AJOU UNIVERSITY

Graduate School of International Studies

Online Admission Application Guideline

We recommend using **Chrome** or **Firefox** as your internet browser

Using Internet Explorer may cause an error

Index

Intro

Welcome to Graduate School of International Studies(GSIS) at Ajou University!

We recommend you to use Firefox or Chrome as your internet browser.

+ Start a New Application

+ Retrieve Your Application

1. Start a New Application
- If it is your first time to visit Ajou GSIS online application website this semester, click "+Start a New Application".
- Read the instruction carefully.
- Click [Create an Account] button to create your account.

2. Retrieve Your Application
- Read the instruction carefully.
- If you have already created an account, click [Retrieve Your Application] button to retrieve your saved application.

Create Account

1. Enter a valid **email address** as
it will be used throughout your admission process.

2. After entering a valid email address,
click **"Receive the Verification Code"** button
then a verification code will be sent to
your email address.

3. Enter the **verification code** you received then click
"Confirm" button.

4. **Create password**: Use between 8 and 12 characters
with a mix of letters, numbers, and symbols.

5. **Name**: Enter your name as it appears on your
passport.

6. Click your date of birth on the pop-up **calendar**.

Retrieve Your Application

AJOU UNIVERSITY
Graduate School of International Studies

Retrieve Your Application

Email Address

Create Account   Sign in

Enter your registered account **email address** first and registered password on the following page.

Forgot Password? → Find Password
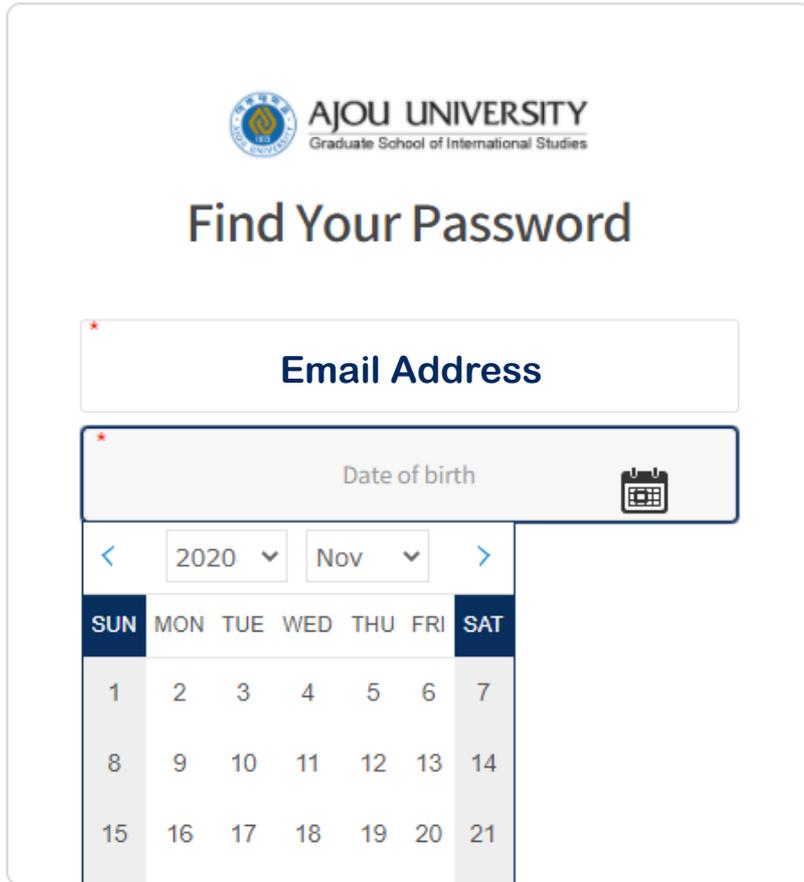
AJOU UNIVERSITY
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Find Your Password

Email Address

Date of birth

2020 ∨	Nov ∨

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

- If you lost your password, click **'Forgot Password'** button and enter the required information.

- Then **'Password reset'** email will be sent to your registered email address.

My Application Schedule & Downloads

● MY APPLICATION SCHEDULE

> Deadline
14/May/2021 23:59

> Application form submitted date

> Required documents submitted date

> Last accessed date
25/Apr/2021 22:22

● DOWNLOADS

> Admission Guide (GO)

> Ajou GSIS Online Application Instruction (GO)

MY APPLICATION SCHEDULE:

Find your application schedule accordingly.

DOWNLOADS:

Click to download 'Admission Guide' or 'Ajou GSIS Online Application Instruction'.

Admission Schedule

Welcome to Ajou GSIS Admission Application!

2021 Fall Admission Schedule

* KST = Korea Standard Time

Process	1st round	2nd round	3rd round	
1 Application Deadline	09:00 Apr. 14, 2021 ~ 23:59 May. 14, 2021 (KST)	00:00 May. 15, 2021 ~ 23:59 Jun. 04, 2021 (KST)	00:00 Jun. 05, 2021 ~ 23:59 Jun. 25, 2021 (KST)	Start your application
2 Interview Dates	00:00 May. 26, 2021 ~ 23:59 May. 28, 2021 (KST)	00:00 Jun. 16, 2021 ~ 23:59 Jun. 18, 2021 (KST)	00:00 Jul. 14, 2021 ~ 23:59 Jul. 16, 2021 (KST)	Check Interview Schedule
3 Preliminary Admission Announcement	00:00 Jun. 07, 2021 ~ 23:59 Jun. 11, 2021 (KST)	00:00 Jun. 28, 2021 ~ 23:59 Jul. 02, 2021 (KST)	00:00 Jul. 21, 2021 ~ 23:59 Jul. 27, 2021 (KST)	Admission Announcsment
4 Admission and Tuition Fee	00:00 Jul. 01, 2021 ~ 23:59 Jul. 07, 2021 (KST)	00:00 Jul. 08, 2021 ~ 23:59 Jul. 14, 2021 (KST)	00:00 Jul. 28, 2021 ~ 23:59 Aug. 03, 2021 (KST)	
5 Final Admission Announcement	To be announced individually via email			

- You may find all admission schedule of each round.

1. Application Deadline

2. Interview Dates: Click "Check interview schedule" button to see your designated interview date and time. Interview dates will be announced only for those who have completed their online application.

3. Preliminary Admission Announcement: Click "Admission Announcement"button to see your admission result and get necessary information.

4. Admission and Tuition Fee Payment

5. Final Admission Announcement (to be individually notified via email)

Bottom buttons at each page

Save

Click **"Save"** to save temporarily.

Step 1 Completion

Click **"Completion"** to complete and submit each section. After you complete the page, completed date and time information will appear.

Modify Step 4

Click **"Modify"** to modify contents after completing the page.

« **»**

Click **"<<"** or **">>"** button to go to the previous or next page.

Step1 - General Information

Level of Entrance

Are you aware that you are applying for 2021 Fall semester at Ajou Graduate School of International Studies(GSIS)? *	○ Yes ○ No
Which department are you applying for? *	--- Select --- ▾
Self-Apply or Outside Agents *	○ Self-Apply ○ Outside Agents(Educational Consultancy)

- Click or enter your information for all required fields.

- Upload photos(copy) in JPG, PNG, GIF, and PDF formats.

Level of Entrance

- Which department are you applying for?: Choose one department carefully.

  It is not changeable once you submit an online application.

- Self-Apply or Outside Agents:

  If you apply through an outside agency (educational consultancy),

  enter the full name of the consultancy clearly.

Step1 - General Information

Personal Information				
				* This field is required.
Name *				
Passport-sized Photo * White background			⬆	
Gender *	○ Male	○ Female		
Date of birth *				
Country of birth *	Country of birth		🔍	
Country of citizenship *	Country of citizenship		🔍	
Do you have a passport? *	⦿ Yes	○ No		
Passport No *	Passport No			
A Copy of passport *			⬆	📄
Expiration date of passport *	Expiration date of Passport	📅		
Are you currently living in Korea? *	⦿ Yes	○ No		
A copy of Alien Registration Card (If applicable)			⬆	📄
Visa type *	- Select -			
Alien Registration number	Alien Registration Number			

Personal Information

- Name: This field reflects the information of your account. It is not changeable.

- Do you have a passport?: Click 'Yes' only if you have a valid passport.

    Enter the passport information and upload a copy of passport.

- Are you currently living in Korea?: Click 'Yes' only if you live in Korea.

    Select visa type. If you hold an alien registration card(ARC),

    enter the alien registration number and upload a copy of ARC.

Step1 - General Information

Contact Information

* This field is required.

Street number *	Street number	City *	City
State	State	Postal code *	Postal Code
Country *	Country 🔍	E-mail *	
Home Phone * (include Country Code)	Home Phone(include Country Code)	Mobile Phone * (include Country Code)	Mobile Phone(include Country Code)

Contact Information

- E-mail: This field reflects the information of your account.

    It is not changeable.

Step2 - English Proficiency Test Scores

ENGLISH PROFICIENCY TEST SCORES

- If your native language is not English, you must submit English proficiency test score.
- Official Test of English as a Foreign Language(TOEFL) IBT 80 or above or International English Language Testing System(IELTS) 5.5 or above or equivalent English proficiency test score
- Students from the countries where English is one of the official languages should submit the Certificate showing the medium of language was English in your undergraduate institution.
- Exampted only if you are a native speaker of English from the following countries: United States, United Kingdom, Canada, Australia, New Zealand, Ireland, and South Africa.
- Click '+' if you need to add more

* This field is required.

Type of English proficiency test *	Score *	Test Date *	Test Report Form Number (or Registration Number) *	Upload scanned test result or certificate *	
- Select -	Score	Test Date 📅	Test Report Form Number	⬆	−

\+

Click the type of English proficiency test you have.

- TOEFL (Above IBT 80), IELTS (Above IELTS 5.5), CEFR, TEPS

- Other English Proficiency Test Score: Before you click other type of English test,
  please contact the GSIS office at gsis@ajou.ac.kr in advance.

- English as a medium of language in undergraduate: Students from the countries where
  English is one of the official languages should submit the Certificate showing
  the medium of language was English in your undergraduate institution.

- Native Speaker: English proficiency test score is exempted only
  if you are a native speaker of English from the following countries:
  United States, United Kingdom, Canada, Australia, New Zealand, Ireland, or South Africa.

Upload scanned test result or certificate in JPG, PNG, GIF, or PDF formats.

Step3 - Education & Statement of Purpose(SOP)

EDUCATION & STATEMENT OF PURPOSE(SOP)

Post-Secondary Education History

- List each institution beyond secondary school that you have attended.
- Click '+' if you need to add more

* This field is required.

Name of Institution *		Major *	Degree *	Date of Attendance (from – to) *	Length of Study (Years of Study) *	CGPA (GPA / Full Mark / Conversion(100)) *	
Name of Institution	🔍	Major	- Select - ⌄	Start date 📅 End date 📅	-- Select -- ⌄	GPA Full Ma Score /100	−

+

Post-Secondary Education History

- Search the name of institution beyond secondary school you have attended.

  (If you cannot find the name of the institution, type the name of your institution, select 'others'

  and type the name of institution. Also, please contact GSIS office at gsis@ajou.ac.kr)

Step3 - Education & Statement of Purpose(SOP)

Statement of Purpose(SOP) *

> · The SOP is an important part of the application and will be reviewed by the Admission Committee before the final admission decision. Your SOP must be written in your own words and ideas. We will be able to learn more about you and your motivation of study at Ajou GSIS. (Minimum 500 words and maximum 2000 words.)

PREVIEW

1. Why are you interested in the Ajou GSIS and the major you applied?
2. What are your academic and practical experiences?
3. What are your career goals after you earn the master's degree?

* This field is required.

Statement of Purpose(SOP)

- Type statement of purpose with given three(3) questions.

 Minimum 500 words to Maximum 2000 words.

Extracurricular Activity

> · List non-academic activities related to arts, computer(IT), music, sports, theatre, or other.
> · Provide the participation period.

Extracurricular Activity(Optional)

Step4 - Employment History (Optional)

EMPLOYMENT HISTORY

- List your work experience in detail.
- Click '+' if you need to add more

Name of Institution / Company	Type of Business	Location (City, Country)	Job Title	Main Responsibilities and Activities	Work Periods (from – to)	
Name of Institution / Company	Type of Business	Location (City, Coun	Job Title	Main Responsibilities and Activities	Start date 📅 End date 📅	−

＋

Employment History

- If you have any job experience, list in detail.

Step5 – Other Information

Health and Wellness Information

The information provided will be shared only with appropriate persons affiliated with your specific program and does not affect your admission into the program. Please be honest to answer the questions.

This field is required.

Question		
Have you ever been or are you currently being treated for a physical health condition? *	○ Yes ○ No	If yes, explain your medical condition in detail
Have you ever been or are you currently being treated for a mental health condition (psychological or emotional)? *	○ Yes ○ No	If yes, explain your medical condition in detail
Are you taking any medication? *	○ Yes ○ No	If yes, explain your medical condition in detail
Have you had any major injury, disease, or ailments in the past five years? *	○ Yes ○ No	If yes, explain your medical condition in detail
Is there any additional information that would be helpful for us to be aware of during your study abroad period? *	○ Yes ○ No	If yes, explain your medical condition in detail

Health and Wellness Information

- Please click 'Yes' or 'No' for each question and if you answer 'Yes', explain your medical condition in detail.

Step5 – Other Information

Questionnaire

* This field is required.

| Have you ever been to Korea? * | ○ Yes ○ No | If yes, explain when & why |

How did you learn about Graduate School of International Studies at Ajou University?

- ☐ Ajou University Website
- ☐ Ajou GSIS Facebook, Instagram, YouTube
- ☐ Web Searching
- ☐ Educational Fair
- ☐ Educational Agency
- ☐ Friends & Family in Korea
- ☐ Friends & Family in your country

Questionnaire

- Choose at least one option to each question.

Step6 – Application form submission

APPLICATION FORM SUBMISSION

Application Fee Payment

- Note that you will be considered as an applicant after you complete the application fee payment.
- Wire transfer information for application fee ONLY:
  - Amount : USD 100 or KRW 100,000
  - Name : Kookmin Bank (Ajou University Branch)
  - Account Number : 808490-29-000295
  - Account Name : Ajou University
  - Swift Code : CZNBKRSEXXX
  - Address : 206 Worldcup-ro Yeongtong-gu Suwon 16499 Rep. of Korea

Application Fee Payment

- Note that you will be considered as an applicant

  after you complete the application fee payment (USD 100 or KRW 100,000).

  You may find the wire transfer information for the application fee.

Step6 – Application form submission

Your Status

Step	Status	Date	Checking
1. GENERAL INFORMATION	Completed	02/Nov/2020 15:12	✓
2. LANGUAGE PROFICIENCY	Completed	02/Nov/2020 15:11	✓
3. EDUCATION & SOP	Completed	02/Nov/2020 15:12	✓
4. EMPLOYMENT HISTORY	Completed	02/Nov/2020 14:16	✓
5. OTHER INFORMATION	Completed	02/Nov/2020 15:11	✓

Your Status

- You may find your application form completion status in this chart.

Step6 – Application form submission

Affirmation Statements

- **Applicants should read, abide by, and respect the following terms and conditions. Failure to abide by the followings may result in cancellation of admission.**
  - > I abide by the Ajou University's regulations concerning application deadlines and admission requirements.
  - > I certify that all information submitted in the admission process - including this application and any other submitted materials – is complete and accurate and I understand that false or fraudulent statement may result in cancellation of admission, disciplinary action, and invalidation of credits earned at the University.
  - > I understand that Ajou GSIS cannot return any documents once I have submitted including the original notarized or apostilled of diploma and transcript.
  - > If admitted, I agree to abide by the rules and regulations of Ajou GSIS and the University.
  - > I agree to notify the Ajou GSIS immediately if any of the information changes prior to my entry to the University.

☐ I have read and abide by, and respect the above terms and conditions. I understand that failure to abide the above statement may result in cancellation of admission.

Affirmation Statements

- Read the affirmation statement carefully and check the terms and conditions box before the final submission. Any failure to abide the statement may result in cancellation of admission.

> **Preview Your Completed Application**

Preview Your Application

(After submission, button will be changed as "Print Your Completed Application".)

- Click the 'Preview Your Application' to check all contents you have entered before the final submission.
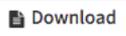
Step7 – Required documents submission

REQUIRED DOCUMENTS SUBMISSION

Online Submission

- You must upload all the required documents listed below.

This field is required.

Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate *	⬆
Original Notarized/Apostilled Transcript from Undergraduate Institution *	⬆
Two(2) Recommendation Letters from professor(s) at an undergraduate institution [GSIS Form] * 📄 Download	⬆

No.	Name	Position	Name of Institution	Email	Phone
1	Name	Position	Institution Name	Email	Phone
2	Name	Position	Institution Name	Email	Phone

This is the final stage of the application.

Both online and offline submission of required documents are necessary.

Online Submission

- Upload all required documents.

- Move your mouse over on each document list to find explanation in detail.

1. Original Notarized/Apostilled Undergraduate Diploma or Graduation Certificate

2. Original Notarized/Apostilled Transcript from Undergraduate Institution

3. Two(2) Recommendation Letters from professor(s) at an undergraduate institution
   [GSIS Form] : Enter the recommender's information in the chart.

Step7 – Required documents submission

Application fee (USD 100 or KRW 100,000) receipt *				⬆
Original Verification of Deposit(VOD) of the person responsible for student's expenses *				⬆
Relationship Certificate (ONLY when the VOD is under the name of the applicant's parents or sponsor)				⬆
Certificate of Income (ONLY when the VOD is under the name of the applicant's parents or sponsor)				⬆
Agreement Form for Academic Verification [GSIS Form] *		📄 Download		⬆

No.	Name	Position	Name of Institution	Email	Phone
1	Name	Position	Name of Institution	Email	Phone

4. Application fee (USD 100 or KRW 100,000) receipt

5. Original Verification of Deposit(VOD) of the person responsible for student's expenses

6. Relationship Certificate

   (ONLY when the VOD is under the name of the applicant's parents or sponsor)

7. Certificate of Income

   (ONLY when the VOD is under the name of the applicant's parents or sponsor)

8. Agreement Form for Academic Verification [GSIS Form]

   : Enter the administrative officer's information at the bachelor's certificate issued university.

Step7 – Required documents submission

Offline Submission via Post

- You must submit all the documents listed in the checklist via post.
- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- Send us the tracking number(EMS/DHL or other) of your document shipping via email at gsis@ajou.ac.kr for us to track your document.
  - Receiver : GSIS, Ajou University
  - Address : Yulgok Hall #155, 206 Worldcup-ro, Yeongtong-gu, Suwon-si, Gyeonggi-do, 16499, Republic of Korea

> Print Your Completed Application

Offline Submission via Post

- This is the final stage of the application. Your application will be considered 'complete' only if you submit all the documents via post.
- 'Print Your Complete Application button' will be activated only after you complete the online application and upload required documents above.
- **Printout**
1. Checklist: Required document list you need to submit via post to Ajou GSIS office.
2. Application form: Read the application form carefully before you submit the final application form. Print your signature on the last page before you submit it.
3. Statement of Purpose: Read the statement of purpose carefully that you typed at Step 3. EDUCATION & SOP before you submit it.

After submission

Process	1st round	2nd round	3rd round	
Application Deadline	00:00 Oct. 26, 2020 ~ 23:59 Nov. 13, 2020 (KST)	00:00 Nov. 14, 2020 ~ 23:59 Dec. 04, 2020 (KST)	00:00 Dec. 05, 2020 ~ 23:59 Dec. 24, 2020 (KST)	Print Your Application
Interview Dates	00:00 Nov. 25, 2020 ~ 23:59 Nov. 27, 2020 (KST)	00:00 Dec. 16, 2020 ~ 23:59 Dec. 18, 2020 (KST)	00:00 Jan. 13, 2021 ~ 23:59 Jan. 15, 2021 (KST)	Check Interview Schedule

1. **Document Submission:** You will receive the GSIS email about your offline submission document checklist.

2. **Interview Dates:** When your interview schedule is fixed, you will receive the GSIS email. After that, you can check your interview schedule on the first page of GSIS admission website at Admission Schedule table. Click "Check interview schedule" button on 'Interview Dates' to see your designated interview date and time.

After submission

Process	1st round	2nd round	3rd round	
Preliminary Admission Announcement	00:00 Jun. 07, 2021 ~ 23:59 Jun. 11, 2021 (KST)	00:00 Jun. 28, 2021 ~ 23:59 Jul. 02, 2021 (KST)	00:00 Jul. 21, 2021 ~ 23:59 Jul. 27, 2021 (KST)	
Admission and Tuition Fee	00:00 Jul. 01, 2021 ~ 23:59 Jul. 07, 2021 (KST)	00:00 Jul. 08, 2021 ~ 23:59 Jul. 14, 2021 (KST)	00:00 Jul. 28, 2021 ~ 23:59 Aug. 03, 2021 (KST)	

3. **Preliminary Admission Announcement:** After you go through the interview,

   the final admission result will be announced via email.

   You can find your result on the first page of GSIS admission website at Admission Schedule table.

   Click "Admission Announcement"button to see your admission result and get necessary

   information.

4. **Admission and Tuition Fee** (Applicable only to successful candidates):

   You can print out 'Tuition & Fee Invoice' on the 'Preliminary Admission Announcement' page.

   Pay admission and tuition fee as instructed on the invoice.

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Email us at **gsis@ajou.ac.kr**
for questions