



A Guide to the School Admission Process
for Parents of Multicultural Families

Enrolling Your Child in School



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I . Education System



01. Overview

» Korean Education System

The Korean education system includes kindergarten, elementary school, middle school, high school and university. Elementary school (6 years) and middle school (3 years) education is mandatory. This means that people have the right to have their children educated for free during that period. But this only applies to public school: tuition fees for private elementary schools and specialty middle schools (art middle schools, physical education middle schools and international middle schools) must be paid by parents.

Type of school		Ages	School	Period	Tuition
Pre-elementary		3-5	Childcare center/ Kindergarten	2-3 years	Y/N
Elementary education	Mandatory	6-11	Elementary school	6 years	Y/N
Secondary education	Mandatory	6-11	Middle school	3 years	Y/N
	-	15-17	High school	3 years	Y
Higher education		18 or higher	University / Community college	University (4 years) Community college (2 years)	Y
			Graduate school	2-5 years	Y



TIPS

Teachers' room

This is where teachers do their office work or prepare for class.

If you want to see your child's teacher or find out how your child is doing in school, contact the teacher's room

Administrative office

This is where the administrators of the school work.

If you have any queries about lunch money or school banking¹⁾, contact the administrative office.

1) Automatic school fee transfer system enabling parents to automatically transfer a variety of fees to school account



02. Kindergarten, Elementary School and Secondary School System Operation

Kindergarten

» Types

Type	Establishment and operation	Remark
Government-sponsored kindergartens	Government	
Public kindergartens	Local government	Kindergartens attached to an elementary school Independent kindergartens
Private kindergartens	Corporate entity or individual	

» Configuration of Class

- Kindergartens operate classes of children aged 3, 4 and 5 each, or classes with children aged 3, 4 and 5 mixed based on school conditions and education policy.

» Daily Class Schedule

- Unlike elementary schools, middle schools and high schools, kindergartens do not require textbooks.
- The daily schedule includes at least one hour of elective activities and outdoor recess, group activities (art, games, cooking, singing, etc.), and on-site experiences.

[Daily schedule (example)]

Education Program	09:00 ~ 09:10	Attendance and greetings
	09:10 ~ 10:10	Play plans and elective activities
	10:10 ~ 10:30	Organize and evaluate elective activities
	10:30 ~ 10:50	Snack
	10:50 ~ 11:10	Conversations
	11:10 ~ 12:10	Outdoor activities
	12:10 ~ 13:10	Lunch and rest
	13:10 ~ 13:30	Group activities
	13:30 ~ 13:50	Group activities
	13:50 ~ 14:00	Daily evaluation and return home
After-school Programs	14:00 ~ 17:00	Care and other educational activities

» Semester and Class Operation

- Kindergartens have two semesters each year.
- The first semester starts on March 1 (The semester actually begins on March 2, since March 1 is a national holiday), and ends on the day decided by the director of the kindergarten in consideration of the number of class days and holidays as well as curriculum operation (a day in the middle or the end of August, in general). The second semester starts on the day following the closing date of the first semester and continues to the last day of February of the following year.
- Education programs at kindergartens last for 4-5 hours a day, and the after-school programs are comprised of educational activities and child-care activities that take place after the day's education program.

» Attendance and School Days

- Kindergartens are required to be in session for more than **180 days a year**, and the exact number of days may be specified by the principal of the kindergarten at his or her own discretion.

» Nuri Course

- Nuri courses aim to contribute to the mental and physical health, as well as the proper development of children aged 3 to 5, while giving the children a foundation that will help them become good citizens.
- Nuri courses are operated based on a yearly, monthly, weekly and daily schedule.
- The courses are adjusted based on the age of the students, considering the developmental characteristics of children aged 3 to 5.
- The courses are operated in five areas (sports activity & health, communication, social relationship, art activity and nature exploration).
- They consist mainly of games, and take the child's developmental characteristics and experiences into account.

Elementary schools and secondary schools

» Semester Management System

- There are two semesters every year in elementary, middle and high school.
- The first semester starts on March 1 (As March 1 is a national holiday, the actual semester begins on March 2) and officially ends on the last day of summer vacation. The second semester starts on the day following the closing date of the first semester and continues to the last day of February of the following year.



» Attendance and School Days

- Most schools have a 5-day school week (Mon-Fri). For schools with a 5-day week, the total number of school days per grade is **190 days or more**. This may vary depending on the school.
- Students can only go on to the next grade if they attend at least 2/3 of the class days. If a multicultural student transfers in the middle of the school term, he or she can go on to the next grade by attending at least 2/3 of the days from the day of enrolment at the new school.
- A student's absence will not be counted against him or her when there is a valid reason for the absence. The guardian should submit the relevant documents provided by the school in the event a student is absent due to a natural disaster (earthquake, heavy rain, heavy snowfall, tsunami, etc.), a state-designated infectious disease, participation in official contests approved by the principal, on-site learning, exchange and interaction learning, out-of-class experience activities (Visiting Friends and Relatives, family trips, etc.), attending family events, or any other absence for a reason approved by the principal.

Before going on out-of-class experience activities, students should fill out an application form provided by the school and submit it to the homeroom teacher. After the activity, students should submit a simple report. Out-of-class experience activities can be used up to 7 days per school year, but may vary by school.

» Vacation

- There are three vacations: summer vacation, winter vacation and Spring vacation (semester-end vacation). Normally, summer vacation starts in the middle or later part of July and lasts for about one month. Winter vacation normally begins in the later part of December and continues for about a month. Finally, the Spring vacation (semester-end vacation) starts in the middle of February and lasts two weeks, but the period may differ depending on the school.

» Curriculum configuration

- Elementary school curriculum is largely divided into textbook work and activities focusing on creative experiences. The school courses aimed at 1st and 2nd graders involve subjects such as Korean language, math and unified textbook (Barun Saenghwal (ethics), Seulgiroun Saenghwal (human society & nature) and Jeulgeoun Saenghwal (physical education & arts), while those targeting 3rd to 6th graders involve subjects such as Korean language, society (including history)/ethics, math, science/practical course, sports, music/art and English, among others.
- Middle school curriculum is largely divided into textbook work and activities focusing on creative experiences. The academic course is divided into 8 subjects, including Korean language, social (including history) ethics, science, technology & home economics, sports activity, art (music/art), English and optional subjects, which include Chinese, information, environment and green growth, living in a foreign language, healthcare and job exploration and profession. The middle school runs classes after considering the preferences of students and parents and school conditions.
- High school curriculum is largely divided into textbooks and activity focusing on creative experiences. The academic course is divided into four areas, Basic subjects (Korean language, math and English), research or an in-depth look in English (society (including history and ethics), science), sports activity & art (sports activity, music/art) and living culture (technology & home economics, secondary language, Chinese and culture).

03. Education Support System

- » If you have children aged 3 to 5 who are going to child care centers or kindergarten, we support your childcare fees²⁾ regardless of your income. To submit a request, you may either visit your eup/myeon office or dong community center or go to our website (www.bokjiro.go.kr). To change the service target from a kindergarten to a child care center or vice versa, you must either visit your eup/myeon office or dong community center or go online (www.bokjiro.go.kr) to report the change.
- » Elementary and middle school education is mandatory and is provided free of charge, with no enrollment or tuition fees. However, in principle the cost for school meals, field trips and after-school programs are the responsibility of parents, though these may depend on the policy of each city and province. To help you to pay these costs more conveniently, we provide a school banking system³⁾.
- » There are programs that provide support for 'elementary, middle and high school student education costs' and 'education allowances' for children from low income families. Parents can apply by visiting the eup/myeon/dong community center for their address (education cost and education allowance application). Education costs can also be applied for through the education cost one-click application (oneclick.moe.go.kr) homepage or bokjiro (online.bokjiro.go.kr) homepage. If a family member has foreign nationality, online application is not allowed, so please visit the appropriate eup/myeon/dong resident center to apply.
- » There are programs that provide support for 'elementary, middle and high school student education costs' and 'education allowances' for children from low income families. Parents can apply by visiting the eup/myeon/dong community center for their address (education cost and education allowance application). Education costs can also be applied for through the education cost one-click application (oneclick.moe.go.kr) homepage or bokjiro (online.bokjiro.go.kr) homepage. If a family member has foreign nationality, online application is not allowed, so please visit the appropriate eup/myeon/dong resident center to apply.

2) For multicultural families, you can apply for childcare fees if you have a family member from a foreign national or you will apply for a full day childcare from (0 to 2 years old), can apply only thru visiting. Contact relevant town/country office or local resident center.

3) School banking system: enabling the automatic transfer of cash in the amount for school meals, field trips and other school activities to the school account



II. Admission and Enrollment Procedure for Children Who Are Born in Korea or with Korean Nationality



01. Overview

Ages		School		
3-5	Admission to kindergarten [Parent preparations] Application on the 'First School' www.go-firstschool.go.kr homepage ⁴⁾			
	From around October through December (The period varies depending on the condition of kindergartens.)		<ul style="list-style-type: none"> Connect to 'First School (www.go-firstschool.go.kr)' and join membership Check the application handbook per kindergarten <ul style="list-style-type: none"> * Check the corresponding kindergarten's application handbook to confirm whether kindergarten gives preferential enrollment to children of multicultural families Submit application and receive receipt (print) Check lottery results and register Attend orientation, pre-enrollment, etc. 	
	January-February of next year		<ul style="list-style-type: none"> Check additional registration and results Register kindergarten Attend orientation and pre-enrollment, etc. 	
	Early March		<ul style="list-style-type: none"> Admissions ceremony to kindergarten 	
Mandatory education (Provided for free)	6 - 11	Dec.	-Feb.	Admission to middle school [Parents' task] None (Elementary school prepares relevant administrative documents) Receive school admission notification letter from relevant eup/myeon office or dong community service center. * Admission notification letter is not sent to the children from multicultural families even if they were born in Korea. Please see Page 12.
		Jan.		Meeting about school life for all parents and entering students
		Mar.	Admission ceremony	
	12 - 14	Admission to middle school [Parents' task] None (Elementary school prepares relevant administrative documents)		
		Mid-Jan.	Middle schools are assigned based on a lottery system.	
		Early Feb.	Students notified of assigned school and meeting about school life for all parents and entering students	
Mid-Feb.		Opportunity to reapply for a different school; take class placement test		
	Mid-late Feb	Notify students who applied for a different school		
	Early Mar	Admission ceremony		
15-17	Admission to high school			
	General high schools, autonomous private high schools, international & foreign language high schools (latter screening)		<ul style="list-style-type: none"> Standardized regions: lottery system Non-standardized regions <ul style="list-style-type: none"> For selection or calculation of school grades * Vary by city or provincial office of education 	
	International, foreign language, specialized, and vocational high schools (former screening)		<ul style="list-style-type: none"> Select one school For more information, visit the high school admission information portal (www.hischool.go.kr) 	
18 or higher	University			

4) All procedures (including additional admissions) on enrolling in kindergartens from 2017 as well as relevant information are offered by the kindergarten enrollment management system 'First School (www.go-firstschool.go.kr)'.

02. Kindergarten Admission Procedure

» Target children

- Children aged 3 to elementary before admission⁵⁾

» Admission procedure

- **Beginning in 2017, all procedures (including additional recruitment) and information on enrollment to kindergarten can be checked through the kindergarten enrollment management system 'First School.'** Please note that some private kindergartens may only allow in-person applications,⁶⁾ so please check with the kindergarten you are interested in applying to.
- While you can access the 'First School' website at any time during the year, all of the processes related to kindergartens admission, like **kindergarten information and registration for membership, take place in October when applications are accepted.**



TIPS

'First School' – the kindergarten enrollment management system

Guardians who want to enroll their child in kindergarten can use this enrollment support system to **search for information and apply conveniently online** at any time and from wherever they are, reducing inconvenience for parents while also easing the workload of faculty.

※ 'First School' homepage: www.go-firstschool.go.kr

- Guardians can log in (register for membership) to the 'First School' system using their mobile phone (or i-Pin) or official authentication certificate and enter their child's information. **For those who are unable to use computers or who do not have official authentication certificates and cannot use the system, applications can also be made in person at the kindergarten.**
- For more details on child care centers and kindergartens in each area, please check the Alimi website (e-childschoolinfo.me.go.kr).
- Fill out one application from the homepage and select the desired kindergarten for the child to apply to, then print out the application certificate. Please note that the application process can include pre-application and normal application. Normal application is offered after pre-application. **Please check the kindergarten's enrollment announcement or contact the kindergarten to check whether or not your child is required to pre-apply.**

5) Children that are over two years of age who were born between January 2 and March 1 may enroll in kindergarten depending on the regional or kindergarten circumstances (Childhood Education Act Enforcement Ordinance Article 29)

6) The application for the next year is generally made between November and December, even if it may vary depending on the regional or kindergarten circumstances. You have to submit applications within a preset period in person. Please check with application posting or kindergartens for required documents.



- Guardians can check if their child is selected by the applied kindergarten and check the standby list through the 'First School' homepage. They will receive a text message (SMS) informing them that they will be notified of the results through the mobile phone number that was entered at the time of registering for membership.
- Even if you are selected for multiple kindergartens, you may only register to one. If you were not selected for any of the kindergartens or if there is a guardian who gave up registration to a kindergarten, it may be possible to additionally register to a kindergarten that did not meet its quota.
- Once kindergarten registration is confirmed, guardians will be given the information needed to enroll their children at the kindergarten through orientations and preliminary meetings for parents. Admissions ceremonies for kindergartens usually begins in March.



TIPS

How to find a good child education institute

To select the right kindergarten for your child, please consider the following 4 factors.

1. Location: School near house or parents' workplace
 - A long commuting distance can be emotionally and physically stressful for children.
2. Educational philosophy: School must reflect parents' educational philosophy
 - Each kindergarten will have its own educational philosophy. So you need to pay attention to the educational focus of each school.
3. Facility: School providing safe and sanitary conditions
 - School is the place where children spend more than half of their day, which is why you need to take note of each school's safety, sanitary conditions and various activities.
4. Teacher: Teacher with good communication skill
 - It is important to have a teacher who can be a positive role model for children in the development phase.

» Preparation for entrance

- Parents should do the following to prepare for their children's admission to kindergarten.
- Guardians must check whether educational expense support, additional documents related to admissions (application for after-school courses for two-income families, etc., depending on the kindergarten), photo, vaccination and health examination forms, and other preparations are required by the kindergarten.
 - ※ Please make sure to attend the parent orientation before admissions to receive all the necessary information. Visiting the kindergarten with your child can also help your child adapt to the kindergarten more easily.
- You should teach your child basic safety rules, as well as how to be comfortable away from parents, mingle with peers, basic habits (potty training and table manners), and what to be careful of when using school buses.

03. Elementary School Admission Procedure

» Admission age

- Children who turns 6 years old in that year from January 1 to December 31 are subject to elementary school admission. These children will enter elementary school in March of the following year.

» Admission procedure

- Check with your eup/myeon office or dong community service center for the list of children given elementary school admission to ensure your child is on the list.
- The admission schedules for both public and private schools may vary. You must contact the school you want to send your child to in order to verify the schedule.
- If you need to send your child to an elementary school other than the designated one for unavoidable reasons, you will need to get permission from the principal of your preferred school.
- Based on your child's development and academic ability, you can decide to send your child to elementary school one year earlier or one year later. **Parents who want early admission (when applying for admission in the year in which the child turns 5 years old) or postponed admission (when applying for admission in the year in which the child turns 6 years old) must apply to their eup/myeon office or dong community service center between Oct. 1 and Dec. 31.**

Please contact your eup/myeon office or dong community center for more information.



TIPS

Admission of children of non-Koreans

Children of non-Koreans, even if born in Korea, may not be issued the elementary school admission notification letter. In this case, the child's parent must visit the school nearest to his or her place of residence with a document that proves residence in Korea. Children of non-registered foreigners are still able to go to school, but the parent will need to prove residence (Letter of warranty from friends or neighbors), and thus documents verifying the address and DOB of your child are required for enrollment. A housing lease agreement or written character reference are acceptable.



04. Middle School Admission Procedure

» Admission process for general middle schools

- For children already attending elementary school, the school will prepare the relevant documents and take care of middle school admission. Parents are not involved in this process.

» Admission process for specialty middle schools

- Specialty middle schools such as physical education middle schools, art middle schools and international middle schools select students based on their own criteria according to their mandate.
- Student selection requirements, processes and methods may vary depending on the school. You should check the website of your desired school for admission information such as application forms, other documents, process and schedule, and announcements of successful applicants.

» Middle school admission procedure

Category	Middle schools in general	Specialized middle schools
Characteristics	- Divided based on gender into girls' middle schools, boys' middle schools and coeducational schools	- Talented students in certain areas are selected for intensive training - Physical education middle school, arts middle school and international middle school
Tuition (admission fee, schooling fee)	Free of charge	To be paid (varying depending on school)
Admission criteria	To be assigned depending on school category and middle school district	Separate admission criteria Select students (based on Article 76 of Elementary and Secondary Education Act)

05. High School Admission Procedure

» Application period

- High schools are open for selection of new students twice a year. General high schools, autonomous public and private high schools, international and foreign language high schools accept students in the 2nd half, while specialty high schools except international and foreign language high schools accept students in the 1st half. High schools may have different recruitment periods depending on the city and provincial office of education, so please check the appropriate application period accordingly.

» High School Admission Procedure

Category	Detailed category	Purpose	Admission criteria
General school	General school	Middle schooling based on academic capability required for middle school	<ul style="list-style-type: none"> Standardization area: Lottery Non-standardization area: school records and entrance exam
Special purpose high school	Foreign school	Produce graduates that are comfortable working in a foreign language	Self-driven learning
	International high school	Produce graduates that are specialized in international affairs	
	Science high school	Produce graduates that are specialized in science	Highly self-driven learning
	Art school	Produce graduates that are specialized in art	School record, interview and practice
	Physical education school	Produce athletes	
	Meister High School	Introduce customized educational course aimed at producing professionals	
Specialized high school	Characteristics (profession)	Develop talents among students with similar talents, aptitudes and capabilities	School record, interview and practice, etc.
	Characteristics (alternative)	Exploration in nature and activities focusing on field experience	
Autonomous high school	Autonomous private high school	Introduce a variety of educational courses for each school, operate them by securing the autonomy to which a private school is entitled	Self-driven learning program (Some schools select students through random selection involving school records)
	Autonomous public high school	Reduce educational divide by upgrading education quality of public high schools in areas with relatively poor education conditions	<ul style="list-style-type: none"> Standardization area: lottery and assignment Non-standardization area: school records and entrance exam
Other schools	School for gifted children	Introduce educational course at the level of given capability and aptitude by developing talented people earlier	Recommendation and selection committee

※ You may check admission information via high school admission portal site (www.hischool.go.kr)



III How to Enroll and Transfer your Child who lived Abroad and returned to Korea

01. Overview

» Regardless of the nationality if you once lived abroad and returned to Korea, the procedure for Entering and Transferring of School is as follows:

Decide to transfer schools

Contact school in your district

[Transfer consultation]

1. School in your district: Contact a vice-principal or a teaching director
2. Regional office of education or district office of education: Contact a school admission officer or an officer in charge of multicultural education (See contacts of City/ Province of Department of Education at Page 22)

Documents required for transfer⁷⁾

- One copy of admission & transfer application form (form prepared by city and province)
- A copy of the proof of entry and departure of the student or proof of Alien Registration Certificate from Immigration
 - ※ If it is difficult to submit the above forms, documents verifying your residence such as written guarantee of the neighborhood and tenancy agreement may be used instead
- Documents verifying educational background⁸⁾ (Graduation certificate or documents verifying presence at school, report cards, etc.)
- Other documents according to the guidelines of metropolitan and provincial offices of education (Check documents of your regional office of education.)

Category	Details
When student attended a certified foreign school listed on the Education Ministry's website	Document issued by the principal of the school listed in the Education Ministry's website may be a key document without authentication by Apostille or counsel *For the list of certified foreign schools, access the Education Ministry's website (www.moe.go.kr) and then main menu: policy> elementary, middle and high school> educational course to check: Document name: "Guide to the list of certified foreign schools" ※ If the school is not listed, parents (guardian) shall verify that the school concerned is a registered educational institute. Otherwise, the school must be confirmed by Apostille or counsel.
Apostille member states	If foreign documents are submitted, allow Apostille to confirm, translate and certify them before submitting in Korean (Appendix 4. List of countries based on Apostille agreement, See Page 31)
Non-member states of Apostille	For states without Apostille services, receive a signature from the Korean counsel in your birth country before submission

- Immunization Certificate
- To confirm information regarding the student for educational purposes, you may be asked to submit a copy of the student's passport, family relationship certificate and copy of resident registration (if student has acquired Korean nationality).

[Principle for recognition of foreign enrollment or graduation]

- Completing 6 years or more of school education = Graduation from elementary school
- Completing 9 years or more of school education = Graduation from middle school
- Completing 12 years or more of school education = Graduation from high school

[When it is difficult to verify the educational background]

If it is difficult to verify educational background of any student, municipal offices of education shall be requested for deliberation **regarding recognition of the academic degree.** (For details, see Page 17)

Submit documents for enrollment and transfer & admission

Enrollment and transfer & admission

- 7) Documents required for transfer and admission may vary according to schools or regional offices of education.
- 8) Documents verifying educational background contain information regarding types of schools which student attended and schooling periods.



TIPS

Apostille confirmation letter

If Apostille is issued for public documents (transcript, etc.) from Apostille member countries, the documents may be used as official documents in Korea.

Issuance of Apostille

- ① Prepare documents verifying academic certificates issued by foreign schools attended (shall include signature or seal of the school's principal, with translation* attached)
 - * Translation should be submitted after being notarized to receive confirmation of Apostille
- ② Receive confirmation of Apostille through the foreign ministry in the country concerned or the Apostille issuer (Apostille attached)
- ③ If you submit it to the desired educational institute in Korea, it will be recognized as a public certificate.

- **As the nation guarantees mandatory education for children and adolescents under the “Constitution” and the “United Nations Convention on the Rights of the Child”, any child or adolescent is allowed to enter elementary school or middle school, regardless of his or her residence status.** Sometimes, parents that are in Korea illegally do not send their children to school, as they are concerned about being caught. But to ensure children's right to education, **the Korean government does not attempt to find illegal immigrants through their children.**

■ United Nations Convention on the Rights of the Child

Article 2.1 The Nation is obliged to respect the rights of the child stipulated in the convention and guarantee the effectiveness of the convention to each of the children regardless of the child's, his or her parents' or his or her sponsor's race, gender, religion, political and other opinions, ethnic, racial or social background, property, incompetence, birth or other social status and without any type of discrimination.

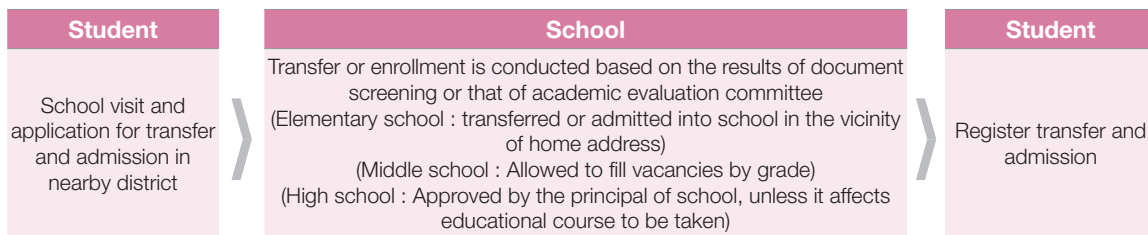
Article 28. The Nation shall recognize the right of each child to education, and gradually take the following procedures to make them achieve such right based on equality of opportunity.

a. Elementary school is mandatory and shall be provided to all children free of charge.

- If parents want their child to transfer to a local school, **they need to go to the school or to the relevant regional or district office of education first for admission consultation (See contact points of metropolitan and provincial offices of education at Page 22).** At the school, the vice-principal or teaching director takes care of admissions. At the regional or district office of education, there is an officer in charge of admissions consultation and an officer in charge of multicultural education (multicultural family coordinator). As the officer in charge may be away from his or her desk are you might have to wait, so **please call and make an appointment for your visit** before actually going in to the office. For admission to school, you need the documents described above. If you bring the documents with you for the consultation, it will be more likely to go smoothly. To meet educational needs, you may be asked to submit additional documents.



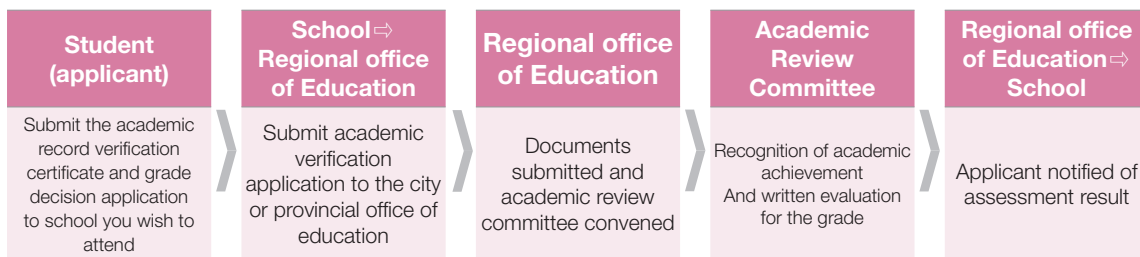
Procedures for Transfer Admission and Enrollment



02. Academic Review Committee for Students from Multicultural Families

- » Students (aged 6 to 18) from multicultural families who want to be transferred to middle school but find it hard to confirm their educational background may request deliberation on the recognition of their academic history to regional offices of education.
The education review committee operates differently for each city and province. Please contact the relevant office of education for details. (see Appendix 1, city & provincial office of education contact list [page 22.](#))
- » Academic history of multicultural students is decided through comprehensive consideration of the standard school age in Korea, extent of education received in other countries, current learning ability as well as student/guardian's wishes, in addition to the documents submitted to the committee.
- » If deemed necessary to verify an applicant's ability to follow the curriculum, the academic review committee can carry out an in-person interview or a written test.

Academic Review Process for Children from Multicultural (Example)



Documents Required for Academic Assessment

- Application of academic recognition and grades 1 copy
 - Photocopy of passport or another official document for date of birth verification 1 copy
 - Proof of residence in Korea or alien registration 1 copy
 - Proof of academic history 1 copy (may be omitted if cannot be obtained)
- ※ Documents in a language other than Korean must be translated and submitted. In such cases, the original and its translation must be notarized.

[Application Form]

Request to Recognize Academic History

Applicant	Name		Resident registration number		Photo		
	Address						
	Contact						
Patron	Name		Resident registration number		Relationship with applicant		
	Address			Contact			
Request details	<input type="checkbox"/> Recognition of completion of elementary school <input type="checkbox"/> Recognition of completion of middle school <input type="checkbox"/> Other: ※ Fill the bank with O for any of the above that are relevant. Otherwise, describe your request in detail.						
Remark (Applicant's opinion)	※ If you have ever submitted an application for transfer & admission on your own, describe it as well as your Korean level and interpretation (translation) support, etc.						
I request recognition of my academic history, which is described above. 20Year Month Date <div style="display: flex; justify-content: space-between; width: 80%; margin: auto;"> Applicant: (sign) </div> ※ Attached documents 1. One copy of passport or certified document verifying birth date/month/year 2. One copy of domestic residence confirmation or one copy of foreigner registration confirmation 3. One copy of document verifying educational background (limited to person concerned) <div style="text-align: right; margin-right: 20px;"> To _____ Superintendent </div>							

* If the student has no resident registration number, a foreign registration number may be used instead. If neither exists, provide your birth date/month/year.

* The form above may differ according to each regional office of education.



IV. Educational Institutes for Students from Multicultural Families



01. Multicultural Kindergartens

- » A multicultural kindergarten provides tailored educational support programs for children from multicultural families (language education) and multicultural programs aimed at enhancing awareness of multicultural families among all children.
 - Language education: Prior and Post-program language assessment, unified language education and individual language education
 - Understanding & education of multiculturalism: Aimed at children and teachers, this is designed to promote multicultural emotion and mutual understanding
- » 131 Multicultural kindergartens are being operated Nationwide. For more detailed information, please contact the city or provincial office of education concerned

02. Multicultural Prep Schools

- » Students from multicultural families, who came to Korea after having lived overseas, or foreign students may have difficulty assimilating into a Korean school because of a lack of Korean language skills and Multicultural prep school programs are being operated to help those students to adapt to a Korean school
- » Multicultural prep school programs are being operated in 195 schools across the country (129 elementary schools, 53 middle schools, 4 high schools, 7 commissioned schools and 2 central schools). Please contact the regional office of education concerned

03. Multicultural Education-Centered Schools

- » Schools with a large number of multicultural students are designated as multicultural education-centered schools, and their students are provided with cultural education for an increased awareness of Korean culture and cultural diversity.
 - Program to enhance multicultural awareness: Promote understanding and communication among cultures, provide education aimed at the global community, promote cultural diversity, and provide education that counters prejudice and discrimination
 - Education customized for multicultural students: Students can enroll or transfer to a nearby multicultural school for foreign language classes, counseling, or mentoring.
- » Enrollment or transfer to a school further away from a student's area of residence can be arranged if requested by the parent. (Principal's permission is required, for more information, contact the city or provincial office of education.)
- » Multicultural education-centered school programs are being operated in 318 schools nationwide (267 Elementary schools, 42 Middle schools, 7 High schools and 2 Alternative schools). For details, contact the regional office of education concerned. (2016 multicultural education-centered school status: See Page 32)

04. Alternative Schools

Accredited Alternative Schools for the Education of Multicultural Students

School	Type	Features	Fees
Global School (globalsarang.com; Guro-gu, Seoul) 02-6910-1004	Elementary school	<ul style="list-style-type: none"> - Multilingual education to learn Korean and a second language such as English or Chinese - After-school classes and aptitude free education - 1 class per grade - Preliminary school non-graded system 	Free (After School , special ability ,including food expenses)
	Middle school	<ul style="list-style-type: none"> - Alternative school with recognized credits (consigned alternative school in which education is received for a specific amount of time and returned to the transferred school afterwards) 	
Seoul Dasom Tourism High School (sds.hs.kr, Jongno-gu, Seoul) 070-8685-7798	High school (vocational)	<ul style="list-style-type: none"> - Vocational education for improved opportunities for employment and Korean language education for better social integration - Standard subjects and vocational subjects aimed at students receiving certifications - Assign multi-cultural language instructor - Offer tourism contents and tourism service departments - Students selected based on document assessment and in-depth interviews 	Free (education expenses and meals not included)
Korea Polytechnics Dasom High School (kopo.ac.kr/dasom , Jecheon, Chungcheongbuk-do) 043-649-2800	High school (vocational)	<ul style="list-style-type: none"> - National Recruitment boarding type technical high school (all students live in dormitory/free education) - Offers Korean classes of various levels, naturalization test preparation, UNESCO Schools management - Emphasis on improving employment skills through technical education - 80% of students earned nationally recognized certifications for the past 4 years and achieved 100% high admissions and employment rates - Offers 3 departments such as computer machinery, plant facilities and smart electric engineering - Selected through applications and in-depth interviews 	Free (dormitory and meals included)
Incheon Hannuri School (hannuri.icesc.kr) 032-627-2284	Elementary, middle and high schools are consolidated	<ul style="list-style-type: none"> - Accredited consignment-type alternative school (As this school is a consignment-type school, students should go back to their originally transferred school after a certain period of education.) - An educational stepping stone with a focus on Korean language education (elementary: 1 class) - 50% standard subjects and 50% special subjects - Boarding provided (Students in the 5th grade of elementary school or older can stay in the dormitory for free.) 	<ul style="list-style-type: none"> · Elementary and secondary schools: free · High schools: Charged* (Boarding expenses are separately charged)

※ Educational cost at the same level as general public schools

※ Cost for school meal, boarding expenses, uniforms and a variety of programs varies according to school and area



V . Appendix

Appendix 1

<Contact Numbers of Regional Offices of Education And Multicultural Education Support Center>

Offices of Education	Address	Telephone No.
Seoul Metropolitan Office of Education	(Sinmun 2) 48, Songwol-gil 48, Jongno-gu, Seoul	Staff in Charge: 02-3999-113
		Multicultural Center: 02-399-9058, 9067
		Representative: 02-1396
Busan Metropolitan City Office of Education	(455-1 Yangjeong 1-dong) 12, Hwaji-ro, Busanjin-gu, Busan	Staff in Charge: 051-860-0276 Representative: 051-860-0114
	(4F, Norimaru) 26, 209beon-gil, Jeonpo-daero, Busanjin-gu, Busan	Multicultural Center: 053-819-7063
Daegu Metropolitan Office of Education	11, Suseong-ro 76-gil, Suseong-gu, Daegu	Staff in Charge: 053-231-0511
		Multicultural Center: 052-231-0516
		Representative: 053-231-0000
Incheon Metropolitan City Office of Education	9, Jeonggak-ro (Guwol-dong), Namdong-gu, Incheon	Staff in Charge: 032-420-8368
		Multicultural Center: 032-420-7697
		Representative: 032-423-3303
Gwangju Metropolitan Office of Education	93, Hwaun-ro, Seo-gu, Gwangju	Staff in Charge: 062-380-4373
		Multicultural Center: 062-380-4373
		Representative: 062-380-4500
Daejeon Metropolitan Office of Education	89, Dunsan-ro (Dunsan-dong), Seo-gu, Daejeon	Staff in Charge: 042-616-8256 Representative: 042-616-8900
	3F, Hyeheung Bldg., 134, Daeheung-ro (Daeheung-dong 442), Jung-gu, Daejeon	Dongbu Multicultural Education Center: 042-253-7589
	Pai Chai University, 155-40 Baejae-ro (Doma-Dong), Seo-Gu, Daejeon	Seobu Multicultural Education Center: 042-520-5996
Ulsan Metropolitan Office of Education	(Yugok-dong) 375, Bukbu Beltway, Jung-gu, Ulsan	Staff in Charge: 052-255-8182 Representative: 052-210-5400
	103 Eonyang-eup, Ulju-gun, Ulsan	Multicultural Center: 052-255-8180
Sejong City Office of Education	2154 Hannuri-daero, Sejong-si	Staff in Charge: 044-320-2034
		Representative: 044-320-1000
Gyeonggi Provincial Office of Education	Northern Branch : 700, Dongil-ro, Eujeongbu-si, Gyeonggi-do	Staff in Charge: 031-820-0653
	Siheung Regional Office of Education: 11-2, 446beong-gi, Mayu-ro, Siheung-si, Gyeonggi-do	Staff in Charge: 031-488-2464
	Ansan Regional Office of Education: 134, Jeokgeum-ro, Danwon-gu, Ansan-si, Gyeonggi-do	Staff in Charge: 031-412-4621



Offices of Education	Address	Telephone No.
Gangwon Provincial Office of Education	2854, Yeongseo-ro, Chuncheon-si, Gangwon-do	Staff in Charge: 033-258-5527
		Representative: 033-258-5114
		Multicultural Center: 033-258-5527
Chungcheongbuk-do Office Of Education	1929, Cheongnam-ro, Seowon- gu, Cheongju-si, Chungcheongbuk-do	Staff in Charge: 043-290-2227
		Representative: 043-290-2000
	1929, Cheongnam-ro, Seowon- gu, Cheongju-si, Chungcheongbuk-do	Multicultural Center: 043-210-2806
Chungcheongnam-do Office of Education	22, Seonhwa-ro, Hongbuk-myeon, Hongseong-gun, Chungcheongnam-do	Staff in Charge: 041-640-7234
		Representative: 041-640-7777
		Multicultural Center: 041-640-7233
Jeollabuk-do Office of Education	111, Hongsan-ro, Wansan-gu, Jeonju-si, Jeollabuk-do	Staff in Charge: 063-239-3347
		Representative: 063-239-3114
Jeollanam-do Office of Education	(1457, Namak-ri) 10, Eojinnuri-gil, Samhyang-eup, Muan-gun, Jeollanam-do	Staff in Charge: 061-260-0383
	31, Gangnam-ro, Dolsan-eup, Yeosu-si, Jeollanam-do	Representative: 061-260-0114
		Staff in Charge: 061-640-3331
Gyeongsangbuk-do Office of Education	Galjeon-ri 511, Docheong-daero, Pungcheon-myeon, Andong-si, Gyeongsangbuk-do	Representative: 061-640-3333
		Staff in Charge: 054-805-3306
		Multicultural Center: 054-805-3306
Gyeongsangnam-do Office of Education	(6-1, Yongho-dong) 241, Jungang-daero, Uichang-gu, Changwon-si, Gyeongsangnam-do	Representative: 054-805-3000
		Staff in Charge: 055-268-1514
	264, Yongji-ro, Uichang-gu, Changwon-si, Gyeongsangnam-do	Representative: 055-268-1100
Jeju Special Self-Governing Provincial Office of Education	(311-46, Yeong-dong) 5, Munyeon-ro Jeju-si, Jeju-do	Multicultural Center: 055-210-5160~3
		Staff in Charge: 064-710-0254
	2-21, Sinheung-ro 2-gil, Jocheon-eup, Jeju-si, Jeju-do,	Representative: 064-710-0114
		Multicultural Center: 064-784-9040

- ※ The telephone number of “Staff in charge” is directly connected to the person in charge of multicultural education; multicultural centers operated by the regional offices of education in several cities or provinces also provide information about multicultural education.
- ※ The telephone number of “Representative” is for public consultation services offered by each office of education.
- ※ There are 17 regional offices of education and 178 district offices of education available nationwide.
- ※ To learn more about the office of education in your residence, including address and telephone number, please contact the relevant office of education.

Appendix 2

<“Video Guide for Parents on the Korean Education System, and Admissions Information”>

- » This video is for parents of multi-cultural families with children in elementary school or earlier. The video has a total of six parts (approximately 25 minutes each), and provides information on the Korean school system and school life, from admissions to elementary school and graduation.
- » The video is available at the National Center for Multi-cultural Education homepage (www.nime.or.kr / Multicultural Contents Video), Korea National Open University Prime College Hub University homepage (<http://hub.knou.ac.kr>), and Danuri homepage (www.liveinkorea.kr). It is recorded in Korean, and there are subtitles available in five languages (Vietnamese, Chinese, Japanese, English and Russian)

Part	Title	Keywords	Video
1	Let's learn about Korean schools	Daycare center, Kindergarten, Elementary / middle / high school, College educational institutes, Mandatory education	
2	How should you prepare for admission to elementary school?	Notice to attend school, Prior call date, Childcare class, After-school class, School newsletter	
3	Let's learn about a typical day and school year for an elementary school student	Major events, Subjects, Class hours, Meals, Field experience, Summer break, Field day, Short vacations	
4	How should you parent an elementary school student?	Parenting, Essential school supplies, Homework diary, Safe commute, Accident prevention	
5	How should you help your children with homework and schoolwork?	Helping with academics, Types of homework, Spelling, Journal, Reading, Performance evaluation	
6	What do I do when my children graduate from elementary school? (Children's career and admissions information)	Procedure after graduating from elementary school, Aptitude, Admissions, Career, Occupation, Licenses, Acquisition information	



Appendix 3

<Terms related to kindergarten (Ex.)>

Term	Description
Kindergartener	Young child attending kindergarten. Children from three years old up to elementary school age (usually 5) attend a kindergarten
Parents	Guardian of the kindergartener, such as mother or father
Attendance	Kindergarteners arrive at the kindergarten and start educational activities
Dismissal	Kindergarteners finish their educational activities at the kindergarten and return home
Elective Activity	Play time for the kindergarteners to plan/execute/assess activities in various fields provided within the class (playing with blocks, role play, art, music, language, numbers, science, etc.); takes up at least 1 hour a day of class
Outdoor Activity	Kindergarteners can play outdoors (playground, sandbox, etc.); takes up at least 1 hour a day of class
Lunch	A lunch is provided to kindergarteners by the kindergarten
School Newsletter	Newsletter containing information on the kindergarten's educational activities, parent education and child education
Morning, Evening and All-day Childcare	Educational activities provided to young children from two-income families or single-parent households who require childcare before or after their regular educational courses; usually comprised of rest and childcare activities
After-school Teacher	Teacher in charge of after-school classes following normal school classes
Childcare Course	Educational activity for young children from two-income families or single parent households, provided before or after regular educational courses; usually comprised of childcare activities
Principal	Person in charge of the overall operation and supervision of the kindergarten
Vice-principal	Middle manager who helps the principal and provides support for the operation of the kindergarten
Faculty Ability Development Evaluation (Parent Satisfaction Survey)	Online assessment on parent satisfaction with kindergarten teacher, vice-principal and principal
Operating Committee	Organization comprised of faculty representatives and parent representatives, tasked with reviewing and providing advice on important education activities
Kindergarten Tuition	Tuition paid to kindergarten for educational activities
Administration Office	Office related to kindergarten finances, such as tuition and activity fees
School Banking	Automatic wire transfer system for education expenses (field trip costs, etc.); parents pay through an electronic transfer to the kindergarten's bank account

Event Name	Description
Admissions	Process of application, drawing, registration, etc. for child to be admitted to kindergarten
Orientation	Day to provide information to parents of newly admitted students on kindergarten's education process, events, etc.
Entrance Ceremony	Ceremony to welcome new kindergarteners on the first day of kindergarten
Field Trips	Learning activities to acquire knowledge and information by directly visiting the actual site with the materials necessary for learning by the operation plan of the school curriculum (For example: Spring & fall trips, school trips, career experience, etc.)
Out-of-class experience activities	It is a learning activity that is conducted through direct experience such as field trip, cultural experience, and career experience through experiential learning that is carried out after obtaining preliminary permission of the principal by the personal plan. (For example: cultural visits foster learning, family visit & travel, filial duty to parents, etc.)
Parent-Teacher Conference	1:1 meeting between parents and teachers to talk about life at kindergarten, or discuss issues that need to be solved
Open Class for Parents	Open class day for parents to observe classes at the kindergarten
Vacation	Break from kindergarten classes at the end of the semester or school year. There is a summer vacation and a winter vacation (summer vacation, winter vacation, spring vacation, etc.)
Back-to-School Ceremony	Ceremony to mark the end of the vacation and the start of regular classes at the kindergarten
Kindergarten Anniversary	Kindergarten holiday once a year to commemorate the anniversary of the opening of the kindergarten
Discretionary Holiday	Day or period off, designated at the discretion of the kindergarten
Graduation Ceremony	Ceremony of presenting graduation certificates after the education course has been completed according to regulations; given to five-year-olds
Completion Ceremony	Ceremony held when school year at kindergarten is complete; given to 3 and 4 year-olds

※ Terms may differ depending on the region and the kindergarten



<Terms related to life at elementary school (Ex.)>

Term	Description
Week	Period from Monday to Sunday
Semester	Period of school year categorized as necessary for schoolwork. Usually divided into two semesters, from March to August and from September to February
Transfer	Moving from one school to another.
Student Records	Documents recording the school life of students in elementary, middle and high school, as well as their physical, mental, affective and social development status
Student Report Card	Documents recording the overall performance of students at school (attendance, academic achievements, etc.), which are distributed at the end of the semester
Approved Absence	Approval of absence due to a marriage or death in the family, an illness or an infectious disease, or for a field learning experience with family
Notices	Messages sent home by the homeroom teacher or the school
School Newsletter	Newsletter sent home from school to parents to provide information on events related to educational activities
Weekly Newsletter	Newsletter from the homeroom teacher, containing timetable, preparations, class events or information on the week's activities
Performance Evaluation	Method of assessing outcomes achieved by students or student's performance using various methods (essay, discussion/debate, experiments/lab work, observation, self-evaluation, cross-evaluation, etc.) in order to check the student's knowledge, functions and attitude
Consent Form for User of Personal Information	Documents to obtain approval from parents for the use of the student's personal information in relation to school activities
After-school Class	Various educational programs operated after regular school hours
Health Examination	Physical examination given to first and fourth grade students at hospitals designated by the school to check for and prevent diseases
Dental Examination	Dental examination for second, third, fifth and sixth grade students at a dental clinic designated by the school
Physical Development Examination	Checking the physical development health of students by measuring height and weight
Library Card	Card used to borrow books from the school library
School Operating Committee	Organization that provides reviews and advice on issues related to school operation and education activities. It is comprised of school faculty representatives, parent representatives, and community figures
School Police	Police officer in charge of the school that provides school violence prevention education for students and parents, and is in charge of preventing and stopping violence at schools

Event Name	Description
Entrance Ceremony	Ceremony held for first grade students when they begin school
Class Officer Election	Class representatives (class president, vice-president) are elected by a free vote in each class
Student Body Elections	School representatives (school president, vice-president) are elected through a free vote of the entire school (students)
Field Trips	Learning activities in which children gain knowledge and information outside of the classroom, through experience-based activities
Field Day	Students gather together to engage in various sports games
School Trips	Overnight trip with teachers for experience-based learning, by seeing and feeling nature and culture
Camping and Training Activity	Outdoor activities in natural areas such as mountainsides and seaside to enhance the character and the physical and mental health of students
School Anniversary	School holiday held once a year to commemorate the anniversary of the opening of the kindergarten
Discretionary Holiday	Day or period off, designated at the discretion of the school
General Meeting of Parents	Gathering of parents to receive information on the school's educational activities and to discuss matters related to the operation of the school (introduction to curriculum)
Parent-Teacher Conference	1:1 meeting between parents and teachers to discuss issues that need to be solved
Open Class for Parents	Open class day for parents to observe classes
Vacation	Break from classes at the end of the semester or school year. Includes summer vacation and winter vacation (summer vacation, winter vacation, spring vacation, etc.)
Back-to-School Ceremony	Ceremony to mark the end of vacation and the beginning of regular classes at school
School Arts Festival	Educational event in which exhibits, presentations and contests are held at school
Completion Ceremony	Ceremony held to mark the completion of the school year
Graduation Ceremony	Ceremony of presenting graduation certificate after completing the six-year elementary school course

※ Terms may differ depending on the region and the elementary school



<Terms related to life at middle school and high school (Ex.)>

Term	Description
Subject	Subject taught at school
Textbook	Textbook to study each subject
Creative Experience Activity	Extracurricular activities; comprised of four sectors such as autonomous activities, club activities, volunteer activities, and career activities
School Transcripts	Documents containing the grades of students and details of their overall school life
School Records	Overall records in school (test scores, performance evaluation, paper exams, etc.)
Performance Evaluation	Normally evaluated for each class; the evaluation method may differ depending on the subject. Evaluated based not only on results, but also on the process.
Practical Test	Refers to tests involving an activity, such as painting, drawing, playing instruments, long jump, running, etc. for arts and physical education subjects such as arts, music and physical education.
English Listening Test	English listening test jointly supervised by the 17 municipal and provincial education offices around the nation. Tests are offered twice a year and results are reflected in English performance evaluations.
Mid-term Exam	School tests in the middle of the semester
Final Exam	School tests held at the end of the semester
Mock Exam	Tests taken as preparation for college entrance examinations; not reflected in school records
Occasional Admissions	College-entrance exam assessed along with grades from college scholastic ability tests
Regular Admissions	College-entrance exam assessed along with high school GPA and overall records in high school
Club Activities (CA)	Activities for students with common hobbies or interests during times designated by the school
Autonomous Club	Clubs for students with common hobbies or interests, held during times other than those designated by the school

Term	Description
Moving Class	Classes taken in which students go to a classroom other than their homeroom (e.g., art, English, math, etc.)
Class Meeting	Meetings held for class members during the time prescribed by the school
Student Council	Organization or group in which student representatives gather to share opinions on school life to determine and execute relevant matters
General Meeting of Parents	Meeting of guardians of students to discuss matters related to the operation of the school
After-school Class	Classes held after official school classes for students who wish to take additional classes
Self-initiated Learning	Studying on one's own
Volunteer Activity	Individual students or school groups who volunteer for the benefit of society or the public
Field Trips	Learning activities to acquire knowledge and information by directly visiting the actual site with the materials necessary for learning by the operation plan of the school curriculum and directly (Example: Spring, Fall trips, school trips, work experience, etc.)
Outside school field	It is a learning activity that is conducted through direct experience such as field trip, cultural experience, and work experience through experiential learning that is carried out after preliminary permission of the principal by the personal plan. (For example: cultural visits foster learning, family visit & travel, filial duty to parents, etc.)
Discretionary Holiday	Holiday that is not a public holiday, but is designated at the discretion of the principal
Free Semester Program	System in which middle school students can take debate or lab classes or occupational experience activities rather than mid-terms and finals
School Violence	Violence inside or outside of the school that results in mental or physical damage; can include physical violence, bodily harm, confinement, threats, seizure, lure, insult, intimidation, sexual violence, cyber bullying and humiliation using telecommunications networks, etc.
Weekly Duty (Class Assistant)	Person who volunteers for the class on a day prescribed by the class members
Class T-Shirts	Clothes purchased by class members for the purpose of uniting the class during sports contests (does not include physical education uniforms)

※ Terms may differ depending on the region and the middle / high school



Appendix 4

<Member Nations of Apostille>

As of 2017.09.14

Continent	Member Nations
Asia, Oceania (17)	Australia, China (Macao, Hong Kong), Japan, Korea, New Zealand, Brunei, Mongolia, Cook Islands, Fiji, India, Marshall Islands, Mauritius, Vanuatu, Samoa, Tonga, Niue, Tajikistan
Europe (52)	Albania, Austria, Belarus, Belgium, Bosnia and Herzegovina, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Georgia, Germany, Malta, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, Romania, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, Kyrgyzstan, Macedonia, Ukraine, United Kingdom, Andorra, Armenia, Azerbaijan, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America (1)	United States of America
Central and South America (28)	Argentina, Mexico, Panama, Suriname, Venezuela, Antigua and Barbuda, Bahamas, Barbados, Belize, Colombia, Dominican Republic, Commonwealth of Dominica, Ecuador, El Salvador, Granada, Honduras, St. Vincent, Peru, Trinidad and Tobago, St. Lucia, Saint Kitts and Nevis, Costa Rica, Uruguay, Nicaragua, Paraguay, Brazil, Chile, Guatemala
Africa (11)	South Africa, Botswana, Burundi, Lesotho, Liberia, Namibia, Sao Tome and Principe, Swaziland, Malawi, Cape Verde, Seychelles
Middle East (4)	Morocco, Bahrain, Oman, Israel
Total	113 Nations



A Guide to the School Admission Process
for Parents of Multicultural Families
Enrolling Your Child in School

English



9F, National Institute for Lifelong Education, 14, Cheonggyecheon-ro, Jung-gu, Seoul (Zip code: 04520)

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