



Presbyterian University  
and Theological Seminary

COLLEGE

WWW.PUTS.AC.KR

2021 Academic year

Guidelines for College Applicants

**Supernumerary Admission**

**Foreigners, Overseas Citizens,**

**North Korean Defectors**



**PUTS**

*Guidelines on Admission (Supernumerary) for College Program  
for 2021 Academic Year*

## 1. Schedule

Classification	Schedule	Venue
Online Application	2020. 9. 23. (Wed) ~ 28. (Mon)	<a href="http://www.uwayapply.com">www.uwayapply.com</a>
Enter Statement of Personal	2020. 9. 23. (Wed) 10:00 ~ 10. 6. (Tue) 18:00	Fill in via Online
Submission of Documents		Visit in person or by registered post
Oral examination (entire applicants)	2020. 10. 30. (Fri)	Han KyungJik Memorial Chapel at PUTS
Depth interview (those applicable)	2020. 10. 31. (Sat)	Guide to those who are applicable
Practical examination (Department of Church Music)	2020. 10. 31. (Sat)	Notify on the day of practical examination (The time for the evaluation will be notified after application by major)
Result announcement	2020. 11. 10. (Tue)	PUTS website
Registration (register documents)	2020. 12. 28. (Mon) ~ 30. (Wed)	Register document via PUTS website
Final registration	2021. 2. 8. (Mon) ~ 10. (Wed)	Kookmin bank, Shinhan bank

## 2. Admission quota

Admission type		Department	Quota
Under 2% of entrance quota (Overseas citizens / foreigners)	<ul style="list-style-type: none"> <li>① Children of Korean resident abroad</li> <li>② Children of parents who work overseas (public officers, officers of foreign government or international organization, scientists, technicians or professors who returned to country by invitation or recommendation of the government)</li> <li>③ Other overseas citizens (missionary abroad, those who works at foreign company, etc.)</li> </ul>	Theology Christian Education Church Music (Vocal Piano Organ Composition Conduct)	3
Nonrestrictive entrance quota	<ul style="list-style-type: none"> <li>① Overseas Korean who completed 12 years of foreign academic curriculum</li> <li>② Foreigners who completed 12 years of foreign academic curriculum</li> <li>③ Marriage immigrants who acquired permission of naturalization according to article 6 paragraph 2 of the Nationality Act</li> <li>④ Foreigners whose both parents are foreigners</li> <li>⑤ North Korean defectors</li> </ul>		00

### 3. Selection details

Department	Oral examination /Interview	Practical examination
Theology / Christian Education	100%	-
Church Music	50%	50%

#### 1) Oral examination / Interview

- a. Procedure: An individual interview (2 interviewers, 1 interviewee (applicant)), around 10 minutes
- b. Evaluation section:
  - i. Reasons for application
  - ii. Faith life and church activities
  - iii. Scholastic capability

※ Depending on the result of the individual interview, a separate in-depth interview can be conducted.

#### 2) Designated pieces for practical examination

Major	Designated pieces	ratio
Vocal music	2 personally chosen pieces: 1 Italian song, 1 German lied ※ 1 of the 2 songs is available as an opera aria in that language (Italy Aria antiche is a song) ※ Accompanist should be accompanied at practical examination (1 accompanist per applicant) ※ It should be played in original language/ The musical note should be learnt by heart. Song can be transposed, but Aria is not allowed to transpose.	100%
Piano	2 personally chosen pieces ※ No composer restrictions ※ One movement of Sonata is recognized as a single song. In case of J.S. Bach's well-tempered Clavier, Prelude and Fuga are considered as a single song. ※ Every piece should be played by rote.	100%
Organ	1) 1 Chopin Etude or 1 fast movement of Beethoven Sonata 2) 1 freely chosen organ piece ※ 1) is played with the piano, and 2) is played with the organ using foot pedal	50% 50%
	1) 1 Chopin Etude 2) 1 fast movement of Beethoven Sonata ※ Both 1) and 2) are played with the piano	50% 50%
	1) 1 J. S. Bach 2) 1 freely chosen piece ※ Both 1) and 2) are played with the organ	50% 50%
※ Applicants choose one from 3 options. Every piece should be played by rote		
Composition	1) Composition: Compose a Piano song on Motive Theme – freestyle (3hours)	50%
	2) Harmonics: overall traditional harmonics (90 minutes)	30%
	3) Piano (memorization not necessary): 1 freely chosen piece	20%

Major	Designated pieces		ratio
Conduct	1	Practical test for conduct (No choirs, accompanists should be accompanied) / conduct while singing from the beginning to the end of the music. <designated piece for practical conduct test will be distributed at the time of application>	60%
	2	1) Voice: 1 freely chosen piece – Italy or German lied(song) (play by rote) / accompany with an accompanist. 2) Piano (no need to memorize): 1 fast movement among Sonatine, Sonata ※ choose 1 out of above 2 options and play from the beginning to the end.	30%
	3	Sight-singing Range: major and minor key with 2 #s or 2 bs at maximum. Including the treble clef and bass clef and diverse beats. Method: Absolute do system, movable do system, various system allowed.	10%

※ The order of practical examination will be determined by drawing lots on the day of examination.

### 3) Order of precedence of the ties

- a. Those who have longer period of studying in foreign schools.
- b. Those whose parents have longer period of working in overseas work place.

## 4. Eligibility

### 1) Common eligibility

- a. A member of Protestant church who are baptized or those who had ceremony to enter church who had been baptized during infancy.
- b. Those who were recommended by the senior pastor of attending church.
- c. Common educational background: A person who has graduated from high school (expected to graduate in February 2021) or has been recognized to have an equivalent or higher education and has completed a total of 12 years 24 semesters), including domestic and foreign high schools.
  - i. In order to prevent corruptive, illegal, abusive case, students had to complete the entire curriculum equivalent to the Korean school system (12 years). However, inevitable one semester (6 months) omission would be excused occurred due to the difference in the school system. (total of 23 semesters, 11 years and 6 months should be completed)
    - Education in the third country is not accepted in the standard of recognition of academic omission.
  - ii. If grade skipping or early graduation was allowed according to the Education related Act of relevant country (except grade skipping during transfer), the omitted academic

period during 12 years of primary and secondary school year is accredited exceptionally.


iii. In principle, the overlapped period of academy in the same grade (semester) is not accepted.


- But, redundancy due to differences in school system is recognized only when school enrollment is continuous (accreditation of multiple cases).
- The omitted semester can be substituted with 1 overlapped semester.
- More than 2 consecutive overlapped semesters only can be substituted with 1 omitted semester.
- Submitted documents regarding the omitted and overlapped semesters will be comprehensively reviewed when reviewing application qualifications, and the school may not accredit them if they are found to be cases of fraud, expediency, or abuse.

Example ①) Qualified case for eligibility condition regarding overlapped semesters

[D: Domestic School, F: Foreign School]

Grade	1		2		3		4		5		6		7		8		9		10		11		12	
Semester	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Enrolled period	D	D	D	D					D	D	D	D	D					D	D	D				
				F	F	F	F	-					F	F	F	F	-				-	F	F	F


  
 Overlapped semester G2-2 can be substituted with G4-2



  
 Overlapped semester G7-1 can be substituted with G9-1


Omission of G11-1 due to academic system difference accredited

Example ②) Non-qualified case for eligibility condition regarding overlapped semesters

[D: Domestic School, F: Foreign School]

Grade	1		2		3		4		5		6		7		8		9		10		11		12	
Semester	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2
Enrolled period	D	D	D	D	D				D	D	D	D					D	D	D					
				F	F	F	F	-	-				F	F	F	F	-				-	F	F	F


  
 Only one of overlapped semesters G2-2 and G3-1 can be substituted with either G4-2 or G5-1


  
 Overlapped semester G7-1 can be substituted with G9-1

Omission of G11-1 due to academic system difference accredited

- iv. The school will judge foreign academic system in comparison with the Korean academic system in accordance with the standards suggested above.
- v. Certain methods of accreditation such as General Equivalency Diploma(GED), Home Schooling, Cyber Education are not accredited for supernumerary admission selection. (However, according to the ‘Enforcement of the higher Education Act’ Article 29 Paragraph 2 Subparagraph 6, GED is accredited only for North Korean Defectors.)
- vi. Unauthorized schools from domestic or foreign Ministry of Education are not accepted.
- vii. Those who are scheduled to graduate must maintain their qualifications by the day of high school graduation.

**2) Overseas citizens and foreigners (less than 2% of the entrance quota) (‘Enforcement of the higher Education Act’ Article 29 Paragraph 2 Subparagraph 2)**

- a. The period of attendance(study) at school: more than 3 years of secondary education (middle or junior high school and high school education) including 1 year of high school education.
- b. The period of stay: ① For students, more than ¾ days of course of study, ② For parents, more than 2/3 days of course of study.
- c. The period of work as overseas employees: Those who have stayed for more than 3 years (1,095 days) with their spouse, children in order to work/ run business.
- d. Children of overseas workers: A person who has completed 3 or more years of middle and high school curriculum (all semesters under the academic system conducted during the period) at a school located in the country where one of their parents works/ runs business for more than 3 years (1,095 days)
- e. The standard for one academic year for the calculation of the period of stay is from the beginning of the semester to the day before the beginning of the same semester in following year.

Application Qualification	Eligibility	Minimum period of staying abroad								
		students			parents		spouse			
		study	stay	reside	work	stay	reside	stay	reside	
Children of overseas Korean	Children who have been residing in foreign country with both parents for more than 3 years as permanent residents (If the country does not have permanent resident system, not applicable for this selection)	3y	2y 3m	3y	-	2y	3y	2y	3y	
Children of parents working overseas	Children of those who have been working for more than 3 years or who worked at least 3 years and then returned to Korea -Public officers, officers of foreign government or international organization, scientists, technicians or professors who returned to country	3y	2y 3m	3y	3y	2y	3y	2y	3y	

	by invitation or recommendation of the government								
Other overseas Koreans	Children whose Both parents and students have been resided for more than 3 years or resided for at least 3 years and returned to Korea. -self-run business, worked at local company, foreign missionary work, foreign dispatched faculty, etc.	3y	2y 3m	3y	3y	2y	3y	2y	3y

**3) Non-restricted quota ('Enforcement of the higher Education Act' Article 29 Paragraph 2 Subparagraph 6, 7)**

Application Qualification	Eligibility	Minimum period of staying abroad								Note
		students			parents			spouse		
		study	stay	reside	work	stay	reside	stay	reside	
Overseas Koreans /foreigners who completed 12 years of foreign academic curriculum	Overseas Koreans or foreigners who completed entire education curriculum in the foreign country which is equivalent to Korean educational system of primary and secondary schools.	12y	12y	12y	-	-	-	-	-	TOPIK level 3 required (Level 4 required before graduation)
Marriage immigrants	Those who completed entire education curriculum in the foreign country which is equivalent to Korean educational system of primary and secondary schools and then got permission of naturalization according to Article 6 Paragraph 2 of 'Nationality Act'	12y	12y	12y	-	-	-	-	-	
Foreigners whose both parents are foreigners	Foreigners whose both parents are foreigners. It is recognized that both parents acquired foreign nationality before their children start to formal education which is equivalent to Korean educational system.	Foreign nationality			Foreign nationality					
North Korean Defectors	North Korean defectors according to the 'Protection and settlement support for North Korean defectors'.	Verify from Ministry of Unification			-	-	-	-	-	

- a. Those who completed entire education curriculum ('Enforcement of Higher Education Act' Article 29 Paragraph 2 Subparagraph 7)
  - i. Those who have completed entire primary and secondary education in schools which are under the same educational system in one foreign country.





<b>classification</b>	Green card citizens' children	Overseas workers' children	Overseas citizens	12yr study abroad overseas citizens	12yr study abroad foreigner / marriage immigrant	both foreign parents	NK defector
Recommendation letter from the senior pastor (PUTS's form)	●	●	●	●	●	●	●
Statement of Personal (PUTS's form)	●	●	●	●	●	●	●
List of exhibits (PUTS's form)	●	●	●	●	●	●	
List of educational background (PUTS's form)	●	●	●	●	●	●	
Certificate of High school (expectant) graduation (certificate of enrollment)	●	●	●	●	●	●	
Certificate of primary and secondary school enrollment	●	●	●	●	●	● (High school)	
Transcripts of primary and secondary school	●	●	●	●	●	● (High school)	
Certificate of facts concerning the entry & exit in Korea (student, parents)	●	●	●	● (student)	● (student)	● (student)	
Family relation certificate (student, parents)	●	●	●	● (guardian)			
A copy of the cancellation of resident registration for entire family (or the copy of resident registration which has notation of overseas nationals)	●						
Certificate issued by foreign government which is equivalent with the Korean Family relation certificate					● (applicable)	● (applicable)	
A copy of the registration of overseas Koreans (confirmation of fact of residence abroad) (student, both parents)	●	●	●	● (student)			
Parents' proof of employment (include notation of the period of overseas work)		●	●				
Business license of working company or a copy of the corporate registration (employees and self-ownership of local country)			●				
Record of corporation tax payments of overseas working company (local employees)			●				
Certificate of overseas tax payment of Self-ownership (local self-ownership)			●				
Procuration of issue of factual proof (students, both parents)	●	●	●	● (student)	● (student)		
Copy of passport (student, parents)	●	●	●	● (student)	● (student)	● (student)	
Copy of identification card (check against the original)				●	●		

<b>classification</b>	Green card citizens' children	Overseas workers' children	Overseas citizens	12yr study abroad overseas citizens	12yr study abroad foreigner / marriage immigrant	both foreign parents	NK defector
Consent to inquire office facts		●					
Verification of dispatch for missionary work (children of foreign missionaries)			●				
Certificate of foreign nationality (certificate of alien registration, copy of citizenship card)					● (student)	● (student, parents)	
Copy of foreign citizenships (student and parents)	●						
Copy of certificate of alien registration (only for applicable, copy both front and rear pages)					● (student)	● (student, parents)	
*Evidential documents for financial commingling					●	●	
**TOPIK score reports (level 3 and higher)				●	●	●	
Certificate of citizenship registration of North Korean defectors (certificate of educational protection subject from Ministry of Unification)							●
North Korean defectors eligible for education support							●
Certificate of educational background							●

- Besides the documents listed in this guidebook, you must submit additional document regarding the eligibility and fact verification if requested.
- Submitted documents are never to be returned. If any illegal and unjust procedure is found such as forgery, alteration, or submission of false certificates, the admission shall be canceled regardless of the period of time.
- If there is any difference during checking the authenticity of the documents to the issuing agency, the admission of applicants shall be canceled regardless of the period of time.

※ **Evidential documents for financial commingling:** These documents are for issuance of ‘standard admission letter’ for foreigners who need a student visa (applicable for foreigners)

- a. Tuition burden of a financial guarantor: a financial guarantor should be a member of family (mother or father)
- b. Certificate of bank balances which holds over \$20,000 USD of a financial guarantor (it should be deposited more than a month after the entrance)
- c. Proof of employment or business license of a financial guarantor

- d. Certificate of assets of a financial guarantor
- e. A pledge to pay for expenses occurred by studying abroad of applicant oneself or of a financial guarantor
- f. Document that enables to verify the family relationship with a financial guarantor (father or mother) (translated copy of family relation certification issued by local foreign country, it is applicable for those only who submit certificate of bank balances of a financial guarantor)
- g. Standard admission letter will be available to issue after the payment of the tuition

※ **TOPIK Schedule in 2021** (Please refer to <http://www.topik.go.kr>)

Session	Registration period	Date of Test (KST)	Venue of Test	Result notification	Note
69 <sup>th</sup>	2020.01.31.(Fri) 09:00 ~ 2020.02.06.(Thu) 18:00 (for 7 days) 2020.03.23.(Mon) 09:00 ~ 2020.03.27.(Fri) 18:00 (for 5 days)	2020.05.24.(Sun) 2020.05.23.(Sat) 2020.05.24.(Sun)	- Korea (cancelled) - Taiwan	2020.06.30.(Tue)	
70 <sup>th</sup>	2020.05.29.(Fri) 09:00 ~ 2020.06.04.(Thu) 18:00 (for 7 days)	2020.07.12.(Sun) 2020.07.11.(Sat) 2020.07.12.(Sun)	- Korea - US/Europe/Africa/Oceania - Asia	2020.08.20.(Thu)	
71 <sup>st</sup>	2020.07.03.(Fri) 09:00 ~ 2020.07.08.(Wed) 18:00 (for 6 days)	2020.08.23.(Sun) 2020.08.23.(Sun)	- Korea - Asia	2020.09.29.(Tue)	

➔ In the case of foreign test venue, confirm the information via local registration institutions. Refer to the website.

※ **Status of Member States of the Apostille Convention**

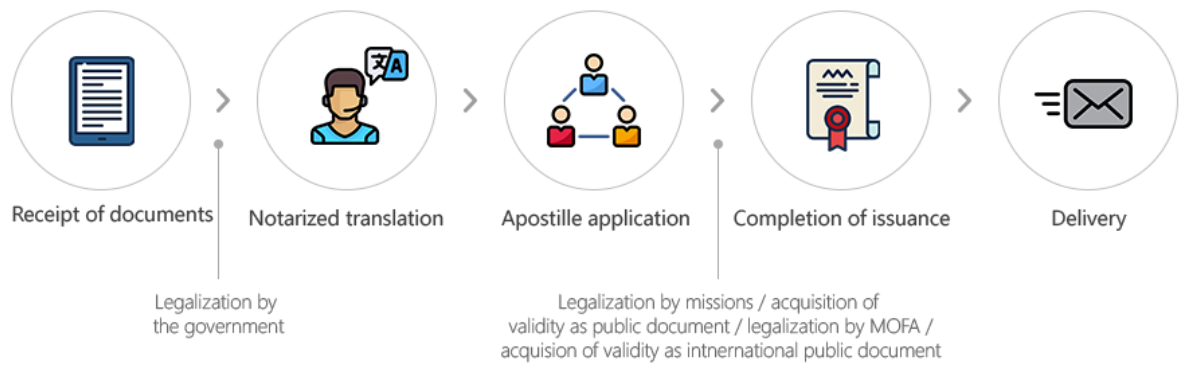
\*Inquiry: Ministry for Foreign Affairs 02-2100-7500

As of 2019.04.18

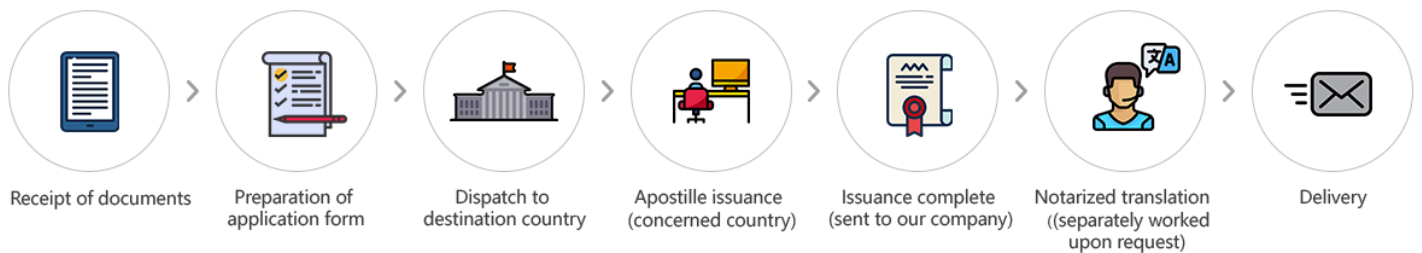
Area	Member States
Asia, Oceania	Australia, part of China (Macau, Hong Kong), Japan, South Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, The Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan

Area	Member States
Europe	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Holland, Norway, Poland, Portugal, Russia, Rumania, Serbia, Slovakia, Slovenia, Spain, Sweden, Swiss, Turkey, Kyrgyzstan, Macedonia, Ukraine, the United Kingdom, Andorra, Armenia, Azerbaijani Republic, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America	The United States of America
Central and South America	The Argentine Republic, the United Mexican States, Panama, Republic of Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Commonwealth of Dominica, The Dominican Republic, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, Saint Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala, Bolivia
Africa	The Republic of South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles, Tunisia
Middle East	Oman, Israel, Bahrain, Morocco

### Local apostille procedures



### Overseas apostille procedures



\* There may be differences in submission of original/reproduced copy of the document, duration and legalization fee in different countries.

## 6. Other Notice

### 1) Application guide

- a. Website for apply: (corp.) UwayApply (<http://www.uwayapply.com>)
- b. **After application payment is completed**, it cannot be canceled or contents of submitted documents cannot be changed (except for the information of the individual applicant). **The documents and fees related to the application are not returned**, so you must fill out carefully.
- c. You need your own profile photo file for application, so you have to prepare it in advance.
- d. The eligibility defers from each screening, so please check the eligibility beforehand. The examinee is responsible for the disadvantages caused by not checking the eligibility of the applicant.
- e. If the required documents are not submitted within the deadline, it will be excluded from the screening process and will be rejected (no return of the application fee).
- f. You cannot appeal to this school even if you are disadvantaged by incorrect entries which are filled out by yourself.
- g. The application should be done (including the payment of the admission fee) by the end of the application (**18:00, Tuesday, October 6<sup>th</sup>, 2020**)
- h. You can edit your statement of personal **by 18:00 on October 6<sup>th</sup>, 2020**. It is not allowed to modify it afterwards.
- i. Admission fee will not be returned even if you are absent from practical examination, interview/oral examination, etc.
- j. If you need help due to your physical disability, you can ask for help when you apply.
- k. For those who are schedule to graduate in February 2011, the admission will be cancelled if they fail to graduate.
- l. The “six-time limit” include all types of selections, including supernumerary screening for overseas Koreans and foreigners.
  - All of the special admissions for overseas Koreans, those who completed all primary and secondary curriculum overseas, North Korean defectors and other people who are applicable for ‘special admission for overseas Korean and foreigners’ which selects up to 2% as a supernumerary selection are relevant for the time limit. However, selection type for foreigners whose both parents are foreigners does not have limit on application time.

### 2) Admission Fee

Theology	Christian Education	Church Music
95,000 KRW	95,000 KRW	145,000 KRW

※ On-line Application commission through Internet: 5,000 KRW (borne by the school)

- a. In order to secure fairness in college entrance exams and minimize damage to other test-takers, **the application cannot be cancelled after the application due has been reached, and the admission fee and admission documents shall not be returned.**
- b. If the reasons are not attributable to this school, such as overlapping test dates with other universities, simple change of heart, failure to meet application qualification, failure to submit required documents, and the absent from practical examination/interview after application is completed (after completed fee payment), the admission fee will not be refunded.
- c. However, if there is an unavoidable causes other than one's own fault and it is not possible to continue to keep up with the admission process, the relevant documents should be submitted to prove the facts. If it is deemed that it does not harm the fairness of the admission process, the whole or part of the admission fee shall be refunded except for the application commission
- d. Unavoidable reasons: natural disaster, cataclysm on the day of test, the fault caused by the college, a test-taker's disease or accident.
  - Verification documents should be submitted (certificate of hospitalization, medical report, etc.) in the case of test-taker's disease or accident.
- e. Standard for refund of the selection fee which is reasonable.

Standard of Return	Amount of Return
Before the deadline of application	Entire admission fee except on-line application fee
Within 3 days after the deadline of application	30% deducted admission fee except on-line application fee
From 4 days after the deadline of application to the day before oral interview / practical examination	50% deducted admission fee except on-line application fee
After the day of oral interview/ practical examination	None returned

### 3) Prospective students' registration

- a. If successful applicants do not register within the registration period, their admission will be cancelled.
- b. Successful applicants must check the "Notice for Passees" through the selection result window, and must complete the "document registration" within the period of registration.
  - **"Successful applicants' registration (document registration)" for this school is payment of deposit.**
- c. You can do document registration by agreeing to the registration through the selection result window on the school website.
- d. If a person who has registered a document in this school intends to enroll in another university accepted by it, he/she shall **submit a written form of 'registration disclaimer'** immediately.

- e. After completing the document registration, you must pay the full tuition fee during the fixed tuition payment period. If you do not pay the tuition fee, you will be deemed to give up your admission to the school and will be rejected.
- f. The refund for the payment of the tuition fee shall be based on the ‘refund request’ in the ‘registration disclaimer.’

4) Tuition (based on 2020 academic year)

Department Classification	Entrance fee	Tuition		Summation (1 year)
		1 <sup>st</sup> semester (Spring)	2 <sup>nd</sup> semester (Fall)	
Theology Christian Education	444,000 KRW	3,150,000 KRW	3,150,000 KRW	6,744,000 KRW
Church Music		4,592,000 KRW	4,592,000 KRW	9,628,000 KRW

5) Status of application in 2020 academic year

Selections	Theology			Christian Education			Church Music			Summation		
	Quota	Apply	Ratio	Quota	Apply	Ratio	Quota	Apply	Ratio	Quota	Apply	Ratio
Overseas Koreans (2%)	1	1	1.00	2	2	1.00	-	0	-	3	3	1.67
Foreigners	1	2	2.00		0			0		1	2	2.00
12yr entire curriculum	-	1	-		1	-		0			2	-
NK defectors	1	1	1.00		0			0		1	1	1.00
Sum	3	5	2.00	2	3	2.00	0	0	1.00	5	8	1.60

※ Reference: Some of the applicants in the non-restricted quota selection were not accepted due to the final unregistration or unqualified eligibility.