Checklist of Documents to Be Submitted

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| 1. **Application Materials** | **Check** | **Contents** |
| * KOICA application form | **V** | KOICA Application Form |
| * Ajou Application Form | **V** | Ajou GSIS Application Form |
| * 2 Letters of Recommendation | **V** | MUST use Ajou recommendation form, attached with application form. Please note that the letter of recommendation should be SEALD with the professor’s signature. |
| * Statement of Purpose | **V** | Should be clearly typed in English on a  separate paper(at least 2 pages)  Please also include the action plans how you can contribute to your own society, your country after completing the master’s degree program at Ajou. |
| * Sealed official Undergraduate Academic Transcript | **V** | Please also enclose grading system information of the university attended if the transcript does not include your own university’s grading system information. |
| * Curriculum Vitae | **V** | Please write your CV in detail by focusing your work experiences |
| * One Photocopy of Undergraduate Diploma or Original Graduation Certificate | **V** |  |
| * Score Reports for an official English Proficiency Score(TOEFOL, TOEIC, IELTS or its equivalence) | **V** | If you have any kind of English Proficiency Test Score or certificate to prove your English proficiency, please include it in your application materials. |
| * Two passport–size photos | **V** |  |
| * Copy of Passport | **V** | According to the Korean Law, admission certificate should include passport number and the university cannot issue Admission Certificate without passport number. |
| * Doctor’s Opinion paper about health checkup review | **V** |  |

※ All Documents (Diploma, Transcripts, Statement of Purpose, Recommendation Letters, etc.) **must be an original in English**.

- If not, English translation should be attached together with the documents submitted. Any document without English translation WILL NOT be accepted.

※ Please refer to the following site for further information: **Ajou GSIS**: <http://gsis.ajou.ac.kr> / Email : [gsis@ajou.ac.kr](mailto:gsis@ajou.ac.kr)