**Applicant’s Self-Checklist for the admission**

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| --- | --- | --- | --- | --- |
| Name of Applicant: | | | | |
| Academic Program you applied for | |  | | |
| No. | Required Documents & Order | | Check | Comment |
| 1 | Application From 【form 1】  Applicants personal and Academic Information | | □ |  |
| 2 | Application From 【form 2】  Personal Statement | | □ |  |
| 3 | Application From 【form 3】  Teacher Evaluation / Professor Evaluation | | □ | Only for Undergraduate and Graduate Program applicants |
| 4 | Application From 【form 4】  Financial Affidavit | | □ |  |
| 5 | Application From 【form 5】  Study Plan | | □ | Only for Undergraduate and Graduate Program applicants |
| 6 | Application From 【form 6】  Physical Examination Record | | □ |  |
| 7 | Original Certificate of Highest level of Education  - Transfer Students : High School Graduation Certificate and Enrollment Certificate of Current University | | □ |  |
| 8 | Original Transcript of Highest level of Education  - Transfer Students : Original Transcript of the Current University | | □ |  |
| 9 | Government Document Proving the Relationship between the Student and Sponsor  - ex. Birth Certificate, Family Registration Certificate, etc | | □ |  |
| 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) | | □ |  |
| 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. | | □ |  |
| 12 | Copy of Passport | | □ |  |
| 13 | 2 Passport-size photos | | □ |  |
| 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 | | □ |  |
| 15 | Application Fee :  60,000 won (60 USD) for Undergraduate and Master’s Program  90,000 won (90 USD) for Doctorate Program | | □ |  |

■ Documents 7, 8, and 9 must be translated and notarized of the original documents is not in Korean.

■ Transcripts and diplomas issued by non-Korean academic institutions must be verified and certified by the Korean Embassy, where the institutions is located. If the institution is located in a member of Apostille, the Apostille verification may be attached.

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