



## REQUIRED DOCUMENTS FOR NON-CHINESE STUDENTS (SPRING 2017)

All non-Chinese students applying to Konkuk University's Graduate School must submit the following documents.

- For details on each document, please refer to "Section 2. Required Documents" in the *Spring 2017 International Student Admissions Guideline*.
- Applicants should submit all documents at once.
- The documents will not be returned to applicants.
- Konkuk University may require additional documents if necessary.

### 1. Basic

Document	Original	Photocopy	Notarized	Apostille/ Korean Consulate Certification
Application form: Printed from the Jinhak Apply website	1			
Self-introduction Essay (KUGRD-B1 form): Must be written in English or Korean	1			
Study and Research Plan (KUGRD-B2 form): Must be written in English or Korean	1			
A recommendation letter by a full-time faculty member from your undergraduate institution: Must be signed and include contact information of the faculty member	1			
Consent Form to Release Personal Information (KUGRD-A2 form): Must be signed	1			
Color photograph (3.5 cm x 4.5 cm): Write your name on the back of the photos	2			

### 2. Nationality and Family: Documents must have been issued in the past 12 months

Document	Original	Photocopy	Notarized	Apostille/ Korean Consulate Certification
Official family relationship record issued by the applicants' home country (e.g. 戸籍謄本 in Japan and Sổ hộ khẩu in Vietnam): Must be translated and notarized			2	
Passport: Photocopy of the front page with personal information		2		
Identification cards: Two photocopies of the identification cards of applicants and both of their parents (six in total)		2		
ROK alien registration card (both sides): If applicable		2		
Parents' death or divorce certificate: Must be translated and notarized			1	

### 3. Language Proficiency: Documents must have been issued in the past 24 months

Document	Original	Photocopy	Notarized	Apostille/ Korean Consulate Certification
Submit at least one of the following requirements: - TOPIK score report with Level 3 or above - A minimum score of 550 on TOEFL PBT, 210 on TOEFL CBT, 80 on TOEFL iBT, 5.5 on IELTS or 550 on TEPS <b>or</b> - Study Permit – Recommendation Form (KUGRD-P5 form) signed by a Konkuk professor: Original copy only	1	1		
Release of Information Form (KUGRD-A1 form)	1			



**4. Academic Records: Documents must have been issued in the past 12 months**

**1) Students Applying for a Master's Program**

Document	Original	Photocopy	Notarized	Apostilled/ Korean Consulate Certification
Certificate of graduation <b>or</b> Proof of expected graduation		1 1	1	1
Official academic transcript from applicants' undergraduate institution in English	1	1		
(Graduates from a higher education institution in mainland China ONLY): A Ministry of Education credential report of their degree issued by CDGDC	1	1		

**2) Students Applying for a PhD Program**

Document	Original	Photocopy	Notarized Original	Apostille/ Korean Consulate Certification
Certificate of graduation from undergraduate institution		2		
Certificate of degree from master's program <b>or</b> Proof of expected graduation from master's program		1 1	1	1
Undergraduate transcript issued in English or Korean <b>and</b> Master's program transcript issues in English or Korean - If issued in another language, transcripts must be translated and notarized	1 1	1 1		
(Graduates from a higher education institution in mainland China ONLY): A Ministry of Education credential report of their degree issued by CDGDC	1	1		

**5. Financial Support: Documents must have been issued in the past month**

**1) Self- or Family-sponsored Applicants**

Document	Original	Photocopy	Notarized	Apostille/ Korean Consulate Certification
Affidavit of Support (KUGRD-F1 form)	1			
Bank statement of applicants or their parents issued in English or Korean with a minimum deposit of USD 20,000 - The balance should be maintained for more than 6 months.	1	1		

**2) Applicants Supported by Konkuk Professors**

Document	Original	Photocopy	Notarized	Apostille/ Korean Consulate Certification
Financial Support Form (KUGRD-P1 form) by Konkuk professor	1	1		
Financial Support Plans Form (KUGRD-P2 form) by Konkuk professor	1	1		
Financial Support Plans Consent Form (KUGRD-P3 form) by Konkuk professor	1	1		
Research Participation Confirmation (KUGRD-P4 form) by Konkuk professor	1	1		
Research Project Guidance Materials: Submit in A4 size	1	1		
Certificate of Employment of Konkuk Professor: Issued by Konkuk's Office of Faculty Affairs	1	1		



**[IMPORTANT]**

- Unless stated otherwise in the Spring 2017 Admissions Guidelines, documents not issued in Korean or English must be translated in one of the two languages and be notarized.
- Certificate of degree and/or graduation must be authenticated with an Apostille or by a Korean Consulate.
- Students who were soon-to-be graduates at the time of their application must submit their original copy of transcript in English or a notarized version by February 24, 2017. They must also submit their certificate of degree certified by a Korean Consulate or authenticated with an Apostille.
- Applicants residing in Korea may certify their documents at their country's embassy in Korea.