



# CHECKLIST for Application Documents (Graduate School)

<Please organize your documents by the following order and submit them.>

- 입학지원서 (사진 1매 부착, 3cmX4cm) / Admission application form(attach a color photo)  
: Please do not fill out applicant number.
- 출신대학 교수 1인의 추천서 1부(자유양식) /  
Recommendation letter from a respective tutor professor in your previous institute (no specific form)
- 졸업(예정)증명서 / Certificate of (Expected) Graduation : 학사 Bachelor ( ) / 석사 Master ( )  
Apostille(or consul verified) degree certificates should be additionally submitted within two weeks of an admission decision by express mail. If applicants already submit it when they apply, the applicants do not need to submit it again.
- 성적증명서(편입 전 성적증명서 포함) : 학사 Bachelor ( )/석사 Master ( )  
The Official Transcripts(GPA indicated, including the transcript from school before the transfer)
- 이력서 및 연구계획서(자유양식) / Curriculum Vitae(Resume) and Study Plan(no specific form)
- 어학능력성적표 원본 / TOEFL 리포팅용 기관코드(ETS TOEFL DI code for reporting) : 7589  
The official document of TOEFL , IELTS, TEPS or TOPIK  
(제출 성적표 :  TOEFL  IELTS  TEPS  TOPIK)  
If English native speakers (or applicants who have complete their degree program (Bachelor's or higher) in English speaking countries) want to apply for Scholarship A, TOEFL, IELTS, TEPS or TOPIK is also mandatory.
- 은행잔고증명서(USD15,000 수도권 거주자 / USD13,000 비수도권 거주자) / The bank statement with a minimum of **USD15,000 (metropolitan area) / USD13,000 (non-metropolitan area), RMB97,000(metropolitan area)/RMB85,000(non-metropolitan area)**  
지도교수: 교수님(유학경비부담서약서 제출자만 기재)
- 학력조회확인서 / Release of Information Form (Please fill it out in English.)  
: Please do not fill out applicant number.
- 여권 사본(필수) / A photocopy of the passport (mandatory)  
외국인등록증 사본(대한민국 거주자 필수) /  
Copy of the applicant's alien registration card (mandatory for international applicants who reside in Korea at the moment of application)
- 본인과 부모님 국적 및 가족관계증명서 (An applicant holding foreign citizenship whose parents are foreign citizens)  
Certificate of an applicant and his/her parents' nationality and certificate of family relations.  
호구부(戶口簿 for Chinese) / 호적(戶籍 for Japanese) / 출생증명서(The **birth certificate** including parents' information for others)  
또는(or) 초등학교부터 고등학교까지 졸업증명서 및 전 학년 성적증명서  
Certificates of graduation and the official transcripts from elementary school to high school
- 彩照 2張( ), 居民證 副本( )(중국인 지원자만 / Chinese Applicants ONLY)
- 전형료 USD \$120(수표/현금) 내지는 한화 120,000원(우편환/현금)/  
Application fee USD \$120 or 120,000won(cash or a check)



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E-mail: [graduate1@korea.ac.kr](mailto:graduate1@korea.ac.kr)

COLOR  
PHOTO  
  
3cmX4cm

## Admission Application Form for International Students (Graduate School)

**Please type or print clearly in English and post the completed form with the application fee to the above address.**

### 1. Personal Information

Family Name(성) in English	Given Name(이름) in English	漢字姓名(Chinese & Japanese Only)	Date of Birth(생년월일) Month   Day   Year 월   일   년
Current Address(현주소): Expiration Date of Current Address: _____(MM/DD/Year) If no expiration date, we will use permanent address.			Sex(성별) <input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Address(변하지 않는 주소)		Your Visa Status If you are in Korea (한국에 있다면 소지한 비자종류)  Passport No.	Date of Visa Expiration(비자만료일) Month   Day   Year 월   일   년
Home Phone(주택 전화번호)	Work Phone(직장 전화번호)	Cellular Phone(휴대폰 전화번호)	E-mail Address 1(이메일 주소 1)
Country of Birth(출생국)	Citizenship(국적)	E-mail Address 2(이메일 주소 2) gmail, qq or etc.	

### 2. Program of Study

Year and semester you plan to enter	Degree(지원과정)	Department(학과)	Specific Major(세부전공)
2016 Fall	<input type="checkbox"/> Master's <input type="checkbox"/> Doctoral <input type="checkbox"/> Integrated Master's and Doctoral		

### 3. Academic Information (Bachelor or higher)

Name of School 학교명	Location (City/State/Country) 학교 위치(도시/주/국가)	Degree 학위	College/Department 단과대학/학과	CGPA 평점평균 (e.g., 85 out of 100)	Dates Attended(재학기간)				Date of Degree	
					MM	YY	MM	YY	MM	YY
				out of						
				out of						
				out of						

### 4. Type of Scholarship

Please tick one of type.	Scholarship A 우수장학금	Scholarship B or C 인문계/자연계장학금	Graduate School Honors Program at KU Sejong Campus	Scholarship from home country (자국정부장학생)	Korean Government Scholarship (대한민국 정부초청장학생)	N/A (재외동포장학재단, 기타장학생)	Own Expense (자비부담)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5. Language Proficiency Test Score

**Have you ever taken the following test?**

<input type="checkbox"/> TOPIK(한국어능력시험)	<input type="checkbox"/> TOEFL (ETS DI code : 7589) User name : _____ Password : _____	<input type="checkbox"/> TEPS	<input type="checkbox"/> IELTS
Level(급)	Score(점수)	Score(점수)	Score(점수)
Registration #(수험번호)	Registration #(수험번호)	Registration #(수험번호)	Registration #(수험번호)
Date of Test(MM/DD/Year)	Date of Test(MM/DD/Year)	Date of Test(MM/DD/Year)	Date of Test(MM/DD/Year)

**한국어구사능력 (Korean Proficiency)**  한국어구사능력 기준 도달(proficient)  한국어구사능력 기준 미달 (not yet proficient)

I certify that all the information contained in this application and in all supplemental materials that I shall submit is accurate and true. I understand that any false or misleading statement may disqualify my application or results in the terminations of my studies as a student at this university. I further understand that the application fee is non refundable, and any submitted records and documents are not returnable.  
본인은 지원서와 입학서류의 모든 정보가 정확하고 사실임을 증명합니다.  
부정확한 진술로 인해 입학지원이 취소될 수 있으며 제출하신 진형료, 성적표 및 입학서류는 일체 반환하지 않음을 확인하고 이에 동의합니다.

Signature(서명)	Date(날짜)
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### For Office Use Only (Please do not write in this area.)

<input type="checkbox"/> Fee Paid(Nonrefundable Application Fee USD \$120.00)	Applicant Number	
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E-mail: [graduate1@korea.ac.kr](mailto:graduate1@korea.ac.kr)

## Release of Information Form (Graduate School)

**\*\* Please fill the form in English.**

By signing this form, I am giving my agreement and hereby authorize Korea University to verify my degree/enrollment records. 이 양식에 서명함에 따라 본인이 이수한 학위과정에 대하여 진위를 조회할 수 있도록 권한을 부여하며 학력조회에 동의함.

1. Applicant Information (지원자 인적사항)			
Family Name(성)	Given name(이름) in English		漢字姓名(Chinese & Japanese Only)
Applicant Number(수험번호) : <b>For office use only</b>	Date of Birth(생년월일) (mm)월/ (dd)일/ (year)년	Student ID number(학번)	
2. Education Record Request (학력사항)			
학교명 Name of Institution Graduated		학위종류 Name of Degree	Bachelor <input type="checkbox"/> Master <input type="checkbox"/> Other <input type="checkbox"/> _____
학교주소 Address of Institution Graduated 우편번호 Zip-code			
이수학과 및 전공 Department and Major			
졸업(예정)일자 Date of (Expected) Graduation	년(Year) 월(MM) 일(DD)		
재학기간 Period of Attendance	From	To	총 등록학기 수 Number of Registered Semesters
홈페이지 주소 Website of Institution Graduated			
3. Institution Information to Request Release of Academic Records(Institute You Graduated)			
If you complete your degree program in Korea, please skip this institution information. 학력조회 의뢰용 해외 전적대학 정보 국내대학 졸업자의 경우 해당 항목을 기재할 필요없음 (1. 지원자 인적사항과 2. 학력사항만 작성)			
전적대학 학력조회 담당부서 Name of Office in Charge You Graduated			
전적대학 학력조회 담당자 성명 Name of Staff in Charge You Graduated			
담당자 연락처 Phone No. of Staff in Charge		담당부서 팩스번호 Fax No. of office	
담당자 E-mail E-mail of Staff(or office) in Charge			

The information you provide will be kept in strict confidence and will be used only for the purpose of degree(enrollment) verification. Thank you for your assistance.

귀하가 제공한 개인정보는 학력조회여의의 용도로만 사용되며 엄중히 관리됩니다.

20      년      월      일

(Year/MM/DD)

지원자: \_\_\_\_\_ (확인)

Applicant

Signature

