Application Guideline for International Students
1. About Yonsei GSIS

The Graduate School of International Studies (GSIS) at Yonsei University was first established in 1987. The founding motivation was to meet the growing demand for international academic institutions. Programs at the GSIS offer a dynamic and rigorous curriculum taught by Korea’s leading academics. Students are equipped with the theoretical knowledge and practical skills necessary to excel in the public and private sectors of the global arena.

Yonsei GSIS currently offers the following degree programs, where the language of instruction is in English:

<table>
<thead>
<tr>
<th>Major Program</th>
<th>Master's Degree</th>
<th>Doctoral Degree</th>
</tr>
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<tbody>
<tr>
<td>Korean Studies</td>
<td>Master of Arts in Korean Studies (MKS)</td>
<td>PhD in Korean Studies</td>
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<tr>
<td>Global Studies</td>
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<tr>
<td>International Cooperation (PIC)</td>
<td>Master of Global Affairs &amp; Policy (MGAP)</td>
<td>PhD in International Studies (International Relations)</td>
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<tr>
<td>International Trade, Finance &amp; Management (ITFM)</td>
<td>Master of Global Economy &amp; Strategy (MGES)</td>
<td>PhD in International Studies (International Political Economy)</td>
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Yonsei GSIS International Admissions Office

<table>
<thead>
<tr>
<th>Yonsei GSIS Contact Information</th>
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<tr>
<td>Website</td>
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<td>Email</td>
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<td>Tel.</td>
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<td>Mailing Address</td>
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<tr>
<td>Office Hours</td>
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2. Eligibility for International Student Applicants

➢ Degree Eligibility
  • All applicants for the Master’s program must be graduates of a bachelor's degree program at a recognized college or university in Korea or abroad.
  • All applicants for the Doctoral program must be graduates of a bachelor's degree and master's degree program at a recognized university in Korea or abroad.

➢ Educational Background
  • Master's program applicants are not required to have any specific undergraduate degree nor are there specific prerequisites.
  • The educational background of admitted students at GSIS is diverse in nature. Students may have degrees ranging from international relations to engineering, music, psychology, and many other fields.

➢ Citizenship Eligibility
  • To apply as an international student, you must meet either of the following:
    • You and your parents do not have Korean citizenship.
    • You have Korean citizenship, dual citizenship with Korea and/or your parents have Korean citizenship but have received sixteen years of foreign education. This entails receiving education outside of Korea during elementary school, middle school, high school, and undergraduate, including study abroad or exchange programs. For more information, please read the Sixteen Years Education Verification Record Form available at http://gsis.yonsei.ac.kr/files/form/Sixteen_Years_Requirement_Form_v2.pdf.
3. Admissions Timeline

<table>
<thead>
<tr>
<th>Semester</th>
<th>Application Submission</th>
<th>Admissions Decision Notification</th>
<th>Tuition Payment</th>
<th>Orientation Day</th>
<th>Beginning of Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>SPRING (MAR - JUNE)</td>
<td>first business day of September ~ last business day of November</td>
<td>Mid – December via email</td>
<td>Late January</td>
<td>Late February</td>
<td>1st week of Mar.</td>
</tr>
<tr>
<td>FALL (SEP – DEC)</td>
<td>first business day of March ~ last business day of May</td>
<td>Mid – May ~ Early June via email</td>
<td>Late July</td>
<td>Late August</td>
<td>1st week of Sep.</td>
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</table>

An interview may or may not be conducted depending on the requests of the admissions board. Applicants will be notified ahead of time if an interview is requested.

4. Important Things to Know Before Applying

- All documents should be in English. If the original documents are not in English, notarized translations must be submitted.
- Once received, application documents cannot be copied or returned.
- Please do not contact the GSIS faculty for updates or information regarding admissions or financial decisions.
- Submit your application to:
  Admissions Officer
  Room 510 New Millennium Hall
  The Graduate School of International Studies, Yonsei University
  50 Yonsei-ro, Seodaemun-gu, Seoul, Korea 03722
  Tel.) +82-2-2123-8484
5. **Required Documents for the Master’s and Doctoral Program**

1) **GSIS Online Application**
   - Website: [http://gsis.yonsei.ac.kr/application/application.asp](http://gsis.yonsei.ac.kr/application/application.asp)
     - Press the “submit” button to ensure you have completed the application.

2) **Statement of Purpose**
   - The Statement of Purpose should include a self-introduction and study plan. This should give the admissions board insight into your character, integrity and dedication to your chosen field of studies. The essay may be no longer than 10,000 characters.

3) **Diploma, Degree or Certificate of Graduation from Undergraduate Institution**
   - Copy of the bachelor’s degree diploma, degree or certificate of graduation
   - Letter of Expected Graduation (for applicants who have not yet graduated during the application period)
     - Must be written, signed and sealed in an envelope by your undergraduate registrar’s office
     - Must indicate the anticipated date of graduation
     - The anticipated date must be prior to the start of the semester
     - *An offer of admission is not binding until the GSIS office verifies that the applicant has graduated with a bachelor’s degree.*

4) **Official Transcripts of Previously Attended Undergraduate Institutions**
   - Official transcripts must be officially issued and sealed by your undergraduate institution. Under no circumstances should you open these envelopes.
     - If you have previously transferred schools or taken part in exchange / study abroad programs, you must submit official transcripts from those institutions – unless the courses and grades are included in your primary transcript.
• If you have taken graduate courses outside of your bachelor's degree program, you are encouraged but not required to submit a transcript of those courses.

• Yonsei GSIS uses the cumulative GPA (CGPA) system. If your transcripts do not indicate a CGPA, you must submit a letter from your undergraduate school's registrar that indicates your rank or amongst graduates or CGPA on a 4.0, 4.3, or 100 scale. If your registrar does not offer such services, a letter written by your undergraduate school's registrar verifying that it does not provide the CGPA / ranking system must be submitted.

5) **Original English Proficiency Test Score Report (IBT TOEFL, IELTS or TOEIC)**

- An Official Score Report of the TOEFL, IELTS, or TOEIC English Proficiency Test must be submitted. **Copies of the report will not be accepted.**
  
  - Official score reports mailed directly from the testing institution to the GSIS office are also accepted.
  
  - We no longer accept TOEFL score reports that are sent via institution code due to experience with missing reports in the past. Applicants must include the official TOEFL score report with the rest of their application materials.

- You may be exempt from the English Proficiency Test Requirement if you meet one of the following criteria:
  
  - You are a native speaker and have citizenship in the following countries where the primary language is English: Australia, Canada, the United Kingdom, the United States and New Zealand.
  
  - Your high school and undergraduate education was conducted in English. In this case, you must submit the following:
    
    1. A completed TOEFL waive request form.
    
    2. An official letter written from your high school and undergraduate institution verifying that the language of instruction there was conducted in English.
• You have high English proficiency but do not meet the above criteria (e.g. extensive working experience in an English – speaking environment). In this case, you must submit the following:

1. A completed TOEFL waiver request form.

2. Any supporting documents proving your English fluency.

➢ Please note that if you choose to waive the TOEFL requirement, the request may or may not be approved by the admissions board. The TOEFL waiver request form is located at http://gsis.yonsei.ac.kr/files/form/TOEFL_Waiver_Request.pdf.

6) Two Letters of Recommendation from Professors and/or Supervisors

➢ Two sealed letters of recommendation

• All letters of recommendation must be written in English.

• Letters should be printed on an official letterhead that includes the name, title, and contact information of the recommender.

• The recommender must sign the letter, enclose the letter in an envelope, seal it, and sign across the envelope seal. Unsigned, unsealed or photocopies of the letter will not be accepted.

• The sealed letters may be included in your application package or sent directly to the GSIS office. In all cases, the applicant is responsible for submitting the letters of recommendation on time. If they arrive after the deadline, they will not be accepted. Letters of recommendation sent via email will not be accepted.

• Recommendations provide the opportunity for the admissions board to gain insight about your performance in both an academic and professional setting. Your recommenders (e.g. former Professors or supervisors) should be those who can express specific and relevant details to your academic or professional abilities
7) **Non-Refundable Application Fee of USD 80 or KRW 80,000 (Wire Transfer Only)**

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<tr>
<th>Account Holder</th>
<th>(학)연세대학교 / (hak) YonseiDaehakyo</th>
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</thead>
<tbody>
<tr>
<td>Account Number USD</td>
<td><strong>126-048165-41-001</strong></td>
</tr>
<tr>
<td>Account Number KRW</td>
<td><strong>126-000074-18-858</strong></td>
</tr>
<tr>
<td>Name of Bank</td>
<td>Woori Bank</td>
</tr>
<tr>
<td>Bank Address</td>
<td>Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul, 03722 Korea</td>
</tr>
<tr>
<td>Swift Code</td>
<td>HVBKKRSEXXX</td>
</tr>
</tbody>
</table>

➤ International wire transfers of the application fee may be subject to additional fees by both the sending and receiving banks. **The applicant is responsible for paying these fees separately.**

➤ Applicants are encouraged to provide a copy of the wire transfer receipt to help verify the payment.

➤ If the applicant requests a friend or family member pay the application fee via domestic transfer, then the applicant must provide the copy of the bank receipt and the name of the friend or family member that the account is listed under.

8) **Verification of Deposit (VOD)**

➤ Bank statement which indicates that you or your financial sponsor (must be a family member) maintains a checking or savings account with a **minimum of USD 20,000 or equivalent.** The VOD is a requirement for those in need of a **D-2 student visa.** The checking or savings account must indicate that the amount is:

- **Current** (produced within the month that the GSIS application is submitted)
- Has been **maintained** for a minimum of one month or more
- **Liquid** (a checking or savings account)
- **Verified** by the bank where the account is housed (stamp, signature or seal by the bank representative)
A Letter of Sponsorship written by your financial sponsor must be submitted if your name is not listed on the VOD / bank account.


VOD (Certificate of Deposit) for students of Chinese citizenship:

- Chinese applicants do not need to submit the Certificate of Deposit until they are accepted and decide to enroll into the GSIS program.

- The Certificate of Deposit should indicate that a minimum of USD 20,000 or equivalent and will be frozen until the end of the second month of the student’s first semester at GSIS.

If the applicant plans to study at GSIS while on a different visa (e.g. F-4), then a VOD does not need to be submitted. However, it is of utmost importance for the applicant to ensure that studying full-time at GSIS is possible and all visa regulations by the Korean Immigration Office are followed. You are responsible for communicating with the Korean Immigration Office about such regulations before you apply.

9) Verification of Citizenship

- If the applicant and his/her parents do not have Korean citizenship
  - A copy of the applicant’s passport and both parents’ passports
  - If the applicant's parents do not have a passport, a copy of their national IDs will be accepted.
  - A copy of the applicant’s birth certificate or official document indicating the relationship between the applicant and parent.

- If the applicant has Korean citizenship, dual citizenship with Korea and/or parents have Korean citizenship but has completed sixteen years of foreign education
  - A copy of the applicant’s passports and parents’ passports
  - A completed Sixteen Years Education Record Form
• Copies of transcripts or any official document proving that elementary school, middle school, high school, and undergraduate education was received outside of Korea
• A copy of the applicant's Certificate of Entry & Exit (출입국에 관한 사실 증명)
• A copy of the Certificate of Family Relations (가족관계증명서)

Please read the Sixteen Years Education Verification Record available at http://gsis.yonsei.ac.kr/files/form/Sixteen_Years_Requirement_Form_v2.pdf for more information.

➢ If the applicant has Chinese Citizenship
  • A copy of the applicant's passport and parents' passports
  • A copy of the applicant's national ID card and parents’ national ID card (居民身分證寫本)
  • A copy of a translated and notarized copy of the applicant's Household Register (居民戶口簿 寫本)
  • A copy of a translated and notarized copy of the Certificate of Family Relations
  • Resume (if the applicant has work or volunteer experience)
  • Certificate of Employment (if the applicant has previous or current work experience)

10) Copy of Korean Alien Registration Card (외국인등록증)

➢ Applicants who are currently living in Korea must submit a copy of their alien registration card, front and back.

11) Two Passport-Sized Photos (White or Blue Background)

➢ Standard Size (3.5 x 4.5 cm)

12) Education Request Form

➢ Form:
  http://gsis.yonsei.ac.kr/files/form/Education_Record_Request_Form.pdf
Applicants should only fill out Part 1 with information from their undergraduate education.

13) Release of Information Form

➢ Sign the form.

Additional Required Documents for the Doctoral Program

14) Diploma, Degree or Certificate of Graduation from Graduate Institution

➢ Copy of master’s degree diploma, degree or certificate of graduation
➢ Letter of Expected Graduation (for applicants who have not yet graduated during the application period)
   • Must be written, signed and sealed in an envelope by your graduate institution’s registrar’s office
   • Must indicate the anticipated date of graduation
   • The anticipated date must be prior to the start of the semester
   • An offer of admission is not binding until the GSIS office verifies that the applicant has graduated with a bachelor’s and master’s degree.

15) Official Transcripts of Previously Attended Graduate Institution

➢ Official transcripts must be issued and sealed by your graduate institution. Under no circumstances should you open these envelopes.
   • If you have previously transferred schools or taken part in exchange / study abroad programs, you must submit official transcripts from those institutions – unless the courses and grades are included in your primary transcript.
   • If you have taken graduate courses outside of your master’s degree program, you are encouraged but not required to submit a transcript of those courses.
   • Yonsei GSIS uses the cumulative GPA (CGPA) system. If your transcripts do not indicate a CGPA, you must submit a letter from your undergraduate school’s registrar that indicates your rank or
amongst graduates or CGPA on a 4.0, 4.3, or 100 scale. If your registrar does not offer such services, a letter written by your undergraduate school’s registrar verifying that it does not provide the CGPA / ranking system must be submitted.

16) Research Proposal

- Proposed Research Topic (min. 3 pages)
  - Clear statement of your selected research topic: what question are you proposing to study and what evidences are you bringing to bear?
  - A brief overview of the literature of the field should be included to demonstrate how your research question fits into the body of scholarship
  - Short description of the proposed methodology for your research.

17) Writing Sample

- Master's Thesis or Graduate Term Paper (min. 40 pages, in English)

18) Official GRE scores (optional)

6. Important Things to Know for Admitted / Accepted Students

- Visa Issuance
  - Admitted students will be issued an official Certificate of Admissions from the GSIS Office. This will be used for students to receive a D-2 student visa at their local Korean Consulate. If the admitted student plans to study at GSIS on another type of visa (e.g. F-4), then the Certificate of Admissions document will not be issued.

- Tuition Payment
  - Admitted student will be expected to pay the one-time admissions fee and tuition during the designated period. If the amount is not paid, then their enrollment will be cancelled.
Apostille Requirement

- The Republic of Korea is a signatory member of The Hague Apostille Convention. The apostille ensures that public documents issued in one signatory country will be considered as valid in another signatory country. For more information about apostilles, please go to [http://www.hcch.net](http://www.hcch.net) and click on the “Apostille section.”

- **Students who graduated from institutions in countries which are Hague Apostille Convention signatories must submit the following:**
  - An official apostille of your degree / diploma and official transcript must be submitted as soon as you arrive to Yonsei GSIS.
  - All documents must be in English. If it is in any other language, you must submit a notarized translation of the document.

- **Students who graduated from institutions in China must submit the following:**
  - Copy of your Certificate of Graduation
  - Copy of your Certificate of Degree
  - Verification of your Degree issued by the China Academic Degrees & Graduate Education Development Center (CDGDC)
  - Verification of your Academic Record issued by the China Academic Degrees & Graduate Education Development Center (CDGDC)

- **Students who graduated from institutions in countries that are not Hague Apostille Convention signatories:**
  - Verification of your degree / diploma and official transcript by the local Korean embassy in the country that you graduate from must be submitted as soon as you arrive to Yonsei GSIS.
• All documents must be in English. If it is in any other language, you must submit a notarized translation of the document.

• **Students who graduated from institutions in Korea:**
  • Verification other than your official transcript and certificate of graduation is not required.

➢ Housing
  • The GSIS Office does not oversee housing for students. However, Yonsei University does provide housing for international graduate students at the International House, SK Global House, and Muak dormitories. For more information, please view [http://oia.yonsei.ac.kr/campus/preHousing.asp](http://oia.yonsei.ac.kr/campus/preHousing.asp).

➢ Deferment
  • Admitted students may defer enrollment into the GSIS program for up to two semesters. This decision must be made before the designated tuition payment period. The student will be required to fill out a “Deferment Form” that will be sent by the GSIS Office.

If you have any questions or concerns, please feel free to contact the Yonsei GSIS International Admissions Office.

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</table>
| Mailing Address | 510 New Millennium Hall  
|                  | 50 Yonsei-ro, Seodaemun-gu  
|                  | Seoul, South Korea 03722 |
| Office Hours | 9AM – 5:30PM (Lunch Break 12PM – 1:30PM) |