How to apply for Certificate of Admission
(for returning undergraduate students)

Office of International Student Services, SKKU
Please check your personal information entered in the system

Please fill out the application form

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’
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<th>Attached File</th>
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1. **Color Copy of passport example**
   - Mandatory if students tick 'Not Applicable' on 'Scholarship' box
   - **Balance**: 20,000,000 Won or above
   - **Account holder**: student or parents (in case of a student staying in Korea, submit your account from the bank in Korea)
   - 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.

2. **Certificate of Financial Statement**
   - **Scholarship**: Not Applicable, GKS, Samsung Global, JPA, MARA, YTM (Malaysia)

3. **Certificate of Scholarship**
   - 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
After completing the application form and uploading the file, please click Submission of application.

Application Status

- **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.