

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

Contents



I . Admissions guide

- | | |
|---------------------------------------|----|
| 1. Kindergarten admissions guide | 07 |
| 2. Elementary school admissions guide | 10 |
| 3. Middle school admissions guide | 11 |
| 4. High school admissions guide | 12 |



II . Enrollment and transfer guide

For children who came to Korea after living abroad or children with foreign nationality

- | | |
|---|----|
| 1. Enrollment and transfer guide | 15 |
| 2. Review to recognize the academic history of students from multicultural families | 17 |



III . Educational support systems

- | | |
|--|----|
| 1. Educational institutes for multicultural students | 18 |
| 2. Educational support for multicultural students | 20 |
| 3. Tuition support | 20 |
| 4. Support for school life | 21 |



Appendices

- | | |
|--|----|
| 1. “Video guide for parents on the Korean education system and admissions information” | 22 |
| 2. Terms related to school life | 23 |
| 3. Signatories to the Apostille Convention | 29 |

Guide to the School Admissions Process
for Parents of Multicultural Families
Enrolling Your Child in School
is available in 12 languages.

한국어 (한국어)		English (영어)	
Tiếng Việt (베트남어)		中文 (중국어)	
Tagalog (타갈로그어)		日本語 (일본어)	
ภาษาไทย (태국어)		Монгол (몽골어)	
русский (러시아어)		ខ្មែរ (크메르어)	
မြန်မာ (미얀마어)		Français (프랑스어)	
عربي (아랍어)		National Center for Multi-culture Education (edu4mc.or.kr)	

※ Enrolling Your Child in School, which introduces the enrolling process for parents of multicultural families can be downloaded from National Center for Multi-culture Education website (www.edu4mc.or.kr) in PDF form

[Remarks]

School System in Korea

- ❖ The Korean education system consists of kindergarten, elementary school, middle school, high school, and university.
 - The **education period** lasts **3 years for kindergarten, 6 years for elementary school, 3 years for middle school, and 3 years for high school**, and each year is divided into two semesters. Generally, the **first semester** begins in **early March** and the **second semester** starts in **late August or early September**.
 - As for the **school curriculum**, **kindergartens** offer an **integrated school curriculum** that focuses on playing, while **elementary schools, middle schools, and high schools** provide education that is divided into **curricular activities and creative experiential activities** which are extracurricular activities.
 - **Elementary school (6 years) and middle school (3 years)** education is **compulsory and provided for free**.
 - ※ However, private elementary schools and specialty middle schools (art middle schools, physical education middle schools, and international middle schools) charge tuition fees which must be paid.
- ❖ **Regardless of the status of sojourn, all children and adolescents are allowed to attend elementary school, middle school and high school.**
 - As the nation **guarantees compulsory education for children and adolescents** under the Constitution of the Republic of Korea, the Elementary and Secondary Education Act, and the United Nations Convention on the Rights of the Child, all children and adolescents are **allowed to attend elementary school and middle school, regardless of their status of sojourn**.
 - In some cases, parents do not send their children to school due to fear of exposing their status, **but to ensure children's right to education, the Korean government does not attempt to find illegal immigrants through their children.**
- ❖ **Multiculture-friendly environment is established and all students are supported to learn and grow together.**
 - **For everyone to benefit from multicultural education**, and to provide **customized support for multicultural students**, some kindergartens, elementary schools, middle schools, and high schools have been **designated as multicultural policy schools**.
 - Among the multicultural policy schools, schools that run **Korean Language Classes** offer **intensive education on Korean language and culture** to help with children's adaptation to school life and provide basic education.

[School System in Korea]

School System		Period	Age	Tuition	Note
Pre-elementary	Kindergarten	3 years	3~5	Y/N	-
Elementary education	Elementary school	6 years	6~11	Y/N	Compulsory
Secondary education	Middle school	3 years	12~14	Y/N	Compulsory
	High school	3 years	15~17	Y/N	-
Higher education	University	4 years	18 or older	Y	-
	Community college	2~3 years			
	Graduate school	2~5 years			

I

Admissions Guide



Age	Level of School										
3-5	<p style="text-align: center;">Admission to kindergarten</p> <p>[For parents to prepare] Submit application via the Go-First School website (www.go-firstschool.go.kr)¹⁾</p> <table border="1"> <tr> <td data-bbox="442 469 649 642">Around October – December (varies across kindergartens)</td> <td data-bbox="649 469 1351 642"> <ul style="list-style-type: none"> • Visit Go-First School (www.go-firstschool.go.kr) and sign up for membership • Read the application guidelines of each kindergarten <ul style="list-style-type: none"> ※ Check the corresponding kindergarten's application guidelines to find out whether it offers preferential enrollment to children of multicultural families • Submit application and get a filing receipt (can be printed) • Check the lottery results and register your child • Attend orientation, preliminary convocation, etc. </td> </tr> <tr> <td data-bbox="442 642 649 737">January – February of the following year</td> <td data-bbox="649 642 1351 737"> <ul style="list-style-type: none"> • Register for additional admissions and check the results • Register for kindergarten • Attend orientation, preliminary convocation, etc. </td> </tr> <tr> <td data-bbox="442 737 649 773">Early March</td> <td data-bbox="649 737 1351 773"> <ul style="list-style-type: none"> • School entrance ceremony </td> </tr> </table>	Around October – December (varies across kindergartens)	<ul style="list-style-type: none"> • Visit Go-First School (www.go-firstschool.go.kr) and sign up for membership • Read the application guidelines of each kindergarten <ul style="list-style-type: none"> ※ Check the corresponding kindergarten's application guidelines to find out whether it offers preferential enrollment to children of multicultural families • Submit application and get a filing receipt (can be printed) • Check the lottery results and register your child • Attend orientation, preliminary convocation, etc. 	January – February of the following year	<ul style="list-style-type: none"> • Register for additional admissions and check the results • Register for kindergarten • Attend orientation, preliminary convocation, etc. 	Early March	<ul style="list-style-type: none"> • School entrance ceremony 				
	Around October – December (varies across kindergartens)	<ul style="list-style-type: none"> • Visit Go-First School (www.go-firstschool.go.kr) and sign up for membership • Read the application guidelines of each kindergarten <ul style="list-style-type: none"> ※ Check the corresponding kindergarten's application guidelines to find out whether it offers preferential enrollment to children of multicultural families • Submit application and get a filing receipt (can be printed) • Check the lottery results and register your child • Attend orientation, preliminary convocation, etc. 									
	January – February of the following year	<ul style="list-style-type: none"> • Register for additional admissions and check the results • Register for kindergarten • Attend orientation, preliminary convocation, etc. 									
Early March	<ul style="list-style-type: none"> • School entrance ceremony 										
Compulsory education (Free education)	<p style="text-align: center;">Admission to elementary school</p> <p>[For parents to prepare] Receipt of school attendance notice and individual preparation for entrance into the school</p> <table border="1"> <tr> <td data-bbox="442 882 649 977">Until December 20 of the year preceding the year in which the date of entrance falls</td> <td data-bbox="649 882 1351 977"> <ul style="list-style-type: none"> • Receive a school attendance notice from the head of the eup, myeon, and/or dong with jurisdiction <ul style="list-style-type: none"> ※ The head of the Eup/Myeon/Dong will prepare a list containing the student's name, resident registration number, and address, and the guardian's name, date of birth, address, and contact information, and notify the head of the school to which the child is going to enter. ※ School attendance notices are not issued for students with a foreign nationality </td> </tr> <tr> <td data-bbox="442 977 649 1031">January – February of the following year</td> <td data-bbox="649 977 1351 1031"> <ul style="list-style-type: none"> • Preliminary convocation: Enrollment guidance </td> </tr> <tr> <td data-bbox="442 1031 649 1064">Early March</td> <td data-bbox="649 1031 1351 1064"> <ul style="list-style-type: none"> • School entrance ceremony </td> </tr> </table>	Until December 20 of the year preceding the year in which the date of entrance falls	<ul style="list-style-type: none"> • Receive a school attendance notice from the head of the eup, myeon, and/or dong with jurisdiction <ul style="list-style-type: none"> ※ The head of the Eup/Myeon/Dong will prepare a list containing the student's name, resident registration number, and address, and the guardian's name, date of birth, address, and contact information, and notify the head of the school to which the child is going to enter. ※ School attendance notices are not issued for students with a foreign nationality 	January – February of the following year	<ul style="list-style-type: none"> • Preliminary convocation: Enrollment guidance 	Early March	<ul style="list-style-type: none"> • School entrance ceremony 				
	Until December 20 of the year preceding the year in which the date of entrance falls	<ul style="list-style-type: none"> • Receive a school attendance notice from the head of the eup, myeon, and/or dong with jurisdiction <ul style="list-style-type: none"> ※ The head of the Eup/Myeon/Dong will prepare a list containing the student's name, resident registration number, and address, and the guardian's name, date of birth, address, and contact information, and notify the head of the school to which the child is going to enter. ※ School attendance notices are not issued for students with a foreign nationality 									
January – February of the following year	<ul style="list-style-type: none"> • Preliminary convocation: Enrollment guidance 										
Early March	<ul style="list-style-type: none"> • School entrance ceremony 										
12-14	<p style="text-align: center;">Admission to middle school</p> <p>[For parents to prepare] Nothing (Elementary schools will carry out all the relevant administrative and documentary work)</p> <table border="1"> <tr> <td data-bbox="442 1164 649 1201">Mid-January</td> <td data-bbox="649 1164 1351 1201"> <ul style="list-style-type: none"> • Middle school assignment (lottery system) </td> </tr> <tr> <td data-bbox="442 1201 649 1237">Late January</td> <td data-bbox="649 1201 1351 1237"> <ul style="list-style-type: none"> • Students are notified of their assigned schools, preliminary convocation </td> </tr> <tr> <td data-bbox="442 1237 649 1274">Mid-February</td> <td data-bbox="649 1237 1351 1274"> <ul style="list-style-type: none"> • Application for re-assignment, additional assignment, class placement test </td> </tr> <tr> <td data-bbox="442 1274 649 1310">Mid- to late February</td> <td data-bbox="649 1274 1351 1310"> <ul style="list-style-type: none"> • Notification of additional assignment results </td> </tr> <tr> <td data-bbox="442 1310 649 1355">Early March</td> <td data-bbox="649 1310 1351 1355"> <ul style="list-style-type: none"> • School entrance ceremony </td> </tr> </table>	Mid-January	<ul style="list-style-type: none"> • Middle school assignment (lottery system) 	Late January	<ul style="list-style-type: none"> • Students are notified of their assigned schools, preliminary convocation 	Mid-February	<ul style="list-style-type: none"> • Application for re-assignment, additional assignment, class placement test 	Mid- to late February	<ul style="list-style-type: none"> • Notification of additional assignment results 	Early March	<ul style="list-style-type: none"> • School entrance ceremony
	Mid-January	<ul style="list-style-type: none"> • Middle school assignment (lottery system) 									
	Late January	<ul style="list-style-type: none"> • Students are notified of their assigned schools, preliminary convocation 									
	Mid-February	<ul style="list-style-type: none"> • Application for re-assignment, additional assignment, class placement test 									
	Mid- to late February	<ul style="list-style-type: none"> • Notification of additional assignment results 									
Early March	<ul style="list-style-type: none"> • School entrance ceremony 										
15-17	<p style="text-align: center;">Admission to high school</p> <ul style="list-style-type: none"> • General high schools (including autonomous high schools) • Specialized schools: foreign language, international, science, art, and physical education high schools • Vocational high schools: vocational (occupational), vocational (alternative), meister high schools • Other schools: schools for gifted children <ul style="list-style-type: none"> ※ Admission procedures and application dates vary depending on the type of high school and city/provincial office of education ※ Need to check the "Information on high school admissions" website (www.hischool.go.kr). 										
18 or older	<p style="text-align: center;">University</p>										

1) If you are unable to use the kindergarten enrollment management system "Go-First School (www.go-firstschool.go.kr)," you can pay a visit to the kindergarten in person instead to submit your application.

01 Kindergarten admissions guide



Types of kindergartens

- **National kindergarten** : A kindergarten established and managed by the state
- **Public kindergarten** : A municipal or provincial kindergarten established and managed by the local government
- **Private kindergarten** : A kindergarten established and managed by a corporation or an individual

Target children

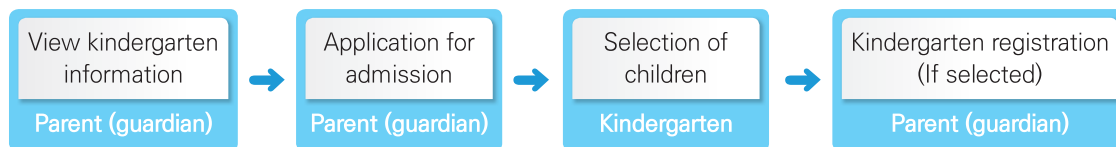
- **Children aged 3 and above** are eligible to enter kindergarten **before they enroll in elementary school**.

Time of entry

- **New semester admissions** : The school year runs from March 1 to the end of February the following year, and **entrance to kindergarten generally takes place in March**.
- **Mid-year admissions** : As **mid-year admissions may be permissible** depending on the kindergarten's circumstances, contact the kindergarten to find out if your child can be admitted.

Admissions procedure

- The entire admissions process, from the submission of the application to registration, is conducted through the **Go First School** website (www.go-firstschool.go.kr), a kindergarten enrollment management system.



TIP To find kindergartens in your neighborhood

- ▶ Information on kindergartens by region can be viewed online through the website of the **kindergarten enrollment management system (Go-First School)** or the **Kindergarten Notification** website. In addition to general information on kindergartens by region, you can also learn about the dates and methods of entry and their curriculums.
 - **Go-First School** (www.go-firstschool.go.kr)
 - A kindergarten enrollment system that allows parents (or guardians) who seek for their child to enter kindergarten to conveniently search online for information on kindergartens, file an application, and view the results.
 - **Kindergarten Notification** (e-childschoolinfo.moe.go.kr)
 - Information on current status and operation of kindergartens by region.
- ▶ Consider the following four factors when selecting an early-childhood education institution:
 - **[Location]** A place close to home or parents' workplace
 - If the commuting distance is long, the child may become subject to both physical and mental stress.
 - **[Educational philosophy]** A place that matches the parents' educational philosophy
 - Since the educational philosophy may vary from kindergarten to kindergarten, it is necessary to closely examine the type of school curriculum that is emphasized
 - **[Facilities]** A safe and hygienic place
 - As it is a place where the child will spend more than half the day, its safety, hygiene, and spaces where activities are carried out should be closely looked at.
 - **[Teachers]** Teachers with good interactive skills
 - For the development of children, it is important for teachers to have positive interactions with them.

➤ Submission of an application for admission to kindergarten

- Submission time
 - Although times vary by region and kindergarten, **in general, new students for the following year are recruited from October to November.**
- Submission methods
 - There are two methods to file an application for admission to kindergarten: **online application** and **in-person application**, and you may file applications for up to 3 kindergartens.
 - **Online application** : Parents may submit their applications through the Go-First School website.
 - **In-person application** : Parents visit the desired kindergarten to apply in person. (Some private kindergartens accept in person applications only)
 - Applications are divided into a **priority group** and a **general group**. **As some kindergartens include children from multicultural families in their priority groups, please check with the kindergarten to learn more.**
 - In some cases, kindergartens require the submission of additional documents to identify whether the children are from multicultural families. For this reason, it's important that you check recruitment notices or contact the kindergarten to inquire about the required documents.

➤ Selection and registration of kindergarten students

- The selection of kindergarten students is not conducted on a first-come-first-served basis. If the number of applicants exceeds the available spaces, the selection is made through a lottery. The selection results will be available through the Go-First School website or communicated individually to the applicants.
- If you were not selected for any of the kindergartens that you applied for, or if you gave up your enrollment for the kindergartens that selected you, you may still be able to enroll in other kindergartens that have failed to fill all available spaces.
- Once the kindergarten enrollment becomes finally confirmed, parents (guardians) will be given detailed information through preliminary convocations or orientations regarding their children's kindergarten admission.

➤ Preparation for entrance

- The preparation for entrance can be divided into things for parents to prepare and things for parents to do for their child.
 - **Things for parents to prepare** : Verify eligibility to receive tuition support and prepare additional admissions documents (application for after-school courses for dual-income families or others depending on the kindergarten), photographs, certificates of vaccinations and medical checkups, and other materials required by kindergarten, etc.
 - ※ Please make sure that you attend the parents' orientation before your child starts at the kindergarten to receive full guidance. It is also helpful for adaptation to become familiar with the atmosphere by visiting the kindergarten in advance with your child.
 - **Things for parents to do for their child** : Teach your child basic safety rules, how to remain comfortable away from you (or other guardians), how to mingle with peers, basic habits (potty training and table manners), and what to be careful of when using school buses.





Note Kindergarten curriculum operation

Configuration of semesters and classes

- The school year at kindergartens is divided into two semesters.
 - First semester : From March 1st (as March 1st is a national holiday, classes begin on March 2nd) to the day set by the head of each kindergarten, considering the number of school days, the number of non-teaching days, and the curriculum operation of the corresponding kindergarten(Usually mid to late August)
 - Second semester : From the day following the final day of the first semester to the last day of February of the following year.
- The kindergarten curriculum runs four to five hours a day, and after-school courses consist of care services provided subsequent to the curriculum and other educational activities.
- Depending on the circumstances and educational policy of the kindergarten, the classes may consist of single-age classes for 3, 4, and 5 year-old children or mixed-age classes

Number of school days and attendance

- Kindergartens are required to be in session **for at least 180 days** a school year, and the exact number of days may be specified by the head of each kindergarten at his or her discretion.

Curriculum (Nuri course)

- The curriculum of kindergartens is referred to as the **'Nuri course'** and the purpose of the Nuri course is for children to achieve harmonious development with mental and physical health through play and form the foundation for good character and democratic citizenship.
- Nuri course consists of five areas (physical exercise/health, communication, social relations, art experience and nature exploration) and it is integrated to cover the 5 areas into play so that the areas are connected with children's experience.
- The courses are centered around play, taking the children's developmental characteristics and experiences into account. They are operated in five areas (sports activity & health, communication, social relationships, art activity, and nature exploration). Based on the Nuri course, each institution establishes and operates a plan suitable for their situation and the plan is designed and operated to make sure that the play of children including outdoor activities are conducted sufficiently.

Daily class schedule

- Unlike elementary schools, middle schools, and high schools, kindergartens do not have textbooks. Teaching and learning activities focus on activities appropriate to the developmental characteristics of children. Kindergarten supports children to freely participate in and enjoy play depending on their interest.
- Children experience a variety of things through play, daily activities and planned activities throughout the day. Play accounts for the longest time of the day including outside play.
 - Daily activities include attending a kindergarten, washing hands, going to the bathroom, taking snacks, lunch, nap and rest. The activities are planned considering the physical rhythm of children so that they can have fun in the kindergarten.
 - Activities are support from teachers who help children expand learning through play. Teachers plan and run activities to support play led by children.

ex) Safety education, signing a new song, sharing stories, listening to stories, etc.



Types of elementary schools

- **National elementary school** : An elementary school established and managed by the state or an elementary school affiliated with a national university of education or college of education at a national university
- **Public elementary school** : A municipal or provincial elementary school established or managed by a local government
- **Private elementary school** : An elementary school established and managed by a corporation or individual

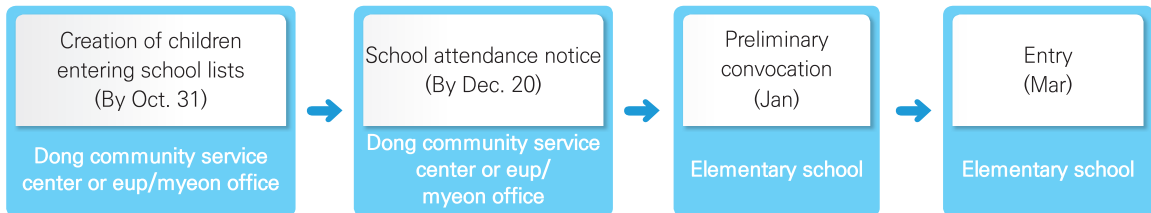
Target students

- Children aged 6 between January 1 and December 31 are **subject to compulsory elementary school education**.
- Students to be enrolled in the school year of 2021 : Children born between January 1 – December 31, 2014
- Students to be enrolled in the school year of 2022 : Children born between January 1 – December 31, 2015

Time of entry

- The school year of elementary schools runs from March 1 to the end of February the following year, and **school admissions generally take place in March**, although students **may be admitted any time of the year** to the extent that the late entry does not adversely affect their completion of the school curriculum.

Admissions procedure



- You can find out whether your child should attend school at your dong community service center or eup/myeon office. The school attendance notice will be sent to the child's home by December 20.
- In general, **schools are assigned depending on the domicile of the child's parents (guardians)** according to the criteria set by municipal and provincial office of education, **but children from multicultural families may enter elementary schools that run special classes for multicultural students.**
- Since national and private elementary schools conduct their own selection process, you **need to contact the school directly** for information such as the time of recruitment.



TIP

Admission of children from families that hold overseas citizenship

- ▶ Even if your child is born in Korea, if he or she is from a family with overseas citizenship, no school attendance notice will be issued. Therefore, please visit the nearest elementary school with documents that prove your residence in Korea for admission counseling.
- ▶ Even unregistered foreign nationals are permitted to enroll, and you will need to bring documents that prove your residence in Korea such as a lease agreement or a written guarantee of personal identity (written guarantee of the neighborhood) and documents that certify your child's date of birth.

03 Middle school admissions guide



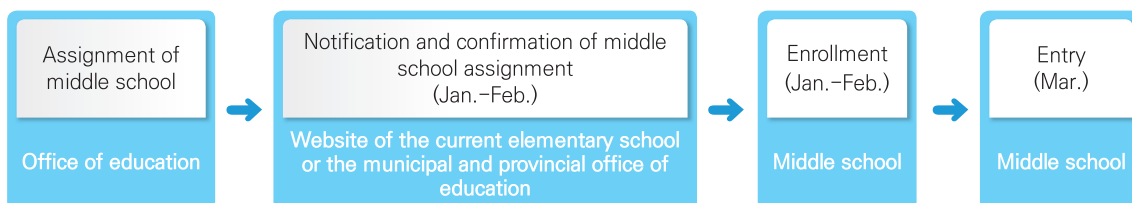
Target students

- Children who have graduated from elementary school or have an equivalent level of academic history recognized are subject to compulsory middle school education.

Time of entry

- The school year of middle schools runs from March 1 until the end of February the following year, and **school admissions generally take place in March**, although students **may be admitted any time of the year** to the extent that the late entry does not adversely affect their completion of the school curriculum.

Admissions procedure



- In general, **schools are assigned by municipal and provincial office of education in consideration of the student’s school district**, but **children from multicultural families may choose to enter middle schools that run special classes for multicultural students**.
- If your child is currently enrolled in elementary school, **there is nothing else for the parents (guardians) to prepare, as the elementary school is responsible for preparing the documents and carrying out all tasks related to entering the middle school**.
- For **specialized middle schools**, such as physical education, arts, and international middle schools, each school conducts their own selection process looking for new students that meet specific requirements in line with the purpose of their establishment. Since the selection requirements, procedures, and methods for new students vary from school to school, **it is advisable for you to read the admission guidelines for new students provided by each school**.

[Admission criteria by school type]

Category	General middle schools	Specialized middle schools
Characteristics	<ul style="list-style-type: none"> • Divided based on gender into girls’ middle schools, boys’ middle schools, and coed middle schools 	<ul style="list-style-type: none"> • Talented students in certain areas are selected for training • Physical education middle schools, arts middle schools, and international middle schools
Tuition (admission fees, class fees)	<ul style="list-style-type: none"> • Free of charge 	<ul style="list-style-type: none"> • Charged (varies depending on school)
Admissions screening	<ul style="list-style-type: none"> • Assigned by the office of education depending on school category and middle school district 	<ul style="list-style-type: none"> • Selected after separate admissions screening

Q TIP Support for after school activities at elementary schools, middle schools and high schools

- ▶ After-school childcare service is provided at the elementary school care classes for elementary school students from families where both mother and father work and low-income families.
- ▶ Elementary school, middle school, and high school students can participate in various after-school activities to strengthen their learning capabilities and develop their special skills and aptitude.
- ▶ Please contact municipal and provincial office of education to get information on the utilization and support of such services, support scope and details.

04 High school admissions guide



Types of high schools

- **General high schools** : Public and private high schools that provide general education, which account for the largest proportion of high schools.
- **Special purpose high schools** : High schools that aim to provide specialized education in special fields such as foreign languages, international education, and science.
- **Specialty high schools** : High schools that educate students with similar talents, aptitude, and abilities for the purpose of cultivating talents in specific fields or provide experience-oriented education such as the direct exploration of nature.
- **Autonomous high schools** : Public and private high schools designated to more autonomously operate schools or curricula compared to other types of high schools.

Target students

- **Students who graduate from middle school or who have an equivalent level of academic history recognized** are eligible to enter high school.

Time of entry

- The school year of high schools runs between March 1 and the end of February the following year, and **school admissions generally take place in March.**


Time of selection

- High schools select new students twice a year.
 - First half: General high schools (arts and physical education), special purpose high schools (science/ arts/physical education and meister high schools)
 - Second half: All high schools that do not select in the first half including general high schools (excluding arts and physical education).
- Recruitment periods and screening criteria vary across municipal and provincial offices of education, and therefore, they need to be confirmed prior to application.

[Admission screenings by high school type]

Category	Detailed category	Purpose	Admissions screening
General school	General school	• Secondary education based on the academic basis of middle school	• Standardized areas: lottery • Non-standardized areas: school records, etc.
	Foreign school	• Produce graduates that are proficient in a foreign language	• Self-driven learning screening by the admission screening committee of each school
Special purpose high school	International high school	• Produce graduates that are capable in international affairs	
	Science high school	• Produce graduates that are capable in science	
	Art and physical education school	• Cultivate artistic talents such as literature, music, art, dance, theater, and film	
Meister High School	• Introduce customized educational courses aimed at producing professionals in accordance with the needs of industrial circles	• School records, interview, practical examination, etc.	
Specialty high school	Specialty (vocational)	• Provide vocational education for students who wish to work after graduation	• School records, interview, practical examination, etc.
	Specialty (alternative)	• Foster young meisters in connection with specialized industrial demand in promising fields	
Autonomous high school	Autonomous private high school	• Curriculum and academic management according to the school's founding philosophy	• Self-driven learning screening by the admission screening committee of each school
	Autonomous public high school	• In order to improve and develop the education system, autonomously operate schools and curriculum when recognized by the superintendent of education	• Standardized areas: lottery • Non-standardized area: school records and entrance exam
Other schools	School for gifted children	• Operate customized education for gifted children who need special education to develop their potential	• Recommendation and selection committee

※ Detailed information on admissions is available at the High school admission website (www.hischool.go.kr).


Note Elementary, middle, and high school curriculum operation

Configuration of semesters and classes

- The school year of elementary, middle, and high schools is divided into two semesters
 - First semester : From March 1st (as March 1st is a national holiday, classes begin on March 2nd) to the day (usually, the date on which the summer vacation ends) set by the head of each school, considering the number of school days, the number of non-teaching days, and the curriculum operation of the corresponding school
 - Second semester : From the day following the final day of the first semester to the last day of February of the following year.
- Classes are generally organized to be attended by those in the same grade but, if necessary, students from two or more grades may be assigned to attend the same class.

Number of school days and attendance

- Although it may vary a bit across schools, most schools offer classes **5 days a week (Monday to Friday), with classes amounting to a total of 190 days or more in each school year.**
- Students are permitted to go on to the next grade only if they attend at least 2/3 of the school days. However, **if a multicultural student transfers to a new school in the middle of the school semester, he or she will be allowed to go on to the next grade after attending at least 2/3 of the days from the date of entry 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 of a student being 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 describing the experience. Out-of-class experience activities may be used to the extent that they do not adversely affect the completion of the curriculum as prescribed under the school rules and regulations. The permitted period may vary from school to school.

Vacation

- In general, the summer vacation runs for up to one month from late July, and the winter vacation begins in early January and ends in late February. Depending on the school, the winter vacation period may be reduced, and a separate spring vacation (school year-end vacation) may be provided in addition (about two weeks from mid-February the following year).

Curriculum configuration

- The elementary school curriculum is largely divided into **curricular study and creative experience activities**. The **creative experience activities** consist of four areas: autonomous activities, club activities, volunteer activities, and career activities.

[Creative experience activities and their areas]

Area	Activities	Area	Activities
Autonomous activities	<ul style="list-style-type: none"> Adaptation activity Autonomous activities Event activities Creative activities 	Club activities	<ul style="list-style-type: none"> Academic activities Culture and art activities Sports activities Practical labor activities Youth group activities
Volunteer activities	<ul style="list-style-type: none"> School volunteer activities Community service activities Natural environment protection activities Campaign activity 	Career activities	<ul style="list-style-type: none"> Self-understanding activity Career information search activity Career planning activities Career experience activities

II

Enrollment and transfer guide²⁾

For children who came to Korea after living abroad or students with foreign nationality



Deciding whether to enroll or transfer

Contacting the school in your neighborhood or municipal or provincial office of education

[Enrollment or transfer consultation]

1. Elementary school | School in your area of residence:
2. Middle school | – School grouping system area: municipal or provincial office of education that governs your area of residence
– Middle school grouping system area: nearby middle school in you area of residence
3. High school | High school desired to enter

Documents required for enrollment or transfer³⁾

- One copy of enrollment or transfer application form (form provided by city and province)
- A copy of certificate or entry & exit or certificate of foreign national registration (certificate of domestic residence report)
 - ※ In cases where it is difficult to submit the above forms, you may provide other documents that serve as proof of residence, such as a written guarantee issued by the neighborhood or a lease agreement.
 - ※ You can check it directly through the business portal (www.share.go.kr) at schools or municipal and provincial office of education without the need for submitting resident registration certificate, resident registration abstract or evidence of foreign national registration.
- Documents verifying academic credentials⁴⁾ (Graduation certificate or enrollment certificate, transcripts, etc.)

[How to identify accredited foreign schools]

Category	Details
Confirmation on the website of the Ministry of Education	<ul style="list-style-type: none"> • Recognition through documents issued by the principal of the school without relying on an Apostille or consular confirmation ☞ For the list of recognized foreign schools, go the main menu of the website of the Ministry of Education (www.moe.go.kr) → [Policy] → [Elementary, middle and high school] ※ Document name: Guide to the list of recognized foreign schools (schools that require only simplified academic documents)
Confirmation through Apostille	<ul style="list-style-type: none"> • Submission of documents that have been confirmed by the competent Apostille verification authority of the country concerned ※ A document with an Apostille attached is recognized as an official document that does not require the consular confirmation of a diplomatic office of the Republic of Korea.
Consular confirmation	Consular validation document of a diplomatic office of the Republic of Korea, which provides that the stated school is a regular school in the country concerned, is confirmed.
For other cases	The applicant must provide prima facie evidence to prove that the stated school is a regular educational institution (an accredited school by the competent educational office of the country in which the school is located) (Submit printed documents such as a list of accredited schools from the website of the competent educational office of the country in which the school is located)

- School record at a previous school (if applicable)
 - ※ The school must check whether the student is at a previous school in Korea and request a school record book
- Immunization certificate⁵⁾
 - ※ Refer to the "Overseas Transfer Student Vaccination Management" in the Student Infectious Disease Prevention and Crisis Response Manual.
- Other documents according to the instructions of the municipal/provincial office of education (confirmation of documents of the competent education office necessary)
- In addition, for educational purposes, a copy of the passport, a family certificate, or a copy of the resident registration (if the student has acquired Korean citizenship) may be required depending on the school.

Submission of relevant documents to the school to enroll or transfer

Enrollment or transfer

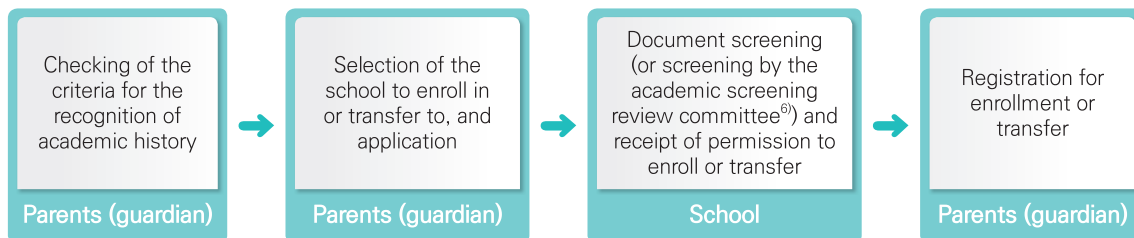
2) Enrollment: Entering the appropriate grade of a school that is eligible for compulsory education for the first time
Transfer: A person who is not subject to compulsory education and has stopped studying at the previous school, re-enters the next higher grade at the time of enrollment, or to another school Admitted again.

3) Documents required for transfer and enrollment may vary according to the school or regional office of education.

4) Documents verifying academic credentials contain information regarding types of schools which student attended and schooling periods. A certificate of graduation or enrollment must bear the dates of entry and leaving, the school year, and the signature or seal of the school principal.

5) Article 27 of the Act on the Prevention and Management of Infectious Diseases (Vaccination Certificate)

01 Enrollment and transfer guide



㉑ Checking of the criteria for the recognition of academic credentials

- Previous academic history acquired in a foreign country may be recognized as follows when enrolling in or transferring to a Korean school:
 - **6 years or more** of school education completed : **graduation from elementary school recognized**
 - **9 years or more** of school education completed : **graduation of from middle school recognized**
 - **12 years or more** of school education completed : **graduation of from high school recognized**
- Previous academic history acquired in a foreign county may be recognized through the following procedure
 - In the case of the **accredited foreign schools** of the Ministry of Education, it may be recognized through documents issued by the school principal without the need to rely on an Apostille or consular confirmation.
 - ※ [The list of the recognized foreign elementary, middle and high schools is available on the website of the Ministry of Education \(www.moe.go.kr\) – Main menu – Policy – Elementary, middle and high school.](http://www.moe.go.kr)
 - If the school does not fall within the accredited foreign schools of the Ministry of Education, a parent (guardians) must provide prima facie evidence to prove that the school is a regular educational institution in the country concerned or an Apostille or consular notarization is used to receive confirmation.
 - **For member countries of the Apostille Convention** : After having the documents verifying academic history confirmed with an Apostille, translate them into Korean and notarize, then submit. (See p.29 of [Appendix 3] for the list of nations party to the Apostille Convention.)
 - **For non-member countries of the Apostille Convention** : Submit documentation that carries the consular confirmation of a diplomatic office of the Republic of Korea, which verifies the school is a regular educational institution in the country concerned (notarizations by Korean law firms will not be accepted).

Q TIP What is an Apostille?

- ▶ An Apostille refers to the verification of the authenticity of a document by comparing the official seal or signature on the document. The process of receiving confirmation of the validity of a document issued overseas is called Apostille verification, and an official document accompanied by an Apostille will be treated as an official document in countries that are members of the Apostille Convention.
 - ※ [See Appendix 3 \(p. 29\) for the list of signatory countries to the Apostille Convention.](#)
- ▶ How to obtain an Apostille
 - ① Prepare an original copy and a translated copy of the documents certifying the academic history issued by any foreign schools that the student attended (the certificates should include the signature or seal of the school's principal, with a translation* attached)
 - ※ [The translation must be notarized for it to be confirmed with an Apostille](#)
 - ② Receive the Apostille through the foreign ministry in the country concerned or through the relevant Apostille issuing agency (Apostille attachment).
 - ③ Documents carrying an Apostille will be recognized as official public documents when submitted at the time of application for enrollment or transfer.

6) If the documents that demonstrate previous school record are not sufficient so that it is difficult to recognize the school education and determine grade, the review for recognition of academic history may be requested to municipal and provincial office of education academic history deliberation committee or schools where academic history deliberation committee is established.

7 School selection for enrollment or transfer

- Various schools are currently in operation to support the education of **multicultural students, including multicultural education policy schools** that provide customized support for multicultural students, **Korean language classes** for an intensive education on Korean language and culture, and alternative schools for multicultural students.
- When selecting a school for the enrollment or transfer of your child, it is advisable for you to first **seek counseling by contacting schools, educational offices, and multicultural education support centers located in the school district in which you reside.**

[Municipal and provincial multicultural education support center contact information]

Center	Tel	Center	Tel
Seoul Multicultural Education Support Center	02-3999-058	Gangwon Multicultural Education Support Center	033-258-5524
Busan Multicultural Education Support Center	051-819-7062	Chungbuk Multicultural Education Support Center	043-210-2831~4
Daegu Multicultural Education Support Center	053-231-3930-6	Chungnam Multicultural Education Support Center	041-640-7542
Incheon Multicultural Education Support Center	032-420-8265~9	Jeonbuk Multicultural Education Support Center	063-239-3474~5
Gwangju Multicultural Education Support Center	062-380-4361	Jeonnam Multicultural Education Support Center	061-640-3330
Daejeon Multicultural Education Support Center	042-616-8856	Gyeongbuk Multicultural Education Support Center	054-805-3264
Ulsan Multicultural Education Support Center	052-255-8180	Gyeongnam Multicultural Education Support Center	055-210-5161~2
Sejong Multicultural Education Support Center	044-320-2414	Jeju Multicultural Education Support Center	064-784-9040
Gyeonggi Multicultural Education Support Center	031-249-0452		

7 Application for enrollment or transfer

- **Prepare the required documents and apply for enrollment or transfer by paying a visit** to the school or office of education.
- Although the documents required for enrollment or transfer may vary across schools or regional offices of education, the submission of the following documents is generally required :

Document	Notes
Application form for enrollment or transfer	• Form prescribed by each school or regional office of education
The student's certificate of entry and exit (or foreign national registration) ⁷⁾	• Visit Immigration Office • Issue documents at 「Government 24」 website (www.gov.kr) (authentication certificate required) ※ If it is difficult to obtain the said documents, a lease agreement or a written guarantee issued by the neighborhood may be used as proof of residence instead.
Documents that prove foreign academic history	• Graduation certificate or enrollment certificate ※ Apostille or consular confirmation is required. ※ In case of accredited foreign schools, academic history may be recognized through documents issued by school principal. ※ Year, month, date of admission and withdrawal and attending grade shall be specified. Signature or seal from a school principal is required.
Immunization certificate	• Available from a public health center near your place of residence or the Government 24 website (www.gov.kr) (authentication certificate required)
Other documents requested by the school or the regional office of education	• School records of the previous school in Korea, agreement on the use of personal information, a copy of the passport, family certificate, a copy of resident registration (if the student has acquired Korean citizenship), etc

7 Registration of enrollment or transfer

- The school notifies the results of the enrollment or transfer application after considering the following factors according to the results of the **document screening** or a review performed **by the academic review committee.**
 - **Elementary school** : Enrollment in or transfer to a school located in the area of residence
 - **Middle school** : Allowed to the extent of vacancies in each school year
 - **High school** : Permitted by the school head to the extent that it does not adversely affect the completion of the curriculum
- Once the enrollment or transfer is finally determined, a parent(guardian) should pay a visit to the school and carry out the **registration for the enrollment or transfer.**

7) You can check it directly through the business portal (www.share.go.kr) at schools or municipal and provincial office of education without the need for submitting resident registration certificate, resident registration abstract or evidence of foreign national registration.



Academic review committee for students from multicultural families

- Students from multicultural families who wish to enroll in a Korean elementary, middle, or high school (first enrollment, enrollment, transfer) but have no documents or sufficient evidence to prove their previous academic history so as to determine their school grade may **request a review of their academic history** by the **academic review committee of the Regional Office of Education** or by a **school with an academic history recognition review committee**.



TIP

Cases not subject to review

- In case of receiving to get recognition of high school graduation without application for enrollment in school
- If there is documents that demonstrate academic history
- If it is hard to demonstrate that it is difficult to demonstrate academic history** (delay due to missing documents and error in documents cannot be reasons for review.)

- The **academic review committee** conducts a **review of the academic history of multicultural students, children and students with foreign nationality who find it difficult to have their academic history recognized**, such as refugees, students with no surviving relatives, and those who are born in a third country, recognize the academic history and decide the grade to which they will be assigned.

How to apply for academic history review

- Enrollment in elementary school, middle school (located in middle school grouping area⁸⁾) and high school: apply for school you want to enroll in.**
- Enrollment in middle school (located in school grouping area⁹⁾): apply for office of education that governs the school you want to enroll in.**

- The review of academic history for students from multicultural families may vary depending on municipal or provincial office of education or school, but it is generally carried out through the above procedure, and the documents required for submission are as follows:
 - One copy of application for the recognition of academic history and application for school grade determination
 - One copy of passport or official document that demonstrates birth date.
 - One copy of immigration or foreign national registration (domestic residence report)
 - ※ If the documents above cannot be submitted, it is possible to submit documents that show the residence such as rental agreement or written guarantee of the neighborhood.
 - One copy of documents that show academic history (if the documents are available)
 - ※ If the documents for proving academic history are written in foreign language other than English, original copy and translated copy shall be notarized and submitted.
- The academic history of students from multicultural families is determined through comprehensive consideration of the standard school age in Korea, the extent of education received in other countries, current learning ability, as well as the student/guardian's wishes, in addition to the documents submitted to the committee.
- The academic history review committee may conduct **verbal interview or written test** to determine academic history if it deems necessary to check the academic ability of the applicant. In addition, it may conduct **academic ability test through professional organizations specialized in students of multicultural families** and **evaluation to recognize academic history and determine school grade**. However, evaluation results are not absolute standards for recognizing academic history.

8) An area set to enter a specific middle school without a lottery in consideration of the distance and convenience of transportation and other local conditions.

9) School group to which the elementary school belongs as the school group is determined by place of residence.

III

Educational support systems



01

Educational institutes for multicultural students



㉠ Multicultural education policy schools

- General kindergartens and elementary/middle/high schools are designated as **multicultural education policy schools** to provide students with programs that are customized for multicultural students to enhance their multicultural sensitivity.
- **Multicultural awareness programs** : Comprehension and communication between different cultures, global civic education, cultural diversity, anti-bias and anti-discrimination education, etc.
- **Customized programs for students from multicultural families** : Bilingual education, counseling, learning assistance (mentoring), etc.
- The current status of multicultural education policy schools is accessible by contacting the relevant Office of Education or by visiting the website of the **National Center for Multi-Culture Education** (edu4mc.or.kr).

[Multicultural education policy schools(kindergartens)]

- Kindergarten-type multicultural education policy schools offer multicultural education programs to provide customized educational support (language education) for children from multicultural families and to promote multicultural awareness among all children.
- **Language education** : Pre-and post-program language assessment, unified language education, individual language education, etc.
- **Multicultural education** : Programs that aim to enhance multicultural sensitivity and mutual understanding for children, teaching staff, and parents

[Multicultural education policy schools(elementary school and middle school)]

- Elementary, middle and high school-type multicultural education policy schools offer multicultural education programs in line with school curriculum to all students and provide customized educational support for children from multicultural families.
- **Multicultural education** : Enhancement of multicultural sensibilities of all students through multicultural education in connection with subject matter and creative experience activities
- **Customized education for students from multicultural families** : Providing customized education support for multicultural students such as basic learning, career search, counseling, and bilingual education

[Korean language class (kindergarten)]

- If a large number of children with foreign nationality are in a kindergarten who have difficulties in communication in Korean, Korean language classes are occurred to provide an intensive Korean language education focusing on play in line with curriculum.
- Korean culture education including communication in Korean, basic lifestyle education is offered so that children with multicultural background can adapt themselves to life in Korea and the kindergarten early and form a good relationship with peers.

[Korean language class (elementary school and middle school)]

- If there are a large number of students who have returned to Korea after spending a long time overseas or students with foreign nationality in a class, Korean language class is organized to provide a customized Korean language education.
- Intensive Korean language class that covers Korean language and culture is provided to make sure that students who have returned to Korea after spending a long time overseas or students with foreign nationality can adapt themselves to life in Korea and school life early considering the linguistic and cultural characteristics of them.
- If the Korean language class is not offered at the school where your child goes, you may get support for Korean language class program through visiting Korean language education service. The service is intended to support Korean language education by dispatching manpower such as Korean language instructor to a school where a student who requires Korean language education attends.

7 Multicultural alternative schools

- Accredited alternative schools are available for multicultural students who wish to suspend their studies or receive an education that matches their personal characteristics.
- Information on accredited consigned multicultural alternative schools that are designated and run by Regional Offices of Education is obtainable through inquiries to relevant municipal and provincial office of education.

[Accredited Alternative Schools for the Education of Multicultural Students]

School	Type	Features	Fees
The School of Global SARANG (Guro-gu, Seoul) globalsarang.com 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 free aptitude education • 1 class per grade • Preliminary school non-graded system 	Free ※ Including expenses for after school classes, specialty, and vocational classes, and meals
	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 then you return to the original school afterward) 	
Seoul Dasom Tourism High School (Jongno-gu, Seoul) sds.hs.kr 02-6743-0510	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 • Assigning of multi-cultural language instructor • Offers tourism content and tourism service departments • Students selected based on document assessment and in-depth interviews 	Free ※ Uniform and meals excluded
Korea Polytechnics Dasom High School (Jecheon, Chungcheongbuk-do) kopo.ac.kr/dasom 043-649-2800	High school (vocational)	<ul style="list-style-type: none"> • Technical training for children from multicultural families (including those who came to Korea after having lived overseas) • Full-time boarding – applications accepted nationwide • National technical qualifications are acquired by all (1-8 qualifications are obtainable per person) • At least 80% of the students become employed by large companies/state-owned companies or proceed to the university. • Teaching provided for each level of proficiency in Korean, club activities, UNESCO school - Academic departments: Computer Mechanics, Plant Installation, Smart Electronic - Selection: Document screening and in-depth interview (Sept., Dec.) - An institution operated by Korea Polytechnics affiliated with the Ministry of Employment and Labor ※ Admission counseling and school visits are available at all times.	Free ※ Tuition, boarding expenses, and expenses for snacks and after-school classes included
Incheon Hannuri School (Namdong-gu, Incheon) hannuri.icesc.kr 032-627-2250	Elementary, middle, and high schools are consolidated	<ul style="list-style-type: none"> • Recruits nationwide, accredited consignment-type alternative school (As this school is a consignment-type school, students go back to their original school after a set period of education is completed: based on 6 months for elementary school and 1 year for middle school and high school) • Regular public school teacher • Assigning bilingual teacher for each language (Chinese, Russian, Vietnamese, Arabic, etc.) • Assigning Korean language teacher to elementary school, middle school and high school • Level-specific Korean language class • Operation of boarding (from Monday to Friday, students in the 5th grade of elementary school or older can enter) • School bus (within Incheon area) 	Completely free
Haemill School (Hongcheon, Gangwon-do) haemillschool.gwe.ms.kr 033-433-8761	Middle school	<ul style="list-style-type: none"> • Accredited alternative school • A boarding school with small classes (20 students per class) • Unified education for students from multicultural families and general Korean students • Classes are offered to meet the level of each student without dividing them by school year • Offers Korean language classes for students who entered Korea after living overseas • Bilingual education (Chinese, Japanese, Vietnamese) • Operates self-governing student bodies such as the Haemill Assembly • Enables students to explore domestic and overseas career paths and conduct volunteer activities abroad 	Free ※ Boarding expenses included

※ Costs for school meals, boarding expenses, uniforms, and different programs vary according to the school and area.

International schools

- International schools provide education for children of foreign nationals, students who returned to Korea after having lived overseas for 3 years or longer, and children of naturalized Korean citizens who are unable to continue their education at general schools due to insufficient Korean language skills.
- If at least one parent holds foreign citizenship, the student is eligible to apply for admission to an international school. Although the admission criteria vary from school to school, applications are generally accepted throughout the year.
- Detailed information such as admission procedures and tuition fees for each school are available on the **International School Information** website (www.isi.go.kr).

02 Educational support for multicultural students



Mentoring for multicultural students

- Mentoring for multicultural students is aimed at providing support for elementary, middle, and high school students with a multicultural background to adapt to school life and meet the basic academic standards by matching them one 1:1 with university students. Students may participate in the program by applying through their school or a community child center.
- University students will pay visits to schools attended by multicultural students to help them with their studies after school hours or during vacation, and each student is eligible to receive about 20 hours of mentoring per week (40 hours per week during vacation)

03 Tuition support



Support for children aged 3–5 in the Nuri course

- All children aged between 3 and 5 who attend kindergarten are entitled to benefit from child tuition support regardless of their parents' income level.
※ Children who do not hold Korean nationality are excluded (refugees are exceptionally recognized.)
- Parents (guardian) may apply through a direct visit to the eup/myeon/dong community service center in their place of domicile or through the Bokjiro website (online.bokjiro.go.kr).

Support for children from low-income families

- Additional support is provided up to KRW 100,000 per month for legally low-income children (basic living recipients, next-higher level class, single-parent families) who meet the qualifications for early childhood tuition support* and attend private kindergartens.
* Including those subject to other supports such as early admission or suspension of enrollment.
- Parents (guardians) may apply through a direct visit to the eup/myeon/dong community service center in their place of domicile.

Tuition and expense support for children from low-income families

- For children from low-income families, there is an education benefit system that offers support to cover educational expenses such as high school tuition and school meal expenses, as well as expenses for auxiliary textbooks and school supplies. Parents (guardians) may apply through a direct visit to the eup/myeon/dong community service center in their place of domicile.
- Parents (guardians) may apply for tuition fee support through the website of the One-click application for tuition fee support (oneclick.moe.go.kr) or through the Bokjiro website(online.bokjiro.go.kr).

Q TIP School Banking

- ▶ Although **educational expenses for elementary and middle school (such as admission fees and tuition fees) are not charged, parents must still pay for other expenses such as school meals, field trips, and after-school classes.** When making such payments, it is convenient to use **School Banking**, a system that automatically transfers payments to the bank account of an elementary, middle or high school on a fixed date.

04 Support for school life



➤ Wee class (School counseling office)

- The Wee class, a counseling office set up in the school, provides counseling services for students who have a difficult time adapting to school life due to various reasons such as insufficient interpersonal relationship skills, school violence, and delinquency.
- If your child's school does not offer a Wee Class, the same service can be requested through the Wee Center of the Office of Education in your child's school district.

➤ Wee Center (Student counseling support center under the Office of Education)

- The Wee Center is a counseling body set up at the Office of Education for students at risk who require proper guidance or a healing process to address fundamental issues that schools cannot resolve themselves, and offers various tailored programs, including counseling services and special education, and prevents student dropouts.
- The Wee Center is available to all students of elementary, middle, and high schools free of charge. Students can use the Wee Center after obtaining prior consent from the school, and its use can be deemed equivalent to attending school.

➤ Wee School (Regional Office of Education)

- Students who require long-term healing or education, or those who have suspended their study due to a serious crisis, are entitled to receive various consigned educational services at the Wee School located at their Regional Office of Education, including alternative educational boarding programs.

➤ Local boards against school violence

- Each school runs its own local board against school violence, which is responsible for events related to school violence such as the prevention of school violence and devising measures to address it, as well as dispute resolution between victims and perpetrators.
- In the event where a child has fallen victim to school violence, the parents (or guardians) may file a report to the special organization against school violence through the child's homeroom teacher, or directly request the school to convene the local board against school violence.




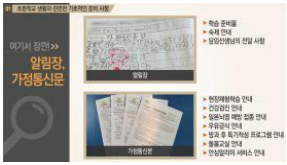


Q TIP How to deal with school violence

- ▶ The term school violence refers to actions committed against students inside or outside of school premises resulting in physical or mental injury, or damage to property, through battery, assault, confinement, threats, kidnapping, abduction, defamation, insults, extortion, coercion, forced errands, sexual violence, bullying, cyber-bullying, or through obscene or violent information via information/communications networks. "Minor harassment" or acts that students deem as "pranks" may constitute school violence.
- ▶ If you discover that your child has been subjected to school violence, immediately make an appointment with your child's homeroom teacher to discuss the details of the damage suffered. If you require any further assistance, contact the school violence report center by dialing 117 without an area code (when calling from a cell phone, dial area code + 117) for emergency rescue, protection or counseling.

Appendix 1 “Video Guide for Parents on the Korean Education System, and Admissions Information”



- » The “**Video Guide on the Korean Education System, and Admissions Information**” has a total of six parts (approximately 20 minutes each) to help parents of multicultural families with pre-school or elementary school children to better understand school information.
- » The videos provide information on the Korean school system and school life, from admissions to elementary school to graduation, all of which is available through the websites of the National Center for Multi-Culture Education (edu4mc.or.kr), the Prime College Hub University (hub.knou.ac.kr), and Danuri (liveinkorea.kr).
- » They were 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, Compulsory education	
2	How should you prepare for admission to elementary school?	School attendance notice, Preliminary convocation day, 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	



[Terms related to kindergarten (Examples)]

Terms	Description
원아 (Kindergartener)	Young child attending kindergarten. Children from three years old up to elementary school age (usually 5) attend kindergarten
학부모 (Parent)	Guardian of the kindergartener, such as the mother or father
등원 (Attendance)	Kindergarteners arriving at the kindergarten and starting educational activities
하원 (Dismissal)	Kindergarteners finishing their educational activities at the kindergarten and returning home
놀이 (Activity)	Play in kindergarten includes indoor play (stacking, role, rhythm, language, science, art play, etc.) and outdoor play (use of play equipment, physical activity, water and sand play, nature exploration, etc.). Sometimes you can freely play indoors and outdoors
급식 (Lunch)	A lunch provided to kindergarteners by the kindergarten
가정통신문 (School Newsletter)	Newsletter containing information on the kindergarten's educational activities, parent education, and child education
방과후 과정 (After-school activity)	All other educational and caring activities provided in kindergarten after school
아침, 저녁, 온종일 돌봄 (Morning, Evening, and All-day Childcare)	Caring activities provided to young children from families where both mother and father work or single-parent households who require childcare before or after their regular educational courses from morning to evening. (the service time may be different from kindergarten to kindergarten).
방과후 교사 (After-school Teacher)	Teacher in charge of after-school classes following normal school classes
원장 (Principal)	Person in charge of the overall operation and supervision of the kindergarten
원감 (Vice-principal)	Middle manager who helps the principal and provides support for the operation of the kindergarten
교원능력개발평가 (학부모만족도조사) (Faculty Ability Development Evaluation (Parent Satisfaction Survey))	Online assessment on parent satisfaction with kindergarten teacher, vice-principal, and principal
유치원운영위원회 (Operating Committee)	Organization comprised of faculty representatives and parent representatives, tasked with reviewing and providing advice on important education activities
원비 (Kindergarten Tuition)	Tuition paid to kindergarten for educational activities
행정실 (Administration Office)	Office performing tasks related to kindergarten finances, such as tuition and activity fees

Appendix 2 Terms related to school life



[Terms related to kindergarten (Examples)]

Terms	Description
스쿨뱅킹 (School Banking)	(School Banking) Automatic transfer system for education expenses (field trip costs, etc.); parents must pay, performing payments from the parent's bank account to the kindergarten's account
유아 모집 (Admissions)	Process of application, drawing, registration, etc. for child to be enter kindergarten
오리엔테이션 (Orientation)	(Orientation) Day to provide information to parents of newly admitted students on kindergarten's education process, events, etc.
입학식 (Entrance Ceremony)	Ceremony to welcome new kindergarteners when they start at the kindergarten
현장체험학습 (Field Trip)	Learning activity to observe and experience by directly visiting an actual site with the materials necessary for learning
운동회 (Field Day)	Day when parents and children gather together and multiple athletic competitions are held
학부모상담 (Parent-Teacher Conference)	1:1 meeting between parent and teacher to talk about the kindergartener's life at kindergarten, or discuss issues that need to be solved
학부모 공개수업 (Open Class for Parents)	Day when parents are invited to the kindergarten and class is held openly
방학 (Vacation)	Break from kindergarten classes at the end of the semester or school year. There is summer vacation and a winter vacation (summer vacation, winter vacation, spring vacation, etc.)
개학식 (Back-to-School Ceremony)	Ceremony to mark the end of vacation and the start of regular classes at the kindergarten
개원기념일 (Kindergarten Anniversary)	Kindergarten holiday once a year to commemorate the anniversary of the opening of the kindergarten
재량휴업일 (Discretionary Holiday)	Day or period off, designated at the discretion of the kindergarten
졸업식 (Graduation Ceremony)	Ceremony of presenting graduation certificates after the course of education has been completed according to regulations; applicable to five-year-olds
수료식 (Completion Ceremony)	Ceremony held when the school year at the kindergarten is complete; applicable to 3 and 4 year-olds

※ Terms may differ depending on the region and the kindergarten



[Terms related to life at elementary school (Examples)]

Terms	Description
주간 (Week)	Period from Monday to Sunday
학기 (Semester)	Period of the school year separated as necessary for schoolwork. Usually divided into two semesters, from March to August and from September to February
전학 (Transfer)	Moving from one school to another.
학교생활기록부 (School Transcript)	Document recording the school life of a student as well as their physical, mental, affective, and social development status
생활통지표 (Student Report Card)	Document recording the overall performance of a student at school (attendance, academic achievements, etc.), distributed at the end of the semester
출석인정결석 (Approved Absence)	Absence due to a marriage or death in the family, a legally designated infectious disease, or for a field learning experience with family considered to count as attendance
알림장 (Notices)	Messages to the school or class delivered by the homeroom teacher which are written by the student in a notebook and delivered to their family
가정통신문 (School Newsletter)	Newsletter sent home from school to parents to provide information on events related to educational activities
주간학습 안내장 (Weekly Newsletter)	Newsletter containing message from the homeroom teacher, things to prepare, class events, and timetable for the week, etc.
수행평가 (Performance Evaluation)	Method of assessing outcomes achieved by a student or a 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
개인정보활용동의서 (Consent Form for Use of Personal Information)	Document to obtain approval from parents for the use of the student's personal information in relation to school activities
방과후교실 (After-school Class)	Various educational programs operated after regular school hours
건강검진 (Health Examination)	Physical examination given to first and fourth grade students at a hospital designated by the school to check for and prevent diseases
구강검진 (Dental Examination)	Dental examination for second, third, fifth, and sixth grade students at a dental clinic designated by the school
신체발달검사 (Physical Development Examination)	Examination checking the physical development and health of students by measuring height and weight, etc.
도서 대출증 (Library Card)	Card used when borrowing books from the school library
학교운영위원회 (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
학교전담경찰관 (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

Appendix 2 Terms related to school life



[Terms related to life at elementary school (Examples)]

Terms	Description
입학식 (Entrance Ceremony)	Ceremony held for first grade students when they begin school
학급 임원선거 (Class Officer Election)	Class representatives (class president, vice-president) are elected by voting in each class
전교어린이임원선거 (Student Body Elections)	School representatives (school president, school vice-president) are elected through voting by the school students
현장체험학습 (Field Trips)	Learning activity to acquire knowledge and information through the experience of directly visiting an actual site with the materials necessary for learning, based on the operation plan of the school curriculum (For example: Spring & fall trips, school trips, career experience, etc.)
교외체험학습 (Outside School Field Trip)	A learning activity that is conducted through direct experience such as a field trip, cultural experience, or work experience through experiential learning that is carried out after the preliminary permission of the principal is given based on a personal plan. (For example: cultural exploration, consigned learning, family travel, visiting family, filial duty to parents, etc.)
운동회 (Field Day)	Students gathering together on a large scale and engaging in various athletic competitions
수학여행 (School Trips)	Overnight trip with teachers for experience-based learning, by seeing and feeling nature and culture
야영수련활동 (Camping and Training Activity)	Outdoor activity in a natural area such as mountainsides and seaside to enhance the character and the physical and mental health of students
개교기념일 (School Anniversary)	School holiday held once a year to commemorate the anniversary of the opening of the school
재량휴업일 (Discretionary Holiday)	Day or period off, designated at the discretion of the school
학부모 총회 (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 (briefing session on curriculum)
학부모 상담 (Parent-Teacher Conference)	Discussion between parent and teacher to solve problems regarding the student or satisfy curiosities
학부모 공개수업 (Open Class for Parents)	Day when parents are invited to the class and class is conducted openly
방학 (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.)
개학식 (Back-to-School Ceremony)	Ceremony to mark the end of vacation and the beginning of regular classes at school
학예회 (School Arts Festival)	Educational event in which exhibits, presentations, and contests are held at school
종업식 (Completion Ceremony)	Ceremony held to mark the completion of the school year
졸업식 (Graduation Ceremony)	Ceremony of presenting graduation certificates to students after they complete the six-year elementary school curriculum

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



[Terms related to life at middle school and high school (Examples)]

Terms	Description
교과 (Subject)	Subject taught at school
교과서 (Textbook)	Textbook to study each subject
창의적 체험활동 (Creative Experiential Activity)	Extracurricular activities; comprised of four sectors: autonomous activities, club activities, volunteer activities, and career activities
학교생활기록부 (School Transcript)	Document recording the school life of a student as well as their physical, mental, affective, and social development status
내신 (School Records)	Overall records in school (test scores, performance evaluations, paper exams, etc.)
수행평가 (Performance Evaluation)	Method of assessing outcomes achieved by a student or a 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
실기 (Practical Test)	Refers to a test involving an activity, such as painting, drawing, playing an instrument, long jump, running, etc. for arts and physical education subjects such as arts, music, and physical education.
영어듣기평가 (English Listening Test)	English listening test jointly supervised by the 17 municipal and provincial education offices around the nation. Tests are carried out twice a year and results are reflected in English performance evaluations.
중간고사 (Mid-term Exam)	School test in the middle of the semester
기말고사 (Final Exam)	School test held at the end of the semester
모의고사 (Mock Exam)	The test was taken as preparation for the College Scholastic Ability Test; not reflected in school records
정시 (Occasional Admissions)	College-entrance screening making an assessment using grades from the College Scholastic Ability Test
수시 (Regular Admissions)	College-entrance screening making an assessment based on overall school life and school records
동아리(C.A) (Club Activities (CA))	(C.A.: Club Activity) Activities for students with common hobbies or interests during times designated by the school
자율 동아리 (Autonomous Club)	Club for students with common hobbies or interests, held during times other than those designated by the school

Appendix 2 Terms related to school life



[Terms related to life at middle school and high school (Examples)]

Terms	Description
이동수업 (Moving Class)	Class is taken in which students go to a classroom other than their homeroom (art, English, math, etc.)
학급회의 (Class Meeting)	Meeting held for class members during the time prescribed by the school
학생회 (Student Council)	Organization or group in which student representatives gather to share opinions on school life to determine and execute relevant matters
학부모총회 (General Meeting of Parents)	Meeting of guardians of students to discuss matters related to the operation of the school
방과후학교 (After-school Class)	Class held after official school classes for students who wish to take it
자기주도학습 (Self-initiated Learning)	Studying on one's own
봉사활동 (Volunteer Activity)	Individual students or school groups volunteering for the benefit of society or the public
현장체험학습 (Field Trip)	Learning activity to acquire knowledge and information through the experience of directly visiting an actual site with the materials necessary for learning, based on the operation plan of the school curriculum (For example: Spring & fall trips, school trips, career experience, etc.)
교외체험학습 (Outside School Field Trip)	A learning activity that is conducted through a direct experience such as a field trip, cultural experience, or work experience through experiential learning that is carried out after the preliminary permission of the principal is given based on a personal plan. (For example: cultural exploration, consigned learning, family travel, visiting family, filial duty to parents, etc.)
재량휴업일 (Discretionary Holiday)	Day or period off, designated at the discretion of the school
자유학기제 (Free Semester Program)	A system in which middle school students can engage in debate or lab classes or occupational experience activities rather than take mid-terms and finals
학교폭력 (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, luring, insults, intimidation, sexual violence, cyber bullying and humiliation using information/communications networks, etc.
주번(학급도우미) (Weekly Duty (Class Assistant))	A person who volunteers for the class on a day prescribed by the class members

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



[Signatories to the Apostille Convention]

(As of June 23, 2019, 118 signatory countries)

Continent	Member Nations
Asia, Oceania (19)	Australia, Brunei, parts of China (Macau, Hong Kong), Cook Islands, Fiji, India, Japan, Korea, Marshall Islands, Mauritius, Mongolia, New Zealand, Niue, Palau, Philippines, Samoa, Tajikistan, Tonga, Vanuatu
Europe (52)	Albania, Andorra, Austria, Azerbaijan, Belarus, Belgium, Bosnia–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, Armenia, Moldova, Liechtenstein, San Marino, Kazakhstan, Uzbekistan, Kosovo
North America (1)	United States (including Guam, Maurizio Islands, Puerto Rico and Saipan)
Central and South America (30)	Argentina, Antigua and Barbuda, Bahamas, Barbados, Belize, Bolivia, Brazil, Chile, Colombia, Costa Rica, Dominican Federation, Dominican Republic, Ecuador, El Salvador, Granada, Guayaana, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Saint Kitts–Nevis, Saint Lucia, Saint Vincent, Suriname, Trinidad and Tobago, Uruguay, Venezuela
Africa (12)	Botswana, Burundi, Cape Verde, Eswatini (formerly Swaziland), Lesotho, Liberia, Namibia, Malawi, Sao Tome and Principe, Seychelles, South Africa, Tunisia
Middle East (4)	Bahrain, Israel, Morocco, Oman
Total	118 Nations

※ [Source] Apostille website (www.apostille.go.kr)

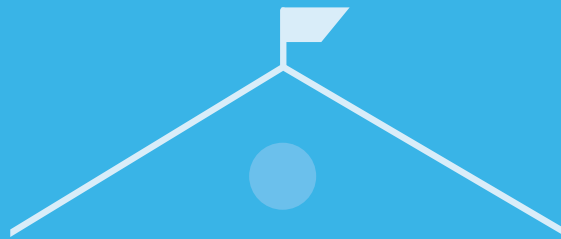
※ The latest status of state parties to the Apostille Convention is available on the website for safe overseas travelling of The Ministry of Foreign Affairs (www.0404.go.kr) Main menu → [Consular services/Visa] → [Consular services]

PM2020-85

**Guide to the School Admissions Process
for Parents of Multicultural Families**
Enrolling Your Child in School

Issued on	December, 2020
Published by	President Yun, Yeo Kak
Publisher	National Institute for Lifelong Education
Address	8F, 14, Cheonggyecheon-ro, Jung-gu, Seoul, Korea
Tel	02-3780-9784
Fax	02-3780-9959
Website	www.edu4mc.or.kr
Design/printing	kncgaram 02-2279-7857

This guide is prepared as part of “2020 Project to Guide Enrollment and Transfer of Children from Multicultural Families” which is being conducted jointly by the Ministry of Education and the National Institute for Lifelong Education. The copyright of this guide is held by Ministry of Education, the National Institute for Lifelong Education and 17 municipal and provincial offices of education, which are commissioned organization.



**Guide to the School Admissions Process
for Parents of Multicultural Families
Enrolling Your Child
in School**



Seoul Metropolitan Office of Education
Incheon Metropolitan Office of Education
Ulsan Metropolitan Office of Education
Gangwon-do Office of Education
Jeollabuk-do Office of Education
Gyeongsangnam-do Office of Education

Busan Metropolitan Office of Education
Gwangju Metropolitan Office of Education
Sejong City Office of Education
Chungcheongbuk-do Office of Education
Jeollanam-do Office of Education
Jeju Special Self-governing Provincial Office of Education

Daegu Metropolitan Office of Education
Daejeon Metropolitan Office of Education
Gyeonggido Office of Education
Chungcheongnam-do Office of Education
Gyeongsangbuk-do Office of Education