

[General Application Guidelines and Materials for Visiting Students]

■ Online Application Period

- For 2026 Spring semester admission: **From 2025 Nov. 07 ~ 2025 Nov. 28**
- For 2026 Fall semester admission: **From 2026 May. 02 ~ 2026 May. 22**

■ Application Procedures

Steps	What to do
1	[When you are nominated by your home university] Your home university can nominate you as an exchange student to KGU. [When you apply by yourself - Check Eligibilities] - You should have successfully completed at least a year at your home university at the time of application. - You must be enrolled at your home university at the time of application. ※However, you can still participate in the visiting student program even though you take a semester off at your home university during your mobility duration at KGU. - KGU does not have any authority or responsibility when it comes to the credit transfer. ※ Therefore, it must be you who confirms with your home university that the credits that you earn at KGU can be successfully transferred or not.
2	[Application for KGU] The online application form should be filled out by the deadline. The scanned PDF files or image files of all application materials should be attached to the online application form.
3	[Confirmation from KGU] KGU coordinator confirms that there is no problem with your application materials and the tuition fee wired.
4	[Send Original Hard copies to KGU] Only after KGU coordinator confirms there is no issue with all your application materials, you can send the original hard copies of the application documents 1-3 by post to KGU(including the family relationship certificate as well when you should it issue it with one of your parents' names) [Where to send application documents] - Recipient : Ahin Yun - Postal Address : Office of International Affairs, Kyonggi University, 154-42 Gwanggyosan-Ro, Yeongtong-Gu, Suwon-Si, Gyeonggi-Do, SOUTH KOREA (Zip-Code: 16227) - Phone number: +82-(0)31-249-8775 - email address: oia@kyonggi.ac.kr ※Before the original documents arrive, you cannot issue the visa application materials.
5	[Application Result Announcement] KGU will send the result of your application via email in early June for the fall semester admission or in early December for the spring semester admission
6	[Visa application Materials] KGU will send your visa application materials to you or your home university

Please check the second and third page for the application materials!

■ Application Materials (1-11)

※The scanned PDF files or image files of all following application materials should be attached to the online application form

※Only after KGU coordinator confirms there is no issue with all your application materials, you can send the original hard copies of **the application documents 1-3** by post to KGU(**including the family relationship certificate as well when you should it issue it with one of your parents' names**)

No.	Application Material	Guidelines
1	English High School Graduation Certificate with Apostille or Consular Legalization	• The original hard copy should be sent to KGU by post • It should be issued in English • It should be issued by your high school and your home university • It must be notarized. There are designated two ways of notarization. The notarization through any private notarization agency or company is NOT acceptable. ①When Apostille is possible The Ministry of Foreign Affairs, Justice or Education in the country where you are now can legalize or notarize your certificate. The institution that manages Apostille can differ according to the nations. After the legalization or notarization, the apostille will be attached to your original certificate. ② When Apostille is NOT possible Should go through the consular legalization(authentication). You should ask the Korean Embassy or Consulate in the country where you are now about how to get the consular legalization properly.
2	English Certificate of Enrollment with Apostille or Consular Legalization	
3	English Bank Certificate of Deposit Balance	• The original hard copy should be sent to KGU by post • It should be issued in English • It should be issued by a bank. The captured image of the balance of your bank account will NOT be accepted • It should be issued by your name. If it is issued by one of your parents' names, the English family relationship certificate should be submitted as well • The currency must be indicated in KRW (Korean Won). If this is not possible, it can be indicated in USD (US dollar) • The certificate is only valid for 30 days. When KGU applied for your visa application materials, if 30 days have passed since the certificate issue date, it should be re-issued. Therefore, we recommend you to issue this certificate as late as possible. • The amount of money that you have to prove ① 6-month-study plan (one semester) : should prove at least KRW 10,000,000 ②12-month-study plan (two semesters) : should prove at least KRW 20,000,000
4	Receipt or transaction certificate for the KGU tuition fee	▶Click here to check the tuition fee • Receipt or transaction certificate which can prove that a student transferred the KGU tuition fee • The tuition fee is different according to the type of the visiting program and the major that a student chooses (around KRW 1,650,000 ~ KRW 4,500,000) • Please make sure to make the transfer with your name
5	Transcript of Academic Record	• It should be issued in English • It should be issued by your home university
6	Recommendation Letter	• It should be issued in English • There is no designated form for this letter • You can receive this letter from a professor, the international office or the president of your home university.

No.	Application Material	Guidelines
7	University Rules and Code of Conduct(KGU form)	- You can download the designated form in the google drive ▶Click here to download - You should read the contents carefully and sign up on the document
8-1	Dormitory Application Form (KGU form)	- You can download the designated form in the google drive ▶Click here to download "Dormitory Application" form ▶Click here to download "Confirmation Letter for Living off the Campus" form - You should read the contents carefully and sign one document - KGU dormitory Applicants : sign up on 8-1 - Who will live off the camps: sign up on 8-2
8-2	Confirmation Letter for Living off the Campus (KGU form)	
9	Passport Photos (Size: 3.5 x 4.5)	- You should follow the guidelines ▶Click here to check the guidelines - You cannot use the same photo on your passport - You should bring the original passport photos (more than 2 pieces) to Kyonggi University
10	Passport copy	- It should be clear enough - At least 1 year should be left until the date of expiry (If not, we recommend you to re-issue your passport) - It should be scanned, not photo taken - Must scan the whole page, not only the bottom page
11	Certificate for Language Proficiency	- English Undergraduate Program : Not mandatory to submit - Those who want to choose their majors or want to take Korean undergraduate program with Korean students: Must submit a TOPIK 3 certificate or the certificate that proves you have the equivalent language abilities to TOPIK 3