

**2018 Art Major Asian Scholarship
Admissions Guide
(Korea National University of Arts)**



1. Objective

The objective of the Art Major Asian(AMA) Scholarship Program is to provide Asian students with artistic talent to conduct advanced studies and ability in Korea National University of Arts in order to promote international exchanges in education and mutual friendship between the countries.

2. Scholarship Benefits

Classification	Information
Airfare	The grantees will receive an airplane ticket between their country and Korea economy class, when entering and graduating
Monthly Allowance	800,000won(KRW) per month
Korean Language Training	Full coverage
Tuitions	Full coverage(regular semesters only)
Medical Insurance	Limited coverage

3. Application and Selection Schedule (The schedule can be further changed)

Date	Classification
13th March, 2017	Open call for submission
30st June, 2017	Application Deadline
18th September, 2017	Final Notification of Admissions Decision
20th October, 2017	Entry into Korea
October 2017-February 2018	Pre-Course: Korean Language Training
28th February, 2018	Matriculation Ceremony

* Should submit the application and required documents **only by postal** or **in person**.

Online submission unavailable.

* Admissions decision will be notified through K-Arts website and personal e- mail. (<http://eng.karts.ac.kr>)

4. Office for Document Submission

- Address : M505, Office of External Affairs 146-37, 32gil, Hwarang-ro, Seongbuk-gu, Seoul, Postal Code : 136-716, Republic of Korea (Receiver : AMA Manager)
- Office Hours : 9:00-17:00(Mon-Fri)
global@karts.ac.kr
- E-mail : *** All inquiries on AMA admission shall be made to this email above only.**
*** Please add [AMA 2018] on the title when write.** Otherwise we cannot read and answer you due to excessive amount of spam in our mailbox.
- Telephone : 82-2-746-9073

5. Qualification

(1) Only those who hold a citizenship of the 20 countries below are eligible for the program.

Bangladesh	Bhutan	Cambodia	China
India	Indonesia	Kazakhstan	Kyrgyzstan
Laos	Malaysia	Maldives	Mongolia
Myanmar	Nepal	Pakistan	Philippines
Sri Lanka	Thailand	Uzbekistan	Vietnam

(2) Have graduated or be scheduled to graduate from a high school/university by 28th Feb, 2018.

- * Applicants who apply for the master's program must hold a Bachelor's degree or a diploma that is equivalent to or higher than a Bachelor's degree.
- * Applicants who are expecting to graduate by 28th Feb, 2018 must submit a certificate of graduation expectation when you apply, and submit the official certificate of graduation(degree or diploma) to Karts by 1st March, 2018

(3) Have adequate health, both physically and mentally.

(4) Have no limitations in travelling abroad.

(5) Have outstanding artistic talents, gifted skills and an excellent academic record.

(6) Applicants recommended by the government, ministries, and embassies of Korea and each country.

(7) Applicants recommended by the rector of the university graduated or attending, or head of government approved organizations, companies and art related institution etc.

(8) Specific Qualification and Portfolio and Requirement by each department and major.

- **Please refer to "APPENDIX 1".** If there aren't any references, you can make your own portfolio.

6. Note

- Dual applications are not accepted. Applicants must apply for this program via only one department.
- Submitted documents will not be returned to the applicants.
- K-Arts does not compensate expenses for insurance for traveling to and from Korea.
- If there is any inconsistency in the applicant's name or birth date on submitted documents, further evidential document to verify it should be attached.
- Original documents should be submitted. However, if they are not available, copies must be authenticated by the issuing institution that they are the same with the originals.
- All of the materials should be A4 sized ones; if smaller, attach the material to an additional A4 sized paper; if bigger, fold it up to be an A4 sized one.
- A grade transcript should contain a description of the school grading system. And if the applicant class rank or percentile is not stated in the transcript, you should submit an additional official certificate issued by your school to prove that your academic achievement.
- Any documents written in languages other than Korean or English should be submitted along with notarized translation in Korean (or English). **Any transcripts and certificates of (expected) graduation issued must have the apostille certificate attached or undergo the consular legalization process.** (See Apostille Certificate Submission Guide "APPENDIX 2")
- All recommendation letters shall include a personal contact and an original signature of references.
- Airfare for entry into Korea will not be provided to a grantee that has been staying in Korea as of the date of announcement of successful candidates.
- **All grantee has to take Korean language training before his/her entrance to K-Arts, and one who cannot reach to 85% attendance record shall be eliminated and shall refund expenses.** Exemption from language training is allowed to one who has achieved over TOPIK level 5.
- **Incomplete or incorrect documents may lead to application rejection or failure in the Selection Committee, and scholarship revocation even after entry into Korea.**
- The medical fee is to be reimbursed through the insurance company to the grantee after s/he pays first. However, the expense for dental clinic or chronic disease will not be covered.
- **All AMA students are required to maintain strict legal and regulatory compliance for the government of Korea, K-Arts regulation and AMA regulation.**
- **Any grantee who quits the program after s/he entering Korea should refund all scholarship; airfare for coming into Korea; monthly stipend and Korean language training expenses, etc.**

8. Checklist

- When submitting the documents, **the documents should be arranged by the checklist order in the FORM 1.**

- Each document can be stapled, but do not staple all the documents together.

(1) Application [Form 1]

(2) Self-Introduction [Form 2]

(3) Study Plan [Form 3]

(4) Personal Medical Assessment [Form 4]

* Medical assessment made within 6 months as of the date of submission only is available.

(5) 3 Letters of Recommendation [Form 5]

* References signed within 6 months as of the date of submission only are available.

(6) Copy of diploma or certificate of (expected) graduation **with Apostille.**

(7) Official Transcripts(the most recently attended from high school)

(8) A Hard Copy of Passport

(9) Certificate of Korean or English Proficiency

(10) Certificates of relevant work experiences, award and/or other achievement (Optional)

(11) Portfolio(please leave your name on each page or portfolio in case of missing)

- Please type or print clearly using black ink in Korean or in English.
- Please state a Date in the following order : YYYY.MM.DD
- Please remove the instructions and the directions in the blank before print.
- Don't change anything in the form and extend the pages.

3. Education Information (since elementary school) : Please list most recent first.

Graduate /Attend	Period	Name of School(University)	Major	Location/Country
	YYYY.MM.DD~ YYYY.MM.DD			

3-1. For graduate applicants only

Name of University	Major	Degree	Type	Category
			Private/Public	University College(2years, 4years)

4. Transcripts(Official academic transcripts of below listed should be submitted.)

School	Year	Grade	Rank	100 Percentile (CGPA)
High School	1 st year	/	/	/100
	2 nd year	/	/	/100
	3 rd year	/	/	/100
TOTAL		/	/	/100
University	1 st year	/	/	/100
	2 nd year	/	/	/100
	3 rd year	/	/	/100
	4 th year	/	/	/100
	5 th year	/	/	/100
TOTAL		/	/	/100

** CGPA(must be converted on a maximum scale of 100 points(converted point)

5. Portfolio List

Type/Format	Volume/Time	Title of Work	Produced Date
ex) DVD			YYYY.MM.DD

6. Language Proficiency

Language	Title of Test	Score or Level	Date of Test	Level or Proficiency
Korean	TOPIK (by NIID)		YYYY.MM.DD	
English				
etc				

** Must be attached to official record(TOPIK, TOFEL, ILETS, DELF, DALF, etc.)

7. List of References

Name	Position	Organization	Phone	E-mail Address

8. Career or Award

Date	Institution	Position	Memo

9. Family Information

Relation	Name	Date of Birth	Address & Phone Number	Education Working Place Name Occupational Status
		YYYY.MM.DD		

THE ANSWERS I HAVE GIVEN ABOVE ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. IF MY ANSWERS CONTAIN ANY KIND OF FALSEHOOD, I WILL TAKE ANY LEGAL RESPONSIBILITY.

YYYY.MM.DD

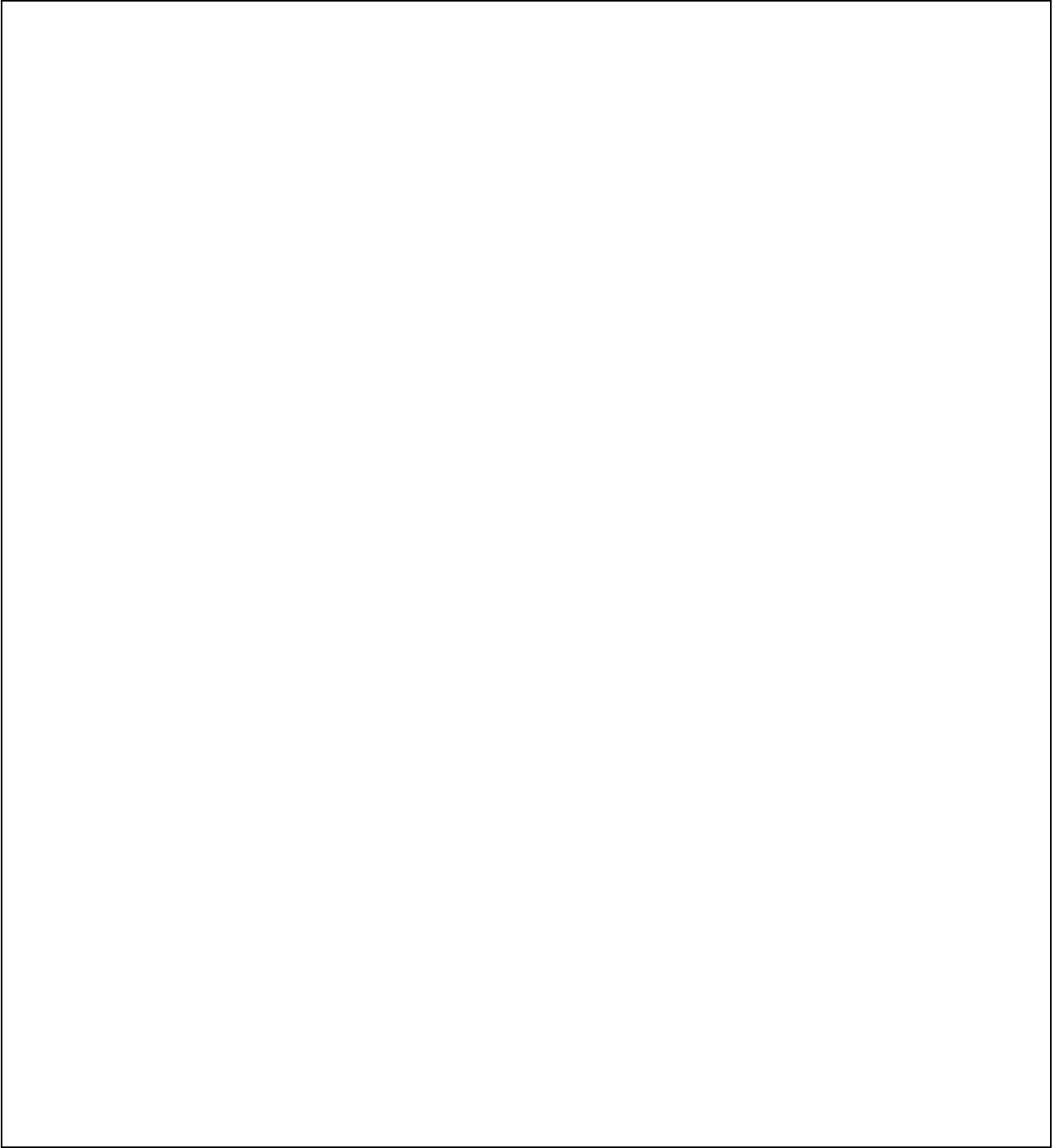
Date Name of the Applicant Signature of the Applicant

Self Introduction

Name	
Country	
Course	BA(undergraduate)/MA(graduate)
Field	School + Department

* Please type within 2 pages using black ink in Korean or in English (*12points)

- Your course of life, your view of life, study background, your hopes & wishes, etc.
- Your education and work experience, etc., in relation to the AMA program
- Your motivation for applying for this program
- Reason for study in Korea and K'arts



YYYY.MM.DD

Date

Name of the Applicant

Signature of the Applicant

Study Plan

Name	
Country	
Course	BA(undergraduate)/MA(graduate)
Field	School + Department

* Please type within 2 pages using black ink in Korean or in English (*12points)

- Goal of study, title or subject of research, and detailed study plan
- Future plan in Korea or another country after study in Korea

Large empty rectangular box for content.

YYYY.MM.DD



Date

Name of the Applicant

Signature of the Applicant

Personal Medical Assessment

- Please provide accurate information for the following questions.
- All grantees must take another comprehensive medical check-up (including HIV, TBPE drug test) after coming into Korea in accordance with the requirements of the Korea Immigration Service and the Karts. If the results show that any grantee is unfit to study and live overseas, he/she may be disqualified.

QUESTION	Check
1. Allergies	Yes/No
2. High Blood Pressure	
3. Diabetes	
4. Tuberculosis	
5. Any type of Hepatitis	
6. HIV	
7. Have you had any serious ailment, injuries or diseases in the last five years?	
8. Have you been hospitalized in the last two years	
9. Have you ever been treated by a doctor for any mental, emotional, or anxiety disorder?	
10. Have you ever been addicted to any substance whether legal or prohibited?	
11. Do you have any visual or hearing impairment?	
12. Do you have any physical disabilities?	
13. Have you ever suffered from depression?	
14. Are you taking any prescribed medication?	
<ul style="list-style-type: none"> ▪ If "yes", please explain. 	

* Please attach evidential documents(Certificate of Health by doctor) which prove that the result of the number 1~6.

YYYY.MM.DD

Date

Name of the Applicant

Signature of the Applicant

Letter of Recommendation

Applicant	Name	
	Country	
	Course	
	Field	School + Department
	Current(Last) School	
Recommender	Name	
	Title or Position	
	Institutions	
	E-mail	
	Address	
	Telephone	
	How long have you known the applicant?	

■ Please assess the applicant's qualities in the evaluation table given below.(check O)

	Excellent	Good	Average	Below Average
Academic Achievement				
Future Academic Potential				
Integrity				
Responsibility/Independence				
Creativity/Originality				
Communication Skills				
Interpersonal skills				
Leadership				

Please provide us with comments on the applicant's performance record, potential, or personal qualities which you believe would be helpful in considering the applicant's application for the proposed degree program.

YYYY.MM.DD

Date

Name of the Recommender

Signature of Recommender

Admission Unit and Information

■ Undergraduate(Bachelor's Degree)

● School of Music

Department	Major		Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Vocal Music	Women	Soprano	Performance DVD recorded - An Italian art song; - A German art song; and - An Aria selected by applicant (Must be the one after W.A. Mozart)		4 years	Bachelor of Music
		Mezzo-soprano			4 years	Bachelor of Music
	Men	Countertenor			4 years	Bachelor of Music
		Tenor Trombone			4 years	Bachelor of Music
		Baritone			4 years	Bachelor of Music
		Bass			4 years	Bachelor of Music
Instrumental Music	Keyboards	Piano	Performance DVD recorded - One of the items(first movement) - An entire sonata by W. A Mozart, Haydn or Beethoven; - A piece of Etude; and - A free choice piece of Romantic era		4 years	Bachelor of Music
		Organ			4 years	Bachelor of Music
		Harpsichord			4 years	Bachelor of Music
	Strings	Violin	Performance DVD recorded - J. S. Bach - Sonata and Partita for Violin Solo (1 slow and 1 fast movement); and - A free choice of short piece		4 years	Bachelor of Music
		Viola			4 years	Bachelor of Music
		Cello			4 years	Bachelor of Music
		Double Bass			4 years	Bachelor of Music
		Harp			4 years	Bachelor of Music
		Guitar			4 years	Bachelor of Music
	Winds	Woodwind	Performance DVD of 2 compositions by different era(longer than 10 mints)		4 years	Bachelor of Music
		Brasswind	Performance DVD of 3 compositions by different era	- TOPIK Level 2	4 years	Bachelor of Music
	Percussion	Percussion Instruments			4 years	Bachelor of Music
	Composition		1. 3 composition books 2. Performance DVD recorded - Self- Introduction(in Korean); and - Piano playing longer than 3 minutes	- TOPIK Level 2	4 years	Bachelor of Music
Conducting	Choir Conducting		- Applicants whose application has passed the screening should attend to the interview at K-Arts campus and be tested sight-singing and dictation.	4 years	Bachelor of Music	
	Conducting			4 years	Bachelor of Music	

● School of Drama

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Acting	Acting	- 3min. video of Self-Introduction in Korean - 3min. video of Acting in Korean	- TOPIK Level 4 or equivalent	4 years	Bachelor of Fine Arts
Directing		- 3min. video of Self-Introduction in Korean	- TOPIK Level 3 or equivalent	4 years	Bachelor of Fine Arts
Playwriting	Playwriting		- TOPIK Level 3 or equivalent	4 years	Bachelor of Fine Arts
	Creative Writing		- TOPIK Level 5 or equivalent	4 years	Bachelor of Fine Arts
Stage Design		- Portfolio book of more than 15 pages (Size: A4 or A3)	- TOPIK Level 3 or equivalent	4 years	Bachelor of Fine Arts
Theatre Studies	Theatre Studies		- TOPIK Level 3 or equivalent	4 years	Bachelor of Fine Arts
	Theatre Management		- TOPIK Level 3 or equivalent	4 years	Bachelor of Fine Arts

● School of Film, TV and Multimedia

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Film Making	Directing		- TOPIK Level 3; and - The successful candidate will necessarily be available to have an interview in Korean - Applicants recommended by the President of Beijing Film Academy can be excused from TOPIK requirement, subject to achieve TOPIK level 3 within 1 year after entrance.	4 years	Bachelor of Fine Arts
	Cinematography			4 years	Bachelor of Fine Arts
	Editing			4 years	Bachelor of Fine Arts
	Sound			4 years	Bachelor of Fine Arts
	Screenwriting			4 years	Bachelor of Fine Arts
Broadcasting			- TOPIK Level 3; or - Who is available to interview in Korean - Applicants recommended by the President of Communication University of China can be excused from TOPIK requirement, subject to achieve TOPIK level 3 within 1 year after entrance.	4 years	Bachelor of Fine Arts
Multimedia			- TOPIK Level 3	4 years	Bachelor of Fine Arts
Animation			- TOPIK Level 3; or - Who is available to interview in Korean or in English	4 years	Bachelor of Fine Arts
Cinema Studies			- TOPIK Level 3 or equivalent	4 years	Bachelor of Arts

● School of Dance

Department	Major	Portfolio	Asked Korean Level	BA	Degree
Dance Performance	Korean Traditional Dance			4 years	Bachelor of Fine Arts
	Ballet			4 years	Bachelor of Fine Arts
	Contemporary Dance			4 years	Bachelor of Fine Arts
Choreography			- TOPIK Level 2	4 years	Bachelor of Fine Arts
Dance Theory	Dance Theory		- TOPIK Level 3	4 years	Bachelor of Arts
	Art Management		- TOPIK Level 3	4 years	Bachelor of Arts

● School of Visual Arts

Department	Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Fine Arts		- TOPIK Level 3	4 years	Bachelor of Fine Arts
Design	- Portfolio book of more than 20 pages (resume of 4 major artworks)	- TOPIK Level 3	4 years	Bachelor of Fine Arts
Art Theory		- TOPIK Level 4	4 years	Bachelor of Arts
Architecture		- TOPIK Level 4	5 years	Bachelor of Architecture

● School of Korean Traditional Arts

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Traditional Art Theory				4 years	Bachelor of Traditional Arts
Traditional Music	Instrumental Music			4 years	Bachelor of Traditional Arts
	Vocal Music			4 years	Bachelor of Traditional Arts
Traditional Music Composition				4 years	Bachelor of Traditional Arts
Traditional Dance				4 years	Bachelor of Traditional Arts
Traditional Folk Theatrics	Farmer's Musical Instruments			4 years	Bachelor of Traditional Arts
	Mask Dance			4 years	Bachelor of Traditional Arts
	Shamanistic Music			4 years	Bachelor of Traditional Arts
	Group Theatrical Performance			4 years	Bachelor of Traditional Arts

■ Graduate(Master's Degree)

● School of Music

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	MA	Degree	
Vocal Music	Opera Singing	1. Performance DVD recorded - An Italian art song; - A German art song; and - An Aria selected by applicant (Must be the one after W.A. Mozart)		3 years	Artist Diploma	
	Opera Directing			3 years	Artist Diploma	
	Opera Coach			3 years	Artist Diploma	
	Lied And Oratorio			3 years	Artist Diploma	
Instrumental Music	Instrumental Music	Piano	Performance DVD recorded - One of the items(first movement) - An entire sonata by W. A Mozart, Haydn or Beethoven; - A piece of Etude; and - A free choice piece of Romantic era	2 years	Master of Arts	
		Organ		2 years	Master of Arts	
		Harp		2 years	Master of Arts	
		Violin	Performance DVD recorded - J. S. Bach - Sonata and Partita for Violin Solo (1 slow and 1 fast movement); and - A free choice of short piece	2 years	Master of Arts	
		Viola		2 years	Master of Arts	
		Cello		2 years	Master of Arts	
		Double Bass		2 years	Master of Arts	
		Harp		2 years	Master of Arts	
		Guitar		2 years	Master of Arts	
		Woodwind	1. Performance DVD of 2 composition by different era(longer than 10 mints)		2 years	Master of Arts
	Brasswind	2. Performance DVD of 3 composition by different era	- TOPIK Level 2	2 years	Master of Arts	
	Percussion Instruments			2 years	Master of Arts	
	Solo	Piano			3 years	Artist Diploma
		Violin			3 years	Artist Diploma
		Cello			3 years	Artist Diploma
		Double Bass			3 years	Artist Diploma
	Accompaniment				3 years	Artist Diploma
	Orchestra	Violin			3 years	Artist Diploma
		Viola			3 years	Artist Diploma
		Cello			3 years	Artist Diploma
Double Bass				3 years	Artist Diploma	
Harp				3 years	Artist Diploma	
Woodwind		Performance DVD of 2 compositions by different era(longer than 10 mints)		3 years	Artist Diploma	
Brasswind		Performance DVD of 3 compositions by different era	- TOPIK Level 2	3 years	Artist Diploma	
Composition	Composition	1. 3 composition books 2. Performance DVD recorded - Self- Introduction(in Korean); and - Piano playing longer than 3 minutes	- TOPIK Level 2	2 years	Master of Arts	
Conducting	Choir Conducting		- Applicants whose application has passed the screening should attend to the interview at K-Arts campus and be tested sight-singing and dictation.	3 years	Artist Diploma	
	Conducting			3 years	Artist Diploma	
Musical Technology	Electro-acoustic Music Composition	- Applicant who holds a bachelor degree of composition		3 years	Artist Diploma	
	Music Technology			3 years	Artist Diploma	
	Sound Recording			3 years	Artist Diploma	
Musicology	Music History		- TOPIK Level 4	2 years	Master of Arts	
	Music Theory		- TOPIK Level 4	2 years	Master of Arts	
	Musicology		- TOPIK Level 4	2 years	Master of Arts	

● School of Drama

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	MA	Degree
Acting	Acting	- 3min. video of Self-Introduction in Korean - 3min. video of Acting in Korean	- TOPIK Level 4 or equivalent	3 years	Master of Fine Arts
	Drama/Theatre for the Young			3 years	Master of Fine Arts
Directing		- 3min. video of Self-Introduction in Korean	- TOPIK Level 3 or equivalent	3 years	Master of Fine Arts
Playwriting	Playwriting		- TOPIK Level 3 or equivalent	3 years	Master of Fine Arts
	Creative Writing		- TOPIK Level 5 or equivalent	2 years	Master of Fine Arts
Stage Design		- Portfolio of more than 15 pages - The size : A4 or A3	- TOPIK Level 3 or equivalent	3 years	Master of Fine Arts
Theatre Studies	Theatre Studies	-	- TOPIK Level 3 or equivalent	2 years	Master of Fine Arts
	Theatre Management			2 years	Master of Fine Arts

● School of Film, TV and Multimedia

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	MA	Degree
Film Making	Directing		- TOPIK Level 3; and - The successful candidate will necessarily be available to have an interview in Korean - Applicants recommended by the President of Beijing Film Academy can be excused from TOPIK requirement, subject to achieve TOPIK level 3 within 1 year after entrance.	2 years /3 years	Master of Fine Arts
	Cinematography(Lighting)			2 years/ 3 years	Master of Fine Arts
	Editing			2 years	Master of Fine Arts
	Sound			2 years	Master of Fine Arts
	Screen Writing			2 years	Master of Fine Arts
	Producing			2 years	Master of Fine Arts
Broadcasting	Documentary		- TOPIK Level 3; or - Who is available to interview in Korean - Applicants recommended by the President of Communication University of China can be excused from TOPIK requirement, subject to achieve TOPIK level 3 within 1 year after entrance.	2 years	Master of Fine Arts
Multimedia			- TOPIK Level 3	3 years	Master of Fine Arts
Animation	Animation Directing		- TOPIK Level 3; or - Who is available to interview in Korean or in English	2 years	Master of Fine Arts
	Animation Production			2 years	Master of Fine Arts
Cinema Studies	Film Theory and History		- TOPIK Level 3 or equivalent	2 years	Master of Arts
	East Asia Film Studies			2 years	Master of Arts
	Screen Culture Studies			2 years	Master of Arts

● School of Dance

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	MA	Degree
Dance Performance	Dance Performance			2 years	Master of Fine Arts
	Ballet Method			2 years	Master of Fine Arts
	Dance Music			2 years	Master of Fine Arts
Choreography			- TOPIK Level 2	2 years	Master of Fine Arts
Dance Theory			- TOPIK Level 2	2 years	Master of Arts
Art Management	Art Management		- TOPIK Level 2	2 years	Master of Arts

● School of Visual Arts

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	MA	Degree
Fine Arts	Painting	Painting / Print Making	- TOPIK Level 3	2 years	Master of Fine Arts
	Display and Sculpture	Display and Sculpture		2 years	Master of Fine Arts
	Media	Photography (including 3D Holography Art)		2 years	Master of Fine Arts
		Video Art		2 years	Master of Fine Arts
		New Media		2 years	Master of Fine Arts
	Ceramic & Glass	Ceramic Art		2 years	Master of Fine Arts
		Glass Art		2 years	Master of Fine Arts
	Design	Interaction Design		- TOPIK Level 3	2 years
Transportation Design		2 years	Master of Fine Arts		
Visual Communication Design		2 years	Master of Fine Arts		
Product Design		2 years	Master of Fine Arts		
Art Theory			- TOPIK Level 4	2 years	Master of Arts
Architecture	Design	- Portfolio of more than 30 pages(more than 5 artworks)	- TOPIK Level 4	2 years	Master of Architecture
	Structure			2 years	Master of Architecture
	Theory			2 years	Master of Architecture

● School of Korean Traditional Arts

Department	Major	Portfolio	Asked Korean Level/ Requirements/Notes	BA	Degree
Traditional Art Theory	Traditional Arts Theory			2 years	Master of Traditional Arts
	Korean Art History				
Traditional Music	Instrumental Music			2 years	Master of Traditional Arts
	Vocal Music			2 years	Master of Traditional Arts
Traditional Music Composition	Instrumental Music, Vocal Music Composition			2 years	Master of Traditional Arts
	Conducting				
Traditional Dance				2 years	Master of Traditional Arts
Traditional Folk Theatrics	Farmer's Musical Instruments			2 years	Master of Traditional Arts

< Apostille Certificate Submission Guide >

1. What is an Apostille certificate ?

- In order for a document to be recognized by a foreign country, it should undergo legalization for foreign public documents to be used in the foreign country. In general, such a document is authenticated by means of ‘consular legalization’ at diplomatic offices in the foreign country where the document is to be used.
- The Apostille certificate is issued by an authority of the country concerned after validating the authenticity of the document by comparing the official seals or signatures of the document. A document bearing the Apostille certificate is deemed acceptable as an official document in any signatory country without the consular legalization.

2. Documents subject to the Apostille certificate requirement

- Documents issued by government agencies (including local governments, national and public educational institutions) : e.g. transcripts and certificates of graduation issued by a national/public school
 - Notarized documents prepared by a person in the capacity of a notary public in accordance with the Notary Public Act or the Attorney-at-Law Act : e.g. transcripts and certificates of graduation issued by a private school
- ※ For a document not written in Korean or English, the original and its translation should be attached with the Apostille certificate or legalized by a consular officer responsible for notarization.

3. Applicants from a signatory country

- Issuing agency : Apostille certificates are issued by an institution designated as an authority by the government of the country concerned (e.g. the Ministry of Foreign Affairs for Korea)
- How to submit : Apostille certificates for the required documents above need to be issued and submitted when submitting the application form and documents.(Applicants are advised to verify the lead time for the issuance of the Apostille certificate)
- Important Matters
 - Applicants from a private school need to first have their documents notarized and then have the Apostille certificates issued.
 - If the Apostille certificate cannot be issued, either a confirmation for a foreign educational institute or a certificate of the consular legalization process issued by the Korean consulate of the country concerned may be submitted in lieu thereof.

4. Applicants from a non-signatory country

- Issuing agency : Apostille certificates are issued by the Korean consulate of the country concerned.
- How to submit : A confirmation for a foreign educational institute or a certificate of the consular legalization process issued by the Korean consulate of the country concerned should be submitted.

5. Signatories to the Apostille Convention: Visit the Ministry of Foreign Affairs webpage

C.G.P.A. Conversion Table

4.0 Scale	4.3 Scale	4.5 Scale	5.0 Scale	100 Points Scale
3.97 ~ 4.0	4.26 ~ 4.3	4.46 ~ 4.5	4.95 ~ 5.00	100
3.92 ~ 3.96	4.22 ~ 4.25	4.41 ~ 4.45	4.90 ~ 4.94	99
3.88 ~ 3.91	4.17 ~ 4.21	4.36 ~ 4.40	4.84 ~ 4.89	98
3.84 ~ 3.87	4.12 ~ 4.16	4.31 ~ 4.35	4.79 ~ 4.83	97
3.80 ~ 3.83	4.08 ~ 4.11	4.26 ~ 4.30	4.73 ~ 4.78	96
3.75 ~ 3.79	4.03 ~ 4.07	4.21 ~ 4.25	4.68 ~ 4.72	95
3.71 ~ 3.74	3.98 ~ 4.02	4.16 ~ 4.20	4.62 ~ 4.67	94
3.67 ~ 3.70	3.93 ~ 3.97	4.11 ~ 4.15	4.57 ~ 4.61	93
3.62 ~ 3.66	3.89 ~ 3.92	4.06 ~ 4.10	4.51 ~ 4.56	92
3.58 ~ 3.61	3.84 ~ 3.88	4.01 ~ 4.05	4.45 ~ 4.50	91
3.49 ~ 3.57	3.75 ~ 3.83	3.91 ~ 4.00	4.34 ~ 4.44	90
3.41 ~ 3.48	3.65 ~ 3.74	3.81 ~ 3.90	4.23 ~ 4.33	89
3.32 ~ 3.40	3.56 ~ 3.64	3.71 ~ 3.80	4.12 ~ 4.22	88
3.24 ~ 3.31	3.46 ~ 3.55	3.61 ~ 3.70	4.01 ~ 4.11	87
3.15 ~ 3.23	3.37 ~ 3.45	3.51 ~ 3.60	3.90 ~ 4.00	86
3.07 ~ 3.14	3.27 ~ 3.36	3.41 ~ 3.50	3.79 ~ 3.89	85
2.98 ~ 3.06	3.18 ~ 3.26	3.31 ~ 3.40	3.68 ~ 3.78	84
2.90 ~ 2.97	3.09 ~ 3.17	3.21 ~ 3.30	3.57 ~ 3.67	83
2.81 ~ 2.89	2.99 ~ 3.08	3.11 ~ 3.20	3.45 ~ 3.56	82
2.72 ~ 2.80	2.90 ~ 2.98	3.01 ~ 3.10	3.34 ~ 3.44	81
2.64 ~ 2.71	2.80 ~ 2.89	2.91 ~ 3.00	3.23 ~ 3.33	80