

Số: /ĐHQGHN-ĐT&CTSV  
V/v học bổng thạc sĩ tại Trường Đại học Korea,  
Hàn Quốc (KU GSIS) do Quỹ Pony Chung  
tài trợ năm 2026

Hà Nội, ngày tháng 3 năm 2026

Kính gửi: Các đơn vị đào tạo

Đại học Quốc gia Hà Nội (ĐHQGHN) thông báo về Chương trình học bổng thạc sĩ tại Đại học Korea, Hàn Quốc (KU GSIS) do Quỹ học bổng Pony Chung, Hàn Quốc (PCF) tài trợ năm 2026 như sau:

**1. Tiêu chuẩn và đối tượng xét chọn**

- Ứng viên đã được nhận học bổng Pony Chung, Hàn Quốc;
- Ứng viên phải vượt qua quy trình sàng lọc của KU GSIS;
- Đủ điều kiện xin Visa du học Hàn Quốc;
- Ứng viên nhận học bổng phải hoàn thành chương trình thạc sĩ trong 02 năm, đồng thời trong quá trình học phải duy trì GPA  $\geq 4.0/4.5$  mỗi học kỳ.

**2. Chương trình đào tạo**

- Thời gian đào tạo: 02 năm (từ 01/9/2026 đến 31/8/2028).
- Thông tin chi tiết xem tại địa chỉ:

[https://int.korea.edu/kuis/grad/admission\\_inter.do](https://int.korea.edu/kuis/grad/admission_inter.do)

**3. Quyền lợi của sinh viên khi tham gia chương trình**

- Được hỗ trợ 1,300,000 KRW mỗi tháng, bao gồm tiền ở ký túc xá tại Đại học Korea, Hàn Quốc và tiền sinh hoạt phí.
- Được cấp vé máy bay khứ hồi Việt Nam - Hàn Quốc.
- Được hỗ trợ chi phí đánh giá luận văn: không quá 500,000 KRW (01 lần).
- Học phí, phí đăng ký do KU GSIS và Quỹ Pony Chung tài trợ.

**4. Số lượng học bổng: 1 - 2 người.**

**5. Một số mốc thời gian quan trọng**

- Ứng viên thực hiện đăng ký trực tuyến trước ngày 09/4/2025, đồng thời gửi ID, Password tới địa chỉ email: [ponychung@ponychung.org](mailto:ponychung@ponychung.org) (ghi rõ "Invitation" trong tiêu đề của email để được chấp thuận);

- Quỹ PCF sẽ thanh toán phí đăng ký đến 17 giờ 00 ngày 10/4/2025 theo giờ Hàn Quốc (lưu ý: trường hợp ứng viên tự thanh toán phí đăng ký sẽ không được hoàn trả);

- Ứng viên hoàn thiện và nộp hồ sơ đăng ký dưới dạng PDF cho KU GSIS trước 17 giờ 00 ngày 13/04/2026 (theo giờ Hàn Quốc);

- Ứng viên tham gia phỏng vấn theo yêu cầu của KU GSIS và chỉ những ứng viên vượt qua vòng phỏng vấn mới được yêu cầu nộp hồ sơ gốc cho KU GSIS trước ngày 13/07/2026;

- Quỹ PCF thông báo kết quả xét chọn: dự kiến tháng 6 năm 2026.

## **6. Hồ sơ đăng ký:**

- Theo hướng dẫn tại tài liệu KU GSIS Admissions Guideline for International Students.

- Thông tin chi tiết liên quan đến chương trình xem tài liệu gửi kèm.

- Tất cả giấy tờ yêu cầu ứng viên xếp theo thứ tự, đựng trong túi hồ sơ riêng có kích thước 25cm x 34cm, mặt ngoài túi hồ sơ ghi đầy đủ các thông tin bằng tiếng Anh (Pony Chung Invitation Scholarship Program – KU GSIS), Họ và tên, Ngày sinh, Khoa, Trường, Điện thoại, Email, Danh mục giấy tờ có trong hồ sơ). Hồ sơ đã nộp không trả lại.

Ứng viên nộp đầy đủ hồ sơ đăng ký (bản điện tử dưới dạng PDF) theo yêu cầu của KU GSIS trong thời hạn quy định. Hồ sơ bản gốc chỉ nộp khi có yêu cầu từ KU GSIS đối với các ứng viên trúng tuyển.

Trân trọng thông báo./.

### ***Nơi nhận:***

- Như trên;
- Giám đốc ĐHQGHN (để b/c);
- PGĐ. Đào Thanh Trường (để b/c);
- Ban HTPT (để p/h);
- Phòng HC-TH (đăng website);
- Lưu: VT, Ban ĐT&CTSV, Đ2.

**TL. GIÁM ĐỐC  
TRƯỞNG BAN ĐÀO TẠO  
VÀ CÔNG TÁC SINH VIÊN**

**Nguyễn Anh Tuấn**



## [Notice] 2026-2 Pony Chung Invitation Scholarship Program (KU GSIS)

“Study for your Master’s Degree in KU GSIS with Pony Chung Foundation”

### 1. Program Details

- Period: 2-year master’s degree course at KU GSIS (September 1, 2026 – August 31, 2028)
- Admission & Tuition Fee: Fully covered by KU GSIS and Pony Chung Foundation.
- Housing & Living expenses: KRW 1,300,000/month.
- Airline Fares: One round trip economy class ticket between Vietnam and Korea.
- Thesis Evaluation Fee: within KRW 500,000 (Once).

### 2. Requirements

- All applicants must be Pony Chung Scholarship Awardees.
- All applicants must pass the screening process of KU GSIS.
- All applicants should qualify for student visa of Korea.
- **In accordance with the scholarship policy of KU GSIS, the successful applicants must satisfy the following GPA every semester to receive the KU GSIS and PCF’s scholarships.**
  - **Previous semester’s GPA: 4.0/4.5 or more**
  - ※ **For continued scholarship support, students must be selected for scholarships each semester.**
- All Invitation Scholarship students must acquire their Master’s degree within 2 years.

### 3. Application & Selection Process

- All applicants must complete their online application until **April 9, 2026** and send their application ID and password to **ponychung@ponychung.org**. (Please include the word “Invitation” in the subject line of the email to ensure the application.)
- PCF will pay the application fee until **April 10 17:00(KST), 2026**. (Please note that if the applicant pays the application fee themselves, PCF will not reimburse it.)
- All applicants must submit their application documents as PDFs to KU until **April 13 17:00(KST), 2026**.
- All applicants must take part in the KU interview, and only those who pass are required to submit original documents to KU until **July 13, 2026**.
- Pony Chung Foundation will select 2 students (from Hanoi or HCM City) and announce the result during June 2026. The applicants may be subject to additional interviews by PCF.

※ This notice is only for KU GSIS.

※ The total number of 2026 Pony Chung Invitation students of KU’s General Graduate School and GSIS are 2.



**KOREA UNIVERSITY**  
Graduate School of International Studies

# **KU GSIS**

## **Admission Guidelines for International Students**

**Fall Semester 2026**



**KOREA UNIVERSITY**  
Graduate School of International Studies

## <Application for KU Graduate School of International Studies>

① This application guide applies to the **international students' admissions** to the **Graduate School of International Studies of Korea University**.

A. Applicants who do **not** meet any of the following requirements are **not** eligible for this admission.

- 1) Applicants with foreign citizenship whose parents also hold foreign citizenships
- 2) Applicants including overseas Koreans who completed their entire education outside Korea

② Application documents should be submitted online.

A. Application documents should be initially submitted **online**, and **only the accepted applicants** will be requested to submit the **original** documents via postal or in person by the set due date.

B. Applicants should submit an online application with all the required documents scanned and uploaded **in color in clear PDF form**.

C. When needed, some additional documents can be requested to be submitted via post and/or e-mail.

③ Details notified on the application guide are subject to change.

Any changes will be notified on the KU GSIS website (Admissions > International Students):

([http://int.korea.edu/kuis/grad/admission\\_inter.do](http://int.korea.edu/kuis/grad/admission_inter.do))

④ Contact

Please contact the Administration Team of Graduate School of International Studies for more inquiries:

- 1) E-mail: [gsisadmin@korea.ac.kr](mailto:gsisadmin@korea.ac.kr)
- 2) Tel: +82-2-3290-1393~4

**Application Original documents and inquiries should be directed to:**

Administration Team 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](mailto:gsisadmin@korea.ac.kr) / - Tel: +82-2-3290-1393~4

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# 1. Application Schedule

| Process                                 | Schedule  | Remarks   |
|---|---|---|
| Online Application Submission           | 10:00 March 23 (Mon.) – 17:00 April 10 (Fri.) (KST)     | Online application is completed only when the payment of application fee is successfully completed by the deadline.                               |
| Online Documents Submission             | 10:00 March 23 (Mon.) – 17:00 April 13 (Mon.) (KST)     | Document upload on online application system<br>※ Document submission via post may be requested if needed. (E-mail submission is not acceptable.) |
| Interview *                             | May 16 (Sat.), 2026 (*tentative)                        | Only for certain Doctoral applicants (E-mail notification will be sent in advance.)   |
| Admission Result                        | June 16 (Tue.), 2026                                    | Announcement through GSIS website and applicant's email   |
| Original Hard copy Documents Submission | July 1 (Wed.) – July 13 (Mon.), 2026                    | Only for accepted applicants; via post or in person   |
| Tuition Payment                         | Early July, 2026  | Details will be only notified for accepted applicants by email.   |
| Certificate of Admission Issuance       | The end of July, 2026 (Available after tuition payment) |   |

# 2. Application Eligibility

Please note that there is **no set quota** for international student admissions.

The following **level of education** and **nationality** should be met **before August 31 (Mon.), 2026**.

|  |  |
|--|--|
| <b>Level of Education (Degree)</b>         | <p><b>[Applicant for <u>Master's Program</u>] either 1) or 2)</b></p> <ol style="list-style-type: none"> <li>1) Applicant holding a bachelor's degree or being expected to hold it prior to entering KU GSIS</li> <li>2) Applicant with academic qualification equivalent to a bachelor's degree</li> </ol> <p><b>[Applicant for <u>Doctoral Program</u>] either 1) or 2)</b></p> <ol style="list-style-type: none"> <li>1) Applicant holding a master's degree or being expected to hold it prior to entering KU GSIS</li> <li>2) Applicant with academic qualification equivalent to a master's degree</li> </ol> <p>※ <b>Applicant with degrees from overseas universities:</b><br/>           The university should be confirmed through "International Association of Universities' Worldwide Database of Higher Education Institutions, Systems and Credentials (IAU WHED)" in collaboration with UNESCO. If the university is <b>not</b> listed, or its English name is not identical with the one on the list, a certificate issued by a Korean embassy should be submitted confirming that the university is accredited by the government. Applicants who fail to submit the documents will be disqualified. (Reference: <a href="https://whed.net/home.php">https://whed.net/home.php</a>)</p>   |
| <b>Nationality (Select one Among ①, ②)</b> | <p>International applicants must prove their eligibility for one of the requirements below, (International Student A or B) by submitting required documents.<br/>           (※ If you meet both ① and ②, please apply through ① and submit the required documents. If not eligible to both ① and ②, then you should apply through Korean admission, even if you have foreign nationality.)</p> <p>① <b>International Student A</b></p> <ol style="list-style-type: none"> <li>1) Applicant holding foreign citizenship whose parents are foreign citizens (Both the applicant and his/her parents are <b>NOT Korean citizens</b>.)</li> <li>2) If an applicant or his/her parents have <u>multiple citizenship including Korean citizenship</u>, the applicant is <b>NOT</b> 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.</li> </ol> <p>② <b>International Student B</b></p> <ol style="list-style-type: none"> <li>1) An applicant including <b>overseas Koreans</b> who completed <b><u>their entire 16-year (or more) education</u></b> from elementary school to university outside of Korea</li> </ol> <p>※ If necessary, KU GSIS can continuously require additional documents especially for <b>overseas Koreans</b>, even after the announcement of admission results. In addition, KU GSIS has the final decision whether they can be accepted as <b>International Student B</b>.</p> <p>※ 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 International student A.</u> Depending on the applicant's eligibility (Int'l student A or B), additional documents can be requested in order to verify his/her eligibility.</p> |

### 3. Admission Process

| Process   | Schedule  |
|---|---|
| <b>Online Application</b>   | <b>10:00 March 23 (Mon.) - 17:00 April 10 (Fri.), 2026 (KST)</b>  |
|   | <ul style="list-style-type: none"> <li>▶ How to Apply: <a href="http://int.korea.edu/kuis/grad/admission_inter.do">http://int.korea.edu/kuis/grad/admission_inter.do</a></li> <li>▶ Payment of Application Fee (<b>KRW 100,000</b>) (Including Commission fee of <b>10,000 won</b>)</li> </ul>  |
| <b>Application Documents Submission (Scanned Originals)</b>                 | <b>10:00 March 23 (Mon.) - 17:00 April 13 (Fri.), 2026 (KST)</b>  |
|   | <ul style="list-style-type: none"> <li>▶ Document submission by uploading documents at the online application website               <ul style="list-style-type: none"> <li>※ File edits and re-uploads are available until the deadline of documents submission.                   <ul style="list-style-type: none"> <li>- Please write <u>the application number and name</u> at the top-right of each document. (E-mail submission is <b>not</b> acceptable (except for a recommendation only).)</li> </ul> </li> <li>※ <u>If any of the required PDF scanned documents are <b>not</b> uploaded within the deadline, the applicant will be excluded from the screening and will be considered to have given up on application for admission.</u></li> <li>※ Additional document submission via post may be requested if needed.</li> </ul> </li> </ul> |
| <b>Interview</b>  | <b>1) Master's Degree Program</b> <ul style="list-style-type: none"> <li>a. KU GSIS has <b>no interview procedure</b> for international applicants pursuing a Master's Degree program.</li> <li>b. <u>However, in extraordinary circumstances, the admissions committee may request that the applicant have an interview in English if a certain justifiable reason has been identified.</u><br/>In case the interview is needed, KU GSIS will contact the interviewee(s) and notify the telephone or video interview schedule.</li> </ul>  |
|   | <b>2) Doctoral Degree Program</b> <ul style="list-style-type: none"> <li>a. <b>May 16 (Sat.), 2026</b> (only for some applicants staying in Korea)</li> <li>b. KU GSIS conducts interviews <b>only for the applicants who pass the document screening</b>, and they will receive a notification prior to the interview date.</li> <li>c. If an applicant isn't in Korea, the interview will be conducted by telephone or video conference.</li> </ul>   |
| <b>Admissions Result Announcement</b>                                       | <b>June 16 (Tue.), 2026</b>   |
|   | <p>The result will be announced through <b>e-mail</b> the applicants used for online application.</p> <ul style="list-style-type: none"> <li>※ KU GSIS does <b>NOT</b> disclose information related to admission decisions such as the criteria of evaluation, and the reason of rejection or disqualification.</li> <li>※ The schedule may change depending on circumstances.</li> </ul>   |
| <b>Document Submission (Original)</b><br><b>*For Accepted Students ONLY</b> | <b>July 1 (Wed.) – July 13 (Mon.), 2026</b>   |
|   | <p>Accepted students are required to submit the original documents (refer to <b>p.5-13</b>)</p> <ul style="list-style-type: none"> <li>- Address: (02841) Administration Team of Graduate School of International Studies<br/>Room #223, International Studies Hall, Korea University<br/>145 Anam-ro, Seongbuk-gu, Seoul, KOREA</li> <li>- E-mail: <a href="mailto:gsisadmin@korea.ac.kr">gsisadmin@korea.ac.kr</a> / - Tel: +82-2-3290-1393~4</li> </ul>  |
| <b>Tuition Payment</b>  | <b>Early July 2026 (will be announced only for accepted applicants <u>by email</u>)</b>   |
|   | <ul style="list-style-type: none"> <li>▶ Payment: bank transfer to a virtual bank account through Korean Internet Banking, International remittance or International wire transfer.</li> <li>▶ Issuance of Certificate of Admission (CoA): <b>Late July</b> after tuition payment</li> </ul>  |

## 4. Important Notice

### (1) Submission of Required Documents

- A. Only **original** copies of documents **in English or in Korean** (notarized translation required if the document is written in other languages) **published within 3 months** from the application starting date (or within the expiration date of the applicable document) are acceptable.
- B. **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.
- C. Initially, applicants must **scan all of the required documents in color in clear PDF form** and upload them to the admission website (Uway) during the designated submission period.
- D. After the results announcement, accepted students must state if they will accept the admission offer and then submit **all hard-copy original documents via post or in person by the set due**.
- E. If any of the required PDF scanned documents are **not** uploaded by the upload deadline, the applicant will be excluded from the screening and will be considered to have given up on application for admission.
- F. Additional documents submission can be requested during evaluation, and an application can be **denied due to insufficient documents submission**.
- G. Required documents submitted after the deadline will **NOT** be accepted for any reason.
- H. All of the submitted records and documents are **NOT returnable**, as well as admission fee.
- I. Any false/misleading statement or deficient document submission may **disqualify** the applicant.
- J. Changes in major information of applications (e.g., program(degree) 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.
  - **File edits and re-uploads are available** by the end of the document submission period.

### (2) Admission Evaluation

- A. 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.
- B. KU GSIS **does NOT disclose information related to admission decisions** such as eligibility of each applicant, content of evaluation, and the reason for rejection or disqualification.
- C. 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**.

## 5. List of Required Documents (All should be written in English or in Korean)

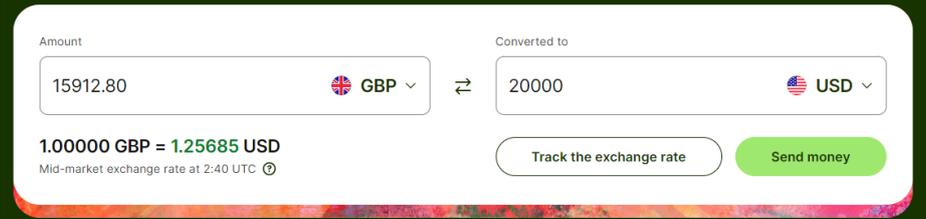
|   | Document List  | Things to Note  |
|---|--|---|
| 1 | Online Application Form  | <p><b>[During the Application: Direct Submission via Application Website]</b></p> <ul style="list-style-type: none"> <li>- The spelling of your name, gender, and the birth date must match those shown on your passport or other official documents in your country.</li> <li>- You can print these out <b>on your own after completing the online application.</b></li> </ul>   |
| 2 | Release of Information   | <ul style="list-style-type: none"> <li>- Please <b>carefully</b> check the information you input and write down your <b>hand-written/digital signature</b> on these documents and submit <b>the scanned ones.</b></li> </ul> <p>※ <b>It is not possible to change the desired major or degree program after submitting your application.</b></p>  |
| 3 | Statement of Purpose (SOP)<br>(No specific form)   | <p><b>[During the Application: PDF or MS word File Submission]</b></p> <ul style="list-style-type: none"> <li>- Statement of Purpose (SOP) is an essay on the brief self-introduction and mostly about your study and research plan.</li> <li>- It should be <b>approximately 1,200 words in English</b> in the form of MS word (about 3 pages long).</li> <li>- There is <b>no designated format.</b> (font, margin, etc.) For the document, we would like to leave it at the applicant's own discretion.</li> </ul>   |
| 4 | Official Transcript(s) of all colleges, universities, and graduate schools you listed on your online application | <p><b>[During the Application: Scanned PDF Documents Submission]</b></p> <ol style="list-style-type: none"> <li>(1) All should be written <b>in English or in Korean.</b> Otherwise, <b>notarized translation documents in English (issued within 3 months)</b> are required as well.</li> <li>(2) <u>Officially issued documents by the issuing institution.</u> Screenshots or other informal documents would <b>not</b> be acceptable.</li> <li>(3) Show your official grade <b>with (C)GPA and the GPA scale</b> (ex. 4.0/4.3/4.5 scale, or with percentages(%). (ex. 78/100))<br/>If your GPA grading scale is different than the accepted scales, then you must purchase an official GPA conversion document from <a href="#">WES</a> or <a href="#">Scholaro</a>. We do not accept FREE version conversion documents from <a href="#">WES</a> or <a href="#">Scholaro</a>.<br/><br/>In addition to purchasing an official grade conversion document from <a href="#">WES</a> or <a href="#">Scholaro</a>, applicants must also submit their official transcript from their own institution(that includes whatever grade scale that they use at that school).</li> <li>(4) In case the transcripts do <b>not</b> include the applicant's total GPA and an explanation of the school's grading policies, please submit an <b>official letter</b> (or a screenshot of the institution's website) which <b>indicates the GPA calculation system.</b></li> </ol> <p>※ <b>Applicant with transfer records:</b> it is required to submit the official transcripts from all the institutions you have attend, unless your final school transcript includes entire grades of the previous school(s).</p> <p>※ If your <b>transcript includes degree information</b> (name of degree, date awarded, certificate number etc.), you do not have to submit an official degree certificate.</p> <p><b>[For Successfully Admitted Applicants: Original Documents Submission]</b></p> <ol style="list-style-type: none"> <li>(1) You should submit the original official final transcript(s) <b>with the attachment of original 'Apostille', or 'Authentication issued by the Korean Embassy or Consulate'</b> to the KU GSIS Administration Team within the designated original documents submission period stated above.</li> <li>(2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be <b>disqualified.</b> Therefore, please prepare it <b>in advance.</b> (Please refer to <a href="#">Appendix 1 &amp; 2</a>)<br/>(Japanese&amp; some European universities graduates: will accept subsequent submissions <b>in September</b> upon graduation)</li> </ol> |



|   |   |  |
|---|---|--|
| <p style="text-align: center;"><b>5</b></p> | <p style="text-align: center;"><b>Certificate of Degree<br/>(Graduation Certificate<br/>or a copy of your<br/>Diploma)</b></p> <p style="text-align: center;">.</p> <p style="text-align: center;"><b>Certificate of Expected<br/>Graduation<br/>(with the exact expected<br/>date (YYYY/MM)<br/>of graduation)</b><br/>of all colleges,<br/>universities, and<br/>graduate schools you<br/>listed on your online<br/>application</p> | <p><b>[During the Application: Scanned PDF Documents Submission]</b></p> <p><b>1. Master Applicant</b><br/>Bachelor’s degree graduation certificate/diploma – in English or Korean</p> <p><b>2. PhD Applicant</b><br/>1) Bachelor’s degree graduation certificate/diploma – in English or Korean<br/>2) Master’s degree graduation certificate/diploma – in English or Korean</p> <p>※ <b>Expected graduates: expected graduation certificate – which specifies the exact expected graduation date and makes sure of your graduation before the official admission date of KU</b> – then submit the final graduation certificate after graduation, by the set due (<b>No later than August 31st, 2026</b>)</p> <p>※ Graduation from university of China: Certificate(s) of Degree(s) issued by the China Credentials Verification (<a href="http://www.chsi.com.cn">http://www.chsi.com.cn</a>).</p> <p><b>[For Successfully Admitted Applicants: Apostille Submission]</b></p> <p>(1) You should submit the Graduation Certificate(s) or copied document(s) of Diploma(s) <b>with the attachment of original ‘Apostille’, or ‘Authentication issued by the Korean Embassy or Consulate’</b> to the KU GSIS Administration Office within the designated original documents submission period stated above.</p> <p>(2) If you fail to submit the original apostilled transcript(s) within the designated period, you shall be <b>disqualified</b>. Therefore, please prepare it <b>in advance</b>. (Please refer to <b>Appendix 1 &amp; 2</b>)<br/>(Japanese&amp; some European universities graduates: will accept subsequent submissions <b>in September</b> upon graduation)</p> |
| <p style="text-align: center;"><b>6</b></p> | <p style="text-align: center;"><b>A Letter of<br/>Recommendation</b><br/>from a professor<br/>familiar with your<br/>academic work</p> <p style="text-align: center;"><b>(Optional)</b></p>   | <p><b>[During the Application: Directly Sent from the Referee]</b></p> <p>※ <b><u>It is entirely option to submit a reference letter and students will not be penalized for not submitting one, nor will students receive bonus points for submitting one.</u></b></p> <ul style="list-style-type: none"> <li>- Should be written in the designated form (Please refer to <b>Appendix 3</b>)</li> <li>- Should be written <b>in English or in Korean</b> by filling out every blank.</li> <li>- <b>The recommender’s full name</b> must be written and <b>signature</b> must be digitally-signed or handwritten on all the pages.</li> <li>- Must be sent in <b>PDF format directly from referees’ official work email account to <a href="mailto:gsisadmin@korea.ac.kr">gsisadmin@korea.ac.kr</a></b>.</li> <li>- The recommender must be <b>one of the professors of the course the applicant has taken at university/college</b>. Otherwise, they will not be officially recognized.</li> <li>- Special situation: Supervisor of the company you worked for is accepted.</li> <li>- Only a <b>single</b> recommendation letter is needed for the admission. If the letters are sent by multiple referees, the letter sent first will only be recognized as an official admission document.</li> </ul>   |

|   |   |   |
|---|---|---|
| 7 | <p><b>TOEFL (iBT only)</b><br/>(My Best Score accepted)<br/>(ETS DI code: C946)</p> <p>•</p> <p><b>IELTS (Academic)</b><br/><b>Score Report</b><br/>within the validity period</p>                            | <p><b>[During the Application: Scanned PDF Document Submission]</b></p> <ul style="list-style-type: none"> <li>- Applicants from non-English-speaking countries are basically required to submit <b>a valid TOEFL (iBT only) or IELTS(Academic) score report.</b></li> <li>- TOEFL(iBT) or IELTS(Academic) score report can be <b>waived</b> for             <ol style="list-style-type: none"> <li>(1) <b>Native speakers of English</b></li> <li>(2) <b>Non-native speakers</b> who hold a Bachelor’s Degree or higher from institutions in English speaking countries <b>for 3-year-program or longer.</b><br/>               ※ English speaking countries include: <b>USA, UK, Ireland, Scotland, Australia, New Zealand, Canada(except Quebec), Hong Kong, Singapore, and Philippines.</b><br/>               → Please submit a document of the <b>school(institution) profile which states the location of your university.</b></li> <li>(3) <b>Non-native speakers</b> who hold a Bachelor’s Degree or higher from institutions where English is the <b>only</b> medium of instruction <b>for 3-year program or longer.</b><br/>               → However, in this case, applicants <b>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.</b> (Please refer to <b>Appendix 4</b>)</li> </ol> </li> <li>※ <b>Authorized language proficiency tests</b> must have been taken <b>within the validity period (within two years from test date)</b> of the application deadline. ( <b>Current valid test date: no earlier than April 13, 2024.</b>)</li> <li>※ <b>The Institutional Testing Program (ITP) TOEFL, TOEFL Home Edition, IELTS Home Test(Indicator), TOEIC, TEPS are NOT acceptable.</b></li> <li>※ If necessary, KU GSIS can ask applicants to submit a TOEFL/IELTS score report or undertake interviews, regardless of the above exemption list.</li> </ul> |
| 8 | <p><b>Bank Statement</b><br/>(Proof of Bank Balance)</p> <p style="text-align: center;">+</p> <p><b>Statement of Consent</b></p> <p style="text-align: center;">+</p> <p><b>Currency Exchange Balance</b></p> | <p>In order to apply for a <b>D-2 student visa</b> at the Korean Consulate/Embassy in the applicant’s country or the Immigration Office in Korea, <b>a recently issued official Bank Statement must be submitted</b> according to the law of the Ministry of Justice in Korea. Please keep in mind that it is <b>mandatory</b> for all international applicants to prove their stable financial status for their academic sustainability here in Korea.</p> <p><b>[During the Application: Scanned PDF Documents Submission]</b></p> <ul style="list-style-type: none"> <li>- The bank account submitted at the time of application and the account submitted after admission offer <b>must be the same.</b></li> <li>- With their bank statement, applicants must <b>submit the ‘Statement of Consent’ Form</b> stating <b>‘the amount of this account will be maintained at more than USD 20,000, and all disadvantages arising from failure are my responsibility.’</b> (Please refer to <b>Appendix 5</b>)</li> <li>- Applicants must maintain a minimum balance <b>more than USD 20,000</b> until admission.</li> <li>- <b>Applicants from the countries listed on the next page</b> need to <b>freeze</b> the bank for about two months until the beginning of the semester.</li> <li>- The Bank Statement (Proof of Bank Balance) in English or Korean <b>MUST</b> <ol style="list-style-type: none"> <li>a. indicate the <b>Balance</b>: it should have a minimum balance of equivalent with more than <b>USD 20,000</b> in ONE account.<br/>(The monetary unit <b>must</b> be stated on the document.)</li> </ol> </li> </ul>  |

The example is as follows:



**Bank Statement  
(Proof of Bank  
Balance)**

+

**Statement of  
Consent**

+

**Currency Exchange  
Balance**

- If an applicant is residing in Korea with a valid visa, an original bank statement from a **Korean bank** (a minimum balance of **USD 20,000**) 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**

b. indicate the **Account Holder**

- The account should be held by an applicant or one of applicant's parents.
- In case an applicant chooses to submit a bank statement from a **Korean Bank**, the account holder must **ONLY** be **the applicant**.
- If the bank account holder is **one of your parents**, an applicant must submit a **STATEMENT OF FINANCIAL SPONSORSHIP** (Please refer to **Appendix 6**) together, filled out by the bank account holder. In this case, please submit the **document proving family relations** for example, a birth certificate etc.

c. indicate the **Account Number**

- An applicant should submit a **SINGLE** account for the application. The submission of multiple bank accounts with a combined total exceeding USD 20,000 is not permitted.

d. be issued **within 30 days** from the submission deadline of application (**April 13, 2026**).

**[For Successfully Admitted Applicants: Original Documents Submission]**

In case that you are successfully admitted, you should submit the **original (MUST include the official bank stamp or signature)** of bank statement **issued within 30 days from July 24, 2026** at the time of Certificate of Admission(COA).

Due to EU banking laws, it is not really possible to find this type of bank statement document. In that case, applicants from Europe can submit **an official letter from their bank that is signed by a bank representative**. The official bank letter must state the full name of the account holder, it must list the full bank account number, it must state the currency type of the bank account, and must state that the singular bank account holds equal to or more than 20,000 USD.

- ※ All applicants from the 26 countries listed below need to freeze their bank account with a **minimum balance of KRW 30 million(USD 20,000)** by **August 31, 2026 (for Fall Semester 2026)** and submit the original bank statement. **Please refer to Visa & Immigration Guide for more detailed information.**
- For **Chinese applicants** to apply for a student visa **in China**, their bank account should be frozen with a minimum balance **RMB 130,000** by **February 28, 2027 (for Fall Semester 2026)**.

**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

|   |   |
|---|---|
|   | <p>※ <b>Exemption Conditions of Bank Statement Submission</b></p> <p>Please note that it is possible to be <u>exempted</u> in the following two cases only, and there is no more exemption.</p> <p>e. If an applicant already has any type of visa that allows them 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<br/> <b>However</b>, an applicant 1) is required to submit <b>a copy of your ARC front and back side</b>, and 2) should note that an applicant is <b>responsible for checking with the Korean Immigration Office</b> if one can study full-time at KU GSIS with the valid visa, under its regulations.</p> <p>f. If an applicant submits an official scholarship certificate (formal letter) indicating that an applicant will be financially supported (<b>over USD 20,000 or equivalent</b>) for one academic year at KU GSIS, from the accredited scholarship foundation (not by an acquaintance).</p>   |
| <p style="text-align: center;"><b>Int’l Student A/B<br/>Verification Document<br/>(Passport should be<br/>valid for more than<br/>6 months.)</b></p> <p>9 ※ If there is any change to your passport information during the admission process before the issuance of the COA, please inform us as early as possible.</p> | <p><b>[During the Application: Scanned PDF Documents Submission]</b></p> <p>✚ <b>International Student A</b></p> <p>a. <b>Each copy of you and both of your parents’ passport</b><br/> In case parents do not hold valid passports, <u>national ID cards or certificates of foreign nationality (other than Korean nationality)</u> can be submitted.<br/> In case you have resided in Korea, please submit <u>a copy of Alien Registration Card (front &amp; back sides) or let us know at least the number.</u></p> <p>b. <b>Birth certificate (or certificate of family(parent-child) relations)</b><br/> <u>Both the applicant and parents’ names must be indicated.</u></p> <p>✚ <b>International Student B</b> (An applicant or Parent(s) with Korean Nationality)</p> <p>a. <b>Each copy of you and both of your parents’ passport</b><br/> ※ Please additionally submit a copy of your Alien Registration Card(ARC) (both front and back sides) (and, if applicable, parents’ ARC, too).</p> <p>b. <b>Original documents</b> proving that you’ve <b>completed the ENTIRE 16 years or more education</b>, from primary school to University, abroad, along with a completed <b>CHECKLIST FOR K-12 EDUCATION</b>.<br/> (Please refer to <b>Appendix 8</b>)</p> <ul style="list-style-type: none"> <li>- Official transcripts and certificates of enrollment (indicating exact period of attendance, years &amp; semesters) of primary/secondary school</li> <li>- Official transcripts (including the information of grading system) and graduation certificates of high school/university</li> <li>- Academic calendars indicating starting and end date of each semester of primary/secondary/high school/university</li> </ul> <p>c. <b>Birth certificate (or certificate of family(parent-child) relations)</b><br/> <u>Both the applicant and parents’ names must be indicated.</u></p> <p>d. <b>A certificate of Entry &amp; Exit</b> (출입국에 관한 사실증명)<br/> ※ Applicants who had stayed in Korea for <b>more than 14 days</b> in the middle of the semester of elementary, middle, high school, and undergraduate, the applicants <b>MUST submit an Explanatory Statement.</b></p> <p>✚ <b>International Applicants with Korean Ethnicity</b></p> <p>Official documents that prove the <b>applicant and the applicant’s parent(s) no longer possess Korean citizenship</b></p> <ul style="list-style-type: none"> <li>• ‘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.</li> </ul> |



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

※ If there is any change to your passport information during the admission process before the issuance of the COA, please inform us as early as possible.

- 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.

**[For Successfully Admitted Applicants: Original Documents Submission]**

- (1) You should submit all the original document(s) **except for the copies of passports or ID card (a. of each case)**, to the KU GSIS Administration Office within the designated period stated above.
- (2) If you fail to submit the original document(s) within the designated period, you shall be **disqualified**. Therefore, please prepare it in advance.

**✚ Cases for Requirements of Additional Evidential Documents**

|                             |   |
|-----------------------------|---|
| <b>Parent's Death</b>       | <ul style="list-style-type: none"> <li>▪ Certificate of Death</li> </ul>  |
| <b>Parents' Divorce</b>     | <ul style="list-style-type: none"> <li>▪ Documents that display proof of parental authority and custody</li> <li>▪ Remarriage Certificate of the parent who has applicant's parental authority and custody</li> </ul>   |
| <b>Single-parent Family</b> | <ul style="list-style-type: none"> <li>▪ <b><u>The document provided by KU</u></b> must be filled in and submitted with an official confirmation certified by a government institution (i.e., Embassy, domestic relations court etc.)<br/>(Please refer to <b><u>Appendix 7</u></b>)</li> </ul> |
| <b>Adopted Applicant</b>    | <ul style="list-style-type: none"> <li>▪ Official document of adoption</li> <li>▪ Documents indicating that the applicant obtained a citizenship other than Korean before starting primary education (Grade 1)</li> <li>▪ Proof of the loss of Korean citizenship</li> </ul>                    |

|                  |  |  |
|------------------|--|--|
| <p><b>10</b></p> | <p><b>Additional<br/>Required Documents<br/>for <u>Chinese Applicants</u><br/>or Applicants who<br/>graduated from<br/><u>Chinese Universities</u></b></p> | <p><b>[During the Application: Scanned PDF Documents Submission]</b></p> <p><b>✚ Education Background Verification</b></p> <p><b>CERTIFICATE OF DEGREE with a Verification from</b><br/>China Credentials Verification (<a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a>)</p> <ul style="list-style-type: none"> <li>- Applicants who graduated from Universities in China must submit a copy of <b>Certificate of Degree in English(CHSI)</b> issued by China Credentials Verification (<a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a>) along with the applicant's copy of diploma or graduation certificate issued by universities.</li> <li>- Applicants expected to graduate should submit a copy of <b>Certificate of Expected Graduation</b> or a <b>Certificate of Enrollment</b> (or registration) officially issued by university, which specifies <b>the exact expected date of graduation</b> with the official stamp or signature of the person in charge.</li> </ul> <p>※ If the official transcript or diploma is written in Chinese, please submit the translated and notarized documents <b>in English</b> together with the original documents. <b>(Notarization after the translation of documents should be done within 3 months from admission starting date.)</b></p> <p><b>✚ Photocopies of ID CARD (居民證) OF ALL FAMILY MEMBERS</b></p> <p><b>✚ HOUSEHOLD REGISTERS (戶口簿) OF ALL FAMILY MEMBERS (need notarization in English or Korean within 3 months)</b></p> <ul style="list-style-type: none"> <li>- Translated in English (or in Korean) and notarized Hukoubu (戶口簿) should be <b>issued from 2018</b>. (In case Hukoubu is divided, a certificate of family relationship (亲属关系证明) is required to verify the eligibility of International Student A.)</li> <li>- If your family register is bound with your parents, please submit 1 set of hard-copies translated in English and notarized documents. If your household register does not include your parents, please submit both your household register and your parents' household register.</li> <li>- <b>All documents must be translated in English (or Korean) with notarization within 3 months.</b></li> </ul> <p><b>[For Successfully Admitted Applicants: Original Documents Submission]</b></p> <p>(1) You should submit the <b>original official CHSI, original notarization of your certificate of graduation, transcripts, and Hukoubu(戶口簿)</b> to the KU GSIS Administration Office within the designated period stated above.</p> <p>(2) If you fail to submit the original additional document(s) within the designated period, you shall be <b>disqualified</b>. Therefore, please prepare it in advance.</p> |
| <p><b>11</b></p> | <p><b>Checklist for<br/>Application<br/>Documents</b></p>  | <p>After document preparation, please go through the checklist and double-check whether all the documents are prepared by marking on the checklist.</p> <p>※ <b>Please enclose the checklist along with all the required documents.</b></p>  |

# 6-1. Checklist for Application Documents

## (For All Applicants – Online PDF File Upload)

[Legend] O: Required, X: Not Required

|     | Document List   | Things to Note   | Online Upload | Applicant's Check |
|-----|---|--|---------------|-------------------|
| 1   | Online Application Form   | 1. Check all the information you input is correct.   | O             |                   |
| 2   | Release of Information  | 2. A <b>handwritten or electronic signature</b> is required.<br>3. Check your <b>Application Number</b>  |               |                   |
| 3   | Statement of Purpose (SOP)  | Study plan (approximately 1,200 words; 3 pages, no specific form)  | O             |                   |
| 4   | Official Transcript(s) of all Colleges, and Universities, and graduate schools  | 1. <b>In English or translated &amp; notarized in English.</b><br>2. Document(s) should be <b>issued within 3 months.</b><br>3. <b>showing (C)GPA and the GPA scale</b> or with percentages(%)<br>4. <b>Official letter</b> of GPA/GPA scale verification (If applicable)  | O             |                   |
| 5   | Certificate(s) of Degree(s) or Certificate of Expected Graduation of all colleges, universities, and graduate schools   | 1. <b>In English or translated &amp; notarized in English.</b><br>2. Document(s) should be <b>issued within 3 months.</b><br>3. Original document of Expected Graduation Certificate specified the <b>exact expected date of graduation</b><br>4. <b>Chinese Universities</b> (Prospective) Graduates <b>Certificate(s) of Degree(s)</b> issued by CHSI ( <a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a> )<br>* Notarized in English or Korean ( <b>issued within 3 months</b> )                        | O             |                   |
| 6   | English Proficiency Test Score Report   | 1. TOEFL (iBT only) or IELTS (Academic only) Score Report<br>2. Test Date Validity Check (within <b>2 years</b> from the application deadline)   | O             |                   |
| 7-a | Bank Statement (+Statement of Financial Sponsorship)  | 1. Minimum balance: equivalent with <b>USD 20,000</b><br>2. The account holder must be you or your parent(s).<br>a. In case of a Korean Bank, the account holder must be <b>YOU</b> .<br>b. Parent's bank account: submit <b>Statement of Financial Sponsorship</b>  | O             |                   |
| 7-b | Statement of Consent Form   | 1. Check all the information you filled in is correct.<br>2. A <b>handwritten or electronic signature</b> is required.   | O             |                   |
| 8   | <b>Int'l Student A/B Verification Document</b><br>(Passport should be <b>valid for more than 6 months.</b> )<br><br>※ If there is any change to your passport information during the admission process before the issuance of the COA, please inform us as early as possible. | <b>Int'l student A</b><br>1. You and parents' passports (Certificates of foreign nationality)<br>2. Birth certificate (or Certificate of family relations)<br>3. Alien Registration Card (both front & back sides) (if applicable)<br>4. Death (or divorce/custody/remarriage) Certificate (if applicable)<br>5. Official documents that shows no longer possess Korean citizenship<br>(International applicants with Korean ethnicity; if applicable)   | O             |                   |
|     |   | <b>Int'l student B</b><br>1. You and parents' passports (Certificates of foreign nationality)<br>2. Birth certificate (or Certificate of family relations)<br>3. You and/or parents' Alien Registration Card (both front/back sides)<br>4. Official graduation certificates and transcripts for 12 years or more, equivalent to Grade 1 to Grade 12 in Korean education system<br>5. Academic calendars for 12 years or more<br>6. Checklist for K-12 Education Form<br>7. A certificate of Entry & Exit (출입국에 관한 사실 증명) | O             |                   |
| 9   | <b>Additional Required Documents for Chinese Applicants</b>   | 1. <b>Chinese Universities</b> Graduates <b>Certificate(s) of Degree(s)</b> of CHS ( <a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a> )<br>* Notarized in English or Korean ( <b>issued within 3 months</b> )   | O             |                   |
|     |   | 2. Photocopies of ID card (居民證) of all family members  | O             |                   |
|     |   | 3. Household Registers (戶口簿) of all family members<br>* Notarized in English or Korean ( <b>issued within 3 months</b> )   | O             |                   |
| 10  | Checklist   | Enclose the marked checklist with the rest of required documents.  | O             |                   |

## 6-2. Checklist for Original Documents Submission (For Successfully Admitted Applicants)

[Legend] O: Required, X: Not Required

|    | Document List   | Things to Note   | Submit Original | Applicant's Check |
|----|---|--|-----------------|-------------------|
| 1  | Online Application Form   | 1. A <b>handwritten or electronic signature</b> is required.   | O               |                   |
| 2  | Release of Information  | 2. Please submit <b>the original documents</b> you submitted before.   | O               |                   |
| 3  | Statement of Purpose (SOP)  | Study plan (approximately 1,200 words; 3 pages, no specific form)  | O               |                   |
| 4  | Official Transcript(s) of all Colleges, and Universities, and graduate schools  | 1. Official Final Transcripts should be <b>Apostilled</b> .<br>(or verified by the Consular office or a Korean Embassy in the country in which the transcripts were issued.)<br>2. Expected Graduates should submit their final transcripts with an <b>Apostille or Consular Verification</b> .  | O               |                   |
| 5  | Certificate(s) of Degree(s) or Certificate of Expected Graduation of all colleges, universities, and graduate schools | 1. Certificate of Degree/copy of diploma should be <b>Apostilled</b> .<br>(or verified by the Consular office or a Korean Embassy in the country in which the transcripts were issued.)<br>2. Expected Graduates should submit their final Certificate of Graduation (not a Certificate of Expected Graduation) with an <b>Apostille or Consular Verification</b> .  | O               |                   |
| 6  | English Proficiency Test Score Report   | 1. TOEFL (iBT only) or IELTS (Academic only) Score Report<br>2. Test Date Validity Check<br>(within <b>2 years</b> from the application deadline)  | O               |                   |
| 7  | Bank Statement (+ Statement of Consent + Statement of Financial Scholarship)  | 1. <b>Original document</b> with official stamp [signature of the staff]<br>2. The document should be issued <b>within 30 days</b> at the time of Certificate of Admission(COA).<br>3. <b>Account Freeze (Date Check)</b> : Applicants from 26 Countries   | O               |                   |
| 8  | Int'l Student A/B Verification Document<br>(Passport should be <b>valid for more than 6 months</b> .)                 | <b>✚ Int'l student A</b><br>1. You and parents' passports (Certificates of foreign nationality)<br>2. Birth certificate (or Certificate of family relations)<br>3. Alien Registration Card (both front and back sides) (if applicable)<br>4. Death (or divorce/custody/remarriage) Certificate (if applicable)<br>5. Official documents that shows no longer possess Korean citizenship<br>(International applicants with Korean ethnicity; if applicable)   | O               |                   |
|    |   | <b>✚ Int'l student B</b><br>1. You and parents' passports (Certificates of foreign nationality)<br>2. Birth certificate (or Certificate of family relations)<br>3. You and/or parents' Alien Registration Card (both front/back sides)<br>4. Official graduation certificates and transcripts for 12 years or more, equivalent to Grade 1 to Grade 12 in Korean education system<br>5. Academic calendars for 12 years or more<br>6. Checklist for K-12 Education Form<br>7. A certificate of Entry & Exit (출입국에 관한 사실 증명) | O               |                   |
| 9  | Additional Required Documents for Chinese Applicants  | 1. <b>Chinese Universities</b> Graduates<br>Certificate(s) of Degree(s) of CHS ( <a href="https://www.chsi.com.cn/">https://www.chsi.com.cn/</a> )<br>* Notarized in English or Korean ( <b>issued within 3 months</b> )   | O               |                   |
|    |   | 2. Photocopies of ID card (居民證) of all family members  | O               |                   |
|    |   | 3. Household Registers (戶口簿) of all family members<br>* Notarized in English or Korean ( <b>issued within 3 months</b> )   | O               |                   |
| 10 | Checklist   | Enclose the marked checklist with the rest of required documents.  | O               |                   |

## 7. 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 **when you can confirm your application number** after completing the payment of application fee (including commission fee).
- **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 out the **application form** and **Release of Information** and submit **the signed documents**.
- Modification of admission program/type or cancellation of application after completion of online application (payment of application fee) is **impossible**.
- Once the online application is completed, **applicants are solely responsible for any errors and omissions they may have made on the application forms**. The KU GSIS 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 team 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. Otherwise, the application can be DISQUALIFIED.**
- Applicants can be DISQUALIFIED for the following reasons as well:
  - ❖ Applicants who are **expected to graduate fail to prove graduation before admission**
  - ❖ Any qualification data provided with the online application are found to be **false**
  - ❖ **Paying tuition to more than two Korean universities** for the same enrollment period
  - ❖ **Having a dual registration**; 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 **if they fail to register (complete payment of tuition) within the designated period.**
- All the admitted students are **prohibited to defer admission to the later semester.**
- 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**' by the set due date.
- All international students entering Korea will be automatically enrolled in the **National Health Insurance** from the beginning of their first semester until graduation.

## [Appendix 1]

### Apostille/Authentication Requirements

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 an 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]

### FAQ for Apostille

#### A. 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 – <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.

#### B. Where can 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.

#### C. 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.

## The List of Countries for Apostille certificates

**A. Albania / Andorra / Antigua and Barbuda / Argentina / Armenia / Australia / Austria / Azerbaijan**  
**B. Bahamas / Bahrain Barbados / Belarus Belgium / Belize / Bolivia / Bosnia and Herzegovina / Botswana / Brazil / Brunei Darussalam / Bulgaria / Burundi**  
**C. Cabo Verde / Chile / China, People's Republic of / Colombia / Cook Islands / Costa Rica / Croatia / Cyprus / Czech Republic**  
**D. Denmark / Dominica / Dominican Republic**  
**E. Ecuador / El Salvador / Estonia / Eswatini (formerly Swaziland)**  
**F. Fiji / Finland / France**  
**G. Georgia / Germany / Greece / Grenada / Guatemala / Guyana**  
**H. Honduras / Hungary**  
**I. Iceland / India / Indonesia / Ireland / Israel / Italy**  
**J. Jamaica / Japan**  
**K. Kazakhstan / Korea, Republic of / Kosovo / Kyrgyzstan**  
**L. Latvia / Lesotho / Liberia / Liechtenstein / Lithuania / Luxembourg**  
**M. Malawi / Malta / Marshall Islands / Mauritius / Mexico / Monaco / Mongolia / Montenegro / Morocco**  
**N. Namibia / Netherlands / New Zealand / Nicaragua / Niue / Norway**  
**O. Oman**  
**P. Pakistan / Palau / Panama / Paraguay / Peru / Philippines / Poland / Portugal**  
**R. Republic of Moldova / Republic of North Macedonia / Romania / Russian Federation**  
**S. Saint Kitts and Nevis / Saint Lucia / Saint Vincent and the Grenadines / Samoa / San Marino / Sao Tome and Principe / Serbia / Seychelles / Singapore / Slovakia / Slovenia / South Africa / Spain / Suriname / Sweden / Switzerland**  
**T. Tajikistan / Tonga / Trinidad and Tobago / Tunisia / Türkiye**  
**U. Ukraine / United Kingdom of Great Britain and Northern Ireland / United States of America / Uruguay / Uzbekistan**  
**V. 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.**  
 Please check the link as follows: [The list of countries for Apostille certificates](#)

### [Appendix 3]

## Recommendation Letter for Spring 2026 Korea University Graduate School of International Studies

#### ☐ Applicant's Information

|                           |  |  |                |
|---------------------------|--|--|----------------|
| <b>Full Name</b>          |  | <b>Date of Birth</b>                     | ( MM/DD/YYYY ) |
| <b>Email Address</b>      |  | <b>Contact No.</b>                       |                |
| <b>Application Number</b> |  | <b>Relationship with the Recommender</b> |                |

#### ☐ Recommender's Information

|  |                                     |  |  |
|--|-------------------------------------|--|--|
| <b>Full Name</b>   |                                     | <b>University /College/Institution</b> |  |
| <b>Official Email at Work</b>                                |                                     | <b>Contact Number at Work</b>          |  |
| <b>Number of Year You Have Acquainted with the Applicant</b> | (        ) Year<br>(        ) Month | <b>Your Signature</b>                  |  |

- ※ **Your personal information will only be used in the Admissions process.**
- ※ Please kindly note that the collection of your personal information (including the Business Card) is just to clarify if the recommendation letter is authentic; written originally from the recommender, not written by the applicant, agency, or counterfeited by any case. Your kind support for applicants and understanding will be highly appreciated.
- ※ The recommendation letter must be written **in either English or Korean.**
- ※ The recommender's full name and signature must be **handwritten or digitally-signed on all the pages.**
- ※ The recommendation letter **must be sent in PDF format directly from the recommender's official work email account to [gsisadmin@korea.ac.kr](mailto:gsisadmin@korea.ac.kr).** (E-mail Title: Recommendation Letter (Applicant's English Full Name))

☐ **Do you agree and grant consent to Korea University to provide your personal information above?**

- I agree.       I do not agree.

#### ☐ A Copy of Business Card

If you don't have it, any materials which shows the recommender's occupational information will be acceptable. (e.g. screenshot of the webpage which indicates the faculty in the institution, etc.)



**☐ Recommendation letter**

1. I verify that the contents of this letter is true.
2. If I am found to have written false statements or asked another person to write on my behalf, I understand that the applicant's admission may be revoked.
3. I pledge not to disclose the contents of this letter of recommendation to anyone and in any case.

Recommender's Name: \_\_\_\_\_

Recommender's Signature: \_\_\_\_\_

Date of Written: ( MM / DD / YYYY )

[Appendix 4]

# Certificate of English Program Completion

(This is an example. Underlined information must be stated on the certificate, otherwise it will not be considered valid.  
Applicants may contact their university office for the issuance of their own certificate.)

Name: Hong, Gildong

Date of Birth: 2000/01/01

Applicant No.: GSM261000

Major: International Studies

Degree: Bachelor

The Office of International Studies, Korea University  
confirms that our program for the student Hong Gildong  
has been conducted fully in English,  
from YYYY/MM/DD to YYYY/MM/DD.

MM/DD/YYYY

**President**

**International Studies Administration Office**

**[Appendix 5]****Statement of Consent**

Name:

Date of Birth (yyyy/mm/dd):

Applicant No.:

Program: ( Master / PhD )

I hereby confirm that the amount of this account will be maintained at more than USD 20,000, and the previously submitted account and the account submitted after admission will be the same.

I understand that I will be held responsible for all disadvantages arising from failure, and with such penalties, I will accept any decision made by KU GSIS.

MM/DD/YYYY

Name: \_\_\_\_\_ (Signature)

**Korea University,  
Graduate School of International Studies**

## [Appendix 6]

# Statement of Financial Sponsorship

### Sponsor's Information:

|   |   |                                      |  |
|---|---|--------------------------------------|--|
| Full name<br>(exactly as it appears on<br>the bank statement) |   | Your Occupation                      |  |
| Relationship<br>with the Applicant                            | <input type="checkbox"/> Myself<br><input type="checkbox"/> Kinship<br><input type="checkbox"/> Others (            ) | Citizenship                          |  |
| Address   |   |                                      |  |
| Income per year<br>in USD                                     |   | Amount available<br>to the Applicant |  |

### Sponsor's Statement:

I, \_\_\_\_\_, hereby certify that I will provide financial support (equivalent to USD 20,000 or more,) for \_\_\_\_\_ to cover her/his studying expense at KU GSIS for one academic year at least. I am willing and able to support the prospective student. I certify that I recognize this applicant is seeking a \_\_\_\_\_ degree in \_\_\_\_\_, and the above information is true to the best of my knowledge and belief.

Name and Signature of Sponsor \_\_\_\_\_ Date (DD.MM.YY)

Name and Signature of Applicant \_\_\_\_\_ Date (DD.MM.YY)

**NOTE:** A recent bank statement(s)/certificate of deposit under the name of your financial sponsor, listed above, must also be provided with this form. **For the bank statement(s)/certificate of deposit, the following conditions must met:**

1. The issuance date should be **within 30 days** from submission deadline of application of KU GSIS.
2. Should be **originals** or copies certified by the issuing institution with stamp and signature of the issuing staff.
3. Should be **more than USD 20,000** to cover tuition fees and living expenses for at least one academic year at KU. **\*\*Tuition and admission fees for current academic year are available on the following web site:**  
<http://gsis.korea.ac.kr/admissions/tuition-fees>
4. The account holder's name on the bank statement you submitted must identify the name of your financial sponsor listed above.
5. If an applicant has more than one sponsor, a bank statement and a Statement of Financial Sponsorship Form for each sponsor must be submitted.

## [Appendix 7]

### [국제대학원] 외국인 특별전형 한 부모 가정 확인서 [KU GSIS] Status Confirmation of Single-parent Family

| 1. 지원자 정보 (Applicant)   |  |
|---|--|
| 수험번호 (Application No.)  | DO NOT FILL OUT  |
| 성 명 (Full Name)   |  |
| 생년월일 (Date of Birth)  | ( MM / DD / YYYY )   |
| 모집단위 (Applied Program)  | Master's / Doctoral  |
| 사 유 (Reason)  | <input type="checkbox"/> 한 부모 가정 (Single-parent Family)<br><input type="checkbox"/> 미혼모 (Single Mother) <input type="checkbox"/> 미혼부 (Single Father) |
| 2. 보호자 정보 (Legal Guardian)  |  |
| 지원자와의 관계<br>(Relationship to Applicant)   | <input type="checkbox"/> 모 (Mother) <input type="checkbox"/> 부 (Father)<br><br><input type="checkbox"/> 기타 (Other) _____                             |
| 성 명 (Full Name)   |  |
| 생년월일 (Date of Birth)  | ( MM / DD / YYYY )   |
| 국 적 (Nationality)   |  |
| <p>본인은 상기 지원자의 유일한 법적 보호인으로서, 자국 정부기관의 공식 확인을 득하여 해당 확인서를 제출합니다. 이 사유서는 사실에 기반하여 작성되었으며, 위 사실과 다를 경우로 인하여 발생하는 모든 불이익은 본인이 책임지는 것에 동의합니다.</p> <p>I, the guardian of the above mentioned applicant, have never legally married, and I am solely responsible for the applicant. I am submitting this document proving this fact with the signature/stamp from a government institution/embassy. This document is based on truth and I will be fully responsible for any consequences if the above statement is revealed to be false.</p> <p style="text-align: right;">날짜(Date): 2026년(Year) _____월(Month) _____일(Date)</p> <p style="text-align: right;">이름(Name): _____ (인) (Signature)</p> |  |
| 3. 정부 기관/대사관 (Government Institution/Embassy)   |  |
| 기관명 (Name of Institution)   |  |
| 주 소 (Address)   |  |
| 연락처<br>(Contact Telephone No.)  |  |
| 확인 담당자<br>(Authenticator's Full Name)   |  |
| 서명 및 직인<br>(Signature and Official Stamp)   |  |

## [Appendix 8]

# Checklist for K-12 Education (Primary and Secondary school)

**International Student B applicants should submit this check list along with original official transcripts (and proof of enrollment/graduation) that indicates each academic term.**

- 1) For K-12(Primary and Secondary school) education, you should fill out the below table, except the gray colored cells. You can fix the table, if the school uses a trimester system.
- 2) Official transcripts (or proof of enrollment) should be original, sealed by the issuing institution with its stamp or Apostilled. They should be arranged in chronological order, with the oldest one first.

| Grade | Semester | Name of School           | City, Nation      | Period<br>(mmyy ~ mmyy)  | √ |
|-------|----------|--------------------------|-------------------|--------------------------|---|
| 1     | 1-1      | Ex. AY Elementary school | Ex. New York, USA | Ex. Sep, 2009 ~ Dec,2009 |   |
|       | 1-2      |                          |                   |                          |   |
| 2     | 2-1      |                          |                   |                          |   |
|       | 2-2      |                          |                   |                          |   |
| 3     | 3-1      |                          |                   |                          |   |
|       | 3-2      |                          |                   |                          |   |
| 4     | 4-1      |                          |                   |                          |   |
|       | 4-2      |                          |                   |                          |   |
| 5     | 5-1      |                          |                   |                          |   |
|       | 5-2      |                          |                   |                          |   |
| 6     | 6-1      |                          |                   |                          |   |
|       | 6-2      |                          |                   |                          |   |
| 7     | 1-1      |                          |                   |                          |   |
|       | 1-2      |                          |                   |                          |   |
| 8     | 2-1      |                          |                   |                          |   |
|       | 2-2      |                          |                   |                          |   |
| 9     | 3-1      |                          |                   |                          |   |
|       | 3-2      |                          |                   |                          |   |
| 10    | 1-1      |                          |                   |                          |   |
|       | 1-2      |                          |                   |                          |   |
| 11    | 2-1      |                          |                   |                          |   |
|       | 2-2      |                          |                   |                          |   |
| 12    | 3-1      |                          |                   |                          |   |
|       | 3-2      |                          |                   |                          |   |

\* The presented date of your attendance should be identical with the one on your transcript (or proof of enrollment).