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2027 Spring Semester

International Exchange Student Special Admission



July 2026

CHODANG UNIVERSITY

1 Admissions Schedule

Category	Schedule	Notes
	Spring Semester (Admission in March 2027)	
Application & document submission	Oct. 12, 2026 (Mon) ~ Feb. 12, 2027 (Fri)	
Submission of original documents	Feb. 19, 2027 (Fri)	- Applications may be submitted in person or by mail. Address: Chodang University, Institute of International Exchange & Education, Room 501, 5F Central Library, 380 Muan-ro, Muan-eup, Muan-gun, Jeonnam-Gwangju Special Metropolitan City, Republic of Korea - Inquiry: +82-61-450-1575
Semester begins	Mar. 3, 2026 (Tue)	

※ The above schedule is subject to change. Any changes will be announced on the university website.

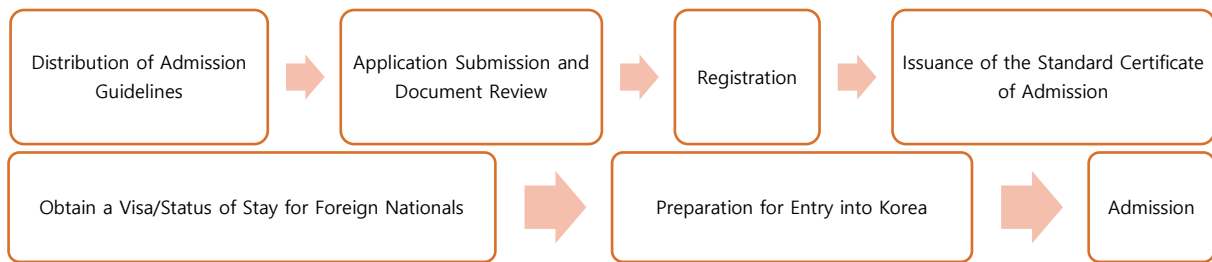
2 Eligibility Requirements

Category	Eligibility Requirements (Foreign nationals: Enforcement Decree of the Higher Education Act, Article 29(2) subparagraphs 6 and 7)
Exchange Students	The student and both parents are foreign nationals, and the applicant is currently enrolled as a university student at a college-level institution or higher. • Must hold a valid official language proficiency certificate as of the admission date, satisfying one of the following: — Korean language requirement: (1) TOPIK Level 2 or TOPIK iBT Level 2, or (2) completion of Sejong Institute Korean Program Beginner Level 2 or higher.

□ Nationality recognition criteria

- A “foreigner” means a person who is not a citizen of the Republic of Korea.
- Dual nationals and stateless persons are not recognized as “foreigners” for this admission.

3 Application Procedure



4 How to Application

- Applicants must submit the university application form and all required documents within the designated deadline. (Be sure to provide accurate contact information.)
- Submitted application forms and supporting documents will **not** be returned. However, if originals are submitted, the university will copy them, verify against the originals, and return the originals after verification.
- Applicants may be excluded from the screening if: required documents are missing; submitted documents or entries are found to be false; or the applicant's motivation is deemed unclear.

5 Required Documents

No.	Document	Remarks
1	Application Form	Chodang University Form 1
2	Self-Introduction & Study Plan	Chodang University Form 2
3	University Recommendation Letter	Recommendation from the applicant's home university
4	Letter of Guarantee	Chodang University Form 4
5	Certificate of Enrollment	Visa issuance requirements vary by country
6	Academic Transcript	Visa issuance requirements vary by country
7	Certificate of Foreign Language Proficiency	Only for applicants who possess Korean and/or English proficiency qualifications
8	Certificate of Family Relationship	Korean or English translation required
9	Copies of Parents' Identification Documents	Korean or English translation required
10	Copy of Passport	
11	ID Photo (4 × 6 cm)	White background
12	Certificate of Bank Balance	Visa issuance requirements vary by country
13	Certificate of Admission	Provided by Chodang University
14	Consent to Collection and Use of Personal Information	Chodang University Form 5

❏ Notes on document submission

- Transcripts and Registration certificates must be submitted by choosing one of the methods below, and any documents in a foreign language must be submitted with a notarized Korean or English translation.

※ **Notarization or consular confirmation: Foreign applicants must obtain notarization at a notary/legal office in their home country.**

- ① Academic credential documents authenticated with an Apostille
 - ② Academic credential documents confirmed by a Korean consulate in the country of residence or by the applicant's home country consulate in Korea
 - ③ For those who obtained academic degrees in China: an academic/degree verification report issued by the Chinese Ministry of Education's academic degree certification center
- Any document requiring original verification must be submitted together with the original for verification.
 - In principle, exchange-student application documents must be submitted in person. If mailed unavoidably, only documents arriving by 18:00 on the original-document submission date will be accepted.
 - If names differ across documents, a certificate of identity issued by a court or head of a diplomatic mission of the relevant country must be attached.
 - If the university requests additional documents, the applicant must comply; failure to submit may result in exclusion.

❏ Submission method and address

- All documents must be scanned and compressed as required, then emailed to the language coordinator.
- Address: Room 501, Institute of International Exchange Education Office, 5th Floor, Central Library, Chodang University, 380 Muan-ro, Muan-eup, Muan-gun, Jeollanam-do, Republic of Korea

6 Important Notes for Exchange Student Documents

- Applicants must submit all required documents by the deadline.
- If any forgery or alteration is detected, acceptance or admission will be canceled even if discovered after admission approval.
- If contact information (address/phone) is entered incorrectly or the applicant cannot be reached, admission may be canceled. If contact details change, notify the Institute of International Exchange Education (+82-61-450-1575).
- Evaluation details are not disclosed; withdrawal of application or change of department is not permitted.
- Submitted documents will not be returned and will be retained by Chodang University in accordance with regulations.

- For final admission, admitted applicants must obtain visa issuance approval from relevant authorities and enter Korea in accordance with regulations.
- From March 2021, international students become mandatory enrollees in Korea's National Health Insurance starting 6 months after entry.

7 Person in charge of each language

Language	Phone	Email
Chinese	+82-61-450-1586	qinyawei008@cdu.ac.kr
Vietnamese	+82-61-450-1577	ksh83@cdu.ac.kr
English	+82-61-450-1575	ekfr2350@cdu.ac.kr

8 Estimated Costs (Exchange Students)

Item	Estimated Cost (KRW)	Remarks
Exchange Student Program Fee	1,500,000	A KRW 500,000 scholarship is applied only to students holding an eligible language proficiency qualification.
Dormitory Fee	1,300,000	An additional KRW 500,000 is required for a single room.
Alien Registration Card Issuance Fee	35,000	Payment required in accordance with the standards of the immigration office under the Ministry of Justice of the Republic of Korea.
Textbook Fee	100,000	Payable to the Institute of International Exchange & Education, Chodang University.
Airport Pickup Fee	50,000	
Bedding	50,000	Bed cover, blanket, and pillow provided.
Insurance	50,000	Individual insurance coverage is required.

❑ The textbook fee, pickup fee, bedding rental fee, insurance fee, and ARC issuance fee must be paid by the individual (at their own expense).

❑ The exchange student program fee may vary depending on the terms of the agreement between institutions.

9 Additional Notes

Matters not specified in these guidelines will be determined and implemented by the university's Exchange Student Deliberation Committee.

If admission or enrollment is found to have been obtained through improper means, acceptance and enrollment will be canceled even after admission, and the person(s) involved may be reported to authorities.

2027 Chodang University Student Exchange Program Application

▶ Personal Information:

Name	Name on Passport	Date of Birth (yyyy.mm.dd)	Photo
Gender		Nationality	
Address			
E-mail			
Tel/Mobile no.			

▶ Academic Status

Name of Institution	Date of Entrance (mm/yy)	Grade/Year Level	Major	Cumulative G.P.A

▶ Educational Background

	Name of Institution	Date of Entrance and Completion (mm/yy – mm/yy)	Location of Institution
High School		–	
Higher Education		–	

▶ Guardian Details

Relationship	Name	Nationality	Tel/Mobile no.	Address

I certify that all of the information provided by me in this application(or any other accompanying or required documents) is correct, accurate and complete to the best of my knowledge. I understand that any untrue, misleading or omitted information may result in my disqualification, dismissal, or revocation by CHODANG University.

Date _____(yyyy.mm.dd) Applicant's name _____ Signature _____

초당대학교 총장 귀하

Self-Introduction / Study Plan

(Please write in Korean or English.)

Self-Introduction

Study Plan

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

Date _____(yyyy.mm.dd) Applicant's name _____ Signature _____

초당대학교 총장 귀하

Recommendation Letter

Ms. YOU MI SUH

President

Chodang University

380 Muan-ro, Muan-eup, Muan-gun, Jeollanam-do

Applicant's Full Name:

Date of Birth(dd/mm/yyyy):

Major:

Student no.:

I am writing to you with great pleasure to recommend [Applicant's Full Name] for the esteemed student exchange program at Chodang University. As the President of [Your University], I have had the privilege of witnessing [Applicant's Last Name] excel academically, demonstrate remarkable leadership qualities, and exhibit a genuine passion for learning and personal growth.

Throughout [Applicant's Last Name]'s tenure at our institution, [he/she] has consistently proven [his/her] dedication to academic excellence. Considering [Applicant's Last Name]'s exceptional academic record, leadership qualities, and commitment to personal growth, I am confident that [he/she] will thrive in the student exchange program at Chodang University.

Thank you for considering [Applicant's Last Name]'s application. Should you require any additional information or have further questions, please do not hesitate to contact me at [Your Email Address] or [Your Phone Number].

Yours Sincerely,

[Full Name]

[Title]

[Your University]

Letter of Guarantee

Ms. YOU MI SUH

President

Chodang University

380 Muan-ro, Muan-eup, Muan-gun, Jeollanam-do

Applicant's Full Name:

Date of Birth(dd/mm/yyyy):

I, the undersigned, assume complete responsibility for the aforementioned applicant throughout their duration in Korea. To the utmost of my abilities, I will ensure that the applicant conducts themselves in a manner that aligns with the esteemed values and objectives of the academic program.

Guarantor's Full Name:

Relationship to the Applicant:

Address:

Phone Number:

Date _____(yyyy.mm.dd) Guarantor's name _____ Guarantor's Signature _____

■ Details of Personal Information Collection and Use

Purpose of collection/use	Items	Retention period
Exchange student administration	(mandatory) : Name, admission unit (desired department/major), passport number , gender, date of birth, nationality, country of birth, address, phone number, mobile number, email, guardian name, address, relationship to applicant, occupation, phone number, mobile number, educational background (school name for elementary/middle/high school/college or higher; graduation/completion/enrollment status; period; address; phone number)	<u>10 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

 Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

■ Details of Collection and Use of Unique Identifying Information

Purpose of collection/use	Items	Retention period
Foreign national management	<u>Passport number</u>	<u>10 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

 Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

■ Details of Collection and Use of Sensitive Information

Purpose of collection/use	Items	Retention period
Dorm assignment, emergency response, disability support, etc.	<u>Disease name, presence/absence of mental illness, disability status</u>	<u>10 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

 Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

■ Details of Provision of Personal Information to Third Parties

Recipient	Purpose of collection/use	Items	Retention period
Previous school (academic institution)	<u>Verification of academic record and enrollment status</u>	<u>Department/major, admission date, completion (graduation) date, enrollment status, degree number</u>	<u>4 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

☐ Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

■ Details of Use of Personal Information for Promotional Purposes

Promotional purpose	Method/notice	Items	Retention period
SNS notifications about university promotion and events	<u>Notify promotion and event-related content via SNS</u>	Name, mobile phone number	<u>2 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

☐ Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

■ Other Notice (Collection Without Consent for University Administrative Work)

※ Notice on the Collection of Personal Information Without Consent for the University's Official Administrative Duties

Pursuant to Article 15(1)3 of the Personal Information Protection Act, the University collects and uses personal information without the data subject's consent.

Reason for processing personal information	Items	Legal basis	Retention period
Academic administration	Application details (admission track, admission unit/department), applicant information (name, resident registration number, photo, address, phone number, mobile number, email, additional phone number, refund account information), school information (final education, current/former high school name, graduation (expected) year, high school main phone number)	Enforcement Decree of the Higher Education Act, Article 35 (Admission Screening Materials)	<u>5 years</u>

※ You have the right to refuse consent to the above collection/use of personal information.

However, refusal may limit smooth admission administration.

☐ Do you consent to the collection and use of personal information as stated above? (Required: Yes / No)

Date: _____ year _____ month _____ day

Applicant Name: _____ (Signature or seal)

Legal representative name (if the student is under 14): _____ (Signature or seal)

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