KU GSIS

Admissions Guideline
for International Students

Spring Semester 2023

KOREA UNIVERSITY
Graduate School of International Studies

Eligibility

The following **level of education** and **requirements** should be met <mark>**before February 28 (Tue.), 2023**</mark>.

1) Level of Education

 (1) <u>Master's Degree Program</u>

   Applicants holding a bachelor's degree or higher from an accredited university, or being expected to hold it prior to entering KU GSIS

 (2) <u>Doctoral Degree Program</u>

   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 <mark>**NOT Korean** citizens.</mark>)

   • <u>Certificates of both the applicant and his/her parent's nationality</u>

   • <u>A certificate of family relations (or birth certificate)</u>

   * 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.

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

 (2) **International Student B(Overseas Korean)**: An applicant who completed <mark>**the entire 16-year (more) education**</mark> from elementary school to university in foreign countries

   • <u>Enrollment/graduation certificates of primary/secondary/high school/university</u>

   • <u>Official transcripts of primary/secondary/high school/university</u>

   * 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 **Int'l student A**.</u> 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 ➔ 9) Int'l Student A/B Verification Document* for further information.

1. Admission Process

Please check the deadline of each admission process at the link below.

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

1) Online application & payment of application fee (**KRW 85,000**)

2) Submission of required documents to KU GSIS Administration Office

3) 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.

4) Interview (if necessary, or for **some of Doctoral Degree Program applicants**)

▪ **Master's Degree Program**

a. KU GSIS will basically evaluate the applicant's documents and has no interview procedures for international applicants of Master's Degree program, with the following exception.

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) only and notify the telephone or video interview schedule.

▪ **Doctoral Degree Program**

a. KU GSIS conducts interviews only for the applicants who pass the document screening, and KU GSIS will contact them individually.

b. If an applicant stays abroad, KU GSIS will conduct telephone or video interview.

c. Otherwise, applicants must come and participate in the interview test at KU GSIS in person.

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 entering Korea will be automatically enrolled in the National Health Insurance from the beginning of their first semester until the 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.

※ 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.

2. Important Notice for Required Documents

A. Only **original** copies of documents **in English** (or in Korean) **published within 3 months** from the application starting date are acceptable.

- 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 application starting date.

- All documents must be **ORIGINAL**. Photocopied, scanned or faxed ones will **NOT** be permitted.

- Only a valid IELTS(Academic) score report and diploma(s) 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.

- Any required document **delivered late** will **NOT** be accepted for any reason.

- **Early preparation** is highly encouraged. Please keep in mind that it may take **more than a 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 submission.

- KU GSIS can ask for the applicant to submit additional documents for clear verification.

- Any false/misleading statement or deficient document submission 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 submission period**, and the address is as below.

Address of KU GSIS Administration Office:

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

Apostille (or Authentication by the embassy/consular) of official transcript(s)/degree certificate(s) should be additionally submitted within two weeks of the enrollment by express mail. If an applicant has already submitted Apostille (or Authentication) of transcript(s)/degree certificate(s), they do not need to submit them again. Please refer to *Appendix 1* and *2* for more information.

3. List of Required Documents

※ **Please refer to [Spring 2023] FAQ for International Applicants for detailed explanation.**

Number	Document List	Things to Note
1	**Printout of On-line Application Form**	- **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 after completing your online application.** - Please **carefully** check the information you input and write down your hand-written/digital **signature** on these documents and submit the original ones. ※ Changes in major information of applications (e.g., degree program, department(major), etc.) are **prohibited** after the submission.
2	**Printout of Release of Information**	
3	**Official Transcript(s)** of all colleges, universities, and graduate schools you listed on your online application (**SEALED ORIGINALS**)	- Transcript(s) should be as follows. (1) All written in English. Otherwise, **notarized translation documents** in English (**issued within 3 months**) are required as well. (2) 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. If it is impossible to have it sealed and stamped, please submit a transcript with original copy of **Apostille**. (3) Show your 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). (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 of GPA verification explaining both. ※ Successfully admitted students should submit the 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 15 days of their enrollment (tuition payment). If you **fail to** submit the original apostilled transcript(s) within the designated period, you will be **disqualified**. Therefore, please prepare it in advance. (Please refer to *Appendix 1* & *2*.) ※ 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. (There is no transfer admission.) ※ If your transcript includes degree information (date awarded, certificate number etc.), you do not have to submit an official degree certificate.
4	**Certificate(s) of Degree(s) (Graduation Certificate(s) or copied document(s) of Diploma) or Certificate of Expected Graduation (with the exact expected date of graduation)** of all colleges, universities, and graduate schools you listed on your online application	- Document(s) for degree(s) should be as follows. (1) All written in English. Otherwise, **notarized translation documents** in English (**issued within 3 months**) are required as well. (2) Applicants whose graduation status is pending during the time of application and expected to graduate **MUST** submit **an original Expected Graduation Certificate**, which specifies the exact expected graduation date and makes sure of your graduation before the official admission date of KU. ※ Successfully admitted students should submit the Graduation Certificate(s) or copied document(s) of Diploma(s) **with the attachment of original 'Apostille'**, or **'Authentication by the Korean Embassy / Consulate'** to the KU GSIS Administration Office within 15 days of their enrollment. If you **fail to** submit the original apostilled documents within the designated period, you will be **disqualified**. Therefore, please prepare it in advance. (Please refer to *Appendix 1* & *2*.) ※ If you graduated from Chinese Universities, you are required to **additionally** submit the Certificate(s) of Degree(s) issued by the China Credentials Verification (http://www.chsi.com.cn/).

5	**Statement of Purpose (SOP)** (No specific form)	- 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 the form of MS word (3 pages).
6	**Two Letters of Recommendation** from Professors familiar with your academic work, or from professional supervisors	- Please use this form: *RECOMMENDATION LETTER FORM* - Should be written in English (or in Korean) by filling out every blank. - The recommender's full name and signature must be handwritten and signed on all pages. - Must be sealed and signed by the referees and sent by post mail OR must be sent in PDF format directly from referees' official work email account to gsisadmin@korea.ac.kr. - Otherwise, they will not be officially recognized.

7	**TOEFL (iBT only)**
	(My Best Score accepted)
	(ETS DI code: C946)
	(ORIGINAL ONLY)
	or
	IELTS (Academic) Score Report
		- Applicants from non-English-speaking countries are basically required to submit a valid TOEFL (iBT only) or IELTS(Academic) score report as an ORIGINAL, but in case of valid IELTS score report, you can submit a copy.
		
		- TOEFL(iBT)or IELTS(Academic) score report can be waived for
		
		(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**.
		
		(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.
		
		※ **Language proficiency tests must have been taken *within five years* from the application starting date due to COVID-19. (The test date should not be earlier than October 5, 2017. This will be applied temporarily. Please check the FAQ for details.)**
		
		※ 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.

| 8 | **Bank Statement (Proof of Bank Balance)** (ORIGINAL ONLY) | - 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.

- Bank Statement (Proof of Bank Balance) in English (or Korean) **MUST**
(1) indicate it has a minimum balance of **USD 20,000** in one account.
  - If an applicant is currently residing **in Korea**, an original bank statement from a **Korean bank** (a minimum balance of **KRW 20 million**) 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
(2) be an **ORIGINAL document** with the stamp [signature] from the bank.
(3) The bank account holder **MUST be an applicant** or one's parents.
  (In case an applicant chooses to submit an original bank statement from **Korean Bank**, the account holder must be **an applicant only.)**
  - If the bank account holder is one's parents', an applicant must submit a *STATEMENT OF FINANCIAL SPONSORSHIP* together, filled out by the bank account holder. In this case, please submit the certificate of family relations as well.
(4) be issued **within 1 months** from the submission deadline of application.
※ In case of the successfully admitted applicants, they should submit the original copy of bank balance statement **issued in December 2022** again.

※ 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 28, 2023 (for Spring Semester 2023)** and submit the original bank statement. **Please refer to *Visa & Immigration Guide* 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 31, 2023**.

- 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

※ 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.
(1) 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.
(2) If an applicant submits an official scholarship certificate (formal letter) indicating that an applicant will be financially supported (**over USD 20,000 or equivalent**) at least for one academic year at KU GSIS, from the accredited scholarship foundation (not by an acquaintance) |

| 9 | Int'l Student A/B Verification Document (Passport should be **valid for morde than 6 months**.) | <div>+ International student A</div>
a. Each copy of you and both of your parents' passport
* In case parents do not hold valid passports, national ID or certificates of foreign nationality (other than Korean nationality) can be submitted.
* In case you have resided in Korea, please submit a copy of Alien Registration Card (both front and back sides) or at least the number.
b. Birth certificate (or certificate of family(parent-child) relations)
- Both the applicant and parents' names must be indicated.

+ International student B (An applicant or Parent(s) with Korean Nationality)
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).
b. **Original documents** proving that you've **completed the ENTIRE 16 years (more) education**, from primary school to University, abroad, along with a completed *CHECKLIST FOR K-12 EDUCATION*.
• 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
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.

+ Cases for requirements of additional evidential document	
Parent's Death	▪ Certificate of Death
Parents' Divorce	▪ 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	▪ *The document provided by KU* must be filled in and submitted with an official confirmation certified by a government institution (i.e., Embassy, domestic relations court etc.)
Adopted Applicant	▪ 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	**Applicants' Checklist**	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.**
11	**Additional Required Documents for Chinese Applicants**	⬇ **Education Background Verification** **CERTIFICATE OF DEGREE with a Verification from** China Credentials Verification(https://www.chsi.com.cn/) - Applicants who graduated from Universities in China must submit <u>an original document(s)</u> of **Certificate(s) of Degree in English** issued by China Credentials Verification(https://www.chsi.com.cn/) along with the applicant's copy of diploma(s) or original graduation certificate(s) issued by universities. - Applicants expected to graduate should submit **an original document 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. ※ If the official transcript is written in Chinese, please submit the notarized translation documents **in English** together with the original documents. **(Notarization of translation should be done within 3 months from admission starting date.)**
		⬇ **Photocopies of ID CARD (居民證) OF ALL FAMILY MEMBERS**
		⬇ **HOUSEHOLD REGISTERS (戶口簿) OF ALL FAMILY MEMBERS** **(need notarization in English or Korean <u>within 3 months</u>)** - You can hand in the family register(戶口簿), the birth certificate, or the certificate of vital record to verify the eligibility of International Student A. - 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. (All documents must be notarized in English (or Korean) **within 3 months.**)

Checklist for Application Documents (KU GSIS)

※ **Please organize your documents by the following order and submit them in time.**

#	Document List	Things to Note	Check
1	**Printout of On-line Application Form**	1. Check all the information you input is correct.	
2	**Release of Information**	2. A hand-written signature on the printed documents is required. 3. Check your Application Number and print out final print-outs.	
3	**Official Transcript(s)** of all Colleges, and Universities, and graduate schools	1. In English or notarized in English (**issued within 3 months**) 2. Original document(s) SEALED with official stamp 3. with (C)GPA and the GPA scale or with percentages (%) 4. Official letter of your GPA/GPA scale verification (If applicable)	

4	**Certificate(s) of Degree(s) or Certificate of Expected Graduation** of all colleges, universities, and graduate schools	1. In English or notarized in English (**issued within 3 months**)
		 2. Original document of Expected Graduation Certificate specified the **exact expected date of graduation**)
		 3. Chinese Universities (Prospective) Graduates
		   Certificate(s) of Degree(s) issued by CHSI (https://www.chsi.com.cn/)
		   * Notarized in English or Korean (**issued within 3 months**)	

5	**Statement of Purpose (SOP)**	Study plan (approximately 1,200 words; 3 pages) (no specific form)	
6	**Two Letters of Recommendation**	1. Original documents in English (or in Korean) 2. Sealed and signed by the referees or sent directly from their email	

7	**TOEFL (iBT only)** (ORIGINAL only) **or** **IELTS (Academic only) Score Report**	1. Test Date Check (within 5 years from the application starting date)
		  - TOEFL (iBT): Original document only
		  - IELTS (Academic): Original or Copy
		 2. Waiver Condition
		  1) Native speakers of English
		  2) Degree in English speaking countries **for 3-year program or longer**
		  3) Official Letter Proving your Degree Program is fully instructed in English (**3-year program or longer**)	

8	**Bank Statement** (ORIGINAL)	1. Minimum balance: **USD 20,000 (issued within 1 months)** 2. **Original document** with official stamp [signature of staff] 3. The account holder must be you or your parent(s). - In case of Korean Bank, the account holder must be **YOU**. 4. Parent's bank account: submit *Statement of Financial Sponsorship* 5. **Account Freeze (Date Check)**: Applicants from 26 Countries	
9	**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) ⬇ **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 (more), equivalent to Grade 1 to Grade 12 in Korean education system 5. Academic calendars for 12 years (more) 6. Checklist for K-12 Education Form 7. A certificate of Entry & Exit (출입국에 관한 사실 증명)	
10	**Checklist**	Enclose the marked checklist with the rest of required documents.	

11	**Additional Required Documents for Chinese Applicants**	1. Chinese Universities Graduates
		  - Certificate(s) of Degree(s) of CHSI (https://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 (戶口溥) of all family members * Notarized in English (or Korean) (**issued within 3 months**)	

5. 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 <u>when you can confirm your application number after completing the payment of application fee (including commission fee)</u>.
- **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 the **application form** and the **submission label** for your application envelope.
- Modification of admission program/type/department or cancellation of application after completion of online application (payment of application fee) is **impossible**.
- Once the online application is completed, **<u>applicants are solely responsible for any errors and omissions they may have made on the application forms</u>**. 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. If this is not followed, there is a possibility that the application can be DISQUALIFIED.**
- **Applicants can be DISQUALIFIED for the following reasons as well.**
  - ✤ Applicants who are **expected to graduate <u>fail to prove graduation before admission</u>**
  - ✤ Any qualification data provided with the online application are found to be false
  - ✤ **<u>Paying tuition to more than two Korean universities</u>** for the same enrollment period
  - ✤ **<u>Having a dual registration</u>**; 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 **<u>if they fail to register (complete payment of tuition) within the designated period.</u>**
- All the admitted students are **<u>prohibited to defer admission to the later semester.</u>**
- 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'**.

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 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: The list of countries for Apostille certificates

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

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.