



SEJONG UNIVERSITY

# Admission Document Guide for International Applicants to Korean Universities

UNDERGRADUATE



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**MANDATORY**



**MANDATORY WHEN APPLICABLE**



**MUST BE ORIGINAL**

=MUST BE HAND-SIGNED AND INK-STAMPED



**MUST BE SUBMITTED AS A SET**

# 1. DIRECTIONS

All documents are required to undergo notarization, consular certification, or apostille authentication either in the country of issuance or via the issuing country's consulate located in Korea.

Applicants must submit the original certified document along with a notarized English translation, for documents issued in languages other than Korean or English.

All notarization must be performed in the document's country of issuance and must certify both the original document and its translation as a single, unified set.

Any document that is translated into Korean and notarized within Korea will be rejected.

**(#2 & #3)** Applicants must submit a copy of their own passport as well as copies of their parents' passports. If a parent does not possess a passport, a notarized and translated copy of the parent's national identification card may be submitted instead.

**#2-A.** Applicants who have been issued a Residence Card (formerly the Alien Registration Card, ARC) while residing in Korea are required to submit a photocopy of both the front and back sides of the card.

\* In cases where the Residence Card is under extension, a Certificate of Foreign Resident Registration (Form C322B) must be submitted in place of the card. [p. 6](#)

**(#4)** Applicants must submit a notarized document that officially establishes the parent-child relationship.

**(#5)** Applicants are required to submit their high school graduation documents along with their academic transcript. These documents must be translated, notarized, and legalized through either consular certification or an apostille.

**(#6)** English Track applicants must submit a score of TOEFL (CBT 197 / iBT 71), IELTS 5.5, TEPS 601 (NEW TEPS 327), or CEFR B2 or higher.  
Korean Track applicants must submit proof of Korean proficiency via a score from TOPIK, a certificate from KIIP (사전 평가 증명서, 이수증, or 교육 확인서), or a Sejong Institute Certificate of Course Completion (excluding online courses).

**(#7)** Applicants must submit an original Verification of Deposit showing a minimum balance of KRW 20,000,000, held under the applicant's or a parent's name. The deposited funds must be frozen and remain inaccessible until after the semester has commenced.

**(#8)** Applicants are required to submit the Academic Record Verification Agreement in order to ensure a fair and transparent selection process.

**These requirements are specific to applicants from Uzbekistan.**



## 2-A. APPLICANT'S RESIDENCE CARD

#1 if issued



일련번호

• 체류기간 (Duration of Stay)

허가일자	만료일자	확 인

• 체류지 (Address)

신고일	체 류 지

유효 및 취업가능 확인 <http://www.hikorea.go.kr>  
 민원안내 국번없이 ☎1345 (하이코리아)

# 2-A. APPLICANT'S RESIDENCE CARD

## #2 if RC is under extension

■ 출입국관리법 시행규칙 [별지 제139호서식]  
 ※ 이 증명서는 정부24(www.gov.kr)에서 무료로 발급받을 수 있습니다.

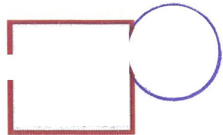
### 외국인등록 사실증명 CERTIFICATE OF FOREIGN RESIDENT REGISTRATIC (약칭 : 외국인등록증명, 약호 : C322B)

발급번호 (Serial No.)	발급일 (Date of Issuance)	현재등록자 (Currently Registered)	
대상자 (Person to whom the Certificate is Issued)	외국인등록번호 (Foreign Resident Registration No.)		
	성명 (Full Name)		
	변경 전 성명 (Previous Full Name)		
	성별 (Sex)	생년월일 (Date of Birth)	여권번호 (Passport No.)
	국가/지역 (Country/Region)	체류자격 (Status of Sojourn)	
	체류기간 (Period of Sojourn)	등록일자 (Date of Registration)	
	등록체류지 (Address)		
이전의 등록번호/말소된 주민등록번호 (Previous Registration No./ Expired Korean Resident Registration No.)			
용도 (Purpose)	기타 (To be submitted to other agencies)	신청인 (Name of Applicant)	
※ 체류자격 변경 사항 포함 [ ] 네 / [ ] 아니오 ※ Previous status of sojourn to be shown on the certificate. [ ] Yes / [ ] No			
체류자격 변경사항 (Record of Status of Sojourn Change)	변경일 (Date of Change)	체류자격 (Status of Sojourn)	비고 (Remarks)
		유학(D-2) 이 하 빈 칸 (This space has been intentionally left blank.)	
체류지 변경사항 (Record of Residential Address Change)	변경일 (Date of Change)	주소 (Residential Address in Korea)	비고 (Remarks)
		이 하 빈 칸 (This space has been intentionally left blank.)	현재 (Current Address Only)
동거 가족 사항 (Family Member(s) who Live Together)	관계 (Relationship)	성명 (Name)	성별 (Sex)
		이 하 빈 칸 (This space has been intentionally left blank.)	
※ 동거 가족 사항은 당사자의 제출서류 등을 바탕으로 작성되었으며, 친족관계 변동에 대하여 별도 확인이 필요할 수 있습니다. The above family member details are based on submitted documents, further verification may be required in case of any change.			

「출입국관리법」 제88조제2항에 따라 위의 사실을 증명합니다.  
 I hereby certify that the above information is true in accordance with paragraph 2, Article 88 of the Immigration Act, of the Republic of Korea.

발급일 (Date of Issuance)                      년 (Year)                      월 (Month)                      일 (Day)

발급 담당자 (Officer in Charge)                      전화번호 (Phone No.)



### 3. PARENTS' PASSPORTS/IDS

#### #1 PARENTS' ID







# 4. PARENT-CHILD RELATIONSHIP

Translated from Uzbek into English

REPUBLIC OF UZBEKISTAN  
The State Emblem of the Republic of Uzbekistan  
BIRTH CERTIFICATE

Citizen  
was born on

[REDACTED]  
[REDACTED]  
[REDACTED]

Birth Place:

City of  
Region of  
District of  
Republic of

[REDACTED]  
[REDACTED]  
[REDACTED]

Birth record was filed on [REDACTED]

Father:

[REDACTED]

Nationality:

*Uzbek*

Mother:

[REDACTED]

Nationality:

*Uzbek*

Place of Registration:

*Civil Registry Office of Zarbdor district*

Date of Issue:

[REDACTED]

Head of the Civil Registry Office

*/signed/*

Rajabova

*Official Emblem Seal of Registry Office*

I-GZ № [REDACTED]

## 4. PARENT-CHILD RELATIONSHIP

Translated from Russian

Republic of Uzbekistan, Tashkent City.  
Fourth of March, two thousand and twenty four

I, [REDACTED], Notary of the Notary Office of Tashkent city, engaged in private practice (license [REDACTED], issued by the Department of Justice of The City of Tashkent), address: [REDACTED], certify the correctness of this copy with the provided document. There are no erasures, attributions, crossed-out words and other unspecified corrections or any special features in the latter.

I, the person who applied for a Notarial Act, explained that when certifying the correctness of a copy of the document, the legality of the content of the document and, accordingly, the facts of reality set out in it are not confirmed, but only confirms that the copy corresponds to the document provided.

Registered at the Register under № [REDACTED]  
State Duty 3 400(three thousand four hundred) sum

**NOTARY**

*signed* [REDACTED]

*Official emblem seal of Notary*

**QR code**

You can check the status of this notarial act in electron portal e-notarius.uz

# 4. PARENT-CHILD RELATIONSHIP

*It is hereby confirmed that the text of the translation corresponds to the text of the original.*

The present document was translated in the Translation



Firm \_\_\_\_\_


Kholdarova P. I.

LIMITED LIABILITY COMPANY  
REPUBLIC OF UZBEKISTAN

\_\_\_\_\_



Протиперовано,  
пронумеровано и скреплено  
печатью \_\_\_\_\_  
Место (ов) \_\_\_\_\_  
Нотариус \_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_



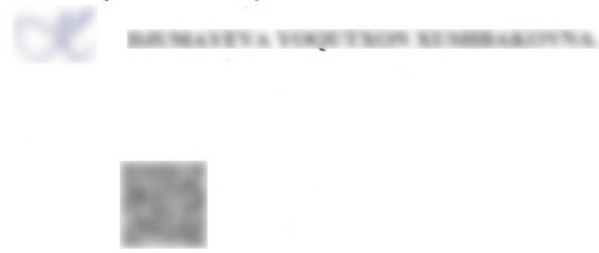
# 5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

16 июня 20 года Я, , нотариус занимающийся частной нотариальной практикой в городе Термезе Сурхандарьинской области .Республики Узбекистан, свидетельствую верность ксерокопии с подлинника документа, в последнем подчисток, приписок зачеркнутых слов и иных неоговоренных исправлений или каких либо особенностей не оказалось.

Документ удостоверен для последующей апостилизации.


Зарегистрировано в реестр за №:

Взыскано государственной пошлины 18 750 сум  
За изготовление выписки из документов 7 500 сум



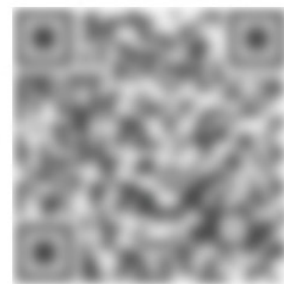
Вы можете проверить статус данного нотариального действия на электронном портале [notary.uz](#)

# 5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

<b>Apostille</b> (Convention de la Haye du 5 Octobre 1961)			
1. Country	Uzbekistan		
This public document (Notarized copy)			
2. Has been signed by	Djumayeva Yoqutxon Xushbakovna		
3. Acting in the capacity of	Notary		
4. Bears the seal/ stamp of	Notary engaged in private practice in the Termez city, Surkhandaryo region		
Certified			
5. at	Tashkent city	6. the	2023-09-18
7. by	, SHIFULLAYEV OTABEK BAKHOM O'G'LI		
8. N°	202309		
9. Seal/stamp			10. Signature
		The electronic digital signature of SHIFULLAYEV OTABEK BAKHOM O'G'LI has been affixed	

Signed by the official of the , SHIFULLAYEV OTABEK BAKHOM O'G'LI

To verify the issuance of this Apostille, scan the QR code or visit <https://apostille.davxizmat.uz?>





# 5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT

\_\_\_\_\_

I, \_\_\_\_\_ Private Notary of the city of \_\_\_\_\_, \_\_\_\_\_ region hereby certify that this is a true copy of the original document, in the latter erasures, additions, crossed out words and any other unreserved amendments or specific features have been found to be missing.

The document is certified for subsequent apostilization.

Registered in the register under number: \_\_\_\_\_

Fee collected \_\_\_\_\_ UZS

For making an extract from a document \_\_\_\_\_ UZS

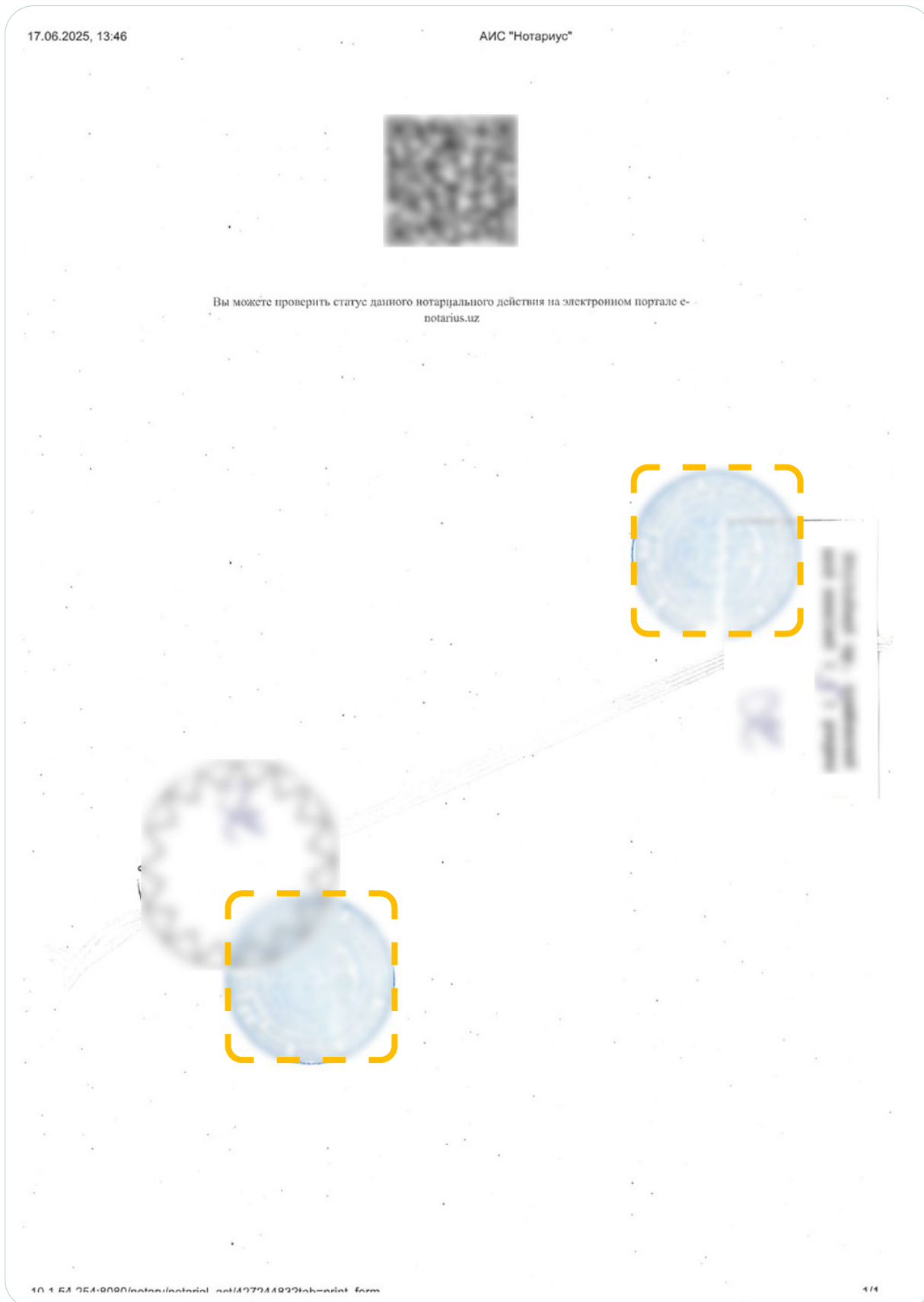
Notary: /signed/ \_\_\_\_\_

QR-code

Official Seal:  
REPUBLIC OF UZBEKISTAN  
\_\_\_\_\_ REGION TERMEZ CITY  
PRIVATE NOTARY  
\_\_\_\_\_  
\_\_\_\_\_



# 5. HIGH SCHOOL GRADUATION CERTIFICATE AND TRANSCRIPT



# 6. ELIGIBILITY DOCUMENTS

## #1. English Track

**IELTS™**  
Test Report Form

GENERAL TRAINING

**NOTE** Assessment in undergraduate and post graduate courses should be based on the accepted Reading and Writing modules. Certain 'restricted' Reading and Writing modules are also designed to meet the full range of language skills required for academic purposes. It is recommended that the candidate's language skills be calibrated to the full range of IELTS test scores at least two years from the date of the test. To find out more about IELTS Academic and the UKVI tests, please visit [ielts.org.uk](http://ielts.org.uk).

Centre Number  Date  Candidate Number

**Candidate Details**

Family Name

First Name(s)

Candidate ID

Date of Birth  Sex (M/F)  Scheme Code

Country or Region of Origin

Country of Nationality

First Language

**Test Results**

Listening  Reading  Writing  Speaking  Overall Band Score  CEFR Level

**Administrator Comments**

Recognising organisations must verify this score at [ielts.org/verify](http://ielts.org/verify)

Validation stamp

Date  Test Report Form Number

BRITISH COUNCIL idp Cambridge Assessment English

**ETS TOEFL iBT** Test Taker Score Report

Last (Family/Surname) Name, First (Given) Name Middle Name

Email

Institution Code  Department Code

Test Date:  Gender:

Appointment #:  Date of Birth:

Native Language:  Country of Birth:

Test Center Country

Test Center:

**Test Date:**

Total Score  out of 120

Reading  Listening  Speaking  Writing

**MyBest® Scores** Your highest section scores from all valid test dates, as of June 04, 2024.

Sum of Highest Section Scores  out of 120

Reading (0-30)  Listening (0-30)  Speaking (0-30)  Writing (0-30)

Test Date  Test Date  Test Date  Test Date

**SECURITY IDENTIFICATION**

ID Type:

ID No.:

Issuing Country:

A total score is not reported when one or more sections have not been administered. Expired scores are not included in MyBest® calculations.

79-82

THIS IS A PDF SCORE REPORT, DOWNLOADED AND PRINTED BY THE TEST TAKER.

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Page 1 of 2

**TEPS** SCORE REPORT

**YOUR SCORES**

Total Score **418** Level **2+** Percentile Rank **81.33**

Listening **149** Average 119 Percentile Rank **74**

Vocabulary **35** Average 32 Percentile Rank **56**

Grammar **38** Average 32 Percentile Rank **55**

Reading **196** Average 119 Percentile Rank **90**

**YOUR ENGLISH PROFICIENCY**

Advanced level of English proficiency. A score at this level typically indicates an advanced level of English proficiency for a non-native speaker. A test taker at this level is able to perform general tasks after short-term training.

Section	Subskill	Proficiency
Listening	Understanding the connection of ideas across turns in spoken texts	Intermediate
	Understanding the main ideas of spoken texts	Advanced
	Understanding specific information in spoken texts	Intermediate
Vocabulary	Understanding vocabulary used in spoken contexts	Intermediate
	Understanding vocabulary used in written contexts	Basic
Grammar	Understanding grammar used in spoken contexts	Intermediate
	Understanding grammar used in written contexts	Intermediate
Reading	Understanding the main ideas of written texts	Advanced
	Understanding specific information in written texts	Advanced
	Making inferences based on given information in written texts	Advanced
	Understanding the connection of ideas across sentences in written texts	Intermediate

NAME **HONG GIL DONG**

DATE OF BIRTH **JUL. 12, 1990**

GENDER **MALE**

REGISTRATION NO. **0123456**

TEST DATE **MAY 12, 2018**

VALID UNTIL **MAY 12, 2020**


Barcode

NO. RAAA00000000

THE TEPSCOUNCIL


# 6. ELIGIBILITY DOCUMENTS

## #2 Korean Track






### 한국어능력시험 성적증명서 OFFICIAL TOPIK SCORE REPORT

**수험자 정보[Test-taker's Information]**

	<b>성명</b> Name	<b>성별</b> Gender	<b>응시국가</b> Country	<b>생년월일</b> Date of Birth
	HONG GIL DONG	M	Korea	0000/00/00 yyyy/mm/dd
	<b>수험번호</b> Registration No.	<b>시험수준</b> Test Level	<b>회차/시험일</b> Test Held/Test Date	<b>성적유효기간</b> Valid Until
	00000000000000	TOPIK II	46th/2016/04/17 yyyy/mm/dd	2018/05/25 yyyy/mm/dd

**시험 결과[Test Result]**

영역 Section	점수 Score	수험자 점수 및 수험자 집단 평균 Score and Candidate Average	총점 Total Score	등급 Test Result
듣기 Listening	90/100		270/300	6급
쓰기 Writing	90/100			
읽기 Reading	90/100			

**언어 수행 능력[Level Description]**

시험 수준	TOPIK II	등급	6급
듣기 Listening	대부분의 업무 수행 영역에서의 대화나 정치, 경제, 사회, 문화, 교육 등의 전문 분야와 관련 있는 다소 심도 깊은 대화와 담화, 다소 복잡한 강연이나 연설, 대답을 듣고 내용 파악하고 추론하며 비판적으로 이해할 수 있다.		
쓰기 Writing	사회적, 추상적 소재 또는 업무나 전문 분야와 관련된 논술문을 정확하고 적절하게 구성할 수 있다.		
읽기 Reading	대부분의 업무 수행과 관련된 글, 전문 영역에 관련된 글을 읽고 내용을 이해하고, 추론하고, 비판적으로 분석할 수 있다. 소설, 희곡, 평론 등을 읽고 작자의 의도, 심리 등을 파악할 수 있다.		

### 국립국제교육원장

President of National Institute for International Education

위조방지 랩

# 6. ELIGIBILITY DOCUMENTS

## #2 Korean Track

제 24Y0276G1A001964 호


**세종학당**  
King Sejong Institute

### 수료증

#### Certificate of Course Completion



학당명 (Kor) : 한국(예시)  
 Name of Institute(Eng) : Korea

이름 (Kor) : 양세종  
 영문(Eng) : Yang Sejong

생년월일 (D.O.B) : 1994-05-04 (YYYY-MM-DD)

교육과정 (Course) : 세종학당 실용 한국어 초급 - 세종학당 실용 한국어 1A

교육기간 (Term) : 2024-03-04 ~ 2024-06-28

수업사수 (Credit Hours) : 총 102시간 (Total 102hours)

**위 사람은 세종학당의 교육과정을 수료하였으므로, 이 증서를 수여합니다.**

This is to certify that the person whose name appears above has successfully completed the aforesaid course by the King Sejong Institute.

2025. 02. 11.  
Date Issued  
  
**한국(예시) 세종학당장**  
Head of King Sejong Institute, Korea

<법무부 로고>

발급번호 : KIIPTEST-SU-20-00000000

### 사회통합프로그램 평가 성적증명서

인적 사항	성명	생년월일		
	평가 정보	평가	평가일자	
평가 성적	사전평가			2000.00.00.
	필기	구술	총점	결과
				00단계 배정 (합격/불합격)

위 사람은 출입국관리법 시행령 제48조 제2항의 규정에 따라, 법무부 사회통합프로그램 평가에서 위와 같은 성적을 받았음을 증명함

20 년 월 일

**법무부**  
**00출입국·외국인청(사무소)장** (직인)

### 사회통합프로그램 교육 확인서

발급번호 : KIIPEDU-SU-19-00000000

인적 사항	성명		체류자격	
	외국인등록번호 / 주민등록번호		연락처	
	국적			
	체류지			

교육 배정 단계 : 0단계, 1단계, 2단계, 3단계, 4단계, 5단계(기본)

단계	교육 과정	교육기관(최종)	상태	교육인정시간
0	한국어와 한국문화 기초			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
1	한국어와 한국문화 초급1			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
2	한국어와 한국문화 초급2			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
3	한국어와 한국문화 중급1			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
4	한국어와 한국문화 중급2			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
5	한국사회이해(기본)			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)
5	한국사회이해(심화)			총 시간 (시작 20 . . . . . 종료: 20 . . . . .)

**【교육 상태 구분】**

<b>수료</b> 수료인정 출석시간 충족 (해당 교육을 마친 것은 아님)	<b>이수</b> 평가 합격 또는 반분수료(평가 불합격자 등)하여 해당 단계 교육을 마침	<b>이수완료</b> 최종 5단계 기본(영주용) 또는 심화(귀화용) 과정을 이수하여 사회통합프로그램을 마침
<b>이수 중</b> 현재 교육에 참여 중임	<b>이수정지</b> 교육진행 중 부득이한 사유로 잠시 교육을 중단함	<b>제적</b> 교육 인정시간이 모두 유효치러됨
<b>유급</b> 수료인정 출석시간 불충족 (수료하지 못한)		

위 사람은 출입국관리법 제 39조에 따른 사회통합프로그램 교육에 위와 같이 참여하였음을 확인합니다.

※ 최종 이수 상태가 아닌 참여자는 재입국 시 장기 교육은 모두 유효치러됨

20 년 월 일

**법무부 00출입국·외국인청(사무소)장** (직인)

교육 확인서 진위여부는 사회통합정보망(www.socinet.go.kr)의 알림마당에서 발급번호로 확인 가능

<법무부 로고>

발급번호 : SU-KIIP-17-0000000

### 사회통합프로그램 이수증

(한국이민귀화적격과정)

성명 :  
 생년월일 :  
 운영기관 :

위 사람은 법무부에서 시행한 이민자 사회통합프로그램(KIIP) 한국이민귀화적격과정을 이수완료 하였기에 이 증서를 수여함

20 년 월 일

**법무부**  
**00출입국·외국인청(사무소)장** (직인)

이수증 진위여부는 사회통합정보망(www.socinet.go.kr)의 알림마당에서 확인 가능

※ 발급번호 : 관서 영문약호 + KIIP + 발급연도(2자리) + 전산번호  
 ※ 운영기관은 실제 교육이 이루어진 기관 기제(거점 또는 일반)

# 7. VERIFICATION OF DEPOSIT



"O'ZBEKISTON SANOAT-QURILISH BANKI" AKSIYADORLIK TIJORAT BANKI  
АКЦИОНЕРНЫЙ КОММЕРЧЕСКИЙ БАНК "УЗБЕКСКИЙ ПРОМЫШЛЕННО-СТРОИТЕЛЬНЫЙ БАНК"  
Andijon mintaqaviy bank xizmatlari ofisi  
O'zbekiston Respublikasi, Andijon shahri, 170100, Boburshoh ko'chasi, 36-uy  
Telefon: 1180, e-mail: info@sqb.uz, web-site: www.sqb.uz

Date: [REDACTED]

## Bank Statement

The present reference is given by Andijan regional branch JSCB «Uzbek Industrial and Construction Bank» that according to the statement on [REDACTED] the deposited amount of [REDACTED] ([REDACTED] US dollars, 00 cents) in the account [REDACTED] (opening date [REDACTED]) of citizen [REDACTED] (Passport FA [REDACTED]) will be frozen until [REDACTED] in accordance with the account agreement.

This official bank statement is provided for documentation purposes and to certify the account details as stated above. It is solely intended for authorized use and should not be considered as a notification to the account holder.

Registrar of Andijan Regional branch  
JSCB «Uzbek Industrial and Construction Bank»



