

Please include this Self-Review Checklist at the front of your application package.

Self-Review Checklist for Application of Undergraduate and Graduate Program

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	<input type="checkbox"/>	
1	Form 1: Applicant's Personal and Academic Information	<input type="checkbox"/>	
2	Form 2: Personal Statement	<input type="checkbox"/>	
3	Form 3: Teacher / Professor Evaluation	<input type="checkbox"/>	
4	Form 4: Financial Affidavit	<input type="checkbox"/>	
5	Form 5: Study Plan	<input type="checkbox"/>	
6	Form 6: Physical Examination Record	<input type="checkbox"/>	
7	Original Copy of Certificate of Highest Level of Education	<input type="checkbox"/>	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	<input type="checkbox"/>	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	<input type="checkbox"/>	Ex: Birth Certificate, Family Registration Certificate, etc. ※ Check the notice below
10	Bank Balance Certificate	<input type="checkbox"/>	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	<input type="checkbox"/>	Self-sponsoring students must submit their own Certificate of Employment and Certificate of Income.
12	Copy of Passport	<input type="checkbox"/>	
13	Transcript of Korean Proficiency Test (TOPIK) - Level 3 or above	<input type="checkbox"/>	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.
14	Application Fee	<input type="checkbox"/>	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.