

# How to apply for Certificate of Admission

(for returning Graduate school students)



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Approval



Task Approval



KingoInfo



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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.

Academic Calendar

Application/Graduation

Academic Status/Perso..

| Courses

| Study Areas

|

나의신청현황조회

Entry Information (Arrival Date)

Address input for Degree Certifica..

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



CoAIssuanceApply

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

Temporary save Submission of application

**Detailed Admission Information**

Candidate No.	21125000000	Name in Korean		Name in English	
Student ID	2021711111	Type of Admission	New	Unit of Admission	Department of Korean Language

**Application Form**

If one does not complete tuition payment, the CoA will not be issued.  
 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 be sure to complete the application below in order to OISS to check the type of visa and help you to study in Korea without any issue.

Please fill out the application form

Alien Registration No.	①	Nationality		②	<input type="checkbox"/> Korean-Chinese	③	<input type="checkbox"/> F-VISA
Passport No.	④	Mobile Phone	⑤	E-mail	⑥		
Emergency Contact No.	⑦	Scholarship	⑧	<input type="radio"/> Not Applicable <input type="radio"/> STEM <input type="radio"/> GKS <input type="radio"/> HEC(PAKISTAN)			

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(STEM, GKS, HEC) 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	<input type="button" value="Search File"/>	<input type="button" value="Delete"/>
Certificate of Financial Statement	②	<input type="button" value="Search File"/>	<input type="button" value="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	<input type="button" value="Search File"/>	<input type="button" value="Delete"/>
Color Copy of Alien Registration Card (valid VISA only)	④	<input type="button" value="Search File"/>	<input type="button" value="Delete"/>
Family Relationship Certificate	⑤	<input type="button" value="Search File"/>	<input type="button" value="Delete"/>
※ mandatory when submitting parents' Financial Statement.			

① Color Copy of passport example



② Certificate of Financial Statement

Scholarship  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  Not Applicable  STEM  GKS  HEC(PAKISTAN)

- \* 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

Personal Information Collection·Use·Provision Consent Form ⑦

Consent Form

Search File Delete

### 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.