



Applying to Universities in Korea

This document is designed to support students applying to Korean universities for March 2026 admission through the Overseas Korean Admissions Track; whether under the 2% track applicants or the 12 Year + Overseas track applicants, as well as the Sepcial Early Action Track (수시).

It outlines key considerations and provides a comprehensive list of required documents to help ensure a smooth and well-organized application process.

Parents: Please go through each item carefully with your child to ensure a smooth application experience. If you have any questions, do not hesitate to reach out to me at any time.

1. Application Timeline by Admission Type (March Entry)

	Early Action Admission (called Susi) – Up to 6 universities		
Admission Type	• 2% Track	• 12 Year + Track	• Special Early Action (SEA) Track
Application & Document Submission	Early July (Maybe 7 July)		10 September (after 2% and 12Y+ Track Results released)
Interviews Or Entrance Exams	Early to Mid-August		October to November
Admission Results Release	Early September		Mid-December

o Important Notes:

(1) Please refer to each university's admissions handbook for specific dates and procedures.

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- (2) Check the eligibility: Students must meet the eligibility requirements for the 2% Track or 12 Year + Track to apply under these categories.
- (3) **For Early Action admissions:** Applicants under the 2% Track may apply to **up to six universities**. If more than six applications are submitted, any submissions beyond the sixth will be **automatically canceled in order of submission**. Violating this rule may result in **disqualification**, even if an offer of admission has been made. In contrast, applicants under the **12 Year + applicants** are able to apply to **an unlimited number of universities**.
- (4) For **Speical Early Action Track**, each university has differet tracks and own selection criteria. Students can only apply under this track if you meet *both* of the following conditions:
 - A. **Condition 1.** The university explicitly allows *international high school graduates* to apply.
 - B. **Condition 2.** The university does *not* require CSAT (Korean College Scholastic Ability Test) scores. *To strengthen your competitiveness for this track, achieving a high final IBDP score is highly recommended.*

2. Selecting Universities and Majors

From now on, students and parents should start considering which universities to apply to and which majors to pursue. Even if you have already made all your decisions, we recommend that you reconsider based on scenarios like those below;

(1) **The final IBDP results will be released on the afternoon of July 6.**

Unlike previous years, this allows students to make their final university and major choices **based on actual results**. Having a clear plan for both scenarios is essential. Therefore, it is important to prepare for three possible scenarios ahead of time:

- **If your score is higher than expected: GREAT JOB!!!**
Consider applying to more competitive universities or majors that may now be within your reach.

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- **If your score is lower than expected: I understand this may feel disappointing, but it's important to take a step back and assess the situation with a clear and objective perspective.**

Be sure to **research alternative options** in advance so that you can pivot quickly if needed.

- **Alternative Majors:** I recommend exploring a broader range of majors that still align with your interests and strengths. This flexible approach can increase your chances of admission. For instance, even if you took Math, Chemistry, and Physics as HLs, you may — or in some cases, should — consider applying to majors in the humanities or social sciences, particularly if your grades in math or science was lower than expected.
- **Alternative Universities:** It is possible to apply to universities that select students based on written exams or interviews rather than document review.
You also should consider applying to universities that select applicants based on entrance exams or interview. These universities do not consider IB, AP, SAT, A-Levels, language test scores, or extracurricular activities in their admissions decisions. Check the interview or entrance exams dates.

- Based on the considerations above, please use the table below to list the universities and majors you plan to apply to or are interested in.

	Track 2% / 12 Y+/ SEA	Document Submission Methods (Online / Offline)	List of university and major		
			If Your Results Are Better Than Expected	If Your Results Are Lower Than Expected	
			University (Major)	University (Major)	University selects based on Entrance Exam or Interview (Major)
1					
2					
3					
4					
5					
6					
7					
8					

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3. Preparing and Organizing Required Documents by University

Since each university requires different documents, it is essential to carefully research and verify the specific list of required documents for each institution you plan to apply to.

- Checking how to submit your documents:** Students must check how each university you're applying to requires you to submit all documents (**both Mandatory and Optional Docs**). Find out whether they request them **online or offline**. If all the universities you're applying to accept online submissions, then you do **not** need to prepare six copies of your documents (such as transcripts, enrollment certificates, graduation certificates, or activity certificates). Instead, you only need to keep **one original copy** and **submit scanned versions** of the documents online.
- Mandatory Documents:** These are documents that all applicants must submit. Typically, these include the application form, academic transcripts, enrollment and graduation certificates, and documents related to parents or guardians. Examples include:

	Students or Parents Responsible to prepare	School (College Counsellor)
1	Application form (including comprehensive record sheets, overseas school survey forms, academic verification consent forms, and school curriculum introduction letters, Certificate issuance application and power of attorney, Consent form for the collection and use of personal information)	Elementary and middle school transcripts and enrollment certificates

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2	Family relation certificate	High school transcripts, enrollment, and graduation certificates
3	Entry and exit record certificate	Academic calendars
4	Passport copy	School Profile
5	Overseas Korean registration certificate	
6	Parent Overseas employment Certificate (2% Track Applicant Only)	
Others		

- In particular, optional documents may have different requirements and submission formats depending on the university, so it is important to carefully check the specific details for each institution before preparing them. Please identify which documents are accepted in advance and start preparing early if additional time is needed.

	University	Optional Documents Organize the documents you wish to submit according to the formats required by each university.	How to submit Online / Offline
1			
2			
3			
4			
5			
6			

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7			
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- **How to Store and Manage Documents for Each University**

Since the application schedule is tight and the required documents vary widely, it is very important to create individual folders for each university to ensure efficient application submission and document management. (Make sure to save files with different names for each university.)

- Create a folder for each university and save all documents, as shown in the photo below.



- Carefully review each university's admissions handbook and make sure all documents are prepared according to the required format and submission instructions. Please check the below examples of how Korea and Yonsei University require applicants to label documents or files and submit.

Korea University	Yonsei University
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재외국민(정원외2%)전형		
제출서류	파일명	비고
학력조회 동의서	1. 학력조회동의서_수험번호.pdf	
학교과정 소개서	2. 학교과정소개서_수험번호.pdf	
초등학교 성적 재학증명서	3. 초등학교학적서류_수험번호.pdf	일괄 스캔하여 업로드
중학교 성적 재학증명서	4. 중학교학적서류_수험번호.pdf	일괄 스캔하여 업로드
고등학교 성적 재학-졸업(예정)증명서	5. 고등학교학적서류_수험번호.pdf	일괄 스캔하여 업로드
국외학교 학사일정표	6. 학사일정표_수험번호.pdf	
활동증빙서류 목록표, 활동증빙서류	7. 활동증빙서류_수험번호.pdf	일괄 스캔하여 업로드
가족관계증명서	8. 가족관계증명서_수험번호.pdf	
출입국사실증명서	9. 출입국사실증명서_수험번호.pdf	
여권 사본	10. 여권사본_수험번호.pdf	지원자, 부, 모 서류를 일괄 스캔하여 업로드
사실증명발급신청서 및 위임장	11. 사실증명발급신청서_수험번호.pdf	
재외국민등록부 등본	12. 재외국민등록부등본_수험번호.pdf	
국외 재직형태별 추가 제출 서류	13. 국외재직증빙서류_수험번호.pdf	일괄 스캔하여 업로드
개인정보 수집 및 이용 동의서	14. 개인정보수집및이용동의서_수험번호.pdf	
국외고교 School Profile	15. 스쿨프로파일_수험번호.pdf	
사유서 또는 개인정보변경확인요청서 (해당자)	16. 사유서_수험번호.pdf	일괄 스캔하여 업로드
	17. 개인정보변경확인요청서_수험번호.pdf	

- **Please make sure to keep all submitted documents, as the university you choose to matriculate at may request the original copies.**

4.Supporting Documents: *I'm sharing the URLs for the Activity Certificate Template, School Profile, and Academic Calendars below so that students and parents can easily download them. Creating shareable links for these documents has made my life much easier.*

- (1) Template of Activity Record Certificate :
- (2) School Calendars
- (3) School Profile

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5. Application Portal: Windows system laptop (not Apple)

Students can only apply to universities through two designated application portals. Once students create an account on one portal and set up a common account, students can use both portals with a single account. During the application period, you can check the admissions websites of universities or one of portals to see which portal should be used for each university.

- Jinhaapply Portal: <https://www.jinhakapply.com/>
- Uwayapply Portal: <https://www.uwayapply.com/>

6. Tips and recommendations

- The most time-consuming part of the application process is often the **Academic History section**. It will be much more efficient if students or parents prepare a list of schools attended from Year 2 to Year 13, including the school name, city, and dates of enrollment and transfer.

#	Name or school	Attended Period (Grade)	Semester or Trimester	Enrollment date	City, County (Contact info)
1	<i>Son Elementary</i>	<i>Y2 ~ Y4</i>	<i>Trimester</i>	<i>21 Aug 2013 ~ 27 June 2016</i>	<i>Seoul, Korea, + 82 000000000000</i>
2					
3					

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4					
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- You may be contacted by the university with a request for additional documents after submitting your application. **Don't panic — simply prepare and submit the requested documents as soon as possible.**
- For 2% Track Applicants: Official admission results will be announced in September, but a significant number of students will be placed on the waitlist. Additional offers of admission will be announced in December, so please stay positive and hopeful until then.
- Don't be strangers: Regardless of your admission results, I support and cheer for your future. If you don't get accepted, I understand how disappointing that can be—but it's important that you reach out to me no matter what, so we can take the necessary next steps together.

Dear All,

Congratulations on making it this far! As you complete the final piece of the puzzle, remember—this is not the end, but the beginning of an exciting new chapter. No matter the outcome, the growth and perseverance you've demonstrated will serve as a strong foundation for your future.

Stay calm and confident as you wrap up the process, and know that I am here cheering you on every step of the way.

Once again, congratulations!

Yours truly,

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DULWICH COLLEGE | SUZHOU |

苏州德威外籍人员子女学校

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