



Applicants' Checklist

#	Document List	Things to Note	Check		
1	A Copy of the On-line Application Result page	1. Check the spelling of your name, gender, major, & the birth date 2. <u>Read carefully and write down your signature and date</u>			
2	Certificate of Degree or Certificate of Expected Graduation of all colleges, universities, and graduate schools	1. In English or notarized in English (issued within 3 months) 2. Expected Graduation Certificate (with the exact expected date of graduation). 3. Chinese University (Prospective) Graduates 1) Certificate of Degree of CDGDC (http://www.cdgdc.edu.cn) 2) Certificate of Graduation of CHSI (http://www.chsi.com.cn/) * Notarized in English or Korean (issued within 3 months)			
3	Official Transcripts of all Colleges, and Universities, and graduate schools	1. In English or notarized in English (issued within 3 months) 2. Original documents SEALED with official stamp 3. with (C)GPA and the GPA scale or with percentages (%) 4. Official letter of GPA verification (Optional)			
4	TOEFL (iBT only) (ORIGINAL) or IELTS(Academic) Score Report	1. Test Date Check (within 5 years of the application deadline) - TOEFL (iBT): Original - IELTS(Academic): Original or Copy 2. Waiver Condition: Native speakers of English 3. Waiver – with the Official Letter 1) Degree in English speaking countries for 3 years or more 2) Degree in English speaking institution for 3 years or more			
5	Application Fee (USD80 or KRW80,000)	1. Payment Receipt (under your last name & last 3 # of application number) - Not refundable in any case - No check acceptable			
6	Statement of Purpose (SOP)	1,200 words in the form of MS word (3 pages).			
7	Two Letters of Recommendation	1. Documents in English 2. Sealed and signed by the referees 3. Emails sent directly from referees (Optional)			
8	Bank Statement (ORIGINAL)	1. Minimum balance: USD 20,000 (issued within 3 months) 2. Original document with official stamp [signature] 3. The account holder must be you . 4. Different Account holder: Statement of Financial Sponsorship 5. Account Freeze(Date Check) : Applicants from 26 Countries			
9	Agreement for Collection and Use of Personal Data	Check Applicant's name, signature, and date			
10	Int'l Student A/B Verification Document (Passport should be valid for more than 6 months.)	<table border="0"> <tr> <td style="vertical-align: top;"> <p>↓ Int'l student A</p> <p>1. You and parents' passport (Certificates of foreign nationality)</p> <p>2. Birth certificate (or Certificate of family relations)</p> <p>3. Alien Registration Card (both front and back sides)</p> <p>4. Death (or divorce) Certificate</p> </td> <td style="vertical-align: top;"> <p>↑ Int'l student B</p> <p>1. You and parents' passport</p> <p>2. Birth certificate</p> <p>3. Alien Registration Card (both front and back sides)</p> <p>4. Official transcripts and Certificate of enrollment / graduation for 16 years (more)</p> <p>5. Academic calendars</p> <p>6. Checklist for K-12 Education</p> <p>7. A certificate of Entry & Exit</p> </td> </tr> </table>	<p>↓ Int'l student A</p> <p>1. You and parents' passport (Certificates of foreign nationality)</p> <p>2. Birth certificate (or Certificate of family relations)</p> <p>3. Alien Registration Card (both front and back sides)</p> <p>4. Death (or divorce) Certificate</p>	<p>↑ Int'l student B</p> <p>1. You and parents' passport</p> <p>2. Birth certificate</p> <p>3. Alien Registration Card (both front and back sides)</p> <p>4. Official transcripts and Certificate of enrollment / graduation for 16 years (more)</p> <p>5. Academic calendars</p> <p>6. Checklist for K-12 Education</p> <p>7. A certificate of Entry & Exit</p>	
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11	Alien Registration Card (ARC)	In case of an applicant has had an ARC in Korea(Optional)			
12	Checklist	Enclose the marked checklist with the rest of required documents.			
13	Additional Required Documents for Chinese Applicants	1. Chinese University Graduates 1) Certificate of Degree of CDGDC (http://www.cdgdc.edu.cn) 2) Certificate of Graduation of CHSI (http://www.chsi.com.cn/) * Notarized in English or Korean (issued within 3 months)			
		2. Photocopies of ID card (居民證) of all family members			
		3. Household Registers (戶口簿) of all family members * Notarized in English or Korean (issued within 3 months)			