To qualify for Special Admission, you must be a **non-Korean national with both parents also being non-Korean nationals** **AND** (1) possess a bachelor's degree from an approved four-year college or university or equivalent degree prior to commencing their studies at Handong International Law School; **OR** (2) be a **non-Korean national** and have received your elementary, middle school, high school, and university education entirely outside of Korea. (Korean citizens who hold dual citizenship are not eligible for Special Admission.)

**I. Instructions**

This checklist is provided to assist you in completing and mailing an application packet to HILS. If you have any question, please first consult our website at [lawschool.handong.edu](file:///C%3A%5CUsers%5Cuser%5CDocuments%5CDownloads%5Clawschool.handong.edu). If your question is not answered, please contact our HILS Administrative Office at +82-54-260-1713~7 or via e-mail lawschool@handong.edu. A complete application packet must be mailed to the following address and actually received (not mailed or postmarked) by **October 26, 2018**; otherwise, your application may not be evaluated.

Attn.: Admissions Committee

Handong International Law School

558 Handongro, Heunghae-eup,

Bukgu, Pohang, Gyeongbuk, Republic of Korea, 37554

Once your application packet is reviewed and screened, the HILS Administrative Office will contact you regarding further procedures. Most likely an interview will be scheduled for early December.

**II. Application Packet**

A candidate for special admissions must complete and submit the following materials:

* Application form;
* Required essays (both in hard copy **and** e-mail essays to lawschool@handong.edu);
* Two letters of recommendation (at least one should be from a professor or work supervisor);
* An official copy of a university transcript from each institution where a degree was earned;
* One copy of your university diploma (or Certificate of Pending Graduation);
* One copy of your passport (picture and information pages);
* One copy of your parents' passports (father's and mother's picture and information pages) or your parents' identification cards (listing citizenship information);
* One copy of your birth certificate;
* One copy of the bank statement from the individual who will be supporting the applicant’s legal education;
* Nonrefundable application fee of $100 USD by money order or certified bank check.
* Letter of Consent
* All foreign candidates for admission who are **not** nationals of the following countries identified by the Korean Ministry of Education (the United States, the United Kingdom, Canada, Australia, New Zealand, Ireland and South Africa) must submit a valid minimum TOEFL score of 80 (IBT) or TEPS score of 550 or IELTS score of 5.5.

**III. Important Notes**

* All of the above must be provided in English. Any non-English documents must be accompanied with a certified English translation.
* All of the above must be mailed to HILS. E-mails or facsimiles will not be accepted.
* Falsifying any information or plagiarism on essays may result in denial of your application.
* University transcripts, diplomas, or certificate of pending graduation must be official, meaning a proper stamp, seal, or signature must be affixed.
* If University transcripts, diplomas, or certificate of pending graduation is not written in English, it needs to be translated into English and notarized by the Korean embassy/consulate. Then, both the original document and the notarized English translation must be submitted.

|  |  |
| --- | --- |
| ui1-s**Handong International Law School**Special Admission Application Form **2019 Spring Admission** | Official use only |
| **Reg. NO** |  |
| Please attach photo here(4X5cm) |

**Instructions**

Please fill out the application form in its entirety. Attach this form with **all the required documents** and mail that packet to our HILS office by **October 26, 2018**. Candidates for special admissions will be contacted by our office about further admissions procedures.

For a list of documents necessary for application as well as other information regarding the admissions process please consult our website [lawschool.handong.edu](file:///C%3A%5CUsers%5Cuser%5CDocuments%5CDownloads%5Clawschool.handong.edu). If you have a question that is not answered on the website, please contact our HILS Administrative Office at +82-54-260-1713~7 or via e-mail to lawschool@handong.edu.

Applications should be mailed to the following address.

Attn.: Admissions Committee

Handong International Law School

558 Handongro, Heunghae-eup, Bukgu,

Pohang, Gyeongbuk, Korea, 37554

**Please check one. I wish to apply for the following degree program:**

🞏 Juris Doctor Equivalent Program (3 total years)

🞏 Master of Arts Program (2 total years – 1 year in residence)

**Please check one. I wish to apply for:**

🞏 General Admission (Korean nationals and non-Korean nationals)

🞏 Special Admission (qualified non-Korean nationals)

\* If you have a question about which type of admission you should apply for, all Korean nationals should apply to general admissions and most non-Korean nationals should apply for special admission. Please consult our website regarding the categories of admissions or contact our office.

**Please type clearly in English.**

***I. Personal Information***

1. Name *(\*English name spelling* ***must be*** *exactly the same as in your passport.)*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(In Korean한글)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *Last (family) First (given)*

2. Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 3. Marital status 🞏 Single 🞏 Married

 mm/dd/yr

4. Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 🞏 Citizen 🞏 Permanent Resident

5. Parents’ Nationality: (Father) \_\_\_\_\_\_\_\_\_\_\_ (Mother) \_\_\_\_\_\_\_\_\_\_\_ 6. Sex 🞏 Male 🞏 Female

7. Current mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *number and street*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *city province country postal code*

Address current until: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 mm/dd/yr

8. Permanent mailing address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *number and street*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *city province country postal code*

9. Phone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

10. Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 11. E-mail \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. Passport No. (Non-Korean nationals): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

13. Person to notify in case of emergency

**In Korea**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Outside Korea**: Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14. For visa purposes, please provide the following:

(Circle one) Parent / Guardian. Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

15. Have you been ever censured for misconduct, subject to disciplinary action, or are there any disciplinary charges pending or expected to be brought against you for academic or other reasons (including academic or disciplinary probation, suspension, warning or dismissal) in any educational institution or place of employment?

🞏 Yes 🞏 No (If yes, give dates and details on a separate page.)

16. Have you been ever been arrested, charged with, convicted of, or plead guilty to or are you currently under indictment for any violation of law other than minor traffic violations?

🞏 Yes 🞏 No (If yes, give dates and details on a separate page.)

17. Have you previously applied to Handong International Law School?

🞏 Yes 🞏 No (If yes, please give the result of your application.)

18. Have you ever registered at any law school, taken any law classes on a matriculated or non-matriculated basis at a law school, or participated in any law school conditional acceptance program?

🞏 Yes 🞏 No

If yes, give dates and details on a separate page and include complete official transcript(s) for all prior law study.

19. How were you introduced to Handong International Law School? Please check as many as are applicable.

🞏 Relative 🞏 Friend 🞏 HILS Alum 🞏 Current HILS Student 🞏 Church 🞏 Internet 🞏 News Story

🞏 Print Advertisement 🞏 HILS Website 🞏 Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***II. Academic Information***

List all colleges/universities attended whether or not credit was earned.

Institution City/Country Dates of Attendance Degree/Major

Grade Point Average (as listed on transcript)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***III. Academic Awards and Recognition***

Institution Award/Recognition Year Received

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***IV. Non-Academic Awards and Recognition***

Organization Award/Recognition Year Received

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***V. Work Experience***

Name of Employer Working Period (Dates) Position Occupation

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***VI. Professional Licenses* (i.e., law license, medical license, CPA, etc.)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***VII. Language Proficiency***

1. Native Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. Other Fluent Languages: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. English Proficiency Test Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*All foreign candidates for admission who are **not** nationals of the following countries identified by the Korean Ministry of Education (the United States, the United Kingdom, Canada, Australia, New Zealand, Ireland and South Africa) must submit a valid minimum TOEFL score of 80 (IBT) or TEPS score of 550 or IELTS score of 5.5.

***VIII. Payment***

**ADMISSIONS OFFICE USE ONLY**

Receiver’s Signature (전형료 수납인)

I have enclosed the application fee of $100.

***IX. Certification***

I certify that the information contained in this application is complete, true and accurate.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Applicant (Print) Signature Date (mm/dd/yr)

**Privacy Policy Agreement**

**1. Purpose of Collecting Personal Information**

Handong International Law School (HILS) collects personal information for the following purposes only. Should any change occur, HILS will seek prior consent from individuals before proceeding any further

|  |
| --- |
| **A. Service Provision**Personal information will be used to provide various educational services HILS such as school introduction, notifications, course registration and transcript/certificate issuance**B. Administrative Management**Personal information is used to identify users of membership services in admissions, academic affairs, student affairs, library, research and health care. Member information will be collected and used to prevent unauthorized or abusive usage of the service, to reconcile a dispute in the event of conflicts and to deliver announcements |

**2. Collected Information**

|  |
| --- |
| Name, Gender, Date of Birth, Resident/Alien Registration Number or Passport Number, Residency, Phone Number, E-mail address, Home Address, Photo, Education History, Nationality |

**3. Data Retention Period**

|  |
| --- |
| In principle, user’s personal information is discarded when its purpose is achieved. However, if it is necessary to retain the information due to school regulations or other related laws, HILS will abide by the corresponding regulations. |

**4. Disclosure to Third Parties**

|  |
| --- |
| In principle, HILS handles personal information of users within the limit specified in the “Purpose of Collecting Personal information” and does not provide the collected data to a third party without prior consent from individuals. However, HILS may disclose the personal information in the following cases.* When legislation requires personal information be disclosed
* When it is difficult to receive consent, due to economic/technical issues
* When personal information is used in such a way that the information is not identifiable to a specific individual
 |

**5. Right to Refuse Consent**

|  |
| --- |
| Any individual has the right to refuse the collection of personal information. In case of refusal, the individual cannot apply to HILS. |

I fully understand the contents written above, and agree that HILS will collect and use my personal information in accordance with the related law, the Personal Information Protection Act.

Name: (signature) Date: