weeks short break			
Midterm Exam	5th week of each semester			
Final Exam	10th week of each semester			
Korean Culture Experience	Scheduled to be held 2~3 times per year (additional sessions possible depending on circumstances)			
Completion Ceremony	After classes end in the last week of each semester			

※ Subject to change depending on visa issuance status.



Incheon International Airport pick up



Orientation

B. Semester and Class organization

one Semester	10 Weeks	Total Hours	4 hours per day / 160 hours per semester
Class Days	Monday~Thursday (4 days a week)	Class Size	Up to 20 students (Classes formed after level test)
Levels Offered	Korean Language Levels 1~6, (New students will be assigned to classes based on the results of the placement test)		
Evaluation Criteria	Midterm(40%) + Final(40%) + Attendance(10%) + Participation and Attitude(10%) = 100%		
Completion Regulations	- Attendance rate of 80% or higher per semester - Average score of 70 or above on the evaluation exams(midterm + final) - However, students who are absent for 7 days or more will be required to repeat the level regardless of their other scores.		
Others	Korean culture and language experience activities, multicultural programs, student counseling, library use, etc.		

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Detailed Recruitment Schedule for the Korean Language Education Center

A. Admission Schedule by Semester

No.	Schedule/Content	Spring Semester	Summer Semester	Fall Semester	Winter Semester	Remarks
1	Document Submission : Original student documents, scanned copies (PDF), admission application, personal statement, etc.	2025.12.01. ~ 01.16	2026.03.31. ~ 04.24	2026.06.01. ~ 07.17	2026.08.31. ~ 10.16	Mail and Email
2	Interview	01.19~01.21	04.20~04.21	07.13~07.17	10.19~10.23	In-person / online (Zoom, Zalo)
3	Announcement of Accepted Candidates and Tuition Payment	01.21~01.23	04.22~04.24	07.20~07.24	10.26~10.30	Invoice Issuance
4	Issuance of Standard Admission Letter	01.26	04.27	07.27	11.2~11.06	fims
5	Visa Portal Registration (Application Deadline for Visa Issuance Certificate)	02.07	04.27	07.31	11.12	
6	Immigration and Embassy Application	02.07	04.27	08.03	11.13	
7	Visa Issuance Certificate Approval (Result Announcement)	02.16	05.29	08.31	11.30	
8	Visa Application at the Embassy of the Republic of Korea in the Relevant Country	02.19	06.01	09.01	12.01	
9	Final Visa Issuance	03.03	06.08	09.11	12.11	
10	Entry into Korea and Preparation for Admission	2026.03.03. ~ 03.21	2026.06.09. ~ 06.20	2026.09.14. ~ 09.18	2026.12.14. ~ 12.18	

* No.5 and 6 apply only to applicants of Vietnamese, Uzbek, Mongolian, and Chinese nationality.



Korean language institute admission ceremony



Korean language institute admission ceremony

B. Submission Documents

① Overseas residents

No.	Scanned copy of student documents (pdf)	Original student documents and translation(notarized)	Remarks
1	Passport, ID photo (jpg, gif)		
2	Proof of balance (Proof of deposit) : 8,000,000 KRW or more	Submit original	
3	Proof of Final Academic Qualification (Transcript and graduation certificate)	Submit original, translation (English or Korean)	
4	Proof of financial Support (Financial Sponsor's Income Certificate)	Submit original, translation (English or Korean)	
5	Proof of family relationship (including certificate of death or divorce if applicable)	Submit original, translation (English or Korean)	
6	Guardian's ID (Passport, etc.)		
7	Certificate of birth	Submit original, translation (English or Korean)	
8	Application for admission, Personal statement (Korean or English)		
9	Translation confirmation [Attached Form]	Copy of translator's ID	
10	Tuberculosis Test Result Certificate		
11	Certificate of Study Abroad Guarantee Deposit	※ Applicable only to Vietnamese international students	

* Submission of bank statements for the past 6 months (to be requested after visa issuance approval application / Vietnam excluded)

** No.9, 10, and 11 must be submitted only for China, Vietnam, Mongolia, and Uzbekistan

*** If original documents are written in a language other than Korean or English, a notarized translation must be attached



Local food culture experience



Mungyeong City Coming-of-Age Ceremony

② Domestic residents

- Transferring to another university because the Korean language institute at the currently enrolled domestic university has been closed (D-4), Foreign residents holding and F visa (Residence, Dependent, Marriage Migrant, etc.) who wish to enroll in the Korean Language Institute. And other cases of foreigners legally residing in Korea.

No.	Scanned copy of student documents (PDF)	Original student documents and translation (notarized)	Remarks
1	Passport, ID photo (jpg, gif)		
2	Proof of balance (Proof of deposit) : 8,000,000 KRW or more	Submit original	
3	Proof of Final Academic Qualification	Submit original, translation (English or Korean)	
4	Proof of family relationship (including certificate of death or divorce if applicable)	Submit original, translation (English or Korean)	
5	Guardian's ID (Passport, etc.)		
6	Certificate of birth	Submit original, translation (English or Korean)	
7	Certificate of completion from Korean Language Institute, academic transcript	Applicable only to D-4	
8	Application for admission, personal statement (Korean or English)		
9	Real estate contract	Area within Mungyeong-si	
10	Visa Extension Fee(Cash: KRW 60,000)	Applicable only to D-4	

③ Tuition and expenses (per person)

Category	Unit Price (KRW)	Period	Amount (KRW)	Remarks	Scholarship
Tuition	4,000,000	1 year	4,000,000	Based on 1 year	1,000,000 KRW provided by Munkyeong City per year
Dormitory Fee	1,372,000	–	1,372,000	※ Based on 40 weeks	
Other Expenses	500,000	–	500,000	Necessary expenses for operating the Korean Language Academy course	
Total			5,872,000		