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**Business Track at the International Film Business Academy,  
Busan Asian Film School**

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**Application Guide for 2024 Admissions**

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## **I . OUTLINE OF APPLICATION PROCESS**

### **1. Course Description and Number of Admitted Applicants**

Course: Business Track, International Film Business Academy

Course length: 8 months from March to October, 2024

(2 semesters, Including a four-week vacation)

Number of hours for academics: approx. 480 hours for 2 semesters

(approx. 20 hours per week for 24 weeks)

Admitted applicants: 2

\* Detailed course schedule, including start dates, will be announced later.

\* The number of admitted applicants is subject to change depending on the pool of applicants.

### **2. Application & Selection Schedule**

<b>Classification</b>	<b>Time Period</b>	<b>Note</b>
Open Call for Submissions	November 16, 2023 – December 22, 2023	Website
Application	December 4, 2023 – December 22, 2023	Online (Application Form)
Screening (documents)	January 8, 2024 – January 12, 2024	
Announcement of Admission Decisions	January 30, 2024	AFCNet Members, Direct Contact
	February 29, 2024	Website (To be announced with the list of finalists selected from Busan, Korea)

\* This schedule may be subject to change.

### **3. Qualifications**

A. Must have U.N.-defined “Asian” nationality or Taiwanese Nationality

- Please refer to the list of nations eligible to apply for the International Film Business Academy 2024. <Appendix 1>

B. There are no restrictions based on academic qualifications or age. Korean men must show proof of completion or exemption of mandatory military service.

C. Must be competent in English (all coursework will be conducted in English)

#### 4. Benefits Provided to Admitted Fellows

##### A. Tuition fee covered by a full scholarship

\* Personal Financial Guarantee with Official Bank Statements upon the confirmation of the final successful applicants (around January or February) is required for the Application for Certificate of Visa Eligibility (Visa Issuance) process - Approximately USD 3,000 (Minimum)

\* An additional Personal Financial Guarantee with Korean Bank Account approximately of USD 2,000 – 3,000 may also be required for Sojourn Extension Process during the second semester

##### B. Dormitory room provided during the total period of education (including the vacation)

##### C. Medical Insurance (Limited coverage and National Health Insurance) to non-Korean fellows during the total period of education (including the vacation)

\* Registered foreigners are also obliged to pay National Health Insurance after 6 months of arrival in Korea (approximately USD 100 per month), and AFiS will also cover the insurance (up to 2 months)

## II. APPLICATION INFORMATION

### 1. Application Information

#### A. Application Period

- Applications will be received from 9 AM on December 4, 2023 to 6 PM on December 22, 2023 (Korea time).

#### B. Details for Submission

- Fill out the online application form provided below, and upload required documents to the same site

\* Online Application Page:

<https://docs.google.com/forms/d/e/1FAIpQLScqXbFutjFBAtnJTX36XquGEgqxozSDVvYXMOQXLPJpQzyqQ/viewform>

#### C. Items to Be Submitted

##### 1) Online application

<b>Application Form</b> * All forms must be completed in English.
1. Application form

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| <ol style="list-style-type: none"> <li>2. Profile picture (to be uploaded)</li> <li>3. Personal statement (500 words or less)</li> <li>4. Statement of purpose (500 words or less)</li> <li>5. Summary of work experience (500 words or less) <ul style="list-style-type: none"> <li>* Please focus on experience related to film production or the film business.</li> </ul> </li> <li>6. Self-introduction video (2 minutes or less) <ul style="list-style-type: none"> <li>* Provide online links to Youtube, Vimeo, etc.</li> </ul> </li> </ol> |
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2) Required documents to be attached to the online application page

- Please compress all the documents mentioned below into a zip file and name it “the applicant’s name\_Nationality”
- ex) Kimafis\_Korea.zip

Required Documents
<ol style="list-style-type: none"> <li>1. Recommendation letter (form attached) from a member of Asian Film Commissions Network (AFCNet)</li> <li>2. Applicant’s completed academic degree, certificate of expected graduation in 2024, or proof of enrollment</li> <li>3. Applicant’s curriculum vitae (in any format)</li> <li>4. Certificate of English Test (Optional) <ul style="list-style-type: none"> <li>- TOEFL, TOEIC, IELTS, GRE, etc.</li> </ul> </li> <li>5. Portfolio (Optional)</li> </ol>

- \* Documents written in languages other than English or Korean must be translated into English or Korean and notarized upon submission.
- \* Selected applicants must submit the digital copy of a personal medical assessment (form provided). Detailed instructions will be provided after the announcement of the finalists.

**2. Cautionary Remarks**

- Applicants should be sure to read all instructions thoroughly and submit the completed online application before the deadline. The applicant will be responsible for any misunderstanding or mistakes in the application process.
- Any statements or documents which are found to have been forged, altered or knowingly falsified will result in the cancellation of admission to the program. Any resulting financial burden must be paid in full by the applicant.
- If an applicant conducted the illicit act mentioned above, the applicant's future admission to the Busan Asian Film School will be prohibited.
- After receiving applications, no forms or submissions will be returned to the applicant.
- No scores will be revealed during the application process.
- Any further issues not covered on this form will be determined by the school.

### **III. ADMISSIONS PROCESS AND ANNOUNCEMENT OF SELECTIONS**

1. Applicants who receive the highest scores based on the overall application will be selected.
2. Busan Asian Film School will not select applicants whose total score fails to meet internal standards, regardless of entrance quotas.

### **IV. ADDITIONAL INFORMATION**

#### **1. Start of the Program**

March 2024 (details will be announced)

#### **2. Enrollment**

A. Enrollment period: February, 2024 (details will be announced)

B. Tuition: All admitted applicants will have tuition fees exempted (details will be announced at a later date)

C. Announcements: The announcement of shortlisted candidates and final admission decisions will be made available on [www.afis.ac](http://www.afis.ac), and by direct contact.

\* Selected applicants who do not enroll within the time frame will be seen as forfeiting their admissions.

#### **3. Related Information**

Please forward any queries regarding curriculum, admissions, etc. to [contact.afis@gmail.com](mailto:contact.afis@gmail.com)

<Appendix>

1. List of nations eligible to apply for the International Film Business Academy 2024
2. Form for Recommendation Letter (required)