

# Application Guidelines for International Students of Spring 2024

## 1. Eligibility

**1) Bachelor's degree holder or expected graduate to be conferred with a Bachelor's degree**

\* An applicant with academic qualifications equivalent to a Bachelor's degree

**2) Language Proficiency Requirements(IELTS score of 5.5 overall, with at least 5.0 in each of the four components)**

\* Other acceptable language certificates: TOEFL 530, CBT 197, iBT 71, CEFR B2, TEPS 600(NEW TEPS 326), other certificates are not acceptable

\* Language Proficiency test scores should be taken within two years from the application deadline

## 2. Required Documents for All Applicants

<b>1</b>	<b>Confirmation of Document Submission</b>	(Required) aSSIST Form
<b>2</b>	<b>Agreement to the Collection and Use of Personal Information</b>	(Required) aSSIST Form
<b>3</b>	<b>Application Form</b>	(Required) aSSIST Form * A hand-written signature on the printed documents is required.
<b>4</b>	<b>CV</b>	(Required) No Specific Form
<b>5</b>	<b>Statement of Purpose (Study plan)</b>	(Required) aSSIST Form
<b>6</b>	<b>Consent of Academic Record Verification</b>	(Required) aSSIST Form * A hand-written signature on the printed documents is required.
<b>7</b>	<b>Passport Photo</b>	(Required) 1) within 6 months, 2) white background, 3) size 3.5*4.5cm
<b>8</b>	<b>Language Certification</b>	(Required) 1 Copy of Language Certification * IELTS score of 5.5 overall, with at least 5.0 in each of the four components * Other acceptable language certificates: TOEFL 530, CBT 197, iBT 71, CEFR B2, TEPS 600(NEW TEPS 326), other certificates are not acceptable * Language Proficiency test scores should be taken within two years from the application deadline
<b>9</b>	<b>Proof of Bank Balance</b>	(Required) 1) A proof of bank balance in the applicant's name with a minimum amount equivalent to USD 20,000 or more (currency indication required). *shareholding account or insurance account is not acceptable 2) A proof of bank balance in the parent(s)' name will also be accepted (Certificate of Family Relations must be attached) 3) The proof of bank balance must have been issued within 30 days of submitting the application to aSSIST.

10	<b>Certificates of foreign nationality (Applicant)</b>	(Required) 1 Copy of the passport 1) Information page, SCANNED FILE ONLY 2) It may be rejected if it is a photo taken by yourself or if there is light smearing.
		Alien Registration Card (both front and back sides) (if applicable)
11	<b>Certificates of foreign nationality (Parent(s))</b>	(Required) Copy of the passports of parent(s) * In case parent(s) do not hold valid passports, a photocopy of their official ID (with notarized translation) may be submitted in lieu of a passport.
12	<b>Proof of relationship between applicant and parent(s)</b>	(Required) Certificate of family relations
13	<b>Certificate of Graduation</b>	(Required) Final academic graduation certificate 1) Korean or English 2) Apostille OR verification by the Korean consul in district
14	<b>Academic Transcript</b>	(Required) Final academic transcript 1) Korean or English 2) Apostille OR verification by the Korean consul in the district
15	<b>Admission recommendation letter</b>	(Required) One or more admission recommendation letter * Must be written, signed by the recommender
16	<b>Proof of Employment</b>	(Optional) Proof of Employment
17	<b>Certificate of Working Experience</b>	(Optional) Documents proving experience of more than 3 years
18	<b>International applicants with Korean ethnicity</b>	(Optional) Official documents that prove the applicant and the applicant's parent(s) no longer possess Korean citizenship

*\* All documents must be submitted either in Korean or English. Documents in other languages must be translated and publicly notarized and the documents in the original language must be attached for submission.*

*\* The Original physical documents should be sent to the program manager at school by the deadline.*

※ **Address:**

I&E MBA, aSSIST Universtiy  
46 Ewhayeodae 2-gil, Seodaemun-gu, Seoul, Korea (03767)

- Availability of direct or postal mail submission
- Office closed on weekends and public holidays
- All supporting documents must arrive by the designated deadline (Korea Standard Time)
- Please use certified mail, parcel service, or international express mail with a tracking number in order to check the delivery status to avoid delays or delivery failures.
- All submitted documents will not be returned.

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