

How to apply for Certificate of Admission

(for returning undergraduate students)



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Approval



Task Approval



KingInfo



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2021 학년도 대학운영방침

학생성과 미래가치 창출



Quick



School
Regulations



Certificates



Anti-graft law

Mail

Unread Inbox

Inbox

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Important MailBox

Mail writing

Personal Calendar

Wed

7/7 ○ There is no documents.

Thu

7/8 ○ There is no documents.

Fri

7/9 ○ There is no documents.



메뉴검색

Timeout 02:59:52



Academic Calendar

Application/Graduation

Academic Status/Perso..

Courses

Study Areas

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(E)전자투표

나의신청현황조회

Entry Information (Arrival Date)

Address input for Degree Certifica..

Application for Leave of Absence/..

Application for Major

Application for Tuition Fee

Notice

Application for General Leave of A..

Check-up the Application Status f..

Notice

Application for Double Major

복수전공신청(심화형)

융합전공진입신청

학과조직변경/전류신청

Notice for Tuition Installment

App/Cancellation for Tuition Inst..

Application for registration under..

Application for Early completeion

조기졸업신청/신청조회

Application for Bachelor/Master C..

Application for Bachelor/Master C..

Application for Withdrawal of Bac..

Health Care Center

Medical checkup results

An appointment for consultation..

Dormitory

Dorm info.

Dorm application

Reserve (waiting list)

Submit the Check-in list

check-out list

Refund Account Info.

Register Sleep Out

Application of facility usage

Change of Meal Plan

비사생식수신청

Application of Hobby Class

Hobby Class Application Result

GYM(Shin-gwan) registration

Certification of Resident

Application for Internship

Internship Allication and Inquiry (..

Certificate of Admission Applicati..

CoA Issuance Apply

Please check your personal information entered in the system

Temporary save

Submission of application

Student Info.

Candidate No.	<input type="text"/>	Name in Korean	<input type="text"/>	Name in English	<input type="text"/>
Dept.	<input type="text"/>	Degree Course	<input type="text"/>		

Application Form

○ If one does not meet all of the required documents, the CoA will not be issued.

○ F-VISA holders do not need to change their visa type, and CoA is not issued.

However, please check your visa type accurately by yourselves to avoid any problems with your stay in Korea.

Please fill out the application form

Alien Registration No. ①	<input type="text"/>	Nationality	<input type="text"/>	② <input type="checkbox"/> Korean-Chinese	③ <input type="checkbox"/> F-VISA
Passport No. ④	<input type="text"/>	Mobile Phone ⑤	<input type="text"/>	E-mail ⑥	<input type="text"/>
Emergency Contact No. ⑦	<input type="text"/>	Scholarship ⑧	<input type="radio"/> Not Applicable <input type="radio"/> GKS <input type="radio"/> Samsung Global <input type="radio"/> JPA,MARA,YTM(Malaysia)		

① Alien Registration No.: Only students with a valid alien registration number

② Korean-Chinese: Among Chinese students, only 'Korean-Chinese' students

③ F-VISA: Only students with valid F-VISA

④ Passport No.: Please enter your valid passport number. (case sensitive)

⑤, ⑥, ⑦ Mobile Phone/E-mail/Emergency Contact No.: Please enter an accurate contact information for immediate contact.

⑧ Scholarship: 100% scholarship(GKS, Samsung Global, JPA, MARA, YTM) students tick applicable scholarships / other students tick 'Not Applicable'

Attached File

① All documents must be scanned in A4 size, color and in PDF format.

② File name: Student ID No_ Department_ Student English name_ Name of Document(ex: 2021000000_Mechanical Engineering_JANE_Application).

Color Copy of Passport (Personal Information page)	①	Search File	Delete
Certificate of Financial Statement	②	Search File	Delete
① balance: more than 20, 000 USD ② account holder: student or parents ③ must be issued within 30 days of the submission date			
Certificate of Scholarship	③	Search File	Delete
Color Copy of Alien Registration Card (valid VISA only)	④	Search File	Delete
Family Relationship Certificate	⑤	Search File	Delete
※ mandatory when submitting parents' Financial Statement.			

① Color Copy of passport example



② Certificate of Financial Statement

Scholarship ☒ Not Applicable ☐ GKS ☐ Samsung Global ☐ JPA,MARA,YTM(Malaysia)

* Mandatory if students tick 'Not Applicable' on 'Scholarship' box

- Balance : more than \$20,000

- Account holder : student or parents

- Certificate must be issued within 30 days of the application date

* A balance certificate issued by a bank in **China** must satisfy both of the following two conditions.

① Issuance within 30 days from the date of application date

② As of the application date, the validity period of the deposit balance certificate (deposit freezing period) must be at least 30 days left.

③ Certificate of Scholarship

Scholarship ☐ Not Applicable ☒ GKS ☒ Samsung Global ☒ JPA,MARA,YTM(Malaysia)

* Mandatory if students tick 'STEM', 'Samsung Global', 'JPA, MARA, YTM' on 'Scholarship' box

④ Color Copy of Alien Registration Card

* Upload document only if students with a valid alien registration number

⑤ Family Relationship Certificate

* Mandatory if students submit parents' financial statement

Color Copy of F-VISA ⑥

Personal Information Collection·Use·Provision Consent Form ⑦

⑥ Color Copy of F-VISA

* Upload document only if students tick F-VISA

☒ F-VISA

⑦ Personal Information Collection·Use·Provision Consent

* Click → Read → tick 'Agree'

After completing the application form and uploading the file, please click

Application Status

Application Status

CoA is issued by order of application and when processing is completed, the scanned file will be uploaded below.
You must apply for a visa with this certificate of admission and enter to Korea before the start date of the semester. If the certificate of admission is not used for the visa application, it will be invalidated after the start date of the semester and you cannot use it any more.

Issuance completed

CoA Issuance	Certificate of Admission.pdf (33 KB)
Business License	Business License.pdf (33KB)

- **Submission completed**: application has been submitted, and no further modification is possible.
- **Accepted**: OISS(Office of International Student Services) staff confirmed documents and there is no problem with the documents
- **Rejected**: Not approved due to insufficient documents and students must correct and resubmit
- **Issuance completed**: Certificate of Admission Issuance completed and students can download file

Issuing Certificate of Admission takes 7-10 business days after application.