



## REQUIRED DOCUMENTS FOR CHINESE STUDENTS (SPRING 2017)

All applicants with Chinese nationality must submit the following documents **between 9:30 a.m. on November 7, 2016, and 5:00 p.m. on November 25, 2016.**

Type	No.	Document	Original	Photocopy	Notarized	Korean Consulate Certification
Required by Konkuk	1	입학원서 (Application form): Printed from the <b>UWAY APPLY</b> website	1			
	2	지원자기록사항 (Applicant record): Printed from the <b>UWAY APPLY</b> website	1			
	3	자기소개서 (Personal statement): Printed from the <b>UWAY APPLY</b> website	1			
	4	재정보증서 (Affidavit of support): Printed from the <b>UWAY APPLY</b> 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: Printed from the <b>UWAY APPLY</b> website	1			
	7	Color photograph (3.5 cm x 4.5 cm): Write your name on the back of the photos	3			
Nationality and Family	8	<i>Hukoubu</i> : All pages must be included		1		
	8-1	Birth Certificate or <i>Qinshuguanxi zhengming</i> : Exempted if applicants and their parents are listed on the same <i>Hukoubu</i> and if the parent is listed as the family head			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: Exempted for applicants residing in foreign countries	1			
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 2016 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 S-TOPIK website ( <a href="http://www.topik.go.kr">http://www.topik.go.kr</a> ) is also accepted. ☞ The certificate must be valid.	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	Art portfolio (5 pages in A4 size): Applicable to all College of Art and Design applicants ☞ Both the original and copies of the applicants' portfolios must be submitted	5	5		



Applicants who graduated from a high school and/or university in China must also submit certificates issued by China Academic Degrees & Graduate Education Development Center ([www.cdgdc.edu.cn](http://www.cdgdc.edu.cn)) or China Higher Education Student Information and Career Center ([www.chsi.com.cn](http://www.chsi.com.cn)).

Type	No.	Document	Original	Photocopy	Notarized	Korean Consulate Certification
Graduate of a high school in mainland China	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	High school graduation exam (高中会考合格证认证) certificate issued by CDGDC in English	1			
Soon-to-be graduate from a high school in mainland China	1	Certificate proving that the applicants are expected to graduate from high school	1			
	2	High school transcript: original or notarized	1			
	3	High school graduation exam (高中会考合格证认证) certificate issued by CDGDC in English	1			
Graduate of a two- or three-year college in Korea	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	High school graduation exam (高中会考合格证认证) certificate issued by CDGDC in English	1			
	4	Certificate of graduation	1			
	5	College transcript	1			
Soon-to-be graduate of a two- or three-year college in Korea	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	High school graduation exam (高中会考合格证认证) certificate issued by CDGDC in English	1			
	4	Certificate of enrollment and certificate of expected graduation	1			
	5	College transcript	1			
Graduate of a three-year college in mainland China	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	College diploma		1		
	4	College transcript: Translated and notarized			1	
	5	College diploma certificate (大专毕业证认证) issued by CHSI in English	1			
Soon-to-be graduate of a three-year college in mainland China	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	Certificate of expected graduation	1			
	4	College transcript	1			
Soon-to-be graduate of a four-year university in mainland China	1	High school diploma		1		
	2	High school transcript: original or notarized	1			
	3	High school graduation exam (高中会考合格证认证) certificate issued by CDGDC in English	1			
	4	Certificate of enrollment (大学在读证明认证) issued by CDGDC in English	1			
	5	College transcript: Translated and notarized			1	

**[Note]** Admitted students who were expected to graduate at the time of application must submit their certificate of graduation and transcript by **February 3, 2017**. 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, on the other hand, must have their transcript certified by a Korean Consulate regardless of the language. Konkuk University will rescind admission for students who fail to comply with such requirements.



**[IMPORTANT]**

- All required documents should be prepared and submitted as instructed.
- The name of the applicant should be written on the bottom right of each submitted document.
- If the applicant's name is not identical across all submitted documents, an official document explaining the name change must be submitted.
- Documents not issued in Korean, English or Chinese must be supplemented with Korean or English translations.
- Notaries should be official institutions authorized by the government of the applicant's home country.
- Documents related to academic records and family relations must be notarized within 12 months before submission to be considered valid.
- Certificate of degree and/or graduation may be authenticated with an Apostille or by a Korean Consulate.
- Additional documents may be requested as necessary.
- Original documents regarding academic records issued by Korean universities do not have to be notarized.
- 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.
- 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.
- 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.
- Unless stated otherwise, all submitted documents will not be returned.