

Spring 2020

# ADMISSIONS GUIDELINE FOR INTERNATIONAL STUDENTS



# TABLE OF CONTENTS

About Yonsei GSIS.....	1
Yonsei GSIS: International Admissions Office.....	1
Yonsei GSIS Programs .....	2
Admissions Timeline .....	2
Important Things to Know Before Applying.....	3
Submission of Documents.....	3
Other .....	3
International Admission I.....	4
Eligibility .....	4
Required Documents.....	4
International Admission II.....	7
Eligibility .....	7
Required Documents.....	7
Admissions Criteria.....	10
Important Information for Admitted Students.....	10
Tuition Payment .....	10
Visa.....	10
Housing .....	10
Deferral.....	10
Apostille .....	11
Contact Us.....	11

## 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 5:30 PM (Lunch Break: 12:00 PM to 1:00 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

	Step	Timeline & Details
<b>1</b>	<b>Online Application</b>	<b>Sept. 2 (Mon), 2019 to Oct. 31 (Thurs), 2019</b> (by 17:00 KST) <ul style="list-style-type: none"> <li>Click "Online Application" located in the International Students tab and create an account. <a href="#">Online Application</a></li> </ul>
<b>2</b>	<b>Submission of Documents</b>	<b>Sept. 2 (Mon), 2019 to Oct. 31 (Thurs), 2019</b> (by 17:00 KST) <ul style="list-style-type: none"> <li>All documents must either be post mailed or delivered in person. Please refer to pages 4-9 for documents that must be submitted.</li> <li>The documents must arrive at the Yonsei GSIS office by the designated deadline. Late documents will not be accepted.</li> <li>You are advised to submit your documents early in the application period for timely processing and opportunities to submit any missing documents.</li> </ul>
<b>3</b>	<b>Announcement of Admissions Decision</b>	<b>Dec. 2 (Mon), 2019</b> <ul style="list-style-type: none"> <li>Results will be posted on the <a href="#">GSIS website</a>.</li> <li>Your email address (used for online application) and date of birth will be required.</li> </ul>
<b>4</b>	<b>Tuition Payment</b>	<b>January 2020 (TBA)</b>
<b>5</b>	<b>Orientation</b>	<b>Late February 2020 (TBA)</b>

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

## IMPORTANT THINGS TO KNOW BEFORE APPLYING

---

### SUBMISSION OF DOCUMENTS

- Submitted documents become the property of Yonsei GSIS and will not be returned to the students.
- All documents must be in English. If documents are in another language, the applicant must submit a notarized/certified translation into English.
- All documents must be submitted by the application deadline in order to be considered for admission.

### 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 or financial decisions.
- 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.
- 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.
- The admissions board reserves the right to request an interview from the applicant. If an interview is requested, the applicant will be notified.
- Yonsei GSIS welcomes students from diverse academic backgrounds, recognizing that different fields of expertise provide unique perspectives, contributing to an actively advancing learning atmosphere.
- The program begins on March 2, 2020.

# INTERNATIONAL ADMISSION I

## 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.**

No.	Documents	Submission
1	<b>GSIS Online Application</b> <span style="float: right;"><a href="#">(Link)</a></span> <ul style="list-style-type: none"> <li>• Your name should match the name on your passport exactly.</li> </ul>	
2	<b>Personal Statement and Study Plan [Form 1]</b> <ul style="list-style-type: none"> <li>• No longer than 3 pages (Times New Roman, 12 pt, 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	<b>Official Bachelor’s Diploma or Graduation Certificate</b> <ul style="list-style-type: none"> <li>• A photocopy of the official bachelor’s diploma or graduation certificate.</li> <li>• Prospective graduating students should submit their certificate/letter of expected graduation or certificate of enrollment (<a href="#">original</a>).               <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</b> be prior to the start of the semester.</li> </ul> </li> </ul>	
3-2	<b>✦ (Original) Official Bachelor’s Transcript</b> <ul style="list-style-type: none"> <li>• Official transcripts must be officially issued and sealed by your undergraduate institution. Under no circumstances should you open these envelopes. Opened envelopes are invalid.</li> <li>• For schools that use a third-party service like National Student ClearingHouse or Parchment, your transcript must be sent directly by the service.</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>• If your transcript has been translated and notarized or apostilled, you do not need to submit an additional sealed copy.</li> </ul>	

No.	Documents	Submission
4	<p>❖ <b>(Original) Two Letters of Recommendation [Form 2]</b></p> <ul style="list-style-type: none"> <li>• The letters must be sealed, with the recommender’s signature over the envelope’s seal. Opened letters are considered invalid.</li> <li>• All letters of recommendation must be written in English.</li> <li>• The letter must include the name, title, and contact information of the recommender.</li> <li>• The sealed letters may be included in your application package or sent by the recommender directly to the GSIS office. If they are being sent by your recommender, please make a note in your application package.</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>	
5	<p>❖ <b>(Original) Proof of English Language Proficiency</b></p> <ul style="list-style-type: none"> <li>• TOEFL, IELTS, and TOEIC English Proficiency Tests are accepted.</li> <li>• IELTS score reports can be sent electronically (e-TRF) through the IELTS website.</li> <li>• TOEFL scores can be sent electronically to C455 (Yonsei University – Graduate School of International Studies).</li> <li>• This requirement will be waived if: <ul style="list-style-type: none"> <li>– The applicant is a native speaker from one of the following countries: United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa.</li> <li>– The applicant has completed high school and undergraduate in English and submits proof of the medium of instruction during those years.</li> </ul> </li> <li>• For all other situations where an applicant considers their English proficiency sufficient, please submit a waiver request form [Form 3]. Please note that the request may or may not be approved.</li> </ul>	
6	<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 or your financial sponsor maintains an account with a minimum of \$20,000 USD or more.</li> <li>• It should be current (produced within the month of your application’s submission) and liquid (able to be accessed immediately).</li> <li>• If your name is not on the bank statement or letter, you must submit a letter of sponsorship [Form 4].</li> <li>• ▶ Chinese students do not have to submit this until they are accepted and decide to enroll. The amount should be frozen until the end of the second month of the student’s first semester at GSIS.</li> </ul>	
7	<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> <li>• ▶ Chinese students must <b>also</b> submit a copy of their national ID (居民身份證).</li> </ul>	
8	<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 documents proving their nationality will be accepted.</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>	

No.	Documents	Submission								
9	<b>Proof of Family Relationship</b>									
	<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> <li>▶ Chinese students need <b>only</b> submit a translated and notarized Household Register (居民戶口簿) <b>and</b> Certificate of Kinship. These should be the original notarizations, not photocopies.</li> </ul>									
10	<b>Release of Student Information Form [Form 5]</b>									
11	<b>Agreement for Collection and Use of Personal Data [Form 6]</b>									
12	<b>Two Passport-sized Photos</b>									
	<ul style="list-style-type: none"> <li>White or blue background, standard size (3.5 x 4.5 cm).</li> </ul>									
13	<b>Application Fee</b>									
	<table> <tr> <td><b>Account Holder</b></td> <td>(학)연세대학교 / (hak) YonseiDaehakyo</td> </tr> <tr> <td><b>Account Number</b></td> <td>[USD] 126-048165-41-001 [KRW] 126-000074-18-858</td> </tr> <tr> <td><b>Name of Bank</b></td> <td>Woori Bank</td> </tr> <tr> <td><b>Bank Address</b></td> <td>Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea</td> </tr> <tr> <td><b>SWIFT Code</b></td> <td>HVBKRXSEXXX</td> </tr> </table> <ul style="list-style-type: none"> <li>The fee may be paid in either USD (\$80) or KRW (80,000) and is non-refundable.</li> <li>The money must be paid by either domestic bank transfer or international wire transfer. Cash, money orders, and other methods of payment are not accepted.</li> <li>International wire transfers may be subject to fees by both the sending and receiving bank. The applicant is responsible for paying these fees.</li> <li>Provide a copy of your wire transfer receipt so we can help verify the transfer.</li> <li>If the fee is transferred from someone else's account, please inform us of the remitter's name.</li> </ul>		<b>Account Holder</b>	(학)연세대학교 / (hak) YonseiDaehakyo	<b>Account Number</b>	[USD] 126-048165-41-001 [KRW] 126-000074-18-858	<b>Name of Bank</b>	Woori Bank	<b>Bank Address</b>	Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea
<b>Account Holder</b>	(학)연세대학교 / (hak) YonseiDaehakyo									
<b>Account Number</b>	[USD] 126-048165-41-001 [KRW] 126-000074-18-858									
<b>Name of Bank</b>	Woori Bank									
<b>Bank Address</b>	Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea									
<b>SWIFT Code</b>	HVBKRXSEXXX									
<b>The following documents are additionally required for the doctoral program only:</b>										
14	<b>Research Proposal</b>									
	<ul style="list-style-type: none"> <li>Minimum 3 pages (Times New Roman, 12 pt, 1" margins).</li> </ul>									
15	<b>Writing Sample</b>									
	<ul style="list-style-type: none"> <li>Master's Thesis, Graduate Term Paper, Published Papers (min. 40 pages, English)</li> </ul>									
16-1	<b>Official Master's Diploma or Graduation Certificate</b>									
16-2	❖ <b>(Original) Official Master's Transcript</b>									



## 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.
- 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.**

No.	Documents	Submission
1	<b>GSIS Online Application</b> <span style="float: right;"><a href="#">(Link)</a></span> <ul style="list-style-type: none"> <li>• Your name should match the name on your passport exactly.</li> </ul>	
2	<b>Personal Statement and Study Plan [Form 1]</b> <ul style="list-style-type: none"> <li>• No longer than 3 pages (Times New Roman, 12 pt, 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	<b>Official Bachelor's Diploma or Graduation Certificate</b> <ul style="list-style-type: none"> <li>• A photocopy of the official bachelor's diploma or graduation certificate.</li> <li>• Prospective graduating students should submit their certificate/letter of expected graduation or certificate of enrollment (<a href="#">original</a>).                             <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</b> be prior to the start of the semester.</li> </ul> </li> </ul>	
3-2	<span style="color: blue;">✦ (Original) Official Bachelor's Transcript</span> <ul style="list-style-type: none"> <li>• Official transcripts must be officially issued and sealed by your undergraduate institution. Under no circumstances should you open these envelopes. Opened envelopes are invalid.</li> <li>• For schools that use a third-party service like National Student ClearingHouse or Parchment, your transcript must be sent directly by the service.</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>• If your transcript has been translated and notarized or apostilled, you do not need to submit an additional sealed copy.</li> </ul>	

No.	Documents	Submission
4	<p>❖ <b>(Original) Two Letters of Recommendation [Form 2]</b></p> <ul style="list-style-type: none"> <li>The letters must be sealed, with the recommender's signature over the envelope's seal. Opened letters are considered invalid.</li> <li>All letters of recommendation must be written in English.</li> <li>The letter must include the name, title, and contact information of the recommender.</li> <li>The sealed letters may be included in your application package or sent by the recommender directly to the GSIS office. If they are being sent by your recommender, please make a note in your application package.</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>	
5	<p>❖ <b>(Original) Proof of English Language Proficiency</b></p> <ul style="list-style-type: none"> <li>TOEFL, IELTS, and TOEIC English Proficiency Tests are accepted.</li> <li>IELTS score reports can be sent electronically (e-TRF) through the IELTS website.</li> <li>TOEFL scores can be sent electronically to C455 (Yonsei University – Graduate School of International Studies).</li> <li>This requirement will be waived if: <ul style="list-style-type: none"> <li>The applicant is a native speaker from one of the following countries: United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa.</li> <li>The applicant has completed high school and undergraduate in English and submits proof of the medium of instruction during those years.</li> </ul> </li> <li>For all other situations where an applicant considers their English proficiency sufficient, please submit a waiver request form [Form 3]. Please note that the request may or may not be approved.</li> </ul>	
6	<p><b>Verification of Deposit</b></p> <ul style="list-style-type: none"> <li>This is a requirement to receive the D-2 visa. However, you should be able to apply for the F-4 (overseas Korean) visa.</li> <li>A bank statement or letter from the bank indicating that you or your financial sponsor maintains an account with a minimum of \$20,000 USD or more.</li> <li>It should be current (produced within the month of your application's submission) and liquid (able to be accessed immediately).</li> <li>If your name is not on the bank statement or letter, you must submit a letter of sponsorship [Form 4].</li> </ul>	
7	<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>	
8	<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 documents proving their nationality will be accepted.</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>	
9	<p><b>Education Summary [Form 7]</b></p> <ul style="list-style-type: none"> <li>Please summarize your education from grades 1-12.</li> </ul>	
10	<p><b>Elementary • Middle • High School Records</b></p> <ul style="list-style-type: none"> <li>These records should indicate the dates of attendance, from grades 1-12.</li> </ul>	

No.	Documents	Submission								
11	<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>									
12	<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>									
13	<b>Release of Student Information Form [Form 5]</b>									
14	<b>Agreement for Collection and Use of Personal Data [Form 6]</b>									
15	<b>Two Passport-sized Photos</b>									
	<ul style="list-style-type: none"> <li>White or blue background, standard size (3.5 x 4.5 cm).</li> </ul>									
16	<b>Application Fee</b>									
	<table> <tr> <td><b>Account Holder</b></td> <td>(학)연세대학교 / (hak) YonseiDaehakyo</td> </tr> <tr> <td><b>Account Number</b></td> <td>[USD] 126-048165-41-001 [KRW] 126-000074-18-858</td> </tr> <tr> <td><b>Name of Bank</b></td> <td>Woori Bank</td> </tr> <tr> <td><b>Bank Address</b></td> <td>Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea</td> </tr> <tr> <td><b>SWIFT Code</b></td> <td>HVBKCRSEXXX</td> </tr> </table> <ul style="list-style-type: none"> <li>The fee may be paid in either USD (\$80) or KRW (80,000) and is non-refundable.</li> <li>The money must be paid by either domestic bank transfer or international wire transfer. Cash, money orders, and other methods of payment are not accepted.</li> <li>International wire transfers may be subject to fees by both the sending and receiving bank. The applicant is responsible for paying these fees.</li> <li>Provide a copy of your wire transfer receipt so we can help verify the transfer.</li> <li>If the fee is transferred from someone else's account, please inform us of the remitter's name.</li> </ul>		<b>Account Holder</b>	(학)연세대학교 / (hak) YonseiDaehakyo	<b>Account Number</b>	[USD] 126-048165-41-001 [KRW] 126-000074-18-858	<b>Name of Bank</b>	Woori Bank	<b>Bank Address</b>	Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea
<b>Account Holder</b>	(학)연세대학교 / (hak) YonseiDaehakyo									
<b>Account Number</b>	[USD] 126-048165-41-001 [KRW] 126-000074-18-858									
<b>Name of Bank</b>	Woori Bank									
<b>Bank Address</b>	Yonsei University, 50 Yonsei-ro, Seodaemun-gu, Seoul 03722 Korea									
<b>SWIFT Code</b>	HVBKCRSEXXX									
<b>The following documents are additionally required for the doctoral program only:</b>										
17	<b>Research Proposal</b>									
	<ul style="list-style-type: none"> <li>Minimum 3 pages (Times New Roman, 12 pt, 1" margins).</li> </ul>									
18	<b>Writing Sample</b>									
	<ul style="list-style-type: none"> <li>Master's Thesis, Graduate Term Paper, Published Papers (min. 40 pages, English)</li> </ul>									
19-1	<b>Official Master's Diploma or Graduation Certificate</b>									
19-2	❖ <b>(Original) Official Master's Transcript</b>									

## ADMISSIONS CRITERIA

---

Admissions decisions are made based on the overall strength of the candidate's application, including academic achievements and potential as well as personal accomplishments.

The admissions board takes a number of factors into consideration, including GPA, personal statement and study plan, letters of recommendation, and English proficiency. The appropriateness of the candidate's academic and career goals, as well as preparation for the desired program will also be considered.

## IMPORTANT INFORMATION FOR ADMITTED STUDENTS

---

An admissions offer will be rescinded if false information or unfair practice for admissions is found to have been used at any time during the application period. This applies even after the student has enrolled at Yonsei GSIS.

### TUITION PAYMENT

The tuition for Spring 2020 is proposed to be 7,020,000 KRW per semester. There is a one-time admissions fee of 1,195,000 KRW, applicable to new incoming students only. Admitted students who accept the offer of admission are expected to pay the one-time admissions fee and tuition during the designated period. If the amount is not paid, then admission will be rescinded.

### VISA

The Certificate of Admission will only be issued to admitted students who require a D-2 visa.

### HOUSING

Yonsei GSIS does not oversee housing for students. Applications and questions regarding housing should be directed to the relevant dormitories. Information about the three main dormitories (SK Global House, International House, Muak Dormitories) can be found [here](#).

### DEFERRAL

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 is required to complete a **Letter of Deferral** that must be submitted to the GSIS office.

## APOSTILLE

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/>. **Apostilles should be submitted by the second week of term.**

### **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.

## 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 5:30 PM (Lunch Break: 12:00 PM to 1:00 PM)