



REQUIRED DOCUMENTS FOR NON-CHINESE STUDENTS (SPRING 2017)

All non-Chinese applicants 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 UWAY APPLY website	1			
	2	지원자기력사항 (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): Printed 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: Printed 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			
Nationality and 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		
Financial Support	13	Certificate of entry & exit (출입국에 관한 사실 증명) issued by ROK Immigrations Service: Exempted for applicants residing in foreign countries	1			
	14	Bank statement of applicants or their parents with a minimum deposit of USD 20,000 or above <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Certificate from S-TOPIK website (http://www.topik.go.kr) is also accepted. - The certificate must be valid. 	1	1		
	16	Korean language program completion certificate <ul style="list-style-type: none"> - 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 <ul style="list-style-type: none"> - Both the original and copies of the applicants' portfolios must be submitted 	5	5		



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 Original	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 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.

[Note 2] Documents No. 22-24 requiring Apostille or Korean Consulate certification must be submitted by **February 3, 2017**. Konkuk University will rescind admission for students who fail to do so.

[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.