

How to apply for Certificate of Admission

(for returning Graduate school students)



Home



Mail



Board



Approval



Task Approval



KingInfo



ASIS



ChallengeSquare



Gmail



Document

Close Menu

2021 학년도 대학운영방침

학생성과 미래가치 창출



Quick



School
Regulations



Certificates



Anti-graft law

Mail

✉ Unread Inbox

✉ Inbox

➤ Sent

✉ 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 02:49:54



Academic Calendar

Application/Graduation

Academic Status/Personnel

Courses

Study Areas

나의신청현황조회

Entry Information (Arrival Date)

Address input for Degree Certificate

Application for Leave of Absence/..

Application for Major

Application for Test

Notice

Application for General Leave of A..

Check-up the Application Status f..

대학원융합전공신청

논문제출자격시험 응시/면제신청

논문제출자격시험신청내역

Application for Early completion

Application for Scholarship

Application for Tuition Fee

Health Care Center

Dormitory

석박사통합과정

Combined Master/Ph.D Program
Master(Combined Bachelor/Mast..

Registering Bank Account to Rece..

App/Cancellation for Tuition Inst..
Application for registration under..

Medical checkup results
An appointment for consultation..

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(학생)
Application of Hobby Class
Hobby Class Application Result
GYM(Shin-gwan) registration
Certification of Resident

Combined Master and PhD Progr..

Certificate of Admission Applicati..

CoA Issuance Apply

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	Upload Search File Delete
Certificate of Financial Statement	②	Upload 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	Upload Search File Delete
Color Copy of Alien Registration Card (valid VISA only)	④	Upload Search File Delete
Family Relationship Certificate	⑤	Upload Search File Delete
※ mandatory when submitting parents' Financial Statement.		

① Color Copy of passport example



② Certificate of Financial Statement

☒ Not Applicable ☐ STEM ☐ GKS ☐ HEC(PAKISTAN)

- * 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	<input type="radio"/> Not Applicable	<input checked="" type="checkbox"/> STEM	<input checked="" type="checkbox"/> GKS	<input checked="" type="checkbox"/> HEC(PAKISTAN)
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- * Mandatory if students tick 'STEM', 'GKS', 'HEC' 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

Search File Delete

Personal Information Collection·Use·Provision Consent Form ⑦

Consent Form

⑥ Color Copy of F-VISA

* Upload document only if students tick F-VISA

☒ F-VISA

⑦ Personal Information Collection·Use·Provision Consent

* Click [Consent Form](#) → Read → tick 'Agree'

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

[Submission of application](#)

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)	File Download
	Business License	Business License.pdf (33KB)	File Download

- **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.