

◆ Requirements for each submitted document

Documents to Submit	Submission Requirement
Proof of Citizenship and Family relationship	<ul style="list-style-type: none"> - Official certificates such as birth certificate or family register issued by a government that proves ① family relationship between an applicant and his/her parents and ② their citizenship • If one cannot submit necessary documents due to an absence of their parent(s) –e.g., divorced or deceased – please provide additional documents (e.g., divorce certificate or death certificate) that explains the reason for not submitting their proof of citizenship ※ Chinese applicants must submit a household register or a certificate of kinship. If the document is in Chinese, it must be apostilled and accompanied by a certified translation. - If applicants' or their parents' citizenship information is not indicated in the above documents, then submit valid passport copies (do not need to be apostilled or consular confirmed) as supplementary documents • Ethnic group, birth place, or current residency in the submitted documents are not accepted as a citizenship information • If passport is not available, please submit another government issued document (needs to be apostilled or consular confirmed) or a copy of an ID card that clearly indicates citizenship information (does not need to be apostilled or consular confirmed) as supplementary document ※ If supplementary documents submitted in addition to a birth certificate or a family register are not reliable, such application may be put at a disadvantage during evaluation
Certificate of Graduation	<ul style="list-style-type: none"> - <u>Submit a graduation certificate, degree certificate or a diploma that indicates the date of graduation (or degree acquisition date).</u> - Applicants who are expected to graduate by July 31, 2025 can also apply for the program with a certificate of expected graduation including a date of graduation. Such applicants must submit their official graduation certificate (or diploma) to GKS Center, NIIED by July 31, 2025. Failure to do so will result in the cancellation of your acceptance. (A certificate of attendance is not valid as proof of graduation.) - Temporary certificates (such as temporary graduation certificates, completion certificates, graduation examination records, or passing certificates) are not considered valid or accepted as official documents.

Documents to Submit	Submission Requirement
	<p>※ Applicants who graduated from a university in China must submit an English copy of the degree certification report issued by CHIS (www.chsi.com.cn) and an official graduation certificate or degree certificate (Chinese documents must be translated and notarized and submitted with an apostille.)</p>
<p>Academic Transcript</p>	<ul style="list-style-type: none"> - Submit an academic transcript officially issued by the graduated university - Applicants who are expected to graduate by July 31, 2025 must submit a transcript that includes all semester grades up to the time of application. In addition, they must submit their final academic transcript to the GKS Center, NIIED, by July 31, 2025, after acceptance. The final transcript must be apostilled or consular-confirmed. Failure to submit the final transcript by the required deadline will result in the cancellation of your acceptance. - If the CGPA is not indicated in one of the acknowledged GPA scales (4.0, 4.3, 4.5, 5.0 or 100 point scale), submit a transcript converted into one of the above GPA scales as a supplementary document <ul style="list-style-type: none"> • A converted transcript is only valid when the relevant university officially confirmed the document (this supplementary document does not need to be apostilled or consular confirmed, but should be submitted in an original document with university's authentication) • A transcript converted with a conversion tool such as scholaro.com or wes.org is only acceptable when the relevant university officially confirms the document (does not need to be apostilled or consular confirmed, but should be authenticated by the university) ※ Application without converted transcript may be put at a disadvantage during evaluation - Transcript indicated with a CGPA for the entire academic curriculum will be accepted even if it does not have GPA per semester/year <ul style="list-style-type: none"> • In such case, please put CGPA only and leave the GPA section empty in the application form ※ Academic transcript without a CGPA or without ranking information may be put at a disadvantage during evaluation - If a transcript of a transferred student that does not include the grades of the previous semester(s), submit an academic record of the previous university as a supplementary document (need to be apostilled or consular confirmed)
<p>Letter of Recommendation</p>	<p>- The recommendation should come from professors, department heads, or other relevant individuals at the applicant's university. (The recommendation letter should be dated within one year of the application deadline.)</p>

Documents to Submit	Submission Requirement
	<ul style="list-style-type: none"> - Applicants recommended by the International Organization program must submit a recommendation letter from a partner university affiliated with the International Organization
Proof of Overseas Korean or Adoptee	<ul style="list-style-type: none"> - Submit supporting documents such as family register or birth certificate that proves family relationship between an applicant and his/her lineal ascendant
Proof of Korean Citizenship Renunciation	<ul style="list-style-type: none"> - Submit supporting document issued by the Korean government that indicates details on the definite loss of Korean citizenship and its date. An application or a receipt for renunciation of Korean citizenship is not accepted
Proof of Korean War Veteran's Descendant	<ul style="list-style-type: none"> - Certificate that are officially issued by the government that certifies the lineal ascendant of an applicant was a veteran who participated in the Korean War as a foreign military - Submit supporting documents such as family register or birth certificate that proves family relationship between an applicant and his/her lineal ascendant
Score Report of Korean or English Proficiency Test	<ul style="list-style-type: none"> - Submit if necessary (optional) - Korean: TOPIK/TOPIK IBT <ul style="list-style-type: none"> • TOPIK certificates from the 87th to the 99th and TOPIK IBT certificate from 1st to 6th exam will be recognized as valid certificates • Submit an original printed copy of TOPIK score report from the official website (topik.go.kr) - English: TOEFL, IELTS (the expiration date of the certificate must be February 28, 2025 or later) <ul style="list-style-type: none"> • Submit an original printed copy of the test score report from the official website
Other Materials	<ul style="list-style-type: none"> - Submit if necessary (optional) - Submit materials such as an award that can prove the applicant's activities described in the personal statement and study plan. Submit in photocopied documents. (Do not need to be apostilled or consular confirmed)

Documents to Submit	Submission Requirement
Passport Copy	<ul style="list-style-type: none"> - Submit if necessary (optional) - Submit a passport copy as a supplementary document if the proof of citizenship (family register, birth certificate, etc.) does not clearly indicate citizenship information

〈 Items to Note on Apostille (or Consular Confirmation) 〉

- **Required Certificates** (refer to ‘List of Documents to Submit’ section) **must be apostilled (or consular confirmed)**
- **If your document is unable to be re-issued, please keep the original** and obtain an apostille (or consular confirmation) on a notarized copy
- Simple photocopies or notarized copies of the apostilled (or consular confirmed) documents are NOT accepted. However, **a certified true copy (등본 인증) issued by a Korean embassy or a government agency that initially issued the original apostille document are accepted**
- ※ If the document cannot be apostilled or consular confirmed (e.g., because the type of document is not subject to apostille), applicants must obtain a certified true copy (등본 인증) from the apostille issuing government authority or from the Korean embassy on a notarized copy. If the authenticity of the submitted document is unclear, such application may be put at a disadvantage during evaluation
- **If an applicant graduated from a third country, he or she may obtain a consular confirmation from the embassy of the relevant country on the graduation certificate and academic transcript**
- **Required certificates that are issued in digital format** must also be apostilled (or consular confirmed)
- If there is an expiration date on an apostilled or consular confirmed document, **the validity of the document will be judged based on the date indicated on the authentication. If there is no specific date indicated, the document will be accepted if it was submitted within 2 years from the date of authentication**