

**Fall 2023**

# **ADMISSIONS GUIDELINE FOR INTERNATIONAL STUDENTS**



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## ■ Application Instructions

- Click the online application link on our website: <http://gsis.yonsei.ac.kr>.
- Register for an account (make sure to remember your username and password)
- Fill out the application:
  - Your name (spelling and order) and date of birth must be identical to the information on your passport. Please refer the below sample. Your name must be the same as the name listed on the bottom of your passport, as can be seen by the red squares below.

[Passport Data Page Sample]



- Uploading documents:
  - Before you submit the online application, prepare all your documents as a PDF file in advance
- The application fee of 100,000 won **should be** paid on Jinhak Apply website

- Recommendation letters:
  - Submit via post or email (Include the applicant's name and date of birth)
  - **If they are submitted via email**, the recommender must send the email directly to GSIS, to one of the following emails depending on your major:
    - ✓ Korean Studies/Global Studies (letters must be written in English): **gsis@yonsei.ac.kr**
    - ✓ Global Citizenship and Human Development (letters can be written in Korean): **gsis.gcs@yonsei.ac.kr**
    - ✓ Global Citizenship and Cooperation (letters can be written in Chinese): **gsis.gcs@yonsei.ac.kr**

- After your online application is submitted, you will not be able to make any changes or cancel your application
- Accepted students must submit their original documents for application and financial documents for their student visa by July 28, 2023.
- If you are found to forge documents or lie in a way that violates University policy, your admission will be cancelled.
- Students must hold their bachelor's degree(or master's degree for doctoral program applicants) before the first day of the semester (September 1, 2023), otherwise their admission will be cancelled.

## I. Programs

Degree	Major			
<b>Master's Degree*</b>	Korean Studies	Global Studies***	Global Citizenship and Human Development	Global Citizenship and Cooperation
<b>Doctoral Degree**</b>	Korean Studies	International Cooperation	International Trade & Finance	International Management

\* Master's Degree applicants can apply for two programs at the same time: Applicants seeking to apply more than one program should choose either Korean Studies or Global Studies; and either Global Citizenship & Human Development or Global Citizenship & Cooperation. They must complete and submit a separate application for each program.

\*\* Doctoral Degree applicants can only apply for one major

\*\*\* Global Studies applicants will choose the PIC or ITFM concentration after their second semester

Division	Master's Degree		Doctoral Degree		Medium of Instruction
	Program	Degree	Program	Degree	
Korean Studies	Korean Studies	Master of Arts in Korean Studies (MKS)	Korean Studies	PhD in Korean Studies	English
Global Studies	Global Studies: International Cooperation (PIC)	Master of Global Affairs & Policy (MGAP)	International Cooperation	PhD in International Studies (International Relations)	English
	Global Studies: International Trade, Finance & Management (ITFM)	Master of Global Economy & Strategy (MGES)	International Trade & Finance	PhD in International Studies (International Political Economy)	
			International Management	PhD in Strategy & Organization	
Global Citizenship and Human Development		Master of Global Civic Studies [MGCS]	-	-	Multilingual (Mainly Korean)
Global Citizenship and Cooperation			-	-	Mainly Chinese

## Tuition

Program	Tuition	Entrance Fee
Korean Studies/ Global Studies/ Global Citizenship and Human Development	7,020,000 won / semester	One-time admission fee 1,195,000 won
Global Citizenship and Cooperation	10,000,000 won / semester	

\* This is tuition for 2023 Spring semester, please note tuition is subject to change.

## II. Admission Eligibility

- Both the applicant and their parents are **not** citizens of Korea.
  - Ethnic Koreans with foreign citizenship must submit documents proving the renunciation of Korean citizenship as well as the acquisition of their current nationality for both them and their parents by the application deadline.
- If the applicant and/or their parents has Korean citizenship, please refer to the International Admission II (Page 7) or Korean Admissions, whichever applicable.
- Applicants to the **master program** must hold, or expect to hold prior to entering Yonsei GSIS, a bachelor's degree or its equivalent (or higher) degree from an accredited college or university.
- Applicants to the **doctoral program** must hold, or expect to hold prior to entering Yonsei GSIS, a master's degree or its equivalent (or higher) degree from an accredited college or university.

## III. Screening Method

- Applicants will be evaluated based on their qualifications, academic achievements, and passion for the program.
- If the admissions officer deems it necessary, applicants may be requested to do an interview. If an interview is requested, the applicant will be notified. The admissions board will not take responsibility in the case that the applicant is unable to be contacted due to incorrectly inputted contact information.

## IV. Admissions Timeline

No.	Step	Timeline & Details
1	Online Application + Documents Upload	<b>March 31, 2023 (Fri) to April 21, 2023 (Fri) by 17:00 KST</b>
		<ul style="list-style-type: none"> <li>The online application will be available on our website: <a href="http://gsis.yonsei.ac.kr">http://gsis.yonsei.ac.kr</a></li> <li>You are not allowed to submit the online application after the application deadline.</li> <li>You should submit your applications and upload your documents online</li> <li>After your online application is submitted, you will not be able to make any changes, or cancel your application.</li> </ul>
2	Admission Notification	<b>June 5, 2023 (Mon) by 18:00 KST</b>
		<ul style="list-style-type: none"> <li>Results will be posted on the <a href="#">GSIS Notice Board</a>.</li> </ul>
3	Documents Submission for Accepted Students	<b>June 12, 2023 (Mon) – July 28, 2023 (Fri)</b>
		Accepted students must submit their original documents via post to the following address: <ul style="list-style-type: none"> <li>English: [03722] Room 510, New Millennium Hall, Yonsei University 50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea</li> <li>Korean: [03722] 서울특별시 서대문구 연세로 50 새천년관 510호</li> </ul> If you do not submit your original documents, your acceptance will be revoked
4	First day of classes	<b>September 1, 2023</b>

The scheduled dates above are subject to change. Please check the GSIS website for any changes.

## V. Required Documents

### Documents Upload

- Files need to be uploaded to the online application
- Files must be original documents (or verified/notarized documents)
- Documents must be in Korean or English. If they are not, they must be translated to English and notarized
- Files must be in a PDF or a JPG format
- Combine the documents into one file for each section (1,2,3) and upload as one file
- Details on the documents can be found in the “Document Details” section

Documents to upload								
1. (Submit as one file)	<ul style="list-style-type: none"><li>• Personal Statement and Study Plan [Form 1] or free form</li><li>• Bachelor's degree diploma or letter/certificate of expected graduation</li><li>• Transcript</li><li>• Proof of language proficiency (must be valid and not expired)</li></ul> <table><tr><td>Korean Studies/Global Studies</td><td>TOEFL, IELTS, TOEIC or Duolingo</td></tr><tr><td>Global Citizenship and Human Development</td><td>TOPIK level 4 and above (for non-native Korean speakers)</td></tr><tr><td>Global Citizenship and Cooperation</td><td>HSK 5 and above (for non-native Chinese speakers)</td></tr></table> <ul style="list-style-type: none"><li>• GPA Conversion document (if your GPA is not already on a 4.0/4.3/4.5 scale)</li></ul>	Korean Studies/Global Studies	TOEFL, IELTS, TOEIC or Duolingo	Global Citizenship and Human Development	TOPIK level 4 and above (for non-native Korean speakers)	Global Citizenship and Cooperation	HSK 5 and above (for non-native Chinese speakers)	Corresponds to items 2-4 on document submission list
Korean Studies/Global Studies	TOEFL, IELTS, TOEIC or Duolingo							
Global Citizenship and Human Development	TOPIK level 4 and above (for non-native Korean speakers)							
Global Citizenship and Cooperation	HSK 5 and above (for non-native Chinese speakers)							
2. (Submit as one file)	<ul style="list-style-type: none"><li>• Passport or copy of ID card</li><li>• Parents' passports or other form of IDs</li><li>• Proof of Family Relationship (Chinese applicants must submit the <u>Certificate of Kinship and Household register</u>, <b>translated and notarized in English</b>)</li><li>• Release of Student Information [Form 5] (Download the form, fill it out, scan it and upload the file)</li></ul>	Corresponds to items 5-8 on document submission list						
3. PhD Applicants only	<ul style="list-style-type: none"><li>• Master's diploma or letter/certificate of expected graduation</li><li>• Master's transcript</li><li>• Research proposal (3 pages minimum)</li><li>• Writing Sample (40 pages minimum)</li></ul>	Corresponds to item 10 on document submission list						
4 International Admission II Applicant Only	<ul style="list-style-type: none"><li>• If the applicant and/or their parents have Korean citizenship but the applicant received all of their education out of Korea.<ul style="list-style-type: none"><li>- Education Summary [Form 7]</li><li>- Elementary/Middle/High School Records</li><li>- Certificate of Entry and Exit (출입국사실증명서): From birth date to application date</li><li>- Certificate of Family Relations (가족관계증명서)</li></ul></li></ul>	Corresponds to items 11-14 on document submission list						

## Recommendation Letter Information

Program	Language of letter	Email address	Requirement
Korean Studies, Global Studies	English	gsis@yonsei.ac.kr	Include the applicant's name and date of birth
Global Citizenship and Human Development	English or Korean	gsis.gcs@yonsei.ac.kr	
Global Citizenship and Cooperation	English or Chinese	gsis.gcs@yonsei.ac.kr	

## Document Details

No.	Documents									
1	<b>Online Application</b>									
	<ul style="list-style-type: none"><li>Your <u>name</u>, <u>nationality</u>, and <u>date of birth</u> should match the corresponding information on your passport exactly.</li><li>Your contact information (phone number, email address, etc.) at which you can be most easily reached. Please do not provide the information of the application agency.</li></ul>									
2	<b>Personal Statement and Study Plan [Form 1 or free form]</b>									
	<ul style="list-style-type: none"><li>Your Personal Statement and Study Plan should be written in English<ul style="list-style-type: none"><li>Global Citizenship and Human Development applicants can write in Korean</li><li>Global Citizenship and Cooperation applicants can write in Chinese</li></ul></li><li>Personal statement and study plans must be no longer than <b>3 pages total</b> (Times New Roman, 12 pt., double-spaced, 1" margins).</li><li>Personal Statement and Study Plan can be used to show the applicant's character and integrity as a student and future leader, as well as plans for the future and how they relate to the field of study.</li></ul>									
3-1	<b>Official Bachelor's Diploma or Graduation Certificate / Certificate of Expected Graduation</b>									
	<ul style="list-style-type: none"><li>A <b>photocopy</b> of the official bachelor's diploma or graduation certificate</li><li>For prospective graduates, the expected date of graduation should be written on the certificate.</li><li>The anticipated date <b>must be prior</b> to the start of the semester (September 1, 2023).</li><li>If you will graduate/graduated from a Korean university, you should submit a certificate of expected graduation/graduation certificate(i.e. issued within three months) from your undergraduate portal system.</li></ul>									
3-2	<b>Official Bachelor's Transcript</b>									
	<ul style="list-style-type: none"><li>Photocopy of your official transcript.</li><li>For prospective graduates, please submit a transcript with your grades up to this point.</li><li>If you graduated from a Korean university, submit a transcript printed out from your undergraduate portal system.</li><li>If your transcript is not in English or Korean, it must be translated and notarized to English.</li><li>Your GPA must be in a 4.0/4.3/4.5 scale or out of 100. If it is not, you must convert it to this scale either via your university or a website such as Scholaro.</li><li>If you have previously transferred schools or participated in exchange/study abroad programs, you must submit transcripts from those schools as well, unless the transferred credits and grades are clearly stated on your primary transcript.</li></ul>									
	<table><tr><th>Country</th><th>Diploma or Certificate of Expected Graduation</th><th>Transcript</th></tr><tr><td>Graduates (or Expected Graduates) from a Korean university</td><td>Diploma or Certificate/Letter of Expected Graduation in Korean</td><td>Transcript in Korean</td></tr><tr><td>Graduates (or Expected Graduates) from a foreign university (excluding China)</td><td><b>Graduates:</b> A diploma or certificate of graduation issued by your university in English</td><td>English transcript</td></tr></table>	Country	Diploma or Certificate of Expected Graduation	Transcript	Graduates (or Expected Graduates) from a Korean university	Diploma or Certificate/Letter of Expected Graduation in Korean	Transcript in Korean	Graduates (or Expected Graduates) from a foreign university (excluding China)	<b>Graduates:</b> A diploma or certificate of graduation issued by your university in English	English transcript
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Graduates (or Expected Graduates) from a Korean university	Diploma or Certificate/Letter of Expected Graduation in Korean	Transcript in Korean								
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No.	Documents								
		<b>Prospective Graduates:</b> A Certificate/Letter of Expected Graduation issued by your Dean, Department Head, Registrar or Academic Advisor							
	Graduates from a Chinese university	<b>Graduates:</b> A certificate of graduation in English issued by CHSI <a href="http://www.chsi.com.cn">www.chsi.com.cn</a>  <b>Prospective Graduates:</b> A Certificate/Letter of Expected Graduation issued by your university in English	<b>Graduates:</b> A transcript in English issued by CHSI <a href="http://www.chsi.com.cn">www.chsi.com.cn</a>  <b>Prospective Graduates:</b> Official transcript issued by your university in English						
4	<b>Proof of Language Proficiency</b> <ul style="list-style-type: none"><li>Submit proof of language proficiency depending on the program you are applying for. Admitted students will submit the original copy of these results except for IELTS, TOEFL.<table><tr><td>Korean Studies/Global Studies</td><td>TOEFL, IELTS, TOEIC or Duolingo</td></tr><tr><td>Global Citizenship and Human Development</td><td>TOPIK level 4 or above (for non-native Korean speakers)</td></tr><tr><td>Global Citizenship and Cooperation</td><td>HSK 5 or above (for non-native Chinese speakers)</td></tr></table><p><b>English:</b></p><ul style="list-style-type: none"><li>We do not need original versions of the IELTS or TOEFL tests. We can verify your IELTS results through the TRF Code. TOEFL results should be sent electronically (Yonsei University code: C455; 99 department code). We accept TOEFL My Best scores. For the TOEIC please upload a scan of your test results and if you are accepted, you must send a physical score report to the office.</li><li>This requirement will be automatically waived (<i>no waiver form necessary</i>) if the applicant is a native speaker from one of the following countries: <u>United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa.</u></li></ul><p><b>Korean and Chinese:</b></p><ul style="list-style-type: none"><li>Upload a scan of your TOPIK or HSK score during the application period; if you are accepted you will then submit a physical score report to the office.</li></ul><p><b>All:</b></p><ul style="list-style-type: none"><li>The language requirement will be waived if the applicant completed either high school or college in the language (English, Korean or Chinese) of the program they are applying for. Please submit a letter confirming the medium of instruction, or submit a transcript that has this information on there.</li></ul><li>For the English requirement, if an applicant cannot meet the conditions specified above but still <u>considers their English skills proficient</u>, submit a <b>waiver request form [Form 3]</b>. You may attach supporting documents. The request may or may not be approved.</li></li></ul>			Korean Studies/Global Studies	TOEFL, IELTS, TOEIC or Duolingo	Global Citizenship and Human Development	TOPIK level 4 or above (for non-native Korean speakers)	Global Citizenship and Cooperation	HSK 5 or above (for non-native Chinese speakers)
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Global Citizenship and Cooperation	HSK 5 or above (for non-native Chinese speakers)								
5	<b>Copy of Applicant's Passport or ID card issued by the Government</b> <ul style="list-style-type: none"><li>The passport must be valid.</li><li>If you update your passport during or after the application period you must submit your updated passport to the office.</li><li>If you are currently residing in South Korea, please submit a copy of your existing ARC.</li></ul> <p>▷ Chinese students must submit both a copy of passport and a copy of national ID (居民身份证).</p>								
6	<b>Copies of Both Parents' Passports</b> <ul style="list-style-type: none"><li>The passports must be valid. In the case that your parents do not possess passports, other identification cards <b>proving their nationality</b> will be accepted. Birth certificates will not be accepted as a substitute for their passports.</li></ul> <p>▷ Chinese students need <u>only</u> submit a copy of their parents' national IDs.</p>								
7	<b>Proof of Family Relationship</b> <ul style="list-style-type: none"><li><b>Non-Chinese citizens:</b> Birth certificate or another kind of document such as a household register, or family relationship certificate where family relationship can be verified.</li><li><b>Chinese citizens:</b> Translated and notarized Household Register and Certificate of Kinship (English)</li><li><b>Foreigners with Korean ethnicity:</b> Legal documentation that verifies the renunciation of Korean Citizenships as well as the acquisition of current nationalities of the applicants' and his/her parents'</li></ul>								



No.	Documents														
8	<b>Release of Student Information Form [Form 5]</b> <ul style="list-style-type: none"><li>Only applicants who graduated/will graduate from a foreign university need to submit this form.</li></ul>														
9	<b>Two Letters of Recommendation [Form 2 or free form]</b> <ul style="list-style-type: none"><li>The letter must include the name, title, and contact information of the recommender. The recommender may be either an <i>academic</i> or a <i>professional</i> reference.</li><li>The letters must be sent directly from the recommender to the university.</li></ul> <table><tr><th>Program</th><th>Language of letter</th><th>Email address</th><th>Requirement</th></tr><tr><td>Korean Studies, Global Studies</td><td>English</td><td>gsis@yonsei.ac.kr</td><td rowspan="3">Include on the title of email the applicant's name and date of birth</td></tr><tr><td>Global Citizenship and Human Development</td><td>English or Korean</td><td>gsis.gcs@yonsei.ac.kr</td></tr><tr><td>Global Citizenship and Cooperation</td><td>English or Chinese</td><td>gsis.gcs@yonsei.ac.kr</td></tr></table>	Program	Language of letter	Email address	Requirement	Korean Studies, Global Studies	English	gsis@yonsei.ac.kr	Include on the title of email the applicant's name and date of birth	Global Citizenship and Human Development	English or Korean	gsis.gcs@yonsei.ac.kr	Global Citizenship and Cooperation	English or Chinese	gsis.gcs@yonsei.ac.kr
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Global Citizenship and Human Development	English or Korean	gsis.gcs@yonsei.ac.kr													
Global Citizenship and Cooperation	English or Chinese	gsis.gcs@yonsei.ac.kr													
10	<b>PhD applicants only</b> <ul style="list-style-type: none"><li>Master's diploma and transcript</li><li>Research Proposal (English, free form): Title, Table of Contents and Research Methodology must be included, 3 pages minimum on A4 size paper.</li><li>Writing Sample: Master's thesis or term paper, 40 pages minimum on A4 size paper.</li></ul>														

## International Admission II

- Eligibility : The applicant and/or their parents have Korean citizenship. However, the applicant has received all of their education outside of Korea, from elementary school through to the completion of the undergraduate degree.

No.	Documents
<b>The following documents are additionally required for International Admission II only:</b>	
11	<b>Education Summary [Form 7]</b> <ul style="list-style-type: none"> <li>Please summarize your education from grades 1-12.</li> </ul>
12	<b>Elementary • Middle • High School Records</b> <ul style="list-style-type: none"> <li>These records should indicate the dates of attendance, from grades 1-12.</li> </ul>
13	<b>Certificate of Entry and Exit (출입국사실증명서)</b> <ul style="list-style-type: none"> <li>Issued by the Korean Embassy/Korean Immigration Office/주민센터.</li> <li>This should contain information from the applicant's date of birth to the date of application.</li> </ul>
14	<b>Certificate of Family Relations (가족관계증명서)</b> <ul style="list-style-type: none"> <li>Issued by the Korean Embassy/Korean Immigration Office/주민센터.</li> </ul>

## VI. Document Submission for Admitted Students

Admitted students must send the following documents via post by July 28, 2023. If the documents are not submitted by then, your admissions offer will be revoked.

<b>Diploma and Transcript</b>	Graduates of a Korean University	Diploma or Certificate/Letter of Expected Graduation in Korean issued after final result announcement
	Graduates from a foreign university (excluding China)	An official apostille of your diploma and transcript from the country your institution is located. If your institution is not a signatory of the Hague apostille convention, then you need to get your documents verified by the Korean Embassy in your country. (For questions contact: The Consular Service Department of the Ministry of Foreign Affairs and Trade ☎ 02-2100-7500)
	Graduates from a Chinese University	A transcript and diploma issued by CHSI in English: 中国高等教育学生信息网(学信网) (www.chsi.com.cn)
<b>Proof of Family Relationship</b>	Chinese citizens	Household Register and Certificate of Kinship Translated and Notarized to English
	Non-Chinese citizens	Birth certificate or another kind of document such as a household register, or family relationship certificate where family relationship can be verified. <u>This should be original or a notarized document</u>
<b>Verification of Deposit</b>	Original copy issued by your bank	<p>This is a required document to receive a D-2 visa. You must provide a bank statement showing at least 23,000 USD or 25,000 USD (Global Citizenship and Cooperation major applicants only). This should be an original document that is stamped/signed by your bank, <b>not a scan or a printout of your online banking account</b>. Please check details below and submit the right documents:</p> <ul style="list-style-type: none"> <li>- If it is not your bank statement, you must submit (a) letter(s) of sponsorship [Form 4].</li> <li>- For applicants that have received sponsorship from POSCO, Fulbright, etc., please submit the sponsorship letter in place of the bank statement.</li> <li>- Chinese students: You must freeze your bank account with a minimum balance of 23,000 USD or 25,000 USD (Global Citizenship and Cooperation major applicants only) by after one month of beginning of the semester.</li> </ul>
<b>Proof of Language Proficiency</b>	Submit the language according to your program	The original document of your English, Chinese or Korean proof of language proficiency.
<b>Elementary, Middle, and High School records</b>	International Admission II	The official apostille of all these documents, If your institution is not a signatory of the Hague apostille convention, then you need to get your documents verified by the Korean Embassy in the country where your institution located. And they should indicate the dates of attendance, from grades 1-12.
<b>Certificate of Entry and Exit</b>	International Admission II	<ul style="list-style-type: none"> <li>- Issued by the Korean Embassy/Korean Immigration Office/주민센터.</li> <li>- This should contain information from the applicant's date of birth to the date of application.</li> </ul>

### Apostille

- Admitted students will also need to submit apostilles. Since apostilles must be submitted in order to receive your Certificate of Admission(which is a necessary document for applying Visa), we recommend preparing this document in advance. We cannot issue your Certificate of Admission without Apostilled documents.
- The Republic of Korea is a signatory member of The Hague Apostille Convention. The apostille ensures that public documents issued in one signatory country will be considered as valid in

another signatory country. For more information about apostilles, please refer to <http://www.hcch.net/>.

- The apostille must be an original, but the document itself (transcript/diploma) can be a photocopy. Since the apostille must be an original, the document must be mailed via post and not sent through email. If your apostilled transcript has your graduation date clearly listed, you only need to submit an apostilled transcript and not an apostilled diploma as well.

**Students who graduated from institutions in HAC signatory countries:**

- Official apostilles of your diploma and official transcript.
- All documents must be in English. Any other language requires a notarized translation.

**Students who graduated from institutions in China:**

- Verifications of your Degree and Academic Records issued by the China Higher Education Student Information and Career Center (CHESICC/CHSI). This should be issued in English or you must submit a notarized translation into English.

**Students who graduated from institutions in HAC non-signatory countries:**

- Verifications of your diploma and official transcript by the local Korean embassy in the country you graduated from.

**Students who graduated from institutions in Korea:**

- Official verification other than your certificate of graduation and official transcript are not required.

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## Contact us

**Website** <http://gsis.yonsei.ac.kr>

**Email** [gsis@yonsei.ac.kr](mailto:gsis@yonsei.ac.kr)(English, Korean) / [gsis.gcs@yonsei.ac.kr](mailto:gsis.gcs@yonsei.ac.kr)(Chinese)

**Telephone** +82-2-2123-8484(English)/8487(Chinese)/3293(Korean)

**Mailing Address**

*English* Room 510, New Millennium Hall, Yonsei University  
50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea 03722  
*Korean* [03722] 서울특별시 서대문구 연세로 50 새천년관 510호

**Office Hours** Weekdays, 9:00 AM to 5:00 PM (Lunch Break: 12:00 PM to 1:00 PM)  
Summer & Winter Vacation, office closes earlier at 3:00 PM