

Please put this checklist on top of all the documents submitted

Applicant's Self-Checklist for the admission

Name of Applicant:			
Academic Program you applied for			
No.	Required Documents & Order	Check	Comment
1	Application Form 【form 1】 Applicants personal and Academic Information	<input type="checkbox"/>	
2	Application Form 【form 2】 Personal Statement	<input type="checkbox"/>	
3	Application Form 【form 3】 Teacher Evaluation / Professor Evaluation	<input type="checkbox"/>	Only for Undergraduate and Graduate Program applicants
4	Application Form 【form 4】 Financial Affidavit	<input type="checkbox"/>	
5	Application Form 【form 5】 Study Plan	<input type="checkbox"/>	Only for Undergraduate and Graduate Program applicants
6	Application Form 【form 6】 Physical Examination Record	<input type="checkbox"/>	
7	Original Certificate of Highest level of Education - Transfer Students : High School Graduation Certificate and Enrollment Certificate of Current University	<input type="checkbox"/>	
8	Original Transcript of Highest level of Education - Transfer Students : Original Transcript of the Current University	<input type="checkbox"/>	
9	Government Document Proving the Relationship between the Student and Sponsor - ex. Birth Certificate, Family Registration Certificate, etc	<input type="checkbox"/>	
10	Bank Balance Certificate - Sponsor's Bank Balance Certificate showing that the sponsor has/will have more than US\$18,000 in the bank account (US\$9,000 for Korean Language Program). This Certificate must be issued within 30 days of its submission; or, if the Bank Balance Certificate lists a period of validity, it is acceptable only within that period (up to a maximum of 6 months)	<input type="checkbox"/>	
11	Sponsor's Certificate of Employment and Certificate of Income - Self-sponsoring student must submit his/her own certificate of employment and certificate of income.	<input type="checkbox"/>	
12	Copy of Passport	<input type="checkbox"/>	
13	2 Passport-size photos	<input type="checkbox"/>	

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14	Transcript for the Korean Proficiency Test (level 3 or above on the standard TOPIK) - In cases where applicants are entering departments requiring English proficiency, such as Global Studies Institute, a relevant certificate of English testing is needed: TOEFL 530, CBT 197, iBT 71, IELTS 5.5 and TEPS 600	<input type="checkbox"/>	
15	Application Fee : 60,000 won (60 USD) for Undergraduate and Master's Program 90,000 won (90 USD) for Doctorate Program	<input type="checkbox"/>	

- Documents 7, 8, and 9 must be translated and notarized if the original documents are not in Korean.
- Transcripts and diplomas issued by non-Korean academic institutions must be verified and certified by the Korean Embassy, where the institution is located. If the institution is located in a member of the Apostille, the Apostille verification may be attached.
- Application documents, including transcripts, certificates and test results, will not be returned.

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