

**Application Guidelines
for Fall Semester 2025**



**Graduate School of International Studies,
Chung Ang University**
<http://gsis.cau.ac.kr>

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Admissions for Fall Semester 2025

1. GSIS Introduction

【 ISP 】

- 1.1. Most ISP lectures are conducted in English (Certain lectures are conducted in Korean and in Chinese)
- 1.2. Provides a comprehensive education in multiple areas including global business, economics and international relations, international development cooperation, global border studies, and an opportunity to interact with students from various backgrounds
- 1.3. Offers a wide range of study abroad programs and internships
 - Student exchange programs (Monterey Institute of International Studies, Fudan University, Shandong University, as well as other CAU partner universities.)
 - Internship programs (The Washington Center, University of Yangon of Myanmar, etc.)
- 1.4. Participates in the GKS (Korean Government Scholarship Program) run by NIIED (National Institute for International Education)
- 1.5. Provides a broad range of scholarships (entrance scholarship, special admission scholarship, academic scholarship, International Students Award, study abroad scholarships, Korean government scholarship, scholarship for CAU legacy students, research assistant scholarship, volunteer scholarship, scholarships from foundations to foster international talent)
- 1.6. Offer various business forums featuring special guests lecturers from Korea and abroad
- 1.7. ISP graduates have terrific job prospects, often working for major government agencies, conglomerates and financial institutions

2. Programs & Admissions Quotas

- ISP : Master's Degree Program [no quota]

3. Admissions Criteria

3.1. Academic Qualifications for Application

Program	Qualifications
ISP	<ul style="list-style-type: none">① Applicants who hold a Bachelor's degree from an accredited undergraduate institution② Applicants can apply for a major different from that of their previous degree③ Applicants who are expected graduates must be able to submit their graduation certificate before AUG 31, 2025.

3.2. Application Eligibility for International Student Admissions

Applicants must meet one of the following conditions:

- (1) Foreign nationals whose parents both have foreign citizenship
(Non-Korean students whose parents are both non-Korean)
- (2) Foreign nationals (non-Korean) who has completed more than 16 years of educational courses and degrees (equivalent to primary, secondary and university education) in a foreign country.
 - ※ Applicants who have Korean citizenship are not eligible for International Student Admissions (Holders of dual citizenships that include Korean citizenship are also not eligible to apply)
 - ※ Only applicants who acquired foreign citizenship before elementary school are eligible for International Student Admissions
(The student and both his/her parents should submit proof of canceling the registration of their Korean nationality, etc.)

4. Evaluation Process

Program		Graded Score		Total
		Document Review	Interview	
General Admission	ISP	100	100	200
Criteria for failure		Less than 60		

※ Score for official English certifications such as IELTS, TOEFL will be reflected in the document review

※ ISP

Document Review	Interview (ISP)
① Study Plan	① Specific background knowledge needed to succeed in the program you are applying for
② Undergraduate/Graduate GPA	② Passion and seriousness towards the field of study.
③ Experience and/or Major	③ Aptitude for the major
④ Other criteria as specified by the department	④ Logical thinking and creativity
	⑤ Other criteria as specified by the department

5. Admissions Schedule

Category	Program	Application Period	Document Submission Deadline (Documents must be delivered by the specified date and time)	Notes
General Admission	ISP	Apr 07, 2025 (Mon) 10:00 (KST) - Apr 28, 2025 (Mon) 17:00 (KST)	May 02, 2025 (Fri) 17:00 (KST)	Online application

※ You can apply online at (<http://gsis.cau.ac.kr>) or (<http://www.uway.com>)

※ The deadlines for the online application and document submission are different. Please check the dates.

6. Admissions Process & Exam Location

6.1. Admissions Process

Category	Program	Process	Date	Admissions Decision Notification
General Admission	ISP	English Interview	May 24, 2025 (Sat)	May 29, 2025 (Thur)

6.2. Exam Location: TBD (further notice will be given as the date approaches)

(Check the "Notice" board under "Community" on the GSIS website)

※ Changes may be made to the schedule and/or application procedures.

7. Application Fee : KRW 80,000 (Non-refundable)

8. Required Documents

[Required Documents for Korean Applicants]

NO.	Required Documents for Korean Applicants	ISP	Notes
1	Application Form	○	- Completed online application form printed and signed after payment (http://uwayapply.com)
2	Study Plan	○	- The study plan should be written using the designated form * Must be written in English, no fixed word limit
3	Certificate of Graduation (Bachelor's Degree) or Apostilled Diploma (Original)	○	- Academic documents should be the original in English or Korean. - Academic documents in other languages should be submitted with notarized translation in English or Korean. - For applicants who graduated from Korean university , the document should be a Korean University Graduation Certificate that includes an online certificate number. - For applicants who graduated from Chinese universities , the original academic documents should be notarized by the Public Notary in China. (Documents for number 5, additional submission required.) - For applicants who graduated from other foreign universities , the original documents should have an apostille or should be notarized by Korean Embassy. ★ For expected graduates , please submit the degree certificate before the semester starts , otherwise admission will be revoked and the application fee will not be refunded.
4	Official Transcript (Bachelor's Degree) (Original)	○	- Academic documents should be the original in English or Korean. - Academic documents in other languages should be submitted with notarized translation in English or Korean. - For applicants who graduated from Korean university , the document should be a Korean University Graduation Certificate that includes an online certificate number. - For Applicants who graduated from Chinese universities the original academic documents should be notarized by the Public Notary in China. - For applicants who graduated from other foreign universities , it should be the original official transcript with Apostille or should be notarized by Korean Embassy - Official transcripts should include the CGPA either as a percentage or on a scale - If there is no CGPA information as a percentage or scale, the student should submit additional supporting documents issued by the university, or visit the following website(s): (http://www.wes.org/students/igpascal.asp) or (https://www.scholaro.com/) (including the full input grade)
5	Degree Certificate from the China Academic Degree & Graduate Education Development Center (Original)	Chinese Univ.	- Applicants who graduated from Chinese universities should submit a Certificate of China Academic Degree & Graduate Education (with a copy of a Certificate of Degree) Degree certificate report issued through China Credentials Verification run by the China Ministry of Education (refer to: http://www.chsi.com.cn) ★ For expected graduates , please submit the degree certificate before the semester starts , otherwise admission will be revoked and the application fee will not be refunded.
6	Degree Verification Form	Applicable Persons	- Required for graduates from foreign universities (applicants from Korean and Chinese universities are exempt) - Fill in the blanks in the blue box.
7	Korean or English Proficiency Test Reports (Original)	Holders Only	- Original document (TOPIK, TOEFL, TOEIC, G-TELP, TEPS, etc.) * Original document must be in Korean or English
8	Proof of Work Experience or Employment	Holders Only	- Proof of work experience Those who have at least 2 years of prior work experience as of the date of application submission - Certificate of employment: Those who have currently been working for at least 1 year prior to the date of application submission

[Required Documents for Foreign Applicants]

NO.	Required Documents for Foreign Applicants	ISP	Notes
1	Application Form	○	- Complete the online application and payment, then print and sign the form (http://uwayapply.com)
2	Study Plan	○	- The study plan should be written using the designated form * Must be written in English, no fixed word limit
3	Certificate of Graduation (Bachelor's Degree) or Apostilled Diploma (Original)	○	<ul style="list-style-type: none"> - Academic documents should be the original in English or Korean. - Academic documents in other languages should be submitted with notarized translation in English or Korean. - For applicants who graduated from Korean university, the document should be a Korean University Graduation Certificate that includes an online certificate number. - For applicants who graduated from Chinese universities, the original academic documents should be notarized by the Public Notary in China. - For applicants who graduated from other foreign universities, the original documents should have an apostille or should be notarized by Korean Embassy. ★For expected graduates, please submit proof of expected graduation date or a certificate of enrollment. Accepted applicants should submit an official degree certificate (Certificate of Graduation) before the semester starts, otherwise admission will be revoked and the application fee will not be refunded.
4	Official Transcript (Bachelor's Degree) (Original)	○	<ul style="list-style-type: none"> - Academic documents should be the original in English or Korean. - Academic documents in other languages should be submitted with notarized translation in English or Korean. - For applicants who graduated from Korean university, the document should be a Korean University Graduation Certificate that includes an online certificate number. - For Applicants who graduated from Chinese universities the original academic documents should be notarized by the Public Notary in China. - For applicants who graduated from other foreign universities, it should be the original official transcript with Apostille or should be notarized by Korean Embassy. - Official transcripts should include the CGPA either as a percentage or on a scale - If there is no CGPA information as a percentage or scale, the student should submit additional supporting documents issued by the university, or visit the following website(s): (http://www.wes.org/students/igpascal.asp) or (https://www.scholaro.com/) (including the full input grade)
5	Degree Certificate from the China Academic Degree & Graduate Education Development Center (Original)	Chinese Univ.	<ul style="list-style-type: none"> - Applicants who graduated from Chinese universities should submit the original Certificate of China Academic Degree & Graduate Education (as well as a copy of a Certificate of Degree) - degree certificate report issued through China Credentials Verification run by the China Ministry of Education (refer to: http://www.chsi.com.cn) ★For expected graduates, please submit the degree certificate before the semester starts, otherwise admission will be revoked and the application fee will not be refunded.
6	Degree Verification Form	Applicable Persons	<ul style="list-style-type: none"> - Required for graduates from foreign universities (applicants from Korean and Chinese universities are exempt) - Fill in the blanks in the blue box.
7	Korean or English Proficiency Test Reports (Original)	Holders Only	<ul style="list-style-type: none"> - <u>Original document</u> (TOPIK, TOEFL, TOEIC, G-TELP, TEPS, etc.) *<u>Original document must be in Korean or English</u>
8	Proof of Work Experience or Employment	Holders Only	<ul style="list-style-type: none"> - Proof of work experience Those who have at least 2 years of prior work experience as of the date of application submission - Certificate of employment: Those who have currently been working for at least 1 year prior to the date of application submission

9	Legal Certificate Proving Family Relationship Issued by a Government Office	○	- Valid notarized documents that are within 6 months of the notarized date. E.g - China: Notarization Certificate of a Applicant's Household Register (Jianren Hukoubu) / Notarization Certificate of a Family Relationship - Japan: Copy of the applicant's Certificate of Family Register - USA: Birth certificate, etc.
10	Copy of National Identification Card (Applicant's and Both Parents')	○	* In the event of a parent's death (or divorce), a certificate of death (or divorce) must be submitted
11	Copy of Applicant's Passport	Holders Only	
12	Copy of Applicant's Alien Registration Card	Holders Only	- Copy of both the front and back
No. 13 is required only for applicants who applied as having completed 16+ years of education in a foreign country. (Not necessary for foreign applicants whose parents are both non-Korean citizens)			
13	Diploma and Transcripts from Elementary, Middle and High School	○	- All documents should be written in Korean or English - Documents in neither English nor Korean must be submitted with a translated and notarized or apostilled copy - All documents from Chinese schools should be notarized in China (If the applicant and both of their parents are non-Korean citizens, they are exempt from submission)

※ Important Notes

- 1) The documents should be translated and notarized into Korean or English if they were written in languages other than Korean or English. (Except a copy of passport, ID card)
- 2) All translation notarization must be issued by the proper authorities from the country where the original document was issued. Notarization in Korea is not acceptable.
- 3) Original documents must be submitted for all documents. If the original cannot be submitted, a copy may be submitted, but both the original and the copy must be submitted to verify validity.
- 4) If the documents are not submitted before the deadline, the applicant will be ineligible for admission due to insufficient qualifications, and the application fee cannot be refunded.
- 5) All submitted documents will not be returned.

Classification	Academic Background Documents		
	China	Apostille countries	Non Apostille countries
University (4years)/ College Diploma/ Certificate of Graduation	the original academic documents should be notarized by the Public Notary in China + the degree report issued by the certification center owned by China government (Ministry of Education) www.chsi.com.cn	Submit Apostille document or the documents notarized/ translated by Korean embassy (consulate) in your country	submit the documents notarized/ translated by Korean embassy (consulate) in your country

* Apostille confirmation

Apostille Convention: A multilateral agreement on the legalization of official documents among issuing countries created in order to facilitate the mutual authentication of official documents while abolishing complicated authentication procedures such as consular confirmation of foreign diplomatic missions.

* Official Name: Convention Abolishing the Requirement of Legalization for Foreign Public Document (Agreement to abolish the request for certification for foreign official documents)

- Issuing Organization: The organization designated by the government of the specified country & the Ministry of Foreign Affairs in Korea

- Documents to be submitted: Submit an "Apostille confirmation" for academic background-related documents (graduation certificate, degree certificate, transcript)

<https://www.hcch.net/en/instruments/conventions/specialised-sections/apostille>

※ Issuance of Bank Balance Certificate (Only required after acceptance, not required for application)

Classification	Contents
Issuance criteria	Bank balance certificate in the name of the applicant or parent issued within one month of the date of application (submission of family relations certificate if certificate is in the name of parents)
Submission Period	To be submitted during the application period for the Certificate of Admission only by the final selected candidates. *Not to be submitted with the admission documents.
Number of Issuance	One(1) copy to be submitted to the CAU GSIS
Deposit Amount	20,000,000 KRW / 16,000 USD / 110,000 CNY / 380,000,000 VND or more (Checked based on KRW)
Term of Validity (Chinese local Bank)	Balance amount of Chinese local banks shall be frozen until Sept 30, 2025
Important Notes	<ul style="list-style-type: none"> ○ Students must submit Bank balance certificate issued by Korean local Bank if they are going to change their visa in Korea. ○ Additional documents may be requested by relevant organization ○ Depending on the interpretation of immigration by the Ministry of Justice, the balance certificate submitted may not be recognized. ○ Precautions for Issuing Certificates of Bank Balance Issued in China (Avoid Regional Banks and Small and Medium Banks) <ul style="list-style-type: none"> - Certificate issue date and deposit date must be the same - Certificate expiration date and deposit expiration date (freeze release date) must be the same - Balance certificates that are constantly interpreted as withdrawable cannot be recognized.
Exemption	Scholarship students who receive tuition and living expenses do not need to submit bank balance certificate during application

9. Tuition & Scholarships (As of 2025)

9.1 Admission Fee : 980,000 KRW (Same for Korean & Foreign students)

9.2 Tuition Fee

- 1) For Korean students : 7,811,000 KRW
- 2) For Foreign students : 9,530,000 KRW

9.3 Scholarships : Refer to <http://gsis.cau.ac.kr/> - Academics Affairs – Scholarships

10. Important Notice on Application Submission

▶ Online Application [<http://www.uway.com>]

10.1. Application Period

ISP – General Admission: **Apr 07, 2025 (Mon) 10:00 (KST) - Apr 28, 2025 (Mon) 17:00 (KST)**

→ Our online application is available 24 hours a day during the application period

10.2. Application Fee: **KRW 80,000** (Online payment available at <http://www.uway.com>.)

10.3. Once you fee, your application form cannot be revised, so please ensure all corrections are made before the payment of the application fee.

10.4. Once you print out the application form (including the application number) after paying the application fee, your application is complete.

10.5. **After the application period, modification of the application information, cancellation of the application, and refund of the application fee are not possible.**

* Make sure to check the content of your application before proceeding to pay the fee.

10.6. If you attended more than two universities, you must write your major/program and the university names in the order of the most recently attended.

Ex: University 1 - University attended after transfer, University 2 – University attended before transfer

10.7. In the case of undergraduate transfer students, only the grades of the final school from which you graduated should be entered (However, all university transcripts from before the transfer should still be submitted)

10.8. Upon online submission, you must print out your application form

Your application form and documents must be submitted by the deadline to the GSIS admissions officer by registered mail. **You will be ineligible for admission if your documents are not submitted before the deadline.**

- **How to submit: Registered mail, parcel**

(If verification of the original document is required, please visit in person.)

- **Submission deadline: May 02, 2025 (Fri) 17:00 (KST)**

▶ **Submit your application to:**

**Admissions Officer [Graduate School of International Studies, Chung Ang University,
Room 708, Law Building (Building No. 303)]**

84 Heukseok-ro, Dongjak-gu, Seoul, 06974, Korea

▶ **Phone: +82-2-820-6477, 5623, 5624**

10.9. If the details on the application form or those in the submitted documents are found to be different from the data entered online, and/or if the documents contain errors or have missing or unreadable information, the applicant may be at a disadvantage and the applicant must accept full responsibility in such cases.

10.10. Applications sent without submitting an online application are invalid and will not be accepted.

10.11. **Other notes:**

- ▶ **Admission will be revoked if the submitted documents are found to be false**
- ▶ **Admission will be revoked if an expected graduate is unable to complete their degree**
- ▶ **All submitted documents will not be returned**
- ▶ **Those who have passed the foreign applicant screening must sign up for disease and injury insurance and maintain it from admission to graduation. If they do not, they cannot apply for scholarships and various programs**
- ▶ **You must bring your application ticket on the day of exam**

11. Admissions Decisions, Wait-list Acceptance & Tuition Refunds

11.1. Admissions Decisions

- Admissions decisions are made based on the sum of the applicant's test scores, and applicants who fail (including partial absence) and those who fail to pass a step in the application process (document, translation, listening, interview for major) will be disqualified.
- In cases in which two or more applicants have the same test scores, applicants who scored higher on the interview as well as younger applicants will be prioritized for admission
- Applicants who include incorrect information to forge and/or falsify their application documents will be ineligible for admission regardless of their scores
- If a student fails to register within the specified registration period, his/her admission may be revoked
- **In the case that the applicant's visa issuance is denied by the Korean government or the issuance conditions are not met, the admission will be revoked and the tuition fee will be refunded according to the university policy.**

11.2. Wait-list Acceptance

- If there are vacancies due to admitted students who fail to register on time, additional admissions decisions will be made based on the sum of the applicant’s test scores (Disqualified applicants will not be reconsidered for review)
- If an applicant cannot be reached by the GSIS office by phone at the time of notification of waitlist acceptance, the applicant will not be further considered for review
- Students admitted off the wait-list must register within the designated registration period

11.3. Tuition Refunds

- Registered students will receive a refund of their tuition or entrance fees in the following cases:
 - ▶ If a student is unable to attend school (including new students, transfer students, readmitted students) or continue their studies according to the law
 - ▶ If a student decides to give up their admissions spot
 - ▶ If an enrolled student has submitted a withdrawal application and has been granted permission to do so
 - ▶ If a student faces unavoidable circumstances (death, illness, natural disasters, etc.) that prevent them from attending school or continuing their studies
- Absences or disciplinary punishments cannot be reasons to receive a tuition refund or reduction
- If a student enrolls in fewer credit hours than is required or fails to enroll in classes, their tuition will not be refunded
- Refund Criteria

Application Deadline	Amount of Refund	Required Documents	Submit To
<u>Before the semester</u>	Full refund	- Application for cancellation of admission - Copy of the student’s identification card - Copy of the student’s bank book	Office of GSIS (Bldg. 303 Room #708)
<u>After the semester starts</u>	Partial refund based on university policy ※ The admission fee is non-refundable	- Application for withdrawal - Copy of the student’s bank book	

11.4. Freshmen Scholarships

- Scholarships for freshmen are only given in the first semester following admission and will be revoked if the student chooses to take a leave of absence after enrollment within the first semester of admission
- ※ Refer to the International Graduate School Academic Regulations for the criteria on granting scholarships to freshmen

12. Miscellaneous

- Please check the “Notice” board under “Community” for additional information
- Website: <http://gsis.cau.ac.kr>
- Phone: +82-2-820-6477, 5623, 5624
- E-mail: gsis@cau.ac.kr

**Dean of the Graduate School of International Studies
Chung Ang University**

Degree Verification Form

Overseas University Graduates Academic
Achievement Inquiry Agreement (Excluding Chinese Universities)
CHUNG ANG UNIVERSITY GRADUATE SCHOOL

Fill in the
blanks in the
blue box.

University/Institution of Previously Earned Degree (person in charge of degree verification)			
University (Institution) Name			
Address			
Zip Code		E-mail	
Tel	Country/region/ phone number (including national code)	Fax	

Dear Sir/Madam;

Regarding the academic degree of our newly admitted student, ★ Student Name _____, we cordially request that you verify the following facts in the space provided below. According to the application documents submitted to us, it is stated that ★ Student Name _____ received a **Master's degree/Bachelor's degree (choose 1)** in ★ Major _____ at ★ School Name _____.

Thank you for your kind cooperation in advance and I look forward to receiving this letter back by e-mail, fax or air mail at your earliest convenience.

Sincerely yours,

Registrar of _____ University

Degree awarded : _____
Date of award : _____
Comments (if any) : _____

Date: _____

Name and title of verifier: _____

Return to: Registrar, Graduate School of International Studies, Chung Ang University
Room 708, Building 303, 84 Heukseok-ro, Dongjak-gu, Seoul, 06974, KOREA
Fax: 82-2-827-0155 E-mail: gsis@cau.ac.kr Tel: 82-2-820-5623/5624