

KU GSIS

Admissions Guideline for International Students

Fall Semester 2021



KOREA UNIVERSITY
Graduate School of International Studies

1. Eligibility

The following **Level of Education** and **Requirements** should be met **before August 31 (Tue.), 2021.**

1) Level of Education

- (1) Master's Degree Program
Applicants holding a bachelor's degree or higher from an accredited university, or being expected to hold it prior to entering KU GSIS
- (2) Doctoral Degree Program
Applicants holding a master's degree or higher from an accredited university, or being expected to hold it prior to entering KU GSIS

2) Requirements

To apply for KU GSIS Admission as an international student, applicants must prove the eligibility for one of the requirements below, International Student A or B by submitting required documents.

- (1) **International Student A**: An applicant holding foreign citizenship whose parents are foreign citizens (Both the applicant and his/her parents are **not Korean citizens.**)
 - Certificates of both the applicant and his/her parent's nationality
 - A certificate of family relations (or birth certificate)

* If an applicant or his/her parents have dual citizenship with Korea, the applicant is **NOT** eligible for Int'l Student A. In this case, the applicant might check if he/she is eligible for Int'l Student B to apply as an Int'l student.

* Applicants can hand in a family register (戸口簿 for Chinese and 戸籍 for Japanese), a birth certificate, or a certificate of vital records to verify eligibility as Int'l student A.

- (2) **International Student B**: An applicant who completed **the entire 16-year (more) education** from elementary school to university in foreign countries
 - Enrollment/graduation certificates of primary/secondary/high school/university
 - Official transcripts of primary/secondary/high school/university

* If necessary, KU GSIS can continuously require additional documents especially for overseas Koreans, even after the announcement of admission results. In addition, KU GSIS has the final decision whether they can be accepted as Int'l Student B.

※ An applicant who would like to apply for the admission of KU GSIS as an international student must satisfy one of the requirements above. An applicant who satisfies all of them will consider his/her case as the Int'l student A. Depending on the applicant's eligibility (Int'l student A or B), additional documents can be requested to be submitted in order to verify his/her eligibility.

※ Please refer to **4. List of Required Documents ➔ 10) Int'l Student A/B Verification Document** for further information.

2. Admission Process

Please check the deadline of each admission process here.

Website: http://int.korea.edu/kuis/grad/admission_inter.do

- 1) Online application & payment of application fee
 - 2) Submission of required documents to KU GSIS Administration Office
 - 3) Document screening by KU GSIS Admission Committee
 - 4) Interview (if necessary, or for **some of Doctoral Degree Program applicants**)
 - **Master's Degree Program**
 - a. KU GSIS basically has **no interview procedures** for international applicants of Master's Degree program, with the following exception.
 - b. International applicants may be asked to undertake interviews when;
 - KU GSIS Admission Committee members determine that the applicants need on the interviews in English even though they submitted English test score report or the official letter proving that all the courses they took were fully instructed in English from the institution, from the registrar.
 - In case the interview is needed, KU GSIS will contact the interviewees only and notify the telephone interview schedule.
 - **Doctoral Degree Program**
 - a. KU GSIS conducts interviews **only for the applicants who pass the document screening**, and KU GSIS contacts them individually.
 - b. If an applicant stays abroad, KU GSIS will conduct phone interview.
 - c. Otherwise, applicants must come and participate in the interview test at KU GSIS.
 - 5) The admission result will be announced through e-mail the applicants used for online application.
(※ The schedule may change depending on circumstances.)
- ※ All international students will be automatically enrolled in the National Health Insurance from the beginning of their first semester until graduation.
- ※ KU GSIS **does not disclose** information related to admission decisions such as eligibility of each applicant, content of evaluation, and the reason of rejection or disqualification.

3. Important Notice for Required Documents

- A. All of the required documents must be **in English** (or in Korean).
- Otherwise, you must submit a **notarized/certified translation in English** completed by a public notary in the country in which the document was originally produced **within 3-month-validity** from the submission deadline.
 - All documents must be **original**. Photocopied, scanned or faxed documents will not be permitted.
 - Only a valid IELTS(Academic) score report and diploma can be submitted as a copy.
 - **The spelling of an applicant's name, birth date and gender** must match those shown on his/her passport or other official documents in his/her country.
- B. Application documents arrived after the deadline will **NOT** be accepted.
- Late delivery of supporting documents will **NOT** be accepted for any reason.
 - **Early preparation** is highly encouraged. Please keep in mind that it may take more than 1 month to prepare all required documents.
- C. All of the submitted records and documents are **NOT returnable**, and the application fee is **nonrefundable** according to Higher Education Act enforcement ordinance article 42 clause 3(application fee).
- D. An application can be **denied** due to insufficient documents.
- KU GSIS can request to the applicant for additional documents to submit for clear verification.
 - Any false or misleading statement may disqualify the applicant.
- E. Changes in major information of applications (e.g., program(degree), and department(major) etc.) are **prohibited** after the submission.
- All information (name, date of birth, gender, passport number, address, contact information, email address, history of education, etc.) must be correctly filled out to avoid any disadvantages.
- F. All of the required documents should be submitted to KU GSIS Administration Office **during the designated period**, and the address is as below.

KU GSIS Administration Office Address:

Room #223, International Studies Hall, Administration Office of Graduate School of International Studies, Korea University, 145 Anam-ro, Seongbuk-gu, Seoul, KOREA
(Zip Code: 02841)
Tel: +82-2-3290-1393~4 / E-mail: gsisadmin@korea.ac.kr

Apostille (or consular verified) of degree certificates should be additionally submitted **within two weeks of the enrollment** by express mail. If applicants have already submitted Apostille (or consular verified) degree certificates when they applied, they do not need to submit them again. Please refer to *Appendix 1* and *2*.

4. List of Required Documents

※ Please refer to [\[Fall 2021\] FAQ for International Applicants](#) for a detailed explanation.

Number	Document List	Things to Note
1	A Copy of the On-line Application Result page	<ul style="list-style-type: none"> - The spelling of your name and the birth date must match those shown on your passport or other official documents in your country. - You can print out after completing your online application. - There should be <u>applicant's signature</u> on this document. ※ Changes in major information of applications (e.g., program(degree), department(major), etc.) are <u>prohibited</u> after the submission. ※ Please read carefully the DECLARATION first and sign it.
2	<p>Certificate of Degree (or copied documents of Diploma) or Certificate of Expected Graduation (<u>with the exact expected date of graduation</u>)</p> <p>of all colleges, universities, and graduate schools you listed on your online application</p>	<ul style="list-style-type: none"> - Should be all written in English. Otherwise, notarized translation documents in English (issued within 3 months) are required as well. - Applicants whose graduation status is pending during the time of application may submit an Expected Graduation Certificate (with the exact expected date of graduation). - Successfully admitted students should submit their Graduation Certificates (or copied documents of Diplomas) with the attachment of "Apostille", or consul verified degree certificates to the KU GSIS Administration Office within 15 days of their enrollment. If you fail to submit the apostilled documents to Administration Office within the designated period, you will be disqualified. Therefore, please prepare it in advance. (Please refer to Appendix 1 and 2.) ※ If you graduated from Chinese University, you are required to additionally submit the Certificate of Degree issued by China Academic Degrees & Graduate Education Development Center (http://www.cdgd.edu.cn). (If it is not possible to issue it, you can submit Certificate of Graduation issued by the China Credentials Verification (http://www.chsi.com.cn/).
3	<p>Official Transcripts</p> <p>of all colleges, universities, and graduate schools you listed on your online application</p> <p>(SEALED ORIGINALS)</p>	<ul style="list-style-type: none"> - Transcripts should be as follows. <ol style="list-style-type: none"> (1) In English. Otherwise, notarized documents(within 3 months) are required. (2) Show your grade with (C)GPA and the GPA scale (ex. 4.0/4.3/4.5 scale), or with percentages (%) (ex. 78/100), or with your rank and the total number of students. (ex. 5th/50) (3) In case the transcripts do not include the applicant's total GPA and an explanation of the school's grading policies, please submit an official letter of GPA verification explaining both. (4) Official Transcripts meets one of the followings: <ol style="list-style-type: none"> a. Officially issued and SEALED with a stamp by the issuing institution. Once opened before arriving at KU GSIS Administration Office, it is not accepted as an official document. b. Apostilled Certificate (Please refer to Appendix 1 and 2.) (or Authentication issued by the Korean Embassy or Consulate) Apostille is a standard form of <i>legal certification</i> recognized under an international agreement between countries. If you fail to submit the apostilled documents to GSIS Administration Office within the designated period, you will be disqualified. * For more information, please refer to http://www.hcch.net and click on the <i>Apostille</i> section. ※ If you have transferred schools, you must submit official transcripts from all the attended schools, unless your final school transcript includes entire grades of the previous school. ※ If your transcript includes degree information (date awarded, certificate number etc.), you do not have to submit an official degree certificate.



<p style="text-align: center; font-size: 24pt; font-weight: bold;">4</p>	<p style="text-align: center;">TOEFL (iBT only) (ORIGINAL ONLY) or IELTS (Academic) Score Report</p>	<ul style="list-style-type: none"> - Applicants from non-English-speaking countries are basically required to submit a valid TOEFL (iBT only) or IELTS(Academic) score report as an ORIGINAL, and only in case of IELTS score report, you can submit a copy. - TOEFL or IELTS score report can be waived for <ol style="list-style-type: none"> (1) Native speakers of English. (2) Non-native speakers who hold Bachelor’s Degree or higher from institutions in English speaking countries for 3 years or more. <ul style="list-style-type: none"> ※ English speaking countries include: USA, UK, Ireland, Scotland, Australia, New Zealand, Canada(except Quebec), Hong Kong, Singapore, and Philippines. → Please submit a document of the school(institution) profile. (3) Non-native speakers who hold Bachelor’s Degree or higher from institutions where English is the only medium of instruction for 3 years or more. <ul style="list-style-type: none"> → However, in this case, applicants are required to submit an official letter proving that all the courses they took were fully instructed in English from the registrar of those institutions. ※ Language proficiency tests must have been taken <i>within five years</i> before the application deadline. (Test date: not earlier than May 7th, 2016 (Temporarily will be applied this semester.)) ※ The Institutional Testing Program (ITP) TOEFL is not acceptable. ※ If necessary, KU GSIS can ask applicants to submit a TOEFL/IELTS score report or undertake interviews, regardless of the above exemption list.
<p style="text-align: center; font-size: 24pt; font-weight: bold;">5</p>	<p style="text-align: center;">Application Fee (USD80 or KRW80,000) & Payment Receipt</p>	<ul style="list-style-type: none"> - Not refundable in any case / No check acceptable - How to Pay the Application Fee <ol style="list-style-type: none"> (1) Visit and pay in cash at KU GSIS Administration Office, or Enclose the fee (cash only) with the required application documents. Since no change is prepared, please pay the exact amount. (2) Wire Transfer <ul style="list-style-type: none"> ✚ The fee should be sent to KU GSIS bank account within the online application period. ✚ Overseas wire transfer is subject to additional bank commissions and take (a lot) longer depending on the number of intermediary banks and the sending countries etc. ✚ Applicants have the responsibility to check earlier the expected additional expense and days to take to be finally transferred into KU GSIS bank account with the bank in your region, and to send enough amount in a timely manner. (It usually takes from 2 business days up to around 3 weeks.) ✚ Wire Transfer Details <ol style="list-style-type: none"> a. Account holder: “KUGSIS” or “고려대학교 국제대학원” b. Name of Bank: KEB Hana Bank (Korea University branch) c. Swift Code: KOEXKRSE d. Account No.: 391-910005-58304 e. Address: 145, Anam-ro, Seongbuk-gu, Seoul, 02841, Korea ※ Things to note: Please, send the application fee under 3 letters of your last name and last 3 numbers of your application number(ex. Harry Potter / GSM211123 → ‘POT123’). After sending your application fee, please send us the receipt (a copy is acceptable). If you do not follow this instruction, we cannot verify your payment and it may lead to the disqualification of your application.

6	<p>Statement of Purpose (SOP)</p>	<p>The essay on self-introduction and research plan should be approximately 1,200 words in the form of MS word (3 pages).</p>
7	<p>Two Letters of Recommendation from Professors familiar with your academic work, or from professional supervisors</p>	<ul style="list-style-type: none"> - Should be written in English (or in Korean). - Must be sealed and signed by the referees. - E-mails sent directly from referees can be officially accepted. - Otherwise, they will not officially be recognized. - You can use our RECOMMENDATION FORM (Optional)
8	<p>Bank Statement (ORIGINAL ONLY)</p>	<ul style="list-style-type: none"> - In order to apply for D-2 student visa in Korean Consulate or Immigration Office, Bank Statements must be acquired. Please understand that the Korean immigration office requires all international students to prove their financial status for their academic sustainability. - Bank Statement must <ol style="list-style-type: none"> (1) Indicate it has a minimum balance of USD 20,000 in one account. (2) Be an ORIGINAL document with the stamp [signature] from the bank. (3) The account holder must be you or your parents. <ul style="list-style-type: none"> - If the bank account is not yours, you must submit STATEMENT OF FINANCIAL SPONSORSHIP together, filled out by the bank account holder. In this case, please submit the certificate of family relations. (4) Be issued within 3 months from the submission deadline for KU GSIS application. ※ You need to freeze your bank account with a minimum balance of USD 20,000 by August 31, 2021 (for Fall Semester in 2021), if you are from one of 26 countries on the list below. Please, refer to Visa & Immigration Guide for more detailed information. <ul style="list-style-type: none"> - Chinese students in Korea: Freeze your bank account with a minimum balance of RMB 130,000 until August 31, 2021. - Chinese students in China: Freeze your bank account with a minimum balance RMB 130,000 until February 28, 2022. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><List of 26 Countries></p> <p>China, Philippines, Indonesia, Bangladesh, Vietnam, Mongolia, Thailand, Pakistan, Sri Lanka, India, Myanmar, Nepal, Iran, Uzbekistan, Kazakhstan, Kyrgyzstan, Ukraine, Nigeria, Ghana, Egypt, Peru, Guinea, Mali, Ethiopia, Uganda, Cameroon</p> </div> <ul style="list-style-type: none"> ※ Exemption Conditions of Bank Statement Submission Only two cases below are possible, No more exemption! <ol style="list-style-type: none"> (1) If you already have any visa that allows you to do a Master's [Doctoral] Degree in Korea (ex. F-4/F-6 Visa holder) for the full required academic year for the degree. <ul style="list-style-type: none"> However, you 1) are required to submit a copy of your ARC front and back side, and 2) should note that you are responsible for checking with the Korean Immigration Office if you can study full-time at KU GSIS with your visa, under its regulations. (2) If you submit an official scholarship certificate (letter) indicating it will financially support you (over USD 20,000 or equivalent) for one academic year at KU GSIS, from the accredited scholarship foundation (not by a person) (Must be signed by the foundation.)



9	<p>Agreement for Collection and Use of Personal Data</p>	<p>- Please write down the applicant's name, signature, and date on this document and submit the original one.</p> <p>※ KU GSIS does not employ an application agency to screen applicants' documents and uses collected personal information solely for the purpose of application screening. However, since the personal information of successful applicants is used to create a school register, "Agreement for Collection and Use of Personal Data" (and "Release of Information Form") is required.</p>
10	<p>Int'l Student A/B Verification Document (Passport should be valid for more than 6 months.)</p>	<p>⚡ International student A</p> <p>a. Each copy of you and both of your parents' passport (Should be valid for more than 6 months)</p> <ul style="list-style-type: none"> * In case parents do not hold valid passports, certificates of foreign nationality (other than Korean nationality) may be submitted instead.) * In case you have resided in Korea, please submit a copy of Alien Registration Card (both front and back sides) together. * If an applicant or his/her parents have renounced the Korean citizenship, the applicant must submit each official proof of renunciation of Korean nationality. <p>b. Birth certificate (or certificate of family(parent-child) relations) - Both the applicant and parents' names must be indicated.</p> <p>※ In case of followings, please submit the document below:</p> <ol style="list-style-type: none"> (1) One of your parents passed away (or divorce) <ol style="list-style-type: none"> a. Death (or divorce) certificate b. Certificate of nationality of only the parent in custody (2) One of your parents is naturalized citizen : Photo copy of her/his ID (registration) card → These are only for the verification of family's nationality. <p>⚡ International student B</p> <p>a. Each copy of you and both of your parents' passport (should be valid for more than 6 months)</p> <ul style="list-style-type: none"> * Please submit a copy of your Alien Registration Card (both front and back sides) together. <p>b. Original documents proving that you've completed the ENTIRE 16 year (more) education, from primary school to University, abroad, along with a completed CHECKLIST FOR K-12 EDUCATION.</p> <ul style="list-style-type: none"> • Official transcripts and certificates of enrollment(indicating exact period of attendance, years & semesters) of primary/secondary school • Official transcripts(including the information of grading system) and graduation certificates of high school/university • Academic calendars indicating starting and end date of each semester of primary/secondary/high school/university • CHECKLIST FOR K-12 EDUCATION <p>c. Birth certificate (or certificate of family(parent-child) relations) - Both the applicant and parents' names must be indicated.</p> <p>d. A certificate of Entry & Exit (출입국에 관한 사실증명) Applicants who had stayed in Korea for <u>more than 14 days</u> in the middle of the semester of elementary, middle, high school, and undergraduate, the applicants must submit an Explanatory Statement.</p> <p>* If necessary, KU GSIS can continuously require additional documents especially for overseas Koreans, even after the announcement of admission results. In addition, KU GSIS has the final decision whether they can be accepted as Int'l Student B.</p>

11	Copy of Alien Registration Card (ARC)	<p>✦ In case of an applicant has had an Alien Registration Card in Korea : You must submit a copy of Alien Registration Card (both front and back sides)(or at least the ARC number) to the KU GSIS Administration Office if you have ever had an Alien Registration Card in Korea.</p>
12	Applicants' Checklist	<p>After document preparation, please go through the checklist and double-check whether all the documents are prepared by marking on the checklist. ✧ Please enclose the checklist along with all the required documents.</p>
13	<u>Additional Required Documents for Chinese Applicants</u>	<p>✦ Education Background Verification</p> <p>(1) CERTIFICATE OF DEGREE with a Verification from the China Academic Degrees & Graduate Education Information (中国学位与研究生教育信息网) (http://www.cdgdc.edu.cn)</p> <p>- Chinese applicants who graduated from Chinese University must submit an <u>original document</u> of Certificate of Degree issued by China Academic Degrees & Graduate Education Development Center (http://www.cdgdc.edu.cn). In that case, translated (in English) and notarized copies of the applicant's degree and certificate of graduation issued by university should be additionally submitted.</p> <p>- Applicants who are expected to graduate should submit a certificate of expected graduation or a certificate of enrollment (or registration) officially issued by university with the exact expected date of graduation.</p> <p>- Chinese applicants who will <u>apply for a D-2 student visa</u> may have to additionally prepare a copy of the <u>Certificate of a Bachelor's Degree</u>, or a <u>Master's Degree</u> (Doctoral Degree applicants only) issued by China Academic Degrees & Graduate Education Development Center and a copy of <u>Certificate of Graduation</u> issued by the China Credentials Verification (http://www.chsi.com.cn).</p> <p>✧ If the official transcript is written in Chinese, please submit the notarized translation documents in English together with the original documents. (Notarized within 3 months)</p> <hr/> <p>✦ Photocopies of ID CARD (居民證) OF ALL FAMILY MEMBERS</p> <hr/> <p>✦ HOUSEHOLD REGISTERS (戶口簿) OF ALL FAMILY MEMBERS (need notarization in English or Korean <u>within 3 months</u>)</p> <p>- You can hand in the family register(戶口簿), the birth certificate, or the certificate of vital record to verify the eligibility of Int'l Student A.</p> <p>- If your family register is bound with your parents, please submit 1 set of hard-copy notarized in English. In case of your family register is separated from your parents', please submit yours and all your parents' one, 1 sets of each, respectively. Also, you must submit the certificate of family relations. (<u>All documents must be notarized in English or Korean within 3 months.</u>)</p> <p>✧ In case of followings, please submit the document below:</p> <p>(1) One of your parents passed away (or Divorce) : Death (or Divorce) Certificate</p> <p>(2) One of your parents is naturalized citizen : Photo copy of her/his ID(registration) card → This is only for the verification of family's nationality.</p>

Applicants' Checklist

#	Document List	Things to Note	Check		
1	A Copy of the On-line Application Result page	1. Check 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) <u>Certificate of Degree</u> of CDGDC (http://www.cdgdc.edu.cn) 2) <u>Certificate of Graduation</u> 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: <i>Statement of Financial Sponsorship</i> 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" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> ✚ Int'l student A 1. You and parents' passport (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. Alien Registration Card (both front and back sides) 4. Death (or divorce) Certificate </td> <td style="width: 50%; vertical-align: top;"> ✚ Int'l student B 1. You and parents' passport 2. Birth certificate 3. Alien Registration Card (both front and back sides) 4. Official transcripts and Certificate of enrollment / graduation for 16 years (more) 5. Academic calendars 6. Checklist for K-12 Education 7. A certificate of Entry & Exit </td> </tr> </table>	✚ Int'l student A 1. You and parents' passport (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. Alien Registration Card (both front and back sides) 4. Death (or divorce) Certificate	✚ Int'l student B 1. You and parents' passport 2. Birth certificate 3. Alien Registration Card (both front and back sides) 4. Official transcripts and Certificate of enrollment / graduation for 16 years (more) 5. Academic calendars 6. Checklist for K-12 Education 7. A certificate of Entry & Exit	
✚ Int'l student A 1. You and parents' passport (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. Alien Registration Card (both front and back sides) 4. Death (or divorce) Certificate	✚ Int'l student B 1. You and parents' passport 2. Birth certificate 3. Alien Registration Card (both front and back sides) 4. Official transcripts and Certificate of enrollment / graduation for 16 years (more) 5. Academic calendars 6. Checklist for K-12 Education 7. A certificate of Entry & Exit				
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	<u>Additional Required Documents for Chinese Applicants</u>	1. Chinese University Graduates 1) <u>Certificate of Degree</u> of CDGDC (http://www.cdgdc.edu.cn) 2) <u>Certificate of Graduation</u> 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)			

5. Things to Know Before Application

- Online application website is optimized for the latest version of **internet explorer and google chrome** in **windows operating system**.
- **Applicants are not permitted to modify admission type/admission program or cancel application after completion of application(application fee payment).**
 - ❖ During the online application period, any information entered (except for ‘Step 1’) and uploaded files can still be modified before completing the application.
- **There will be no exemption or refund of application fee according to Higher Education Act enforcement ordinance article 42 clause 3(application fee).**
- Applicants will be disqualified/rejected or receive punishment if found applying unfairly or disrupting the fair admission process.
- If submitted documents alone are difficult to confirm its validity, applicants may be asked to provide additional documents.
- All the contacting information listed on the online application should be **yours**. If you enter information of another person or an Agency, your application may be **DISQUALIFIED**.
- **Applicants may be DISQUALIFIED for the following reasons.**
 - ❖ Applicants who are **expected to graduate fail to prove graduation before admission**.
 - ❖ **Paying tuition to more than two Korean universities** for the same enrollment period
 - ❖ **Having a dual registration**; being registered to another school while being registered to KU GSIS (Applicants must resolve issue of being registered to another school before the enrollment.)
- Admitted students are **not permitted to defer admission to the later semester**.
- Admitted students will be rejected **if they fail to register(complete payment of tuition) in the designated period**.
- Admitted students must read ‘**Visa & Immigration Guide**’ on KU GSIS website in advance.
- Admitted students must submit '**Apostille/Authentication documents for their degree**', '**Release of Information Form**', and '**Arrival Report**'.

Appendix 1: Apostille/Authentication

Requirements for Newly Admitted Students

Since July 14, 2007, the Republic of Korea has been a party of the 1961 Hague Convention abolishing the Requirement of Legalization for Foreign Public Documents. The Convention provides for the simplified certification or public (including notarized) documents to be used in countries that have joined the convention.

The Apostille ensures that public documents issued in one signatory country will be recognized as valid in another signatory country.

- **Apostille certificates are to be submitted within 15 days after enrollment at KU GSIS.**
- For information regarding how to get an Apostille, please refer to the website <http://www.hcch.net> (Apostille Section).

A. Newly admitted students from countries which are signatories to the convention must meet one of the following requirements:

※ Please refer to the list of signatory countries on Apostille certificates in [Appendix 2](#).

1. Official certificates (graduation certificates or diplomas) from public schools or institutions should be submitted with the attachment of “**Apostille**”.
2. Official certificates (graduation certificates or diplomas) from private schools or institutions, however, should be **officially notarized** by a notary, agency or any other authority competent under the law of the country of origin of the certificates, and then, should be submitted with the attachment of “**Apostille**”.

N.B. All documents must be **in English**. Otherwise, you must submit a notarized/certified translation in English completed by a public notary in the country in which the document was originally produced.

B. Admitted students from countries which are NOT signatories to the convention and do not recognize the Apostille must meet one of the following requirements:

1. Official certificates (graduation certificates or diplomas) must be **legalized by a Korean consular officer** in the country which issued the certificates.
2. Applicants from these countries should submit the **official certificates with the attachment of an Authentication** (ex. Certificate of Authentication or Certificate of Overseas Educational Institutions) issued by the Korean Embassy or Consulate.

N.B. All documents must be **in English**. Otherwise, you must submit a notarized/certified translation in English completed by a public notary in the country in which the document was originally produced.

C. Admitted students from China

Certificate of Degree must be issued by the China Academic Degrees and Graduate Education Information (<http://www.cdgdc.edu.cn>) and **Certificate of Graduation** issued by the China Credentials Verification (<http://www.chsi.com.cn/>).

Appendix 2: The list of countries for Apostille certificates

Albania	France	Norway
Andorra	Georgia	<i>Oman</i>
<i>Antigua and Barbuda</i>	Germany	Panama
Argentina	Greece	Paraguay
Armenia	<i>Grenada</i>	Peru
Australia	<i>Guatemala</i>	Poland
Austria	<i>Guyana</i>	Portugal
Azerbaijan	<i>Honduras</i>	Republic of Moldova
<i>Bahamas</i>	Hungary	Romania
<i>Bahrain</i>	Iceland	Russian Federation
<i>Barbados</i>	India	<i>Saint Kitts and Nevis</i>
Belarus	Ireland	<i>Saint Lucia</i>
Belgium	Israel	<i>Saint Vincent and the Grenadines</i>
<i>Belize</i>	Italy	<i>Samoa</i>
<i>Bolivia</i>	Japan	<i>San Marino</i>
Bosnia and Herzegovina	Kazakhstan	<i>Sao Tome and Principe</i>
<i>Botswana</i>	Korea, Republic of	Serbia
Brazil	<i>Kosovo</i>	<i>Seychelles</i>
<i>Brunei Darussalam</i>	<i>Kyrgyzstan</i>	Slovakia
Bulgaria	Latvia	Slovenia
<i>Burundi</i>	<i>Lesotho</i>	South Africa
<i>Cabo Verde</i>	<i>Liberia</i>	Spain
Chile	<i>Liechtenstein</i>	Suriname
China, People's Republic of	Lithuania	<i>Swaziland</i>
<i>Colombia</i>	Luxembourg	Sweden
<i>Cook Islands</i>	<i>Malawi</i>	Switzerland
Costa Rica	Malta	<i>Tajikistan</i>
Croatia	<i>Marshall Islands</i>	<i>Tonga</i>
Cyprus	Mauritius	<i>Trinidad and Tobago</i>
Czech Republic	Mexico	Tunisia
Denmark	Monaco	Turkey
<i>Dominica</i>	<i>Mongolia</i>	Ukraine
<i>Dominican Republic</i>	Montenegro	United Kingdom of Great Britain and Northern Ireland
Ecuador	Morocco	United States of America
<i>El Salvador</i>	<i>Namibia</i>	Uruguay
Estonia	Netherlands	<i>Uzbekistan</i>
<i>Fiji</i>	New Zealand	<i>Vanuatu</i>
Finland	<i>Nicaragua</i>	Venezuela
Former Yugoslav Republic of Macedonia	<i>Niue</i>	

Contracting Parties to this Convention that are also Members of the HCCH (i.e., the Organisation) are in **bold**;

Contracting Parties that are not Members of the HCCH are in *italics*.

※ The list of signatory countries may change due to the change of convention.

FAQ for Apostille

In which countries does the Apostille Convention apply?

The Apostille Convention only applies if both the country where the public document was issued and the country where the public document is to be used are parties to the Convention. A comprehensive and updated list of the countries where the Apostille Convention applies, or will soon apply, is available in the Apostille Section of the Hague Conference website – look for the link entitled Status table(<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>) of the Apostille Convention.

※ If your public document was issued in a country where the Apostille Convention does not apply, you should submit a Certificate of Authentication issued by the Korean Embassy or Consulate in your country.

Where do I get an Apostille?

Each country that is party to the Convention must designate one or several authorities that are entitled to issue Apostilles. These authorities are called *Competent Authorities* – only they are permitted to issue Apostilles. The list of all Competent Authorities designated by each country that has joined the Apostille Convention is available in the Apostille Section of the Hague Conference website.

How much does an Apostille cost?

The Apostille Convention is silent on the cost of Apostilles. As a result, the practice among Competent Authorities varies greatly. Many Competent Authorities do charge for Apostilles; when they do, the prices vary greatly. For practical information on the prices that individual countries charge, see the information available in the Apostille Section of the Hague Conference website.

For further details, please see the website of the Hague Conference at <http://www.hcch.net/> and the ABCs of Apostilles (<https://assets.hcch.net/docs/6dd54368-bebd-4b10-a078-0a92e5bca40a.pdf>). The Hague Conference is the organization that developed the Apostille Convention. All relevant and updated information about the Apostille Convention is available in the Apostille Section of the Hague Conference website.