



[NOTICE] FALL 2020 Admission FAQ for International 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: 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 25, 2020).

TOEFL	A copy of the score report and the form, ' Statement of Reasons for Copy (Substitute) Submission ' with the evidential documents (e.g. the notices from an institution) ※ The original document needs to be additionally submitted no later than August 31, 2020.
IELTS	A copy of the score report



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 might conduct an additional English interview.

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. 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. 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 20, 2020** in order for us to issue your Certificate of Admission (COA), document needed for D-2 visa issuance.

Question 7. 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 20, 2020** in order for us to issue your Certificate of Admission(COA), a document needed for D-2 visa issuance.



Question 8. 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 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 a document for the 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 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.