KU GSIS

Admissions Guideline
for International Students

Fall Semester 2019
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 KU GSIS

(2) Doctoral Degree Program
Applicants holding a master’s degree or higher from an accredited university, or being expected to hold prior to entering KU GSIS

2) Citizenship

To apply for KU GSIS 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**: An applicant holding foreign citizenship whose parents are foreign citizens (Both the applicant and their parents are not Korean citizens.)
- A certificate of both the applicant and his/her parent’s nationality
- A certificate of family relations

* 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.
* You 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) **Int’l Student B**: An applicant who completed the entire 16-year (more) education from elementary school to university in foreign countries (NOT a day in Korea)
- A graduation certificate of primary/secondary/high school/university
- An official transcript of primary/secondary/high school/university

* 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 Int’l 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. An applicant who satisfies all of them will consider his/her case as the Int’l student A. Depending on your eligibility (Int’l 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://gis.korea.ac.kr/admissions/admission-for-international-students](http://gis.korea.ac.kr/admissions/admission-for-international-students)

1) Online application & payment of application fee
2) Submission of supporting document to KU GSIS Administration Office
3) Document screening by KU GSIS faculty

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

- **Master’s Degree Program**
  a. KU GSIS basically has **no interview procedures** for international student applicants of Master’s Degree program, with the following exception.
  b. International applicants may be asked to undertake interviews when;
     - KU GSIS faculty members determine that the applicants need on the interviews in English even though they submitted English test score report or the official letter proving that all the courses they took were fully instructed in English from the institution, from the registrar.
     - In case the interview is needed, KU GSIS will contact the interviewees only and notify the telephone interview schedule.

- **Doctoral Degree Program**
  a. KU GSIS conducts interviews **only the applicants that pass the document screening**, and KU GSIS contacts them individually.
  b. If you stay abroad, KU GSIS will conduct phone interview.
  c. Otherwise, you must come and participate in the interview test at KU GSIS.

5) The admission result will be notified by e-mail individually.
   (※ The schedule may change depending on circumstances.)
3. Important Notice of Required Documents

1) All of the required documents should be **in English**.
   
   If the documents are not in English, please submit the documents translated into English and notarized (**valid within three months from the submission deadline**).

   **the original documents**. (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 supporting documents for KU GSIS admission.

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

3) You should submit all of the required documents to KU GSIS Administration Office **during the designated period**, and the address is **as below**.

   **KU GSIS Administration Office Address:**
   
   **Room #223, International Studies Hall**, Administration Office of Graduate School of International Studies, Korea University, 145 Anam-ro, Seongbuk-gu, Seoul, KOREA (Zip Code: 02841)
   
   Tel: +82-2-3290-1392
   E-mail: gsisAdmin@korea.ac.kr

   ※ **Supporting documents will be deemed received upon arrival within the submission period.**
   (Late delivery of supporting documents **WILL NOT be accepted for any reason.**)

   ※ Please keep in mind that it may take **more than one month** to prepare all required documents. Early preparation is highly encouraged.

   **Apostille** (or consular verified) of degree certificates should be additionally submitted **within two weeks of the enrollment** by express mail. If applicants have already submitted Apostille (or consular verified) degree certificates when they applied, they do not need to submit them again. Please refer to **Appendix 1** and **2**.

   ※ **NOTE:**
   
   (1) If necessary, KU GSIS can ask you additionally submit documents for clear verification. If occurred, all disadvantages from insufficient documents, in perspective of KU GSIS, or the ones from documents/application fee sent to KU GSIS 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

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<th>Number</th>
<th>Document List</th>
<th>Things to Note</th>
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| 1      | A Copy of the On-line Application Result page                                 | - You can print out after completing your online application.  
- There should be applicant’s signature on this document.  
※ Please read carefully the DECLARATION first and sign it.                                                                                               |
| 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. | - Should be all 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 (with the exact expected date of graduation).  
- Successfully admitted students should submit their Graduation Certificates with Apostille or embassy certificate to the KU GSIS Administration Office within 15 days of their enrollment. If you fail to submit the apostilled documents to Administration Office within the designated period, you will be disqualified. Therefore, please prepare it in advance.  
( Please refer to Appendix 1 and 2.)  
※ If you graduated from Chinese University, you are required to additionally submit the Certificate of Degree issued by China Academic Degrees & Graduate Education Development Center (http://www.cdgdc.edu.cn). (If it is not possible to issue it, you can submit Certificate of Graduation issued by the China Credentials Verification (http://www.chsi.com.cn/). |
| 3      | Official Transcripts of all Colleges and Universities you listed on your online application (SEALED ORIGINALS) | - Transcripts should be as follows.  
(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 number of students. (ex. 50th/50)  
(3) 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.  
(4) Official Transcripts meets one of the followings:  
   a. Officially issued and SEALED with stamp by the issuing institution.  
   Once opened before arriving at KU GSIS Administration Office, it is not accepted as an official document.  
   b. Apostilled Certificate (Please refer to Appendix 1 and 2.)  
   (or Authentication issued by the Korean Embassy or Consulate)  
   Apostille is a standard form of legal certification recognized under an international agreement between countries.  
   If you fail to submit the apostilled documents to GSIS Administration Office within the designated period, you will be disqualified.  
   * For more information, please refer to http://www.hcch.net and click on the Apostille section.  
※ 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.  
※ If your transcript includes degree information (date awarded, certificate number etc), you do not have to submit official degree certificate. |
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<th>Page 4</th>
<th>Two Letters of Recommendation from Professors familiar with your academic work, or from professional supervisors</th>
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|        | - 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 (Optional)**  

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<th>TOEFL (iBT only) (ORIGINAL) or IELTS Score Report</th>
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|        | - Applicants from non-English-speaking countries are basically required to submit a valid TOEFL (iBT only) or IELTS score report as an ORIGINAL, and only in case of IELTS score report, you can submit a copy.  
|        | - TOEFL or IELTS 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 years or more.  
|        | (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 for 3 years or more.  
|        | **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 institution, from the registrar.  

※ Language proficiency tests must have been taken within two years of the application deadline for scores to be valid. (Current valid test date: no earlier than **April 26, 2017**). The Institutional Testing Program (ITP) TOEFL is not acceptable.  

※ If necessary, KU GSIS can ask applicants to submit TOEFL/IELTS score report or undertake interviews, regardless of the above exemption list.  

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<th>Application Fee (USD80 or KRW80,000) &amp; Payment Receipt</th>
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|        | - **Not refundable** in any case  
|        | - **No check** acceptable  
|        | - **How to Pay the Application Fee**  
|        | (1) Visit and pay **in cash** at KU GSIS Administration Office, or Enclose the fee (**cash only**) with the required application documents. Since no change is prepared, please pay the exact amount.  
|        | (2) Wire Transfer  
|        |   a. The fee should be sent to KU GSIS bank account within the online application period.  
|        |   b. Overseas wire transfer is subject to additional bank commissions and take (a lot) longer depending on the number of intermediary banks and the sending countries etc.  
|        |   c. Applicants have the responsibility to check earlier the expected additional expense and days to take to be finally transferred into KU GSIS 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**.)  

|        | **Wire Transfer Details**  
|        |   a. Account holder: “KUGSIS” or “고려대학교 국제대학원”  
|        |   b. Name of Bank: KEB Hana Bank (Korea University branch)  
|        |   c. Swift Code: **KOEXKRSR**  
|        |   d. Account No.: **391-910005-58304**  
|        |   e. Address: 145, Anam-ro, Seongbuk-gu, Seoul, 02841, Korea  

※ **Things to note**: Please, send the application fee **under the name of applicant or application number**. 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.
Statement of Purpose (SOP)

The essay should be approximately 1,200 words in the form of MS word (3 pages).

- In order to apply for D-2 student visa in Korean Consulate or Immigration Office, Bank Statement must be acquired, which allows you to do Master’s [Doctoral] Degree Program in Korea.

- Bank Statement must
  (1) Indicate it has a minimum balance of **USD 20,000**
  (2) Be an **Original document** with the stamp [signature] from the bank.
  (3) The account holder must be you (parents/your sponsor).
  - 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 the submission deadline for KU GSIS application.

※ You need to freeze your bank account with a minimum balance of USD 20,000 by **August 31, 2019 (for Fall Semester in 2019)**, if you are from one of 26 countries on the list below. Please, refer to **GUIDANCE OF VISA SCREENING** for more detailed information.

**<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**
**Only two cases below are possible, No more exemption!**
(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
   **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 KU GSIS with your visa, under its regulations.

(2) If you submit an official scholarship certificate (letter) indicating it will financially support you (over USD 20,000 or equivalent) for one academic year at KU GSIS, from the accredited scholarship foundation (not by a person) (Must be **signed** by the foundation.)

Bank Statement (ORIGINAL)

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

- **Int’l student A**
  a. Each copy of you and both of your parents’ passport
     **(Should be valid for more than 6 months)**
     (In case parents do not hold valid passports, certificates of foreign nationality (other than Korea) may be submitted instead.)
     * In case of a resident in Korea, please submit a copy of Alien Registration Card (both front and back sides) together.
   b. Birth certificate (or certificate of family relations).
     * In case of death or divorce of your parents, please submit death (or divorce) certificate together.

- **Int’l student B**
  a. A copy of your passport **(Should be valid for more than 6 months)**
     * In case of a resident in Korea, please submit a copy of Alien Registration Card (both front and back sides) together.
  b. **Original documents** of official transcripts and graduation certificates proving that you’ve completed the ENTIRE 16 year (more) 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)
### Agreement for Collection and Use of Personal Data

- Please write down the applicant’s name, signature, and date on this document and submit the original one.

### Alien Registration Card (ARC)

**In case of an applicant already has other type of visa in Korea**

You must submit a copy of Alien Registration Card (both front and back sides) to the KU GSIS Administration Office in order to change your visa type (to D-2 student visa).

### Education Background Verification

1. **CERTIFICATE OF DEGREE with a Verification from the China Academic Degrees & Graduate Education Information**
   
   (http://www.cdgdc.edu.cn)

   - Chinese applicants who graduated from Chinese University must submit an [original copy of Certificate of Degree](http://www.cdgdc.edu.cn) issued by China Academic Degrees & Graduate Education Development Center. In that case, translated (in English) and notarized copies of the applicant’s degree and certificate of graduation issued by university should be additionally submitted.

   - Applicants who are expected to graduate should submit a [certificate of expected graduation](http://www.cdgdc.edu.cn) or a certificate of enrollment (or registration) officially issued by university (with the exact expected date of graduation).

   - Chinese applicants who will [apply for a D-2 student visa](http://www.cdgdc.edu.cn) may have to additionally prepare a copy of the Certificate of a Bachelor’s Degree, or a Master’s Degree (Doctoral Degree applicants only) issued by China Academic Degrees & Graduate Education Development Center and a copy of Certificate of Graduation issued by the China Credentials Verification (http://www.chsi.com.cn/).

   ※ If the official transcript is written in Chinese, please submit the document translated into English and notarized.

### Additional Required Documents for Chinese Applicants

#### photocopies of id card (居民證) of all family members

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

- You can hand in the family register(戶口簿), the birth certificate, or the certificate of vital record to verify the eligibility of Int’l Student A.

- 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 must be notarized in English or Korean.)

※ In case of followings, please submit the document below:

1. One of your parents passed away (or Divorce)
   
   : Death (or Divorce) Certificate

2. One of your parents is naturalized citizen
   
   : Photo copy of her/his ID(registration) card
Appendix 1: APOSTILLE 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 certificates 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 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 certificates (transcripts, graduation certificate/ diplomas, etc.) from public schools or institutions should be submitted with the attachment of “Apostille”.
   2. Official certificates (transcripts, graduation certificate/ diplomas, 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 “Apostille”.

N.B. All documents must be in English. 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.

B. Admitted students from countries which are NOT signatories to the convention and do not recognize the Apostille must meet one of the following requirements:
   1. Official certificates (transcripts, graduation certificate/ diplomas, 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 certificates 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 submit a notarized/certified translation in English completed by a public notary in the country in which the document was originally produced.

C. Admitted students from China
   Certificate of Degree must be issued by the China Academic Degrees and Graduate Education Information (http://www.cdgdc.edu.cn) and Certificate of Graduation issued by the China Credentials Verification (http://www.chsi.com.cn/).
## Appendix 2: The list of countries for Apostille certificates

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<tr>
<td><em>Antigua and Barbuda</em></td>
<td>Germany</td>
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<td>Argentina</td>
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<td>Armenia</td>
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<td>Australia</td>
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<td>Austria</td>
<td>Guyana</td>
<td>Portugal</td>
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<td>Azerbaijan</td>
<td>Honduras</td>
<td>Republic of Moldova</td>
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<td>Bahamas</td>
<td>Hungary</td>
<td>Romania</td>
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<td>Bahrain</td>
<td>Iceland</td>
<td>Russian Federation</td>
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<tr>
<td>Barbados</td>
<td>India</td>
<td>Saint Kitts and Nevis</td>
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<td>Belarus</td>
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<td>Belgium</td>
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<td>Belize</td>
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<td>Bolivia</td>
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<td>Bosnia and Herzegovina</td>
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<td>Botswana</td>
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<td>Chile</td>
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<td>China, People’s Republic of</td>
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<td>Colombia</td>
<td>Luxembourg</td>
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<td>Cook Islands</td>
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<td><strong>Dominican Republic</strong></td>
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<td>United Kingdom of Great Britain and Northern Ireland</td>
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<td>Fiji</td>
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<td>Finland</td>
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<td><strong>Former Yugoslav Republic of Macedonia</strong></td>
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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**.
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.