

REQUIRED DOCUMENTS FOR NON-CHINESE STUDENTS (SPRING 2018)

All non-Chinese applicants must submit the following documents **between on November 6, 2017, 9:30 a.m. and on November 24, 2017, 5:00 p.m.**

Type	No.	Document	Original	Photo copy	Notarized	Korean Consulate Certification
Documents Designated by Konkuk	1	입학원서 (Application form): Printed from the UWAY APPLY website	1			
	2	지원자기록사항 (Applicant record): Printed from the UWAY APPLY website	1			
	3	자기소개서 (Personal statement): Printed from the UWAY APPLY website	1			
	4	재정보증서 (Affidavit of support): Download from the UWAY APPLY website	1			
	5	Identification card of Financial guarantor: Exempted for applicants whose parents will serve as financial guarantors.		1		
	6	Letter of consent for academic background check: Download from the UWAY APPLY website	1			
	7	Color photograph (3.5 cm x 4.5 cm): Write your name on the back of the photos	3			
Documents on Nationality & Family	8	Official family relationship record issued by the applicants' home country (e.g. 戸籍謄本 in Japan and Sổ hộ khẩu in Vietnam): Documents issued in English or Chinese do not have to be notarized.			1	
	9	Divorce or Death Certificate officially issued by his/her home country: If parents are divorced, confirmation of custody is required			1	
	10	Identification cards of applicants and their parents		1		
	11	Passport: Photocopy of the front page with personal information		1		
	12	ROK alien registration card (both sides): If applicable		1		
	13	Certificate of entry & exit (출입국에 관한 사실 증명 issued by ROK Immigrations Service: Must include all records from the date of birth; Exempted for applicants residing in foreign countries	1			
Documents on Financial Support	14	Bank statement of applicants or their parents with a minimum deposit of USD 20,000 or above ☞ Only bank statements issued after September 2017 are valid. ☞ The balance should be maintained for more than 6 months. ☞ Only bank statements of time (or term) deposits should be submitted. Bank statements of savings account are not valid.	1			
Others	15	Language Proficiency Requirement Submit at least one of the following requirements: TOPIK score report with Level 3 or above OR Korean language program completion certificate with Level 3 or above by Konkuk Language Institute ☞ Certificate from TOPIK website (http://www.topik.go.kr) is also accepted. ☞ The certificate must have been issued in the past two years to be considered valid. ☞ Applicants who will be taking the 54 th TOPIK exam on October 22, 2017 can apply for admission. Upon application, he/she shall submit a registration ticket. And a certificate shall be submitted by December 1, 2017.	1	1		
	16	Korean language program completion certificate ☞ The official certificate must include grades and attendance. ☞ Original document will be returned.	1			
	17	Certificates involving extracurricular activities after high school graduation if they lasted more than a year	1			

18	USB drive with a demo reel: Applicable to Department of Film and Moving Image- Acting applicants. Art portfolio (5 pages in A4 size): Applicable to all other College of Art and Design applicants ☞ Both the original and copies of the applicants' portfolios must be submitted	5	5		
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►Additional Documents for Freshmen Applicants

Type	No.	Document	Original	Photocopy	Notarized	Korean Consulate Certification
Academic Records	19	High school diploma		1		1
	20	High school transcript issued in English	1			
	21	Official score report of high school graduation or college entrance examination (if applicable)		1		

►Additional documents for Transfer Applicants

Type	No.	Document	Original	Photocopy	Notarized	Korean Consulate Certification
Academic Records	19	High school diploma ※ If a transfer applicant had graduated from high school and university in the same country, the Korean Consulate certification can be replaced by an original copy of a certificate of graduation issued in English and a photocopy of the high school diploma.		1		1
	20	High school transcript issued in English	1			
	21	Official score report of high school graduation or college entrance examination (if applicable)		1		
	22	Diploma from two- or three-year college (if applicable)		1		1
	23	Certificate of enrollment (if applicable) ☞ Applicants who completed two years of coursework for a four-year program must submit documentation on curriculum.				1
	24	Transcript including grades and total credits			1	

[Note 1] Admitted students who were expected to graduate at the time of application must submit a copy of their diploma, certificate of graduation and original transcript by February 2, 2018. The certificate of graduation must be certified by a Korean Consulate and the transcript must be notarized if it is not issued in English. All transfer students must submit a notarized copy.

[Note 2] Documents No. 22-24 requiring Apostille or Korean Consulate certification can be submitted by February 2, 2018. Konkuk University will not issue the Standard Offer of Admission required for visa until the documents are submitted. If the required documents are not received by the deadline, the university will rescind admission.

[Important]

- 1) If any false, incorrect or omitted information, missing documents, or misdeeds are found during the application process, the applicant will be held responsible and will be disqualified.
- 2) All required documents should be prepared and submitted as instructed.
- 3) Unless stated otherwise, all submitted documents will not be returned.
- 4) The name of the applicant should be written on the bottom right of each submitted document.
- 5) If the applicant's name is not identical across all submitted documents, an official document explaining the name change must be submitted.

- 6) Documents not issued in Korean, English or Chinese must be supplemented with Korean or English translations.
- 7) Notaries should be official institutions authorized by the government of the applicant's home country.
- 8) Documents related to academic records must be notarized within 24 months. Documents related to nationality and family relations must be notarized within 12 months before submission to be considered valid.
- 9) Certificate of degree and/or graduation may be authenticated with an Apostille or by a Korean Consulate.
- 10) Additional documents may be requested as necessary.
- 11) Original documents regarding academic records issued by Korean universities do not have to be notarized.
- 12) Upon the recommendation of the Director of Konkuk Language Institute, applicants enrolled in Konkuk Language Institute at the time of application may submit a photocopy of their high school transcript instead of a notarized or consulate-certified version.
- 13) Applicants for a dual-degree or transfer program under an agreement between their home institution and Konkuk University may submit a photocopy of their high school transcript and/or an original copy of their transcript for two-years of courses at their home institution instead of a notarized or consulate-certified version.