

# APPLICANT'S CHECKLIST

\* Please check below for confirming all the documents ready. Be sure to refer to the **admission guideline** for more detailed instructions before the final submission.

#	Document	Things to Note	Check
<b>Required Application Documents for All</b>			
1	Application Form	1. Check the spelling of all the details that you have provided 2. Please do not leave anything blank. If it is not applicable, put N/A instead 3. Include all the schools that you have attended	
2	Admission Ticket	1. Please make sure to put the exact same details on your admission ticket as per your application form	
3	Diploma(s) or Certificate of (expected graduation)	1. It should be in English or notarized in English	
4	Official Transcript of academic records	1. Documents should be sealed 2. It should be in English or notarized in English 3. Please submit official transcripts from all institutions attended	
5	Certificate of former employment	1. Only if applicable	
<b>Additional Requirements for Each Department</b>			
6	International Studies	Master's Program	Statement of Purpose (250-500 words in English)
7		Combined M-D Program	Study Plan (In English with no page limit)
8			2 Recommendation Letters
9		Doctoral Program	Study Plan (In English with no page limit)
10	2 Recommendation Letters		
11	Korean Studies	Master's Program	Statement of Purpose
12			1 Recommendation Letter
13		Doctoral Program	Statement of Purpose
14			1 Recommendation Letter
<b>Additional Requirements for International Students Only</b>			
15	Passport Copy	1. Submit passport copies of yours	
16	English Proficiency Exam Results / Korean Proficiency Exam Results / Waiver Certificate	1. Please double check your score results in relation to the admission guidelines 2. Waiver certificates will only be accepted if applicant passes the waiver criteria	
<b>Other Requirements:</b>			
17	Application Fee (Not applied for UWAY online submission)	1. Depositor name should be under the applicant's name 2. Non-refundable	