

**Spring 2022**

# **ADMISSIONS GUIDELINE FOR INTERNATIONAL STUDENTS**



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## ■ Application Instructions

- Click the online application link on our website: <http://gsis.yonsei.ac.kr>.
- Register for an account (make sure to remember your username and password)
- Fill out the application:
  - Your name (spelling and order) and birthday must be identical to the information on your passport. Please reference the below sample. Your name must be the same as the name listed the bottom of your passport, as can be seen by the red squares below.

[Passport Data Page Sample]



- Uploading documents:
  - Before you submit the online application, prepare your documents as a PDF file in advance
- The application fee of 80,000 won can be paid using a credit card or wire transfer

- Recommendation letters:
  - Submit via post or email (Include the applicant's name and application number)
  - If submitted via email the recommender must send the email directly to GSIS, to one of the following emails depending on your major:
    - ✓ Korean Studies/Global Studies (letters must be in English): [gsis@yonsei.ac.kr](mailto:gsis@yonsei.ac.kr)
    - ✓ Global Citizenship and Human Development (letters can be in Korean): [gsis.gcs@yonsei.ac.kr](mailto:gsis.gcs@yonsei.ac.kr)
    - ✓ Global Citizenship and Cooperation (letters can be in Chinese): [gsis.gcs@yonsei.ac.kr](mailto:gsis.gcs@yonsei.ac.kr)

- After your online application is submitted you will not be able to make any changes, or cancel your application
- Accepted students must submit their original documents by January 28, 2022.
- In the event that you are caught lying or forging documents, your admission will be cancelled.
- Students must receive their bachelor's degree before the first day of the semester (March 2, 2022), otherwise their admission will be cancelled

# I. Programs

Degree	Major*			
Master's Degree	Korean Studies	Global Studies**	Global Citizenship and Human Development <sup>1)</sup>	Global Citizenship and Cooperation <sup>2)</sup>
Doctoral Degree	Korean Studies	International Cooperation	International Trade & Finance	International Management

\*You can only apply to one major

\*\*Global Studies applicants will choose the PIC or ITFM concentration after their second semester

<sup>1)</sup> For the Global Citizenship and Human Development students must take at least 12 credits of classes in a language other than Korean (English, Chinese, Japanese). For students who will do a thesis, the thesis must be written in English

<sup>2)</sup> Basic major courses (4 subjects, 12 credits) and required courses (6 subjects, 18 credits) are taught in Chinese. Elective courses (6 subjects, 18 credits) will be taught in Chinese and English

Division	Master's Degree		Doctoral Degree		Medium of Instruction
	Program	Degree	Program	Degree	
Korean Studies	Korean Studies	Master of Arts in Korean Studies (MKS)	Korean Studies	PhD in Korean Studies	English
Global Studies*	Global Studies: International Cooperation (PIC)	Master of Global Affairs & Policy (MGAP)	International Cooperation	PhD in International Studies (International Relations)	English
	Global Studies: International Trade, Finance & Management (ITFM)	Master of Global Economy & Strategy (MGES)	International Trade & Finance	PhD in International Studies (International Political Economy)	
			International Management	PhD in Strategy & Organization	
Global Civic Studies	Global Citizenship and Human Development	Master of Global Civic Studies [MGCS]	—	—	Korean English Chinese Japanese
	Global Citizenship and Cooperation		—	—	Chinese

## Tuition

Program	Tuition	Admission fee
Korean Studies, Global Studies, Global Citizenship and Human Development	7,020,000 won/per semester	One-time admission fee 1,195,000 won
Global Citizenship and Cooperation	10,000,000 won/per semester	

\* This is tuition for 2021 fall semester, please note tuition is subject to change.

## II. 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.
- If the applicant and/or their parents has Korean citizenship but has received all of their education outside of Korea, please refer to the International Admission II(Page 7).
- 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.

## III. Screening Method

- Applicants will be evaluated based on their qualifications, academic achievements and passion for the program.
- If the admissions officer deems it necessary, applicants may be requested to do an interview. 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.

## IV. Admissions Timeline

No.	Step	Timeline & Details
1	Online Application + Document Upload	<p><b>Sept. 06 (Mon) 2021 to November 05 (Fri) 2021 (by 17:00 KST)</b></p> <ul style="list-style-type: none"> <li>• The online application will be available on the homepage of our website: <a href="http://gsis.yonsei.ac.kr">http://gsis.yonsei.ac.kr</a></li> <li>• After 5pm on November 5 you will not be able to submit the online application or pay the application fee</li> <li>• You will submit your applications and your documents online</li> <li>• Once your application has been submitted it cannot be edited or cancelled.</li> </ul>
2	Announcement of Admissions Decision	<p><b>December 10 2021 (Fri) by 18:00 KST</b></p> <ul style="list-style-type: none"> <li>• Results will be posted on the <a href="#">GSIS Notice Board</a>.</li> </ul>
3	Document Submission for Accepted Students	<p><b>December 13, 2021 (Mon) – January 28, 2022 (Fri)</b></p> <p>Accepted students must submit their original documents via post to the following address:</p> <ul style="list-style-type: none"> <li>▪ <i>English:</i> [03722] Room 510, New Millennium Hall, Yonsei University 50 Yonsei-ro, Seodaemun-gu, Seoul, South Korea</li> <li>▪ <i>Korean:</i> [03722] 서울특별시 서대문구 연세로 50 새천년관 510호</li> </ul> <p>If you do not submit your original documents, your acceptance will be revoked</p>
4	First day of classes	<b>March 2, 2022</b>

*The scheduled dates above are subject to change. Please check the GSIS website for any changes.*

## V. Required Documents

### Documents Upload

- Files will be uploaded to the online application
- Files must be original documents (or verified/notarized copies)
- Documents must be in Korean or English. If they are not, they must be translated to one of those languages and notarized.
- Files must be in a PDF or JPG format
- Combine the documents into one file for each section (1,2,3) and upload as one file
- Details on the documents can be found in the “Document Details” section

Documents to upload								
<b>1.</b> (Submit as one file)	<ul style="list-style-type: none"> <li>• Personal Statement and Study Plan [Form 1] or free form</li> <li>• Bachelor’s degree diploma or letter/certificate of expected graduation</li> <li>• Transcript</li> <li>• Proof of language proficiency (must be valid and not expired)</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Korean Studies/Global Studies</td> <td style="padding: 2px;">TOEFL, IELTS or TOEIC</td> </tr> <tr> <td style="padding: 2px;">Global Citizenship and Human Development</td> <td style="padding: 2px;">TOPIK level 4 and above (for non-native Korean speakers)</td> </tr> <tr> <td style="padding: 2px;">Global Citizenship and Cooperation</td> <td style="padding: 2px;">HSK 5 (for non-native Chinese speakers)</td> </tr> </table> <ul style="list-style-type: none"> <li>• GPA Conversion document (if your GPA is not already on a 4.0/4.3/4.5 scale)</li> </ul>	Korean Studies/Global Studies	TOEFL, IELTS or TOEIC	Global Citizenship and Human Development	TOPIK level 4 and above (for non-native Korean speakers)	Global Citizenship and Cooperation	HSK 5 (for non-native Chinese speakers)	Corresponds to items 2–4 on document submission list
Korean Studies/Global Studies	TOEFL, IELTS or TOEIC							
Global Citizenship and Human Development	TOPIK level 4 and above (for non-native Korean speakers)							
Global Citizenship and Cooperation	HSK 5 (for non-native Chinese speakers)							
<b>2.</b> (Submit as one file)	<ul style="list-style-type: none"> <li>• Passport</li> <li>• Parent’s passport or other form of ID</li> <li>• Proof of Family Relationship (Chinese applicants must submit a Certificate of Kinship and Household register, notarized and in English)</li> <li>• Verification of Deposit: If it is not your bank account please fill out [Form 3] Letter of Sponsorship and submit it along with the bank statement. Statement must have been issued within 30 days of your application submission</li> <li>• [Form 4] Release of Student Information. Download the form, fill it out, scan it and upload the file.</li> </ul>	Corresponds to items 5–9 on document submission list						
<b>3.</b> <b>PhD Applicants only</b>	<ul style="list-style-type: none"> <li>• Master’s diploma or letter/certificate of expected graduation</li> <li>• Master’s transcript</li> <li>• Research proposal (3 pages minimum)</li> <li>• Writing Sample (40 pages minimum)</li> </ul>	Corresponds to item 11 on document submission list						
<b>4</b> <b>International Admission II Applicant Only</b>	<ul style="list-style-type: none"> <li>• If the applicant and/or their parents have Korean citizenship but the applicant received all of their education out of Korea.</li> <li>• Education Summary [Form 5]</li> <li>• Elementary/Middle/High School Records</li> <li>• Certificate of Entry and Exit (출입국사실증명서)</li> <li>• Certificate of Family Relations (가족관계증명서)</li> </ul>	Corresponds to items 12–15 on document submission list						

## Recommendation Letter Information

Program	Language of letter	Email address	Requirement
Korean Studies, Global Studies	English	gsis@yonsei.ac.kr	Include the applicant's name and application number
Global Citizenship and Human Development	English or Korean	gsis.gcs@yonsei.ac.kr	
Global Citizenship and Cooperation	English or Chinese	gsis.gcs@yonsei.ac.kr	

## Document Details

No.	Documents
1	<p><b>Online Application</b></p> <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.</li> <li>Your contact information (phone number, email address, etc.) should be your personal information and not that of your agency.</li> </ul>
2	<p><b>Personal Statement and Study Plan [Form 1 or free form]</b></p> <ul style="list-style-type: none"> <li>Your Personal Statement and Study Plan should be written in English <ul style="list-style-type: none"> <li>- Global Citizenship and Human Development applicants can write in Korean</li> <li>- Global Citizenship and Cooperation applicants can write in Chinese</li> </ul> </li> <li>Free form personal statement and study plans must be no longer than <b>3 pages total</b> (Times New Roman, 12 pt., <u>double-spaced</u>, 1" margins).</li> <li>This should give the admissions board insight into your character and integrity as a student and future leader, as well as your plans for the future and how they relate to your chosen field of study.</li> </ul>
3-1	<p><b>Official Bachelor's Diploma or Graduation Certificate / Certificate of Expected Graduation</b></p> <ul style="list-style-type: none"> <li>A <b>photocopy</b> of the official bachelor's diploma or graduation certificate (does not need to be an original)</li> <li>For prospective graduates, 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 (March 2, 2022)</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>
3-2	<p><b>Official Bachelor's Transcript</b></p> <ul style="list-style-type: none"> <li>Photocopy of your official transcript</li> <li>For prospective graduates, please submit a transcript with your grades up to this point.</li> <li>If you graduated from a Korean university, submit a transcript printed out from your undergraduate portal system</li> <li>If your transcript is not in English, it must be translated and notarized.</li> <li>Your GPA must be in a 4.0/4.3/4.5 scale or out of 100. If it is not, you must convert it to this scale either via your university or a website such as Scholaro.</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</li> </ul>



clearly stated on your primary transcript.

- *If your transcript has been translated and notarized or apostilled, you do not need to submit an additional sealed copy.*

Country	Diploma or Certificate of Expected Graduation	Transcript
Graduates (or Expected Graduates) from a Korean university	Diploma or Certificate/Letter of Expected Graduation in Korean	Transcript in Korean
Graduates (or Expected Graduates) from a foreign university (excluding China)	<b>Graduates:</b> A diploma or certificate of graduation issued by your university in English  <b>Prospective Graduates:</b> A Certificate/Letter of Expected Graduation issued by your Dean, Department Head, Registrar or Academic Advisor	English transcript sent to the university directly from your university:  Korean Studies and Global Studies: <a href="mailto:gsis@yonsei.ac.kr">gsis@yonsei.ac.kr</a>  Global Citizenship program: <a href="mailto:gsis.gcs@yonsei.ac.kr">gsis.gcs@yonsei.ac.kr</a>  Applicant must notify the university in advance by email of the email address the transcript will be sent from.
Graduates from a Chinese university	<b>Graduates:</b> A certificate of graduation issued by CHSI or CDGDC  <b>Prospective Graduates:</b> A Certificate/Letter of Expected Graduation issued by your university in English	<b>Graduates:</b> Submit a diploma and transcript in <b>English</b> from either <a href="http://www.chsi.com.cn">www.chsi.com.cn</a> or China Academic Degrees and Graduate Education Information ( <a href="http://www.cdgdc.edu.cn">www.cdgdc.edu.cn</a> ) (1 copy each)  <b>Prospective Graduates:</b> Official transcript issued by your university in English

#### 4 Proof of Language Proficiency

- Submit proof of language proficiency depending on the program you are applying for. Admitted students will submit the original copy of these results.

Korean Studies/Global Studies	TOEFL, IELTS or TOEIC (for non-native English speakers)
Global Citizenship and Human Development	TOPIK level 4 and above (for non-native Korean speakers)
Global Citizenship and Cooperation	HSK 5 (for non-native Chinese speakers)

#### English:

- We do not need original versions of the IELTS or TOEFL tests. We can verify your IELTS results through the TRF Code. TOEFL results should be sent electronically (Yonsei University code: C455; 99 department code). We accept TOEFL My Best scores. For the TOEIC please upload a scan of your test results and if you are accepted, you must send a physical score report to the office.
- This requirement will be automatically waived (*no waiver form necessary*) if the applicant is a native speaker from one of the following countries: United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa.

#### Korean and Chinese:

- Upload a scan of your TOPIK or HSK score during the application period; if you are accepted you will then submit a physical score report to the office.



	<p><b>All:</b></p> <ul style="list-style-type: none"> <li>- The language requirement will be waived if the applicant completed either high school or college in the language (English, Korean or Chinese) of the program they are applying for. Please submit a letter confirming the medium of instruction, or submit a transcript that has this information on there.</li> <li>• <u>For other situations where an applicant cannot meet the conditions specified above but still considers their language skills proficient, submit a <b>waiver request form [Form 3]</b>.</u> You may attach supporting documents. The request may or may not be approved.</li> </ul>
5	<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 update your passport during or after the application period you must submit your updated Passport to the office.</li> <li>• If you are currently residing in South Korea, please submit a copy of your existing ARC.</li> <li>• ▷ Chinese students must <b>also</b> submit a copy of their national ID (居民身份證).</li> </ul>
6	<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> <li>▷ Chinese students need <b>only</b> submit a copy of their parents' national IDs.</li> </ul>
7	<p><b>Proof of Family Relationship</b></p> <ul style="list-style-type: none"> <li>• <b>Non-Chinese citizens:</b> Birth certificate or another kind of document such as a household register, or family relationship certificate where family relationship can be verified</li> <li>• <b>Chinese citizens:</b> Translated and notarized Household Register and Certificate of Kinship (English)</li> </ul>
8	<p><b>Verification of Deposit</b></p> <ul style="list-style-type: none"> <li>• This is a requirement to receive the D-2 visa.</li> <li>• A bank statement or letter from the bank indicating that you maintain an account with a minimum of \$23,000 USD.</li> <li>• If it is not your bank statement, you must submit (a) <b>letter(s) of sponsorship</b> [Form 3].</li> <li>• It should be current (certificate issued within 30 days of your application's submission date) and liquid (able to be accessed immediately).</li> <li>• For applicants that have received sponsorship from POSCO, Fulbright, etc., please submit the sponsorship letter in place of the bank statement.</li> <li>• ▷ Chinese students: You must freeze your bank account with a minimum balance of 23,000 USD by the beginning of the semester.</li> </ul>
9	<p><b>Release of Student Information Form [Form 4]</b></p> <ul style="list-style-type: none"> <li>• Only applicants who graduated/will graduate from a foreign university need to submit this form.</li> </ul>

10	<b>Two Letters of Recommendation [Form 2 or free form]</b>			
	<ul style="list-style-type: none"> <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 letters must be sent directly from the recommender to the university.</li> </ul>			
	<b>Program</b>	<b>Language of letter</b>	<b>Email address</b>	<b>Requirement</b>
	Korean Studies, Global Studies	English	gsis@yonsei.ac.kr	
Global Citizenship and Human Development	English or Korean	gsis.gcs@yonsei.ac.kr		
Global Citizenship and Cooperation	English or Chinese	gsis.gcs@yonsei.ac.kr	Include on the title of email the applicant's name and application number	
11	<b>PhD applicants only</b>			
	<ul style="list-style-type: none"> <li>Master's diploma and transcript</li> <li>Research Proposal: English, free form. Title, Table of Contents and Research Methodology must be included. Minimum of 3 pages</li> <li>Writing Sample: Master's thesis or term paper, 40 pages minimum on A4 size paper.</li> </ul>			

## International Admission II

- Eligibility : The applicant and/or their parents have Korean citizenship. However, the applicant has received all of their education outside of Korea, from elementary school through to the completion of the undergraduate degree.

No.	Documents
<b>The following documents are additionally required for International Admission II only:</b>	
12	<b>Education Summary [Form 5]</b>
	<ul style="list-style-type: none"> <li>Please summarize your education from grades 1–12.</li> </ul>
13	<b>Elementary • Middle • High School Records</b>
	<ul style="list-style-type: none"> <li>These records should indicate the dates of attendance, from grades 1–12.</li> </ul>
14	<b>Certificate of Entry and Exit (출입국사실증명서)</b>
	<ul style="list-style-type: none"> <li>Issued by the Korean Embassy/Korean Immigration Office/주민센터.</li> <li>This should contain information from the applicant's date of birth to the date of certificate issuance.</li> </ul>
15	<b>Certificate of Family Relations (가족관계증명서)</b>
	<ul style="list-style-type: none"> <li>Issued by the Korean Embassy/Korean Immigration Office/주민센터.</li> </ul>

## VI. Document Submission for Admitted Students

Admitted students must send the following documents via post by January 28, 2022. If the documents are not submitted by then, your admissions offer will be revoked.

Diploma and Transcript	Graduates of a Korean University	Diploma or Certificate/Letter of Expected Graduation in Korean
	Graduates from a foreign university (excluding China)	A diploma and transcript apostilled by the country you attended university. If the country you attended university in is not a signatory of the Hague convention you can get your documents verified by the Korean Embassy in your country. (For questions contact: The Consular Service Department of the Ministry of Foreign Affairs and Trade ☎ 02-2100-7500)
	Graduates from a Chinese University	A transcript and diploma issued by CHSI or CDGDC in English: 中国高等教育学生信息网(学信网) (www.chsi.com.cn) or China Academic Degrees & Graduate Education Information (www.cdgdc.edu.cn)
Proof of Family Relationship	Chinese citizens	Notarized and translated Household Register or Certificate of Kinship
Verification of Deposit	Original copy issued by your bank	This is a required document to receive a D-2 visa. You must provide a bank statement showing at least \$23,000 USD. This should be an original document that is stamped/signed by your bank, not a scan or a printout of your mobile banking account.
Proof of Language Proficiency	Submit the language according to your program	The original document of your English, Chinese or Korean proof of language proficiency.

### Apostilles

- Admitted students will also need to submit apostilles. The exact deadline will be announced after the decision announcement has been made. However, since apostilles must be submitted in order to receive your Certificate of Admission, we recommend preparing this document in advance. You will need your Certificate of Admission to receive your visa.
- 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 refer to <http://www.hcch.net/>.
- The apostille must be an original, but the document itself (transcript/diploma) can be a photocopy. Since the apostille must be an original, the document must be mailed via post and not sent through email. If your apostilled transcript has your graduation date clearly listed, you only need to submit an apostilled transcript and not an apostilled diploma as well.

#### Students who graduated from institutions in HAC signatory countries:

- Official apostilles of your diploma and official transcript.
- All documents must be in English. Any other language requires a notarized translation.

#### Students who graduated from institutions in China:

- Verifications of your Degree and Academic Records issued by the China

Academic Degrees & Graduate Education Development Center (CDGDC) or China Higher Education Student Information and Career Center (CHESICC/CHSI). These should be issued in English or you must submit a notarized translation into English.

**Students who graduated from institutions in HAC non-signatory countries:**

- Verifications of your diploma and official transcript by the local Korean embassy in the country you graduated from.

**Students who graduated from institutions in Korea:**

- Official verification other than your certificate of graduation and official transcript are not required.

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contact us

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

**Email** Korean Studies/Global Studies: [gsis@yonsei.ac.kr](mailto:gsis@yonsei.ac.kr)  
Global Civic Studies: [gsis.gcs@yonsei.ac.kr](mailto:gsis.gcs@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 510호

**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