

KUGSIS

Admission Guideline for International Students



Korea University
Graduate School of International Studies

1. Eligibility

1) Degree

(1) Master's Degree Program

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

(2) Doctoral Degree Program

Applicants holding a master's degree or higher from an accredited university, or being expected to hold prior to entering KUGSIS.

2) Citizenship

To apply for KUGSIS Admission as an International Student, you must prove that you are eligible for Int'l student A or B by submitting each of the required document.

(1) **Int'l student A:** Both applicants and their parents do **NOT** have Korean citizenships.

* If you or your parents have dual citizenship with Korea, you are **NOT** eligible for Int'l student A. In this case, you might check if you are eligible for Int'l student B to apply as an Int'l student.

* If necessary, KUGSIS can continuously require additional documents especially for overseas Koreans, even after the announcement of admission results. In addition, KUGSIS has the final decision whether they can be accepted as Int'l student A.

(2) **Int'l student B:** An applicant who completed **the entire 16-year education** from elementary school to university in foreign countries (NOT in Korea).

- ※ An applicant who would like to apply for the admission of KUGSIS as an international student must satisfy one of the requirements above. An applicant who satisfies all of them will consider his/her case as the Int'l student A. Depending on your eligibility (International student A or B), additional documents can be requested to submit to verify your eligibility.
- ※ Please refer to **4. List of Required Documents** → **9) Int'l student A/B Verification Document** for further information.

2. Admission Process

Please check the deadline of each admission process here.

Website: <http://gsis.korea.ac.kr/admissions/admission-for-international-students>

- 1) Online application & payment
- 2) Submission of supporting document to KUGSIS office.
- 3) Document screening by KUGSIS
- 4) Interview (only for the applicants noted as follows.)

▪ **Master's Degree Program**

- a. KUGSIS basically has **no telephone interview procedures** for International student applicants of Master's Degree program, with some exceptions as below.
- b. Telephone Interview will be proceeded to select POSCO Asia scholarship nominees, so please check the relevant information as follows.
 - KUGSIS selects POSCO scholarship nominees among **applicants from Asian countries who apply for Master's Degree Program through KUGSIS FALL Admission** after document screening.
 - KUGSIS contacts **nominees only** and notify the telephone interview schedule.
 - KUGSIS recommends the scholarship nominees to POSCO TJ Park Foundation (the POSCO Asia scholarship foundation) based on the telephone interview result by KUGSIS faculty.
 - Once the nominee list is sent to the POSCO scholarship foundation, all of the selection process and final decision (including the schedule) depends upon the POSCO Scholarship foundation, and they will contact individually (some of) the nominees.

▪ **Doctoral Degree Program**

- a. KUGSIS conducts interviews **only the applicants that pass the document screening**, and KUGSIS contacts them individually.
 - b. If you are abroad, KUGSIS will conduct phone interview.
 - c. Otherwise, you must participate in the interview test at KUGSIS.
- 5) The Admission Result will be notified by e-mail individually.
(※ The schedule may change depending on circumstances.)

3. Important Things regarding the Documents to be Submitted.

- 1) All of the required documents should be ① **in English**.

Otherwise, the notarized translations (within 3 months) must be submitted together.

- ② **the original copies**. (Photocopied, scanned or faxed documents will not be permitted.)

※ You are allowed to submit a valid IELTS score report and diplomas as copies. Except these two documents, only **the ORIGINALS** are officially considered as KUGSIS admission supporting documents.

- 2) Once received, any documents are **NOT Allowed to be copied or returned**.

- 3) You should submit all of the required documents to KUGSIS office **during the designated period**, and the address is **as below**:

KUGSIS Administration Office Address:

International Hall #223, Administration Office of Graduate School of International Studies, Korea University, 145 Anam-ro, Seongbuk-gu, Seoul, 02841, KOREA
(Zip Code: 02841)

Tel: +82-2-3290-1391

E-mail: gsisadmin@korea.ac.kr

*** Late delivery of supporting documents will be accepted ONLY with postmark stamped within the submission period.**

※ NOTE:

(1) If necessary, KUGSIS can ask you additionally submit documents for clear verification. If occurred, all disadvantages from insufficient documents, in perspective of KUGSIS, or the ones from documents/application fee sent to KUGSIS Administration Office after the designated period, fall on you.

(2) Please carefully check our address once again.
(Korea University has a lot of administration offices.)

4. List of Required Documents

Number	Document List	Things to Note
1	A copy of the online application result page	<ul style="list-style-type: none"> -You can print out after completing your online application. -There should be applicant's signature on this document.
2	Certificate of Degree or Certificate of expected graduation (with the exact expected date of graduation), of all colleges and graduate schools you listed on online application.	<ul style="list-style-type: none"> -Should be written in English. -Otherwise, notarized translation is required as well. -Applicants whose graduation status is pending during the time of application may submit an expected graduation certificate or enrollment certificate instead. Then for admitted students should submit their graduation certificates with Apostille or embassy certificate to the Office of Admissions within 15days of their enrollment. -If you graduated from Chinese University, you are required to additionally submit the <u>Certificate of Degree</u> and <u>Certificate of Graduation</u> issued by China Degrees & Graduation Education information (http://www.cdgd.edu.cn).
3	Official Transcripts of all Colleges and Universities you listed on your online application	<ul style="list-style-type: none"> -If you have transferred schools, you must submit official transcripts from all the schools you attended, unless your final school transcript includes your previous school grades. * If your transcript includes degree information (date awarded, certificate number etc), you do not have to submit official degree certificate. -Transcripts should be as follows. <ol style="list-style-type: none"> (1) In English. Otherwise, notarized translation (within 3 months) is required. (2) Show your grade with (C)GPA and the GPA scale (ex. 4.0/4.3/4.5 scale), or with percentages (%) (ex. 78/100), or with your rank and the total No. of students. (3) In case of no statement about such grading system on your transcript, Please submit an official letter explaining it does not provide such grading system from the registrar. (4) Official Transcripts meets one of the followings: <ol style="list-style-type: none"> a. <u>Officially issued and SEALED by the issuing institution</u>. Once opened before arriving at KUGSIS office, it is not accepted as an official document. b. <u>Apostilled (or consul verified)</u> Apostille is a standard form of <i>legal certification</i> recognized under an international agreement between countries. If you fail to submit the apostilled documents to KUGSIS office within the designated period, you will be disqualified. ※ For more information, refer to http://www.hcch.net and click on the <i>Apostille</i> section.
4	Two Letters of Recommendation from Professors familiar with your academic work, or from professional supervisors	<ul style="list-style-type: none"> - Should be written in English. - Must be sealed and signed by the referees. - Otherwise, they will not officially be recognized. - You can use our RECOMMENDATION FORM.

<p style="text-align: center; font-size: 24pt; font-weight: bold;">5</p>	<p style="text-align: center;">TOEFL (iBT only) or IELTS score report (ORIGINAL copy)</p>	<p>-Applicants from non-English-speaking countries are basically required to submit a valid TOEFL (iBT only) or IELTS score report as an ORIGINAL copy, and only in case of IELTS score report, you can submit a copy.</p> <p>- TOEFL or IELTS is not required for</p> <ol style="list-style-type: none"> 1) Native speakers 2) Non-native speakers who hold bachelor's degree or higher from institutions in English speaking countries 3) English speaking countries include: USA, UK, Ireland, Scotland, Australia, New Zealand, and Canada (except Quebec). 4) Non-native speakers who hold bachelor's degree or higher from institutions where English is the only medium of instruction. <p>However, in this case, applicants are required to submit an official letter proving that all the courses they took were instructed in English from the institution, from the registrar.</p> <p>※ If necessary, KUGSIS can ask applicants to submit TOEFL/IELTS score report, regardless of the above exemption list.</p>
<p style="text-align: center; font-size: 24pt; font-weight: bold;">6</p>	<p style="text-align: center;">Application Fee (USD80 or KRW80,000) & the Receipt</p>	<p>- Not refundable in any case - No check acceptable</p> <p>- How to pay the application fee</p> <p>(1) Visit and pay <u>in cash</u> at KUGSIS office, or Enclose the fee (cash only) with the required application documents. No change prepared. Please pay the exact amount.</p> <p>(2) Wire transfer</p> <ul style="list-style-type: none"> ✚ The fee should be sent to KUGSIS' bank account within the online application period. ✚ Overseas wire transfer is subject to additional bank commissions and take (a lot) longer depending on the No. of intermediary banks and the sending countries etc. ✚ Applicants have the responsibility to check earlier the expected additional expense and days to take to be finally transferred into KUGSIS' bank account with the bank in your region, and to send enough amount in a timely manner. (It usually takes from 2 business days up to around 3 weeks.) <p>✚ Wire Transfer details</p> <ol style="list-style-type: none"> a. Account holder: "KUGSIS" or "고려대학교 국제대학원" b. Name of Bank: KEB Hana Bank (Korea University branch) c. Swift code: KOEXKRSE d. Account No.: 391-910005-58304 e. Address: 145, Anam-ro, Seongbuk-gu, Seoul, 02841, Korea f. Things to note: Please send the application fee <u>under the name of applicant or application No.</u> After sending your application fee, send us the receipt. (A copy is acceptable). If you do not follow this instruction, we cannot verify your payment.
<p style="text-align: center; font-size: 24pt; font-weight: bold;">7</p>	<p style="text-align: center;">Statement of Purpose (SOP)</p>	<p>The essay should be approximately 1,200 words in the form of MS word (3 pages).</p>

<p style="text-align: center; font-size: 24pt; font-weight: bold;">8</p>	<p style="text-align: center;">Bank Statement</p>	<p>-Bank statement must</p> <ol style="list-style-type: none"> (1) Indicate it has a minimum balance of USD20,000 (2) Be Original with the stamp [signature] from the bank. (3) The account holder must be you (parents/ your sponsor). <ul style="list-style-type: none"> - If the bank account is not yours, you must submit STATEMENT OF FINANCIAL SPONSORSHIP together, filled out by the bank account holder. (4) Be issued within 3 months from submission deadline for KUGSIS application. <p>- We recommend you to freeze your bank account with a minimum balance of applicant's country by <u>Aug. 31, 2017</u>. (for fall Semester in 2017)</p> <p>- Chinese applicants: Please see "10. Additional required documents for Chinese applicants"</p> <p>- When you apply for your D2 visa in Korean Consulate, Embassy or Immigration, <u>Bank statement must be acquired</u>, which allows you to do Master's [Doctoral] Degree Program in Korea.</p> <p>**Bank statement submission exemption conditions</p> <p>Only two cases below, No more exemption</p> <ol style="list-style-type: none"> (1) If you already have any visa that allows you to do Master's [Doctoral] Degree in Korea (ex. F-4/F-6 Visa holder) for the full required academic year for the degree. <ul style="list-style-type: none"> However, you 1) are required to submit a copy of your ARC front and back side, and 2) should note that you are responsible for checking with the Korean Immigration Office if you can study full-time at KUGSIS with your visa, under its regulations. (2) If you submit an official scholarships certificate (letter) indicating it will financially support you (over USD 20,000 or equivalent) for one academic year at KUGSIS, from the accredited scholarship foundation. (Must be signed by the foundation.)
<p style="text-align: center; font-size: 24pt; font-weight: bold;">9</p>	<p style="text-align: center;">Int'l student A/B Verification Document</p>	<p>Int'l student A</p> <ol style="list-style-type: none"> a. Each copy of you and both of your parents' passport <ul style="list-style-type: none"> * In case of a resident in Korea, please submit a copy of Alien Registration Card together. b. Birth certificate (or certificate of family relations). <ul style="list-style-type: none"> * In case of death or divorce of your parents, please submit death (or divorce) certificate together. <p>Int'l student B</p> <ol style="list-style-type: none"> a. A copy of your passport <ul style="list-style-type: none"> * In case of a resident in Korea, please submit a copy of Alien Registration Card together. b. Transcripts or any official documents proving that you've done the entire 16 year education, from primary school to University, abroad, along with a completed CHECKLIST FOR K-12 EDUCATION. c. a certificate of Entry & Exit (출입국에 관한 사실증명)
<p style="text-align: center; font-size: 24pt; font-weight: bold;">10</p>	<p style="text-align: center;">Release of Information Form (Admitted Students Only)</p>	<p>* You can download the form from http://gsis.korea.ac.kr/admissions/admission-for-international-students.</p>

**Additional
required documents
for Chinese applicants**

- ✓ **HOUSEHOLD REGISTERS (戶口簿) OF ALL FAMILY MEMBERS (need notarization in English or Korean)**
- ✓ **Copies of ID CARD (居民證) OF ALL FAMILY MEMBERS**
- ✓ **Bank Statement (Minimum RMB130,000 or USD20,000)**
- ✓ **CERTIFICATE OF DEGREE with a Verification from the China Academic Degrees & Graduate Education Information (<http://www.cdgd.edu.cn>)**
- ✓ **CERTIFICATE OF GRADUATION with a Verification from the China Credentials Verification (<http://www.chsi.com.cn/>)**
- ✓ **** For those who have not yet graduated from university: Education Background & Academic Records issued by the China Academic Degrees & Graduate Education Information**

A. Chinese applicants who graduated from Chinese University must submit an original copy of Certificate of Degree issued by China Academic Degrees & Graduate Education Information (<http://www.cdgd.edu.cn>) and an original copy of Certificate of Graduation issued by the China Credentials Verification (<http://www.chsi.com.cn/>)

Applicants who are expected to graduate should submit the original copy of Certificate of Education Background and Academic Records issued by China Academic Degrees & Graduate Education Information.

B. Chinese applicants who will apply for a D-2(student visa) visa in China must additionally submit TWO copies of the Certificate of a Bachelor's Degree, or a Master's Degree(Doctoral Degree applicants only) issued by China Degrees & Graduate Education Information and TWO copies of Certificate of Graduation.

C. If the official transcript is written in Chinese, please hand in the notarized document translated in English.

D. **(Chinese Student in Korea)** If you submit the bank statement issued by a bank in China, we recommend you to freeze your bank account with a minimum balance of **RMB130,000 metropolitan area** / **RMB100,000 (non-metropolitan area)**, **until Aug. 31, 2017**. **(for Fall Semester in 2017)**
(Chinese Student in China) Chinese applicants who will apply for a **D-2 (student visa) visa** in China: We recommend you to freeze the bank account with a minimum balance above **until Feb. 28, 2018**.

E. Additional documents for Chinese applicants

: A photocopy of the resident registration card(居民證)

※ You can hand in the family register(戶口簿), the birth certificate, or the certificate of vital record to verify the eligibility A.

※ Chinese applicants should submit the family register(戶口簿) of your parents and yourself in place of certificate of nationality.

(If your family register is bound with your parents, please submit 1 set of hardcopy 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 shall be notarized in English.)

- In case of followings, please submit the document below:
One of your parents passed away(or Divorce): Death(or Divorce) Certificate
One of your parents is naturalized citizen: Photo copy of her/his
ID(registration) card