

Admissions Guide for International Students

- 2016 Fall Semester -



 **한국학중앙연구원 한국학대학원**
The Graduate School of Korean Studies, The Academy of Korean Studies

1. About the Graduate School of Korean Studies

The Graduate School of Korean Studies ("GSKS") is a research-oriented graduate school in the fields of humanities and social sciences pertinent to Korea, which aims at nurturing scholars who will contribute to the development and globalization of Korean studies. Since its establishment in 1980 as Korea's first professional school dedicated exclusively to Korean studies, the GSKS has provided intensive research-oriented education through eminent professors' close mentoring of students. As a result, not only the GSKS has gained a worldwide reputation for its high standard and quality education, but also its graduates are playing pivotal role in widening and deepening Korean studies all over the world with their academic excellence. Currently, approximately 260 students, including about 120 international students from 31 different countries, are enrolled in the master's and doctoral degree programs at the GSKS.

In particular, under the mission of handing down and globalizing Korean traditional culture, the *Korean Culture and Society* major and *Korean Classics and Global Communication* major have been opened. Through these majors, the GSKS plans to fully support its students so that they can be equipped with profound knowledge in Korean culture and grow to be professional translators who can translate Korean classics into English.

2. Key Attributes

- Tuition fees are fully waived for international students.
- The Government Grant of KRW750,000 per month is provided to all of the *Korean Culture and Society* major and the *Korean Classics and Global Communication* major students as well as comparably competent students of other majors.
- Free Korean language courses are provided to assist international students

with academic writing, presentations and discussions as well as communication skills.

- On-campus dormitory accommodations are available at the rate of KRW477,400 per semester, double occupancy.
- A 4:1 student-faculty ratio enables close one-to-one guidance of students by professors.
- Various kinds of courses are available including major-specific courses, interdisciplinary courses, independent study with student's own topic and research plans, and fieldwork. Students can also earn credits by publishing articles in accredited academic journals.

3. Program Overview

- Coursework period is 2 years for a master's degree program and 3 years for a doctoral degree program.
- An academic year consists of two semesters, which are Spring Semester (from March 1 to August 31) and Fall Semester (from September 1 to the end of February the following year), and courses are provided for 15 weeks each semester.

4. Programs Offered and Volumes of Recruitment

Programs	Divisions	Majors	Volume of Recruitment
Master's or Doctoral Degree Program	Humanities	Korean History, Paleography, Philosophy, Korean Linguistics·Korean Literature	OO
	Culture and Arts	Anthropology·Folklore, Religious Studies, Musicology, Art History, Cultural Informatics	
	Social Sciences	Political Science, Economics, Sociology, Ethics, Education	
	Global Korean	Korean Culture and Society,	

Programs	Divisions	Majors	Volume of Recruitment
	Studies*	Korean Classics and Global Communication	
Total	4 Divisions	16 Majors	
Research (Non-degree) Program	4 Divisions	16 Majors (Same as those provided for degree programs)	0

* Compared to the other majors, the *Korean Culture and Society* major and the *Korean Classics and Global Communication* major in the Division of Global Korean Studies have distinctive characteristics, for example, in the curriculum. For more details, please see the Attachment 1 'About the Division of Global Korean Studies' and the Attachment 2 'Curriculum Comparison'.

5. Eligibility

Classifications	Qualifications
Nationality	<p>Applicants must meet one of the following conditions:</p> <ul style="list-style-type: none"> ① Both the applicant and his/her parents are foreign nationals. ② The applicant, either a foreign national or a Korean national who obtained permanent residency in a foreign country or who resides overseas, has completed education outside of Korea which is compatible with Korea's elementary, middle, high school and college education.
Educational Background	<ul style="list-style-type: none"> ○ In order to be qualified for master's degree programs: <ul style="list-style-type: none"> - Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by a Korean or overseas university at the start of the desired semester. - Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by an overseas university at the start of the desired semester.

Classifications		Qualifications
		<ul style="list-style-type: none"> ○ It is acceptable that applicants apply for a major which is not directly related to his/her undergraduate major.
		<ul style="list-style-type: none"> ○ In order to be qualified for doctoral degree programs, applicants must hold a master's degree (or equivalent) at the start of the desired semester. ○ Applicants are requested to apply for a major which is the same as or closely related to their graduate (master's degree) major (For more details, please see the Attachment 2). ○ Applicants who already have a doctoral degree are not allowed to apply for a doctoral degree program in the same or a similar field.
		<ul style="list-style-type: none"> ○ In order to be qualified for a research(non-degree) program: <ul style="list-style-type: none"> - Applicants who satisfy the above qualification ① in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by Korean or overseas universities at the start of the desired semester. - Applicants who satisfy the above qualification ② in relation to their nationality must hold a bachelor's degree (or equivalent) conferred by overseas universities at the start of the desired semester.
Language Proficiency	<i>Korean Culture and Society</i> major, <i>Korean Classics and Global Communication</i> major	<p>1. With respect to Korean language proficiency requirement, applicants must meet one of the three following conditions:</p> <ul style="list-style-type: none"> ○ Applicants must provide a TOPIK score certificate of level 5 or above; or ○ If they do not have a valid TOPIK score certificate, applicants must take a phone interview held by the GSKS to evaluate their Korean language proficiency*; or ○ Applicants must have obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean. <p>* Depending on the interview result, only those whose estimated TOPIK level is 5 or above will be considered to be qualified for a document screening.</p> <p>2. With respect to the English language proficiency requirement, applicants must provide an IELTS, TOEFL or TEPS score certificate.</p> <ul style="list-style-type: none"> ○ However, applicants are exempt from the above requirement

Classifications		Qualifications
		relating to the English language proficiency: ① if they are from the country where English is its official language; or ② if more than 50% of the courses of an undergraduate or a graduate degree program taken were taught in English
	Other Majors	Applicants must meet one of the following conditions in relation to the Korean language proficiency: ○ Applicants must provide a TOPIK score certificate of level 4; or ○ If they do not have a valid TOPIK score certificate, applicants must take a phone interview held by the GSKS to evaluate their Korean language proficiency*; or ○ Applicants must have obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean. * Depending on the interview result, only those whose estimated TOPIK level is 4 or above will be considered to be qualified for a document screening.

6. Selection Process

A. Korean Language Proficiency Test (if applicable)

- If applicants do not submit a valid TOPIK score certificate, the GSKS' Korean language teachers interview them on the phone to test their Korean language proficiency.

B. Document Screening

- Overall evaluation of applicants' study plan, grades, language proficiency, academic background (for example, those shown in personal statement and recommendation letters) take place.

C. Face-to-Face or Skype Interview

- A face-to-face interview or a Skype interview is held to take a closer look at applicant's reason for application, attitude, language proficiency, information utilization skills, international mindset, perception of reality, basic knowledge

of the fields of humanities and social sciences, major-specific knowledge and the originality of the desired research area.

7. Admission Schedule

Steps	Schedule	Remarks
Online application & documents submission	~ 11 May 2016 17:00	
Phone interview to test Korean language proficiency (if applicable)	23 ~ 25 May	
Announcement of the interviewees list for a face-to-face or Skype interview	2 June 18:00	The list of interviewees will be published on the GSKS website (www.aks.ac.kr/univ - 입학안내 - 입학 관련 공지).
A face-to-face or a Skype interview	7~9 June	
Announcement of the final selection result	24 June 18:00	The list of interviewees will be published on the GSKS website (www.aks.ac.kr/univ - 입학안내 - 입학 관련 공지).

※ The above schedule may change under the unforeseen circumstances.

8. POSCO Asia Fellowship

Some of the selected new students of 2016 Fall Semester will be provided with POSCO Asia Fellowship as follows:

- A. Funding Institution : POSCO TJ Park Foundation
(<http://www.postf.org/en/page/asia/vision.do>)
- B. Maximum Number of Fellows : 3 master's or doctoral degree students
- C. Eligibility : Asian nationals who are admitted to the GSKS for 2016 Fall

Semester

D. Fellowship Benefits : Living expenses for two years (Monthly allowance of KRW1,000,000)

E. Selection Procedure

- 1) All the asian nationals selected to be admitted to the GSKS are considered as applicants for the POSCO Asia Fellowship.
- 2) The GSKS recommends double the maximum number of Fellows to POSCO TJ Foundation.
- 3) Final decision is made by POSCO TJ Foundation through document screening and interview.

F. Fellows' Obligations

- 1) Fellows should maintain GPA3.0(B⁰) or above each semester.
- 2) Fellows should provide their graduation thesis to POSCO TJ Foundation.
- 3) Fellows should actively participate in the events or ceremonies organised by POSCO TJ Foundation.

9. Required Documents

A. Online Application Form

- Applicants must save their information and upload their ID photo at www.aks.ac.kr/admission and print it.

B. Personal Statement

- Personal statement is an about-2-pages-long document in which applicants present their backgrounds, academic life, social activities, view of life, strengths and weaknesses, etc. in a free format.
- It must be written in Korean.

C. Study Plan

- Study plan is an about-3-pages-long document in which applicants describe their specific area of interest, reasons of its choice, future research plan, etc.

in a free format.

- It must be written in Korean.

D. A graduation (or an expected graduation) certificate(s) for all the previous degree(s)

- Documents must be original copies written in Korean or in English.
- If documents are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.
- Applicants who graduated from Chinese universities must additionally submit Credentials Report in English issued by China Academic Degrees & Graduate Education Development Center (www.cdgdc.edu.cn).

E. Official transcripts for all the previous degree(s)

- Documents must be original copies written in Korean or in English.
- If documents are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.

F. An abstract of master's degree thesis written in Korean (only applicable to applicants for a doctoral degree program which requires students to write a thesis in order for graduation)

G. Two letters of recommendation (Prescribed form)

- Applicants must submit letters of recommendation written by two recommenders, one of whom must be the applicant's academic advisor or the dean of the department in his/her undergraduate/graduate school.
- Letters of recommendation must be written in Korean or in English.
- Recommenders must fill in the prescribed form downloadable at the GSKS

website, seal the envelope and sign across the envelope seal.

- Letters of recommendation can be sent directly from recommenders to the Director of Academic and Student Affairs at the GSKS or included in the application package.

H. Score certificate of TOPIK (If applicable)

- Applicants for the *Korean Culture and Society* major or the *Korean Classics and Global Communication* major should provide a score certificate of TOPIK level 5 or above, while applicants for the other majors TOPIK level 4 or above.
- A TOPIK score certificate should be either an original copy issued by the holding institution or a copy printed at TOPIK website(<http://www.topik.go.kr/> - Issuance of Score Report - Issuing Score Certificates).
- Only a valid score certificates as of the application deadline is acceptable.
- Applicants who obtained (or expect to obtain) a bachelor's or a master's degree in Korea where courses were taught in Korean are exempt from the above requirement of submission of a TOPIK score certificate. In this case, a letter/certificate to prove the courses are taught in Korean should be provided.
- **If applicants do not submit a valid TOPIK score certificate, they should attend a phone interview held by the GSKS to test their Korean language proficiency.**

I. Score certificate of an English language proficiency test (If applicable)

- Applicants for the *Korean Culture and Society* or the *Korean Classics and Global Communication* must submit an original copy of score certificate of IELTS, TOEFL or TEPS.
- A score certificate must be issued within 2 years prior to the application deadline.
- No minimum score is required.
- Exemption is applied
 - ① if an applicant is from the country where English is its official language; or

- ② if more than 50% of the courses of an undergraduate or a graduate degree program taken were taught in English (in this case, a letter/certificate to prove the courses are taught in English should be provided.)

J. A copy of the first two pages of the applicant's passport

K. Payment receipt for the application fee

L. A color ID photo (3.5cm X 4.5cm)

10. Application Fee

A. Amount*: USD50 or KRW50,000

* The amount received by the GSKS after the deduction of remittance charges incurred

B. Addressee

	When paid with Korean Won	When paid with US Dollar
Account No.	270901-04-168472	270968-08-100314 (Bank Swift Code: CZNBKRSEXXX)
Account Holder	The Academy of Korean Studies	
Bank Name	Kookmin Bank	

C. Application fee must be paid before the application deadline.

D. Application can't be cancelled after the online application is completed and the application fee paid. Application fee will not be returned in principle, but in the circumstances where applicants inevitably had to withdraw from the application due to natural disaster, negligence of the university or a fault which is not attributed to the applicant, some or all of it can be returned.

11. Application Details

- A. Application Deadline : **11 May 2016**, 5:00pm (Korean Time)
- B. Application Method : Complete the online application (<http://www.aks.ac.kr/admission>), save the data, print and submit it with other required documents by postal mail or in person.
- C. Addressee : The Graduate School of Korean Studies
The Academy of Korean Studies
323 Haogaero Bundang-gu Seongnam-si Gyeonggi-do
Republic of Korea (Postcode: 13455)
- D. Call us for online application problems:
+82-31-709-8111 (ext 527) for inquiries made in Korean
+82-31-709-8111 (ext 214) for inquiries made in English

12. Important Notes for Applicants

- A. All documents must be original copies.
- B. All documents must be written in Korean or in English. If certificates are written in a language other than Korean or English, they must be translated into and then notarized either in Korean or in English. Alternatively, instead of notarization, it is acceptable to submit translated documents which are confirmed by the issuing institute that the translation is correct.
- C. Applicant's information stated in the application form must be authentic and truthful. If provided information turns out to be false or untruthful, the applicant's admission can be revoked.
- D. In relation to letters of recommendation, applicants must use the prescribed form downloadable at the GSKS website.
- E. If requested by the GSKS, applicants are required to submit additional documents necessary for screening.
- F. Applicants should submit documents either by postal mail or in person. Late applications after the submission deadline are not accepted.
- G. Incomplete applications with missing documents are not accepted.

- H. Submitted documents as well as paid application fee (including the amount paid exceeding the one required) are not returned.

13. Research (Non-Degree) Program

The Research (Non-degree) Program is designed for those with a bachelor's degree who wish to complement their studies by attending the GSKS for maximum one year. Admission procedure and required documents for application are same as those for degree programs. Those admitted to the program must pay tuition fees and enroll in at least one course per semester, to which no credit is given. An academic advisor can be assigned to a student, and the Certificate of Enrollment/Completion can be issued. Students are given access to the same facilities as degree students, but ineligible for financial aid and scholarships.

14. Students' Responsibilities to Develop Korean Language Skills

- A. Once admitted, international students must take a Korean language proficiency test held by GSKS. Based on the test result, each international student will be assigned to specific level of Korean language courses which they must attend in order to complete their coursework. Korean language courses are noncredit and graded pass/fail.
- B. In order to be qualified for submission of dissertation, international students must receive over 70 out of 100 in the Korean language proficiency test hosted by the GSKS. Those who obtain TOPIK level 6 are exempt from the test.

※ Most courses are taught in Korean and some of the *Korean Culture and Society* major or the *Korean Classics and Global Communication* major's in English.

15. Other Information

- A. Tuition-exemption scholarship is offered to all international students during their coursework period unless they are placed under academic probation or disciplinary actions are taken against them.
- B. All the new international students of the *Korean Culture and Society* major and the *Korean Classics and Global Communication* major as well as comparably competent students of other majors are provided with the Government Grant, which is extended by semester during their coursework period unless they breach the relevant regulations or the Government's provision of the scholarship is discontinued for the unforeseen reasons.
- C. Students should pay their boarding fees and other living expenses at their own expense.
- D. The curriculum designed for international students is applied to Korean nationals who are admitted.
- E. The list of major-specific courses can be found at the GSKS' website (www.aks.ac.kr/univ) - GSKS Introduction(대학원 소개) - Majors and Curriculum(전공 및 교육과정) - Major-specific Courses(전공과목), under the tab of each Division and of each major.

16. Contact Information

- Tel: +82-31-709-8111(ext 214), +82-31-708-5310
- Fax: +82-31-709-9946
- E-mail: mirang@aks.ac.kr
- Website: <http://intl.aks.ac.kr/english>

[Attachment 2] Curriculum Comparison

Classification		Other Majors		<i>Korean Culture and Society, or Korean Classics and Global Communication major</i>	
		Master's Degree	Doctoral Degree	Master's Degree	Doctoral Degree
Basic Courses		<ul style="list-style-type: none"> ◦ Minimum 2 Chinese or Korean courses; and ◦ Korean History and Culture 		<ul style="list-style-type: none"> ◦ Minimum 1 Chinese or Korean courses 	
Core Major-specific Courses		Two courses specifically designed for international students should be taken within the first two semesters.	None	Four core courses offered by each major should be taken within the first two semesters.	
Minimum Credits Required for Coursework Completion		24	36	27	39
Qualification Tests to Submit a Thesis	Eligibility	Students should complete minimum 18 credits with GPA2.7 or above.	Students should complete minimum 27 credits with GPA2.7 or above.	<ul style="list-style-type: none"> ◦ Students should complete minimum 18 credits including core major-specific courses with GPA3.7 or above within their first two semesters. ※ If students are unable to complete 18 credits within the given time frame due to unavoidable circumstances, the Dean of the Graduate School can allow them to have one more semester to complete the required number of credits. 	
	Retake	Allowed		Allowed only once	
	Comprehensive Exams	<ul style="list-style-type: none"> ◦ 3 subjects decided by each major ◦ Pass criterion : 70 out of 100 points for each subject 	<ul style="list-style-type: none"> ◦ 4 subjects decided by each major ◦ Pass criterion : 70 out of 100 points for each subject 	<ul style="list-style-type: none"> ◦ 4 core courses decided by each major ◦ Pass criterion : 90 out of 100 points for each course 	

Classification	Other Majors		<i>Korean Culture and Society, or Korean Classics and Global Communication major</i>	
	Master's Degree	Doctoral Degree	Master's Degree	Doctoral Degree
Publication of Research Paper in Acknowledged Academic Journals	-	-	-	Students should publish one research paper in an internationally acknowledged academic journal (such as one of those registered in SCI, SSCI, or A&HCI); or in an academic journal registered in Korea Research Foundation
Research Credit	Acknowledged	Acknowledged	Not acknowledged	

[Attachment 3]

**Recognized Similar Fields of Study
for the Applicants of Doctoral Degree Programs**

Division	Major	Recognized Master's Degree Majors Which Each Major Accepts for its Doctoral Degree Programs Applicants
Humanities	Korean History	History, Korean History, History Education, Korean History Education, Archaeology, Archaeological Anthropology, Archaeology and Art History, Oriental History, Western History, Korean Studies(History, North Korean Studies)
	Paleography	Paleography, Library Science, Bibliography, Library and Information Science, Records Management, Korean History
	Philosophy	Any majors are acceptable.
	Korean Linguistics·Korean Literature	Korean Language and Literature, Korean Language Education, Linguistics, Chinese Literature, Chinese Classics Education, Creative Writing, Korean Studies(Korean Linguistics and Korean Literature), Korean Language Education (as a Foreign Language)
Culture and Arts	Anthropology ·Folklore	Any majors are acceptable.
	Religious Studies	Any majors are acceptable.
	Musicology	Musicology, Korean Classical Music, Music Education, Korean Studies(Musicology), Korean Music
	Art History	Archaeology and Art History, Korean Art History, Oriental Art History, Science of Arts, Arts Education
	Cultural Informatics	Any majors are acceptable.
Social Sciences	Political Science	Any majors are acceptable.
	Economics	Any majors are acceptable.
	Sociology	Any majors are acceptable.
	Ethics	Ethics, National Ethics, Social Ethics, National Ethics Education, Ethics Education, Moral Education, Ethical Culture, Korean Studies(Ethics), Korean Philosophy(Korean Ethics), Oriental Philosophy(Ethics), Religious Studies(Religious Ethics), Political Science(Korean Political Ethics, Korean Administrative Ethics), Economics(Korean Economic Ethics)
	Education	Any majors are acceptable.

Division	Major	Recognized Master's Degree Majors Which Each Major Accepts for its Doctoral Degree Programs Applicants
Global Korean Studies	Korean Culture and Society	Any majors are acceptable.
	Korean Classics and Global Communication	Any majors are acceptable.

- ※ Depending on the field of study in which a doctoral degree program applicant majored for his/her master's degree, admissions can be restricted. The final decision whether a doctoral degree program applicant's major for his/her master's degree is acceptable for his/her desired major at the Graduate School of Korean Studies in the Academy of Korean Studies will be made on the basis of the courses taken for the master's degree program as well as the master's degree thesis topic.

[Attachment 3-1]

Letter of Recommendation

To the Applicant: Please fill in the following section and deliver this form to two people who can relate specific and relevant details about your performance in administrative and academic settings. At least one recommendation should be written by your academic advisor or Dean of the department in your undergraduate/graduate school.

Name of Applicant		(Given Name)	
		(Family Name)	
Date of Birth		(Date/Month/Year)	Nationality
Desired Program	Program	<input type="checkbox"/> Master's Degree <input type="checkbox"/> Doctoral Degree <input type="checkbox"/> Research (Non-degree)	
	Major		

To the Recommender: The person named above has applied for the graduate program of the Graduate School of Korean Studies in the Academy of Korean Studies. It would be greatly appreciated if you provide a candid appraisal of the applicant's achievement by answering the following questions.

1. How long have you known the applicant and in what relationship?
2. What do you consider to be the applicant's strengths?
3. What do you consider to be the applicant's weaknesses?
4. How well do you think the applicant has thought out plans for his/her graduate study?

5. Please comment on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

6. Please assess the applicant's qualities in the evaluation table given below. Rate the applicant compared to other classmates who are/were in the same school year with him/her.

Classification	Truly Exceptional	Excellent	Very Good	Good	Below Average	N/A
	Top 2%	Top 10%	Top 25%	Middle 50%	Lower 25%	
Academic Achievement						
Future Academic Potential						
Integrity						
Responsibility/Independence						
Creativity/Originality						
Communication Skills						
Interpersonal Skills						
Leadership						

Please provide your personal and institutional information below.

Name		Position	
Department			
Institution	Name		
	Address		
	Postal Code		
Telephone		Fax	
Email		Signature	

Once completed, please enclose the form in an envelope, seal it, **SIGN ACROSS THE ENVELOPE SEAL** and return it to the following address:

Director of Academic and Student Affairs
 The Graduate School of Korean Studies
 The Academy of Korean Studies
 323 Haogae-ro, Bundang-gu, Seongnam-si, Gyeonggi-do 463-791, Republic of Korea
 Tel: +82-31-708-5310 | Fax: +82-31-709-9946 | Email: mirang@aks.ac.kr

Please note that letters which are not sealed and signed will not be accepted. Thank you for your cooperation.

[붙임 3-2]

추천서

[지원자 작성] 지원자 여러분께서는 다음 표를 작성하시어 학문적/행정적인 면에서 구체적으로 평가해 줄 수 있는 두 분의 추천인에게 본 추천서 양식을 전달해주시기 바랍니다. 추천인 중 적어도 한 분은 지원자의 출신 학교의 지도교수 또는 학과장이어야 합니다.

지원자 성명		(성)		
		(명)		
생년월일(년도/월/일)			국적	
지원	과정	<input type="checkbox"/> 석사 학위 과정 <input type="checkbox"/> 박사 학위 과정 <input type="checkbox"/> 연구(비학위) 과정		
내용	전공			

[추천인 작성] 한국학중앙연구원 한국학대학원에 지원한 위 지원자의 업적과 관련하여 다음 질문에 솔직하게 답하여 주시면 감사하겠습니다.

1. 지원자와 어떤 관계이며 얼마나 오랫동안 알고 지내셨습니까?
2. 지원자의 장점은 무엇이라고 생각하십니까?
3. 지원자의 단점은 무엇이라고 생각하십니까?
4. 지원자가 본 대학원에서의 수학에 대하여 얼마나 숙고 · 계획하였다고 생각하십니까?

5. 지원자의 학업성취도, 발전가능성 및 자질과 관련하여 본 대학원 입학 전형에 도움이 될만한 사항을 기재해주시기 바랍니다.

6. 지원자의 자질을 동급생과 비교 · 평가하여 다음 표에 항목별로 체크(√)하여 주시기 바랍니다.

구분	매우 우수	우수	양호	보통	평균 이하	해당사항 없음
	상위 2%	상위 10%	상위 25%	상위 50%	하위 25%	
학업성취도						
발전가능성						
성실성						
책임감/독립심						
창의성						
의사소통능력						
대인관계						
리더쉽						

귀하의 인적사항, 소속 및 연락처를 기재하신 후 서명하여 주십시오.

성명		직위	
부서			
소속기관	이름		
	주소		
	우편번호		
전화번호		팩스번호	
이메일		서명	

본 추천서를 작성하신 후 봉인하여 봉투 입구에 서명 또는 날인하시어 아래 주소로 발송하거나 지원자에게 전해주시기 바랍니다:

(우편번호 463-791) 경기도 성남시 분당구 하오개로 323

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