



[NOTICE] Fall 2021 Admission FAQ for **International** Applicants

Updated as of April 19, 2021

As the Covid-19 Pandemic continues to spread around the world, Korea University Graduate School of International Studies decided to make an exception for submitting of the required documents, which are needed to be submitted as the original documents, for applicants of Fall 2021.

In case your access to postal services is unavailable to submit the documents, you can submit the form of '**Statement of Reasons for Copy(Substitute) Submission**' with copied version of your required documents.

Please refer to the following **FAQs** for the detailed information.

Question 1. How should I submit documents if international postal system is stopped?

Answer: Please submit all documents by one e-mail in PDF version with your '**Statement of Reasons for Copy(Substitute) Submission**'. However, all of the required documents are needed to be submitted in their original forms **no later than August 31, 2021**. Failure of submitting original copies may result the cancellation of your admission.

Question 2. How do I prove the incapability of sending original copies of the required documents due to the inaccessibility to international postal system or the closure of related facilities?

Answer: Please submit **related any evidential documents** (e.g. the notice from related organizations) with your '**Statement of Reasons for Copy(Substitute) Submission**' attached.

Question 3. How can I send the TOEFL Score Report?

Answer: You may send the TOEFL score report through reporting system from ETS, and the Institution code for KU GSIS is **C946** (Korea University - Graduate School of International Studies). You may refer to the answer to the question #4 as well.

Question 4. I am not able to take an English test due to the cancellation.

Answer: For this semester only, you can submit the original/copied version of the English test (TOEFL or IELTS) score report issued ***within five years*** from the Deadline of Online Application(May 7, 2021).



TOEFL	Original score report issued within five years from the Deadline of Online Application.
	A score report issued from the ETS (Reporting System) <ul style="list-style-type: none"> - Before the test: Select KU GSIS on the “Score Report Recipients” - After the test: Log in to your ETS account, select “Send Additional Score Reports” - DI CODE: C946 (Korea University - Graduate School of International Studies)
	A copied/printed score report and the form, ‘ Statement of Reasons for Copy (Substitute) Submission ’ with the evidential documents (e.g. the official notices from an institution) ⊗ The original document needs to be additionally submitted no later than August 31, 2021.
IELTS	Original score report issued within five years from the Deadline of Online Application.
	A copied/printed score report with the TRF code stated.

Failure of submitting original documents may result the cancellation of your admission. If KU GSIS hold any question on your submitted English test score, the school may conduct an additional English interview.

Question 5. What should I do if I am unable to submit a sealed original transcript?

Answer: If your previous school is able to issue an electronic transcript(e-Transcript), please ask the person in charge to send it directly using an official school email account to gsisadmin@korea.ac.kr. However, you should also send an additional email which confirms that your transcript has been sent since the electronic transcript could go to spam. If it is difficult to send an electronic transcript, you can submit a copy with the ‘**Statement of Reasons for Copy(Substitute) Submission**’. The original transcript, however, needs to be submitted no later than August 31, 2021. Failure to submit original documents may result the cancellation of your admission.

Question 6. I am unable to submit official documents to prove GPA since my University/College does not use any of these grading scales - 4.0/4.3/4.5 (C)GPA or 100 points, or I am unable to ask to provide an official letter of GPA verification and grading policies due to the closure of the registrar of my University/College. What should I do?

Answer: Please submit (1) the original transcript and also (2) the captured page of both the GPA calculation and the results of your equivalency(step 2 & step 3) by using the WES iGPA Calculator on the WES website (<https://www.wes.org/wes-tools>) as a supporting document.



Question 7. The bank is officially locked down. How should I submit the financial statement?

Answer: You can submit your account balance details, which can be checked online, with the ‘**Statement of Reasons for Copy(Substitute) Submission**’ instead of your original bank statement. However, in case the applicants are from the 26 countries which need to freeze the bank account, please submit the original document that shows your bank account is frozen **no later than July 16, 2021** in order for us to issue your Certificate of Admission (COA), document needed for D-2 visa issuance.

Question 8. My parents or I do not have a passport.

Answer: First, please submit the documents which can prove the nationality of your parents and yourself, and family relations. Also, you must submit a copy of your passport **no later than July 16, 2021** in order for us to issue your Certificate of Admission(COA), a document needed for D-2 visa issuance.

Question 9. What is the difference between Graduation Certificate & Diploma?

Answer: In general, your **original diploma** is issued only once and the **graduation certificates** can be issued multiple times upon your request. Please check that if your diploma or graduation certificates can be issued multiple times before you apply for Apostille documents. If a document can be issued only once, you may use a copy of the document for your Apostille.

Question 10. The issuance of Apostille is unavailable. What should I do?

Answer: Upon your admission, the applicants should submit their Apostille **within two weeks after the enrollment**. If you are from one of the Apostille agreement countries but not able to submit it due to a certain reason, you can submit officially notarized documents from the embassy of the Republic of Korea in your country or from the embassy of your country residing in the Republic of Korea. In this case, please additionally submit the ‘**Statement of Reasons for Copy(Substitute) Submission**’ along with the notarized documents. Failure to submit original documents may result the cancellation of your admission.