



## [NOTICE] FALL 2020 Admission FAQ for **Korean Applicants**

Updated as of April 9, 2020

Due to the outbreak of COVID-19, 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 2020.

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 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, 2020**. 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. I am not able to take an English test due to the cancellation.**

**Answer:** You can submit the original document of the English test (TOEFL, TEPS, IELTS or TOEIC) score report issued ***within five years*** from the Deadline of Online Application (May 25, 2020). OR you can submit the copied document of the English test score report as follows :

<b>TOEFL</b>	A copy of the score report and the form, ' <b>Statement of Reasons of Copy (Substitute) Submission</b> ' with the evidential documents (e.g. the notices from an institution) ※ The original document needs to be additionally submitted by no later than August 31, 2020.
<b>IELTS</b>	A copy of the score report
<b>TOEIC</b>	A copy of the score report ※ The QR code must be valid.
<b>TEPS</b>	A copy of the score report ※ The Document Evidence Number (원본확인 문서번호) must be valid.



**Question 4. 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 submit it directly by e-mail to [gsisadmin@korea.ac.kr](mailto: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, 2020**. Failure to submit original documents may result the cancellation of your admission.

**Question 5. 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 results of your equivalency by using the WES iGPA Calculator on the WES website (<https://www.wes.org/wes-tools>) as a supporting document.

**Question 6. Is it possible to submit notarized documents in English issued before more than 3 months ?**

**Answer:** It is temporarily possible. However, the original documents which are recently issued should be submitted no later than August 31, 2020. No additional translation notarized documents are required if it contains identical contents. Failure to do so may result the cancellation of your admission.

**Question 7. What is the difference between Diploma & Graduation Certificate?**

**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 a document for the apostille.

**Question 8. It is not possible to issue Apostille.**

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

**Question 9. Do I have to submit the recommendation letter?**

**Answer:** **You do not need to submit the recommendation letter** and please do not submit this document as it is not a required document for Korean applicants. There is no disadvantage to applicants who do not submit the recommendation letter.