

## Required Documents

| Documents  | Details  | Quantity |
|--|--|----------|
| <b>Application Summary</b>                       | Print out from the online application system and sign  | 1        |
| <b>Study Plan</b>                                | Download format from the Graduate School website   | 1        |
| <b>Release of Information Form</b>               | Download format from the Graduate School website   | 1        |
| <b>Recommendation Letter</b>                     | <p style="text-align: center;"><b><u>Doctoral degree applicants only</u></b></p> <p style="text-align: center;"><u>Must be filled out and signed by a professor from the previous university</u></p> <p style="text-align: center;">Download format from the Graduate School website</p> | 1        |
| <b>Degree Certificates</b>                       | Korean university → Graduation certificate (Original copy)   | 1        |
|  | Chinese university → Degree certificate (Notarized copy)<br>Credentials report ( <a href="http://chsi.com.cn">http://chsi.com.cn</a> )   | 1 each   |
|  | Others → Degree certificate (Notarized copy)<br>Apostille certification or Consul's confirmation   | 1 each   |
| <b>Official Transcript</b>                       | GPA and percentile score of all semesters indicated  | 1        |
| <b>Family Relation Certificate</b>               | Chinese → Family registry certificate (户口本公证)<br>Family relation certificate (亲属关系证明公证)  | 1 each   |
|  | Others → Official certificate issued by a government agency  | 1        |
| <b>Applicant's and Parents' ID Card Copy</b>     | Residents in Korea → Alien Registration Card (Both sides)  | 1        |
|  | Others → Government-issued ID Card   | 1        |
| <b>Passport Copy</b>                             | Applicant's passport copy  | 1        |
| <b>Bank Balance Certificate</b>                  | A minimum of USD 20,000 must be continuously maintained for more than a month from the first day of the semester   | 1        |
| <b>Official Language Proficiency Certificate</b> | <p><b>Korean or English certificate required.</b> (Expired certificates not accepted)</p> <p>- Korean: TOPIK level 3 or better</p> <p>- English: TOEFL (PBT 530, CBT 197, IBT 71), IELTS 5.5, New TEPS 326 or better</p>   | 1        |

※ **An applicant must submit all degree certificates and official transcripts of his/her previous degree courses.**

※ In case English is the ONLY 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 (户口本) AND one of the parents is the head of the family, the applicant must submit a notarized copy of the family registry certificate (户口本公证).
  - If not, the applicant must submit a notarized certificate of family relation (亲属关系证明公证) 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 学信网 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)