

# Certificate of Admission Application Guide Spring 2023 Semester



Woosong University Visa Office is permitted to issue Certificate of Admission up to three months before a new semester begins. This document is required when applying for a student visa at the Korean embassy in your home country. If you intend to apply for Re-Enrollment or Re-Admission or come to Korea for the first time, you need to apply for a visa to come to Korea for the Spring 2023 Semester. Please read the below carefully.

## **Required Documents for Certificate Admission Issuance**

### **1. Bank Statement showing a minimum of \$18,000 U.S. dollars**

- This account should be in the name of the student and be at least three months old.
- The statement should be no more than 30 days old and be valid till 2023.03.01.
- For applicants from Uzbekistan, this must be with KDB Bank.
- *If you prefer to use a parent's bank account, you must also submit a 'bank reference' stating the names of both parties and the relationship between them.*

### **2. Copy of Latest Diploma/Academic Certificate**

- These must be in English language or translated officially to English language.
- Applicants from China must submit the certification materials from <https://www.chsi.com.cn/> or local Republic of Korea Embassy or Consulate.
- Applicants from Apostille Convention member countries should submit certification materials certified by Apostille.
- Applicants from non-Apostille Convention member countries should submit certification materials from the local Republic of Korea Embassy or Consulate.

### **3. Colour Copy of Passport Photo Page**

### **4. Passport-size Photo on White-coloured Background**

## **Document Submission**

Hard copies of the above required documents need to be mailed to the following address:

**Woosong University Visa Office**

**Building W3, Room 105**

**171, Dongdaejon-ro**

**Dong-gu, Daejeon,**

**Republic of Korea 34606**

**Telephone Number: 042-629-6199**

**Receiver Name: Yan Yanlan**

**Note:** According to Korean immigration law, the application period for Certificate of Admission is 2022.12.02 – 2023.03.03. Applications submitted after this date cannot be accepted.

**Note:** Students who are on Leave of Absence/Expelled can apply for Certificate of Admission issuance only after Re-Enrolling/being Re-Admitted.