

Details on Application Documents / 초청 교환학생 접수 서류 영문 안내문

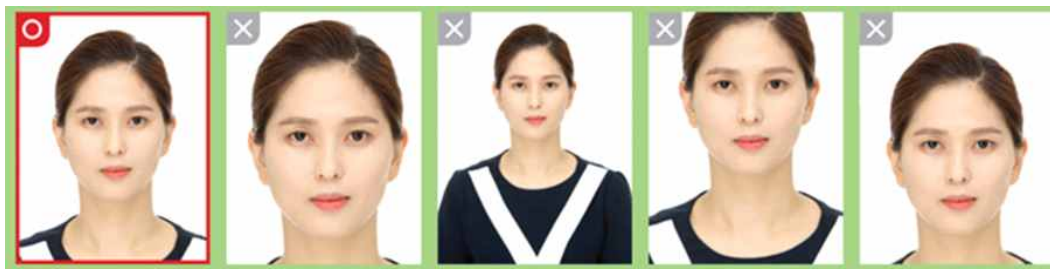
가. Copy of Passport(color) / 여권사본(컬러)

- Must be a color copy of your passport in its original size, submitted in PDF format.
- Must include the signature page
- The expiry date must be at least 3 months after your exchange period ends.
- Sample:



나. ID Photo (color, white background) / 증명 사진 (컬러, 흰색 바탕)

- Must be an ID photo of yourself in JPG format.
- 3.5cm * 4.5cm size, head-shot, both ears shown, white background
- This photo will be used for your student card at KHU. Sunglasses, hats, mufflers, etc. should not be in the photo. Religious attire, glasses for eyesight, etc. are permitted.
- It is fine if the photo printed on your passport is different from the one you are submitting.
- Sample



다. Bank Statement / 은행잔고증명서

- Must be an official letter from the bank with the bank seal or banker's signature issued either in English or Korean. Should be officially translated and notarized when necessary.
- Must provide proof that your account holds USD \$5,000 or more (USD \$9,000 or more for 2-semester exchange students). Cash only, other assets (stocks, property, etc.) can NOT be accepted.
- The document must certify the DEPOSIT BALANCE of the bank account(eg.“Certificate of Balance”). A copy of transaction records or screenshots of banking apps NOT accepted
- Must be issued after [지정일자 - 표입발급예정일로부터 1개월 이내]
- If you are submitting your parent's bank account, a proof of family relations is also necessary. If the proof of family relations is also not issued in English/Korean, it must be officially translated and notarized as well.
- Students of Chinese nationality(People's Republic of China): Must submit an official bank statement with their account frozen until March 30(Spring semester)/September 30(Fall semester). When submitting to the embassy for visa application purposes, official bank statements are valid for 1 month after issuance.
- Non-OECD Passport holders: Must submit an ORIGINAL hard copy of the documents by post. When translated/notarized, both original AND translated/notarized documents must be submitted.

라. Insurance Certificate / 보험증서

- Students coming to Korea will automatically be registered with the National Health Insurance Service(NHIS: Universal Healthcare System in Korea) approximately 5-10 weeks after they submit foreigner registration application. Therefore, there is a gap period from your arrival in Korea until the NHIS takes effect. Make sure to purchase travel insurance (including health, accidents, COVID-19, etc.) for this gap period.
- The certificate must be in either English or Korean and should be officially translated and notarized when necessary.

마. Certificate of Enrolment & Academic Transcript / 소속대학 재학증명서 & 성적증명서

- Must be an original official document in English or Korean issued from the home university. Should be officially translated and notarized when necessary.
- Official stamp of your home university must be included.
- Must be issued within three months before the date of submission.
- Non-OECD Passport holders:
 - 1) Original hard copy(English or Korean) with Apostille or Consular Authentication must be sent by post. If the original is not in English, both the original + translated/notarized copy must be submitted. Consular Authentications should be acquired from the Korean embassy or consulate in the country where the student's home university is located.
 - 2) For students whose home universities are located in Mainland China: Students can submit an original copy of an English Certificate of Enrolment + an original color copy of China Higher Education Student Information(CHSI, 学信网) in place of the Consular Authentication.

바. Letter of Recommendation / 소속대학 추천서

- The letter of recommendation should be written by one of the following at your home university: Dean of your department, Dean of the International Office, or your academic

advisor(Professor).

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–Free-format, must be in English or Korean. The official stamp of your university or the signature of the person who wrote the letter must be included.

사. Study Plan / 학업계획서 (서식 별첨)

- At least 500 words(English) or 1,000 characters(Korean)

아. Medical Assessment / 건강기록지 (서식 별첨)

- Must be completed by your doctor and include the doctor's seal and name.

자. TB Test Result / 결핵검사결과

- Tuberculosis (TB) test must be administered as follows: for the Spring semester, it must be conducted in the same year (during January or February), and for the Fall semester, it must be conducted 3 months before checking into the Global campus dormitory.
- The test results must be negative as a rule. However, some countries administer the BCG vaccination for tuberculosis in infants, and TB test results may be positive as a result of this vaccine. If this is the case, an additional doctor's note stating you do not have active tuberculosis is REQUIRED. Additional tests may be required upon checking into the dormitory.

차. Consents / 동의서 (서식 별첨)

- Be sure to read all the information before consenting to the terms of the agreement. Both forms must have the date, your name, and signatures.