

Fall 2021

# NIIED GKS & YONSEI GSIS ADMISSIONS GUIDELINE



# TABLE OF CONTENTS

About Yonsei GSIS.....	2
Yonsei GSIS: International Admissions Office.....	2
Yonsei GSIS Programs .....	3
Admissions Timeline .....	3
NIIED Requirements.....	3
Important Things to Know Before Applying.....	4
Submission of Documents.....	4
Other .....	4
International Admission.....	5
Eligibility.....	5
Required Documents.....	5
Contact Us.....	8

## ABOUT YONSEI GSIS

---

Thank you for your interest in the Yonsei Graduate School of International Studies (GSIS). The Graduate School of International Studies lies at the center of Yonsei's commitment to internationalization and the education of global leaders. Yonsei GSIS was first established in 1987, motivated by a desire to meet the growing demand for international academic institutions, and was the first professional school dedicated exclusively to international studies in Korea. International students from all over the world provide a unique, multicultural learning environment where diversity is not just a slogan, but an enduring feature of the school's globalized student culture.

The core mission of Yonsei GSIS is to educate and train global leaders who transform themselves so that they can transform the world. In order to achieve this goal, programs at Yonsei GSIS offer a dynamic and rigorous curriculum taught by Korea's leading academics, equipping students with the theoretical knowledge and practical skills necessary to excel in the public and private sectors of the global arena.

This admissions guideline provides information pertaining to the application process, eligibility, and admissions criteria. Should you have any further questions or seek additional information, please contact our staff at the information listed below.

## YONSEI GSIS: INTERNATIONAL ADMISSIONS OFFICE

---

**Website**      <http://gsis.yonsei.ac.kr>

**Email**         [gsis@yonsei.ac.kr](mailto:gsis@yonsei.ac.kr)

**Telephone**    +82-2-2123-8484

### **Mailing Address**

*English*        Room 510, New Millennium Hall, Yonsei University  
50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea 03722

*Korean*         [03722] 서울특별시 서대문구 연세로 50 새천년관 510 호

**Office Hours**    Weekdays, 9:00 AM to 5:00 PM (Lunch Break: 12:00 PM to 1:00 PM)  
Summer & Winter Vacation, office closes earlier at 3:00 PM

## YONSEI GSIS PROGRAMS

---

Yonsei GSIS offers Master and Doctoral Programs in the following fields:

Master's Degree		Doctoral Degree	
Program	Degree	Program	Degree
Korean Studies	Master of Arts in Korean Studies (MKS)	Korean Studies	Ph.D. in Korean Studies
Global Studies: International Cooperation (PIC)	Master of Global Affairs & Policy (MGAP)	International Cooperation	Ph.D. in International Studies (International Relations)
Global Studies: International Trade, Finance & Management (ITFM)	Master of Global Economy & Strategy (MGES)	International Trade & Finance	Ph.D. in International Studies (International Political Economy)
		International Management	Ph.D. in Strategy & Organization

## ADMISSIONS TIMELINE

---

<b>Admissions Period</b>	<b>February 22 (Mon), 2021 to April 8 (Thurs), 2021 (by 17:00 KST)</b>
	<ul style="list-style-type: none"> <li>• The program begins on August 30, 2021 (Mon).</li> <li>• Click "Online Application" located in the International Students tab and create an account. <a href="#">Online Application</a></li> <li>• All documents must either be <b>post mailed</b> or <b>delivered</b> in person (University Track).</li> <li>• The documents must <b>arrive</b> at the Yonsei GSIS office by the designated deadline.</li> </ul>

## NIIED REQUIREMENTS

---

Visit the [NIIED website](#) for complete details of the program.

Regardless of whether you submit an application through the Embassy or University track, you must submit all required documents in one package, as indicated in our guideline. Yonsei GSIS requires supplementary documents, in addition to NIIED's requirement documents. Please read the 2021 GKS FAQ for information on universities requiring additional documentation.

For University Track applications, you only need to submit **one** original application package.

## IMPORTANT THINGS TO KNOW BEFORE APPLYING

---

### SUBMISSION OF DOCUMENTS

- All submitted records and documents become the property of Yonsei GSIS and **will not be returned** to the students in any case.
- Applicants who transferred schools during their studies must submit their complete academic records from all of the applicable institutions, including transcripts and certificates of graduation/attendance.
- All documents must be in English. If documents are in another language, the applicant must submit a notarized/certified translation into English.
- If an applicant's personal information has been modified (i.e. change in name, nationality, etc.), the applicant should submit a photocopy of the document that records the change.
- **All documents must be submitted by the application deadline** in order to be considered for admission.
- You must use the GKS forms provided.

### OTHER

- ***Yonsei GSIS does not disclose information related to the process of admissions decisions. Please do not contact the GSIS faculty for updates or information regarding admissions decisions as they will not be reversed.***
- Should the student be an expected graduate from an undergraduate program, then an offer of admission is not binding until the GSIS office verifies that the student has graduated with a bachelor's degree.
- The admissions board reserves the right to request an interview from the applicant. If an interview is requested, the applicant will be notified. The admissions board will not take responsibility in the case that the applicant is unable to be contacted due to incorrectly inputted contact information
- Yonsei GSIS welcomes students from diverse academic backgrounds, recognizing that different fields of expertise provide unique perspectives, contributing to an actively advancing learning atmosphere.
- If you are accepted as a GKS scholar and enter the program in Fall 2021, you must submit an apostille of your transcript to Yonsei GSIS by the second week of September 2021.

# INTERNATIONAL ADMISSION

---

## ELIGIBILITY

- Both the applicant and their parents are **not** citizens of Korea.
  - Ethnic Koreans with foreign citizenship must submit documents proving the renunciation of Korean citizenship for both them **and** their parents by the application deadline.
- Applicants to the **master program** must hold, or expect to hold prior to entering Yonsei GSIS, a bachelor’s degree or its equivalent (or higher) degree from an accredited college or university.
- Applicants to the **doctoral program** must hold, or expect to hold prior to entering Yonsei GSIS, a master’s degree or its equivalent (or higher) degree from an accredited college or university.

## REQUIRED DOCUMENTS

✦ **SUBMISSIONS VIA EMAIL ARE NOT ACCEPTED.**

✦ **ALL DOCUMENTS MUST BE IN ENGLISH. If documents are in another language, the applicant must submit the original notarized/certified translation into English.**

✦ **There are some COVID-19 exceptions for document submission:**

- 1) In the case (for prospective graduating students) that submitting a sealed certificate/letter of expected graduation or certificate of enrollment is difficult due to the pandemic, please have your university send us a letter or certificate directly through email.
- 2) In the case that submitting a sealed transcript is difficult due to the pandemic, please have your university send us an electronic transcript directly through email. [A sealed transcript is still required to be sent before the decision announcement.](#)
- 3) In the case that submitting sealed recommendation letters is difficult due to the current pandemic, please have your recommenders send us their letters directly through email. Please make a note of this in your application package.

No.	Documents	Submission
<b>1</b>	<b>GKS Application Form [GKS Form 1]</b>	
<b>2</b>	<b>GSIS Online Application</b> <span style="float: right;"><a href="#">(Link)</a></span> <ul style="list-style-type: none"> <li>• Your <u>name</u>, <u>nationality</u>, and <u>date of birth</u> should match the corresponding information on your passport exactly. Please input your first, middle, and last names in the correct place when registering your ID.</li> <li>• Your contact information (phone number, email address, etc.) should be your personal information and not that of your agency.</li> <li>• If you are having trouble uploading the ID photo, please email us with the photo that you would like to upload and we will insert it for you.</li> <li>• Please keep in mind that once you submit the online application, you can no longer make any changes.</li> <li>• <b>Please print out the online application and include it in your application package.</b></li> </ul>	
<b>3</b>	<b>Personal Statement [GKS Form 2]</b>	
<b>4</b>	<b>Statement of Purpose [GKS Form 3]</b>	
<b>5</b>	<b>GKS Applicant Agreement [GKS Form 7]</b>	

6	<b>Personal Medical Assessment [GKS Form 8]</b>	
7-1	<b>Official Bachelor's Diploma or Graduation Certificate</b> <ul style="list-style-type: none"> <li>• A <b>photocopy</b> of the official bachelor's diploma or graduation certificate.</li> <li>• Prospective graduating students should submit their <b>sealed</b> certificate/letter of expected graduation or certificate of enrollment (<b>original</b>). <ul style="list-style-type: none"> <li>– The expected date of graduation should be written on the certificate.</li> <li>– The anticipated date <b>must be prior</b> to the start of the semester.</li> </ul> </li> <li>• If you will graduate/graduated from a Korean university, you should submit a certificate of expected graduation/graduation certificate printed out (i.e. issued within three months) from your undergraduate portal system.</li> </ul>	
7-2	<b>✦ (Original) Official Bachelor's Transcript</b> <ul style="list-style-type: none"> <li>• Official transcripts must be <b>officially issued</b> and <b>sealed</b> by your undergraduate institution. <b>Under no circumstances should you open these envelopes.</b> Opened envelopes are invalid. The sealed transcript may be included in your application package or sent by the Institution directly to the GSIS office.</li> <li>• For schools that use a third-party service like National Student Clearing House or Parchment, your transcript must be sent directly by the service.</li> <li>• If you graduated from a Korean university, instead of submitting a sealed transcript, you may submit a transcript printed out (i.e. <u>issued within three months</u>) from your undergraduate portal system.</li> <li>• If the transcript does not include the grade point average (GPA) or does not specify the GPA scale (e.g. 4.0/4.3/4.5 scale), please submit an <b>official document</b> issued by your university describing their grading system.</li> <li>• If you have previously transferred schools or participated in exchange/study abroad programs, you must submit transcripts from those schools as well, unless the transferred credits and grades are clearly stated on your primary transcript.</li> <li>• <b><i>If your transcript has been translated and notarized or apostilled, you do not need to submit an additional sealed copy.</i></b></li> </ul>	
8	<b>✦ (Original) Two Letters of Recommendation [GKS Form 5]</b> <ul style="list-style-type: none"> <li>• The letters must be sealed, <b>with the recommender's signature over the envelope's seal.</b> <i>Opened letters are considered invalid.</i></li> <li>• All letters of recommendation must be written <b>in English.</b></li> <li>• The letter must include the name, title, and contact information of the recommender. The recommender may be either an <u>academic</u> or a <u>professional</u> reference.</li> <li>• The sealed letters may be included in your application package or sent by the recommender directly to the GSIS office. <u>If they are being sent by your recommender, please make a note in your application package.</u></li> <li>• Letters of Recommendation provide the opportunity for the admissions board to gain insight about your performance in either an academic or professional setting. Your recommenders should be those who can express specific and relevant details to your academic or professional abilities.</li> </ul>	

9	<p>❖ <b>(Original) Proof of English Language Proficiency</b></p> <p>You only need <b>one of the following</b>:</p> <ol style="list-style-type: none"> <li>1) We accept <u>TOEFL iBT</u>, <u>IELTS</u>, and <u>TOEIC</u> English Proficiency Tests if the GSIS application deadline falls within 2 years of the date of examination (i.e. must be <b>valid</b>). <ul style="list-style-type: none"> <li>– If you took the IELTS exam, you only need to submit a copy in your application package. We can use the TRF code to verify your scores.</li> <li>– TOEFL scores can be sent electronically to C455 (Yonsei University – Graduate School of International Studies). We accept TOEFL MyBest scores.</li> </ul> </li> <li>2) This requirement will be automatically waived (<i>no waiver form necessary</i>) if the applicant is a native speaker from one of the following countries: <u>United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa</u>.</li> <li>3) This requirement will be waived if the applicant fulfills <b>one</b> of the following: <ol style="list-style-type: none"> <li>a) If the applicant completed high school in one of the countries listed above in #2, please submit the <b>diploma</b> or <b>transcript</b> from that institution.</li> <li>b) If the applicant completed high school in a non-English speaking country but the medium of instruction was 100% in English, please submit the <b>diploma</b> or <b>transcript</b> AND a <b>letter confirming the medium of instruction</b>.</li> <li>c) If the applicant completed undergraduate in one of the countries listed above in #2, the official Bachelor’s transcript (see 3-2) is sufficient proof.</li> <li>d) If the applicant completed undergraduate in a non-English speaking country but the medium of instruction was 100% in English, please submit a <b>letter confirming the medium of instruction</b>.</li> </ol> </li> <li>4) For other situations where an applicant cannot meet the conditions specified above but still considers their English proficient, submit a <b>waiver request form</b> [Form 3]. You may attach supporting documents. The request may or may not be approved.</li> </ol>	
10	<p><b>Copy of Applicant’s Passport</b></p> <ul style="list-style-type: none"> <li>• The passport must be valid.</li> <li>• If you are currently residing in South Korea, please submit a copy of your existing ARC</li> </ul>	
11	<p><b>Copies of Both Parents’ Passports</b></p> <ul style="list-style-type: none"> <li>• The passports must be valid. In the case that your parents do not possess passports, other identification cards <b>proving their nationality</b> will be accepted. Birth certificates will not be accepted as a substitute for their passports.</li> <li>• In the case of divorce or death, related documents should be submitted. You do not have to submit the corresponding parent’s passport.</li> </ul>	
12	<p><b>Proof of Family Relationship</b></p> <ul style="list-style-type: none"> <li>• A copy of a birth certificate or household register that clearly indicates the relationship between the applicant and their parents.</li> <li>• In the case of adoption, adoption documents should be submitted.</li> </ul>	
13	<p><b>Agreement for Collection and Use of Personal Data [GSIS Form 6]</b></p>	
14	<p><b>Valid TOPIK Exam Scores (if applicable)</b></p>	



**The following documents are additionally required for the doctoral program only:**

<b>15</b>	<b>Research Proposal [GKS Form 4]</b>	
	<ul style="list-style-type: none"> <li>Please print on one side of the paper only.</li> <li>This proposal is not merely another study plan but is more similar to a thesis outline, including the title, table of contents, outline of research plan, etc.</li> </ul>	
<b>16</b>	<b>Writing Sample</b>	
	<ul style="list-style-type: none"> <li>Master's Thesis, Graduate Term Paper, or Published Papers (min. 40 pages, English, print on one side of the paper only)</li> </ul>	
<b>17-1</b>	<b>Official Master's Diploma or Graduation Certificate</b> (same guidelines as 3-1)	
<b>17-2</b>	<b>❖ (Original) Official Master's Transcript</b> (same guidelines as 3-2)	

## CONTACT US

**Website** <http://gsis.yonsei.ac.kr>

**Email** [gsis@yonsei.ac.kr](mailto:gsis@yonsei.ac.kr)

**Telephone** +82-2-2123-8484

### Mailing Address

*English* Room 510, New Millennium Hall, Yonsei University  
50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea 03722

*Korean* [03722] 서울특별시 서대문구 연세로 50 새천년관 510 호

**Office Hours** Weekdays, 9:00 AM to 5:00 PM (Lunch Break: 12:00 PM to 1:00 PM)  
Summer & Winter Vacation, office closes earlier at 3:00 PM