

Required Documents

Documents	Details	Quantity
Application Summary Page	Print out the application summary page from the online application system and sign on it.	1
Study Plan	Download the form from our website (http://grad.ssu.ac.kr)	1
Release of Information Form	Download the form from our website (http://grad.ssu.ac.kr)	1
Recommendation Letters	Download the form from our website (http://grad.ssu.ac.kr) Two letters from full-time professors at home university	2
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 (Please translate into English or Korean and get notarized unless it's issued in English or Korean)	1
Family Relation Certificate	Chinese → Family registry certificate (Notarized copy) Family relation certificate (Notarized copy) Both parents' ID cards copy	1 each
	Others → Official certificate issued by a government agency	1
ID Card Copy	Residents in Korea → Alien Registration Card (Both sides)	1
	Others → Government issued ID Card	1
Passport Copy		1
Bank Balance Certificate	A minimum of USD 20,000 must be continuously maintained for more than a month from the first day of the semester (until October 1, 2018)	1

- ※ In case an applicant submitted a certificate of expected graduation, the applicant must submit a graduation certificate and a final transcript before the semester begins.
- ※ Doctorate course applicant must submit graduation certificates and transcripts from bachelor's and master's courses.
- ※ In case an applicant had transferred to previous school, the applicant must submit transcripts from all schools attended.
- ※ All documents must be translated into English or Korean and notarized unless they are issued in English or Korean.
- ※ All certificates and notarized documents should be issued within 6 months from the application period.
- ※ A foreign applicant should have a proof of the TOPIK (Test of Proficiency in Korean) level 3 or higher, or higher scores in the following English tests: TOEFL PBT 550, CBT 210, IBT 80, IELTS 5.5, TEPS 550.