**Self-Review Checklist for Application of Undergradauate and Graduate Program**

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| Name of Applicant: |
| Name of Major or Program Applied for: |
| No. | Required Documents and Order of Attachment | Check | Comments |
| 0 | Self-Review Checklist for Application | □ |  |
| 1 | Form 1: Applicant’s Personal and Academic Information | □ |  |
| 2 | Form 2: Personal Statement | □ |  |
| 3 | Form 3: Teacher / Professor Evaluation | □ |  |
| 4 | Form 4: Financial Affidavit | □ |  |
| 5 | Form 5: Study Plan | □ |  |
| 6 | Form 6: Medical Check-up Report | □ |  |
| 7 | Original Copy of Certificate of Highest Level of Education | □ | Transfer students should include a high school graduation certificate and an enrollment certificate from the current university. ※ Check the notice below |
| 8 | Original Transcript of Highest Level of Education  | □ | Transfer students should include an original copy of transcripts from the current university.※ Check the notice below |
| 9 | Government Document Proving the Relationship between the Student and Sponsor | □ | Ex: Birth Certificate, Family Registration Certificate, etc.※ Check the notice below |
| 10 | Bank Balance Certificate  | □ | The Bank Balance Certificate must show a balance of over US$18,000 and must be issued within 30 days of submission; or, if the Bank Balance Certificate lists a period of validity, it is acceptable only within that period (up to 6 months). |
| 11 | Sponsor’s Certificate of Employment and Certificate of Income  | □ | Self-sponsoring students must submit their own Certificate of Employment and Certificate of Income. |
| 12 | Copy of Passport | □ |  |
| 13 | Transcript of Korean Proficiency Test (TOPIK) - Level 3 or above  | □ | Students applying to English-based programs should submit a certificate proving English proficiency: Ex. TOEFL 530, CBT 197, iBT 71, IELTS 5.5 and TEPS 600 (New TEPS 327).  |
| 14 | Application Fee | □ | US$ 60 for undergraduate or Master’s Program / US$ 90 for Doctorate Program |

■ **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 institutions are located. If these documents are submitted from an Apostille member country, the **Apostille verification may be used**.

■ Application documents, including transcripts, certificates and test results, will not be returned to the applicant.