

Required Documents

Documents	Details	Quantity
Application Summary	Print out from the online application system and sign	1
Study Plan	Download format from the Graduate School website	1
Release of Information Form	Download format from the Graduate School website	1
Recommendation Letter	Doctoral degree applicants only Must be filled out and signed by a professor from the previous or Soongsil University (Download format from the Graduate School website)	1
Degree Certificates	Korean university → Graduation certificate (Original copy)	1
	Chinese university → Graduation certificate (Notarized copy) Degree certificate (Notarized copy) Credentials report (www.cdgd.edu.cn)	1 each
	Others → Degree certificate (Notarized copy) Apostille certification or Consul's confirmation	1 each
Official Transcript	GPA and percentile score of all semesters indicated	1
Family Relation Certificate	Chinese → Family registry certificate (户口本公证) Family relation certificate (亲属关系证明公证)	1 each
	Others → Official certificate issued by a government agency	1
Applicant's and Parents' ID Card Copy	Residents in Korea → Alien Registration Card (Both sides)	1
	Others → Government-issued ID Card	1
Passport Copy	Applicant's passport copy	1
Bank Balance Certificate	USD 20,000 (In the case of the certificate issued by a Chinese bank, the minimum balance must be continuously maintained until October 1, 2021. In other cases, the certificate must be issued within a month period from the application date.)	1
Official Language Proficiency Certificate	Korean or English certificate required. (Expired certificates not accepted) - Korean: TOPIK level 3 or better - English: TOEFL (PBT 530, CBT 197, IBT 71), IELTS 5.5, New TEPS 326 or better	1

- ※ An applicant must submit all degree certificates and official transcripts of his/her previous degree courses.
- ※ In case English is an official language in the country of your nationality AND you have graduated from a high school or a university in the same country, you are exempted from submitting an official language proficiency certificate.
- ※ In the absence of an official language proficiency certificate, it is possible to substitute with a language proficiency confirmation letter signed by the department head.
- ※ For Chinese applicants,
 - In case all family members are listed in one family register AND one of the parents is the head of the family, the applicant must submit a notarized copy of the family registry certificate
 - If not, the applicant must submit a notarized certificate of family relation AND a copy of all family registers.
- ※ When submitting documents by post, please enclose the application fee transfer receipt
- ※ All documents must be translated into English or Korean and notarized unless they are issued in English or Korean.
- ※ Certificates and notarized documents must be the ones that have been issued within 6 months as of the submission date. If an applicant cannot get a new certificate due to COVID-19, he/she can submit old ones.
- ※ In case an applicant cannot submit a degree verification document (apostille, consular confirmation or 学位网 certificate) within the designated date, the applicant must submit the document before the tuition payment period. A failure to do so would result in the cancellation of admission.
- ※ Applicants can submit a financial support affidavit signed by a Soongsil professor instead of the bank balance certificate.
- ※ A recommendation letter through e-mail is also acceptable. The letter must be sent directly from the professor to our e-mail address. (grad@ssu.ac.kr)