How to apply for Certificate of Admission
(for returning Graduate school students)
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(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).

#### 1. Color Copy of Passport (Personal Information page)
- **Mandatory**

#### 2. Certificate of Financial Statement
- **Mandatory if students tick 'Not Applicable' on 'Scholarship' box**
  - Balance: more than 20,000 USD
  - Account holder: student or parents
  - Must be issued within 30 days of the submission date

#### 3. Certificate of Scholarship
- **Mandatory if students tick 'STEM', 'GKS', 'HEC' on 'Scholarship' box**

#### 4. Color Copy of Alien Registration Card (valid for USA only)
- **Upload document only if students have a valid alien registration number**

#### 5. Family Relationship Certificate
- **Mandatory if students submit parents' financial statement**

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**Certification of Financial Statement**

- **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. The validity period of the deposit balance certificate (deposit freezing period) must be at least 30 days left.

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**Certificate of Scholarship**

- **Mandatory if students tick 'STEM', 'GKS', 'HEC' on 'Scholarship' box**

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**Color Copy of Alien Registration Card**

- **Upload document only if students have a valid alien registration number**

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**Family Relationship Certificate**

- **Mandatory if students submit parents' financial statement**
⑥ Color Copy of F-VISA
* Upload document only if students tick F-VISA

⑦ Personal Information Collection·Use·Provision Consent
* Click → Read → tick ‘Agree’

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.