

## Applicants' Checklist

#	Document List	Things to Note	Check		
1	A Copy of the On-line Application Result page	1. Check the spelling of <b>your name, major, and the birth date</b> 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. <b>In English</b> or notarized in English ( <b>issued within 3 months</b> ) 2. Expected Graduation Certificate ( <b>with the exact expected date of graduation</b> ). 3. <b>Chinese University</b> (Prospective) Graduates 1) <u>Certificate of Degree</u> of CDGDC ( <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a> ) 2) <u>Certificate of Graduation</u> of CHSI ( <a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a> ) * Notarized in English or Korean ( <b>issued within 3 months</b> )			
3	Official Transcripts of all Colleges, and Universities, and graduate schools	1. <b>In English</b> or notarized in English ( <b>issued within 3 months</b> ) 2. Original documents <b>SEALED with official stamp</b> 3. <b>with (C)GPA and the GPA scale</b> or with percentages (%) 4. <b>Official letter</b> of GPA verification (Optional)			
4	TOEFL (iBT only) (ORIGINAL) or IELTS(Academic) Score Report	1. Test Date Check (within <b>5 years</b> of the application deadline) - TOEFL (iBT): <b>Original</b> - IELTS: <b>Original</b> or Copy 2. Waiver Condition: Native speakers of English 3. Waiver – with the Official Letter 1) Degree in English speaking countries <b>for 3 years or more</b> 2) Degree in English speaking institution <b>for 3 years or more</b>			
5	Application Fee (USD80 or KRW80,000)	1. Payment Receipt (under the name of applicant or application number) - <b>Not refundable</b> in any case - <b>No check</b> acceptable			
6	Statement of Purpose (SOP)	1,200 words in the form of MS word (3 pages).			
7	Two Letters of Recommendation	1. Documents <b>in English</b> 2. <b>Sealed</b> and <b>signed</b> by the referees 3. Emails sent directly from referees (Optional)			
8	Bank Statement (ORIGINAL)	1. Minimum balance: <b>USD 20,000 (issued within 3 months)</b> 2. <b>Original document</b> with official stamp [signature] 3. The account holder must be <b>you</b> . 4. Different Account holder: <i>Statement of Financial Sponsorship</i> 5. <b>Account Freeze(Date Check)</b> : 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 <u>valid for more than 6 months.</u> )	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>✚ Int'l student A</b>            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;"> <b>✚ Int'l student B</b>            1. Your passport            2. Alien Registration Card (both front and back sides)            3. Official transcripts and Certificate of graduation for 16 years (more)            4. Checklist for K-12 Education            5. A certificate of Entry &amp; Exit (출입국에 관한 사실증명)         </td> </tr> </table>	<b>✚ Int'l student A</b> 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	<b>✚ Int'l student B</b> 1. Your passport 2. Alien Registration Card (both front and back sides) 3. Official transcripts and Certificate of graduation for 16 years (more) 4. Checklist for K-12 Education 5. A certificate of Entry & Exit (출입국에 관한 사실증명)	
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11	Alien Registration Card (ARC)	In case of an applicant currently has a visa (D, E, F, H) in Korea (Optional)			
12	Checklist	Enclose the marked checklist with the rest of documents.			
13	<u>Additional Required Documents for Chinese Applicants</u>	1. <b>Chinese University</b> Graduates 1) <u>Certificate of Degree</u> of CDGDC ( <a href="http://www.cdgdc.edu.cn">http://www.cdgdc.edu.cn</a> ) 2) <u>Certificate of Graduation</u> of CHSI ( <a href="http://www.chsi.com.cn/">http://www.chsi.com.cn/</a> ) * Notarized in English or Korean ( <b>issued within 3 months</b> )			
		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 ( <b>issued within 3 months</b> )			