# *APPLICATION GUIDELINE*

**Step-by-step guide to applying for admission online**

**for Korea-LAC Tech Corps Program**

**Recommend using Chrome or Firefox**

Graduate School of International Studies

# *INDEX*

# Starting Your Application

## Create Your Application Account

### Start New Application
If it is your first time applying for this semester, go to 'Start a New Application'

### Create Your Account
If it is your first time applying for this semester, Create Your Account

### Retrieve Your Application
If you have created an account for this semester, go to 'Retrieve Your Application'. You can always save and come back to finish your application



**AJOU UNIVERSITY**
Graduate School of International Studies

**Create Your Account**
Ajou University GSIS Admission

1. Email address — Receive the Verification Code
Please enter a valid email address as it will be used throughout your admission process.

2. Verification Code — Confirm

3. Create password
Use between 8 and 12 characters with a mix of letters, numbers & symbols

4. Re-type password

5. First name | Last name(Family name) | Middle name
Enter your name as it appears on your passport.

6. Enter your date of birth

Next

1. Enter a **valid email address.** This email will be used throughout your entire admission process, so make sure it is valid.

2. After entering a valid email address, click "Receive the Verification Code" to receive the verification code.

3. Create password: Use 8 to 12 characters, including letters, numbers, and symbols.

4. Name: Enter your name as it appears on your **passport**.

5. Enter your date of birth in accordance with the **standard(Gregorian) calendar.** GSIS cannot edit personal information, so make sure it is accurate.

# *Online Application*

## Before You Start: Important Note

- All document submissions are to be submitted in English. When original documents are written in a language other than English, applicants should submit the notarized English translated version with the original apostilled/consular-confirmed copy.

- Follow this Application Guideline for instructions, and if you have any enquiries email us at gsis_admission@ajou.ac.kr

- Ajou GSIS Website: https://www.ajou.ac.kr/gsis/index.do

- Refer to this Checklist[Download] for required documents
  - Original Attested(consular-confirmed)/Apostilled Undergraduate Diploma or Graduation Certificate, Original Attested(consular-confirmed)/Apostilled Transcripts from Undergraduate Institution:
    - Submit official transcripts and diploma documents issued in English with the original attestation(consular-confirmation)/apostille attached.
    - If the documents are not in English, it must be translated and notarized prior to getting it attested/apostilled.

# *Online Application*

## Before You Start: Important Note

All sections must be **complete !**
Your application should look like the image below, and the 'Required documents submitted date'
from your application schedule should show the date and time of completion.



GENERAL INFORMATION · LANGUAGE PROFICIENCY · EDUCATION & SOP · EMPLOYMENT HISTORY · OTHER INFORMATION · APPLICATION FORM SUBMISSION · REQUIRED DOCUMENT SUBMISSION

Make sure to click 'Completion' for every step

**Step 2 Completion**

You can also Save your progress

or Modify your application using the respective buttons

Save

**Modify Step 2**

# Step 1: General Information

**Level of Entrance**

<span style="color:red">* This field is required.</span>

Are you aware that you are applying for 2025 Spring semester at Ajou Graduate School of International Studies(GSIS)? * ○ Yes ○ No

Which department are you applying for? * --- Select --- ⌄

Self-Apply or Outside Agents * ○ Self-Apply ○ Outside Agents(Educational Consultancy)

## 1 Which Department are you applying for?

Applicants can apply for the following Department and Majors:
- International Business(International Business/AI&IT Business/K-Culture and Arts Management)
  - IT Business and Public Innovative ICT Management majors from the International Business department are not for the general student population.
  - **Applicants applying for the Korea LAC Tech Corps Program are to select 'Public Innovative ICT Management'**
- International Trade(International Trade)
- International Development and Cooperation(International Development and Cooperation)
- Civil Society Studies(Civil Society Studies)

## 2 Self-Apply or Outside Agents

If you are applying through an educational agency, check 'Outside Agents' and enter the full name of the agency. If you are not applying through an educational agency, check 'Self-Apply'
**Applicants applying for the Korea LAC Tech Corps Program are to input 'IDB' in this section. If you do not, you will not be recognized as an applicant for the program.**

# *Step 1: General Information*

## Personal Information

* This field is required.

| | |
|---|---|
| Name * | |
| Passport-sized Photo *<br>White background | ⬆ |
| Gender * | ○ Male   ○ Female |
| Date of birth * | |
| Country of birth * | Country of birth 🔍 |
| Country of citizenship * | Country of citizenship 🔍 |
| Do you have a passport? * | ○ Yes   ● No |
| Are you currently living in Korea? * | ○ Yes   ● No |

**1  Name**

This field reflects the name you entered when you created the account. It is not changeable.

**2  Passport-sized Photo(White background)**

Please note that this photo will later be used for your Student ID Card.

**3  Date of birth**

This field reflects the date you entered when you created the account. It is not changeable.

**4  Do you have a passport?**

Click 'Yes' only if you have a valid passport.

**5  Are you currently living in Korea?**

Click 'Yes' only if you are living in Korea, and complete the following:
- Upload a copy of your Alien Registration Card(if applicable)
- Select Visa type
- Enter your Alien Registration Number

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# *Step 1: General Information*

## Contact Information

<span style="color:red">* This field is required.</span>

| Field | | Field | |
|---|---|---|---|
| Street number * | | City * | City |
| State | State | Postal code * | Postal Code |
| Country * | Country 🔍 | E-mail * | |
| Home Phone * (include Country Code) | Home Phone(include Country Code) | Mobile Phone * (include Country Code) | Mobile Phone(include Country Code) |

**1  Street number / City / State / Postal code / Country** — Enter your home address.

**2  E-mail** — This field reflects the e-mail you entered when you created the account. It is not changeable.

**3  Home Phone (include Country Code)** — Enter your home phone number with the country code e.g. +82-31-219-1551

**4  Mobile Phone (include Country Code)** — Enter your mobile phone number with the country code e.g. +82-10-0000-0000

# *Step 2: Language Proficiency*

## ENGLISH PROFICIENCY TEST SCORES

* This field is required.

| Type of English proficiency test * | Score * | Test Date * | Test Report Form Number (or Registration Number) * | Upload scanned test result or certificate * | |
|---|---|---|---|---|---|
| - Select - | Score | Test Date 📅 | Test Report Form Number | ⬆ | − |

**All applicants are required to submit the following**                    ➕

Click '+' to add more test scores

- Certified English proficiency scores (TOEFL iBT 71, IELTS 5.5 or above) valid until the application submission deadline.
- TOEFL MyBestScores and iBT Home Edition scores are accepted. Test dates for all four sections of the applicant's MyBestScores report must be within valid date.
- (Native Speaker) Applicants from the following countries are exempt from submitting an English Proficiency Test score report: United States of America, United Kingdom, Canada, Australia, New Zealand, Ireland, Republic of South Africa.
- (English as a Medium of Instruction) Applicants who have completed their Bachelor's Degree from the following countries are exempt from submitting an English Proficiency Test score report: United States of America, United Kingdom, Canada, Australia, New Zealand, Ireland, Republic of South Africa.
- **Recommended file format: PDF**

**Score / Test Date / Test Report Form Number**    Type in the information as written in your test report/certificate.

# Step 3: Education & Statement of Purpose

## EDUCATION & STATEMENT OF PURPOSE(SOP)

### Post-Secondary Education History

- List each institution beyond secondary school that you have attended.
- Click '+' if you need to add more

**\* This field is required.**

| Name of Institution \* | Major \* | Degree \* | Date of Attendance (from – to) \* | Length of Study (Years of Study) \* | CGPA (GPA / Full Mark / Conversion(100)) \* | |
|---|---|---|---|---|---|---|
| Name of Institution 🔍 | Major | - Select - ∨ | Start date 📅  End date 📅 | -- Select -- ∨ | GPA  Full Ma  Score  /100 | — |

**1 Name of Institution**

Search and select the name of your institution by clicking the '🔍' **+**

If the name of your institution is unavailable:
1. Select 'others'
2. Type in the name of your institution
3. Inform GSIS via email (gsis_admission@ajou.ac.kr)

**2 Major / Degree / Date of Attendance / Length of Study**

Type in your Major, Degree, Date of Attendance, and Length of Study

**3 CGPA**
(GPA / Full Mark / Conversion(100))

Convert and type in your CGPA to 4.0/4.3/4.5/5.0 grade point scale.

If your CGPA score is not available in the above scales, contact GSIS via email (gsis_admission@ajou.ac.kr)

# Step 3: Education & Statement of Purpose

## Statement of Purpose(SOP) *

PREVIEW

- The SOP is an important part of the application and will be reviewed by the Admission Committee before the final admission decision. Your SOP must be written in your own words and ideas. We will be able to learn more about you and your motivation of study at Ajou GSIS. (Minimum 500 words and maximum 2000 words.)

1. Why are you interested in the Ajou GSIS and the major you applied?

2. What are your academic and practical experiences?

3. What are your career goals after you earn the master's degree?

* This field is required.

Word count: minimum 500 and maximum 2000

**4  Statement of Purpose**

Type in your Statement of Purpose
- Minimum 500 ~ Maximum 2000 words
- Strongly recommend using plagarism and grammar checker before submission
- Must be in your own words

## Extracurricular Activity

- List non-academic activities related to arts, computer(IT), music, sports, theatre, or other.
- Provide the participation period.

**5  Extracurricular Activity**

This is optional.

# Step 4: Employment History

## EMPLOYMENT HISTORY

- List your work experience in detail.
- Click '+' if you need to add more

| Name of Institution / Company | Type of Business | Location (City, Country) | Job Title | Main Responsibilities and Activities | Work Periods (from – to) | |
|---|---|---|---|---|---|---|
| Name of Institution / Company | Type of Business | Location (City, Countı | Job Title | Main Responsibilities and Activities | Start date 📅 End date 📅 | − |

**Employment History**                                                                                              **+**

- Minimum of 5 years working experiences in the government office or in public sector.
- Employees in the private sector are not eligible to apply.

# Step 5: Other Information

## Health and Wellness Information

The information provided will be shared only with appropriate persons affiliated with your specific program and does not affect your admission into the program. Please be honest to answer the questions.

*This field is required.*

| Question | | |
|---|---|---|
| Have you ever been or are you currently being treated for a physical health condition? * | ○ Yes ○ No | If yes, explain your medical condition in detail |
| Have you ever been or are you currently being treated for a mental health condition (psychological or emotional)? * | ○ Yes ○ No | If yes, explain your medical condition in detail |
| Are you taking any medication? * | ○ Yes ○ No | If yes, explain your medical condition in detail |
| Have you had any major injury, disease, or ailments in the past five years? * | ○ Yes ○ No | If yes, explain your medical condition in detail |
| Is there any additional information that would be helpful for us to be aware of during your study abroad period? * | ○ Yes ○ No | If yes, explain your medical condition in detail |

### Health and Wellness Information

Check 'Yes' or 'No' for each question.
If you check 'Yes', explain your medical condition in detail.

# Step 5: Other Information

## Questionnaire

Have you ever been to Korea? *   ○ Yes   ○ No   | If yes, explain when & why |

How did you learn about Graduate School of International Studies at Ajou University?

☐ Ajou University Website
☐ Ajou GSIS Facebook, Instagram, YouTube
☐ Web Searching
☐ Educational Fair
☐ Educational Agency
☐ Friends & Family in Korea
☐ Friends & Family in your country

### Questionnaire

Choose at least one option for each question.

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# *Step 6: Application Form Submission*

## APPLICATION FORM SUBMISSION

### Application Fee Payment



**1** **Application Fee Payment**

    **Does not apply to Korea-LAC Tech Corps Program applicants**

# *Step 6: Application Form Submission*

**Your Status**

| Step | Status | Date | Checking |
|------|--------|------|----------|
| 1. GENERAL INFORMATION | Completed | 15/Oct/2024 00:21 | ✓ |
| 2. LANGUAGE PROFICIENCY | Completed | 15/Oct/2024 00:06 | ✓ |
| 3. EDUCATION & SOP | Completed | 15/Oct/2024 00:28 | ✓ |
| 4. EMPLOYMENT HISTORY | Completed | 15/Oct/2024 00:19 | ✓ |
| 5. OTHER INFORMATION | Completed | 15/Oct/2024 00:19 | ✓ |

**2  Your Status**

Steps 1~5 must be all be **'Completed'.**

# *Step 6: Application Form Submission*
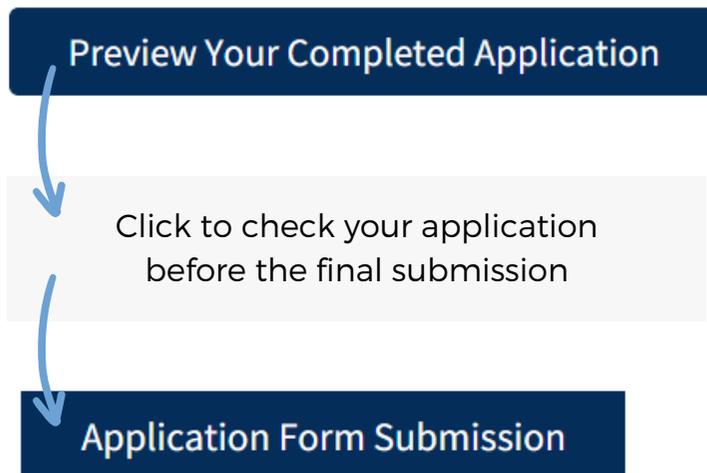
## Affirmation Statements

- **Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in cancellation of admission.**
    > I abide by the Ajou University's regulations concerning application deadlines and admission requirements.
    > I certify that all information submitted in the admission process - including this application and any other submitted materials – is complete and accurate and I understand that false or fraudulent statement may result in cancellation of admission, disciplinary action, and invalidation of credits earned at the University.
    > I understand that Ajou GSIS cannot return any documents once I have submitted including the original notarized or apostilled of diploma and transcript.
    > If admitted, I agree to abide by the rules and regulations of Ajou GSIS and the University.
    > I agree to notify the Ajou GSIS immediately if any of the information changes prior to my entry to the University.

☐ I have read and abide by, and respect the above terms and conditions. I understand that failure to abide the above statement may result in cancellation of admission.

**3 Affirmation Statements**

Carefully read the affirmation statements. Then check the terms and conditions box before final submission.

**4 Preview of Completed Application and Submission**

**Preview Your Completed Application**

Click to check your application
before the final submission

**Application Form Submission**

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# Step 7: Required Documents Submission

## REQUIRED DOCUMENTS SUBMISSION

### Online Submission

- You must upload all the required documents listed below.
- ALL 7 steps of the online application must be complete before you print your Completed Application(Click 'Completion' for each section).

*This field is required.*

| Document | | Upload |
|---|---|---|
| Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate * | | ⬆ |
| Original Notarized/Apostilled Transcript from Undergraduate Institution * | | ⬆ |
| Two(2) Recommendation Letters from professor(s) at an undergraduate institution [GSIS Form] * | 📄 Download | ⬆ |

| No. | Name | Position | Name of Institution | Email | Phone |
|---|---|---|---|---|---|

All applicants are required to submit the listed required documents.

**1  Original Attestation/Apostilled Undergraduate Diploma or Graduation Certificate AND Official Transcripts**

- When original documents are written in a language other than English, applicants should submit the notarized English translated version with the original apostilled/consular-confirmed copy.
- Applicants from Apostille member countries: Obtain Apostille verification Certificate for the documents
- Applicants not from Apostille member countries: Obtain Consular Confirmation from the Korean Embassy
- When there is no explanation of the undergraduate institution's grading system on the official transcript, a seperate explanation should be included with the transcript.

**2  One Recommendation Letter**

Use the **GSIS Form** to obtain and upload ONE recommendation letter from your affiliation
The general applicant are required to submit TWO letters, as displayed in the website.
However, **Korea-LAC Tech Corps Program applicants only need to submit ONE letter.**

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# Step 7: Required Documents
## Submission

| | |
|---|---|
| Application fee (USD 100 or KRW 100,000) receipt * | ⬆ |
| Original Verification of Deposit(VOD) of the person responsible for student's expenses * | ⬆ |
| Relationship Certificate (ONLY when the VOD is under the name of the applicant's parents or sponsor) | ⬆ |
| Certificate of Income (ONLY when the VOD is under the name of the applicant's parents or sponsor) | ⬆ |
| Agreement Form for Academic Verification [GSIS Form] *    📄 Download | ⬆ |

| No. | Name | Position | Name of Institution | Email | Phone |
|---|---|---|---|---|---|
| 1 | Name | Position | Name of Institution | Email | Phone |

All applicants are required to submit the listed required documents.

**3  Application Fee Receipt** — For Korea-LAC Tech Corps Program applicants, download and submit this Letter of Exemption [Download]

**4  Original Verification of Deposit(VOD)** — For Korea-LAC Tech Corps Program applicants, download and submit this Letter of Exemption [Download]

**5  Relationship Certificate and Certificate of Income** — Does not apply to Korea-LAC Tech Corps Program applicants

**6  Agreement Form for Academic Verification** — Use the **GSIS Form** to submit Agreement Form for Academic Verification.

# Step 7: Required Documents Submission

## Offline Submission via Post

- You must submit all the documents listed in the checklist via post.
- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- Send us the tracking number(EMS/DHL or other) of your document shipping via email at gsis_admission@ajou.ac.kr for us to track your document.
  > Receiver : GSIS, Ajou University
  > Address : Yulgok Hall #155, 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

Print Your Completed Application

«    Save    Required Documents Submission

Click to complete your Required Document Submission. Once you have done this, the 'Print Your Completed Application' button will be activated

Print Your Completed Application

Print Your Completed Application

# *After Online Application Submission*

## Offline Submission via Post

- You must submit all the documents listed in the checklist via post.
- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- Send us the tracking number(EMS/DHL or other) of your document shipping via email at gsis_admission@ajou.ac.kr for us to track your document.
  > Receiver : GSIS, Ajou University
  > Address : Yulgok Hall #155, 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

**Offline submission via post** is required!

Your application will be considered 'complete' only if you submit all required documents via post.

### AJOU UNIVERSITY
#### Graduate School of International Studies

#### OFFLINE SUBMISSION DOCUMENT CHECKLIST

You must submit all the documents listed in the checklist via post.
Your application will be considered 'complete' only if you submit all the documents via post.

This is the final stage of your application to post(mail) all required admission documents.

· Receiver: GSIS, Ajou University
· Address: Yulgok Hall #155
　　　　206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

| List of Documents | √ |
|---|---|
| 1. A Copy of Printed Online Application Form<br>· Must be printed and signed before you post it | |
| 2. Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate<br>· First, make a copy of your diploma or graduation certificate<br>· The copy must be notarized/apostilled<br>  > Notarization should be done by the Korean Embassy. For apostille countries, you should get an apostille | |

## CHECKLIST!

The 'Offline Submission Document Checklist' is the first page you will see when you print your completed application form.

Korea-LAC Tech Corps Program applicants should refer to this checklist [**Download**]

Check that **all items** on the checklist has been submitted/ready to be submitted via post.

# *Frequently Asked Questions*

- **I've submitted my online application! Am I done?**

  After you have completed your online application, you must print, sign, and send them via post to Ajou GSIS with the other required documents.
  Ajou GSIS will check your submission and contact you if there are missing documents, so please check your email regularly!

- **When can I know my interview schedule?**

  When your interview schedule is fixed, you will receive an email.
  You will also be able to check it once the 'Check Interview Schedule' appears on your admission schedule page.

  Check Interview Schedule

- **When can I know the final admission result?**

  After you go through the interview, the final admission result will be announced via email during the Preliminary Admission Result period.

# CONTACT US AT | GSIS_ADMISSION@AJOU.AC.KR

If you have inquiries, feel free to reach us out!