

HANYANG CYBER UNIVERSITY GRADUATE SCHOOL

2025 FALL

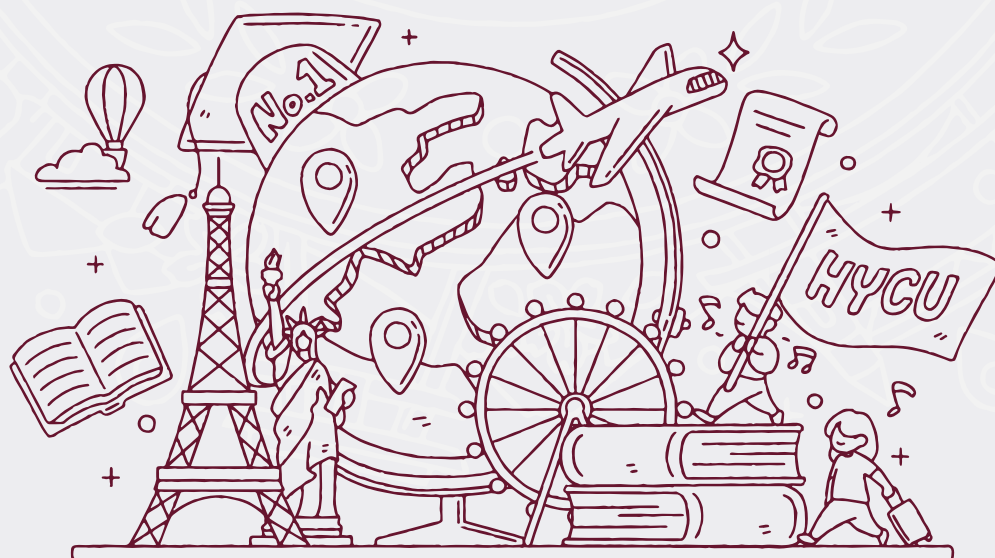
ADMISSION GUIDELINES FOR INTERNATIONAL STUDENTS



HANYANG CYBER UNIVERSITY
한양사이버대학교 www.hycu.ac.kr

CONTENTS

01 Eligibility	1
02 Admission Unit and Quota	2
03 Application Schedule	3
04 Evaluation Process and Criteria	5
05 Application Process	8
06 Required Documents	10
07 Announcement of Admission Results and Registration	13
08 Scholarships for International Students	14
09 Important Notes for Applicants	15



01. Eligibility

Category		Eligibility
Academic	MA	<ul style="list-style-type: none"> - Those who have obtained a bachelor's degree from a domestic or foreign university, or those who are scheduled to obtain it before August 31, 2025, and those who are recognized as having the equivalent or higher educational qualifications under the law.
	Ph.D.	<ul style="list-style-type: none"> - Those who have earned a master's degree from a domestic or foreign graduate school, or those who are scheduled to obtain it before August 31, 2025, and those who are recognized as having the equivalent or higher educational qualifications under the law.
Korean Language Proficiency		<ul style="list-style-type: none"> - Proficiency in Korean will be assessed through the admissions process, including document review and oral interview evaluation.
Nationality		<ul style="list-style-type: none"> - Foreign nationals with foreign national parents <ul style="list-style-type: none"> · Both the applicant and their parents must hold foreign citizenship as of the date the application process begins. · For dual citizenship holders, they must renounce Korean citizenship as of the date the application process begins. <p>⟨Important Notes⟩</p> <ul style="list-style-type: none"> - If there are any special circumstances regarding family relationships or nationality (e.g., divorce, remarriage, single parent, death, missing, loss of Korean nationality, etc.), the relevant supporting documents must be submitted. (Examples) Certificate of Divorce, Certificate of Family Relationship, Certificate of Single Parent, Certificate of Death, Proof of Missing Person, Certificate of Loss of Korean Nationality, etc. - If either parent has remarried a Korean national, a detailed family relationship certificate of the parent's Korean national spouse must be submitted. - Family relationship changes occurring after the application start date (e.g., divorce, adoption, etc.) is NOT accepted. <p>※(For Chinese nationals only) A death certificate can be replaced with one of the following documents:</p> <ul style="list-style-type: none"> · Original Notarized Cancellation of Registration Certificate · Original Notarized Family Certificate verifying "death"
Common Qualification		<ul style="list-style-type: none"> - Open to applicants regardless of their department or major at the previous university. - Double applications or cross-application (applying to multiple programs simultaneously) are not allowed. - Applicants from foreign universities may apply only if the institution is officially recognized by the relevant authorities in that country. If this is found to be incorrect after admission, the admission will be revoked.

02. Admission Unit and Quota

Graduate School	Division / Department	Major / Track	Program	
			MA	Ph.D.
General	Engineering	Mechanical & IT Convergence Engineering	0	0
		Urban & Architectural Engineering	0	0
	Humanities and Social Sciences	Children & Family Studies	0	0
		Counseling & Clinical Psychology	0	0
		Law and Administration	0	0
		Real Estate	0	0
		Educational Technology	0	0
	Arts	Design Planning	0	0
Total			234	100
Business Administration	Business Administration	<ul style="list-style-type: none"> - Marketing Track - FA&T (Finance Accounting and Taxation) Track - IT Management Track - Advertising Media Track 	0	0
Total			85	20
Grand Total			319	120



03. Application Schedule

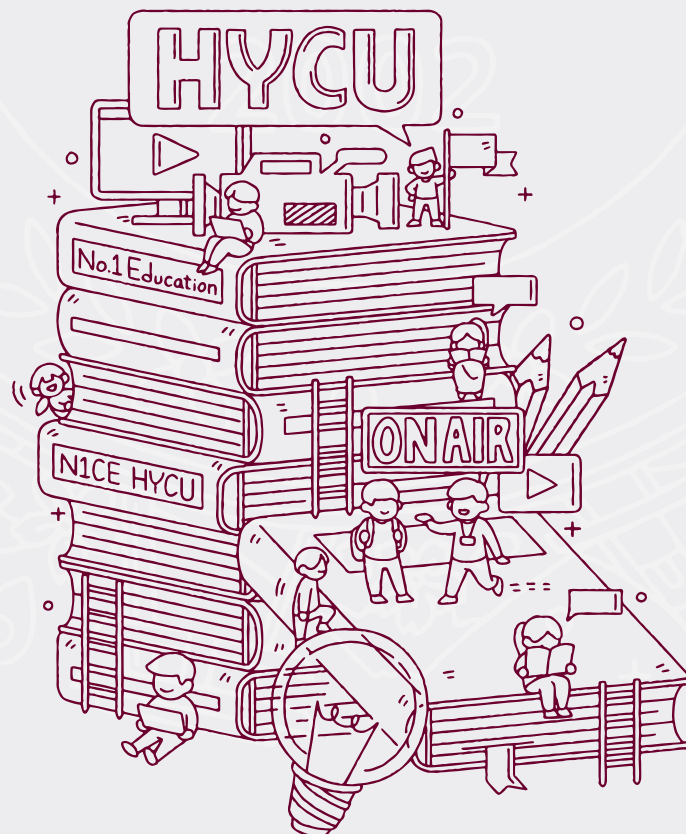
Program	Application Process	Schedule		Procedures and Methods	Remarks
MA • Ph.D.	Online Application	1st round	May 19, 2025 (Mon.) 09:00 – June 20, 2025 (Fri.), 21:00	– Submit the application form and pay the application fee on the website. (http://gsgo.hycu.ac.kr)	Credit card payment only
		2nd round	July 9, 2025 (Wed.) 09:00 – July 25, 2025 (Fri.) 21:00		
	Documents Submission	1st round	May 19, 2025 (Mon.) 09:00 – June 20, 2025 (Fri.), 21:00	– Submission of Original Documents	Submit by online/post/in person
		2nd round	July 9, 2025 (Wed.) 09:00 – July 25, 2025 (Fri.) 21:00		
	Announcement of Document Review Results	1st round	June 25, 2025 (Wed.) 10:00	– Available only on the website.	
		2nd round	July 30, 2025 (Wed.) 10:00		
	Oral Evaluation (Interview)	1st round	June 28, 2025 (Sat.) 09:00 – June 29, 2025 (Sun.) 18:00	– Interview is only conducted for applicants who pass the first-stage document review. – Video interview will be conducted. ※Eligible candidates are required to conduct a pre-test using the video conferencing system.	Interview times may vary by major and by applicant.
		2nd round	August 2, 2025 (Sat.) 09:00 – August 3, 2025 (Sun.) 18:00		

Program	Application Process	Schedule		Procedures and Methods	Remarks
	Announcement of Final Results	1st round	July 2, 2025 (Wed.) 10:00	- Available only on the website.	
		2nd round	August 6, 2025 (Wed.) 10:00		
	Registration	1st round	July 2, 2025 (Wed.) 10:00 - July 4, 2025 (Fri.), 17:00	- Admission will be canceled for non-registration.	Credit card payment only
		2nd round	August 6, 2025 (Wed.) 10:00 - August 8, 2025 (Fri.) 17:00		

※Application schedule and periods are subject to change based on circumstances.

※Applicants must verify the interview date and other admissions schedules. Any disadvantages caused by failure to check will be the applicant's responsibility.

※All dates and times are based on Korea Standard Time (KST).



04. Evaluation Process and Criteria

1) Master's Program Selection Criteria and Scoring System

Category	Evaluation Criteria & Scoring			Remarks
Stage 1 (Document Review)	Undergraduate Grades	15	50	
	Statement of Purpose (SOP)	35		
Stage 2 (Oral Evaluation)	Interview (Video Interview)		50	<ul style="list-style-type: none">- Pass with a score of at least 30 out of 50- Interview is only conducted for applicants who pass the first-stage review.
Total			100	

2) Doctoral Program Selection Criteria and Scoring System

Category	Evaluation Criteria & Scoring			Remarks
Stage 1 (Document Review)	Undergraduate Grades	7.5	50	
	Master's Grades	7.5		
	Statement of Purpose (SOP)	35		
Stage 2 (Oral Evaluation)	Interview (Video Interview)		50	<ul style="list-style-type: none">- Pass with a score of at least 30 out of 50- Interview is only conducted for applicants who pass the first-stage review.
Total			100	

3) Admission Selection Criteria

- ① The selection will be based on the total score of the document review (maximum 50 points) and oral evaluation (maximum 50 points) combined, in order of highest score.
- ② Tie-breaking criteria: oral evaluation → statement of purpose (SOP) → bachelor's (master's) GPA raw score
- ③ The enrollment quota for each degree program will be determined according to university regulations. The number of successful candidates per major will be decided by the Graduate School Committee, considering educational demand and academic balance between fields.
- ④ Additional candidates will be selected from the total pool of applicants based on the highest total score from both the first and second stages in the event of registration cancellations.

4) Detailed Evaluation Standards

Program	Evaluation Criteria		Detailed Evaluation Standards				Scoring								
MA	Stage 1	Undergraduate Grades	<div><div>- Undergraduate GPA Conversion Score</div><table><tr><th>GPA</th><th>4.0 or higher</th><th>3.0 or higher</th><th>Below 3.0</th></tr><tr><td>Conversion Score</td><td>15</td><td>13</td><td>10</td></tr></table></div>				GPA	4.0 or higher	3.0 or higher	Below 3.0	Conversion Score	15	13	10	15
		GPA	4.0 or higher	3.0 or higher	Below 3.0										
	Conversion Score	15	13	10											
Statement of Purpose (SOP) (Reviewed by 2 evaluators)	<div><div>- Describe motivation for applying, career background, special skills, etc.</div><div>- Describe future study, research plans, career plans, etc.</div></div>				35										
	Stage 2	Oral Interview Evaluation (Reviewed by 2 evaluators)	<div><div>- Evaluation of the relevance and expertise in your field of application (major)</div><div>- Evaluation of the appropriateness of study, research plans, and career plans</div><div>- Evaluation of academic aptitude and character</div></div>				50								
Total							100								

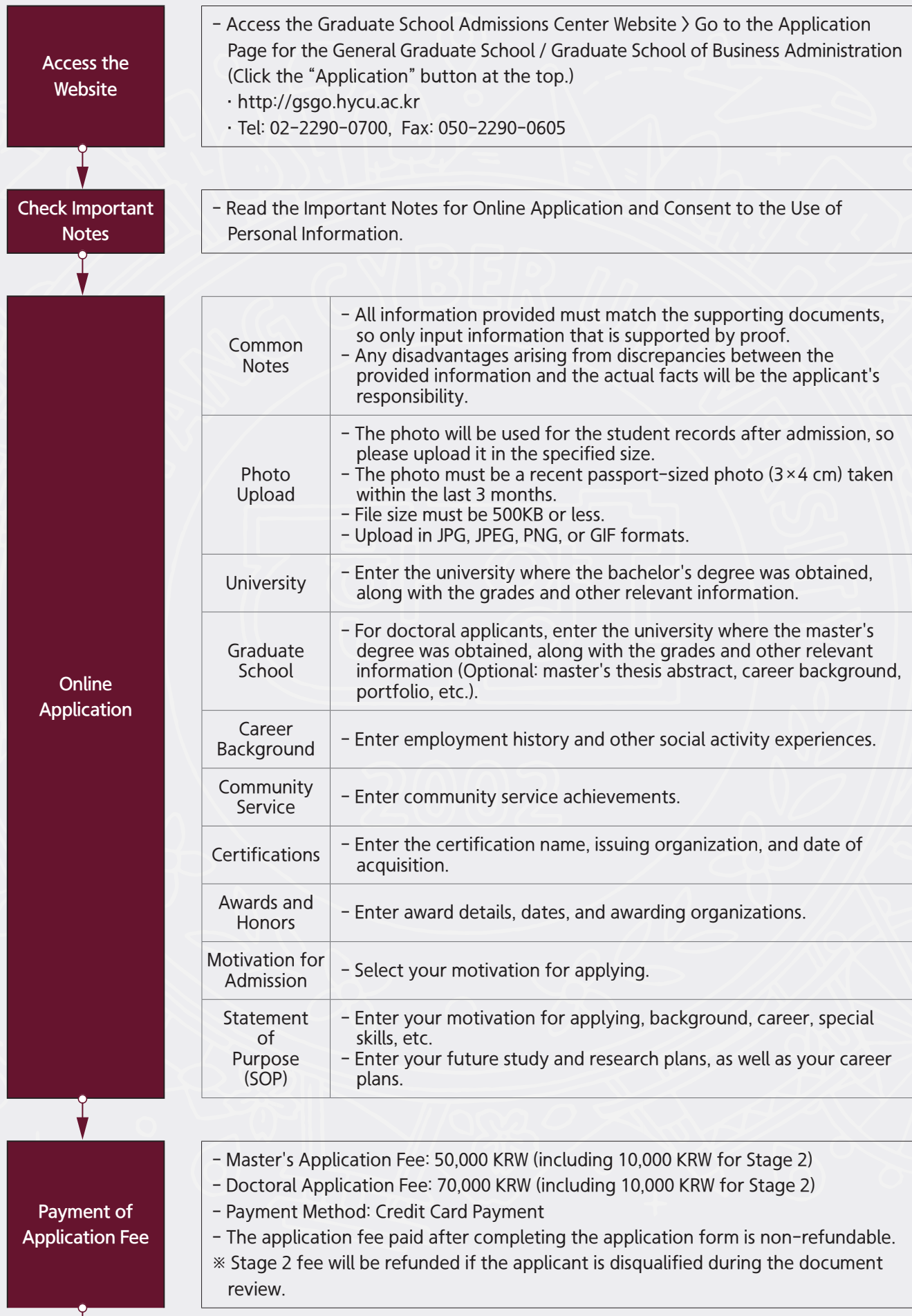
Ph.D.	Stage 1	Undergraduate Grades	- Undergraduate GPA Conversion Score				7.5							
		<table><tr><td>GPA</td><td>4.0 or higher</td><td>3.0 or higher</td><td colspan="2">Below 3.0</td></tr><tr><td>Conversion Score</td><td>7.5</td><td>6</td><td colspan="2">5</td></tr></table>				GPA		4.0 or higher	3.0 or higher	Below 3.0		Conversion Score	7.5	6
	GPA	4.0 or higher	3.0 or higher	Below 3.0										
	Conversion Score	7.5	6	5										
Statement of Purpose (SOP) (Reviewed by 3 evaluators)	- Describe motivation for applying, career background, special skills, etc. - Describe doctoral study and research plans, career plans, etc.				35									
Stage 2	Oral Interview Evaluation (Reviewed by 3 evaluators)	- Evaluation of the relevance and expertise in your field of application (major) - Evaluation of research achievements, published papers, and other written works (only for those who provide supporting documents of their achievements) - Evaluation of the appropriateness of study and research plans, career plans - Evaluation of academic aptitude and character				50								
Total						100								

※The interview time for the oral evaluation will be reasonably determined in consultation between the department and the graduate school, based on the number of applicants and the admissions process (Master's / Doctoral).

※If the maximum GPA for undergraduate or graduate (Master's) programs is not based on a 4.5 scale, it will be converted accordingly.

※For overseas universities where conversion is not possible, the evaluation will be conducted by the relevant major, and the final decision will be made by the Graduate School Committee.

05. Application Process



Documents
Submission

Required Documents	<ul style="list-style-type: none"> - Mailing Label (List of Submitted Documents) - Academic Documents (Required, Original) - Scholarship Documents (Required for applicable applicants, Original or Copy accepted) - Other Documents (Optional, Copy accepted)
Submission Method	<ul style="list-style-type: none"> - Walk-in Submission - Registered Mail Submission - Online Submission

Confirmation
of Document
Receipt

- You can check the document arrival status at the "Document Submission Confirmation" menu under "My Application Management" on the Graduate School Admissions Center website > General Graduate School / Graduate School of Business Administration.
- The graduate school is not responsible for any disadvantages arising from documents not arriving on time due to postal delivery issues or other reasons.



06. Required Documents

1) List of Required Documents

Category	Required Documents	MA	Ph.D.	Details	No. of Copies to Submit
Application Form	Mailing Label for Document Submission	O	O	<ul style="list-style-type: none">- Print the Mailing Label for Document Submission form and mark (✓) the submitted documents.- Graduate School Admissions Center Website > My Application Management > Print Admission Ticket· In-person Submission: Submit the label along with supporting documents.· Registered Mail: Attach the label to the front of the envelope before sending.	1
Academic (Within the last 3 months)	Bachelor's Degree Certificate	O	O	<ul style="list-style-type: none">- Graduating students must submit a Certificate of Expected Graduation.	1
	Master's Degree Certificate	X	O	<ul style="list-style-type: none">- For students with double or multiple majors, the Certificate of Graduation (or Expected Graduation) must indicate the relevant majors.	1
	Official Transcript of Bachelor's Degree (All semesters)	O	O	<ul style="list-style-type: none">- The transcript must include the total credits completed, cumulative GPA, and maximum GPA scale (e.g., Cumulative GPA = 3.8/4.5).	1
	Official Transcript of Master's Degree (All semesters)	X	O	<ul style="list-style-type: none">- Graduating students must submit a transcript that includes grades up to the most recent semester.	1
	※ Academic Documents for Overseas University Degree Holders <ul style="list-style-type: none">- Bachelor's / Master's Graduation Certificate: Submit one original copy (translated and notarized into Korean or English if necessary).- Bachelor's / Master's Transcript: Submit one original copy (translated and notarized into Korean or English if necessary).- Certificate Verifying the Institution as an Accredited Degree-Granting Body:<ul style="list-style-type: none">· Submit the original document and attach a notarized Korean translation to the original.· Provide one of the followings:<ul style="list-style-type: none">① Apostille Certificate: Issued by the designated government or agency in the Apostille Agreement country.② Certificate from Overseas Education Institution: Issued by the country's embassy or consulate.③ Certificate of Academic Recognition: For non-Apostille countries (e.g., Canada), submit a document verified through a Korean embassy or consulate or endorsed by the local government and a Korean mission abroad. ※For Chinese degree holders <ul style="list-style-type: none">· Submit CHSI Academic and Degree Certificates in English.· Provide one of the followings:<ul style="list-style-type: none">① Original Consular Authentication or CHSI Full Academic Report② CHSI Full Academic Report				

Category	Required Documents	MA	Ph.D.	Details	No. of Copies to Submit
				<ul style="list-style-type: none"> - Consent for Academic Verification: Complete the form, print it, sign it by hand, and submit the original. - Documents not written in Korean or English must be accompanied by notarized translation into either language. 	
Nationality	Proof of Nationality	O	O	<ul style="list-style-type: none"> - Submit copies for both the applicant and both parents. ※ If the documents are not in English, attach a notarized translated version in English. 	1
	Certificate of Family Relations	O	O	<ul style="list-style-type: none"> - A certificate issued by a foreign government equivalent to the Korean Family Relationship Certificate ※ If the documents are not in English, attach a notarized translated version in English. 	1
	<p>〈Important Notes〉</p> <ul style="list-style-type: none"> - If there are any special circumstances regarding family relationships or nationality (e.g., divorce, remarriage, single parent, death, missing, loss of Korean nationality, etc.), the relevant supporting documents must be submitted. (Examples) Certificate of Divorce, Certificate of Family Relationship, Certificate of Single Parent, Certificate of Death, Proof of Missing Person, Certificate of Loss of Korean Nationality, etc. - If either parent has remarried a Korean national, a detailed family relationship certificate of the parent's Korean national spouse must be submitted. - Family relationship changes occurring after the application start date (e.g., divorce, adoption, etc.) is NOT accepted. ※(For Chinese nationals only) A death certificate can be replaced with one of the following documents: <ul style="list-style-type: none"> • Original Notarized Cancellation of Registration Certificate • Original Notarized Family Certificate verifying "death" 				
Others	Proof of Korean Language Proficiency	Optional		For successful applicants, those holding a TOPIK (Test of Proficiency in Korean) certificate may be required to submit supporting documents upon request.	1
	Certificate of Employment (Career)	Optional		For those with prior experience only. The total period of employment must be specified.	1
	Proof of Qualifications	Optional		A copy of relevant credentials (if applicable) related to the applicant's major or field of study	1
	Proof of Awards & Certificates of Volunteer Activities	Optional		Only for those with records of awards or volunteer activities	1
	Major-related Supporting Documents	Optional		Only for those with relevant documents, such as thesis, thesis abstract, portfolio, etc.	1

※ Additional supporting documents may be requested from applicants by major/admission type at a later stage.

2) Documents Submission Method

Submission Method	Details
Registered Mail	<ul style="list-style-type: none"> - Mailing Address: Graduate School Admissions Office, #101, Cyber Building 1, Hanyang Cyber University, 220 Wangsimni-ro, Seongdong-gu, Seoul, 04763, Korea - Deadline: (1st round) Monday, June 20, 2025 / (2nd round) Wednesday, July 30, 2025
In-Person	<ul style="list-style-type: none"> - Address: Graduate School Admissions Office, #101, Cyber Building 1, Hanyang Cyber University (within Hanyang University Seoul Campus) - Office Hours <ul style="list-style-type: none"> • Weekdays: 10:00 AM – 10:00 PM • Weekends: 9:00 AM – 6:00 PM
Online Submission	<ul style="list-style-type: none"> - Academic Documents (Certificates and Transcripts): Original documents (university/graduate school) can be submitted online through the official document issuance site affiliated with the university. - Other Required Documents: Other supporting documents, where copies are acceptable, can be sent via: <ul style="list-style-type: none"> • Email: go@hycu.ac.kr • Fax: 050-2290-0605

3) Important Notes on Documents Submission

- ① Responsibility for Document Verification: Applicants are fully responsible for verifying all submitted documents, including those from foreign institutions.
- ② Additional Document Requests: If deemed insufficient, the Admissions Office may request additional documents from the applicant.
- ③ Incomplete Submissions: Any incomplete submissions may result in documents being disregarded or treated as unsubmitted.
- ④ Submission Deadline: Failure to submit or receive documents within the deadline will result in exclusion from consideration for admission and scholarship selection.
- ⑤ Original Documents: All documents must be submitted as original hard copies. Submitted documents or records will NOT be returned to the applicant. If there are documents that can only be issued once and thus cannot be submitted as originals, copies certified by Hanyang Cyber University or the issuing institution are also acceptable.
And official documents issued by public offices (e.g., community centers) printed black and white are acceptable as originals only if certified by the issuing authority.
- ⑥ No Changes After Submission: Submitted documents cannot be canceled or revised once they are received.

07. Announcement of Admission Results and Registration

1) Announcement of Admission Results

① Date and Time: (1st round) June 25, 2025 (Wed.) at 10:00
/ (2nd round) July 30, 2025 (Wed.) at 10:00

② How to Check Results and Important Notes:

- Check on the Graduate School Admissions Center Website > My Application Management > Admission Results.
- It is the responsibility of the applicant to check the results. Any disadvantage caused by failing to check the results will be the applicant's responsibility.

③ Announcement of Additional Accepted Applicants

- If there are any vacancies after the end of the registration period due to non-registration, additional accepted applicants will be individually notified of their registration dates.
- Additional applicants will be contacted in order of the waiting list. If contact is not made after three attempts, the opportunity will be offered to the next person on the list.

2) Registration for Accepted Applicants

① Tuition Payment Period: (1st round) July 2, 2025 (Wed.) 10:00 - July 4, 2025 (Fri.) 17:00
/ (2nd round) August 6, 2025 (Wed.) 10:00 - August 8, 2025 (Fri.) 17:00

② Tuition Payment Method: Credit Card

③ Admission Fee and Tuition

KRW (₩) / per semester

Graduate School	Degree Program	Admission Fee	Tuition	
			Engineering	Humanities, Social Sciences, and Arts
General	MA	700,000	5,000,000	3,950,000
	Ph.D.		5,500,000	4,450,000
Business Administration	MA		3,950,000	
	Ph.D.		4,450,000	

※The admission fee is paid only in the first semester.

※Additional fees for experimental / lab courses may be charged, and research registration fees may apply for Master's thesis or Doctoral programs.

※Tuition fees are subject to change based on the results of the Tuition Review Committee.

08. Scholarships for International Students

(Admission scholarships are pre-applied as a deduction.)

Scholarship	Details	
Scholarship for International Students	Eligibility	- Applicants who applied through the international students admission and completed registration.
	Amount	- 30% reduction in tuition for 1 year
	Required Documents	- Documents verifying family relationships. ※If these documents are not in English, a notarized English translation must be attached.
	Remarks	- Must maintain a GPA of 3.0 or above after admission.

Important Notes on Admission Scholarships

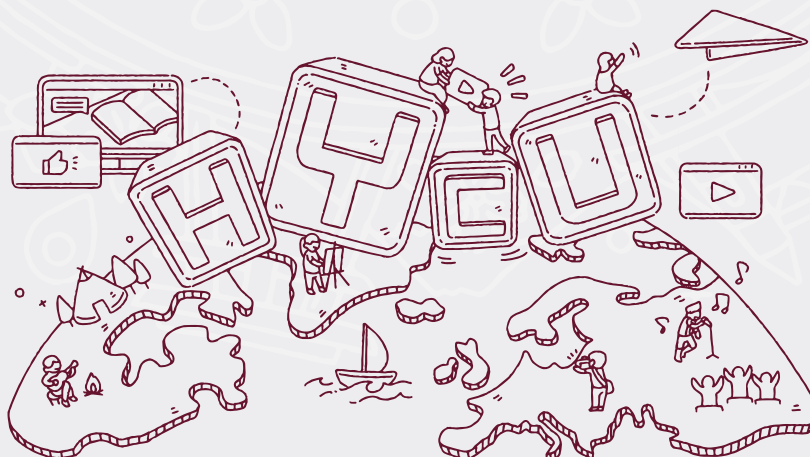
- ① Failure to submit the required documents by the specified deadline will result in disqualification from the scholarship, and admission may be revoked depending on the admission policy.
- ② Scholarships valid for one year can only be received during the first year after admission. If a student takes a leave of absence, the scholarship period will expire, and the student will lose their eligibility.
- ③ From the second semester onward, scholarships will be granted only if the student meets the required GPA criteria for each scholarship.
(Example) If a student receiving the scholarship for international applicants earns a GPA of 2.9 in their first semester, their scholarship will be canceled for the following semester.
- ④ Scholarships are only granted during the regular semesters and within the standard duration of study.
- ⑤ Scholarships cannot be combined with other scholarships.



09. Important Notes for Applicants

- 1) Applicants cannot apply to more than one program within the graduate school. Double applications will result in disqualification.
- 2) Admission scores will not be disclosed.
- 3) Errors in application details (e.g., track selection, contact information, typos) or omissions will be the sole responsibility of the applicant.
- 4) Once submitted, documents (including online submissions) cannot be canceled or modified after the deadline. The application fee will be refunded in compliance with higher education laws.
 - Full refund if canceled during the application period
 - KRW 10,000 refund for document reviewing stage rejection
- 5) Applicants must follow all instructions from interviewers and coordinators during the interview process.
- 6) Admission will not be granted or may be revoked in the following cases:
 - Failure to meet eligibility criteria
 - Failure to complete enrollment within the designated registration period
 - Non-submission of required documents within the deadline
 - Submission of false information, altered documents, or fraudulent applications
- 7) Applicants and students at this institution may apply to or enroll in multiple institutions simultaneously, provided that the other institution permits it. Verification is required with the respective institution.
- 8) Failure to submit documents or pay fees within the specified period will be interpreted as a withdrawal of intent to apply.
- 9) Refunds for withdrawal or voluntary resignation will be processed according to relevant education laws and required procedures.
- 10) Tuition refunds will follow the provisions in Article 58 of this institution's academic regulations.
- 11) Any admission-related matters not mentioned in this document will be determined by the Graduate School Committee.
- 12) Applicants who wish to contest or appeal their admission results may do so within one week of the announcement. The Graduate School Committee will decide on re-evaluation within two weeks of receipt.
- 13) Prospective graduates must obtain their degree by August 31, 2025.
- 14) The university may offer research registration semesters and request research registration fees.

**This guideline was originally written in Korean and translated into English.
In case of any discrepancies, the Korean version will take precedence.**





한양사이버대학교 대학원
gs.hycu.ac.kr

External Cooperation and Partnership Team

#206, HIT Building, Hanyang Cyber University,
220 Wangsimni-ro, Seongdong-gu, Seoul 04763, Korea

Tel. +82-2-2290-0131~0133

Email. global@hycu.ac.kr

Web. <http://gsgo.hycu.ac.kr>

