

How to apply for Certificate of Admission

(for returning undergraduate students)



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Approval



Task Approval



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2021 학년도 대학운영방침

학생성과 미래가치 창출



Quick



School Regulations



Certificates



Anti-graft law

Mail

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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.

Academic Calendar

Application/Graduation

Academic Status/Person..

Courses

Study Areas

IT Service

(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

Application for Bachelor/Master C..

Health Care Center

Dormitory

Application for Internship

Certificate of Admission Applicati..

조기졸업신청/신청조회

Application for Bachelor/Master C..
Application for Withdrawal of Bac..

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

Internship Allication and Inquiry (..

CoA Issuance Apply



Please check your personal information entered in the system

Temporary save | Submission of application

Application/Graduation Requirements Management > Certificate of Admission Application Form > CoA Issuance Apply

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

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

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.