



SOUTH KOREA

Ready Reckoner

2025



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Application Process Flow Chart

Certificate of Admission (COA)

VISA Process



George Mason University (Mason Korea)

Programs Offered:

Undergraduate Programs	
BA in Conflict Analysis and Resolution	BS in Business - Financial Planning and Wealth Management
BA in Economics	BS in Business - Management
BA in Global Affairs	BS in Business - Management Information Systems
BFA in Computer Game Design	BS in Business - Marketing
BS in Business	BS in Business - Operations and Supply Chain Management
BS in Business - Accounting	BS in Computational and Data Sciences
BS in Business - Business Analytics	BS in Conflict Analysis and Resolution
BS in Business - Finance	BS in Economics

Application Documents:

- High School Transcript – Unofficial
- English Proficiency Scorecard
- Statement of Purpose (SOP)
- Passport – First & Last Page
- Enrollment History Form (If enrolled in any university)

English Proficiency Requirements:

For Direct Programs:

Test Name	Minimum Requirement
IELTS Score	6.5 No Band Less Than 6.0
TOEFL Score	80 Minimum Sub-Score 18
DET Score	110

For Patriot Plus Program:

Test Name	Minimum Requirement
IELTS Score	6.0 No Band Less Than 5.5
TOEFL Score	69 Minimum Sub-Score 15
DET Score	105



For MK Way Programs:

Test Name	Minimum Requirement
IELTS Score	5.5 No band Less Than 5.0
TOEFL Score	57 Minimum Sub-Score 12
DET Score	90 - 100

Required GPA: 3.0 | Percentage: 75%

Application Fee: Waived - Direct & PPP Programs | \$80 – MK Way

Tuition Fee: ₩27,838,000

Scholarships:

- Merit-Based** – Up to \$7,000 Per Year (Must apply by early action deadline)
- Need-Based** – Up to \$3,000 Per Year (Requires additional application)
- Note** – Students can stack Merit-Based Scholarships with Need-based Scholarships, up to a maximum amount of \$10,000.

Deposit Requirements:

- Pay deposit** – \$500 for Fall and \$1,000 for Spring – Must be paid by Flywire or Wire Transfer.



Le Cordon Bleu Sookmyung Academy

Programs Offered:

Program Name	Study Level	Program Duration
UG Diploma in Diplôme de Boulangerie	UG Diploma	6 Months
UG Diploma in Diplôme de Cuisine	UG Diploma	9 Months
UG Diploma in Diplôme de Pâtisserie	UG Diploma	9 Months
UG Diploma in GRAND DIPLÔME	UG Diploma	18 Months
PG Diploma in Diplôme de Boulangerie	PG Diploma	6 Months
PG Diploma in Diplôme de Cuisine	PG Diploma	9 Months
PG Diploma in Diplôme de Pâtisserie	PG Diploma	9 Months
PG Diploma in GRAND DIPLÔME	PG Diploma	18 Months

Application Documents:

- Application Form – Student Signed
- High School or Equivalent Certificate
- English Language Certificate
- French Language Certificate
- Consent Form
- Cover Letter
- CV/Resume – With Student Photo
- Medical History Form
- Passport – First & Last Page
- VISA Copy – Must Include Course Duration

Important Notes:

- Student's Minimum Age: 18 Years
- No Prior Culinary Experience is Required
- French Interview for Non-Native Speakers



English Proficiency Requirements:

Test Name	Minimum Requirement
IELTS Score	5.5
TOEFL iBT Score	65

Standard Entry Requirement: High School Diploma or Equivalent

Application Fee: Waived

Tuition Fee: ₩18,720,000 – ₩60,020,000

Application Turnaround Time:

- The application gets processed within 10 to 15 working days after all required documents have been submitted completely.



aSSIST University

Program Offered:

- Global MBA: Innovation & Entrepreneurship

Application Documents:

- Application Form
- Consent of Academic Record Verification
- Personal Statement (SOP)
- CV/Resume – Updated
- Student Passport – First & Last Page
- Parent Passport – First & Last Page
- Academic Transcript
- Graduation Certificate (Apostilled)
- English Proficiency Scorecard
- Bank Balance Certificate (Minimum Amount: \$20,000)
- Certificate of Employment – If Applicable
- Consent Form of Academic Inquiry
- Birth Certificate
- Letter of Recommendation

Important Note:

- The original physical documents must be submitted to the program manager at the school by the deadline.
- Address: Global MBA, aSSIST University, 46 Ewhayeodae 2-gil, Seodaemun-gu, Seoul, Korea (03767)

English Proficiency Requirements:

Test Name	Minimum Requirement
IELTS Score	5.5 No Band Less Than 5.0
TOEFL Score	71



Required GPA: 3.0 | Percentage: 75%

Application Fee: Waived

Tuition Fee: ₩22,720,000

Program Length: 3 Semesters

Application Offer Turnaround Time: 3 – 5 Working Days

15 Years of Education: Accepted

Scholarships:

- Merit-Based Scholarship, Amount: ₩6,030,000



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Hanil University

Programs Offered:

Undergraduate Programs	Postgraduate Programs
BA In Business & Entrepreneurship Management	MA In Global Entrepreneurship
BA In Software Engineering	MA In Health Management

Application Documents:

- Application Form
- Statement of Purpose (Study Plan)
- Passport – First & Last Page
- Academic Transcript (Apostilled)
- Graduation Certificate (Apostilled)
- English Proficiency Scorecard
- Birth Certificate
- Bank Balance Certificate (Minimum Balance of ₩16,000,000)
- Three Photographs

Important Note: Documents must be submitted digitally first, with originals sent by post afterwards. All documents must be originals; if they are not in Korean or English, a notarised translation in either Korean or English is required.

English Proficiency Requirements:

Test Name	Minimum Requirement
IELTS Score	5.5
TOEFL Score	71

Application Fee: ₩60,000

Tuition Fee: ₩8,000,000

Application Offer Turnaround Time: 3 – 5 Working Days

Scholarship: ₩1,000,000 (Automatically Applied)

15 Years of Education: Accepted



Kimpo University

Programs Offered:

Program Name	Study Level
Associate Degree in Nursing Care	Associate Degree
Associate Degree in AI & Robotics	Associate Degree
Associate Degree in AI Business Management	Associate Degree
Associate Degree in Computer Science	Associate Degree
Bachelor of AI & Robotics	Undergraduate
Bachelor of AI Business Management	Undergraduate
Bachelor of Computer Science	Undergraduate

Application Documents:

- Application Form
- Oath to Pay Study Expenses Form
- Personal Information Usage Consent Form
- High School Certificate (Notarised)
- Passport - First & Last Page
- English Proficiency Scorecard
- Birth Certificate
- Bank Balance Certificate (Balance of ₩20,000,000)
- Two Photographs - White Background

English Proficiency Requirement:

Test Name	Minimum Requirement
IELTS Score	5.5
TOEFL Score	71

Application Fee: ₩50,000

Tuition Fee: ₩7,400,000

Scholarship: ₩1,110,000

Application Offer Turnaround Time: 3 – 5 Working Days

15 Years of Education: Accepted



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Jangan University

Programs Offered:

- Associate Degree in Hotel Management

Application Documents:

- Application Form
- Statement of Purpose (Study Plan)
- Pledge for Study Expenses Form (Signed)
- Student Passport – First & Last Page
- Parent Passport or National ID
- Academic Transcript (Apostilled)
- High School Graduation Certificate (Apostilled)
- English Proficiency Scorecard
- Birth Certificate
- Bank Balance Certificate (Balance of ₩20,000,000)
- Three Photographs (Student Name written on the back)
- Consent Form for Academic Verification
- Consent Form for Personal Data Usage

Important Note: All documents must be submitted at the time of application. All documents, except for the bank balance certificate, must be issued within three months before the application deadline.

English Proficiency Requirements:

Test Name	Minimum Requirement
IELTS Score	5.5
TOEFL Score	71

Application Fee: ₩50,000

Tuition Fee: ₩6,534,000

Scholarship: ₩1,480,100 (Including a fixed admission incentive of ₩500,000 is granted upon enrollment)

15 Years of Education: Accepted



Kyungdong University

Program Offered:

Undergraduate Program	Postgraduate Program
Bachelor of International Business Administration	M. Eng. In Artificial Intelligence and Data Science
Bachelor of International Hotel Management	MA In International Business Administration
Bachelor of Smart Computing	MA In International Hospitality and Tourism Management
Bachelor of Artificial Intelligence	

Application Documents:

- High School Transcript – Undergraduates Only
- High School Certificate – Undergraduates Only
- Bachelor's Transcripts – Postgraduates Only
- Bachelor's Certificate – Postgraduates Only
- Work Experience Certificate – Postgraduates Only
- Student Code of Conduct
- Passport – First & Last Page
- Application Form
- English Proficiency Certificates
- Student Photographs – White Background
- Affidavit of Support
- Consent Letter (High School Information)
- Personal Information Usage Agreement
- Birth Certificate
- Bank Statement – Six Months
- Bank Balance Certificate (\$16,000)
- Certificate Tuberculosis

Important Note: Apostilled Academic Transcript, High School Certificate, Bank Certificate, and Bank Statement - submission by postal mail.



English Proficiency Requirements:

Test Name	Minimum Requirement
IELTS Score	5.5
TOEFL Score	71

Application Fee: Waived

Undergraduate Tuition Fee: ₩8,000

Postgraduate Tuition Fee: ₩10,000

Offer Turnaround Time: 30 Working days after completing the submission of documents.

Scholarship:

% of Scholarship	Requirements
50% of Tuition Fees	IELTS 5.5 / Higher
70% of Tuition Fees	IELTS 6.5 / Higher TOEFL iBT 71 – 78
100% of Tuition Fees	IELTS 7.0 / Higher TOEFL iBT 79 / Higher



Woosong University

Programs Offered:

Program Name	Study Level
Bachelor of Business Administration (BBA)	Undergraduate
Bachelor's of Engineering in AI and Big Data	Undergraduate
Bachelor's Degree in Global Management	Undergraduate
Bachelor's Degree in Global Hotel Management	Undergraduate
Bachelor's Degree in K-Pop Arts Management	Undergraduate
Bachelor's Degree in Artificial Intelligence & Human-Computer Interaction	Undergraduate
Bachelor's Degree in Cognitive Science	Undergraduate
Bachelor's Degree in Data Science	Undergraduate
Bachelor's Degree in K-Beauty Design	Undergraduate
Bachelor's Degree in Media and Communication Arts	Undergraduate
Bachelor's Degree in Culinary Arts	Undergraduate
Bachelor's Degree in Restaurant and Entrepreneurship	Undergraduate
Master of Business Administration	Postgraduate
Master of Science in Marketing and Analytics	Postgraduate
Master of Science in Technology and Entrepreneurship	Postgraduate
Master's in Artificial Intelligence	Postgraduate
Master's in International Business Management	Postgraduate
Master's in Hospitality Management	Postgraduate
PhD in Global Management	PhD
PhD in Management Studies	PhD
PhD in Hospitality and Tourism Management	PhD

Application Documents:

- 10th & 12th Marksheets
- English Proficiency Scorecard
- Resume/CV
- Letter of Recommendation – One Letter
- Passport Copy – First & Last Page
- Birth Certificate
- Bank Balance Certificate (\$16,000)



English Proficiency Requirements:

Test Name	UG Minimum Requirement	PG Minimum Requirement
IELTS	5.5 No Band Less Than 5.0	6.0 No Band Less Than 5.5
TOEFL	60	60
PTE	50	50
DET	100 No Band Less Than 95	100 No Band Less Than 95

Undergraduate General Requirement: 60% in High School

Postgraduate General Requirement: 60% in Undergraduate

Application Fee: \$50

Tuition Fee: ₩9,425,919 – ₩17,445,827

Scholarship: Merit-Based – 30% - 100% of the cost of tuition.

Offer Turnaround Time: 15 Working Days after completing the submission of documents.

Transfer Students: Accepted

15 Years of Education: Accepted



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Application Process Flow Chart

Application Received

- The student's application is received and verified for completeness and eligibility.

Application Submitted to the University

- Once verified, the application is officially submitted to the chosen South Korean university.

Acceptance Received from the University

- The university reviews the application and issues an acceptance letter if the student meets the admission criteria.

Applying for Certificate of Admission (COA)

- The student applies for the COA by paying the tuition deposit for one academic year as required by the university.

Certificate of Admission (COA) Issued

- The university processes the application and issues the official Certificate of Admission.

Embassy Appointment and Visa Application

- The student schedules an appointment with the South Korean Embassy to apply for a student visa.

Submission of Original Documents and Passport

- During the embassy visit, the student submits all required original documents and their passport for visa processing.

Visa Outcome

- The embassy reviews the application and notifies the student of the visa decision.



Certificate of Admission (COA)

The Certificate of Admission (COA) is an official document issued by a South Korean educational institution to confirm that a student has been formally accepted into a specific academic program. It is issued by the university's international office and serves as a key document for visa processing. The COA is mandatory for applying for the D-2 student visa, as it verifies the student's eligibility to study in South Korea. Once issued, the student must use this certificate to apply for the D-2 Visa at the Korean Embassy.

How to Apply for a Certificate of Admission (COA)

To initiate your COA application for studying in South Korea, ensure that all required documents are complete and submitted to the respective university:

- Application Form**
 - Fill out the official COA application accurately.
- Passport Copy**
 - Provide a clear scan of the passport's personal information page.
- Proof of Payment**
 - Include a copy of the tuition deposit or application fee receipt.
- Academic Records**
 - Submit transcripts and diplomas from previously attended schools or colleges.
- Language Proficiency**
 - Provide Korean or English test scores such as TOPIK, TOEFL, or IELTS, if required.
- Passport-sized Photographs**
 - Submit recent photos as per university guidelines.
- Personal Statement / Study Plan**
 - Required by some universities to evaluate study intent and objectives.
- Other Supporting Documents**
 - May include recommendation letters, proof of finances, or visa application forms, depending on individual university requirements.



VISA Process

Once the student receives the Certificate of Admission (COA) from the international office of a South Korean university, it confirms official admission into a degree program and eligibility to apply for a D-2 Student Visa. The university will contact the student to initiate the visa appointment process accordingly.

Documents Required

- Visa Application Form**
 - Downloadable from the Korean Embassy or Consulate website.
- Passport**
 - Original passport and one clear copy of the ID page (showing the photo).
- Passport-Sized Photograph**
 - 3.5 cm × 4.5 cm with a white background, taken within the past six months.
- Certificate of Admission (COA)**
 - Issued by the International Education Office of the university.
- Visa Fee**
 - Approximately \$60 – \$80.
- ID Card**
 - Personal identification from the student's country.
- Certificate of KU Business Registration**
 - Provided by Korea University along with the COA.
- Invitation Letter** from NIIED (National Institute for International Education of Korea)
 - If applicable.



Financial Proof

- Minimum show fund requirement: \$20,000 (covers tuition and living expenses).
- If tuition is already paid, the requirement reduces to \$10,000 (for living expenses).
- Funds must be at least three months old and may include educational loans from nationalised or multinational banks, as well as savings or fixed deposits.

Health Certificate

- Including tuberculosis test results.

Note: All financial and academic documents must be apostilled to verify their authenticity.

VISA Processing Time

The student visa application process generally takes 10–15 working days. However, depending on the level of verification and assessment required, the average processing time may extend to four to six weeks. Students are therefore strongly advised to apply well in advance to ensure timely visa approval.

