

Every semester, Office of International Affairs recruits **international students for undergraduate and general graduate programs**. Frequently asked questions in this regard are summarized in FAQs. In order to facilitate the smooth application process for international students entering our university, please cooperate also with **academic assistant and Professor of each Department** where applicants and foreign students are scheduled to enroll.

I Eligibility requirements

□ Q1. What **nationality requirements** for applicants from overseas?

⇒A. The applicant and applicant's parents, all of them should be "non-Korea nationals" and must submit document to prove it. The proof documents are as follows, and if they are written as a foreign language other than English, they must be **translated into Korean or English and notarized**.

- - Examples of Family Relationships Certificate- -

China: Hukoubu or Family Relation Certificate / Philippines: Family Census

Indonesia: KARTU KELUARGA

Bangladesh: জমা কাগজ 또는 জমা সাইটকট

Viet Nam: So Ho Khau, Giay khai sinh

Mongolia: Certificate of Family Relationship/ Pakistan: Family Certificate / Sri Lanka: Family Relationship certificate

Myanmar: Family Relationship Certificate (양타웅수사엔) Nepal: Family Relationship Certificate

Kyrgyzstan . Kazakhstan . Uzbekistan . Ukraine . Thailand: Birthday Certificate

- If one or both of the parents are absent due to divorce, bereavement, etc.. additional related documents must be submitted and translated into Korean or English and notarized.

□ Q2. How to submit **the final academic transcript and certificate**?

⇒A.

- **Final academic certificate:** High school graduate certificate for Undergraduate applicants, Undergraduate graduation Certificate for Master’s applicants, and Master’s Degree Certificate for PhD applicants.
- **Transcript:** Submit a transcript of your final academic transcript.

If the final educational institution is domestic (within Korea) educational institution, Apostillo or consular confirmation is not required.

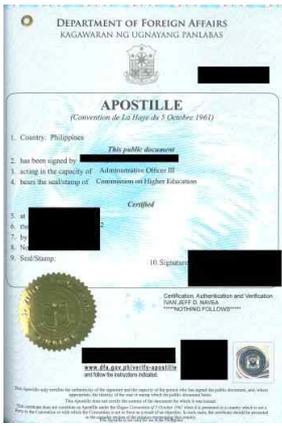
If the final degree awarding institution is a foreign educational institution (outside Korea), the final academic certificate and transcript must be verified by Apostille or consul.

Apostille Convention Countries	<p>Apostille-verified final academic transcript, and final academic transcript.</p> <p>-_Issuing institute: an institute designated by applicant’s government of the relevant country.</p> <p>※ For information regarding Apostille, please refer to the wed-site below: www.hcch.net - Apostille Section</p>
Non-Apostille convention countries	<p>Expatriates: Final academic certificate, transcript, and consular confirmation certificate obtained from the Embassy of the Republic of Korea in their country concerned.</p> <p>Domestic residents: Final academic certificate, transcript, and consular confirmation certificate received consular confirmation from the embassy of the relevant country in Korea.</p>

※Apostille: Confirmation procedures and international agreements for obtaining legrecognition of official documents of one country in another country.

※China: Submission of certification report issued by CHSI to the Education and Degree Certification Center operated by China’s education ministry.

Classification		Proof	Required Documents (Only Admittable Documents)
Admission of new students	Master’s course	Graduation of Bachelor’s course	※Level of education more than Bachelor’s degree
	Doctoral course	Graduation of Master’s course	-(Version of Graduation)CHSI(学信网) or CDGDC(学位网)

Certificate of Apostille	Certificate of Consular Confirmation	Verification Report of Higher Education (CHSI)
		

□ Q3. About the timing of preparation for the final academic certificate, transcript or consular confirmation.

⇒A.

- It depend on situation of each country, but in general, the procedure for confirmation of Apostille or consular confirmation from embassy visit, application, reception, to confirmation of the results take one or two weeks or more. Therefore, if you are planning to apply for special admission, we recommend that you **proceed with the Apostille or consular confirmation process at least one month before the scheduled date of application regardless of the recruitment schedule.**

Application for the first term (March admission): September every year,
 application for the second term (September admission) reception: March every year.

□ Q4. About the requirements for submitting **financial verification documents**.

⇒A.

- All Applicants: Submit Bank Balance certificate(original) at the Bank in Korea or abroad **more than 13,000 USD- KNU language students who has completed the courses offered by the 'Center for International Education' or 'Institution of Korean Culture will burden more than 6,500 USD**

※ The certificate of **deposit balance is issued within 30 days of the submission date**

- Proof of financial ability should be a certificate of bank balance of an applicant or his/her parents(their brother/sister will be allowed to replace the applicant's parents only if applicant's parents were passed away).

- **If expected advisor professor guarantee the applicant's financial ability instead of head office of the University, the number of guaranteed student is limited to one person.(Additional financial guarantee will be available only after prior guaranteed student go out of Korea, or advisor professor decide to cancel guarantee of prior guaranteed student)**

※ Regarding visa issues, the immigration office requires all applicants to present their bank balance. It's important to note that the bank balance must be under the name of the applicants.

- All applicants must submit a "Affidavit of Financial Support", and if the advisor guarantees financial guarantees, check whether there are existing students who are guaranteed and submit additional forms.



Visa

Q1. The required documents for issuing visa after passing the special screening for foreigners.

⇒A. The required documents are as follows.

- Application form, passport, passport photo (3.5cm*4,5cm, white background)

- Standard admission permit, Certificate of Business Registration of school, Certificate of tuition payment.

※ Following registration, the person in charge of the international student entrance examination will receive the standard admission permit, business registration certificate, and tuition payment certificate.

-Final academic certificate, transcript (**Apostille or consular verification required**)

-Certificate of financial competence:

○ The certificate of deposit balance is issued within 30 days of the submission date.

○ The certificate of bank statement should be in applicants' own name.

- The original language proficiency (TOPIK, IELTS, TOEIC, etc.)

Proof of family relations (**translation and notarization are required where written in a foreign language other than English**)

Q2. Can I apply for a visa after receiving the documents I submitted again?

⇒A. **It's not possible.**

- In principle, documents submitted when applying for special admission for foreigners in undergraduate and general graduate schools cannot be returned.
- **Therefore, it is recommended that all applicants prepare a total of two copies for submitting application documents and applying for visa issuance when issuing an apostille or consular confirmation certificate, financial ability certificate (including proof of balance, proof of employment when guaranteeing an advisor).**
- If the visa is not issued due to a lack of required documents even after the final acceptance and registration are completed, the applicant is responsible for this.

Q3. I want to apply for my visa, and 'Certificate of Admission' is needed. I want to apply early, can I get it right after the announcement of the result?

⇒A. **It's not possible.**

- In accordance with the Foreign Student Visa Issuance and Sojourn Management Guidelines (the Ministry of Justice), **a standard admission permit cannot be issued if a successful applicant fails to pay the tuition.**(excluding return students, full tuition scholarship students, and exchange students)
- Therefore, standard admission permits are issued and sent only to those who have completed registration among the total successful applicants after the registration period, and for this reason, there may be a certain period of time difference between the announcement date of successful applicants and the issuance date of standard admission.



Other Questions

- Q1. Where can I find information on the recruitment guidelines, schedules, and applications for foreigners in undergraduate and general graduate schools?

⇒A. **You can check it on the home page of KNU Office of International Affairs**

- Go to the website (<http://oia.kongju.ac.kr/>) and enter the admission information-notice in the top menu, there are posts for recruiting undergraduate and general graduate schools respectively. You can check the specific schedule and application method.

- For further inquiries, please contact Office of International Affairs (+82 41 850 0862) or You can contact to this email (intl_admission@kongju.ac.kr).

- Q2. I applied for the special admission but failed. I need the documents I submitted to apply to another school, can I get back my documents?

⇒A. **It's not possible.**

- In principle, documents submitted at the time of application cannot be returned. All candidates are required to submit their applications and they are accountable for any negative effects this may induce.

- One of the biggest reasons for the return of documents is the case of submitting the original documents that cannot be reissued. In this case, **it is ok to submit a copy of the academic certificate and transcript when submitting the documents during the application stage.**

In this case, applicants should get notarization of those documents first. However, the apostille certificate or consular confirmation certificate for these two documents must be the original. (Guidelines for Recruitment students invited by National Institute of International Education)

- If additional documents are required to be submitted due to visa issuance or submission to other agencies in the future, prepare several documents individually for the applicant so that they do not request a return.

Q3. I want to apply for a graduate program (Master's or Doctoral). I needed to apply for the international special admission, but I was unable to do so because the deadline had passed. Can I submit a general admission application?

⇒A. **It's not possible**

- Starting from 2023 academic year, foreign applicants to general graduate programs may only apply for special admission.
- Please refer to the special admission for foreigners schedule, which is held in March (late recruitment) and September(early recruitment). Please contact the International Exchange Division for information about specific application deadlines and requests (+82 41 850 0862).