



KOREA UNIVERSITY
Graduate School of International Studies

KU GSIS

Admissions Guideline for International Students

Spring Semester 2024



KOREA UNIVERSITY
Graduate School of International Studies

<Application for KU Graduate School of International Studies>

① This application guide is applied to the **international students' admissions** to the **Graduate School of International Studies of Korea University**.

A. Applicant who does **not** meet any of the following requirements is **not** eligible to apply to this particular admission.

- 1) Applicant with foreign citizenship whose parents also hold foreign citizenships
- 2) Applicant including overseas Korean who completed the entire education outside Korea

② Application documents should be submitted online.

A. Application documents should be initially submitted **online**, and **only the accepted applicants** will be requested to submit the **original** documents via postal or in person by the set due.

B. Applicant should submit an online application with all the required documents scanned and uploaded **in color in clear PDF form**.

C. When needed, some additional documents can be requested to be submitted via post.

③ Details notified on the application guide are subject to change.

Any changes will be notified on the KU GSIS website (Admissions – International Students):

(http://int.korea.edu/kuis/grad/admission_inter.do)

④ Contacts

Please contact the Administration Office of Graduate School of International Studies for more inquiries:

1) E-mail: gsisadmin@korea.ac.kr

2) Tel: +82-2-3290-1393~4

Application Original documents and inquiries should be directed to:

Administration Office of Graduate School of International Studies

Room #223, International Studies Hall, Korea University

145 Anam-ro, Seongbuk-gu, Seoul, KOREA (Zip Code: 02841)

- E-mail: gsisadmin@korea.ac.kr / - Tel: +82-2-3290-1393~4

1. Application Schedule

Process	Schedule	Remarks
Online Application Submission	10:00 October 13 (Fri.) – 17:00 October 25 (Wed.) (KST)	Online application is completed only when the payment of application fee is successfully completed by the deadline.
Online Documents Submission	10:00 October 13 (Fri.) – 17:00 November 3 (Fri.) (KST)	Document upload on online application system ※ Document submission via post may be requested if needed. (E-mail submission is not acceptable.)
Interview *	November 18 (Sat.) (*tentative)	Only for some of doctoral applicants (E-mail notification will be sent in advance.)
Admission Result	December 13 (Wed.)	Announcement through applicant's email
Original Document Submission	Jan. 2 (Tue.) – Jan. 15 (Mon.), 2024	Only for accepted applicants; via post or in person
Tuition Payment	January, 2024	Details will be only notified for accepted applicants by email.
Certificate of Admission Issuance	The end of January, 2024 (Available after tuition payment)	

2. Application Eligibility

Please note that there is **no set quota** for international student admissions.

The following **level of education** and **nationality** should be met **before February 29 (Thu.), 2024**.

Level of Education (Degree)	<p>[Applicant for <u>Master's Program</u>] either 1) or 2)</p> <ol style="list-style-type: none"> 1) Applicant holding a bachelor's degree or being expected to hold it prior to entering KU GSIS 2) Applicant with academic qualification equivalent to a bachelor's degree <p>[Applicant for <u>Doctoral Program</u>] either 1) or 2)</p> <ol style="list-style-type: none"> 1) Applicant holding a master's degree or being expected to hold it prior to entering KU GSIS 2) Applicant with academic qualification equivalent to a master's degree <p>※ Applicant with degrees from overseas universities: The university should be confirmed through "International Association of Universities' Worldwide Database of Higher Education Institutions, Systems and Credentials (IAU WHED)" in collaboration with UNESCO. If the university is not listed, or its English name is not identical with the one on the list, a certificate issued by a Korean embassy should be submitted confirming that the university is accredited by the government. Applicant who fails to submit the documents will be disqualified. (Reference: https://whed.net/home.php)</p>
Nationality (Select one among ①, ②)	<p>International applicants must prove the eligibility for one of the requirements below, International Student A or B by submitting required documents. (※ If you meet both ① and ②, please apply through ① and submit the required documents.)</p> <p>① International Student A:</p> <ol style="list-style-type: none"> 1) Applicant holding foreign citizenship whose parents are foreign citizens (Both the applicant and his/her parents are NOT Korean citizens.) 2) If an applicant or his/her parents have <u>multiple citizenship including Korean citizenship</u>, the applicant is NOT eligible for International Student A. In this case, the applicant may check if he/she is eligible for International Student B to apply as an International student. <p>② International Student B:</p> <ol style="list-style-type: none"> 1) An applicant including overseas Koreans who completed the entire 16-year (or more) education from elementary school to university outside of Korea <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 International 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. <u>An applicant who satisfies all of them will consider his/her case as the International student A</u>. Depending on the applicant's eligibility (Int'l student A or B), additional documents can be requested in order to verify his/her eligibility.</p>

3. Admission Process

Process	Schedule
Online Application	10:00 October 13 (Fri.) - 17:00 October 25 (Wed.), 2023 (KST)
	<ul style="list-style-type: none"> ▶ How to Apply: http://int.korea.edu/kuis/grad/admission_inter.do ▶ Payment of Application Fee (KRW 85,000)
Application Documents Submission (Scanned Originals)	10:00 October 13 (Fri.) - 17:00 November 3 (Fri.), 2023 (KST)
	<ul style="list-style-type: none"> ▶ Document submission by uploading documents at the online application website <ul style="list-style-type: none"> ※ File edits and re-uploads are available by the deadline of documents submission. - Please write <u>the application number and name</u> at the top-right of each document. (E-mail submission is not acceptable (except for a recommendation only).) ※ Only documents uploaded by November 3 (Fri.) will be evaluated. ※ Additional document submission via post may be requested if needed.
Interview	<p>1) Master's Degree Program</p> <ul style="list-style-type: none"> a. KU GSIS basically has no interview procedures for international applicants of Master's Degree program. b. International applicants may be asked to undertake interview(s) when KU GSIS Admission Committee members determine that the applicant(s) need to have the interviews in English if there is a certain justifiable reason. In case the interview is needed, KU GSIS will contact the interviewee(s) and notify the telephone or video interview schedule.
	<p>2) Doctoral Degree Program</p> <ul style="list-style-type: none"> a. Nov. 18 (Sat.), 2023 (*tentative, only for some applicants staying in Korea) b. KU GSIS conducts interviews only for the applicants who pass the document screening, and KU GSIS will contact them individually in advance. c. If an applicant stays abroad, KU GSIS will conduct telephone or video interview.
Admissions Result Announcement	December 13 (Wed.), 2023
	<p>The result will be announced through e-mail the applicants used for online application.</p> <ul style="list-style-type: none"> ※ KU GSIS Administration Office does NOT disclose information related to admission decisions such as the criteria of evaluation, and the reason of rejection or disqualification. ※ The schedule may change depending on circumstances.
Document Submission (Original) <i>*For Accepted Students Only</i>	January 2 (Tue.) – January 15 (Mon.), 2024
	<p>Accepted students are required to submit the original documents (refer to p.5-13) Address: (02841) Administration Office of Graduate School of International Studies Room #223, International Studies Hall, Korea University 145 Anam-ro, Seongbuk-gu, Seoul, KOREA -E-mail: gsisadmin@korea.ac.kr / -Tel: +82-2-3290-1393~4</p>
Tuition Payment	January 2024 (will be announced only for accepted applicants by <u>email</u>)
	<ul style="list-style-type: none"> ▶ Payment: bank transfer to the virtual bank account or visit Hana bank branch ▶ Issuance of Certificate of Admission (CoA): Late January after tuition payment

4. Important Notice

(1) Submission of Required Documents

- A. Only **original** copies of documents **in English or in Korean** (notarized translation required if needed) **published within 3 months** from the application starting date are acceptable.
 - **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. Initially, applicants must **scan all of the required documents in color in clear PDF form** and upload them to the **admission website (Uway) during the designated submission period**.
- C. Accepted students must state if they will accept the admission offer or not, and then submit **all hard-copy original documents via post or in person by the set due**.
- D. **All of the submitted records and documents are NOT returnable**, as well as **admission fee**.
- E. **Any false/misleading statement or deficient document submission may disqualify** the applicant.
- F. Additional documents submission can be requested during evaluation, and **an application can be denied due to insufficient documents submission**.
- G. **Required documents submitted after the deadline will NOT be accepted for any reason**.
- H. **Changes in major information of applications** (e.g., program(degree) 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.
 - **File edits and re-uploads are available** by the end of the document submission period. (Nov. 3rd)

(2) Admission Evaluation

- A. Document screening by KU GSIS Admission Committee: Evaluation is based on a **holistic assessment** of the submitted application and supporting documents, assessing the applicant's academic ability, aptitude for their field of study, and language proficiency.
- B. 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.
- C. Applicants who apply to Korea University in an inadequate manner or interfere in the admission process, may face **punitive consequences** and have their application **revoked**.

5. List of Required Documents

	Document List	Things to Note
1	Online Application Form	<p>[During the Application: Direct Submission via Application Website]</p> <ul style="list-style-type: none"> - The spelling of your name, gender, and the birth date must match those shown on your passport or other official documents in your country. - You can print these out on your own after completing the online application.
2	Release of Information	<ul style="list-style-type: none"> - Please carefully check the information you input and write down your hand-written/digital signature on these documents and submit the scanned ones. ※ Changes in major information of application (e.g. degree(program) etc.) are prohibited after the submission.
3	Statement of Purpose (SOP) (No specific form)	<p>[During the Application: PDF or MS word File Submission]</p> <ul style="list-style-type: none"> - Statement of Purpose (SOP) is an essay on the brief self-introduction and mostly about your study and research plan. - It should be approximately 1,200 words in English in the form of MS word (about 3 pages). - There is no designated format. (font, margin, etc.) For the document, we would like to leave it as an applicant's own discretion.
4	Official Transcript(s) of all colleges, universities, and graduate schools you listed on your online application	<p>[During the Application: Scanned PDF Documents Submission]</p> <ol style="list-style-type: none"> (1) All should be written in English or in Korean. Otherwise, notarized translation documents in English (issued within 3 months) are required as well. (2) <u>Officially issued documents by the issuing institution.</u> Screenshots or other informal documents would not be acceptable. (3) Show your official grade with (C)GPA and the GPA scale (ex. 4.0/4.3/4.5 scale, or any other type of scale), or with percentages(%). (ex. 78/100) If it is not, you must convert it to this scale either via your university or websites such as WES or Scholaro and submit the results along with the transcripts. (4) 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 (or a screenshot of the institution's website) which indicates the GPA calculation system. <p>※ Applicant with transfer records: Submission of official transcripts from <u>all institutions you have attended</u> required, unless your final school transcript includes entire grades of the previous school(s).</p> <p>※ If your transcript includes degree information (name of degree, date awarded, certificate number etc.), you do not have to submit an official degree certificate.</p> <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <ol style="list-style-type: none"> (1) You should submit the original official final transcript(s) with the attachment of original 'Apostille', or 'Authentication issued by the Korean Embassy or Consulate' to the KU GSIS Administration Office within the designated original documents submission period stated above. (2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be disqualified. Therefore, please prepare it in advance. (Please refer to Appendix 1 & 2)
5	Certificate of Degree (Graduation Certificate or a copy of your Diploma)	<p>[During the Application: Scanned PDF Documents Submission]</p> <ol style="list-style-type: none"> 1. Master Applicant Bachelor's degree graduation certificate/diploma – in English or Korean 2. PhD Applicant <ol style="list-style-type: none"> 1) Bachelor's degree graduation certificate/diploma 2) Master's degree graduation certificate/diploma



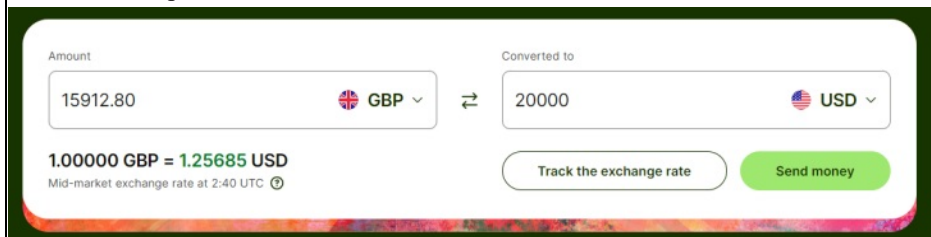
	<p>Certificate of Expected Graduation (with the exact expected date (YYYY/MM/DD) of graduation) of all colleges, universities, and graduate schools you listed on your online application</p>	<ul style="list-style-type: none"> ※ Expected graduates: expected graduation certificate – which specifies the exact expected graduation date and makes sure of your graduation before the official admission date of KU – then submit the final graduation certificate after graduation, by the set due (No later than February 29, 2024) ※ Graduation from university of China: Certificate(s) of Degree(s) issued by the China Credentials Verification (http://www.chsi.com.cn/). <p>[For Successfully Admitted Applicants: Apostille Submission]</p> <p>(1) You should submit the Graduation Certificate(s) or copied document(s) of Diploma(s) with the attachment of original ‘Apostille’, or ‘Authentication issued by the Korean Embassy or Consulate’ to the KU GSIS Administration Office within the designated original documents submission period stated above.</p> <p>(2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be disqualified. Therefore, please prepare it in advance. (Please refer to Appendix 1 & 2)</p>
<p>6</p>	<p>A Letter of Recommendation from a professor familiar with your academic work</p>	<p>[During the Application: Directly Sent from the Referee]</p> <ul style="list-style-type: none"> - Should be written in the designated form (Please refer to Appendix 3) - Should be written in English or in Korean by filling out every blank. - The recommender’s full name must be written and signature must be digitally-signed or handwritten on all the pages. - Must be sent in PDF format directly from referees’ official work email account to gsisadmin@korea.ac.kr. - The recommender must be one of the professors of the course the applicant has taken at university/college. Otherwise, they will not be officially recognized. - Only a single recommendation letter is needed for the admission. If the letters are sent by multiple referees, the letter sent first will only be recognized as an official admission document.
<p>7</p>	<p>TOEFL (iBT only) (My Best Score accepted) (ETS DI code: C946)</p> <p>IELTS (Academic) Score Report within the validity period</p>	<p>[During the Application: Scanned PDF Document Submission]</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. - TOEFL(iBT) or IELTS(Academic) 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-year-program or longer. ※ 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 which states the location of your university. (3) Non-native speakers who hold Bachelor’s Degree or higher from institutions where English is the only medium of instruction for 3-year program or longer. → 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. (Please refer to Appendix 4) <ul style="list-style-type: none"> ※ Authorized language proficiency tests must have been taken within the validity period (within two years from test date) of the application deadline. (Current valid test date: no earlier than November 3rd, 2021). ※ The Institutional Testing Program (ITP) TOEFL, TOEFL Home Edition, IELTS Home Test(Indicator) are 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.

**Bank Statement
(Proof of Bank
Balance)**

In order to apply for **D-2 student visa** at the Korean Consulate/Embassy in the applicant's country or the Immigration Office in Korea, **a recently issued official Bank Statement must be submitted** according to the law of the Ministry of Justice in Korea. Please keep in mind that it is **mandatory** for all international applicants to prove their stable financial status for their academic sustainability here in Korea.

[During the Application: Scanned PDF Documents Submission]

- The bank account submitted at the time of application and the account submitted after admission offer **must be the same**. With their bank statement, applicants must **submit the consent form** stating **'the amount of this account will be maintained at more than KRW 20,000,000, and all disadvantages arising from failure are my responsibility.'** (Please refer to **Appendix 5**)
- Applicants must maintain their balance **more than KRW 20,000,000 (USD 20,000)** until admission.
- Applicants who need to freeze the bank account listed below are required to **freeze the account** until just before admission, for **about two months**.
- The Bank Statement (Proof of Bank Balance) in English or Korean **MUST**
 - a. indicate the **Balance**: it should have a minimum balance of equivalent with **KRW 20,000,000 (USD 20,000)** in one account.
(The monetary unit must be stated on the document.)
 - If the balance is not stated in Korean Currency, you should submit the result of currency exchange in USD, using the converter. (LINK: Click [HERE](#))
The example is as follows:



- If **an applicant is residing in Korea** with a valid visa, an original bank statement from a **Korean bank** (a minimum balance of **KRW 20,000,000**) under the applicant's name will be accepted **ONLY**.
- Exchange students: Exchange Program (1 semester): **USD 5,000**,
Dual Degree (2 semesters): **USD 10,000**, SOAS Dual Degree: **USD 15,000**
- b. indicate the **Account Holder**
 - The account should be held by **an applicant or one's parents**.
 - In case an applicant chooses to submit a bank statement from **Korean Bank**, the account holder must be **an applicant ONLY**.
 - If the bank account holder is **one of your parents**, an applicant must submit a **STATEMENT OF FINANCIAL SPONSORSHIP** (Please refer to **Appendix 6**) together, filled out by the bank account holder. In this case, please submit the **certificate of family relations** as well.
- c. indicate the **Account Number**
 - An applicant should submit **SINGLE** account for the application. Submitting multiple accounts which total amount meets KRW 20,000,000 would not be acceptable.
- d. be issued **within 30 days** from the submission deadline of application (November 3rd, 2023).



<p style="text-align: center;">Bank Statement (Proof of Bank Balance)</p>	<p>[For Successfully Admitted Applicants: Original Documents Submission] In case that you are successfully admitted, you should submit the original (MUST include the <u>official bank stamp or signature</u>) of bank statement issued within 30 days from January 22nd, 2024 at the time of Certificate of Admission(COA).</p> <p>※ All the applicants from one of 26 countries listed below need to freeze their bank account with a minimum balance of USD 20,000 by February 29th, 2024 (for Spring Semester 2024) and submit the original bank statement. Please refer to <u>Visa & Immigration Guide</u> for more detailed information. - The Chinese applicants who will apply for a student visa in China, their bank account should be frozen with a minimum balance RMB 130,000 by August 31st, 2024.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>List of 26 Countries: 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> <p>※ Exemption Conditions of Bank Statement Submission Please note that it is possible to be exempted in the following two cases only, and there is no more exemption.</p> <p>e. If an applicant already has any type of visa that allows to pursue a Master’s [Doctoral] Degree Program in Korea (ex. A/F Visa holder) for the full required academic years for the degree program However, an applicant 1) is required to submit a copy of your ARC front and back side, and 2) should note that an applicant is responsible for checking with the Korean Immigration Office if one can study full-time at KU GSIS with the valid visa, under its regulations.</p> <p>f. If an applicant submits an official scholarship certificate (formal letter) indicating that an applicant will be financially supported (over USD 20,000 or equivalent) for two academic years at KU GSIS, from the accredited scholarship foundation (not by an acquaintance).</p>
<p style="text-align: center;">9 Int’l Student A/B Verification Document (Passport should be valid for more than 6 months.)</p>	<p>[During the Application: Scanned PDF Documents Submission] + International Student A</p> <p>a. Each copy of you and both of your parents’ passport In case parents do not hold valid passports, <u>national ID cards or certificates of foreign nationality (other than Korean nationality)</u> can be submitted. In case you have resided in Korea, please submit <u>a copy of Alien Registration Card (front & back sides)</u> or let us know at least the number.</p> <p>b. Birth certificate (or certificate of family(parent-child) relations) <u>Both the applicant and parents’ names</u> must be indicated.</p> <p>+ International Student B (An applicant or Parent(s) with Korean Nationality)</p> <p>a. Each copy of you and both of your parents’ passport ※ Please additionally submit a copy of your Alien Registration Card(ARC) (both front and back sides) (and, if applicable, parents’ ARC, too).</p> <p>b. Original documents proving that you’ve completed the ENTIRE 16 years or more education, from primary school to University, abroad, along with a completed CHECKLIST FOR K-12 EDUCATION. (Please refer to Appendix 8)</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

**Int'l Student A/B
Verification Document**
(Passport should be
valid for more than
6 months.)

- primary/secondary/high school/university
- c. **Birth certificate (or certificate of family(parent-child) relations)**
Both the applicant and parents' names must be indicated.
- d. **A certificate of Entry & Exit (출입국에 관한 사실증명)**
※ Applicants who had stayed in Korea for **more than 14 days** in the middle of the semester of elementary, middle, high school, and undergraduate, the applicants MUST submit an **Explanatory Statement**.

✚ International Applicants with Korean Ethnicity

Official documents that prove the **applicant and the applicant's parent(s) no longer possess Korean citizenship**

- 'Family Relations Certificate (details)' issued under the applicant's name, 'Certificate of Removal from Family Registry', the 'Declaration of Loss of Nationality' for both the applicant and parent(s), or 'Certificate of Alien Registration' which has been issued after 2011.
- Submitting an application for renunciation of Korean citizenship as proof of one's loss of Korean citizenship is **not** considered valid.
- If the applicant and applicant's parent(s) renounced Korean citizenship, official documents (i.e. Declaration of Loss of Korean Nationality, Family Relations Certificate) must be provided as evidence even if the applicant and the applicant's parent(s) possess citizenship of another country and have never lived in Korea previously. The document must contain explicit details on the loss of Korean citizenship and its date.

[For Successfully Admitted Applicants: Original Documents Submission]

- (1) You should submit all the original document(s) **except for the copies of passports or ID card (a. of each case)**, to the KU GSIS Administration Office within the designated period stated above.
- (2) If you fail to submit the original document(s) within the designated period, you shall be **disqualified**. Therefore, please prepare it in advance.

✚ Cases for Requirements of Additional Evidential Documents

Parent's Death	<ul style="list-style-type: none"> ▪ Certificate of Death
Parents' Divorce	<ul style="list-style-type: none"> ▪ Documents that display proof of parental authority and custody ▪ Remarriage Certificate of the parent who has applicant's parental authority and custody
Single-parent Family	<ul style="list-style-type: none"> ▪ <u>The document provided by KU</u> must be filled in and submitted with an official confirmation certified by a government institution (i.e., Embassy, domestic relations court etc.) (Please refer to Appendix 7)
Adopted Applicant	<ul style="list-style-type: none"> ▪ Official document of adoption ▪ Documents indicating that the applicant obtained a citizenship other than Korean before starting primary education (Grade 1) ▪ Proof of the loss of Korean citizenship

10	<p>Additional Required Documents for <u>Chinese Applicants</u> or Applicants who graduated from <u>Chinese Universities</u></p>	<p>[During the Application: Scanned PDF Documents Submission]</p> <p>✚ Education Background Verification</p> <p>CERTIFICATE OF DEGREE with a Verification from China Credentials Verification (https://www.chsi.com.cn/)</p> <ul style="list-style-type: none"> - Applicants who graduated from Universities in China must submit a copy of Certificate of Degree in English(CHSI) issued by China Credentials Verification (https://www.chsi.com.cn/) along with the applicant's copy of diploma or graduation certificate issued by universities. - Applicants expected to graduate should submit a copy of Certificate of Expected Graduation or a Certificate of Enrollment (or registration) officially issued by university, which specifies the exact expected date of graduation with official stamp or signature of a person in charge. <p>※ If the official transcript or diploma is written in Chinese, please submit the translated and notarized documents in English together with the original documents. (Notarization after the translation of documents should be done within 3 months from admission starting date.)</p> <p>✚ Photocopies of ID CARD (居民證) OF ALL FAMILY MEMBERS</p> <p>✚ HOUSEHOLD REGISTERS (戶口簿) OF ALL FAMILY MEMBERS (need notarization in English or Korean within 3 months)</p> <ul style="list-style-type: none"> - Translated in English (or in Korean) and notarized Hukoubu (戶口簿) should be issued from 2018. (In case Hukoubu is divided, a certificate of family relationship (亲属关系证明) is required to verify the eligibility of International Student A.) - If your family register is bound with your parents, please submit 1 set of hard-copy of translated in English and notarized documents. In case of your family register is separated from your parents', please submit yours and all your parents' one, 1 sets of each, respectively. - All documents must be translated in English (or Korean) with notarization within 3 months. <p>[For Successfully Admitted Applicants: Original Documents Submission]</p> <p>(1) You should submit the original official CHSI, original notarization of your certificate of graduation, transcripts, and Hukoubu(戶口簿) to the KU GSIS Administration Office within the designated period stated above.</p> <p>(2) If you fail to submit the original additional document(s) within the designated period, you shall be disqualified. Therefore, please prepare it in advance.</p>
11	<p>Checklist for Application Documents</p>	<p>After document preparation, please go through the checklist and double-check whether all the documents are prepared by marking on the checklist.</p> <p>※ Please enclose the checklist along with all the required documents.</p>

6-1. Checklist for Application Documents

(For All Applicants – Online PDF File Upload)

[Legend] O: Required, X: Not Required

	Document List	Things to Note	Online Upload	Applicant's Check
1	Online Application Form	1. Check all the information you input is correct. 2. A handwritten or electronic signature is required. 3. Check your Application Number	O	
2	Release of Information			
3	Statement of Purpose (SOP)	Study plan (approximately 1,200 words; 3 pages, no specific form)	O	
4	Official Transcript(s) of all Colleges, and Universities, and graduate schools	1. In English or translated & notarized in English . 2. Document(s) should be issued within 3 months . 2. with (C)GPA and the GPA scale or with percentages(%) 3. Official letter of GPA/GPA scale verification (If applicable)	O	
5	Certificate(s) of Degree(s) or Certificate of Expected Graduation of all colleges, universities, and graduate schools	1. In English or translated & notarized in English . 2. Document(s) should be issued within 3 months . 3. Original document of Expected Graduation Certificate specified the exact expected date of graduation 4. Chinese Universities (Prospective) Graduates <u>Certificate(s) of Degree(s)</u> issued by CHSI (https://www.chsi.com.cn/) * Notarized in English or Korean (issued within 3 months)	O	
6	One Letter of Recommendation	1. Original document in English or in Korean 2. should be sent directly from the official referee's email	X	
7	English Proficiency Test Score Report	1. TOEFL (iBT only) or IELTS (Academic only) Score Report 2. Test Date Validity Check (within 2 years from the application deadline)	O	
8	Bank Statement	1. Minimum balance: equivalent with KRW 20,000,000 (USD 20,000) 2. The account holder must be you or your parent(s). a. In case of Korean Bank, the account holder must be YOU . b. Parent's bank account: submit Statement of Financial Sponsorship	O	
9	Int'l Student A/B Verification Document (Passport should be valid for more than <u>6 months.</u>)	Int'l student A 1. You and parents' passports (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. Alien Registration Card (both front & back sides) (if applicable) 4. Death (or divorce/custody/remarriage) Certificate (if applicable) 5. Official documents that shows no longer possess Korean citizenship (International applicants with Korean ethnicity; if applicable)	O	
		Int'l student B 1. You and parents' passports (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. You and/or parents' Alien Registration Card (both front/back sides) 4. Official graduation certificates and transcripts for 12 years or more, equivalent to Grade 1 to Grade 12 in Korean education system 5. Academic calendars for 12 years or more 6. Checklist for K-12 Education Form 7. A certificate of Entry & Exit (출입국에 관한 사실 증명)	O	
10	Additional Required Documents for Chinese Applicants	1. Chinese Universities Graduates <u>Certificate(s) of Degree(s)</u> of CHS (https://www.chsi.com.cn/) * Notarized in English or Korean (issued within 3 months)	O	
		2. Photocopies of ID card (居民證) of all family members	O	
		3. Household Registers (戶口簿) of all family members * Notarized in English or Korean (issued within 3 months)	O	
11	Checklist	Enclose the marked checklist with the rest of required documents.	O	

6-2. Checklists for Original Documents Submission (For Successfully Admitted Applicants)

[Legend] O: Required, X: Not Required

	Document List	Things to Note	Submit Original	Applicant's Check
1	Online Application Form	1. A handwritten or electronic signature is required.	O	
2	Release of Information	2. Please submit the original documents you submitted before.	O	
3	Statement of Purpose (SOP)	Study plan (approximately 1,200 words; 3 pages, no specific form)	O	
4	Official Transcript(s) of all Colleges, and Universities, and graduate schools	1. Official Final Transcripts should be Apostilled . (or verified by the Consular office or a Korean Embassy in the country which the transcripts are issued.) 2. Expected Graduates should submit the final transcripts with an Apostille or Consular Verification .	O	
5	Certificate(s) of Degree(s) or Certificate of Expected Graduation of all colleges, universities, and graduate schools	1. Certificate of Degree/copy of diploma should be Apostilled . (or verified by the Consular office or a Korean Embassy in the country which the transcripts are issued.) 2. Expected Graduates should submit the final Certificate of Graduation (not a Certificate of Expected Graduation) with an Apostille or Consular Verification .	O	
6	English Proficiency Test Score Report	1. TOEFL (iBT only) or IELTS (Academic only) Score Report 2. Test Date Validity Check (within 2 years from the application deadline)	O	
7	Bank Statement	1. Original document with official stamp [signature of the staff] 2. The document should be issued within 30 days at the time of Certificate of Admission(COA). 3. Account Freeze (Date Check) : Applicants from 26 Countries	O	
8	Int'l Student A/B Verification Document (Passport should be valid for more than 6 months .)	+ Int'l student A 1. You and parents' passports (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. Alien Registration Card (both front and back sides) (if applicable) 4. Death (or divorce/custody/remarriage) Certificate (if applicable) 5. Official documents that shows no longer possess Korean citizenship (International applicants with Korean ethnicity; if applicable)	O	
		+ Int'l student B 1. You and parents' passports (Certificates of foreign nationality) 2. Birth certificate (or Certificate of family relations) 3. You and/or parents' Alien Registration Card (both front/back sides) 4. Official graduation certificates and transcripts for 12 years or more, equivalent to Grade 1 to Grade 12 in Korean education system 5. Academic calendars for 12 years or more 6. Checklist for K-12 Education Form 7. A certificate of Entry & Exit (출입국에 관한 사실 증명)	O	
9	Additional Required Documents for Chinese Applicants	1. Chinese Universities Graduates Certificate(s) of Degree(s) of CHS (https://www.chsi.com.cn/) * Notarized in English or Korean (issued within 3 months)	O	
		2. Photocopies of ID card (居民證) of all family members	O	
		3. Household Registers (戶口簿) of all family members * Notarized in English or Korean (issued within 3 months)	O	
10	Checklist	Enclose the marked checklist with the rest of required documents.	O	

7. Things to Know Before Starting Application

- Online application website is optimized for the latest version of **Microsoft Edge and Google Chrome** in Windows operating system.
- Photographs (3x4cm/max. 2MB) must have been taken **within the last three months**.
- The online application process is completed **when you can confirm your application number** after completing the payment of application fee (including commission fee).
- **Once the application fee is paid, cancellation or refund will not be allowed under any circumstance** according to Higher Education Act enforcement ordinance article 42 clause 3(application fee).
- Online application can be confirmed by printing the **receipt of application**. Please make sure to print out the **application form** and **Release of Information** and submit **the signed documents**.
- Modification of admission program/type or cancellation of application after completion of online application (payment of application fee) is **impossible**.
- Once the online application is completed, **applicants are solely responsible for any errors and omissions they may have made on the application forms**. The KU GSIS office is not responsible or liable for any such errors or omissions.
- Contact information such as '**current phone number**' and '**email address**' must be accurate so that the KU GSIS administration office may reach the applicant or guardian during the application period. The applicant is responsible for any disadvantages caused by offering incorrect information.
- If submitted documents alone are difficult to confirm its validity or verify the required information, applicants may be asked to provide additional documents.
- **Applicants should write their own application by themselves and all the entered information should be their own. Otherwise, the application can be DISQUALIFIED.**
- Applicants can be DISQUALIFIED for the following reasons as well:
 - ❖ Applicants who are **expected to graduate fail to prove graduation before admission**
 - ❖ Any qualification data provided with the online application are found to be **false**
 - ❖ **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 the enrollment of another school before the admission.)
- Any admitted students will be rejected **if they fail to register (complete payment of tuition) within the designated period.**
- All the admitted students are **prohibited to defer admission to the later semester.**
- All the admitted students must read and understand '**Visa & Immigration Guide**' provided on KU GSIS website in advance.
- All the admitted students must submit '**Apostille/Authentication documents for their degree**', '**Release of Information Form**', and '**Arrival Report**' by the set due.
- All international students entering Korea will be automatically enrolled in the **National Health Insurance** from the beginning of their first semester until the graduation.

[Appendix 1]

Apostille/Authentication Requirements

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 certificate(s) 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 graduated 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 certificate(s) (transcript(s), graduation certificate(s)/diploma(s), etc.) from public schools or institutions should be submitted with the attachment of original “**Apostille**”.
2. Official certificate(s) (transcript(s), graduation certificate(s)/diploma(s) etc.) 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 original “**Apostille**”.

N.B. All documents must be **in English**. Otherwise, you must get a notarized/certified **translation in English first** completed by a public notary in the country in which the documents were originally produced, and documents notarized in English attached with the original copies of documents finally can get apostilled and submitted.

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

1. Official certificate(s) (transcript(s), graduation certificate(s)/diploma(s), etc.) must be **legalized by a Korean consular officer** in the country which issued the certificates.
2. Applicants from these countries should submit the **official certificate(s) 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 get a notarized/certified **translation in English first** completed by a public notary in the country in which the document was originally produced, and documents notarized in English attached with the original copies of documents finally can get authenticated and submitted.

C. Admitted students graduated from the universities/institutions in China

Certificate(s) of Degree(s)/Graduation must be issued by the China Credentials Verification (<https://www.chsi.com.cn/>).

[Appendix 2]

FAQ for Apostille

A. 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 – <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.

B. Where can 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.

C. 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.

The List of Countries for Apostille certificates

- A. Albania / Andorra / Antigua and Barbuda / Argentina / Armenia / Australia / Austria / Azerbaijan**
B. Bahamas / Bahrain Barbados / Belarus Belgium / Belize / Bolivia / Bosnia and Herzegovina / Botswana / Brazil / Brunei Darussalam / Bulgaria / Burundi
C. Cabo Verde / Chile / China, People's Republic of / Colombia / Cook Islands / Costa Rica / Croatia / Cyprus / Czech Republic
D. Denmark / Dominica / Dominican Republic
E. Ecuador / El Salvador / Estonia / Eswatini (formerly Swaziland)
F. Fiji / Finland / France
G. Georgia / Germany / Greece / Grenada / Guatemala / Guyana
H. Honduras / Hungary
I. Iceland / India / Indonesia / Ireland / Israel / Italy
J. Jamaica / Japan
K. Kazakhstan / Korea, Republic of / Kosovo / Kyrgyzstan
L. Latvia / Lesotho / Liberia / Liechtenstein / Lithuania / Luxembourg
M. Malawi / Malta / Marshall Islands / Mauritius / Mexico / Monaco / Mongolia / Montenegro / Morocco
N. Namibia / Netherlands / New Zealand / Nicaragua / Niue / Norway
O. Oman
P. Pakistan / Palau / Panama / Paraguay / Peru / Philippines / Poland / Portugal
R. Republic of Moldova / Republic of North Macedonia / Romania / Russian Federation
S. Saint Kitts and Nevis / Saint Lucia / Saint Vincent and the Grenadines / Samoa / San Marino / Sao Tome and Principe / Serbia / Seychelles / Singapore / Slovakia / Slovenia / South Africa / Spain / Suriname / Sweden / Switzerland
T. Tajikistan / Tonga / Trinidad and Tobago / Tunisia / Türkiye
U. Ukraine / United Kingdom of Great Britain and Northern Ireland / United States of America / Uruguay / Uzbekistan
V. Vanuatu / Venezuela (Bolivarian Republic of)

* 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.**

Please check the link as follows: [The list of countries for Apostille certificates](#)

[Appendix 3]

Recommendation Letter for Spring 2024 Korea University Graduate School of International Studies

☐ Applicant's Information

Full Name		Date of Birth	(MM/DD/YYYY)
Email Address		Contact No.	
Application Number		Relationship with the Recommender	

☐ Recommender's Information

Full Name		University /College/Institution	
Official Email at Work		Contact Number at Work	
Number of Year You Have Acquainted with the Applicant	() Year () Month	Your Signature	

- ※ **Your personal information will only be used in the Admissions process.**
- ※ Please kindly note that the collection of your personal information (including the Business Card) is just to clarify if the recommendation letter is authentic; written originally from the recommender, not written by the applicant, agency, or counterfeited by any case. Your kind support for applicants and understanding will be highly appreciated.
- ※ The recommendation letter must be written **in either English or Korean.**
- ※ The recommender's full name and signature must be **handwritten or digitally-signed on all the pages.**
- ※ The recommendation letter **must be sent in PDF format directly from the recommender's official work email account to gsisadmin@korea.ac.kr.**

☐ **Do you agree and grant consent to Korea University to provide your personal information above?**

- I agree. I do not agree.

☐ A Copy of Business Card

If you don't have it, any materials which shows the recommender's occupational information will be acceptable. (e.g. screenshot of the webpage which indicates the faculty in the institution, etc.)



☐ Recommendation letter

[Empty box for writing the recommendation letter]

1. I verify that the contents of this letter is true.
2. If I found to have written false statements or asked another person to write on my behalf, I understand that the applicant's admission may be revoked.
3. I pledge not to disclose the contents of this letter of recommendation to anyone and in any case.

Recommender's Name: _____

Recommender's Signature: _____

Date of Written: (MM / DD / YYYY)

[Appendix 4]

Certificate of English Program Completion

(This is an example. Underlined information must be contained on certificate, otherwise it will not be considered valid.
Applicants may contact their university office for the issuance of their own certificate.)

Name: Hong, Gildong

Date of Birth: 2000/01/01

Applicant No.: GSM241000

Major: International Studies

Degree: Bachelor

The Office of International Studies, Korea University
confirms that our program for the student Hong Gildong
has been conducted fully in English,
from YYYY/MM/DD to YYYY/MM/DD.

October 10, 2023

President

International Studies Administration Office

[Appendix 5]**Statement of Consent**

Name:

Date of Birth (yyyy/mm/dd):

Applicant No.:

Program: (Master / PhD)

I hereby confirm that the amount of this account will be maintained at more than KRW 20,000,000, and the previously submitted account and the account submitted after admission will be the same.

I understand it is all my responsibility of disadvantages arising from failure, and with such penalties, I will accept any decision made by KU GSIS.

October 10, 2023

Name: _____ (Signature)

**Korea University,
Graduate School of International Studies**

[Appendix 6]

Statement of Financial Sponsorship

Sponsor's Information:

Full name (exactly as it appears on the bank statement)		Your Occupation	
Relationship with the Applicant	<input type="checkbox"/> Myself <input type="checkbox"/> Kinship <input type="checkbox"/> Others ()	Citizenship	
Address			
Income per year in USD		Amount available to the Applicant	

Sponsor's Statement:

I, _____, hereby certify that I will provide financial support (equivalent to USD 20,000 or more,) for _____ to cover her/his expense for studying at KU GSIS for one academic year at least. I am willing and able to support the prospective student. I certify that I recognize this applicant is seeking a _____ degree in _____, and the above information is true to the best of my knowledge and belief.

Name and Signature of Sponsor _____ Date (DD.MM.YY)

Name and Signature of Applicant _____ Date (DD.MM.YY)

NOTE: A recent bank statement(s)/certificate of deposit under the name of your financial sponsor, listed above, must also be provided with this form. **For the bank statement(s)/certificate of deposit, the following conditions must met:**

- The issuance date should be **within 30 days** from submission deadline of application of KU GSIS.
- Should be **originals** or copies certified by the issuing institution with stamp and signature of the issuing staff.
- Should be **more than USD 20,000** to cover tuitions and living expenses for at least one academic year at KU.
 **Tuition and admission fees for current academic year are available on the following web site:
<http://gsis.korea.ac.kr/admissions/tuition-fees>
- The account holder's name on the bank statement you submitted must identify the name of your financial sponsor listed above.
- If an applicant has more than one sponsor, a bank statement and a Statement of Financial Sponsorship Form for each sponsor must be submitted.

[Appendix 7]

[국제대학원] 외국인 특별전형 한 부모 가정 확인서 [KU GSIS] Status Confirmation of Single-parent Family

1. 지원자 정보 (Applicant)	
수험번호 (Application No.)	DO NOT FILL OUT
성 명 (Full Name)	
생년월일 (Date of Birth)	(MM / DD / YYYY)
모집단위 (Applied Program)	Master's / Doctoral
사 유 (Reason)	<input type="checkbox"/> 한 부모 가정 (Single-parent Family) <input type="checkbox"/> 미혼모 (Single Mother) <input type="checkbox"/> 미혼부 (Single Father)
2. 보호자 정보 (Legal Guardian)	
지원자와의 관계 (Relationship to Applicant)	<input type="checkbox"/> 모 (Mother) <input type="checkbox"/> 부 (Father) <input type="checkbox"/> 기타 (Other) _____
성 명 (Full Name)	
생년월일 (Date of Birth)	(MM / DD / YYYY)
국 적 (Nationality)	
<p>본인은 상기 지원자의 유일한 법적 보호인으로서, 자국 정부기관의 공식 확인을 득하여 해당 확인서를 제출합니다. 이 사유서는 사실에 기반하여 작성되었으며, 위 사실과 다를 경우로 인하여 발생하는 모든 불이익은 본인이 책임지는 것에 동의합니다.</p> <p>I, the guardian of the above mentioned applicant, have never legally married, and I am solely responsible for the applicant. I am submitting this document proving this fact with the signature/stamp from a government institution/embassy. This document is based on truth and I will be fully responsible for any consequences if the above statement is revealed to be false.</p> <p style="text-align: right;">날짜(Date): 2023년(Year) _____월(Month) _____일(Date)</p> <p style="text-align: right;">이름(Name): _____ (인) (Signature)</p>	
3. 정부 기관/대사관 (Government Institution/Embassy)	
기관명 (Name of Institution)	
주 소 (Address)	
연락처 (Contact Telephone No.)	
확인 담당자 (Authenticator's Full Name)	
서명 및 직인 (Signature and Official Stamp)	

[Appendix 8]

Check List for K-12 Education (Primary and Secondary school)

International Student B applicants should submit this check list along with original official transcripts (and proof of enrollment/graduation) that indicates each academic term.

- 1) For K-12(Primary and Secondary school) education, you should fill out the below table, except the gray colored cells. You can fix the table, when it has trimester system.
- 2) Official transcripts (or proof of enrollment) should be original, sealed by the issuing institution with its stamp or Apostilled. They should be arranged in chronological order, with the oldest one first.

Grade	Semester	Name of School	City, Nation	Period (mmyy ~ mmyy)	√
1	1-1	Ex. AY Elementary school	Ex. New York, USA	Ex. Sep, 2009 ~ Dec,2009	
	1-2				
2	2-1				
	2-2				
3	3-1				
	3-2				
4	4-1				
	4-2				
5	5-1				
	5-2				
6	6-1				
	6-2				
7	1-1				
	1-2				
8	2-1				
	2-2				
9	3-1				
	3-2				
10	1-1				
	1-2				
11	2-1				
	2-2				
12	3-1				
	3-2				

* The presented date of your attendance should be identical with the one on your transcript (or proof of enrollment).