

**FIRST IN CHANGE**



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# Information on online application and document submission procedures for Applying admissions

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**2022. 5.**

**Admissions Team**

# 1

## Online application and document submission

### 1. Access to online application website

A. Visit UNIST's Graduate Program Admissions website.

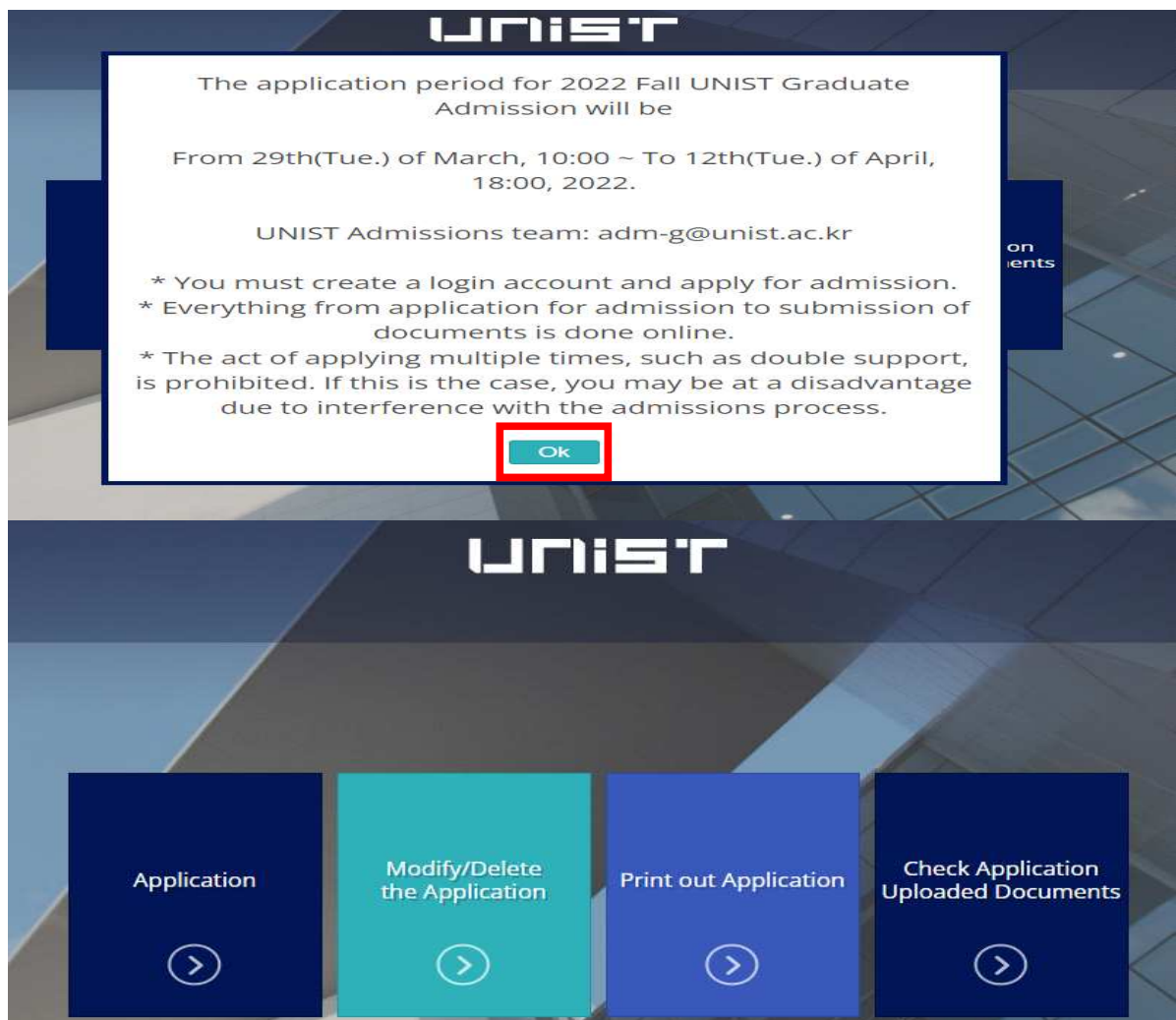
(1) Click the 'Apply to Graduates' button on the Admission Guide page.

#### Admission Guide



(2) Read the instructions and click the 'OK' button to close the window.

And then, Click the  button in Application.



B. Sign up(Register as a member) of the application website

(Be sure to remember the email and password you signed up for)

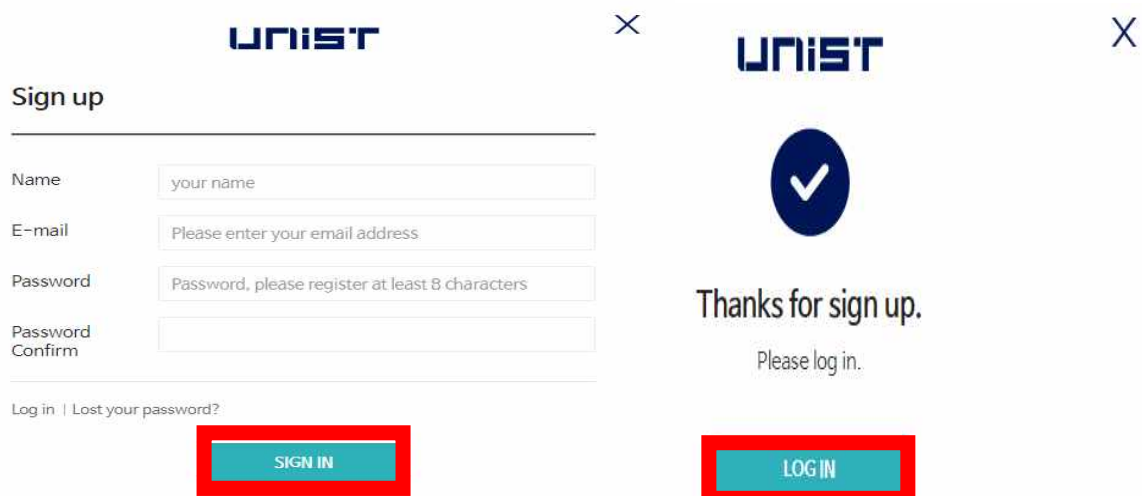
(1) Click the 'Sign up' button.



The screenshot shows the UNIST login page. At the top, the UNIST logo is centered. Below it, the text 'Log in' is displayed, followed by 'Enter your UNIST account.' To the right, there is a 'Facebook Login' button. Below this, there are two input fields: 'E-mail' and 'Password'. To the right of these fields is a teal 'LOGIN' button. At the bottom left, the 'Sign up' button is highlighted with a red box. To its right is the text 'Lost your password?' and a 'Remember' checkbox.

(2) Enter your name, email address, and password(confirm password) and click the 'Sign in' button to create an account.

(Be sure to remember the email and password you signed up for)



The image shows two side-by-side screenshots of the UNIST website. The left screenshot shows the 'Sign up' form. It has fields for 'Name', 'E-mail', 'Password', and 'Password Confirm'. The 'SIGN IN' button at the bottom is highlighted with a red box. The right screenshot shows a confirmation message: 'Thanks for sign up.' with a checkmark icon and 'Please log in.' below it. The 'LOGIN' button at the bottom is also highlighted with a red box.

C. Log in with your account of the online application website



The screenshot shows the UNIST login page. At the top, the UNIST logo is centered. Below it, the text 'Log in' is displayed, followed by 'Enter your UNIST account.' To the right, there is a 'Facebook Login' button. Below this, there are two input fields: 'E-mail' (containing 'thkim7777777@naver.com') and 'Password' (containing dots). To the right of these fields is a teal 'LOGIN' button, which is highlighted with a red box. At the bottom left, there is the text 'Sign up | Lost your password?' and a 'Remember' checkbox.

## 2. Proceed with your online application

### A. Agree(Yes) and 'submit' the Agreement on Collection and Use of Personal Information

#### Agreement on Collection and Use of Personal Information for UNIST Graduate Application

UNIST Admissions Team collects and uses personal information to perform works for UNIST Graduate Application as below.

#### ◆ Matters on Collection and Use of Personal Information

Details	Purpose	Period
Name, Nationality, Gender, Date of Birth, Home Address, Academic information (College information and grades), Language proficiency	To perform works of UNIST Graduate Application	<u>2022. 03. 29. ~</u> <u>2032. 03. 28. (10years)</u>
<u>E-mail Address, Telephone,</u> <u>Mobile Phone number</u>	<u>To send notification</u>	

※ You have the right to at least disagree with the collection and utilization of your personal information, and if you refuse to agree, your service may be limited to the content you have rejected.

Consent to collection and use of personal information.

Yes.  No.

I have received notification of personal information processing pursuant to

(1) The Personal Information Protection Act

Article 15 (Collection and Use of Personal Information), Article 17 (Provision of Personal Information), Article 18 (Limitation to Out-of-Purpose Use and Provision of Personal Information), Article 22 (Methods of Obtaining Consent), Article 26 (Limitation to Personal Information Processing Subsequent to Outsourcing of Work)

(2) Enforcement Decree of the Higher Education Act

Article 35 (Data for Admission Screening), Article 73 (Management of Personally Identifiable Information)

And I agree to the provision and collection and use of personal information as above.

Submit

B. Fill out the 'Application' form. After entering the information, click the 'Save' button.

(The E-mail field is automatically filled in with your login account e-mail. Do not change the entered e-mail.)

## Applications

### Applicant Information

Name in English *	Last <input type="text"/>	First <input type="text"/>	Middle <input type="text"/>
Date of Birth *	<input type="text"/>	Gender *	<input type="radio"/> Female <input type="radio"/> Male
Nationality *	<input type="text"/>		
	<input type="button" value="Search"/> <a href="#">Please, Click the Search</a>		

Photo  
(3 X 4 cm)

#### [Conditions for Photo Upload]

1. A bust shot, which was photographed within the three months prior to the application.
2. A high resolution image (100, 140x180 pixel or 3x4 cm JPG images).
3. Photos that are either too big or too small, or with a background will not be accepted.



Contacting Information	Postal Code Number (Zip Code) *	<input type="text"/>
	Mailing Address *	<input type="text"/>
	E - mail *	<input type="text" value="euro777@unist.ac.kr"/> <small>(ex : unist@unist.ac.kr) Entered email address will be used to modify application. Please enter correct email address.</small>
	Telephone *	<input type="text"/> (ex : 82-51-620-6013)
	Mobile Phone *	<input type="text"/> (ex : 82-51-620-6013)
	Emergency contact (Father of Mother) *	<input type="text"/> (ex : 82-51-620-6013)
	Telephone # in Korea (if any)	<input type="text"/> - <input type="text"/> - <input type="text"/> (ex : 02-1234-5678)
	Fax	<input type="text"/> (ex : 82-51-620-6013)

(Entrance)	School type <input type="text" value="Select"/>	Scale <input type="text" value="Select"/>
(Graduation)	Actual name of degree / diploma <input type="text" value="Select"/>	Ranking <input type="text"/> (Class rank / Class size)
	Major <input type="text"/>	

E-Mail \*

Please remember your E-mail & Password as they are needed for modifying application and checking application arrival.  
The confirmation of the application arrival will be available within a week.

C. Fill out the 'Study Plan and Personal Statement' form, After entering the information, click the 'Save' button and 'Next' button.

\* For question items with a limit on the number of characters to be entered, if you enter more than the number of characters, the input that exceeds the number of characters will not be saved.

- Preferred study field: Write less than 500 characters in English

- Study Plan: Write less than 3,000 characters in English

- Personal Statement: Write less than 3,000 characters in English

### Study Plan and Personal Statement

\* Please be sure to write in English.  
 \* Changes to the form or submission of documents not completed on this form may result in exclusion from evaluation.

Name*	<input type="text" value="KRISTINE, Ann"/>	Application number*	<input type="text" value="22341M101"/>
Scholarship*	<input type="text" value="Scholarship(Government or UNIST)"/> <small>* Whether to be a scholarship student depends on the evaluation, and scholarship benefits may vary.            * If you would like to receive tuition waiver or support, please select "Scholarship(Government or UNIST)."</small>		
Degree Proposed*	<input type="text" value="Master"/>		
Application Unit (Major)*	<input type="text" value="Biomedical Engineering"/> (Details: <input type="text" value=""/> <small>* Applicants for UMST-IRS Neuroscience Inter-Institutional Scholarship should write the details "Neomedical Engineering (IRS Neuroscience Inter-Institutional Scholarship)".</small>		

Colleges/Universities Attended				
	University	Major	Dates Attended	GPA/Scale
Bachelor	<input type="text" value="University of Central"/>	<input type="text" value="Biology"/>	<input type="text" value="2018/07/01"/>	<input type="text" value="3.87/4.0"/>
Master	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Doctor	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Research Achievements				
No.	Author	Title	Journal	Date Issued
1.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Preferred study field in detail  
(Write less than 500 characters in English)

Study Plan  
(Write less than 3,000 characters in English)

Save

Prev

Next

D. Fill out the 'Letter of Disclosure Agreement' form, After entering the information, click the 'Save' button and 'Next' button.

## Letter of Disclosure Agreement

To whom it may concern

This letter is to confirm that I attended

I have applied to UNIST, Republic of Korea, for the 2022 academic year and have agreed to allow UNIST to officially request my academic records from previously attended schools. In this regard, I would like to request your full assistance when UNIST contacts you regarding verification of enrollment and transcripts.

School Name*	<input type="text"/>
Student Name*	<input type="text" value="KRISTNE, Ann"/>
Major*	<input type="text"/>
Date of Birth*	<input type="text"/>
Date of Admission*	<input type="text"/>
Date of Graduation*	<input type="text"/>

\* If you are applying for a master's program or an combined master's and doctoral program, please write down the details of your bachelor's degree. And for doctoral program applicants, please write down the details of your master's degree.

Save

Prev

Next

E. Fill out the 'Check List of Documents' form, After entering the information, click the 'Save' button.

## Check List of Documents

Please submit the documents in the following order.

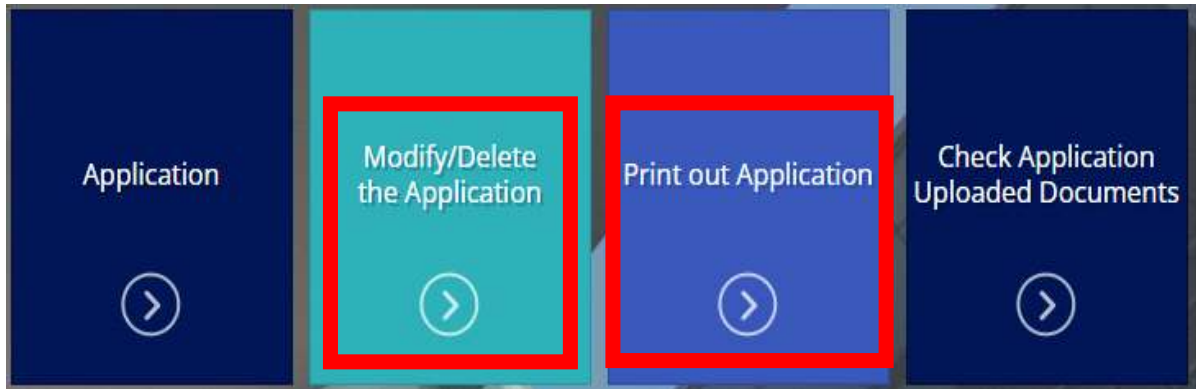
No.	List of Documents	Attachment
1	Check list of documents (Form 1) (Print out after completing online application)	<input checked="" type="radio"/> Yes <input type="radio"/> No
2	Application form (Print out after completing online application)	<input checked="" type="radio"/> Yes <input type="radio"/> No
3	Transcripts of Bachelor's degree	<input checked="" type="radio"/> Yes <input type="radio"/> No
4	Transcripts of Master's degree	<input type="radio"/> Yes <input checked="" type="radio"/> No
5	Diploma (certificate) of Bachelor's degree	<input checked="" type="radio"/> Yes <input type="radio"/> No
6	Diploma (certificate) of Master's degree	<input type="radio"/> Yes <input checked="" type="radio"/> No
7	Study Plan and Personal Statement (Form 2) (Print out after completing online application)	<input checked="" type="radio"/> Yes <input type="radio"/> No
8	English Test Report	<input checked="" type="radio"/> Yes <input type="radio"/> No
9	Letter of Disclosure Agreement (Form 3) (Print out after completing online application)	<input checked="" type="radio"/> Yes <input type="radio"/> No
10	Recommendation Letter from Others (Company, Institute, etc.) (Form 4) (* Only for student funded by Others (Company, Institute, etc.)) * No need to submit for those who pay for education expenses (tuition) by yourself	<input type="radio"/> Yes <input checked="" type="radio"/> No
11	Certificate of Employment (* Only for student funded by Others (Company, Institute, etc.)) * Submit only those who can issue a certificate	<input type="radio"/> Yes <input checked="" type="radio"/> No
12	Additional documents	<input checked="" type="radio"/> Yes <input type="radio"/> No

Save

Prev

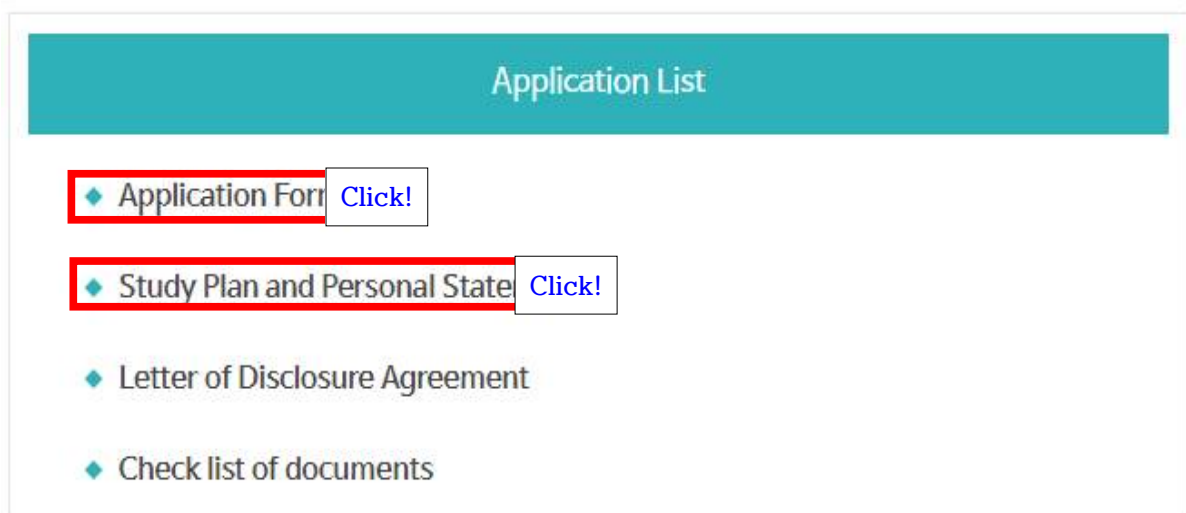


F. Click the 'Modify/Delete the Application' to check or modify the completed documents. Or Click the 'Print out Application' to print the completed documents.



G. Print out the Documents(Application Form, Study Plan and Personal Statement, Letter of Disclosure Agreement, Check list of documents) from 'Print out Application'. And collect them with other submitted documents(Transcripts, Diploma(certificate) of Degree, English Test Report, Additional documents and so on) in the order of 'Check list of documents'.

## Print out Application



### 3. The Online upload process of submitted documents

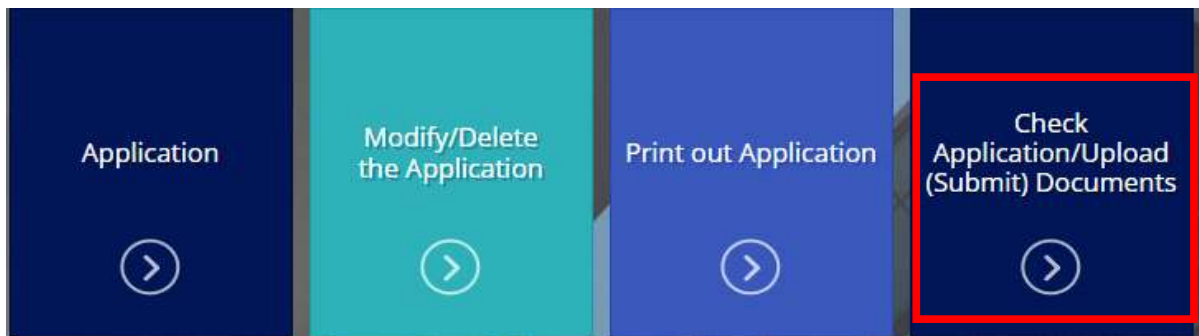
A. Scan the submitted documents collected in order as a single PDF file.

(File name: Application Number, Example: 22341W103, 22361X124)

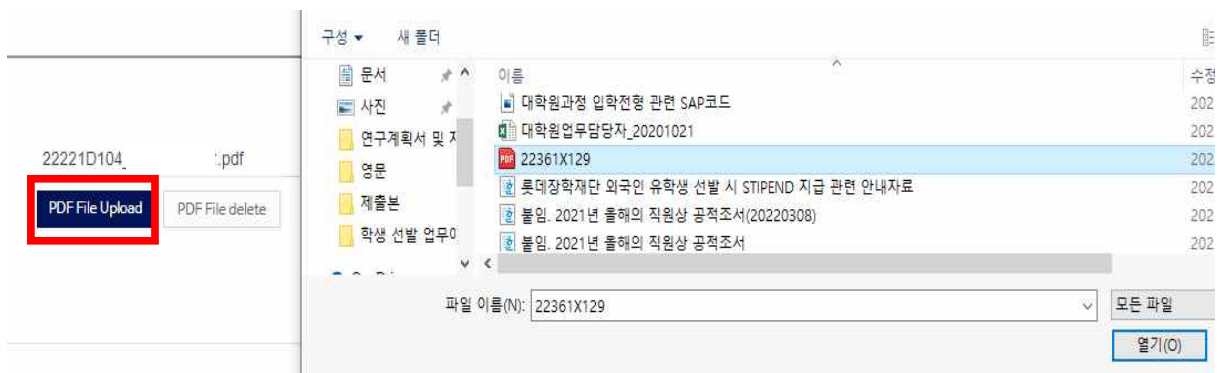


1. Collect the submitted documents in order according to the 'Check List of Documents', scan and upload them as a single PDF file.
2. PDF files must be less than 8MB in size (capacity) to be uploaded.
3. If the submitted documents are not scanned and uploaded clearly, your evaluation may be at a disadvantage.
4. You can upload until April 13th(Wed.) 18:00 Korean Standard time.

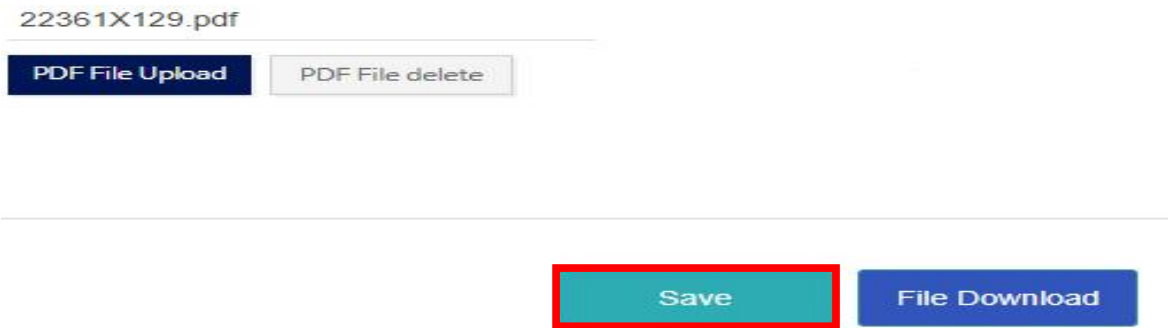
B. Click the 'Check Application/Upload(Submit) Documents' to upload the prepared PDF file.



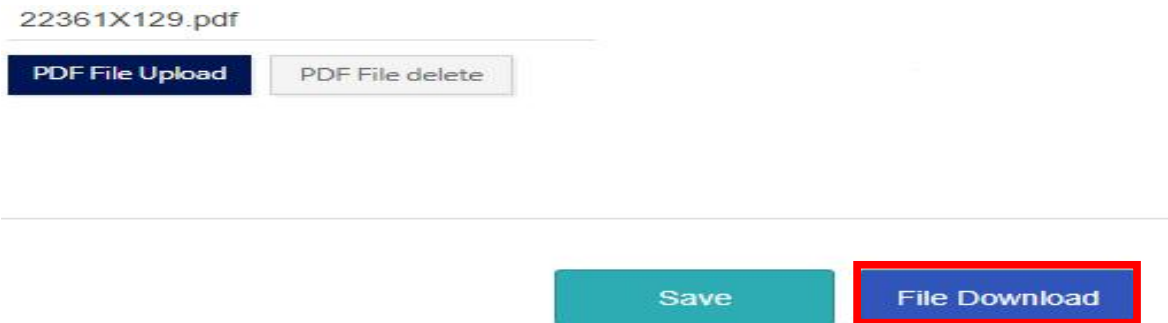
C. Click the 'PDF File Upload' to select a PDF file to upload.



D. After uploading the PDF file, click the 'Save' button to save it.



E. Click the 'File Download' button to check whether the PDF file of the submitted documents has been uploaded properly.



\* For uniformity of the size of each page of the PDF scan file(A4 size), please print and scan the submitted documents as much as possible. (If the size of each page of the document is uneven, it may interfere with the evaluation of the evaluators.)