

Online application & payment Guide



명지대학교 한국어교육센터
Korean Language Education Center(KLEC), Myongji University



Step 1. Fill out the basic information. Remember your e-mail address and password.

Online application link: <https://uwaymj.u.cafe24.com/application/application.php?sMenu=kor22>

한국어교육센터 입시정수를 꼭시리면 여권상 이름 및 이메일 주소를 입력해주세요.

※ 로그인 내역을 반드시 기억하세요.

성 Family name 姓

이름 Given name 名字

이메일 E-mail 电子邮箱

비밀번호(숫자4자리) Password(4-digit) 密码(4位数)

비밀번호확인 Retype of Password 密码确认

※ 중복신청 경우 최근신청내역만 유효함.

LOGIN

KOR

Please enter your English name appeared in the passport and your e-mail address.

※ Please remember your login information.

성 Family name 姓

이름 Given name 名字

이메일 E-mail 电子邮箱

비밀번호(숫자4자리) Password(4-digit) 密码(4位数)

비밀번호확인 Retype of Password 密码确认

※ in the case of duplicate application, only the latest version is valid.

LOGIN

ENG

请输入护照上英文名和邮箱号码。

※ 必须记住登录信息。

성 Family name 姓

이름 Given name 名字

이메일 E-mail 电子邮箱

비밀번호(숫자4자리) Password(4-digit) 密码(4位数)

비밀번호확인 Retype of Password 密码确认

※ 重复申请时只有最新版本有效。

LOGIN

CHN



Step 2. Click the "click to apply" button

YI HAYOUNG님 반갑습니다.

✓필서접수내역

학기	합격여부	비고

※ 온라인 신청 후, 출력한 신청서에 서명날인(2곳) 하고, 입학서류와 함께 [인문캠퍼스 국제교류지원팀](#)으로 우편제출까지 해야 접수완료.

신청신청

KOR

Welcome Mr./Ms. YI HAYOUNG

✓Korean Language Education Center

Semester	Admission Status	Note

※ After complete the online form, please print&sign(2 places) it to submit with other required documents via post. All the documents need to be arrived to [office of international affairs, Seoul campus](#) before the registration deadline.

CLICK TO APPLY

ENG

YI HAYOUNG欢迎登陆

✓韩国语教育中心

学期	合格与否	备注

※ 所打印的申请上签字盖章后(两处)和其他入学材料一并提交到[首尔校区国际交流支援办公室](#)。所有材料需要在报名截止日内到达办公室。

注册申请

CHN



Step 3.

After fill out all the information, you may see following 3 buttons on the last page.
You may 'SAVE' the information temporarily, or click 'To apply' to complete your application.

Step 1.

'신청하기' 누른 후에는 수정할 수 없습니다. 수정은 원할 경우 kl@mju.ac.kr 로 여쭙주세요.

You cannot revise your application after click "To Apply" button. If you wish to make changes, please e-mail to kl@mju.ac.kr.

点击'申请'后不能修改申请表。希望修改的话发邮件给 kl@mju.ac.kr。

Step 2.

'신청하기' 누르고 지원서 출력하여 2곳에 서명한 후 기타 제출자료와 함께 우편으로 보내주세요.

After click "To Apply" button, please print out the form and sign on 2 places. Then send us with other required documents via post(EMS/DHL, etc)

点击'申请'后把申请表打印后在两处签字，跟其他所需材料一并邮寄到学校。

Step 3.

합격/불합격 여부는 지원 마감일 2주일 이후 온라인 지원서 페이지에서 로그인하여 확인하세요. 합격자는 온라인 지원 페이지에서 '합격통지 및 수강료납입고지서'를 다운받을 수 있습니다.

Please re-login online application to find out whether you've been accepted after 2 weeks from the registration deadline. Those who got admitted can download 'Acceptance Letter & Tuition invoice' in the same page(URL).

在申请截止日过两周后在'网上报名'再注册后确认是否合格。被录取的能在同一网页上下载'录取通知及学费缴纳通知书'。



**MUST
READ**

입사지원

신청하기

뒤로가기

SAVE

TO APPLY

뒤로가기

ENG

暂时保存

申请

返回

CHN



Step 4.

If you clicked 'SAVE' to save the information temporarily,
re-login and click ① 'MODIFY' to complete(② To Apply) the application.

YI HAYOUNG님 반갑습니다.

✓ 진서접수내역

학기	접수여부	해고
2022년 봄학기 (1차)	접수중	<div>지정내역</div> <div>수정 ①</div>

※ 온라인 신청 후, 출력한 신청서에 서명날인(2곳) 하고, 입학서류와 함께 **연원캠퍼스 국제교육지원팀**으로 우편제출까지 해야 접수완료.

신청하기 ②

KOR

Welcome Mr./Ms. YI HAYOUNG

✓ Korean Language Education Center

Semester	Administ. Status	Note
2022년 Spring학기 (1차)	Review process	<div>SUPPORT HISTORY</div> <div>MODIFY ①</div>

※ After complete the online form, please print&sign(2 places) it to submit with other required documents via post. All the documents need to be arrived to **office of international affairs**. **Scanned campus before the registration deadline.**

TO APPLY ②

ENG

YI HAYOUNG欢迎登陆

✓ 韩国语教育中心

学期	登录与否	备注
2022년 봄학기 (1차)	登录中	<div>支持历史</div> <div>修改 ①</div>

※ 所打印的申请上签字盖章后(两处)和其他入学材料一并提交到**首尔校区国际交流支援组办公室**。所有材料需要在**报名截止日**内到达办公室。

申请 ②

CHN



Step 5. After complete the application, you may see "print application" button. Click "print application" and print it out.

YI HAYOUNG님 반갑습니다.

✓ 원시접수내역

학기	입학여부	비고
2022년 봄학기 1차	입사중	<div>지원내역</div> <div>지원서인쇄</div>

※ 지원서 인쇄시 주의사항
- Internet explorer로 인쇄할 경우,
1. 파일 - 페이지 설정 - 배경색 및 이미지 인쇄에 체크를 해주세요.
2. 머리글 / 바닥글은 "비어있음"으로 설정해 주세요.
3. 상단 하단 마진을 10으로 설정해 주시고 오른쪽 왼쪽 여백을 0으로 설정해 주세요.

※ 온라인 신청 후, 출력한 신청서에 서명날인(2곳) 하고, 입학서류와 함께 외국캠퍼스 국제교육지원팀으로 우편제출하지 하에 접수완료.

KOR

Welcome Mr./Ms. YI HAYOUNG

✓ Korean Language Education Center

Semester	Admission Status	Note
2022년 Spring학기 1차	In review process	<div>SUPPORT HISTORY</div> <div>PRINT APPLICATION</div>

※ Print Notice
- If you are using Internet Explorer to print:
1. File- Page Setup - Check the box "Print Background Colors and Images"
2. Setup Header and Footer to "Empty"
3. Setup Top and Bottom Margins to "10", Left and Right Margins to "0"

※ After complete the online form, please print/sign(2 places) it to submit with other required documents via post. All the documents need to be arrived to office of international affairs, Seoul campus before the registration deadline.

ENG

YI HAYOUNG欢迎登陆

✓ 韩国语教育中心

学期	申请与否	备注
2022년 봄학기 1차	审查中	<div>支持历史</div> <div>打印申请</div>

※ 打印时请注意
- 使用Internet explorer打印时
一、对 文件 - 页面设置 - "打印背景颜色和图像" 打印
二、把页眉和页脚改成 "空"
三、把页边距上下改成 "10"， 左右改成 "0"

※ 所打印的申请上签字盖章后 (两处) 和其他入学材料一并提交到首尔校区国际交流支援组办公室。所有材料需要在报名截止日内到达办公室。

CHN



Step 6.

Sign 2 places and submit other required documents via post.

B. 재정 후원인(부모) Financial Sponsor(Parents) 재정후원인(父母)		
성명	본인과도 관계	
전화번호		
A. 추천인 RECOMMENDER 推薦人		
명지대학교를 소개해줄 사람 이름 또는 원자 이름과 연락처를 써주세요		
신청인으로 <input type="checkbox"/> 유학생제 <input checked="" type="checkbox"/> 재학생	주신인 또는 원자 이름	
전화번호	본인과도 관계	
5. 학적사항 Educational Data 學籍信息		
고등학교 Name of Secondary School 123 (High School) 高中	입학연/월 9970년 04월	졸업연/월 9970년 01월
	주소 <input type="checkbox"/> 도시	
전화 123	팩스 123	이메일 <input type="checkbox"/> @edu.com
대학교 Name of University or college 大学	입학연/월 9970년 04월	졸업연/월 9970년 01월
	주소 <input type="checkbox"/> 도시	
전화 123	팩스 123	이메일 <input type="checkbox"/> @edu.com

본인은 입학지원서에 기재한 모든 내용이 진실임을 서약합니다. 기재 사실이 틀리거나 진실이 아닌 것으로 밝혀질 경우, 그에 따른 입학 및 학적 취소, 학적 삭제, 징계 등 불이익을 받을 수 있습니다.

또한 외국인 입학 전후로 제출한 졸업증서 및 성적서의 진위 여부를 확인하기 위하여 명지대학교가 본인의 학적 및 성적본 조회를 통행합니다.

2021-11-23

①

표. 氏. 자. YI HAYOUNG (서명)

명지대학교 총장 귀하

이름, 성별, 국적 Name, Gender, Nationality 表字, 性別, 國籍	공항픽업 Airport Pickup 接机	픽업대행업체 Pickup Service Agency 接机代理公司	1달 1 Month 1个月
이름, 학번, 생년월일, 성명, 학적정보, 국적 Name, Student ID Number, Date of Birth, Gender, Academic Info, Nationality 表字, 學號, 生年月日, 性別, 學籍信息, 國籍	장학금제공 Scholarship Provision 獎學金提供	장학금관리본부기관 External Scholarship Organization 獎學金有關機構	재학기간 Period of Attendance 在學期間
이름, 학번, 생년월일, 성명, 학적정보, 국적 Name, Student ID Number, Date of Birth, Gender, Academic Info, Nationality 表字, 學號, 生年月日, 性別, 學籍信息, 國籍	가족사제공 Provision of Dormitory 提供宿舍	가족사제담당자 Dormitory Agent 舍監托託机构	3년 3 Year 3年
이름, 학번, 학적정보 Name, Student ID Number, Academic Info 表字, 學號, 學籍信息	학생증발급 Student ID Card 發學生證	학생증발급기관 Issuing Institution 學生證發行机构	1년 1 Year 1年
사진, 동영상 Photo, Video 照片, 影像	학교홍보자료 Promotional Contents of the University 學校學校宣傳品	SNS 및 인쇄물 Social Network Services and Printed Materials 社交網絡及印刷品	2년 2 Year 2年

보 위의 개인정보 제3자 제공에 관한 내용을 거부할 권리가 있으나 동의할 경우, 입학 신청이 재천될 수 있습니다.

You have the right to refuse the term above. However, refusal may impede or terminate the admission procedure.

→ 위와 같이 개인정보 제3자 제공에 관한 동의에 동의하십니까?

→ Do you agree with the Personal Information Transfer Agreement?

→ 學個人信息轉讓二同意書嗎?

예네, 동의합니다. Yes, I agree. 是, 我同意。 ☐ 아니오, 동의하지 않습니다. No, I don't agree. 不是, 我不同意。

날짜 / Date / 日期

2021. 11. 23


이름 / Name / 名字

YI HAYOUNG (서명 / Signature / 簽字)

②

Step 7. After 2 weeks, re-login and check your admission status.

Welcome Mr./Ms. YI HAYOUNG



✓ Korean Language Ed

Semester	Admission Status	Note
2022년 Spring(2월) 1차	In review process	<div>SUPPORT HISTORY</div> <div>PRINT APPLICATION</div>

※ Print Notice
 - If you are using Internet Explorer to print:
 1. File- Page Setup - Check the box "Print Background Colors and Images"
 2. Setup Header and Footer to "Empty"
 3. Setup Top and Bottom Margins to "10", Left and Right Margins to "0"

※ After complete the online form, please print&sign(2 places) it to submit with other required documents via post. All the documents need to be arrived to office of international affairs, Seoul campus before the registration deadline.

✓ List of document submission

Required documents

1. High school(or undergraduate) Certificate of Graduation (copy)
 2. Certificate of Graduation Apostilled (hard/original file)
 3. High school(or undergraduate) official transcripts (copy)
 4. Copy of identification of applicant and both parents
 5. Copy of applicant's passport
 6. Official document indicating parent-child relationship between the applicant and his/her parents
 7. Certificate of deposit balance of applicant, with a minimum of 10,000 USD(hard/original)
 8. Parent's certificate of employment or certificate of business registration and property tax payment
- [those request to submit] Letter of guarantee
- [those who have it] TOPIK transcript

Submission

- | | |
|---|----------------|
| 1 | O |
| 2 | X |
| 3 | X |
| 4 | F/M |
| 5 | O |
| 6 | X |
| 7 | O |
| 8 | X |
| [those request to submit] Letter of guarantee | Not applicable |
| [those who have it] TOPIK transcript | X |

※ Please check the 'Admission' — 'Admission guide' — 'Required documents' tap.

※ Please check the bulletin board for the supplementary document submission deadline.

Step 8.

If you've been admitted, "Print Acceptance Letter(Tuition Invoice)" button will show up. Please wire the payment as the letter written.

Welcome Mr./Ms. YI HAYOUNG

✔ Korean Language Education Center

Semester	Admission Status	Note
2022년 Fall(2학기) 1차	Admitted	<p>SUPPORT HISTORY</p> <p>PRINT APPLICATION</p> <p>PRINT ACCEPTANCE LETTER (TUITION INVOICE)</p>

※ Print Notice

- If you are using Internet Explorer to print:

1. File- Page Setup - Check the box "Print Background Colors and Images"
2. Setup Header and Footer to "Empty"
3. Setup Top and Bottom Margins to "10", Left and Right Margins to "0"

[illegible]

Step 8. If you've been admitted, , "Print Acceptance Letter(Tuition Invoice)" & "Click to wire tuition(flywire)" button will show up.

Welcome Mr./Ms. YI HAYOUNG

You may also find the payment detail in advance.

✓ Korean Language Education Center

Semester	Admission Status	Note
2024년 Spring 학기 3차	Admitted	HISTORY PRINT APPLICATION PRINT ACCEPTANCE LETTER (TUITION INVOICE) CLICK TO WIRE TUITION (FLYWIRE)

* Only for those who wire tuition abroad (off Korea)
 * Those who wish to wire the tuition by Korea account, please wire it to the account stated in the Acceptance Letter (Tuition Invoice)

✓ Payment detail

등록금 Tuition 学費	신청비(Application fee/報名費)	KRW 98,000
	중간료(Tuition/學費)	KRW 1,450,000 ₩ 1,430,000 * 1-학기(Term/學期)
거주 Housing 住宿	학소비(Accommodation Fee/宿舍費)	KRW 0 ₩ 신청하지 않음
합계(Total/总计)		KRW 1,500,000

✓ List of document submission

Required documents (O, X, do not required)	Submission (O, X, do not required)
1. High school(er undergraduate) Certificate of Graduation (copy)	
2. Certificate of Graduation Apostilled (hard/original file)	
3. High school(er undergraduate) official transcripts (copy)	
4. Copy of identification of applicant and both parents	

Step 9. If you wish to wire the fee abroad(outside of Korea), please click "Click to wire Tuition(Flywire)" and proceed the payment.

Welcome Mr./Ms. YI HAYOUNG



✓ Korean Language Education Center

Semester	Admission Status	Name
2024년 Spring 학 기 3차	Admitted	HISTORY PRINT APPLICATION PRINT ACCEPTANCE LETTER (TUITION INVOICE) CLICK TO WIRE TUITION(FLYWIRE)

* Only for those who wire tuition abroad(outside of Korea)
 * Those who wish to wire the tuition by Korea account, please wire it to the account stated in the Acceptance Letter(Tuition Invoice)



1. Payment info 2. Payment method 3. Payer info 4. Review & Confirm

Your payment

The payment will come from

Country or region *

Myongji University - Korean Language Education Center receives

Amount * 1,000,000.00

Amount will be forwarded in the destination currency once South Korean Won, i.e. 10,000.00 for ten thousand KRW.

Help Log In English

- 中文
- 한국어
- 日本語
- Français
- Italiano
- Português
- Deutsch
- Bahasa Indonesia
- Tiếng Việt
- العربية

NEXT →

Step 10. If you wish to wire the fee through Korea Account, please click “Print acceptance letter(tuition invoice)” and learn how to make the payment.

Welcome Mr./Ms. YI HAYOUNG

Semester	Admission Status	Note
2024년 Spring 기 3차	Admitted	<div> <div>HIS FORM</div> <div>PRINT APPLICATION</div> <div>PRINT ACCEPTANCE LETTER (TUITION INVOICE)</div> </div>

CLICK TO WIRE TUITION(FLYWIRE)

* Only for those who wire tuition abroad(FT-Korea)
 * Those who wish to wire the tuition by Korea account, please wire it to the account stated in the Acceptance Letter(Tuition Invoice)

[illegible]

Step 10.

Please be aware, there are two method to wire the tuition depending on pay in Korea or abroad.

Welcome Mr./Ms. YI HAYOUNG

Payment in Korea(Korea account)

✓ Korean Language Education Center

Semester	Admission Status	Name
2024년 Spring 학기 3차	Admitted	HISTORY PRINT APPLICATION PRINT ACCEPTANCE LETTER (TUITION INVOICE)

본 위도서 지원자 이름으로 입금해주셔야. fee must be wired by the applicant name. 한국교육문화재단(한국어교육원)로 입금해주시기 바랍니다.

(이름이 길 경우 여권번호 입력)(Enter your Passport number if your name is too long to memo.)

▶ 납부 계좌/Account information/銀行仕戶 ◀

한국계좌 납부자만

Only for those who wire the tuition in Korea(by Korea account)

收銀韓國國內轉帳者 (使用韓國銀行存摺)

- 은행명(Bank/銀行名): 하나은행(HANABANK)
- 계좌번호(Account Number/銀行仕戶號): 299-910003-46804
- 계좌명(Account Name/銀行仕戶名): 명지대학교 MYONGJI UNIVERSITY

International payment(abroad)

[CLICK TO WIRE TUITION\(FLYWIRE\)](#)

* Only for those who wire tuition abroad(off-Korea)

* Those who wish to wire the tuition by Korea account, please wire it to the account stated in the Acceptance Letter(Tuition Invoice)



powered by

flywire

FAQ

Q1. My previous records do not appear when I log in again after filling out all the application.

A1. Please tell us your registered last name and first name at kli@mju.ac.kr

Q2. I need to change some information in the application.

A2. Please let us know the name of the applicant at kli@mju.ac.kr . We will change the your status to 'temporarily saved'. After editing is complete, be sure to click the 'Submit (Save)' button again.

Q3. I'm at overseas and would like to pay the tuition fee by domestic remittance(Korea bank).

A3. When making domestic remittances, please make sure to pay in the name of the applicant. Matching names through the deposit recodes takes a long time, which delays the issuance of visa documents.

Q4. I want to send money overseas using a method other than Flywire.

A4. Collection of tuition fees becomes difficult due to the deduction of fees incurred by country when sending money abroad, difficulties in matching applicant names, etc. When sending money overseas, please make sure to send money through Flywire.

Q5. I don't have a Kakao ID yet.

A5. Please open a Kakao ID if possible. If opening is difficult due to country circumstances, please leave it blank.



See you soon in the Campus~

